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CENSUS OF INDIA 1981

SERIES 31

MIZORAM

PART I-A & B

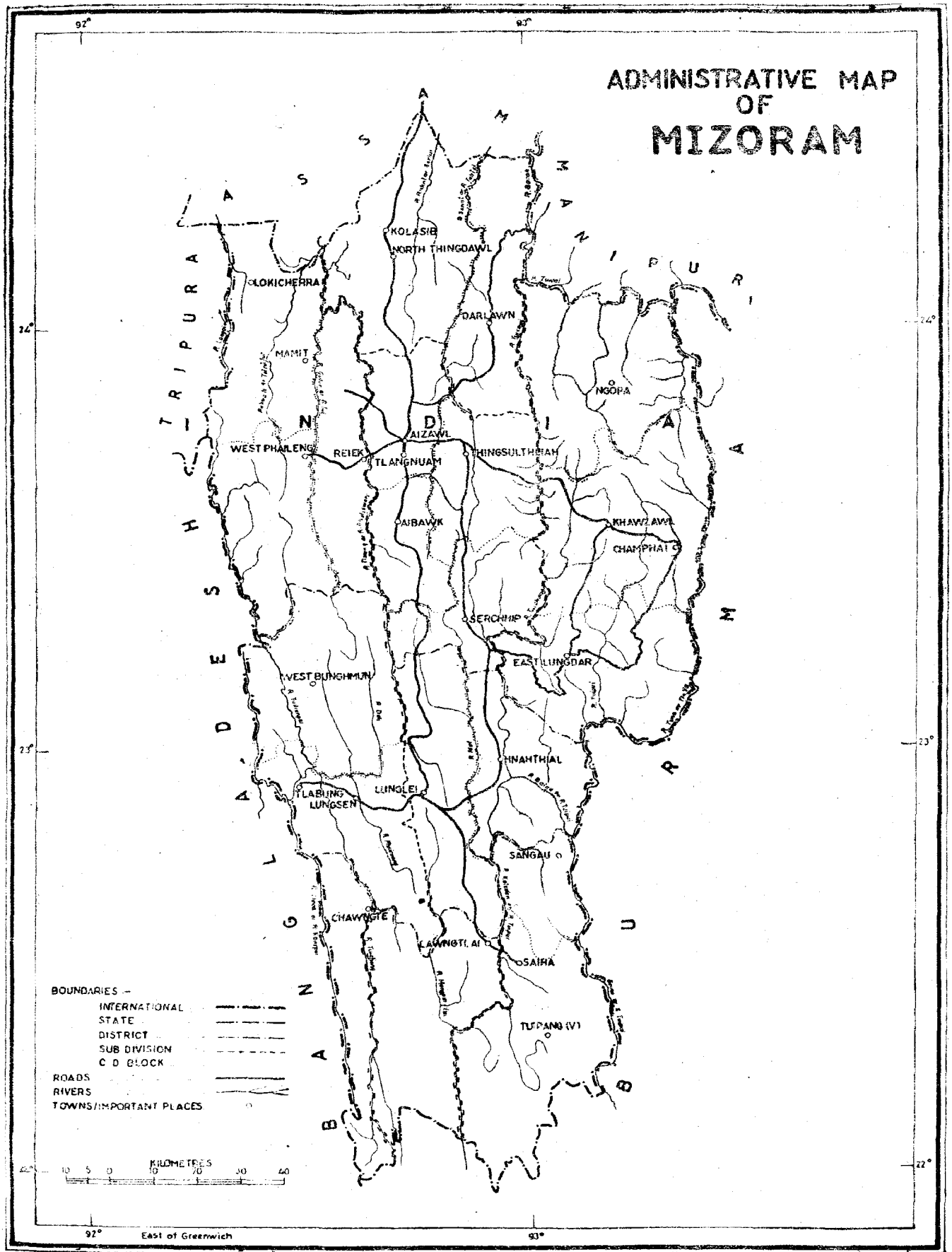
ADMINISTRATION REPORT

(ENUMERATION AND TABULATION)

P. LALNITHANGA
OF THE INDIAN ADMINISTRATIVE SERVICE
Director of Census Operations
Mizoram

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PART I-A

ADMINISTRATION REPORT ON ENUMERATION

CHAPTER I

INTRODUCTION

(a) Appointment as Director

It was some time in April 1979 that I first came to know of my appointment as Director of Census Operations for Mizoram for the 1981 Census of India. I was then Director of Land Revenue & Settlement under the Government of Mizoram. This appointment came in the wake of my being included in the select list of the I.A.S. for promotion to that cadre, being one of the Senior State Civil Service Officers. As a result of this inclusion in the select list of the I.A.S. the Government of Mizoram posted me in the first instance as Secretary to the Government of Mizoram in the Secretariat Administration and General Administration Department and at the same time looking after the Directorate of Land Revenue & Settlement in addition. I was given to understand that it will be only for a short period after which I will be released to take over as the Director of Census Operations for Mizoram under Government of India, Ministry of Home Affairs. While as Secretary in the Secretariat Administration and General Administration Department, I wrote to the Registrar General India, intimating him about my being earmarked for appointment as Director and at the same time requesting him for a literature on Census about which I had very little or no idea. This was because for the first time in the history of Mizoram a separate Census Directorate under a Director was being created. It may be recalled that till January 20th of 1972, Mizoram was a part of Assam as one of the several districts. It was only on the 21st of January 1972 that Mizoram became a separate Union Territory with a Government of its own. Shri K. K. Chakravorty, the then Assistant Registrar General, Census, intimated to me in his demi-official letter in reply to mine about the new post I would be taking up very soon, such as, the nature of the appointment, pay and allowances and other related matters. In the meantime on my services having been placed at the disposal of Government of India for appointment as Director of Census Operations, I was released by Government of Mizoram on the 11th of June 1979 and accordingly I joined as Director on the 12th of June 1979. The formal appointment letter from Government of India was also issued by the Registrar General, India.

(b) Visit of the Registrar General, India and Assistant Registrar General, Census

There being no office to be inherited and Census Directorate being an entirely new organisation, I had nobody to turn to for advise or for any matter connected with Census. I then recalled that Shri P. Padmanabha, the Registrar General, India and Shri K. K. Chakravorty, the Assistant Registrar General both visited Mizoram during 5th to 7th January 1979 in connection with organising a new Census Directorate. In fact, I had the opportunity of meeting both when they came to my office in the Directorate of Land Revenue & Settlement. I had not the slightest idea at that time that I myself would be involved with that great organisation as one of the Directors.

(c) No Office accommodation

Meanwhile, I had the opportunity of consulting the file in General Administration Department dealing with Census matters. As there was nobody to help me except myself and at the same time there being no accommodation made available to me in the Secretariat in spite of my request for a room, I had no other option but to function at the initial stage in my private residence at Chandmary by making use of one of the rooms as office. In the meantime, Census literature, circulars and correspondences started coming from the office of the Registrar General, India, New Delhi. All the circulars which were fairly lengthy had to be gone through with great details. I was completely out of touch with other offices and the Census literature and correspondence being what they were, I felt a great need for some one to help me in sending out letters and dealing with the incoming mail.

(d) Starting of a new office

It occurred to me at that time that the Economics & Statistics Directorate must be in a position to help me in various matters being a sister department with more or less identical interest and with the same objective. I then contacted the Deputy Director of that Department, Shri F. Thanghulha and his Research Officer, Shri B. Hniarmanga who were most understanding being also acquainted with Census matters to a considerable extent. Subsequently to my great relief they made it clear to me that they were prepared to make one of their office rooms available to me. They also made available to me one of the Sub-Inspectors of Statistics and a lady UDC and a Peon to help me at the initial stage. With the help of these staff from the Directorate of Economics & Statistics, I started organising the new office. The first thing I did was to print several file covers with proper office name and then opening as many files as possible on the various subjects based on the several letters and correspondences already received from the Registrar General, India. The several circulars issued by the Registrar General, India dealing with the several stages of Census had to be gone through with great care and attention. Such careful study and perusal of those circulars gradually gave me an insight into the working of Census organisation in the States. I had the comforting idea that I would be in a position to start a new office altogether with entirely new staff right from

the beginning and this being so, I was very much conscious and concerned about recruitment of staff and the type of personnel that would be available.

(e) **Office accommodation**

During the visit of the Registrar General, India, to Aizawl in January 1979, the office accommodation for the new Census Directorate was looked into and earmarked already. I knew from before that the residential building of Shri H. Vanthuama at Chandmary was earmarked for the office accommodation. I pursued the matter and the Registrar General, India gave clearance for our occupation of the ground floor in the first instance which was occupied on the 10th of July 1979. I started the new office with the loaned three staff members so kindly made available to me by the Deputy Director of Economics & Statistics. At the same time we were using their furniture as well as on loan. Other requisite stationery was also supplied by the General Administration Department at my request.

(f) **No backlog**

There was no backlog of 1971 Census as far as Mizoram was concerned. There was no paper available anywhere relating to Census except the file opened in the General Administration Department some time prior to the visit of Registrar General, India, to Aizawl. The time of appointment of Director was rather appropriate because of the fact that there was still sufficient time for making preparations and for organising the new office as well. It was only on the 7th of August 1979 that I started addressing the Deputy Commissioners and Sub-Divisional Officers in my capacity as Director of Census Operations for Mizoram. The subject of the communication was "Treatment of new towns in 1981 Census".

(g) **Tours and circulars**

After I took over as Director, with the approval of Registrar General, India, I undertook a tour to Gauhati and Shillong to meet my counterparts there and to acquaint myself with Census matters in those offices which have been in existence for several years. I luckily procured a copy of the Census circulars and instructions issued by the Directors of Census Operations, Assam and Meghalaya from my counterpart in Assam which proved to be very helpful indeed. It was from this collection of circulars that I got much of the ideas with regard to issue of instructions on the several aspects of Census Operations to the Deputy Commissioners and Sub-Divisional Officers. Again in September 1979, I issued a rather lengthy circular which I called Circular No. 1 in the form of demi-official letter to all the Deputy Commissioners and Sub-Divisional Officers wherein the 1981 Census of India in general, was introduced highlighting the importance of the roles played by the Deputy Commissioners and Sub-Divisional Officers.

(h) **Initial reaction**

My initial reaction on my being appointed as Director was a mixture of accepting a rather great challenge and at the same time feeling helplessness in the absence of anybody else to lean to right at the start. It may be recalled that as far back as 1960, I had the occasion to function as Principal Census Officer under the Deputy Commissioner of Cachar at Silchar for the 1961 Census of India. The experience gained as such was rather insignificant for the purpose of a Director which is an entirely and vastly different assignment. At the same time, sufficient time had since elapsed which rendered me to forget much of it also.

CHAPTER II

PREPARATORY STEPS

(a) Circulars

The first circular issued by the Registrar General, India on 5th of February 1979 was on the subject of classification of rural and urban units for the 1981 Census. On the basis of that circular, I addressed the Deputy Commissioners and Sub-Divisional Officers by issuing instructions on the subject. The second circular issued by the Registrar General, India was on the General Organisation for the 1981 Census of India.

Circular No. 1 was issued by me introducing the subject of 1981 Census. This circular was addressed to all the Deputy Commissioners explaining to them the crucial roles they would be required to play in the Census Operations from the beginning to the end. On the basis of Circular No. 3 issued by the Registrar General, India on the question of appointment of Census Officers, I requested the State Government to issue notification appointing all the Deputy Commissioners as Principal Census Officers, Additional Deputy Commissioners as District Census Officers and Sub-Divisional Officers including Sadar SDOs as Sub-Divisional Census Officers in their respective jurisdictions under the Census Act. The State Government issued the requisite notification accordingly. At my request, the State Government further issued notifications to all Head of Departments, all Deputy Commissioners and Sub-Divisional Officers and all Departments of Secretariat to extend as much co-operation as possible to the Census Director in making Census Operations a complete success. It was emphasised therein the vital role to be played by the Deputy Commissioners and Sub-Divisional Officers in particular in their respective areas in the efficient conduct of Census Operations. At my request, the State Government also issued instructions to the effect that a special note would be made in the Annual Confidential Reports of the Deputy Commissioners and Sub-Divisional Officers and other Census Officers belonging to the various State Government Departments regarding their interest and efficiency in conducting the Census works. The Director of Education also issued instructions to all the District Education Officers on the importance of Census and the appointment of Primary School Teachers as Enumerators for the 1981 Census requesting them to be conscious of the duties allotted to them and to attend such duties and training classes as may be arranged diligently. The State Government further issued a circular banning the transfer of officers connected with Census till the Census Operations are over except under unavoidable circumstances. All these circulars and instructions greatly helped in creating Census consciousness among all the Departmets of the State Government which rendered our tasks much easier because therein the total involvement of the State Government in the Operations was clearly highlighted.

(b) Preparatory steps including field tests and pre-tests

No field tests were conducted in Mizoram.

The first preparatory step taken by me was on the preparation of General Village and Town Registers. The most important preparatory step for Census Operations was the preparation of this register containing all Villages and Wards of Towns separately for each Sub-Division. Preparation of these registers was given the utmost importance since non-inclusion of any unit in the Census Operation would mean leaving out a Village. It was found, however, that Mizoram being a new Territory with new Administrative Districts and Sub-Divisions, the Village registers so furnished by the Deputy Commissioners were far from being complete and satisfactory. The District Officers and the Sub-Divisional Officers were not having uptodate maps of the Districts and Sub-Divisions either. This being so, to accept the list furnished by them at their face value was considered extremely risky for the purpose of complete coverage. In view of such a situation, there was no other alternative but to prepare uptodate Village registers myself with the help of my Cartographer who was appointed in the meantime and the Computors by sending them to various Sub-Divisions for an on-the-spot verification. They were to ascertain and prepare with the help of Sub-Divisional Officers concerned complete list of Villages in their respective Sub-Divisions. Certificate of Correctness from the responsible officers both from the State and as well as from the District Councils on the list so prepared by them was invariably obtained. It may be stated here that the entire Union Territory of Mizoram being a disturbed State and on account of the prevailing disturbed condition, the administration could not maintain correct and uptodate Village list, the maintenance of law and order being of paramount importance in the prevailing circumstances.

CHAPTER III

PREPARATION FOR THE CENSUS

(a) First Conference of the Directors

The first conference of the Directors was held from 24th to 29th August 1979 at the India International Centre, New Delhi and I was happy to attend the same which proved to be very useful indeed. This conference enabled me to come in contact with my colleagues in other States of India and in particular to come in close contact with the office of the Registrar General, India in New Delhi where I met several officers working there personally and picked up their acquaintances. It was indeed a great experienc for me and the conference gave me much needed introduction and confidence in the tasks ahead about which I had little idea in the beginning. In the conference, the general outline of the Census Operations was discussed at length. The main phases of the Census Operations which consisted of Houselisting and Population Enumeration were also discussed. Detailed discussions were held on Houselisting Operations and in particular the preparation of Village List. The fact that during the Houselisting Operations, Economic Census was also to be taken up was discussed in the conference and the participation of Central Statistical Organisation in the Economic Census was made known to the conference. The organisational matters were also discussed at great length. The summary proceedings of the conference are reproduced under the chapter on 'Proceedings of Conferences'.

(b) The second conference of the Directors

The second conference of the Directors was held at Mysore from 16th to 19th of January 1980 which again I had the privilege to attend. In the conference there was detailed discussion on Abridged Houselist and how to fill up the same and also the Household Schedules.

Detailed discussions were held on the filling up of Household Schedules, Population Record, Individual Slips and Enterprise List. Copies of the summary proceedings of the conference may be seen in the chapter 'Proceedings of Conferences'. Besides, arrangements made in connection with Houselisting Operations in various States were also reviewed. Instructions on the filling up of Abridged Houselist, Household Schedule and Individual Slip together with the preparation of Enumerator's Working Sheets and Abstract were also finalised.

These conferences I had attended gave me greater experience and confidence in the Operations ahead with greater zeal and devotion.

(c) Census Calendar

Census being a time bound operation, the need to have a calendar indicating the various stages of activities and operations and the dates within which such operations have to be completed cannot be over-emphasised. Drawing up of a time schedule of Census calendar indicating the target dates for completion of every preparatory step is therefore an essential prerequisite for the success of such an operation. Accordingly, Census calendar was prepared for Mizoram indicating the scheduled dates, the various preparatory works upto House numbering and Houselisting Operations, the Enumeration Population being held simultaneously at the same time throughout India. It was felt that the Houselisting and Housenumbering Operations in Mizoram may be conveniently held in the months of September and October so that our Enumerators, Supervisors and Charge Officers will have sufficient time to receive training in connection with filling up of Houselist forms and Enterprise List during this Operation. Once the training is properly imparted to the Enumerators, Supervisors and Charge Officers, the actual filling up of Houselist forms, Enterprise List and Housenumbering could easily be completed within a period of one month i.e., October. Hence more time was allotted for intensive training of the various categories of Census workers. A copy of the calendar was forwarded to the Deputy Commissioners and Sub-Divisional Officers with instructions to adhere to the scheduled dates strictly. The calendar proved to be of immense help. The calendar drawn up by me is reproduced below :—

1981 Census Calendar for Mizoram

1. Complete preparation of General Village Registers, Town Registers etc.	Before 31st October, 1979.
2. Complete preparation of Sub-Divisional Maps and Location therein of towns and Villages	
3. Complete numbering of Villages located in the Sub-Divisional Maps according to their geographical contiquity.	
4. Submission of proposal for treatment of rural units as towns for 1981 Census.	
5. Assigning of Location Code numbers to all Towns, Sub-Divisions and Districts by Director of Census Operations and Communicating them to Deputy Commissioners and Sub-Divisional Officers.	Before 31st October, 1979.
6. Formation of Census Divisions i.e., demarcation of areas of Charges, Circles and Blocks in each Sub-Division. This should preferably be done in consultation with the Officers who are likely to be appointed as Charge Officers and Circle Supervisors.	Before 31st October, 1979.
7. Final selection of Charge Officers, Circle Supervisors and Enumerators	Before 28th February, 1980.

8. Supply of requirements of different Census Schedule to Deputy Commissioners and Sub-Divisional Officers according to indents placed by them for each Sub-Division.	Before 30th April, 1980.
9. Despatch of forms of appointment letters and registers of Charge, Circle, Blocks etc. by the Director of Census Operations to Deputy Commissioners and Sub-Divisional Officers.	Before 30th April, 1980.
10. Filling in of Registers of Charge etc. in the Deputy Commissioners and Sub-Divisional Officer's Office and distribution of the filled in registers to the Charge Officers and Circle Supervisors.	Before 31st May, 1980.
11. Despatch of House lists, Enterprise lists, Instruction Booklets on House-numbering and Houselisting to Deputy Commissioners and Sub-Divisional Officers. Verification of forms at District and Sub-Divisional Head quarters.	Before 30th June, 1980.
12. Despatch of training registers and forms of statement of receipt and distribution of various Census Schedules to Deputy Commissioners and Sub-Divisional Officers.	Before 30th June, 1980.
13. Issuing by Deputy Commissioners and Sub-Divisional Officers of appointment letters to all Census personnel.	Before 31st May, 1980.
14. Conference of Deputy Commissioners and Sub-Divisional Officers at Aizawl on House-numbering and Houselisting.	May, 1980 date to be fixed later on.
15. Training of Charge Officers at the District and Sub-Divisional Headquarters including practical exercise through training schedules. Distribution of Census Schedules, Instruction Booklets and Training Registers to them for their respective Charges.	Before 30th June, 1980.
16. Organising and holding classes for Supervisors including practical exercises through training Schedules. Charge Officers will also attend.	During July and August, 1980.
17. Intensive training to Enumerators—Organising and holding as many training classes as possible including practical exercises through training schedules. Respective Charge Officers and Supervisors should also attend.	During the month of July and August, 1980.
18. Scrutiny of training registers at District and Sub-Divisional Headquarters for onward transmission to Director of Census Operations.	
19. Commencement and conclusion of Housenumbering, Houselisting, preparation of notional maps and canvassing of Enterprise Lists, Two copies of House Lists and Notional Maps are to be prepared.	From 1st September to 31st October, 1980.
20. Preparation of Enumerator's Abstracts (Houselists)	
21. Collection of filled-in Houselists (both copies), Enterprise Lists, Notional Maps (both copies), Enumerators Abstract, Charge and Circle Extracts etc. and packing of them at the Sub-Divisional and District Headquarters according to instructions. Only one copy of Houselists and Notional Maps to be packed. Other copy to be retained at Deputy Commissioner/Sub-Divisional Officers' Office.	During the 1st week of November 1980.
22. Despatch of these packed Houselists, Schedules etc. to the Director of Census Operations, Mizoram, by special messengers.	Before 30th November, 1980.
23. Indenting upon Director of Census Operations of requirement of Enumeration Slip Pads, Population Records and other forms and Instruction Booklets etc. in English language.	During 1st week of December, 1980.
24. Copying by Deputy Commissioner's and Sub-Divisional Officers' Offices of Abstract of Houselists for each Enumerator's Block from the copies of Houselists retained for the purpose.	Before 15th December, 1980.
25. Re-delineation of Enumerators' Blocks and Supervisor's Circles, if necessary, on the basis of House-list population and preparation of Abridged Houselist by Enumerators and Supervisors.	Before 31st December 1980.
26. Appointment of more Enumerators and Supervisors, if necessary.	Before 1st week of January, 1981.
27. Preparation of Notional Maps of the re-delineated blocks.	Before 1st week of January, 1981.
28. Despatch by Director of Census Operations of Individual Slip Pads, Population Records, Enumerator's Abstracts, Posting Statements etc. and Instruction Booklets to the Deputy Commissioners and Sub-Divisional Officers.	During 1st week of January, 1981.
29. Conference of Deputy Commissioners and Sub-Divisional Officers on Enumeration at Aizawl. .	In the first week of January, 1981.
30. Formulation of intensive training programme of Census Officers at all levels. . .	During second week of January, 1981.
31. Training of Charge Officers and Circle Supervisors at District and Sub-Dvisional Headquarters by District and Sub-Divisional Census Officers including practical exercise through training schedules. Distribution of Census Schedules, various Forms, Instruction Booklets etc. to them for their respective Charges.	During second week of January, 1981.
32. Organising and holding intensive training classes for Enumerators including practical exercises as much as possible at selected places by the Charge Officers which will be attended by Circle Supervisors too.	From 3rd week of January to 7th February 1981.
33. Enumeration	10th February to 28th February 1981.
34. Enumeration of Houseless Population	On the night of 28th February, 1981.
35. Revisional Round	1st to 3rd March, 1981.
36. Compilation and furnishing of Provisional Total :	
(i) Enumerators to Supervisors (together with all records)	4th March, 1981.
(ii) Supervisors to Charge Officers (together with all records)	5th March, 1981.
(iii) Charge Officer to respective Deputy Commissioners and Sub-Divisional Officers . . .	6th March, 1981.
(iv) Deputy Commissioners and Sub-Divisional Officer to Director of Census Operations and Registrar General, India	7th March, 1981.

(d) **Meetings**

Meetings held in connection with Census

In the early part of February 1980, I held meetings with the three Deputy Commissioners of Aizawl, Lunglei and Chhimtuipui in their respective headquarters. The meetings were attended and presided over by the Deputy Commissioners themselves and their officers were also present. The general outlines of Census Operations were then explained and in particular the role played by the Deputy Commissioners and their officers in connection with this massive operations were also described in great details. The various Census Divisions and the hierarchy of Census workers were also explained to them. The meetings were in the nature of initial preparations for the series of meetings which were subsequently held with the Deputy Commissioners as Principal Census Officers and their officers including the Charge Officers, Circle Supervisors and Enumerators. These meetings were followed by meetings convened for the Charge Officers, Circle Supervisors where the various Schedules to be filled up during the Houselisting Operations were explained and practical works also done. On top of these meetings held by me, the other field staff of this Directorate, namely, the Cartographer, the Investigator, the Statistical Assistants and Computors were also detailed to attend various trainings arranged in the rural as well as urban areas in consultation with the Deputy Commissioners where they imparted the trainings themselves at the Charge level. All the field staff of the Directorate named above were properly trained by me earlier in the office where all the probable questions and doubts that might be raised were discussed and thrashed out so as to ensure that they did not fall in difficulty.

Meeting at Aizawl

The first meeting was held in Aizawl at the office chamber of the Deputy Commissioner, Aizawl District, on the 12th February, 1980 at 11.00 A.M. The then Deputy Commissioner, Shri Ashok Nath, I.A.S., and his officers available at the District Headquarters at the time including Shri Rakhesh Behari, I.A.S., Additional District Magistrate and District Census Officer, (then Sub-Divisional Officer, Kolasib Sub-Division) and the Census staff in the Sub-Divisional Headquarters were also present at the meeting. From the Department of Economics and Statistics, Shri F. Thanghulha, Joint Director (then Deputy Director) with his officers and some of his field staff were also present at the meeting. From the staff of Directorate of Census Operations, Shri Lalhmingthanga Sailo, Investigator, Shri V. L. T. Muana, Cartographer, Shri Thanchhuma Mualchin. Investigator (then Statistical Assistant) and Shri J. Lalramthara, Statistical Assistant also attended.

In the meeting, I explained the significance and meaning of the Census Operations that was ahead of us. The nature of involvement of the officers under the Deputy Commissioners in their respective Charges and in various other capacities was fully explained to them. The entire background of the Census Operations in India and the great importance attached to the same was brought out clearly. The basic operation which had to be undertaken namely the Houselisting Operations prior to the actual Enumeration of Population was also clearly explained. The various categories of Census personnel who would be appointed at the Block, Circle and Charge level were also indicated. The formation of Census Divisions such as Charges, Circles and Blocks was also explained in great details. The approximate number of Enumerator's Blocks in the whole of Mizoram together with that of Supervisor's Circles and Charges was also intimated at the meeting.

With the introduction of Census subject and the nature of the tasks ahead of us explained, several queries that were made were then answered. The involvement of Deputy Commissioners in their capacities as Principal Census Officers and the Sub-divisional Officers as Sub-divisional Census Officers in their respective jurisdictions and the Additional Deputy Commissioner as District Census Officer was also highlighted. All the officers present were greatly impressed and inspired at the challenging character of the Operations and the fact that they were quite prepared to extend as much co-operation and assistance as possible to the Census Organisation was quite evident. This was most encouraging to us.

Press Conference

On the same day, i.e., the 12th of February, 1980, at 1.00 p.m. Press Conference was called by me in my office room. Most of the representatives of local dailies including the representatives of the All India Radio and Publicity Department attended the conference. The conference, on the whole, was a great success, the press people having evinced sufficient interest and keenness in the success of the Operations. The broad outlines of the Operations and the categories of Census personnel to be appointed were explained to them in clear terms. The need for the public to furnish correct informations to the Census questionaires was emphasised so as to ensure accuracy of data to be generated which will prove indispensable for the success of the overall economic planning of the land.

Meeting at Lunglei

On the 14th February, 1980, another meeting was held in the office chamber of the Deputy Commissioner, Lunglei District at 1.00 p.m. where the broad topics relating to Census of India 1981 were discussed at great length. This meeting was meant primarily for the officers of Lunglei and Chhimtuipui Districts. Only the then Sadar Sub-divisional Officer, Saiha, Shri B. Sanghnuna was present from Chhimtuipui District. Other officers from Chhimtuipui District could not participate on account of the fact that information was received late. The following were the officers present in the meeting from the said two Districts :—

1. Shri Ringluia, Sub-divisional Officer (Sadar) Lunglei.
2. Shri V. L. Hminga, Extra Assistant Commissioner, Lunglei.
3. Shri P. Lungliana, District Civil Supply Officer, Lunglei
4. Shri Lalsawta, Election Officer, Lunglei.

5. Shri L. T. Zothankhuma, Circle Officer, Lunglei.
6. Shri R. Lawma, Secretary Zila Sainik Board, Lunglei.
7. Shri K. Lalthansanga, Treasury Officer, Lunglei.
8. Shri Thanhranga, District Information and Public Relations Officer, Lunglei.
9. Shri Biakkunga Murray, District Education Officer, Lunglei.
10. Shri L. Zadeng, Sub-divisional Education Officer, Lunglei.
11. Shri L. B. Thanga, Headmaster, Govt. High School, Lunglei.
12. Shri Z. D. Rongura, Vice Principal, Teachers Training Institute, Lunglei.
13. Shri Lalawia, Principal, Lunglei College, Lunglei.
14. Shri Biakchhunga, i/c District Statistical Officer, Lunglei.
15. Shri Vanhela Pachuau, Subdivisional Officer, Tlabung.
16. Shri B. Sanghnuna, Sub-divisional Officer (Sadar), Saiha.
17. Shri B. Lalhema, Assistant to Deputy Commissioner, Lunglei.
18. Shri Sailothanga, Editor 'Zoen'.

It was unfortunate that the Deputy Commissioner of Lunglei, Shri F. Pahnuna, I.A.S., could not attend the meeting as he had to attend an urgent meeting at Aizawl at that point of time. The Deputy Commissioner of Chhimtuipui District, Shri H. Lalthlamuana, I.A.S., was also away in the interiors on tour at the relevant time and hence could not attend. Shri Lalhmingthanga Sailo, Investigator from our side accompanied me. I explained to the meeting the same topics which I had discussed in Aizawl in connection with the 1981 Census. There also, the officers present were quite responsive and fairly enthusiastic about the challenge of Census Operations which was most encouraging to us. The meeting was in the nature of initial preparations.

Notes for the 1981 *Census prepared were distributed to the officers. The note is reproduced below :—*

1. The 1981 Decennial Census of India will be the 12th of the series and the fourth after independence. The first Census was held in 1861. Census in short seeks to create an inventory of the country's manpower resources and demographic characteristics at a given point of time.

2. Population Census is a great national task which is undertaken every ten years. It provides valuable information about the land and the people at a given point of time. It provides the trends in the population and its various characteristics which are essential for planning. It has become indispensable for effective and efficient public administration besides serving the needs of scholars, businessmen, industrialists, planners, electoral authorities etc. A Census, therefore, has become a regular feature in progressive countries, whatever be their size and political set up and it is conducted at regular intervals for fulfilling well-defined objectives. The data generated by Census are very much needed by the public and Government Organisations for many aspects of economic and social planning and form the very basis for the delineation of electoral constituencies.

3. The scope and content of Census have widened in the recent decades. It is no longer considered a mere head count. The Census of India has now become to be universally acknowledged as the single authentic and comprehensive source of information, about our country and its population, Census provides a mine of information on demographic, social, economic and allied aspects of population.

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

5. The provisions of the Census Act, 1948, give the legal authority to the conduct of the Census and canvass the Census questionaires. The Census Act guarantees the confidential nature of census records and these will not be open for inspection by others or even admissible as evidence in any judicial proceedings.

6. The importance and significance of Census may be summed up in the words of Sardar Vallabhai Patel as follows :—

"Few people outside realise that Census is an administrative operation of great dimensions and in addition, it is a scientific process. Indian Census in particular covers the largest population in the world and it is one of the most economical administrative operations. Census as an institution goes back to the remote past, but it is no longer a mere counting of heads. It involves extraction of information which plays a vital role in the determination of many of our administrative policies. The facts elicited during the course of operation yield valuable scientific data of sociological importance. In many matters it provides useful guide for the effectiveness or otherwise of our economic policies. The theory of population is in itself and interesting part of economics. The Census helps us to test and adapt that theory to facts."

BASIC PHASES OF 1981 CENSUS

(1) **Houselisting Operations in September--October, 1980.**—Before the actual population Census is taken in 1981, it is essential to locate and to identify all places which are occupied or used or which are likely to be occupied or used by people. The Houselisting Operations are mainly meant for this purpose and Houselisting is a primary but important step in the Census. The Houselist which will be canvassed during the Houselisting Operations will collect certain basic information which will help in forming enumeration blocks for the Census itself. The Houselist also serves as a frame for the enterprises for which "Enterprise List" will have to be canvassed as part of the Houselisting Operations.

The Houselisting Operations will involve certain basic steps which may be briefly summarised as follows :—

(1) The preparation of a notional maps and layout sketch of the area assigned to an Enumerator.
(2) Numbering of buildings and Census houses.
(3) Filling up the Houselist itself.
(4) Preparation of Houselist Abstract.
(5) Filling up the Enterprise List.
(6) Preparation of the Abstract of the Enterprise List.

(2) Actual population Census or Enumeration commences from 9th February to 28 February 1981 followed by revisional round till about the 3rd of March 1981. The reference date for the 1981 Census will be the sunrise of 1st March 1981 which implies that the Census is expected to provide a snap shot of the population of the country as it exists at sunrise of 1st March, 1981.

During the actual enumeration period, two Census Schedules will be canvassed, namely, the Individual Slip and Household Schedule.

(3) **The tabulation of the data**—The population Census and the Houselisting Operations which generate housing data are major administrative exercises with strong statistical content and involve a considerable investment in terms of time and money. It is essential therefore that the objectives of the Census are completely met in terms of total coverage, accuracy and timeliness.

7. In the Census, it has been the tradition to operate through the State Departments. The basic and essential functionary is the Enumerator, who is, by and large, a primary school teacher. Usually, five enumerators have a supervisor who would generally be of the rank of A.O. or B.D.O., C.E.O. and other equivalent ranks. At the Subdivisional level, there would be Charge Officer and the SDOs will be made

Charge Officers. At the District level, the DCs have been appointed as Principal Census Officer and other officers of the DC's establishments as District Census Officers.

8. For the successful completion of the Census Operations, imparting of intensive training at various levels is most important. The Director of Census Operations will train up the Principal Census Officer, District Census Officers and the Subdivisional Officers. These officers will in their turn impart training at the Charge and the Circle levels to the Charge Officers, Circle Supervisors and Enumerators. The immediate authority above the Enumerator is the Circle Supervisor who is in turn responsible to the Charge Officer. The various Census Schedules to be canvassed during the two operations e.g. Houselisting and Housenumbering Operations and Population Enumeration are not difficult. It requires only devotion, dedication and the determination to record faithfully and accurately all that the respondents have agreed to furnish. The need for accuracy, coverage on the part of the Enumerators has to be brought home to them through lectures and training.

Important points in connection with the 1981 Census

(1) Anticipated Population of Mizoram.	4½ lakhs (civilians).
(2) Basic phases of Census	(1) Houselisting and House numbering Operations to be undertaken in September and October, 1980 in Mizoram. The calendar differs from State to State. (2) Population Enumeration from 10th February to 28th February, 1981.
(3) Reference date of 1981 Census.	1st March, 1981.
(4) No. of Schedules to be canvassed	(1) Houselist and Enterprise List during Houselisting Operations. (2) Individual Slip and Household Schedule during Population Enumeration.
(5) No. of Census Charges, Circles and Blocks	(1) Charge—Sadar Subdivision —3 Independent Subdivision—6 Urban (Town) —6 Total . . . —15 (2) 200 Supervisors Circles (3) About 1000 Enumerators Blocks.
(6) Personnel to be employed for the Census	(1) Deputy Commissioners as Principal Census Officers. (2) Additional Deputy Commissioners as District Census Officers. (3) Subdivisional Officers as Subdivisional Census Officers. (4) District Statistical Officers as Additional District Census Officers.

All the Subdivisional Officers will be appointed as Charge Officers in their respective Sub-divisions. Administrative Subdivisions are being taken as lowest unit for the purpose of Census. Census Divisions are **Charge, Circle** and **Block.**

The Subdivisional Officers will be Charge Officers, Block Development Officers, Administrative Officers etc. as Circle Supervisors and Primary School and Middle School Teachers as Enumerators.

(7) Honorarium will be paid to the Census personnel, the quantum of which is not known yet. Medals are to be awarded to these since workers.

(8) Provisions of Census Act—Everybody is required to give correct answers under the law. Punishable in case of wilful negligence and incorrect answers.

(9) The need of having correct Census data for planning and development of land, without which no proper development can take place was to be borne in mind by all concerned.

Again on the 27th August 1980, at 11.00 a.m. I held discussions concerning Census Operations at Lunglei in the Office room of the Additional Deputy Commissioner, and the following officers were present :—

1. Sri Vanhela Pachuau, I.A.S., Additional District Magistrate and District Census Officer.
2. Shri Lalsawta, Election Officer and Assistant District Census Officer.
3. Shri Lalchhuana, Block Development Officer and Charge Officer, Lunglei (Rural).
4. Shri Lalngova Zadeng, Subdivisional Educational Officer and Charge Officer, Lunglei Town.
5. Shri Zoramthanga, i/c District Statistical officer, Lunglei.

Shri Lalhmingthanga Sailo, Investigator, from this Directorate also assisted me in the discussions. Unfortunately, the Deputy Commissioner and Principal Census Officer, Shri F. Pahnuna, I.A.S. was again not available as he had gone on tour in the interiors of the District. In the discussions, various problems that were faced by the Census workers were discussed and solved as far as practicable. In the evening of the same day, some sort of Census training was also held at the Indoor Stadium of Lunglei Town where Census staff of the Charge Offices, Supervisors and the Enumerators available in the headquarters of Lunglei Town were present. The training was imparted by the Investigator and the manner of filling up of Houselist Forms and Enterprise List was explained in great details. Various points raised in course of the training were also answered and doubts clarified.

CHAPTER IV

BUILDING UP OF THE ORGANISATION

(a) Strength of Staff when joined

As already mentioned in the introductory chapter, there was no Census Directorate in the territory when I first joined on 12th June 1979. My appointment as Director carried with it the task of organising the Directorate itself. It may be recalled that till January 20, 1972 Mizoram was a part of Assam and all the Census records were kept in Assam Census Directorate. I had no one to turn to in Census matters except myself. I knew that there was a Census file in the General Administration Department which I immediately looked up. From there alone I could not form any concrete idea about Census Organisation substantially. My appointment reminded me of the days of 1960 when in addition to my being a Senior Magistrate, I was made Principal Census Officer in Cachar. That experience however was of no substantial help to me as a Director. Prior to my actual joining as Director, I had written to the Registrar General, India, about my being earmarked for appointment as Director and sought his advice and instructions in the matter. The demi-official letter I received from him was rather reassuring and according to his advice I made a trip to Gauhati and Shillong after joining to meet my counterparts there. I learnt many things from them about the general management of the office and the various categories of staff under them. The copy of instructions and orders compiled in connection with 1971 Census together with copy of the Administration Report which were given to me by the Director of Census Operations, Assam, proved to be of immense benefit and help to me in issuing various instructions, directions and letters to the Deputy Commissioners, Sub-divisional Officers and the State Government in connection with the forthcoming 1981 Census of India.

Loaned Staff

At the initial stage, as mentioned earlier, it was with the staff of Economics and Statistical Department, namely, one Sub-Inspector of Statistics, one UDC and a Peon so kindly loaned to me by the then Deputy Director of Economics and Statistics, Government of Mizoram, that I could start the new office and run the day to day works with their help. Meanwhile, rather lengthy and important circulars received from the Registrar General, India were carefully perused and gone into with great attention and made into booklets with proper covers indicating the number of the circular and the subject. The Sub-Inspector of Statistics, Shri M. C. Thanchhuma was of great help to me in this connection and so was the UDC Smt. Zarzokimi. These two incumbents were later on absorbed in the Directorate as deputationists from the Directorate of Economics and Statistics. The Deputy Director of Economics and Statistics, Shri F. Thanghulha and the Research Officer, Shri B. Hniarmanga, were also most helpful and co-operative and they extended to me all the help and assistance in Census matters as well as in matters connected with transport, apart from making one of their office rooms available to me and the loaned staff.

Regular Staff Sanctioned

It was in the first conference of the Directors held in August 1979, that I received sanctioning order for the skeleton staff of the new Directorate from the Registrar General, India. I was happy with the order which sanctioned one Investigator, one Cartographer, one Head Assistant, one Statistical Assistant, one Artist, one Accountant, one Junior Stenographer, one Upper Division Clerk, three Computors, one Draftsman, three Lower Division Clerks, one Driver, one Junior Gestetner Operator, one Duftry, two Peons and two Chowkidars. Armed with this sanctioning order from the Registrar General, India, I went back home feeling greatly relieved. I was rather anxious to have all these staff positioned in the office. At the same time, I was conscious of the fact that I needed experienced hands especially in Census works who would be able to assist and help me substantially at every stage. On my way home as advised by Registrar General, India, I contacted my counterparts in Gauhati and Shillong and requested suitable candidates locally. I then sent circulars to my new office. I sent a circular to all Directors of Census Operations in this connection but none came forward. One Investigator from Gauhati Census Directorate indicated his desire to come over to Mizoram, but later on declined. The law and order situation at that point of time was not at all good in Mizoram because of disturbed condition prevailing there. I was thus left with no option but to look for suitable candidates locally. I then sent circulars to all Heads of Departments under Government of Mizoram detailing the categories of posts available and to forward names of suitable serving personnel. There was a general impression that Census being an operation lasting only for a few months, the entire organisation would be winded up again after the operations were over. On account of this impression, there was a general hesitation on the part of serving persons to come forward. At the same time I was all the time on the lookout for efficient and reliable persons in different departments of the State Government as they were to run an entirely new office. As good luck would have it, I was able to procure suitable persons from various departments to man the new posts, who were known for their reliability and dedication. By 10th of December, 1979, Head Assistant, Cartographer, Statistical Assistant, Investigator,

Accountant and UDC could be positioned in the new Directorate on deputation from various offices. I was in particular greatly relieved in procuring Cartographer from the Soil Conservation Department who is well versed and thorough in his works. This cartograprer, who had received training from the Survey of India, Hyderabad; proved himself to be of immense help to me in drawing maps of the Districts, Sub-divisions, Community Development Block, Towns which acutally form the basis for undertaking such massive operations like Census.

More Staff Sanctioned

In the meantime, there was further strengthening of the Directorate as further posts such as Assistant Director, Office Superintendent, a few more Statistical Assistants, and a few more Grade IV staff like Sweeper, Farash were sanctioned again. By 16-7-1980, all the staff was in position and the Assistant Director, Shri Lalbiakthuama, in the meantime, also joined on 12-5-1980 as a deputationist from the Education Department, where he was Education Statistical Officer.

Thus, the Census Directorate which had only myself in June 1979 as the sole staff became fully organised in July 1980 with the various categories of incumbents being in position.

The following is the strength of the Directorate as on the 16th July 1980:—

1. Assistant Director	One
2. Office Superintendent	One
3. Head Assistant	One
4. Accountant	One
5. Assistant	One
6. Junior Stenographer	One
7. Upper Division Clerk	Two
8. Lower Division Clerk	Five
9. Cartographer	One
10. Investigator	One
11. Artist	One
12. Draftsman	One
13. Statistical Assistant	Five
14. Computors	Eight
15. Junior Gestetner Operator	One
16. Duftry	One
17. Peon	Four
18. Chowkidar	Three
19. Sweeper	One
20. Farash	One

(b) **Appointment of Assistant Director**

The post of Assistant Director was sanctioned by the Registrar General, India under his No. 2/4/79-Ad-I dated 9-9-1979 to man the Regional Office. Since there was no such office here, the post was amalgamated with Directorate office and the Assistant Director was made to assist the Director actively in the day to day works of the Directorate particularly in Census matters. To fill up the post, efforts were made to procure experienced officer particularly from the Statistical Department in view of the fact that this is a sister organisation closely related to Census. The efforts proved to be unsuccessful as none of the existing officers in that department could be spared by Government of Mizoram. Attempt was also made to procure suitable officer from the existing members of Mizoram Civil Service also but ultimately it was not possible on the part of the State Government to recommend any suitable case. Ultimately, the case of Shri Lalbiakthuama, who was then working as Educational Statistical Officer was taken up with the Director of Education, Mizoram, who was prepared to release him. His case was accordingly recommended and accepted by the Registrar General, India, and accordingly appointment order was issued by the Registrar General, India, under his No. 11/114/79-Ad-I dated 3-6-1980. As he had no Census experience, he was advised to go through the various circulars and instructions issued by the Registrar General, India, thoroughly and to discuss with me whatever point he wanted to do so concerning Census. Through mutual discussions and thrashing out of doubts together with other field staff like Investigator, Statistical Assistants, Shri Biakthuama could come upto our level in no time so far as Census matters are concerned and he had no difficulty in picking up the work.

(c) **Staff set up in the district and sub-divisional Headquarters**

Sanction for the creation of one Upper Division Clerk, one Lower Division Clerk and one Peon in each District and Sub-divisional Headquarters exclusively for Census works was communicated by the Registrar General, India, and in pursuance of that, the State Government was urged to create the posts accordingly. This was done and the State Government in their letter No. GAD.49(A)/79/8 dated 21st December, 1979 created the said posts. These posts were filled up only in January, 1980 although they should have been created and filled up as far back as August, 1979. These posts had to be found by the Deputy Commissioners from their usual budget grants to be reimbursed again by the Government of India. The clerical staff so recruited and posted as such were rather raw and unable to realise the importance of Census Operations. None was competent as most of the lengthy instructions and circulars on Census issued by this Directorate were left unattended at the District and Sub-divisional offices in most cases. This was discovered later on when training was taken up in right earnest by drawing up programmes in consultation with the Deputy Commissioners and Sub-divisional Officers. Later on, of course, with constant reminders and urgings from the Directorate, the District and Sub-divisional staff became more and more conscious of the responsibilities they had to shoulder and the extreme importance they had to attach to the time bound programmes.

CHAPTER V

TOURING AND TRAINING PROGRAMMES

The need for extensive tours in an operation like Census cannot be over-emphasised. In particular, it was most imperative that the Director should undertake tours in the District and Sub-divisional headquarters and meet the Deputy Commissioners and Sub-divisional Officers personally who were to play crucial and vital roles in the entire Operations. The presence of the head of the Census Organisation in a State, in the District and Sub-divisional headquarters itself was a great help and inspiration for the District and Sub-divisional Census staff as he would be in a position to clear their doubts on important points that baffle them in their day to day Census matters. Such tours undertaken greatly created incentive and encouragement to the Census workers. The Director being the main driving force in the operations which had to be carried out by the agencies who were not directly under his control administratively, the need for such tours cannot be over-emphasised.

Mizoram being a small territory with only three Districts and nine Sub-divisions, touring was not much of a problem as far as the District headquarters are concerned. I could visit Saiha, the headquarter of Chhimtuipui District and Lunglei, the headquarter of Lunglei District without much difficulty with the sole staff car, a jeep supplied by the Registrar General, India. It was, however, difficult for me to cover all other Sub-Divisions, some of which were lying in the most interior where there was not even motor road communication. Such areas had to be visited on foot and in the absence of at least another vehicle, it was not possible even to send my Assistant Director to visit those areas which could not be covered by me. To enable our field staff and other officers to visit the nook and corner of the territory to impart training to the Charge Officers, Supervisors and Enumerators and to make them mobile, it would have been better if one more vehicle was made available to the Directorate. One vehicle alone was insufficient and too risky to be able to do anything worthwhile. In spite of our best efforts, our request for another vehicles was turned down. We had to depend upon the District Officers for providing transport to enable our field staff to go to interior places. This was not always satisfactory as the Deputy Commissioners themselves also complained of not having sufficient number of vehicles. The Chief Secretary was requested to issue orders authorising the Deputy Commissioners to requisition vehicles of other departments for Census purposes. The request was complied with and an order authorising the Deputy Commissioners to requisition vehicles of other departments strictly for Census purpose was issued. This was of a substantial help in the operations. The Deputy Commissioner, Aizawl, however, did his best in providing transport to our field staff detailed to impart training in various centres as arranged by him and so far he had not failed us in this regard.

It is desirable that at least one of us, either the Director or Assistant Director should be constantly on tour as far as possible at least once a month before the actual Houselisting and Housenumbering Operations.' This would have been possible in case another vehicle was available with the Directorate. The need for more vehicles grew during the actual operations, i.e., Houselisting and Population Enumeration. Proposal was made to the Registrar General, India, regarding hiring of private vehicles before and during the actual operations. This was suggested by the Registrar General, India, himself to tide over the transport difficulties when brought to his notice. There was no denying the fact that intensive touring is a must for the Director for that matter Assistant Director as well as for other staff like Investigator, Cartographer, Statistical Assistants, as this will greatly help and inspire the Census personnel in their respective areas and also will greatly encourage the District Officers and their officers as well. Personal contact and discussions at the spot could solve lots of problems and difficulties. With the Registrar General sanctioning the hiring of private vehicle on daily basis at the rate of Rs. 100 per day, it was seen and experienced that our limitations in movement were greatly removed and a better and more effective co-ordination could be ensured in supervising the work of the Census workers.

Arrangement for enhancing travel facilities

The proposal to hire private vehicles for the purpose of providing touring facilities having been accepted and sanctioned by the Registrar General, India, our transport problems greatly eased as discussed above.

Touring by Assistant Director and others

The Assistant Director had to undertake lots of tours in connection with imparting of training to Census personnel in the rural areas. Other field staff like, Cartographer, Investigator, Statistical Assistants and Artist were also not spared and they had to undertake tours mostly in connection with imparting of training to the Census personnel. Such tours were usually undertaken in vehicles arranged by the Deputy Commissioners in their capacities as Principal Census Officers.

Special arrangements for Charge Officers for adequate touring

No special arrangements were made for the Charge Officers to tour adequately except that the Charge Officers who were mostly Block Development Officers under the Deputy Commissioners were provided with official vehicles which they could make use of for the purpose of Census within their respective charges. In

fact, there were no real difficulties on the part of the Charge Officers to undertake tours within their Charges in connection with imparting of trainings to the Supervisors and Enumerators.

The letter from Registrar General, India sanctioning hiring of private vehicles is reproduced below :—

No. D. 26020/19/80-Ad.III

Government of India

Ministry of Home Affairs

OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A Mansingh Road : New Delhi

The 9 Sep. 1980

To

The Director of Census Operations,
Mizoram, Aizawl.

Subject : Houselisting and Housenumbering Operations in Mizoram—Hiring of Jeep—Sanction Regarding.

SIR,

With reference to your letter No. DCM/C-7/79/92 dated 22 July, 1980 and wireless Message No. DCM/C-7/79/107 dated 6-8-80. I have the honour to convey approval of Registrar General, India to the hiring of one jeep @ Rs. 100 per day inclusive of charges for driver thereof upto 31-1-1981 subject to the condition that (i) the hiring rate is based on the lowest quotations obtained, (ii) the jeep is hired only for the days it is actually needed and to ensure that the petrol etc. put in the vehicle is not misused, (iii) no conveyance allowance is paid to the official concerned when they avail of the facilities of free conveyance at Govt. cost and (iv) expenditure on minor/major repairs of the vehicle will be borne by the owner(s).

The expenditure involved may be debited to the appropriate head of accounts of this organisation for the current year.

This issues in concurrence with the Ministry of Home Affairs (Fin. III Branch) vide their U.O. No. 5458/80/WR-Fin. III, dated 26-8-80.

Yours faithfully

Sd/-

(M. C. NARANG)

Administrative Officer

CHAPTER VI

CENSUS SCHEDULES—TRANSLATION, PRINTING AND DISTRIBUTION

The requirements of various Census Schedules and Instruction Booklets for Houselisting and House-numbering Operations and Population Enumerations in respect of Mizoram were calculated on the basis of our anticipated population of Mizoram which was placed at five lakhs inclusive of serving Security Forces personnel.

The number of various Census Schedules and Instruction Booklets required inclusive of reserves for each of the Operations was calculated and intimated to the office of Registrar General, India, New Delhi, vide this office letter No. DCM/C-1/79/38-39, dated 5-12-1979 and No. DCM/C-1/79/72, dated 7-2-1980 respectively. The statement showing our requirements of Schedules/Forms and Instructions as indicated in our letter above was as follows :—

Sl. No.	Name of the Schedules	Number of Schedules and Instructions required	
		For actual operations	For trainings
1	2	3	4
	For Houselisting Operations		
1.	Houselists	60,000	5,000
2.	Houselist Abstracts	5,000	5,000
3.	Instructions to Enumerators for filling up of the Houselist Forms	1,200	..
4.	Supervisor's Houselist Abstract	1,200	..
	For Enumerations Operations		
1.	Individual Slips	5,50,000	5,000
2.	Household Schedules	1,50,000	5,000
3.	Enumerator's Abstract	5,000	5,000
4.	Abridged Houselists	50,000	5,000
5.	Instructions to Enumerators for filling up of the Household Schedules and Individual Slips.	1,200	..

With regard to the Houselisting and House-numbering Operations, although our requirements of Census Schedules/Forms were as indicated above, the office of Registrar General, India, New Delhi, supplied us with only twenty thousand copies for actual Operations together with five thousand Red Forms for training purposes vide their office No. D-29012/101/79-RG (Ptg) dated 31-12-1979. The remaining copies of Houselist Forms were sent to us only in the last part of the Houselisting Operations in October 1980. On account of this, some Charges had to make copies of the Houselist Forms by cyclostyling the same for the duplicate copies. Copies of the Houselist Abstracts were also sent by the office of the Registrar General, India in the latter part of the Operations which was in October, 1980. On account of late receipt of the Houselist Abstracts certain difficulties had been encountered by the Census workers as well as this Directorate in the matter of distribution and supply of the forms.

It may also be stated in this connection that certain Forms/Schedules were despatched sufficiently by the office of the Registrar General, India, New Delhi, to this Directorate in the early part of the year 1980 without ascertaining our requirements. These were— 2,400 copies of the Charge Officer's Abstract, 200 copies of the District Census Officer's Abstract, 2,000 copies of the Supervisor's Abstract and 13,100 copies of the Enumerator's Working Sheets.

With regard to Individual Slips, it may be stated that the office of Registrar General, India, New Delhi, had despatched one lakh of the Black Slips which did not have the Sample portion by mistake. These Slips were not applicable in Mizoram as there was no Sample portions in them, Mizoram being a non-Sample Area. However, soon after, our estimated requirements of 5,50,000 Slips and our additional requirements of 1,00,000 had been received from the office of the Registrar General, India, New Delhi to our great relief. Other copies of the Census Schedules and Instruction Booklets were also received from the office of the Registrar General, India, New Delhi, as per our estimated requirements.

With regard to supply and distribution of various Schedules/Forms and Instruction Booklets to the Census workers in the three Districts of Mizoram, namely, Aizawl, Lunglei and Chhimtuipui, it was done on the basis of the existing population as could be collected and ascertained in this Directorate. However, while supplying and distributing such various Census Schedules/Forms and Instruction Booklets sufficient reserves were always made.

There was no necessity for us to print the Schedules in vernacular since the English versions of the Forms and Schedules had to be used in Mizoram throughout the Operations.

To our great relief, there had been no occasion when we had to rush supply of these Schedules at the last minute to meet the requirements of the District Authorities.

Method of Calculation of various Census Schedules and Forms

The requirements of various Schedules as indicated in the foregoing paragraphs were estimated on rough

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calculation based on our anticipated population inclusive of the serving Security Forces personnel on speculation as could be collected from various sources. Our estimated requirements were also inclusive of sufficient reserves which was also based on rough estimation of the actual requirements. No definite norm was adopted in the calculation of the reserves. As a matter of fact, for the actual requirements and reserves of various Schedules, the calculation was mostly on the basis of anticipated population of four and half to five lakhs.

Arrangements for transport and distribution of Census Schedules

In many cases, the various Schedules were distributed to the Charge Officers through the Deputy Commissioner concerned for re-distribution to the Enumerators. The Deputy Commissioners were required to collect the Census Schedules from this Directorate for their respective districts. The Schedules were, however, properly allocated for each Charge so as to facilitate the Deputy Commissioners in distributing them to the Charges. In Aizawl District, some of the Charge Officers themselves were required to collect the Schedules for their respective Charges from this Directorate office also.

It may, however, be stated that in case of emergent need of additional Schedules by the Charge Officers, the field staff of the Directorate were instructed to ensure supply from the reserve stock kept in the Directorate for use in emergent situations.

Statement showing various Census Schedules received from the office of the Registrar General, India, and distributed to the Census workers within the three Districts including Special Charges in respect of the Security Forces personnel in Mizoram

Sl. No.	Name of the Census Schedules and Instructions	No. of Schedules/Forms, Instructions received from the office of Registrar General, India New Delhi	No of Census Schedules/Instructions distributed—indicating the district-wise breakup of supplied of each type of Schedules/Instructions				Total number of unused/damaged and wastage etc.
			Aizawl District	Lunglei District	Chhimtuipui District	Total	
1	2	3	4	5	6	7	8
For Houselisting Operations							
1.	Houselist	50,000	25,240	7,088	6,880	39,208	10,792
2.	Houselist Abstract	3,100	1,200	900	800	2,900	450
3.	District Census Officer's Abstract	200	40	20	20	80	110
4.	Charge Officer's Abstract	2,400	142	25	40	207	2,200
5.	Supervisor's Houselist Abstract	2,000	421	137	125	683	1,320
6.	Instructions to the Enumerator's for filling up the Houselist	1,500	830	269	241	1,340	130
7.	Standardised sheet for drawing of Notional Maps/Layout Sketch	5,000	1,926	574	920	3,420	2,210
For Enumerations Operations							
1.	Individual Slip	6,50,000	4,14,850	1,30,625	97,300	6,42,775	1,45,600
2.	Household Schedules	1,35 000	81,525	24,700	28,500	1,34,725	42,125
3.	Enumerator's Abstract	4,100	1,886	500	450	2,836	2,939
4.	Enumerator's Working Sheet for preparing Enumerator's Abstract	13,100	6,075	2,533	1,966	10,574	3,400
5.	Degree Holders and Technical Personnel Schedules	20,000	5,560	3,720	2,600	11,980	11,500
6.	Instructions to Enumerators for filling up the Household Schedule and Individual Slip	1,500	845	275	250	1,370	181
7.	Abridged House : Main	2,000	1,140	617	233	1,990	839
8.	Abridged Houselist : Section-2	2,000	149	15	5	169	1,831
9.	Abridged Houselist : Section-3	2,000	200	20	16	236	1,763

CHAPTER VII

PROCUREMENT OF MAPS

RURAL

Administrative map of Mizoram Union Territory, District and Sub-division, Maps

A Circular was issued on the 22nd October, 1979 addressed to all Deputy Commissioners, Sub-divisional Officers (Civil) and Secretaries of the Chakma, Lakher and Pawi Autonomous District Councils stating that for the purpose of 1981 Census, an accurate and up-to-date map in respect of all administrative units of Mizoram will have to be drawn indicating therein all the Villages according to their geographical contiguities which will form the basis of the entire Census Operations. The Circular further sought the close co-operation and assistance from the State Government vide Map Circular No. 1 under this office letter No. DCM/M-2/79/1-2 dated 22nd October, 1979 which were reproduced at the end of this chapter. The State Government was also requested to supply us with an up-to-date administrative map of Mizoram Union Territory with boundary descriptions of Sub-divisions etc.

In the meantime, the State Government was also approached personally several times to let us know whether the required map was readily available or whether preparation of such map and supply of the same could be taken up within the shortest possible time from their end. But regrettably enough, all such efforts did not bear any fruit despite the urgency and importance of the Census works. It may be recalled in this connection that in the 1971 Census, these were as many as 230 Villages in the whole of Mizoram whereas according to the Statistical Handbook of 1978 compiled by the Department of Economics and Statistics, Government of Mizoram, there were altogether 608 Villages, thus indicating an increase of 378 Villages from that of the 1971 Census figure. On top of this, our guess and presumption at the relevant period was that there would be more than 700 Villages in the whole of Mizoram in the 1981 Census. It was with a view to locate all such new Villages geographically in the Union Territory map of Mizoram and to prepare such updated map within the stipulated period that we had approached the State Government. We were, however, ultimately informed verbally that the State Government was not in a position to oblige and rather advised us to prepare and update such maps ourselves at our end. This in short amounts to utter helplessness and inability on the part of the State Government in the matter of supply of the requisite map. The letter under No. DCM/M-1/79/6 dated 19th November, 1979 addressed to the Chief Secretary to the Government of Mizoram and the reply received from them are reproduced at the end of this chapter. Accordingly, Map Circular No. 2 was drawn up and issued on the 4th December, 1979 under which the Cartography and Map Section of the Directorate was entrusted with the task of drawing up the required map and to carry out an on-the-spot verifications of all Villages whether inhabited, uninhabited or abandoned, falling within the various administrative Sub-divisions in Mizoram and to contact, in this connection, various officers such as Sub-divisional Officers (Civil), Block Development Officers, Administrative Officers and Circle Education Officers and seek their assistance in ascertaining from them the requisite informations in respect of such Villages situated within their respective jurisdictions and also to obtain their endorsements on the correctness of the informations so collected in the form of certificate as per proforma prepared by this office under letter No. DCM/M-2/79/14-16 dated 4th December, 1979. The Circular and the proforma are reproduced at the end of this chapter.

Again on the 17th December, 1979 the Deputy Secretary to the Government of Mizoram, General Administration Department was requested to supply us with one copy each of boundary descriptions of the three Administrative Districts, nine Sub-divisions and three Autonomous District Councils of Pawi/Lakher/Chakma vide this office letters No. DCM/M-5/79/6 dated 17th December, 1979 and No. DCM/M-5/79/7 dated 19th December, 1979 respectively. Although copies of the boundary descriptions as above had been supplied, the Government intimated at the same time that updated map of Mizoram Union Territory as desired by us could not be supplied from their end vide Government of Mizoram, General Administration Department letter No. GAD. 13/79/Pt dated 29th January, 1980. All the letters indicated in this para are reproduced at the end of this chapter.

In the mean time, a Circular was issued on the 19th December, 1979 addressed to all Heads of Department, Government of Mizoram, requesting them to extend all possible help and assistance to enable us to produce accurate data and informations and to prepare up-to-date map of Mizoram Union Territory which was so essential for an all round development of the territory and the country at large vide Map Circular No. 4 under letter No. DCM/M-2/79/17-19 dated 19th December, 1979.

There being no Survey of India maps of any scale nor any previous Census maps available in the Directorate, all the maps relating to the 1971 Census originally prepared by the Superintendent of Census, Assam before Mizoram became Union Territory being kept in Assam, and such documents not being readily available with us nor obtainable from the

above mentioned office, the Surveyor General of India, Dehra Dun, was approached to allow us to reproduce the Survey of India maps of Mizoram Union Territory for the purpose of the 1981 Census vide this office letter No. DCM/M-1/79/2, dated 26th October, 1979. At the same time, the Officer-in-Charge, Map Record and Issue Officer, Survey of India, Dehra Dun, was also approached to send us indent form for procurement of toposheets relating to Mizoram Union Territory to enable us to prepare the required maps for the 1981 Census successfully under this office letter No. DCM/M-1/79/3, dated 26th October, 1979. Copy of the above letters was also sent to the Assistant Registrar General, Map Division, New Delhi for information. The Assistant Registrar General (Map) requested us to let him know details of the maps which we wanted to produce and the way by which we wanted to take up the maps for the Census work so that he would be in a position to render help and extend necessary facilities under his letter No. 5/2/77-map dated 6/8th November, 1979. The Assistant Registrar General (Map) was accordingly supplied with details of the maps required to be reproduced for the Census purpose.

The Superintending Surveyor, Map Publication's Office, Dehra Dun, in the meantime requested us to supply him with details of the Survey of India maps desired by us to be reproduced. He also pointed out that a map of Mizoram on scale of 1 cm=8.50 kms (approx.) had already been certified by his office for the Registrar General, India vide his letter No. TB-339/62-A-4(13), dated 28-1-1974 for inclusion in the District Census Handbook of Assam. He further advised us to utilise the points of that certified map for the preparation of our map, but demanded that two printed proofs in colour should be sent to his office for fresh certification on the external boundary of India prior to its publication for 1981 Census and that final printing of the map should be undertaken only on receipt of the certified proof from his office and that the proofs should be sent to his office through the Registrar General, India as per his existing intimation vide his letter No. TB-12171/44-B-27, dated 30th November, 1979.

The Assistant Registrar General (Map) in his demi-official letter No. 24/1/79-MAP (Mizoram), dated 6th/10th December, 1979 suggested that the District Census Handbook of Mizoram, 1971 (Part A & B) may be looked into for preparatory works assuring us at the same time that all possible helps would be extended from his end. As mentioned in para 2 above, nearly 500 new Villages had sprung up after 1971 Census in Mizoram and therefore the data and the materials in the 1971 District Census Handbook of Mizoram were found to be rather inadequate.

Again, the Officer Surveyor, Dehra Dun advised us to contact the Director, North Eastern Circle, Survey of India, Shillong, in connection with our requirements of maps, etc. for Mizoram Union Territory under his letter No. T-65485/1008-CR, dated 11th December, 1979. The Superintending Surveyor, Dehra Dun, also drew the attention of the Surveyor General of India in this respect vide his letter No. TB-12863/44-B-27(V) dated 22nd December, 1979. Accordingly the Director, North Eastern Circle, Survey of India, Shillong was approached for his assistance in getting Survey of India map for Mizoram Union Territory. This attempt however, also did not bear any fruit.

The Director, Map Publication Office, Survey of India, Dehra Dun was furnished with details of conditions for the reproduction of Survey of India map for Mizoram Union Territory as desired by him. The Superintending Surveyor, Dehra Dun advised us to apply for permission for reproduction of Survey of India maps for Mizoram Union Territory in the prescribed form enclosed in his letter No. 1203/44-B-27, dated 19th February, 1980. This attempt also did not bear any fruit upto this day. The Assistant Registrar General (Map) had ultimately sent us the original certified base map of Mizoram Union Territory to be used for preparing maps for inclusion in the publication of Provisional Population Totals (Paper 1 of 1981 and its supplement) under his letter No. 5/1/80-Map (Vol. I), dated 2nd January, 1981.

The Directorate of Census Operations for Mizoram having been established only in the latter part of 1979, there were practically no records relating to maps of Mizoram which could be relied upon and hence extreme hardships had to be faced at the initial stage in building up reliable maps and therefore all the available sources had to be tapped as explained in the forgoing paragraphs.

This Directorate was trying its level best to get a map of Mizoram Union Territory in the scale of 1"=4 miles from other departments of the Government of Mizoram for tracing and for the purpose of updating the jurisdictional maps and administrative units furnished by the State Government. Fortunately for us, copy of such blue printed map was at last procured from the Directorate of Soil Conservation Department, Government of Mizoram, after a great deal of search and efforts on the part of the Map Section of the Directorate of Census enabling us to up-date the map ourselves.

There being no other alternative and no assistance or help being forthcoming from any quarters, the Map Section assisted by the Census Section of the Directorate was again entrusted with the task of carrying out Surveys and collection of Villages lists by undertaking tour and visiting all the interior places of the Districts and the Sub-divisions in Mizoram on the spot vide Map Circular No. 5 under letter No. DCM/M-2/79/22-23, dated 10th January, 1980.

In pursuance of this, the Districts and Sub-divisional authorities were accordingly contacted and from them correctness certificates on the body of the maps were obtained with dated signatures and seals of the District and Sub-divisional offices.

It was only after obtaining such certificates from all the administrative units that preparation of the base maps to be blue printed for the purpose of supply to all Districts/Sub-divisional/Charge Officers, etc. could be taken up.

Police station maps

In the 1971 Census, the Police Station jurisdictions were taken as Charges having distinct and well defined boundary lines. But, after the formation of Mizoram Union Territory in 1972, Police Station jurisdictions became fluid with the reconstitution of new Police Station in the new administrative set up without proper boundary definitions and hence not reliable enough to be used as Charges for the 1981 Census. Although much effort was made at the beginning to procure the list of Police Stations, maps and list of Villages police station-wise with the police authorities but it was of no avail. Accordingly, the idea of making Police Station jurisdictions as Charges for the 1981 Census was, therefore, dropped. However, depiction of Police Stations with their headquarters being necessary on the body of the maps to be incorporated in the District Census Handbooks of 1981 Census, the Inspector General of Police, Mizoram was again requested to supply us with a list of Police Stations in Mizoram (District-wise) and list of Villages within the Police Station maps and the areas of Police Stations as was done in the 1971 Census. Only the list of Police Stations was received from the Inspector General of Police under his letter No. IGP/Crime/48/81/90, dated 18th July, 1981.

Community development block maps

Contrary to the earlier intention to use civil Subdivisions as Charges for the purpose of 1981 Census, it was subsequently found that it would be more convenient to use Community Development Blocks as Charges for the purpose of Census. These blocks were having proper description of boundaries and well defined areas. Accordingly, with this end in view, preparation of Community Development Block maps was then taken up.

In the first place, the Director of Community Developments, Mizoram and the Deputy Secretary to the Government of Mizoram, General Administration Department, were approached for the supply of Community Development Block maps and the boundary descriptions of twenty such blocks in Mizoram together with the list of Villages of each block vide our letter No. DCM/M-5/79/57 dated 18th June, 1980 and Map Circular No. 10 under letter No. DCM/M-5/79/75 dated 11th August, 1980 respectively. The concerned authorities, however, could not supply us with such Block maps. However, they could supply us with Block-wise Village lists cyclostyled which were personally collected by the Cartographer from the Director of Community Development. These lists, however, were also not updated.

Such being the case, all the Block Development Officers were then requested to ensure correct Community Development Block-wise Village lists of their respective blocks on the body of the Sub-divisional maps prepared and supplied to them by this office together with the Block-wise Village list as entered in the Provisional Community Development Block maps prepared by this office vide this office Map Circular No. 9 under letter No. DCM/M-5/79/60 dated 5th/6th August, 1980. For this purpose, the field staff of the Directorate had to be deputed to collect such correctness certificates from each Community Development Block headquarters. Collection of such certificates for the Block maps was completed in August, 1980.

The updating of Village lists in each Community Development Block and assignment of Location Code to each Census Village was completed in the same month.

The detailed and approved boundary descriptions of the Community Development Blocks in Mizoram were yet to be furnished by the State Government. In fact, necessary action had already been taken by the concerned department in this direction vide Deputy Secretary to the Government of Mizoram, General Administration Department's letter No. GAD-49/C/80/2 dated 21st August, 1980 addressed to all the Deputy Commissioners in Mizoram. The draft guidelines of boundary descriptions in respect of Community Development Blocks were furnished to all the Block Development Officers in consultation with the State Government. The draft boundary descriptions of the concerned Blocks were checked and submitted to the State Government by the Block Development Officers themselves which will further be scrutinised and approved by the State Government and notified in the Mizoram Gazette. The approved copies of boundary descriptions will then be forwarded to the Survey of India for reference. Thereafter, this Directorate will start preparation of base maps for all Community Development Blocks as per terms and conditions laid down by the Registrar General's office (Map Division) for final publication of the maps in the Census Handbook.

In the meantime, all the Block Development Officers in Mizoram were supplied with the Provisional Maps of Community Development Blocks previously demarcated and prepared by this office as per correctness certificates in respect of Community Development Block-wise Village lists obtained from the Block Development Offices themselves for their guidance while conducting and preparing detailed inter-village Community Development Blocks boundary descriptions making it clear that the provisional boundary demarcations prepared on the basis of the Community Development Block-wise Village lists and the Location Codes finally assigned for each Community Development Block by this office should, in no case, be changed or altered. They were further requested to strictly follow the list of Villages according to the Location Codes assigned to them vide Map Circular No. 15 under letter No. DCM/M-4/80/Pt. I/135-136 dated 4th October, 1980.

As was mentioned earlier, the Community Development Block-wise Village lists obtained from the Director, Community Development Block, Mizoram which contained only 572 Villages was found to be incomplete and at the same time not updated. The Union Territory Government on the other hand had verbally consented to entrust this Directorate to conduct the on-the-spot survey in connection with the

updating of the twenty Community Development Block-wise Village lists, assuring us at the same time that the final list thus prepared by this office would readily be accepted purely for the purpose of 1981 Census. Accordingly, an on-the-spot survey was conducted by the field staff of this office and they found out that there were as many as 737 Villages in the whole of Mizoram which indicated the increase in the number of Village to 165 from that of the figure obtained by Community Development Department. These Villages were geographically located in the maps while field survey was being conducted. One such case was Pamchung Village; though claimed to be situated within Khawzawl Community Development Block had to be included under Ngopa Community Development Block. The same was the case with North Chawilung Village. Though it was subsequently claimed to be within the Aibawk Community Development Block, it was ultimately included in the Thingsulthliah Community Development Block. The final assignment of Community Development Block-wise Location Codes was completed in the month of August, 1980. This refers to Map Circular No. 18 issued by this office under No. DCM/M.4/80/Pt.I/149-150 dated 5th November, 1980 and letter No. DCM/M-4/80/Pt. I/162, dated 10th December, 1980 addressed to the Block Development Officers concerned.

Since the draft boundary descriptions of Community Development Blocks submitted to the Deputy Secretary to the Government of Mizoram, General Administration Department, were found to be unsatisfactory, the Deputy Commissioners, Mizoram were once again requested by the Government of Mizoram to recheck the boundary lines particularly the inter-village Community Development Block boundary lines and to re-submit verified lines prior to the completion of Census Operations.

It was unfortunate, however, that copies of the approved boundary descriptions of the twenty Community Development Blocks in Mizoram have not yet been received from the State Government till this date.

Urban Areas

The Deputy Director of Economics and Statistical Department, Government of Mizoram was approached to supply us with the Urban maps of 6 (six) towns in Mizoram. Only Urban Frame maps of Aizawl and Lunglei Town could, however, be obtained. These were the original traced copies requiring blue printing and which were also found not up-to-date for the preparation of Notional Map of both towns.

Again, the Director of Land Revenue and Settlement, Government of Mizoram, was requested to supply us with one copy each of such towns alongwith one copy of boundary descriptions of those towns.

The Secretary to the Government of Mizoram, Revenue and Taxation, the Director of Local Administration Department, the three Deputy Commissioners of Aizawl, Lunglei and Chhimtuipui Districts, all the Sub-divisional Officers (Civil) and the Secretary, Lakher, District Council, Saiha were again requested to supply us with the most upto date jurisdictional maps of Urban Towns (scale or not to scale) viz., Aizawl, Kolasib, Champhai, Serchhip, Lunglei and Saiha for the 1981 Census with boundary descriptions giving copy of the letter to the Director of Land Revenue and Settlement with a request to take similar action with reference to this office previous letter already mentioned in para 2 above. Two replies were received—one from Assistant Director, Local Administration Department and the other from Sub-divisional Officer (Sadar), Aizawl District expressing their inability to supply such maps, etc. The Assistant Director, Local Administration Department further suggested that we write to the Chief Engineer, Mizoram Public Works Department for such maps.

In view of the helplessness on the part of the concerned departments of the State Government in the matter of Urban maps etc. as indicated above, there was no other alternative but to help ourselves as far as we can. The Cartography and Map Section headed by Shri V.L.T. Muana, Cartographer, then started taking up surveys of the six towns on-the-spot for the purpose of 1981 Census and accordingly prepared Notional Maps of five Census towns in Mizoram barring Lunglei Town which was surveyed and map drawn by the Revenue Branch of the office of the Deputy Commissioner, Lunglei. However, the map prepared by them was too large necessitating reduction.

Aizawl Town Map

Since no replies were received from he concerned departments as was mentioned earlier, the Directorate of Land Settlement & Records, Mizoram was approached personally by the Cartographer and obtained from the former one copy of Aizawl Town in the month of November, 1979. Since the traced copy was not up-to-date and also very much incomplete, detailed survey of Aizawl Town was carried out by the Cartography and Map Section in the month of April-May, 1980 and completed on the 9th May, 1980. After fair copy was drawn and completed, two blue printed copies were sent to the Directorate of Land Revenue & Settlement, Mizoram for checking and obtaining correctness certificate from their end. Accordingly, the town map prepared by this office was found correct and certified by the concerned department.

Kolasib Town Map

On the 26th February, 1980 Shri Saithuama, Computor was sent to Kolasib to carry out preliminary survey. He, however, obtained one traced copy of the town map originally drawn in the Sub-divisional office, Kolasib Sub-division with one copy of boundary description issued under Government Notification No. LRR. 91/73-76/45-46 dated 19th August, 1976. The traced copy of the town map was also certified by the Sub-divisional Officer on the 27th February, 1980. But after the thorough scrutiny by the Cartography and Map Section of this office, it was found that the map so prepared by the Sub-divisional Office, Kolasib was also not drawn properly and unreliable for

Census purposes. Therefore, Shri Lalhmingthanga Sailo, Investigator and Shri J. Lalramthara, Statistical Assistant were again sent to go to the spot for verification. They were not satisfied either. Lastly, Shri V. L. Ruata, Artist, accompanied by Shri M. C. Hrangchema, and Shri Saithuama Sailo, Computors were deputed to ensure finalisation of the town map on-the-spot. Accordingly, the boundary descriptions were finalised for the preparation of Notional Map of Kolasib Town in the month of July, 1980.

Champhai Town Map

On the 19th May, 1980, Shri V. L. Ruata, Arftist and Shri Lalbuanga Sailo, Computor were deputed to draw and finalise on-the-spot Notional Map of Champhai Town in consultation with the Sub-divisional Officer after ascertaining the existing boundary lines and other important features. Accordingly, preparation of Notional Map of Champhai Town was finally completed in the month of July, 1980.

Serchhip Town Map

On the 30th June, 1980, Shri L. Nghinfilova, Draftsman accompanied by Shri Saithuama, Sailo, Computor, was deputed to draw Notional Map of the Town and to finalise the same on-the-spot in consultation with the Block Development Officer, Serchhip Community Development Block. Accordingly, final preparation of the Notional Map of Serchhip Town was completed in the month of July, 1980.

As for Saiha Town, preliminary survey and sketching was carried out by the Cartographer on the 28th and 29th January, 1980. Thereafter, Shri M. C. Hrangchema, Computor was sent to the spot for final verification of some important features and for finalisation of formation of Wards in consultation with the Urban Charge Officer etc. Accordingly, final preparation of Notional Map of Saiha Town was completed in the month of April, 1980.

Soon after the Notional Map of each of the six Census Towns was completed, each of the Urban Charge Officer was supplied with sufficient copies of Notional Maps of the concerned town for provisional demarcations of boundary lines of Wards and Enumerator's Blocks. Each of the Urban Charge Officer was further instructed to carry out demarcation of boundaries of Wards and Enumerator's Blocks in consultation with Ward Supervisors and Enumerators indicating Location Code Numbers of Wards and Enumerator's Blocks on the body of the map supplied by this office and to return one copy of such map to this office for further scrutiny and final preparation. Thereafter, all such maps received back from each Urban Charge Officer was scrutinised here in this Office making necessary corrections regarding formation of Wards and Enumerator's Blocks and assignment of Location Code Numbers in accordance with the upto-date number of population of each Ward of the town. Such corrected Urban Towns were treated as final and forwarded to each of the Urban Charge Officer for their further action.

Standardization of observation of uniformity regarding Villages having common names in Mizoram

While updating jurisdictional maps and preparing Village list in the latter part of the year 1979, it was observed that there were more than seventy Villages having common names in the whole of Mizoram Union Territory. To cite one example, there are five Villages called BUALPUI, one of which is situated at the Aizawl—Silchar Road, one in the north of Kawlkulh Village both within Aizawl District, another within Lunglei District—one being situated near Thingsai Village and the other near Chhipphir Village. The last one is in Chhimtuipui District situated at the north of Saiha Town.

In this connection, Map Circular No. 6 was issued to all the Deputy Commissioners and Sub-Divisional Officers in Mizoram to the effect that standardization of such Villages having common names should be strictly observed while preparing Census Maps for the purpose of 1981 Census. For the purpose of differentiating and easy identification of such Villages and also to assist the Administrators as well as the Map users and research scholar in conducting their day to day administrations and researches, such standardization is ensured by assigning north, east, west and south etc. to such Villages according to their geographical locations and the local names.

Accordingly, list of such villages was prepared in the month of April, 1980 which was circulated to all Heads of Departments under the Government of Mizoram and to all Deputy Commissioners and Sub-Divisional Officers under Map Circular No. 7. This list, however, was revised in the month of January, 1981 under Map circular No. 20. Lastly, the list was again amended under Map Circular No. 20 dated 6-6-1981 under which there were altogether eighty-nine Villages having common names in the whole of Mizoram.

The present strength of the Cartography and Map Section of this Directorate is as under :—

1. Cartographer	One
2. Artist	One
3. Draftsman	Two
4. Ferro Print Operator	One

It is felt that to augment the existing strength, the following additional posts may be created in order that the works of Cartography and Map Section would be more effective :—

1. Cartographic Assistant	One
2. Tracer	One
3. Hand Press Machine Operator	One

All Circulars and important letters number mentioned in this Chapter are reproduced below :

Government of India
Ministry of Home Affairs
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/M-2/79/1-2

Dated Aizawl, the 22nd Oct. 79.

MAP CIRCULAR NO. I

From

Shri P. Lalnithanga, I.A.S.,
Director of Census Operations,
Mizoram, Aizawl.

To

(1) All the Deputy Commissioners in Mizoram.
(2) All the Sub-divisional Officers in Mizoram.
(3) All the Secretaries to the District Councils, Pawi/Lakher/Chakma D/Cs.

Sub : Sub-divisional Maps in respect of Aizawl, Sadar, Kolasib, Mamit, Champhai, Lunglei Sadar, Tlabung, Chawngte, Saiha Sadar and Lawngtlai Sub-divisions and location of Villages.

Sir,

I have the honour to state that for the purpose of 1981 Census an accurate and upto-date map in respect of all the administrative subdivisions in Mizoram will have to be drawn indicating therein all the Villages according to their geographical contiguity which will form the basis of the entire Census Operations.

It, therefore, follows that to collect correct and accurate Census data the need to have such correct and upto-date maps together with the existing Villages in each Subdivision cannot be emphasised.

For this purpose, our Cartographer, Shri V. L. T. Muana, assisted by Statistical Assistant will personally contact you in due course by visiting all the Subdivisional Headquarters. It is requested every possible co-operation and assistance may kindly be extended to them when approached so that an accurate and correct information is furnished to them to enable us to produce accurate Census data eventually which is so essential for the all-round development of this Territory in particular and the country at large. It may be emphasised here that it is the lack of accurate and correct Census figures which stands in the way of formulating proper plans and schemes for the all-round development of the territory.

It may be appreciated that this Directorate is attempting to build up the most upto-date and correct data in respect of all the administrative Subdivisions which will not be possible without your close co-operation and assistance.

Yours faithfully,

Sd/-

(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/M-2/79/1-2(A)

Dated Aizawl, the 22nd Oct. 79.

Copy to

(1) The Registrar General, India, New Delhi.
(2) Chief Secretary to the Government of Mizoram, Aizawl.
(3) The Deputy Secretary to the Government of Mizoram, General Administration Department, Aizawl.
(4) All Block Development Officers in Mizoram.
(5) Guard File.

Sd/-
Director of Census Operations
Mizoram : Aizawl

Government of India
Ministry of Home Affairs
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/M-1/79/6

Dated Aizawl, the 19th Nov. 1979

From

Shri P. Lalnithanga, I.A.S.,
Director of Census Operations,
Mizoram, Aizawl.

To

The Chief Secretary to the
Government of Mizoram,
Aizawl.

Sub : Updated jurisdictional maps of Mizoram Union Territory and boundary descriptions of administrative subdivisions supply of—

Sir,

I have the honour to state that for the purpose of 1981 Census of India, it is felt necessary to have an accurate and upto-date administrative map of Mizoram Union Territory indicating all administrative sub-divisional boundaries, well demarcated.

I would therefore request you to kindly supply us with atleast one copy of the said map along with one copy of latest boundary descriptions of sub-divisions.

Please treat this as urgent.

Yours faithfully,
Sd/-
(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/M-1/79/6

Dated Aizawl, the 19th Nov. 1979.

Copy to :

Registrar General, India, 2/A, Mansingh Road, New Delhi, For favour of information.

Sd/-
Director of Census Operations
Mizoram : Aizawl

Government of Mizoram

General Administration Department

No. G.A.D. 49/B/79/54

Dated Aizawl, the 16th January, 80.

To

The Director of Census Operations,
Mizoram, Aizawl.

Sub : Updated jurisdictional maps of Mizoram Union Territory and boundary descriptions of administrative subdivisions supply of—

Sir,

In inviting a reference to your letter No. DCM/M-1/79/6 dated 19-11-79, I am directed to say that this Department have no maps of Mizoram and the same could not be supplied to you from this end. We had made efforts to obtain it from other sources but without any avail.

It is requested that the required maps may be asked for from other Departments.

Yours faithfully,

Sd/-

(J. MALSAWMA)

Deputy Secretary to the Govt. of Mizoram, General Administration Department

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Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/M-2/79/14-16

Dated Aizawl, the 4th Dec., 79.

MAP CIRCULAR NO. 2

OFFICE ORDER

The following Computors are entrusted to carry out an on the spot verifications of all Villages (inhabited and uninhabited/abandoned) falling within the various administrative Subdivisions in Mizoram as indicated against each. They will be required to locate all such Villages in the maps supplied to them according to their geographical positions. For this purpose, they will have to contact various officers such as, Sub-divisional Officers (Civil), Block Development Officers, Administrative Officers and Circle Education Officers ascertaining from them the requisite informations in respect of such Villages situated within their respective jurisdictions. They will also obtain their acceptance on the correctness of the figures and informations so collected in a form of certificate which is as in the proforma enclosed.

1. Shri M. C. Hrangchema .	1. Lunglei (S)	Sub-division
	2. Lawngtlai	Do.
	3. Saiha (S)	Do.
2. Shri Lalbuanga Sailo .	1. Tlabung	Do.
	2. Chawngte	Do
3. Shri Saithuama Sailo .	1. Kolasib	Do.
	2. Mamit	Do.

Apart from this, Shri M. C. Hrangchema and Shri Lalbuanga Sailo will also collect upto-date lists of Teachers of L. P. Schools, M. E. Schools and High Schools from the office of District Education Officer and Sub-divisional Education Officer, Lunglei and Saiha and the District Councils of Pawi, Lakher and Chakma respectively.

Sd/-

(P. LALNITHANGA)

Director of Census Operations
Mizoram : Aizawl

Memo. No. DCM/M-2/79/14-16 (A)

Dated Aizawl, the 4th Dec., 79.

Copy to :

(1) All the Deputy Commissioners, All Sub-divisional Officers and All Block Development Officers in Mizoram for favour of information and necessary action.

(2) Shri V. L. T. Muana, Cartographer for favour of information. He is entrusted to look after all the works carried out by Computors by giving them necessary instructions, etc. in this respect.

(3) Shri Lalhmingthanga, Investigator for favour of information and necessary action.

(4) All concerned for information. They will be provided with one copy of administrative map of Mizoram, Sub-divisional Boundary description and lists of Villages. They should submit their proposed tour programme immediately for approval.

(5) Office Order Book.

(6) Guard File.

Sd/-

Director of Census Operations
Mizoram : Aizawl

Office of the Sub-Divisional Officer .....
Sub Division

PAWI/Lakher/Chakma District Council, Lawngtlai/Saiha/ Chawngte : Mizoram

No......

CERTIFICATE

Certified that—

1. List of Villages within my jurisdiction is up-dated.
2. That the geographical locations of all Villages within my jurisdiction have been verified as far as possible.
3. That the above lists of Villages and their geographical locations have been scrutinised with the help of Shri..... completed with Computors & representative of the office of the Director of Census Operations, Mizoram, Aizawl.

Sub-Divisional Officer
.....**Sub-Division**

Dated.....

Secretary to the D/C Pawi/Lakher Chakma

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/M-5/79/6

Dated Aizawl, the 17th Dec., 79.

From

Shri P. Lalnithanga, I.A.S.,
Director of Census Operations,
Mizoram, Aizawl.

To

The Deputy Secy. to the Govt. of Mizoram,
General Administration Department,
Aizawl.

Sub : (1) *Boundaries of administrative units*—Fixing during 1981 Census Operations.

(2) Supply of the Schedule Boundary Descriptions of Districts and Sub-divisions.

Sir,

In inviting references to this office letter Nos. addressed to Chief Secretary, Mizoram vide No. DCM. 7/79/2 of 1-8-79, No. DCM/C-12/79/4 of 9-11-79 and No. DCM/M-5/79/5 of 30-11-79 on the subject indicated above, I have the honour to request you to kindly confirm the decision of the Government of Mizoram to the effect that **all Changes in the boundaries of administrative units area if at all effected would be finalised by October, 1979 and not after, in view of the 1981 Census for which every preparation is afoot in the whole of India.**

Further more, you are requested to kindly supply us with one copy each of the boundary descriptions of Districts and Sub-divisions with a copy of detailed Northern boundary descriptions of Lunglei District as defined in Notification No. GAD 13/72/81 of 31-8-72.

Please treat this as **Most Urgent.**

Yours faithfully,

Sd/-

(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo. No. DCM/M-5/79/6

Dated Aizawl, the 17th Dec., 79.

Copy to

(1) The Chief Secretary to the Government of Mizoram for favour of information and necessary action.

(2) The Dy. Director (Census) O/o the Registrar General, India, New Delhi for favour of information.

Sd/-

Director of Census Operations
Mizoram : Aizawl

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/M-2/79/17-18

Dated Aizawl, the 19th Dec., 79.

MAP CIRCULAR NO. 4

From

Shri P. Lalnithanga, I.A.S.,
Director of Census Operations,
Mizoram, Aizawl.

To

1. All Heads of Departments in Mizoram.
2. All Deputy Commissioners in Mizoram.
3. All Sub-divisional Officers in Mizoram.

Sub : Collection of important data and information relating to Mizoram.

Sir,

I have the honour to state that for the purpose of 1981 Census and for the preparation of an accurate and most upto-date administrative map of the Union Territory of Mizoram by the Cartography and Mapping Branch of this office, all important features/informations/achievements of all departments under Government of Mizoram will have to be indicated and entered in the said map.

For this purpose, our Cartorgapher assisted by Draftsman and other staff deputed from time to time will personally contact you in due course by visiting your office. It is requested that every possible co-operation and assistance may kindly be extended to them when approached so that an accurate and correct information is furnished to them to enable us to produce accurate data eventually which is so essential for an all-round development of this territory in particular and the country at large. It may be emphasised here that it is the lack of accurate and correct data figures which invariably stands in the way of formulating proper plans and schemes for the all-round development of the territory.

It may be appreciated that this Directorate is attempting to build up the most upto-date and correct data in respect of the administrative map of Mizoram, etc., which will not be possible without your close co-operation and assistance.

Yours faithfully,

Sd/-

(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo. No. DCM/M-2/79/17-18(A)

Dated Aizawl, the 19th Dec., 79.

Copy forwarded for information to :—

1. The Registrar General, India, New Delhi.
2. The Chief Secretary to the Government of Mizoram, Aizawl.
3. Private Secretary to the Chief Minister.
4. Secretary to L.G.
5. All Block Development Officers in Mizoram.
6. Guard File.

Sd/-

Director of Census Operations
Mizoram : Aizawl

Government of India
Ministry of Home Affairs
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/M-1/79/2

Dated Aizawal, the 26th Oct., 79

FROM
Shri P. Lalnithanga, I.A.S.,
Director of Census Operations,
Mizoram, Aizawl.

To
The Surveyor General of India,
Survey of India, Post Box No. 37,
Dehra Dun, Uttar Pradesh.

Sub.—Permission for reproduction of Survey of India Maps.

Sir,

I have the honour to state on the above subject that for the 1981 Census it is felt necessary to have an accurate and upto date administrative and Sub-divisional Maps of Mizoram Union Territory. I would, therefore, request you kindly to allow this office to reproduce the Survey of India maps of Mizoram Union Territory for the purpose of the 1981 Census.

Yours faithfully,
Sd/-
(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/M-1/79/2(A)

Dated Aizawl, the 26th Oct., 79.

Copy to :
The Registrar General, India, 2/A, Mansingh Road, New Delhi for favour of information.

Sd/-
Director of Census Operations
Mizoram : Aizawl

Government of India
Ministry of Home Affairs
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/M-1/79/3

Dated Aizawl, the 26th Oct., 79.

FROM
Shri P. Lalnithanga, I.A.S.,
Director of Census Oepartions,
Mizoram, Aizawl.

To
Shri O. B. Bakshi,
Officer-in-Charge,
Map Record & Issue Office,
Survey of India, P.B. No. 28,
Hathibarkala, Dehra Dun
Uttar Pradesh.

Sub : Supply of Maps Indent form No. 0.57(a).

SIR,

I have the honour to state that for the purpose of 1981 Census an upto date and accurate administrative map of Mizoram Union Territory and Sub-divisional Maps are essentially required for this purpose. I would, request you kindly to send me the indent form for the said maps so as to enable this office to carry out the 1981 Census successfully.

Your utmost co-operation in the matter is requested.

Yours faithfully,
Sd/-
(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Government of India
Ministry of Home Affairs
OFFICE OF THE REGISTRAR GENERAL, INDIA

No. 5/2/77-MAP

New Delhi, the 6/8th Nov. 1979.

To,
Shri P. Lalnithanga,
Director of Census Operations,
Mizoram, Aizawl.

SIR,

Please refer to your letter No. DCM/M-1/79/2 dated 26th October, 1979 regarding permission for reproduction of Survey of India Maps. In this connection, could you kindly let us know the details of the maps which you want to reproduce and the way by which you want to take up the maps for the census work. Please treat this urgent so that we may also render help and necessary facilities.

Yours faithfully,
Sd/-
(B. K. ROY)
Assistant Registrar General (M)

SURVEY OF INDIA

No. TB-12173/44-B-27.

Director, Map Publication Office
Post Box No. 28
Hathibarkala
Dehra Dun

Dated the 30th Nov., 79.

To,
Shri P. Lalnithanga, I.A.S.,
Director of Census Operations,
Mizoram, Aizawl.

Sub : Permission for reproduction of Survey of India Maps.

Reference :

Your letter No. DCM/M-1/79/2 dated 26-10-79 addressed to the Surveyor General of India received in this office under his endorsement No. T-62002/1607. PC dated 20-11-79.

SIR,

It is not possible for us to accord permission to reproduce our maps unless we know the layout, scale and Edition of the maps to be reproduced by you for 1981 Census. As such, the details of the Survey of India maps desired to be reproduced should be sent to this office for our further action.

2. It is, however, pointed out that a map of Mizoram on scale 1 cm = 8.5 kms (approx.) has already been certified by this office for the Registrar General, India (vide this office letter No. TB-339/62-A-4/131 dated 28-1-74) for inclusion in the District Handbook of Assam. If the said map meets your requirement, you may utilise the prints of the certified map for the preparation of your map. Even in that case two printed proofs, in full colours, should be sent to this office for fresh certification of the external boundary of India prior to its publication for 1981 Census. Final printing of the map should be undertaken only on receipt of the certified proofs from this office.

3. The proofs may please be sent to this office through Registrar General, India as per his existing instructions.

Yours faithfully,

Sd/-

(O. P. KUKRETI)

Suptdg. Surveyor

for Director map Publication

Copy to the Assistant Registrar General (M), Govt. of India, Ministry of Home Affairs, Office of the Registrar General, India, New Delhi for information with reference to his endorsement No. 5/2/77-Map dated 6/8th Nov. 1979.

Copy to S.G.

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/M-2/79/22-23

Dated Aizawl, the 10th Jan., 80.

MAP CIRCULAR NO. 5

To :

1. Shri V. L. T. Muana, Cartographer.
2. Shri Lalhmingthanga Sailo, Investigator.
3. Shri Lalbuanga Sailo, Computor.
4. Shri Saithuama Sailo, Computor.
5. Shri Hrangchema, Computor.

Sub : Finalisation of updating of Sub-divisional maps in respect of finalisation of lists of Villages-checking/scrutiny of—in pursuance of this office letter Nos. DCM/M-2179/1-2 of Aizawal dated October 22, 1979, No. DCM/M-2-2/79/1-4 of dated December 4, 1979 and DCM/2/79/17-18 of December 19, 1979.

You are hereby requested to carry out final checking and scrutiny of the subject mentioned above under the following points and submit your reports with other documents on or before the 31st January, 1980 :—

1. You will contact all Sub-divisional Officers, all Secretaries of Autonomous District Councils and Heads of the following departments such as Forests, PWD, Vety., Electricity, PHE, Soil Conservation, Agriculture, Industry, Police etc. at District and Sub-divisional level.

2. You will be provided with enlarged administrative Sub-divisional (original) maps in the scale of 1" = 2 miles prepared by Cartography and Map Section of this office in which you will make final entry for all Census Villages either small or large in your maps supplied to you in consultation with the concerned authorities.

3. After making final entry of all such Census Villages which are not yet entered in the maps supplied to you, all the Sub-divisional Officer (Civil) and Secretaries of Autonomous District Councils will give their signatures on the body of the concerned maps with official seal.

4. Those maps so certified will be treated as final and will become Base Maps. Finalisation of up-dating of Sub-divisional maps and lists of Villages will be based on these certified maps.

You are further to bear in mind that Census Villages in Mizoram will constitute mainly three types of habitations e.g. (1) Permanent/Ty. (Thlawh Bawk) Villages, (2) Pt/Ty. Camps such as Farms, Beat/Range/Labour Camps of Forests, etc., deptts. and (3) Bush Police Camps/training centres. All permanent and temporary (Thlawh bawk) Villages will have their separate entity and will be treated as Census Villages. In case of Sl. No. 2 & 3 above, those camps, etc., located within the boundaries of Villages as per sl. no. (1) above will have no separate entity and their population will be enumerated along with the residents of Sl. No. (1) above. On the other hand, camps etc. as per sl. no. (2) & (3) above, which are located outside the boundaries of Villages as per Sl. No. (1) above will have their separate entity and shall be treated as Census Villages.

Sd/-

(P. LALNITHANGA)

Director of Census Operations

Mizoram : Aizawl

Memo. No. DCM/M-2/79/22-23 (A)

Dated Aizawl, the 10th Jan., 80.

Copy to :—

1. The Assistant Registrar General (Map), New Delhi.
2. All Deputy Commissioners in Mizoram.
3. All Sub-divisional Officers in Mizoram.
4. All Secretaries Autonomous District Councils in Mizoram.
5. All concerned for favour of information and necessary action. Shri V. L. T. Muana and Shri Lalhmingthanga will be incharge of the party. They will distribute works amongst themselves and will also give necessary detailed instructions among themselves before departure. They will collect updated Sub-divisional Maps of the concerned Sub-divisions for which they are entrusted.
6. Guard File.
7. All Block Development Officers in Mizoram for information.

Sd/-

Director of Census Operations

Mizoram : Aizawl

Government of India
Ministry of Home Affairs
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/M-5/79/75

Dated Aizawl, the 11th August, 80.

MAP CIRCULAR NO. 10

FROM
Shri P. Lalnithanga, I.A.S.,
Director of Census Operations,
Mizoram, Aizawl.

To
The Deputy Secretary to the Govt. of Mizoram,
General Administration Department,
Aizawl.

Sub : Boundary descriptions of Community Development Blocks in Mizoram, supply of—

REFERENCE : This office letters No. DCM/M-5/79/6 of 17-12-79 and No. DCM/C-7/79/59 of 16-6-80.

SIR,

With reference to the above two letters, and for the purpose of 1981 Census, I am to state that the most essential pre-requisite of census work is the gradual breaking up of the District into convenient units to distribute the works and build up a pyramid of jurisdiction and responsibility from below. Such units are called Census Divisions, and when properly organised and well made, they ensure complete coverage of the Census.

2. The coverage of the census should relate to precise defined territories/areas in order to ensure that the smallest household is accounted for and no person is left out of count and no person is counted twice. It therefore follows that Census Divisions should correspond closely to the well-established administrative, development, revenue etc. divisions from the State downwards— namely, the district, Sub-division, Tehsil, Taluk, C. D. Block, Police Thana, Town and the Village etc. Any of these established Divisions will have to be followed and the population figure will also be published according to these units.

3. The Census Divisions which were already formed as above were the District, Sub-division, Town and the Village. However, for the smooth completion of the time bound works connected with Census Operations, all the BDOs were appointed as Charge Officers to assist Sub-divisional Census Officers in connection with holding of training classes, etc. in their respective jurisdiction and headquarters. It has been experienced during the training that it would be most convenient if the BDOs are empowered with the responsibilities of full Charge Officer. In this connection, our Cartographer had already approached you explaining the decision taken by me. Accordingly, all Census datas and maps will be presented C.D. Block-wise instead of Sub-division-wise as was previously decided. It is therefore necessary to have boundary descriptions of C.D. Blocks through Government notification so that proper demarcation of C.D. Blocks through Survey of India Map could be carried out and scale map of each C.D. Block prepared by this office for final publication. I am sure the State Government share with us our anxiety to ensure that the Census Operations are altogether successful and Census Publication are informative to all concerned.

4. The following Sub-divisional Maps (Scale 1" = 2 miles) are enclosed herewith through which demarcation of C.D. Blocks areas has been roughly done for favour of further action with the concerned departments.

(1) **Aizawl District** . . (1) Mamit Sub-division =4 Nos.
(2) Kolasib Sub-division =3 Nos.
(3) Aizawl Sub-division =5 Nos.
(4) Champhai Sub-division=4 Nos.

(2) **Lunglei District** . (1) Lunglei (S) Sub-division=3 Nos.
(2) Tlabung Sub-division =3 Nos.

(3) **Chhimtuipui District** . (1) Chawngte Sub-division =2 Nos
(2) Lawngtlai Sub-division =2 Nos.
(3) Saiha (S) Sub-division =3 Nos.

5. Furthermore, I would like to mention that 75% of the C.D. Blocks boundaries follow International, State, District and Sub-divisional boundaries as were already defined by the State Government, etc. and only 25% is to be taken up afresh. In this connection, all the BDOs may be entrusted to prepare draft boundary descriptions in consultation with their neighbouring respective C.D. Block's area which will ensure better results and a more reliable data ultimately.

Encl : 29 (twentynine)
Sub-divisional
Maps

Yours faithfully,
Sd/-
(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/M-5/79/75(A)

Dated Aizawl, the 11th August, 80.

Copy to :

(1) The Asstt. Registrar General (Map), New Delhi for favour of information.
(2) The Director of Community Development Blocks, Mizoram, for favour of information and further action as was already discussed (vide this office letter No. DCM/M-5/79/57 of 18th June, 1980).
(3) The Development Commissioner, Mizoram, Aizawl for favour of information and necessary action.
(4) All Deputy Commissioners in Mizoram for favour of information and early action.
(5) All SDOs in Mizoram for favour of information.
(6) All BDOs in Mizoram and necessary action.
(7) Guard File.

Sd/-
Director of Census Operations
Mizoram : Aizawl

Government of India
Ministry of Home Affairs
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/M-5/79/60

Dated Aizawl, the 6th August, 80.

MAP CIRCULAR NO. 9

To
All the Block Development Officers &
Charge Officers.

Subject : Corrections Certificate for C.D. Blocks boundaries etc.

SIR,

With reference to the above and for the purpose of 1981 Census, it is found most convenient to have each C.D. Blocks as fullcharge.

I, therefore. request you kindly to correct C. D. Block boundaries lines under your jurisdiction and give correctness certificate on the body of the Map itself and forward the same to this office immediately for further consideration. Moreover, all Census Villages are also to be corrected and enter such Census Villages which are not found in the Sub-divisional Map supplied to you.

Encl : as above.

Yours faithfully,
Sd/-
(LALBIAKTHUAMA)
Asstt. Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/M-5/79/60(A)
Dated Aizawl, the 6th August, 80.

Copy to

1. The Asstt. Registrar General (Map), New Delhi.
2. All Deputy Commissioners in Mizoram.
3. All Sub-divisional Officers in Mizoram.
4. The Deputy Secretary to the Government of Mizoram, General Administration Deparment, Aizawl.
5. The Director of Community Development, Mizoram, Aizawl.
6. File concerned.
7. Guard file.

Sd/-

Asstt. Director of Census Operations
Mizoram : Aizawl

Government of India
Ministry of Home Affairs
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM
No. DCM/M-4/80/Pt. I/135-136

Dated Aizawl, the 4th Oct., 80.

MAP CIRCULAR NO. 15

FROM
Shri P. Lalnithanga, I.A.S.,
Director of Census Operations,
Mizoram, Aizawl.

To
All Block Development Officers &
Charge Officers in Mizoram.

Subject : Provisional C.D. Blocks Maps—Supply of—

REFERENCE : Map Cilcular No. 14 issued by office.

SIR,

With reference to this office map circular and the subject cited above, I have again to forward herewith one copy of C. D. Block map provisionally demarcated and prepared by this office as per Correctness certificates obtained from all BDOs concerned for favour of your useful guidance while conducting and preparing detailed inter-village C.D. Blocks boundary descriptions.

In this connection, I would like to mention further that these C.D. Blocks maps and boundaries are provisionally demarcated as already mentioned above and that there should be NO CHANGES whatsoever regarding C.D. Blocks boundary lines other than provisionally demarcated by this office. As such, while preparing such detailed C.D. Blocks boundary descriptions, you may please refer to the latest location-wise list of Villages under C.D. Blocks in Mizoram issued by this office.

Furthermore, if you have any doubts regarding this important task, we are readily available to help you.

Kindly acknowledge the receipt.

Encl : as above

Yours faithfully,
Sd/-
(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo. No. DCM/M-4/80/Pt. I/135-136(A)
Dated Aizawl, the 4th October, 80.

Copy to :

1. The Assistant Registrar General (Map), New Delhi for favour of information.
2. The Deputy Secretary to the Government of Mizoram, General Administration Department, Aizawl for favour of information.
3. The Director, Community Development, Mizoram, Aizawl for favour of information with one copy each of C.D. Blocks maps (provisional).
4. All Deputy Commissioners and Sub-divisional Officers in Mizoram for favour of information and necessary action.
5. Guard File.

Sd/-

Director of Census Operations
Mizoram : Aizawl

Government of India
Ministry of Home Affairs
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM
No. DCM/M-4/80/Pt. I/149-150

Dated Aizawl, the 5th Nov., 80.

MAP CIRCULAR NO. 18

FROM
Shri P. Lalnithanga, I.A.S.,
Director of Census Operations,
Mizoram, Aizawl.

To
The Block Development Officer &
Charge Officer, Ngopa C.D. Block,
Ngopa, Aizawl District.

Subject : (1) Pamchung and Lungphunllian Villages.
(2) Preparation of detail boundary descriptions of C.D. Block Ngopa.

REFERENCE:

(1) This office Map Circular No. 14 of 20/22 Sept., 80.

(2) Your letter No. NC. 16/80/45051 of 24-10-80.

(3) Your letter No. NC. 16/80/458 of 25-10-80.

SIR,

With reference to the letters and the subject cited above, I have to inform you that for the purpose of 1981 Census, Pamchung Village is included under both C.D. Block Ngopa and C.D. Block Ngopa Charge assigning its location Code as No. 31/1/10/27 (40) referred to this office W/T Message No. DCM/C-22/80/211 of 29-10-80. Regarding Village Lungphunlian, it is under Khawzawl C.D. Block and C.D. Block Khawzawl Charge which Location Code No. is 31/3/11/9/(11).

Furthermore, you are hereby informed that you are competent enough to prepare detail boundary descriptions of C.D. Block Ngopa as this subject not only concerns about the 1981 Census but the general administration as a whole. In this regard, please refer to the following letters—Map Circular No. 10 of Memo. No. DCM/M-5/79/75(A) of 11-8-80; Dy. Secretary, G.A.D. Mizoram, letter's No. G.A.D. 49/C/80/2 of 21-8-80 & No. GAD 49/C/80/8 of 11-10-80 and Map Circular No. 14 of 20/22-9-80.

Moreover, I would like to inform you further that all Census data and statistical informations will be represented C.D. Block-wise and though C.D. Block maps for the 1981 Census. Not only that the administrative boundaries e.g. State, Districts, Sub-divisions and C.D. Blocks as have already been taken up and accounted for the purpose of 1981 Census will be final and that no changes in the administrative units are allowed by the Central Government till the 1981 Census is completely over (Referred to Shri M. L. Kampani's Circular letter even number dated 10 May 1979).

You are therefore requested to prepare a very detailed and accurate boundary descriptions of C.D. Block Ngopa and submit the same to Deputy Commissioner, Aizawl with one copy to this office for further action.

Yours faithfully,

Sd/-

(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/M-4/80/Pt-I/149-150(A)

Dated Aizawl, the 5th Nov, 80.

Copy to :

1. All Deputy Commissioners & Principal Census Officers for favour of information and necessary action.
2. The Dy. Secretary to the Government of Mizoram, General Administration Department, Aizawl for favour of information.
3. The Director of Community Development, Mizoram for favour of information and necessary action.
4. All Sub-divisional Officers & Sub-divisional Census Officers, Mizoram for favour of information and necessary action.
5. All Block Development Officers & Charge Officers (Rural) for favour of information and similar action.
6. Guard File.

Sd/-

Director of Census Operations
Mizoram : Aizawl

Government of India
Ministry of Home Affairs
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/M-5/79/7

Dated Aizawl, the 19th December, 79.

FROM

Shri P. Lalnithanga, I.A.S.,
Director of Census Operations,
Mizoram : Aizawl.

To

The Deputy Secretary to the Govt. of Mizoram,
General Administration Department,
Aizawl.

Subject : Supply of boundary descriptions of Pawi, Chakma and Lakher Autonomous District Councils.

SIR,

In continuation of this office letter No. DCM/M-5/79/6 dated Aizawl, the 17th December, 1979, I have the honour to request you once again to kindly supply us with one copy each of the boundary descriptions of Pawi, Lakher and Chakma Autonomous District Councils as notified vide Notification No. CCMP. 3/72/70-77 of dated 1-4-72.

Please treat this as **MOST URGENT.**

Yours faithfully,

Sd/-

(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Government of Mizoram
General Administration Department

No. GAD. 13/79/Pt

Dated Aizawl, the 29th January, 80.

To

The Director of Census Operations,
Mizoram, Aizawl.

Subject : Supply of boundary descriptions of Pawi, Chakma and Lakher Autonomous District Councils.

SIR,

With reference to your letter No. DCM/M-5/79/7 dated 19-12-1979 on the above subject, I am directed to say that the notification No. CCMP. 3/72/70-77 dt. 1-4-72 does not appear to have been issued from G.A D. and in view of this we are not in a position to comply with your request for supply of the boundary descriptions of the Pawi, Lakher and Chakma District Councils.

You may refer the matter to District Councils Affairs Department for the same.

Yours faithfully,

Sd/-

(J. MALSAWMA)
Deputy Secretary to the Govt. of Mizoram
General Administration Department

Government of Mizoram
General Administration Department
NOTIFICATION

No. GAD. 49/75/226

Dated Aizawl, the 8th Feb., 80.

In view of the next decennial population census to be conducted in February-March, 1981 and with a view to ensuring complete coverage at the census, the entire country is being divided into small enumerator blocks within the frame-work of the administrative units in the States and in the Union Territories. The process of determining the blocks has started in Mizoram also. In order to ensure the efficient conduct of the Census Operations, it is extremely necessary that the boundaries of the administrative units like Municipalities, Revenue Villages, Tehsils, Police Stations, Development Blocks, Talukas, Sub-divisions, District, Revenue Divisions, etc. are not disturbed.

Therefore, it is hereby notified that no changes in the boundaries of administrative units stated above should be made until 30th June, 1981.

Sd/-
A. J. KUNDAN
Chief Secretary to the Govt. of Mizoram

Memo. No. GAD. 49/75/226(A)

Dated Aizawl, the 8th Feb., 80.

Copy to :

1. Secretary to Lt. Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.Ss to all Ministers, Mizoram.
4. P.S. to Hon'ble Speaker/Dy. Speaker, Mizoram.
5. Additional Secretary to the Govt. of India, Ministry of Home Affairs.
6. Registrar General, India, Ministry of Home Affairs, New Delhi.
7. All Secretaries to Govt. of Mizoram.
8. All Heads of Departments, Govt. of Mizoram.

Sd/-
(J. MALASWMA)
Deputy Secretary to the Govt. of Mizoram
General Administration Department

CHAPTER VIII

PREPARATION OF RURAL AND URBAN FRAME

Finalisation of the rural-urban frame

There was no difficulty in finalising the Rural-Urban frame in Mizoram. The Community Development Blocks which were well defined were taken as Charges with the Block Development Officers concerned as Charge Officers in respect of their own blocks. All the Villages in each of the Development Blocks were listed with the help of the Block Development Officers themselves who took care to see that they did not miss any Village. The maps of the Blocks were also drawn with the help of the Block Development Officers themselves. In the beginning, it was felt that the Sub-divisions would constitute Charges. Later on, it was discovered that to make the Sub-divisional Officers as Charge Officers, it would be too unwieldly for them to look after and supervise the Census Operations for the entire Sub-division and to ensure complete coverage. Hence, the Community Development Blocks were made as Charges. This later arrangement was much more appreciated than the earlier one and the Block Development Officers themselves were confident of ensuring correct and reliable enumeration in their respective Charges about which they claim to know in great details. This arrangement gave them new incentive and enthusiasm. The list of Villages in alphabetical as well as location order in respect of each Development Block was prepared together with their Location Codes indicating the number of Enumerator's Block in each Village and the lists were furnished to the Block Development Officers themselves.

In the case of Urban Areas, the Towns of Aizawl and Lunglei were divided into several Wards. Each Ward represents the Village Council jurisdiction. In Aizawl Town alone, there were 31 such Village Councils. Hence, there were as many as 31 Wards in Aizawl Town. The Wards were assigned Location Code Numbers indicating also the number of Enumerator's Blocks contained therein.

In Aizawl Town, there were as many as 109 Enumerator's Blocks. In Lunglei Town, there were 11 Wards. In case of a Town like Champhai, which is under one Village Council, since the entire Town would be too large a Ward, it was divided into two Wards, each Ward under a Supervisor. In the same manner, other Census Towns, namely, Kolasib (3 Wards), Serchhip (2 Wards), Saiha (5 Wards) were also divided into more than one Ward although under one Village Council in each case.

Changes of jurisdiction of Districts, Sub-divisions

There were no changes in the jurisdictions of District and Sub-divisions during the period of Operations which may hamper the Census Operations, nor was there any proposal for effecting changes in administrative jurisdictions like Sub-divisions and Community Development Blocks.

Unsurveyed areas, reserved forests etc.

The whole of Mizoram is unsurveyed from the revenue point of view, there being no cadastral survey carried out at any point of time. Under the existing Revenue Laws of the Land, individuals could settle their homestead lands as well as agricultural land with Government by obtaining Land Settlement Certificates from the Revenue Department. Such plots of land so settled were subjected to compass survey for the purpose of preparation of maps of the plots concerned. There is, therefore, no means of identifying these unsurveyed areas except to draw maps locally and notionally by the concerned departments indicating the particular areas.

Urban Areas

In the 1981 Census, the same criteria as was adopted in 1971 Census was again adopted. The definition of Urban Area for 1981 Census is as follows :—

(1) All places with a Municipality, Corporation, Cantonment Board or Notified Town Area Committee, etc.

(2) All other places which satisfied the following criteria :—

(i) A minimum population of 5,000;

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

(iii) A density of population of at least 1000 per square mile (400 per sq. km.).

The Directors were, however, given some discretion in respect of some marginal cases in consultation with the State Government to include some places that had other distinct urban characteristics and to exclude undeserving cases.

On the basis of the above criteria, the cases of four other places, namely, Champhai, Kolasib, Saiha and Serchhip which were considered to have fulfilled the requirements were referred to the Registrar General for finalisation. It may be stated here that in the 1971 Census, there were only two Towns in Mizoram, namely, Aizawl and Lunglei. The cases of these four places were accepted and accordingly, for the purpose of 1981 Census, they were treated as Towns. There had been remarkable growth of those places treated as rural areas in 1971 on account of improved communication and political changes which brought about greater economic development and prosperity. Such growth results in these areas acquiring the urban characteristics in course of time. No other areas had been classified as urban nor any discretion exercised in that connection besides the four places mentioned earlier.

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The district-wise names of towns together with their civic status is given below :

Name of District	Name of Towns	Civic status
Aizawl	1. Aizawl	Capital of the Territory. It is divided into 31 Village Councils. There being no Municipality, the civic administration is in the hands of Government. The concerned department is Local Administration. It is also the Headquarters of Aizawl District.
	2. Kolasib	Sub-divisional Headquarters of Kolasib Sub-division. It has one Village Council
	3. Champhai	Sub-divisional Headquarters of Champhai Sub-division and has one Village Council.
	4. Serchhilp	Headquarter of Serchhilp Development Block having one Village Council.
Lunglei	5. Lunglei	District Headquarter of Lunglei District having eleven Village Councils.
Chhimtuipui	6. Saiha	District Headquarter of Chhimtuipui District having four Village Councils.

Urban Agglomerations

There was no case of Urban Agglomeration in Mizoram.

Standard Urban Areas

In view of rapid growth of a Town like Aizawl particularly after 1971 when Mizoram became Union Territory with a Government of its own, the Town areas described for Aizawl Town had undergone changes as the areas became larger. In the 1971 Census, the Town areas of Aizawl were much smaller. After the Union Territory came into being in 1972, the Town areas in respect of Aizawl and Lunglei towns had undergone considerable changes, having been enlarged greatly.

The concept of Standard Urban Areas was designed to deal with the potentially urbanisable areas adjoining urban units. It was considered desirable to have a fixed area covering a large core town as well as the adjoining areas, which would be kept constant for at least three decades, so that comparable data for such areas would be made available and it could be put to good use for urban development planning. Accordingly, it was decided to delineate the contiguous rural and urban areas which were under intensive influence or which were likely to be under intensive influence of all towns and cities with population of fifty thousand and above in different States. Such areas were designated as Standard Urban Areas and included all areas which had any or all of the following characteristics :—

(a) Predominant Urban land use.

(b) Intensive inter-action with the urban centres as reflected in communication for the purpose of work and secondary education facilities; extension of city bus service; sale of commodities like milk, dairy products and vegetables (other than those transported by rail or truck haul) and purchase of food grains, cloths and general provisions etc. by the consumers directly.

(c) Anticipated urban growth as a result of locational decisions relating to industry, market, transport and communication, administrative and servicing functions.

(d) Existence of big Villages with a large proportion of working force engaged in non-agricultural categories.

The essentials of a Standard Urban Areas are (i) it should have a core town of a minimum population size of 50,000; (ii) the contiguous areas made up of other urban as well as rural administrative units should have close mutual socio-economic links with the core town and (iii) the probabilities are that this entire area will get fully urbanised in a period of two to three decades.

In Mizoram, we have no areas which have fulfilled the above conditions for making them as Standard Urban Areas.

Freezing of boundaries of administrative units etc.

The Government of India in their letter dated the 10th May, 1979 issued instructions to all State Governments requesting them to freeze any changes in the boundaries of administrative units after 31st October, 1980 until June 1981 and that any proposal for changes in administrative boundaries should be finalised before 31st October, 1980. This was done with a view to ensure that the Census Operations are not hampered in any way due to such changes because such changes, if any, would adversely affect the smooth flow of Census Opertions. In pursuance of that instructions issued by the Government of India, the State Government also issued order to this effect. There was no difficulty in the actual implementation. There were no administrative changes effected by the State Government in consultation with the Census Directorate.

Location Code

The Location Code was a device to identify any particular Village or Town or Enumerator's Block by means of a combination of numbers and to save space and time in writing out the details of the location in the enumeration slips and other forms. For this purpose, a distinguishing number was assigned to each State, District, Community Development Block, Village/Town/Ward and Enumerator's Block of the entire State. Unlike the 1971 Census, the Location Code in 1981 Census consisted of five elements (it was four in 1971) separated by obligue strokes. The first element would represent the State Number, the second, the District Number, the third the Community Development Block Number in case of rural areas and Town Number in urban areas, the fourth Village

Number in rural areas and the fifth Enumerator's Block Number given inside brackets. The code numbers of all the units were in Arabic numerals except in case of Towns which had Roman Code numbers. All the Districts, Community Development Blocks, Towns, Wards, Villages and Blocks were serially numbered according to their geographical order from north-west to south-east in the State, Districts, Community Development Blocks or Towns. The Villages in the Community Development Blocks were first located in the Community Development Block maps and were numbered serially in their geographical order starting from north-west corner in a zig-zag, serpentine or clock-wise manner according to convenience. These numbers were taken as Code numbers for Villages. Full instructions on Location Code are given in my Circular No. DCM/C-22/80/61, dated 2nd September, 1980 which is reproduced at the end of the Chapter. A statement of the Location Code numbers in respect of State, Districts, Community Development Blocks, Towns are given below :—

LOCATION CODES FOR 1981 CENSUS

State/Union Territory

Mizoram	31

Districts

1. Aizawl	31/1
2. Lunglei	31/2
3. Chhimtuipui	31/3

Community Development Blocks

Aizawl District : 31/1

1. Lokicherra Block	31/1/1
2. W. Phaileng Block	31/1/2
3. Reiek Block	31/1/3
4. Thingdawl Block	31/1/4
5. Darlawn Block	31/1/5
6. Tlangnuam Block	31/1/6
7. Aibawk Block	31/1/7
8. Serchhip Block	31/1/8
9. Thingsulthliah Block	31/1/9
10. Ngopa Block	31/1/10
11. Khawzawl Block	31/1/11
12. E. Lungdar Block	31/1/12

Lunglei District : 31/2

1. W. Bunghmun Block	31/2/1
2. Lungsen Block	31/2/2
3. Lunglei Block	31/2/3
4. Hnahthial Block	31/2/4

Chhimtuipui District : 31/3

1. Chawngte Block	31/3/1
2. Lawngtlai Block	31/3/2
3. Sangau Block	31/3/3
4. Tuipang Block	31/3/4

Towns

Aizawl District : 31/1

1. Kolasib Town	31/1/I
2. Aizawl Town	31/1/II
3. Champhai Town	31/3/III
4. Serchhip Town	31/1/IV

Lunglei District : 31/2

1. Lunglei Town	31/2/I

Chhimtuipui District : 31/3

1. Saiha Town	31/3/I

These numbers were taken as Code Numbers for Villages and also given against the Villages in the District Census Handbook. The use of Location Codes having been greatly stressed and emphasised to the Census workers right from Charge Officers. Circle Supervisors and Enumerators in the numerous trainings that had been held, there was a great appreciation of the same and also the labour saving aspect of it. This being so, the Enumerators were all conversant with the codes and they all could use the codes properly.

Preparation of Charge Registers

The format for Charge Registers was prescribed by the office of the Registrar General, India and was to be supplied to us by the Registrar General, India. Till the time of writing of the report, no supply was received. The Charge Officers were accordingly instructed to prepare these forms by cyclostyling them for use during the House-listing and House-numbering Operations. Separate forms were prescribed for the Rural and the Urban Areas and these forms will reflect such areas respectively. Later on, however, all the requisite Charge Registers were got printed locally which were supplied to all the Charge Officers.

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/C-22/80/61

Dated Aizawl, the 2nd September, 80.

FROM :

Shri P. Lalnithanga, I.A.S.,
Director of Census Operations,
Mizoram, Aizawl.

To :

(1) All Block Development Officers & Charge Officers (RURAL)
(2) All Charge Officers (URBAN)

Sub : Location Code—Forwarding of.

SIR,

In continuation of this office Circular No. 18 conveyed under Memo No. DCM/C-22/80/46 of dated 14th August, 1980 I am forwarding herewith Community Development Block-wise list of Villages both in alphabetical and location-wise order with their respective Location Code numbers in respect of the entire Mizoram for your information and necessary action. A list of supervisory circles is also enclosed for your guidance.

It may be borne in mind, however, that if any Village is found to be omitted/excluded from the enclosed list, such Village will be assigned a fresh Location Code number in continuation of the last serial number of the Village by the Block Development Officer & Charge Officer himself relating to his Charge with intimation to this office.

It may further be noted that with a view to ensure full coverage of all human habitations in the forthcoming census such inhabited houses which are not included in any of the Census Village in the enclosed list, irrespective of its size, should be houselisted under the nearest village and the inhabitants of such habitations will be enumerated under such Village as the case may be.

Kindly acknowledge receipt of this communication.

Encl : as above.

Yours faithfully,
Sd/- (P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/C-22/80/61 (A) Dated Aizawl the 22nd Sept., 80.

Copy to :

1. All Deputy Commissioners & Principal Census Officers with 5 spare copies each for information and necessary action.
2. All Sub-divisional Officers & Sub-divisional Census Officers with 5 spare copies each for information and necessary action.
3. The Deputy Director of Economics & Statistics, Mizoram, Aizawl with 5 spare copies for information and necessary action.
4. All District Statistical Officers with 2 spare copies each for information and necessary action.
5. The Chief Secretary to the Govt. of Mizoram, Aizawl with 5 spare copies for information.
6. The Director of Community Development, Mizoram, Aizawl with 5 spare copies for information and necessary action. The Block-wise list of Villages has been prepared in consultation of the Block Development Officers concerned.

Sd/- (P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl.

LOCATION-WISE LIST OF VILLAGES UNDER LOKICHERA C. D. BLOCK (31/1/1)

Sl. No.	Location Code No.	Name of Villages
1.	31/1/1/1(1,2)	Kanhmun
2.	31/1/1/2(3)	Moraichera
3.	31/1/1/3(4)	Bajurungpaveng
4.	31/1/1/4(5)	Lushai-Chera
5.	31/1/1/5(6)	Kolalian
6.	31/1/1/6(7, 8)	Hriphaw
7.	31/1/1/7(9)	Momchera
8.	31/1/1/8(10, 11)	Borai
9.	31/1/1/9(12,13,14)	Lokichera
10.	31/1/1/10(15)	Zawlpui
11.	31/1/1/11(16,17)	Zamuang
12.	31/1/1/12(18)	Maubuang (N)
13.	31/1/1/13(19)	Chuhvel
14.	31/1/1/14(20)	Chipui (E)
15.	31/1/1/15(21)	Chipui W)
16.	31/1/1/16(22)	Saikhawthlir
17.	31/1/1/17(23)	Suarhliap
18.	31/1/1/18(24)	Lunglei (N)
19.	31/1/1/19(25)	Hnahthialtlang
20.	31/1/1/20(26)	Vawngawn
21.	31/1/1/21(27)	Damanchhora
22.	31/1/1/22(28)	Sihthiang
23.	31/1/1/23(29)	Pathiantlang
24.	31/1/1/24(30)	Tlangkhang
25.	31/1/1/25(31)	Sabual (N)
26.	31/1/1/26(32)	Chilui
27.	31/1/1/27(33)	Serali (R)
28.	31/1/1/28(34, 35)	Rengdil
29.	31/1/1/29(36)	Damdiai (W)
30.	31/1/1/30(37, 38)	Kawrthah
31.	31/1/1/31(39)	Tumpanglui
32.	31/1//1/32(40)	Tuidam
33.	31/1/1/33(41)	Serali (K)
34.	31/1/1/34(42)	Tuidai
35.	31/1/1/35(43,44,45,46)	Mamit
36.	31/1/1/36(47)	Phaizau
37.	31/1/1/37(48)	Luangpawl
38.	31/1/1/38(49)	Bawngva
39.	31/1/1/39(50)	Darlak
40.	31/1/1/40(51,52)	Kawrtethawveng
41.	31/1/1/41(53)	Sotapa
42.	31/1/1/42(54)	Mualthuam (K)
43.	31/1/1/43(55)	Vanmawia Veng
44.	31/1/1/44(56)	Bunghmun (N)
45.	31/1/1/45(57)	Thaidawr (III)
46.	31/1/1/46(58)	Thaidawr (I)
47.	31/1/1/47(59)	Thaidawr (II)
48.	31/1/1/48(60)	Belkhai (N)
49.	31/1/1/49(61)	Serhmun (W)
50.	31/1/1/50(62)	Lahmun
51.	31/1/1/51(63)	Lungpher (W)
52.	31/1/1/52(64)	Khanthuam
53.	31/1/1/53(65)	Khamrang
54.	31/1/1/54(66)	Setlak
55.	31/1/1/55(67)	Saipuilui
56.	31/1/1/56(68)	Nalzawl
57.	31/1/1/57(69)	Dampui
58.	31/1/1/58(70)	Tuirum

LOCATION-WISE LIST OF VILLAGES UNDER PHAILENG (W) C. D. BLOCK (31/1/2)

1.	31/1/2/1(1,2)	Tuipuibari (I)
2.	31/1/2/2(3)	Tuipuibari (II)
3.	31/1/2/3(4)	Lampachhora
4.	31/1/2/4(5)	Persang
5.	31/1/2/5(6)	Andermanik
6.	31/1/2/6(7)	Saipui
7.	31/1/2/7(8)	Chikhatlang
8.	31/1/2/8(9)	Forest Veng (Teirei)
9.	31/1/2/9(10)	Tuichar

Sl. No.	Location Code No.	Name of Villages
10.	31/1/2/10(11)	Sesih
11.	31/1/2/11(12)	Khawthar
12.	31/1/2/12(13)	Khawhnai
13.	31/1/2/13(14)	Synod Free Boarding (Teirei)
14.	31/1/2/14(15)	Pioneer Kawn
15.	31/1/2/15(16,17)	Phaileng (W)
16.	31/1/2/16(18)	Chhippui (N)
17.	31/1/2/17(19)	Lallen
18.	31/1/2/18(20)	Saithah
19.	31/1/2/19(21)	Lizawn
20.	31/1/2/20(22)	Parvatui
21.	31/1/2/21(23)	Zopui
22.	31/1/2/22(24)	Phuldungsei
23.	31/1/2/23(25)	Keisalam (I)
24.	31/1/2/24(26)	Keisalam (II)
25.	31/1/2/25(27)	Aivapui
26.	31/1/2/26 (28)	Lokichuri
27.	31/1/2/27(29,30)	Silsuri
28.	31/1/2/28(31)	Pukzing
29.	31/1/2/29(32,33,34,35)	Marpara
30.	31/1/2/30(36)	Saitluk
31.	31/1/2/31(37)	Mualvum (Riang)

LOCATION-WISE LIST OF VILLAGES UNDER REIEK C. D. BLOCK (31/1/3)

1.	31/1/3/1(1)	Vaak
2.	31/1/3/2(2)	Saitlaw
3.	31/1/3/3/(3)	Serzawl (W)
4.	31/1/3/4(4)	Hmunpui
5.	31/1/3/5(5)	Mualkawi
6.	31/1/3/6(6)	Dilzawl
7.	31/1/3/7(7,8,9)	Lengpui
8.	31/1/3/8(10,11,12,13)	Sairang (W)
9.	31/1/3/9(14, 15)	Rawpuichhip
10.	31/1/3/10(16)	Lengte
11.	31/1/3/11(17)	Nghalchawm
12.	31/1/3/12(18)	Khankawn (W)
13.	31/1/3/13(19)	Tuahzawl
14.	31/1/3/14(20)	Saitluk
15.	31/1/3/15(21)	Tutphai
16.	31/1/3/16(22)	Rulpuihlim
17.	31/1/3/17(23)	Chungtlang
18.	31/1/3/18(24, 25)	Reiek
19.	31/1/3/19(26)	Ailawng
20.	31/1/3/20(27)	Lungdar (W)
21.	31/1/3/21(28)	Artetuidam
22.	31/1/3/22(29)	Khawrihnim
23.	1/1/3/23(30)	Lungphun
24.	31/1/3/24(31)	Hreichuk
25.	31/1/3/25(32)	Kanghmun (N)
26.	31/1/3/26(33)	Bunghmun (N)
27.	31/1/3/27(34)	Rallen
28.	31/1/3/28(35)	Bawlte
29.	31/1/3/29(36)	Bawngthah
30.	31/1/3/30(37)	Darlung
31.	31/1/3/31(38)	Sabual (S)
32.	31/1/3/32(39)	Hauruni Bawk

LOCATION-WISE LIST OF VILLAGES UNDER NORTH THINGDAWL C. D. BLOCK (31/1/4)

1.	31/1/4/1(1,2,3,4)	Vairengte
2.	31/1/4/2(5)	Saihapui (V)
3.	31/1/4/3(6)	Phainuam
4.	31/1/4/4(7)	Chite
5.	31/1/4/5(8)	Vakultui
6.	31/1/4/6 (9)	Chhimluang (N)
7.	31/1/4/7(10)	Phaizau
8.	31/1/4/8(11)	Saiphai
9.	31/1/4/9(12)	Saipum
10.	31/1/4/10(13)	Chawnpui
11.	31/1/4/11(14)	Chemphai
12.	31/1/4/12(15,16,17,18)	Bilkhawthlir
13.	31/1/4/13(19)	Phaisen
14.	31/1/4/14(20)	Buhchang
15.	31/1/4/15(21)	Zambira
16.	31/1/4/16 (22)	Thinglian (N)
17.	31/1/4/17(23)	Balikhal
18.	31/1/4/18(24)	Junction
19.	31/1/4/19(25)	Saihapui (K)
20.	31/1/4/20(26)	Builum
21.	31/1/4/21(27)	Parsenchhip
22.	31/1/4/22(28)	Theichangbung (H)
23.	31/1/4/23(29)	Hlimen (N)
24.	31/1/4/24(30)	Pualreng
25.	31/1/4/25(31)	Thingthelh
26.	31/1/4/26 (32)	Dilzau (T)
27.	31/1/4/27(33, 34,35,36)	North Thingdawl
28.	31/1/4/28(37)	Pangbalkawn
29.	31/1/4/29(38)	Chhimluang (S)
30.	31/1/4/30(39)	Hmaibiala Veng
31.	31/1/4/31(40)	Aspro Veng (Beiseia Veng)
32.	31/1/4/32(41,42,43)	Bairabi
33.	31/1/4/33(44)	Meidum
34.	31/1/4/34(45)	Rajtali
35.	31/1/4/35(46)	Dilzau (H)
36.	31/1/4/36(47,48,49)	Hortoki
37.	31/1/4/37(50)	Bualpui (N)
38.	31/1/4/38(51)	Sethawn
39.	31/1/4/39(52)	Lelhchhun
40.	31/1/4/40(53)	Saizawl
41.	31/1/4/41(54,55)	Bukpui
42.	31/1/4/42(56)	Chaltlang (N)
43.	31/1/4/43(57,58,59,60, 61,62,63)	Kawnpui (N)
44.	31/1/4/44(64)	Mualvum
45.	31/1/4/45(65)	Zanlawn

Sl. No.	Location Code No.	Name of Villages
LOCATION-WISE LIST OF VILLAGES UNDER DARLAWN C. D. BLOCK (31/1/5)		
1.	31/1/5/1(1)	Mauchar
2.	31/1/5/2(2)	Kani
3.	31/1/5/3(3)	Tinghmun
4.	31/1/5/4(4)	Sakawrdai (Upper)
5.	31/1/5/5(5)	Sakawrdai (Lower)
6.	31/1/5/6 (6)	Zohmun
7.	31/1/5/7(7)	Palsang
8.	31/1/5/8(8)	Khawdungsei 'N'
9.	31/1/5/9(9)	Vaitin
10.	31/1/5/10(10)	Khawpuar
11.	31/1/5/11(11)	Luakchhuah
12.	31/1/5/12(12)	Vervek (Old)
13.	31/1/5/13(13)	Thingsat
14.	31/1/5/14(14)	Vervek (New)
15.	31/1/5/15(15)	Damdiai (E)
16.	31/1/5/16 (16)	Lungsum
17.	31/1/5/17(17,18,19)	Ratu
18.	31/1/5/18(20)	Sunhluchhip
19.	31/1/5/19(21)	Tengtawng (New)
20.	31/1/5/20(22)	Tengtawng (Old)
21.	31/1/5/21(23)	Serzawl (N)
22.	31/1/5/22(24,25,26,27 28)	Darlawn
23.	31/1/5/23(29,30)	Sawleng
24.	31/1/5/24(31,32)	Kepran
25.	31/1/5/25(33)	Phaileng (E)
26.	31/1/5/26(34)	Pehlawn
27.	31/1/5/27(35,36,37)	Khawruhlian
28.	31/1/5/28(38)	Tuirinikai (K)
29.	31/1/5/29(39)	Lailak
30.	31/1/5/30(40)	Khawkawi
31.	31/1/5/31(41)	Buhban
LOCATION-WISE LIST OF VILLAGES UNDER TLANGNUAM C. D. BLOCK (31/1/6)		
1.	31/1/6/1(1)	Khamrang
2.	31/1/6/2(2)	Lungmuat
3.	31/1/6/3(3)	Nisapui (Saihum)
4.	31/1/6/4(4)	Serkhan
5.	31/1/6/5/(5)	Mualkhang
6.	31/1/6/6(6)	Bawngaveng
7.	31/1/6/7(7)	Sentlang
8.	31/1/6/8(8,9)	Lungdai (N)
9.	31/1/6/9(10,11,12,13)	Sihphir
10.	31/1/6/10(14)	Nausel
11.	31/1/6/11(15)	Muthi
12.	31/1/6/12(16)	Turial Jail
13.	31/1/6/13(17)	Tuirial (Z)
14.	31/1/6/14(18)	Bung 1B
15.	31/1/6/15(19)	Zuangtui
16.	31/1/6/16(20,21,22, 23,24)	Durtlang
17.	31/1/6/17(25)	Selesih
18.	31/1/6/18(26,27,28,29)	Sairang
19.	31/1/6/19(30)	Sihhmui
20.	31/1/6/20(31)	Lungverh
21.	31/1/6/21(32)	Sakawrtuichhun
22.	31/1/6/22(33)	Tanhril
23.	31/1/6/23(34)	Pump House No. I-V
24.	31/1/6/24(35)	Tlangnuam C. D. Block Hqrs.
25.	31/1/6/25(36)	Lungleng (N)
26.	31/1/6/26(37)	Vawkzawn
27.	31/1/6/27(38)	Khawchhete
28.	31/1/6/28(39,40)	Hlimen (S)
29.	31/1/6/29(41,42)	Melthum
30.	31/1/6/30(43)	Dartuaha Veng
LOCATION-WISE LIST OF VILLAGES UNDER AIBAWK C. D. BLOCK : (31/1/7)		
1.	31/1/7/1(1)	Hualngohmun
2.	31/1/7/2(2)	Melriat (Thingdawl)
3.	31/1/7/3(3)	Kelsih
4.	31/1/7/4(4)	Muallungthu
5.	31/1/7/5(5)	Tachhip
6.	31/1/7/6(6)	Aibawk
7.	31/1/7/7(7,8)	Sateek
8.	31/1/7/8(9)	Phulpui
9.	31/1/7/9(10)	Lungsai (N)
10.	31/1/7/10(11)	Maubuang (S)
11.	31/1/7/11(12)	Thiak
12.	31/1/7/12(13)	Sumsuih
13.	31/1/7/13(14)	Hmuifang
14.	31/1/7/14(15)	Lamchhip
15.	31/1/7/15(16)	Chamring
16.	31/1/7/16(17)	Lungsei
17.	31/1/7/17(18,19)	Samlukhai
18.	31/1/7/18(20,21,22)	Sialsuk
19.	31/1/7/19(23)	Chawngpui Agri. Farm
20.	31/1/7/20(24)	Sailam
LOCATION-WISE LIST OF VILLAGES UNDER SERCHHIP C. D. BLOCK (31/1/8)		
1.	31/1/8/1(1,2,3,4)	Chhingchhip
2.	31/1/8/2(5)	Hmuntha
3.	31/1/8/3(6)	Khawbel
4.	31/1/8/4(7)	Rullam
5.	31/1//8/5(8)	Thentlang
6.	31/1/8/6(9,10,11,12)	Chhiahtlang
7.	31/1/8/7(13)	Sialhau
8.	31/1/8/8(14,15)	Lungpho
9.	31/1/8/9(16)	Thinglian (S)
10.	31/1/8/10(17)	Hmunzawl
11.	31/1/8/11(18)	Hriangtlang
12.	31/1/8/12(19)	Vanchengte
13.	31/1/8/13(20)	Bawngchawm
14.	31/1/8/14(21,22)	Keitum
15.	31/1/8/15(23,24,25)	Bungtlang (N)
16.	31/1/8/16(26)	Lungrang (N)
17.	31/1/8/17(27,28,29,30)	Thenzawl
18.	31/1/8/18(31)	Buangpui
19.	31/1/8/19(32)	Neihloh

Sl. No.	Location Code No.	Name of Villages

LOCATION-WISE LIST OF VILLAGES UNDER THINGSULTHLIAH C. D. BLOCK (31/1/9)

1.	31/1/9/1(1)	Mualmam
2.	31/1/9/2(2)	Sesawng
3.	31/1/9/3(3)	Edenthar
4.	31/1/9/4(4)	Seling
5.	31/1/9/5(5)	Seling Tlangnuam
6.	31/1/9/6(6,7,8,9)	Thingsulthliah
7.	31/1/9/7(10)	Saisih Vety Farm
8.	31/1/9/8(11)	Tualbung
9.	31/1/9/9(12)	Lungpher (N)
10.	31/1/9/10(13)	Sihfa
11.	31/1/9/11(14,15,16,17)	Saitual
12.	31/1/9/12(18)	Keifang
13.	31/1/9/13(19,20)	Ruallung
14.	31/1/9/14(21)	Mualpheng
15.	31/1/9/15(22)	Darlawng
16.	31/1/9/16(23,24,25)	Tlungvel
17.	31/1/9/17(26)	Phulmawi
18.	31/1/9/18(27)	Khumtung
19.	31/1/9/19(28)	Lenchim
20.	31/1/9/20(29)	Tawizo
21.	31/1/9/21(30)	Maite
22.	31/1/9/22(31)	Haltu
23.	31/1/9/23(32,33,34)	Baktawng
24.	31/1/9/24(35)	Hmawngkawn

LOCATION-WISE LIST OF VILLAGES UNDER NGOPA C. D. BLOCK (31/1/10)

1.	31/1/10/1(1)	Khawlek (N)
2.	31/1/10/2(2,3)	Vanbawng
3.	31/1/10/3(4)	Lamherh
4.	31/1/10/4(5,6,7)	Suangpuilawn
5.	31/1/10/5(8)	Zawngin
6.	31/1/10/6(9,10,11)	Phullen
7.	31/1/10/7(12)	Luangpawn
8.	31/1/10/8(13,14,15)	Phuaibuang
9.	31/1/10/9(16,17)	Khawlian
10.	31/1/10/10(18)	Tlangnuam (N)
11.	31/1/10/11(19)	Daido
12.	31/1/10/12(20)	Chiahpui
13.	31/1/10/13(21,22)	Khawdungsei (NE)
14.	31/1/10/14(23)	Khawkawn
15.	31/1/10/15(24,25)	Mimbung
16.	31/1/10/16(26)	Hrianghmun
17.	31/1/10/17(27)	Teikhang
18.	31/1/10/18(28,29,30)	Ngopa
19.	31/1/10/19(31)	Kawlbem
20.	31/1/10/20(32)	Vaikhawtlang
21.	31/1/10/21(33)	Selam
22.	31/1/10/22(34)	Lamzawl
23.	31/1/10/23(35)	Pawlrang
24.	31/1/10/24(36)	Changzawl
25.	31/1/10/25(37,38)	Bualpui (NE)
26.	31/1/10/26(39)	Saichal

Sl. No.	Location Code No.	Name of Villages

LOCATION-WISE LIST OF VILLAGES UNDER KHAWZAWL C. D. BLOCK (31/1/11)

1.	31/1/11/1(1)	Dulte
2.	31/1/11/2(2,3,4,)	Kawlkulh
3.	31/1/11/3(5)	Vankal
4.	31/1/11/4(6)	Khuallen
5.	31/1/11/5(7)	Aiduzawl
6.	31/1/11/6(8)	Rabung
7.	31/1/11/7(9)	Murlen
8.	31/1/11/8(10)	Tualcheng
9.	31/1/11/9(11)	Lungphunlian
10.	31/1/11/10(12)	Khuangphah
11.	31/1/11(13,14,15)	Hnahlan
12.	31/1/11/12(16)	Diltlang (NE)
13.	31/1/11/13(17)	Vapar
14.	31/1/11/14(18)	Ngur
15.	31/1/11/15(19)	Khawbung 'N'
16.	31/1/11/16(20)	Tualpui
17.	31/1/11/17(21)	Ngaizawl
18.	31/1/11/18(22)	Neihdawn
19.	31/1/11/19(23,24,25,26)	Khawzawl
20.	31/1/11/20(27)	Khualiui
21.	31/1/11/21(28)	Arro
22.	31/1/11/22(29)	Puilo
23.	31/1/11/23(30)	Chhawrtui
24.	31/1/11/24(31)	Vanchengpui
25.	31/1/11/25(32)	Lungtan
26.	31/1/11/26(33)	Tlangpuite
27.	31/1/11/27(34,35,36)	Khawhai
28.	31/1/11/28(37,38)	Chalrang
29.	31/1/11/29(39)	Vantlang
30.	31/1/11/30(40,41)	Tualte
31.	31/1/11/31(42)	Hmuncheng (Zuchhip)
32.	31/1/11/32(43,44)	Chawngtlai
33.	31/1/11/33(45)	Tuipuikai
34.	31/1/11/34(46)	Chhungte Bawk
35.	31/1/11/35(47)	Hmunhmeltha
36.	31/1/11/36(48,49)	Zote (NE)
37.	31/1/11/37(50)	Tlangsam
38.	31/1/11/38(51)	Tlira Dum Fishery
39.	31/1/11/39(52,53,54)	Ruantlang
40.	31/1/11/40(55)	Mualkawi
41.	31/1/11/41(56)	Melbuk
42.	31/1/11/42(57,58)	Kelkang

LOCATION-WISE LIST OF VILLAGES UNDER LUNGDAR (E) C. D. BLOCK (31/1/12)

1.	31/1/12/1(1)	Tlangpui
2.	31/1/12/2(2,3)	Sialhawk
3.	31/1/12/3(4,5,6)	Biate
4.	31/1/12/4(7)	Riangtlei
5.	31/1/12/5(8)	Zawngtetui
6.	31/1/12/6(9)	Buang
7.	31/1/12/7(10,11)	Bungzung
8.	31/1/12/8(12)	Leisenzo

Sl. No.	Location Code No.	Name of Villages
9.	31/1/12/9(13)	Khuangleng
10.	31/1/12/10(14)	Sesih
11.	31/1/12/11(15)	Leisen
12.	31/1/12/12(16)	Lianpui Bawk
13.	31/1/12/13(17)	Vangchhia
14.	31/1/12/14(18)	Sazep
15.	31/1/12/15(19)	Vanzau
16.	31/1/12/16(20)	Leithum
17.	31/1/12/17(21)	Dungtlang
18.	31/1/12/18(22)	Samthang
19.	31/1/12/19(23,24)	Vaphai
20.	31/1/12/20(25)	Chawngtui
21.	31/1/12/21(26,27,28)	Farkawn
22.	31/1/12/22(29)	Khankawn (M)
23.	31/1/12/23(30)	Thekte
24.	31/1/12/24(31)	Thekpui
25.	31/1/12/25(32,33)	Khuangthing
26.	31/1/12/26(34)	Zawlsei
27.	31/1/12/27(35,36,37)	Khawbung (S)
28.	31/1/12/28(38)	Sailulak
29.	31/1/12/29(39)	Leng
30.	31/1/12/30(40,41,42)	Lungdar (E)
31.	31/1/12/31(43)	Mualcheng (N)
32.	31/1/12/32(44)	Chekawn
33.	31/1/12/33(45,46,47)	Khawlailung
34.	31/1/12/34(48)	Piler
35.	31/1/12/35(49)	Tuichang
36.	31/1/12/36(50)	Sialsir
37.	31/1/12/37(51)	Lungchhuan
38.	31/1/12/38(52)	Leilet (N.V.)
39.	31/1/12/39(53,54,55,56)	Vanlaiphai (N)
40.	31/1/12/40(57)	Bawktlang
41.	31/1/12/41(58)	Puallawi
42.	31/1/12/42(59)	Lungkawlh

LOCATION-WISE LIST OF VILLAGES UNDER BUNGHMUN C. D. BLOCK (31/2/1)

1.	31/2/1/1/(1)	Terabonia
2.	31/2/1/2(2)	Sesawm
3.	31/2/1/3(3)	Laisawral
4.	31/2/1/4(4)	Kawhzai
5.	31/2/1/5(5)	Darngawn (W)
6.	31/2/1/6(6)	Dengsur
7.	31/2/1/7(7)	Khawlek (S)
8.	31/2/1/8(8)	Buarpui
9.	31/2/1/9(9)	Bungtlang (W)
10.	31/2/1/10(10)	Dampui (S)
11.	31/2/1/11(11)	Kawnpui (W)
12.	31/2/1/12(12)	Tleu
13.	31/2/1/13(13)	Thenhlum
14.	31/2/1/14(14)	Kawlhawk
15.	31/2/1/15(15)	Changpui
16.	31/2/1/16(16)	Lungchem
17.	31/2/1/17(17)	Bunghmun (W)
18.	31/2/1/18(18)	Sachanlui
19.	31/2/1/19(19)	Mauzam
20.	31/2/1/20(20)	Batnaisora
21.	31/2/1/21(21)	Devasury
22.	31/2/1/22(22)	Malsuri
23.	31/2/1/23(23)	Puankhai
24.	31/2/1/24(24)	Lokisury
25.	31/2/1/25(25)	Kalapani
26.	31/2/1/26(26)	Tuikawl
27.	31/2/1/27(27)	Sumasumi
28.	31/2/1/28(28)	Thingkhim
29.	31/2/1/29(29)	Belkhai (S)
30.	31/2/1/30(30)	Tuisen
31.	31/2/1/31(31)	Tuisenchhuah
32.	31/2/1/32(32)	Sertlangpui
33.	31/2/1/33(33)	Serte
34.	31/2/1/34(34)	Lungdai (S)
35.	31/2/1/35(35)	Vuakmual
36.	31/2/1/36(36)	Zawlpui
37.	31/2/1/3/7(7)	Matriasora
38.	31/2/1/38(38)	Kanchhuah
39.	31/2/1/39(39)	Putlunga Sih

LOCATION-WISE LIST OF VILLAGES UNDER LUNGSEN C. D. BLOCK (31/2/2)

1.	31/2/2/1(1)	Vanzawl
2.	31/2/2/2/(2)	Zuangzawl
3.	31/2/2/3(3)	Gurusora
4.	31/2/2/4(4)	Borahorina Chhuah
5.	31/2/2/5(5)	Balukiasury
6.	31/2/2/6(6)	Lamthai (I)
7.	31/2/2/7(7)	Lamthai (II)
8.	31/2/2/8(8)	Kamalabagan
9.	31/2/2/9(9)	Nunsury
10.	31/2/2/10(10,11,12)	Tlabung
11.	31/2/2/11(13)	Dinthar
12.	31/2/2/12(14,15)	Diblibagh
13.	31/2/2/13(16,17)	Tuichawng
14.	31/2/2/14(18)	Champasury (N)
15.	31/2/2/15(19)	Bindiasora
16.	31/2/2/16(20)	Khangrasury

Sl. No.	Location Code No.	Name of Villages
17.	31/2/2/17(21)	Thekaduar
18.	31/2/2/18(22)	Bulungsury
19.	31/2/2/19(23)	Champasury (S)
20.	31/2/2/20(24)	Silgur
21.	31/2/2/21(25)	Tiperaghat (III)
22.	31/2/2/22(26)	Tiperaghat (II)
23.	31/2/2/23(27)	Tiperaghat (I)
24.	31/2/2/24(28)	Khojaisury
25.	31/2/2/25(29)	Chawilung (S)
26.	31/2/2/26(30)	Rolui
27.	31/2/2/27(31,32)	Lungsen
28.	31/2/2/28(33)	Siphirtlang
29.	31/2/2/29(34)	Phairuangchhuah
30.	31/2/2/30(35)	Belthei
31.	31/2/2/31(36)	Thehlep
32.	31/2/2/32(37)	Thuampui
33.	31/2/2/33(38)	Vanhne
34.	31/2/2/34(39)	Hauruang
35.	31/2/2/35(40)	Pachang
36.	31/2/2/36(41)	Runtung
37.	31/2/2/37(42)	Phairuangkai
38.	31/2/2/38(43)	Rotlang
39.	31/2/2/39(44)	Rangte
40.	31/2/2/40(45)	Thanzamasora
41.	31/2/2/41(46)	Sedailui
42.	31/2/2/42(47)	Lungrang (S)
43.	31/2/2/43(48)	Buknuam
44.	31/2/2/44(49)	Chithar
45.	31/2/2/45(50)	Vaisam
46.	31/2/2/46(51)	Sailen
47.	31/2/2/47(52)	Zehtet
48.	31/2/2/48(53)	Rualalung
49.	31/2/2/49(54)	Chawngte (L)
50.	31/2/2/50(55)	Damlui
51.	31/2/2/51(56)	Tlangkhang
52.	31/2/2/52(57)	Samang

LOCATION-WISE LIST OF VILLAGES UNDER LUNGLEI C. D. BLOCK (31/2/3)

1.	31/2/3/1(1)	Kanghmun (S)
2.	31/2/3/2(2)	Zote (W)
3.	31/2/3/3(3)	Lungsai (S)
4.	31/2/3/4(4)	Ramlaitui
5.	31/2/3/5(5)	Sekhum
6.	31/2/3/6(6,7)	Mualthuam (N)
7.	31/2/3/7(8,9)	Chhipphir
8.	31/2/3/8(10)	Bualpui (V)
9.	31/2/3/9(11)	Lungmawi
10.	31/2/3/10(12)	Hmuntlang
11.	31/2/3/11(13,14,15)	Haulawng
12.	31/2/3/12(16)	Mausen
13.	31/2/3/13(17)	Valcheng
14.	31/2/3/14(18)	Saza I. B.
15.	31/2/3/15(19)	Kawmzawl
16.	31/2/3/16(20)	Pukpui
17.	31/2/3/17(21)	Siallu Cattle Farm
18.	31/2/3/18(22)	Chengpui
19.	31/2/3/19(23)	Zotuitlang
20.	31/2/3/20(24)	Phaileng (S)
21.	31/2/3/21(25)	Ralvawng
22.	31/2/3/22(26)	Mat (B)
23.	31/2/3/23(27)	Dawn
24.	31/2/3/24(28)	Khankawn (Z)
25.	31/2/3/25(29,30,31,32)	Zobawk
26.	31/2/3/26(33)	Lungpher Vety Farm
27.	31/2/3/27(34, 35)	Theiriat
28	31/2/3/28(36)	Hrangchalkawn
29.	31/2/3/29) (37)	Sairep
30.	31/2/3/30(38)	Thaizawl
31.	31/2/3/31(39)	Hlumte
32.	31/2/3/32(40)	Bualte
33.	31/2/3/33(41)	Bualte Bawk
34.	31/2/3/34(42)	Thangpui
35.	31/2/3/35(43)	Thangte
36.	31/2/3/36(44)	Thualthu
37.	31/2/3/37(45)	Herhse
38.	31/2/3/38(46)	Tawipui (N)
39.	31/2/3/39(47)	Mualcheng (S)
40.	31/2/3/40(48,49)	Tawipui (S)
41.	31/2/3/41(50)	Thlengang
42.	31/2/3/42(51)	Mamte
43.	31/2/3/43(52,53,54)	Thingfal

LOCATION-WISE LIST OF VILLAGES UNDER HNAHTHIAL C. D. BLOCK (31/2/4)

1.	31/2/4/1(1)	Rawpui
2.	31/2/4/2(2)	Khawnglung
3.	31/2/4/3(3)	Pangzawl Upper

Sl. No.	Location Code No.	Name of Villages
4.	31/2/4/4(4,5,6)	Pangzawl Lower
5.	31/2/4/5(7)	Thiltlang
6.	31/2/4/6 (8)	Khawhlum
7.	31/2/4/7(9)	Chawngtui (S)
8.	31/2/4/8(10)	Tarpho
9.	31/2/4/9(11)	Khawhri
10.	31/2/4/10(12)	Aithur
11.	31/2/4/11(13,14)	Cherhlun
12.	31/2/4/12(15)	Ngharchhip
13.	31/2/4/13(16,17,18)	Thingsai
14.	31/2/4/14(19)	Bualpui (H)
15.	31/2/4/15(20)	Muallianpui (E)
16.	31/2/4/16(21)	Lungpuitlang
17.	31/2/4/17(22,23)	Vanlaiphai (S)
18.	31/2/4/18(24)	Lungleng (S)
19.	31/2/4/19(25,26,27,28, 29,30)	Hnahthial
20.	31/2/4/20(31)	Denlung
21.	31/2/4/21(32)	Kutkawk
22.	31/2/4/22(33)	Leite
23.	31/2/4/23(34)	Rotlang (E)
24.	31/2/4/24(35)	Tuipui (Darzokai)
25.	31/2/4/25(36,37)	Darzo
26.	31/2/4/26 (38)	Mualthuam (S)

LOCATION-WISE LIST OF VILLAGES UNDER CHAWNGTE C. D. BLOCK (31/3/1)

1.	31/3/1/1(1)	Boranasuri
2.	31/3/1/2(2)	Kurbalavasora
3.	31/3/1/3(3)	Borapansury I
4.	31/3/1/4(4)	Borapansury II
5.	31/3/1/5(5)	Ugudasury (N)
6.	31/3/1/6(6)	Ugalsury
7.	31/3/1/7(7)	Silsury
8.	31/3/1/8(8)	Tongasora
9.	31/3/1/9(9)	Chhotapansury
10.	31/3/1/10(10)	Rajmandal
11.	31/3/1/11(11)	Boganpara
12.	31/3/1/12(12)	Bajeisora
13.	31/3/1/13(13)	Ngharum
14.	31/3/1/14(14)	Songrasury
15.	31/3/1/15(15)	Gulsingbapsora
16.	31/3/1/16(16)	Nakdanasora
17.	31/3/1/17(17)	Saizawh (W)
18.	31/3/1/18(18,19)	Chawngte (Kamla Nagar)
19.	31/3/1/19(20)	Nalbanya
20.	31/3/1/20(21)	Udalthana
21.	31/3,1/21(22)	Geraguluksora
22.	31/3/1/22(23)	Jarulsury
23.	31/3/1/23(24)	Ugudasury (S)
24.	31/3/1/24(25)	Serlui
25.	31/3/1/25(26)	Ulusury
26.	31/3/1/26(27)	Mandirasora
27.	31/3/1/27(28)	Bungkawn (S)
28.	31/3/1/28(29)	Kukurdulya
29.	31/3/1/29(30)	Maniabapsora I
30.	31/3/1/30(31)	Maniabapsora II
31.	31/3/1/31(32)	Borakabakhali
32.	31/3/1/32(33,34)	Ajasora
33.	31/3/1/33(35)	Simaisury
34.	31/3/1/34(36)	Vaseitlang
35.	31/3/1/35(37)	Golasury
36.	31/3/1/36(38)	Betbonya
37.	31/3/1//37(39)	Rengkassa
38.	31/3/1/38(40)	Lawngpuighat
39.	31/3/1/39(41)	Chaminisora
40.	31/3/1/40(42)	Lokhisury
41.	31/3/1/41(43)	Charluitlang
42.	31/3/1/42(44)	Chhotaguisury
43.	31/3/1/43(45)	Damdep I
44.	31/3/1/44(46)	Damdep II
45.	31/3/1/45(47)	Boraguisury
46.	31/3/1/46(48)	Bilasora
47.	31/3/1/47(49)	Chhippui (S)
48.	31/3/1/48(50)	Devasora (S)
49.	31/3/1/49(51)	Parva I
50.	31/3/1/50(52)	Parva II

LOCATION-WISE LIST OF VILLAGES UNDER LAWNGTLAI C. D. BLOCK (31/3/2)

1.	31/3/2/1(1)	Chawngte (P)
2.	31/3/2/2(2)	Tuikhurlui
3.	31/3/2/3(3)	Hmunlai
4.	31/3/2/4(4)	Mualbu (L)
5.	31/3/2/5(5)	Sumsilui
6.	31/3/2/6(6)	Sakeilui
7.	31/3/2/7(7)	Diltlang
8.	31/3/2/8(8)	Jognasuri
9.	31/3/2/9(9)	Karlui
10.	31/3/2/10(10)	Pandawngluichhuah
11.	31/3/2/11(11)	Damluichhuah
12.	31/3/2/12(12)	Damlui
13.	31/3/2/13(13)	Ngengpuikai
14.	31/3/2/14(14)	Mampui
15.	31/3/2/15(15)	Balhlakawn
16.	31/3/2/16(16,17,18,19)	Lawngtlai
17.	31/3/2/17(20)	Lawngtlaikai
18.	31/3/2/18(21)	Chawnhu
19.	31/3/2/19(22)	Saikah (Lower)
20.	31/3/2/20(23)	Saikah (Upper)
21.	31/3/2/21(24)	Tuipui IB

Sl. No.	Location Code No.	Name of Villages
22.	31/3/2/22(25)	Chawnpui (S)
23.	31/3/2/23(26)	Paithar
24.	31/3/2/24(27)	Vanhne (R)
25.	31/3/2/25(28)	Sihtlangpui
26.	31/3/2/26(29)	Kawlchaw (W)
27.	31/3/2/27(30)	Rulkual
28.	31/3/2/28(31)	Liapha
29.	31/3/2/29(32)	Saizawh (E)
30.	31/3/2/30(33)	Bungtlang (NEW)
31.	31/3/2/31(34)	Nghalimlui
32.	31/3/2/32(35)	Vaseikai
33.	31/3/2/33(36)	Fangfarlui
34.	31 3 2/34(37)	Saibawh
35.	31/3/2/35(38)	Bualbu (K)
36.	31/3/2/36 (39)	Kawrthindeng
37.	31/3/2/37(40)	Ngengpuitlang
38.	31/3/2/38(41)	Darnamtlang
39.	31/3/2/39(42)	Chikhurlui
40.	31/3/2/40(43)	Lalmonaveng
41.	31/3/2/41(44)	Balisora
42.	31/3/2/42(45)	Chamdur Project
43.	31/3/2/43(46)	Chamdurtlang
44.	31/3/2/44(47)	Mautlang
45.	31/3/2/45(48)	Vathuampui
46.	31/3/2/46(49)	Lunghauka (I)
47.	31/3/2/47(50)	Tuithumhnar
48.	31/3/2/48(51)	Tuidantlang
49.	31/3/2/49(52)	Lawnglang
50.	31/3/2/50(53)	Lunghauka(II)
51.	31/3/2/51(54)	Dumzautlang (II)
52.	31/3/2/52(55)	Dumzautlang (I)
53.	31/3/2/53(56)	Sabualtlang
54.	31/3/2/54(57)	Kakichhuah
55.	31/3/2/55(58)	Zochachhuah
56.	31/3/2/56(59)	Tuichawngtlang
57.	31/3/2/57(60)	Tuisentlang

LOCATION-WISE LIST OF VILLAGES UNDER SANGAU C. D. BLOCK (31/3/3)

1.	31/3/3/1(1)	Vartekkai
2.	31/3/3/2(2)	Vartek
3.	31/3/3/3(3,4)	Lungtian
4.	31/3/3/4(5)	Cheural
5.	31/3/3/5(6)	Pangkhua
6.	31/3/3/6(7,8)	Sangau
7.	31/3/3/7(9)	Thaltlang
8.	31/3/3/8(10)	Rawlbuk
9.	31/3/3/9(11)	Fungkah
10.	31/3/3/10(12)	Lungpher (S)
11.	31/3/3/11(13)	Pangrang
12.	31/3/3/12(14)	Archhuang
13.	31/3/3/13(15)	Tialdawngilung
14.	31/3/3/14(16)	Vawmbuk
15.	31/3/3/15(17,18)	Bualpui (Ng)
16.	31/3/3/16(19)	Lungzarhtum

Sl. No.	Location Code No.	Name of Villages

LOCATION-WISE LIST OF VILLAGES UNDER TUIPANG C. D. BLOCK (31/3/4)

1.	31/3/4/1(1)	Phalhrang
2.	31/3/4/2(2)	Rawmibawk
3.	31/3/4/3(3)	Tuisumpui
4.	31/3/4/4(4)	Riasikah
5.	31/3/4/5(5)	Saihakai
6.	31/3/4/6(6)	Saiha Vety Farm
7.	31/3/4/7(7)	Saihatlang
8.	31/3/4/8(8)	Zero Point
9.	31/3/4/9(9)	Maubawk (CH)
10.	31/3/4/10(10)	Maubawk (L)
11.	31/3/4/11(11)	Kawlchaw (E)
12.	31/3/4/12(12)	Theiva (Lower)
13.	31/3/4/13(13)	Theiva (Upper)
14.	31/3/4/14(14)	Thingsen
15.	31/3/4/15(15)	Niawhtlang
16.	31/3/4/16(16)	Lungbun
17.	31/3/4/17(17)	Chhuarlung
18.	31/3/4/18(18)	Phusa
19.	31/3/4/19(19)	Tema
20.	31/3/4/20(20)	Ainak
21.	31/3/4/21(21)	Siata
22.	31/3/4/22(22)	Tuisih
23.	31/3/4/23(23)	Theiri
24.	31/3/4/24(24)	Serkawr
25.	31/3/4/25(25)	Latawh
26.	31/3/4/26 (26)	Tuipang (L)
27.	31/3/4/27(27,28)	Tuipang (V)
28.	31/3/4/28(29)	Siatlai
29.	31/3/4/29(30,31)	Zawngling
30.	31/3/4/30(32)	Chheihlu
31.	31/3/4/31(33)	Chakhang
32.	31/3/4/32(34)	Siasi
33.	31/3/4/33(35)	Mawhre
34.	31/3/4/34(36)	Chapui
35.	31/3/4/35(37)	Ahmepi
36.	31/3/4/36(38)	Kaisih (old)
37.	31/3/4/37(39)	Kaisih (New)
38.	31/3/4/38(40)	Lawngban
39.	31/3/4/39(41)	Lawngdawh
40.	31/3/4/40(42)	Sarai
41.	31/3/4/41(43)	Isa
42.	31/3/4/42(44)	Phura
43.	31/3/4/43(45)	Vahai
44.	31/3/4/44(46)	Khopai
45.	31/3/4/45(47)	Laki
46.	31/3/4/46(48)	Mipu
47.	31/3/4/47(49)	Tawngkawlawng
48.	31/3/4/48(50)	Supha
49.	31/3/4/49(51)	Lawngmasu
50.	31/3/4/50(52)	Bemari
51.	31/3/4/51(53)	Lungpuk

Sl. No.	Location Code No.	Name of Villages

ALPHABETICAL LIST OF VILLAGES UNDER LOKICHERA C.D. BLOCK

1.	31/1/1/8(10,11)	Borai
2.	31/1/1/38(49)	Bawngva
3.	31/1/1/44(56)	Bunghmun (N)
4.	31/1/1/48(60)	Belkhai (N)
5.	31/1/1/3(4)	Bajurungpa Veng
6.	31/1/1/13(19)	Chuhvel
7.	31/1/1/14(20)	Chipui (E)
8.	31/1/1/15(21)	Chipui (W)
9.	31/1/1/26(32)	Chilui
10.	31/1/1/57(69)	Dampui
11.	31/1/1/29(36)	Damdiai (N)
12.	31/1/1/39(50)	Darlak
13.	31/1/1/21(27)	Damanchhora
14.	31/1/1/6 (7,8)	Hriphaw
15.	31/1/1/19(25)	Hanhthialtlang
16.	31/1/1/1(1,2)	Kanhmun
17.	31/1/1/5(6)	Kolalian
18.	31/1/1/30/(37,38)	Kawrthah
19.	31/1/1/40(51,52)	Kawrtethawveng
20.	31/1/1/52(64)	Khanthuam
21.	31/1/1/53(65)	Khamrang
22.	31/1/1/4(5)	Lushaichera
23.	31/1/1/9(12,13,14)	Lokichera
24.	31/1/1/18(24)	Lunglei (N)
25.	31/1/1/37(48)	Luangpawl
26.	31/1/1/50(62)	Lahmun
27.	31/1/1/51(63)	Lungpher (W)
28.	31/1/1/2(3)	Moraicherra
29.	31/1/1/7(9)	Momchera
30.	31/1/1/35(43,44,45,46)	Mamit
31.	31/1/1/42(54)	Mualthuam (K)
32.	31/1/1/12(18)	Maubuang (N)
33.	31/1/1/56(68)	Nalzawl
34.	31/1/1/23(29)	Pathiantlang

ALPHABETICAL LIST OF VILLAGES UNDER W. PHAILENG C. D. BLOCK

1.	31/1/2/5(6)	Andermanik
2.	31/1/2/25(27)	Aivapui
3.	31/1/2/7(8)	Chikhatlang
4.	31/1/2/16(18)	Chhippui (N)
5.	31/1/2/8(9)	Forest Veng (Teirei)
6.	31/1/2/11(12)	Khawthar
7.	31/1/2/12(13)	Khawhnai
8.	31/1/2/23(25)	Keisalam I
9.	31/1/2/24(26)	Keisalam II
10.	31/1/2/3(4)	Lampachhora
11.	31/1/2/17(19)	Lallen
12.	31/1/2/19(21)	Lizawn
13.	31/1/2/26(28)	Lokichuri
14.	31/1/2/29(32,33,34,35)	Marpara
15.	31/1/2/31(37)	Mualvum (Riang)
16.	31/1/2/4(5)	Persang
17.	31/1/2/14(15)	Pioneer Kawn
18.	31/1/2/15(16,17)	Phaileng (W)
19.	31/1/2/20(22)	Parvatui
20.	31/1/2/22(24)	Phuldungsei
21.	31/1/2/28(31)	Pukzing
22.	31/1/2/6(7)	Saipui
23.	31/1/2/10(11)	Sesih
24.	31/1/2/13(14)	Synod Free Boarding (Teirei)
25.	31/1/2/18(20)	Saithah
26.	31/1/2/27(29,30)	Silsuri
27.	31/1/2/30(36)	Saitluk
28.	31/1/2/1(1,2)	Tuipuibari I
29.	31/1/2/2(3)	Tuipuibari II
30.	31/1/2/9(10)	Tuichar
31.	31/1/2/21(23)	Zopui

ALPHABETICAL LIST OF VILLAGES UNDER REIEK C.D. BLOCK

1.	31/1/3/19(26)	Ailawng]
2.	31/1/3/21(28)	Artetuidam
3.	31/1/3/28(35)	Bawlte
4.	31/1/3/29(36)	Bawngthah
5.	31/1/3/26(33)	Bunghmun (N)
6.	31/1/3/17(23)	Chungtlang
7.	31/1/3/6(6)	Dilzawl
8.	31/1/3/30(37)	Darlung
9.	31/1/3/32(39)	Hauruni Bawk
10.	31/1/3/4(4)	Hmunpui
11.	31/1/3/24(31)	Hreichuk
12.	31/1/3/25(32)	Kanghmun (N)
13.	31/1/3/22(29)	Khawrihnim
14.	31/1/3/12(18)	Khankawn (W)
15.	31/1/3/7(7,8,9)	Lengpui
16.	31/1/3/10(16)	Lengte
17.	31/1/3/20(27)	Lungdar (W)
18.	31/1/3/23(30)	Lungphun
19.	31/1/3/5(5)	Mualkawi
20.	31/1/3/11(17)	Nghalchawm
21.	31/1/3/9(14,15)	Rawpuichhip
22.	31/1/3/27(34)	Rallen
23.	31/1/3/18(24,25)	Reiek
24.	31/1/3/16(22)	Rulpuihlim
25.	31/1/3/31(38)	Sabual (S)
26.	31/1/3/2(2)	Saitlaw
27.	31/1/3/8(10,11,12,13)	Sairang (W)
28.	31/1/3/14(20)	Saitluk
29.	31/1/3/3(3)	Serzawl (W)
30	31/1/3/13(19)	Tuahzawl
31.	31/1/3/15(21)	Tutphai
32.	31/1/3/1(1)	Vaak

ALPHABETICAL LIST OF VILLAGES UNDER THINGDAWL C.D. BLOCK

1.	31/1/4/31(40)	Aspro Veng (Beiseia Veng)
2	31/1/4/12(15,16,17,18)	Bilkhawthlir

Sl. No.	Location Code No.	Name of Villages
3.	31/1/4/14(20)	Buhchang
4.	31/1/4/17(23)	Balikhal
5.	31/1/3/20(26)	Builum
6.	31/1/4/32(41,42,43)	Bairabi
7.	31/1/4/37(50)	Bualpui (N)
8.	31/1/4/41(54,55)	Bukpui
9.	31/1/4/4(7)	Chite
10.	31/1/4/6(9)	Chhimluang (N)
11.	31/1/4/10(13)	Chawnpui
12.	31/1/4/11(14)	Chemphal
13.	31/1/4/29(38)	Chhimluang (S)
14.	31/1/4/42(56)	Chaltlang (N)
15.	31/1/4/26(32)	Dilzau (T)
16.	31/1/4/35(46)	Dilzau (H)
17.	31/1/4/23(29)	Hlimen (N)
18.	31/1/4/30(39)	Hmaibiala Veng
19.	31/1/4/36(47,48,49)	Hortoki
20.	31/1/4/18(24)	Junction
21.	31/1/4/43(57,58,59, 60, 61,62,63)	Kawnpui (N)
22.	31/1/4/39(52)	Lelchhun
23.	31/1/4/33(44)	Meidum
24.	31/1/4/44(64)	Mualvum
25.	31/1/4/3(6)	Phainuam
26.	31/1/4/7(10)	Phaizau
27.	31/1/4/13(19)	Phaisen
28.	31/1/4/21(27)	Parsenchhip
29.	31/1/4/24(30)	Pnalreng
30.	31/1/4/28(37)	Pangbalkawn
31.	31/1/4/34(45)	Rajtali
32.	31/1/4/2(5)	Saihapui (V)
33.	31/1/4/8(11)	Saiphai
34.	31/1/4/9(12)	Saipum
35.	31/1/4/19(25)	Saihapui (K)
36.	31/1/4/38(51)	Sethawn
37.	31/1/4/40(53)	Saizawl
38.	31/1/4/16(22)	Thinglian (N)
39.	31/1/4/22(28)	Theichangbung
40.	31/1/4/25(31)	Thingthelh
41.	31/1/4/27(33,34,35,36)	Thingdawl
42.	31/1/4/1(1,2,3,4)	Vairengte
43.	31/1/4/5(8)	Vakultui
44.	31/1/4/15(21)	Zambira
45.	31/1/4/45(65)	Zanlawn

ALPHABETICAL LIST OF VILLAGES UNDER DARLAWN C. D. BLOCK

1.	31/1/5/31(41)	Buhban
2.	31/1/5/15(15)	Damdiai (E)
3.	31/1/5/22(24,25,26,27, 28)	Darlawn
4.	31/1/5/2(2)	Kani
5.	31/1/5/8(8)	Khawdungsei (N)
6.	31/1/5/10(10)	Khawpuar
7.	31/1/5/24(31,32)	Kepran
8.	31/1/5/27(35,36,37)	Khawruhlian
9.	31/1/5/30(40)	Khawkawi
10.	31/1/5/11(11)	Luakchhuah
11.	31/1/5/16(16)	Lungsum
12.	31/1/5/29(39)	Lailak
13.	31/1/5/1(1)	Mauchar
14.	31/1/5/7(7)	Palsang
15.	31/1/5/25(33)	Phaileng (E)
16.	31/1/5/26(34)	Pehlawn
17.	31/1/5/17(17,18,19)	Ratu
18.	31/1/5/4(4)	Sakawrdai (Upper)
19.	31/1/5/5(5)	Sakawrdai (Lower)
20.	31/1/5/18(20)	Sunhluchhip
21.	31/1/5/21(23)	Serzawl 'N'
22.	31/1/5/23(29,30)	Sawleng
23.	31/1/5/3(3)	Tinghmun
24.	31/1/5/13(13)	Thingsat
25.	31/1/5/19(21)	Tengtawng (New)
26.	31/1/5/20(22)	Tengtawng (Old)
27.	31/1/5/28(38)	Tuirinikai (K)
28.	31/1/5/9(9)	Vaitin
29.	31/1/5/12(12)	Vervek (Old)
30.	31/1/5/14(14)	Vervek (New)
31.	31/1/5/6(6)	Zohmun

ALPHABETICAL LIST OF VILLAGES UNDER TLANGNUAM C.D BLOCK

1.	31/1/6/6(6)	Bawnga Veng
2.	31/1/6/14(18)	Bung IB
3.	31/1/6/30(43)	Dartuaha Veng
4.	31/1/6/16(20,21,22, 23,24)	Durtlang
5.	31/1/6/28(39,40)	Hlimen (S)
6.	31/1/6/27(38)	Khawchhete
7.	31/1/6/1(1)	Khamrang
8.	31/1/6/8(8,9)	Lungdai
9.	31/1/6/20(31)	Lungverh
10.	31/1/6/25(36)	Lungleng (N)
11.	31/1/6/2(2)	Lungmuat
12.	31/1/6/29(41,42)	Melthum
13.	31/1/6/11(15)	Muthi
14.	31/1/6/5(5)	Mualkhang
15.	31/1/6/10(14)	Nausel
16.	31/1/6/3(3)	Nisapui (Saihum)
17.	31/1/6/23(34)	Pump House (I-V)
18.	31/1/6/18(26,27,28,29)	Sairang
19.	31/1/6/7(7)	Sentlang
20.	31/1/6/9(10,11,12,13)	Sihphir
21.	31/1/6/4(4)	Serkhan
22.	31/1/6/17(25)	Selesih
23.	31/1/6/21(32)	Sakawrtuichhun
24.	31/1/6/19(30)	Sihhmui
25.	31/1/6/24(35)	Tlangnuam C.D. Block Hqrs.
26.	31/1/6/22(33)	Tanhril
27.	31/1/6/12(16)	Turial Jail
28.	31/1/6/13(17)	Tuirial (Z)

Sl. No.	Location Code No.	Name of Villages
29.	31/1/6/26(37)	Vawkzawn
30.	31/1/6/15(19)	Zuangtui

ALPHABETICAL LIST OF VILLAGES UNDER AIBAWK C.D. BLOCK

1.	31/1/7/6(6)	Aibawk
2.	31/1/7/15(16)	Chamring
3.	31/1/7/19(23)	Chawngpui Agri. Farm
4.	31/1/7/1(1)	Hualngohmun
5.	31/1/7/13(14)	Hmuifang
6.	31/1/7/3(3)	Kelsih
7.	31/1/7/9(10)	Lungsai (N)
8.	31/1/7/14(15)	Lamchhip
9.	31/1/7/16(17)	Lungsei
10.	31/1/7/2(2)	Melriat (Thingdawl)
11.	31/1/7/4(4)	Muallungthu
12.	31/1/7/10(11)	Maubuang (S)
13.	31/1/7/8(9)	Phulpui
14.	31/1/7/7(7,8)	Sateek
15.	31/1/7/12(13)	Sumsuih
16.	31/1/7/17(18,19)	Samlukhai
17.	31/1/7/18(20,21,22)	Sialsuk
18.	31/1/7/20(24)	Sailam
19.	31/1/7/5(5)	Tachhip
20.	31/1/7/11(12)	Thiak

ALPHABETICAL LIST OF VILLAGES UNDER SERCHHIP C.D. BLOCK

1.	31/1/8/13(20)	Bawngchawm
2.	31/1/8/15(23,24,25)	Bungtlang (N)
3.	31/1/8/18(31)	Buangpui
4.	31/1/8/1(1,2,3,4)	Chhingchhip
5.	31/1/8/6(9,10,11,12)	Chhiahtlang
6.	31/1/8/2(5)	Hmuntha
7.	31/1/8/10(17)	Hmunzawl
8.	31/1/8/11(18)	Hriangtlang
9.	31/1/8/3(6)	Khawbel
10.	31/1/8/14(21,22)	Keitum
11.	31/1/8/8(14,15)	Lungpho
12.	31/1/8/16(26)	Lungrang (N)
13.	31/1/8/19(32)	Neihloh
14.	31/1/8/4(7)	Rullam
15.	31/1/8/7(13)	Sialhau
16.	31/1/8/5(8)	Thentlang
17.	31/1/8/9(16)	Thinglian (S)
18.	31/1/8/17(27,28,29,30)	Thenzawl
19.	31/1/8/12(19)	Vanchengte

ALPHABETICAL LIST OF VILLAGES UNDER THINGSULTHLIAH C.D. BLOCK

1.	31/1/9/23(32,33,34)	Baktawng
2.	31/1/9/15(22)	Darlawng
3.	31/1/9/3(3)	Edenthar
4.	31/1/9/24(35)	Hmawngkawn
5.	31/1/9/22(31)	Hualtu
6.	31/1/9/12(18)	Keifang
7.	31/1/9/18(27)	Khumtung
8.	31/1/9/19(28)	Lenchim
9.	31/1/9/9(12)	Lungpher (N)
10.	31/1/9/1(1)	Mualmam
11.	31/1/9/14(21)	Mualpheng
12.	31/1/9/21(30)	Maite
13.	31/1/9/17(26)	Phulmawi
14.	31/1/9/13(19,20)	Ruallung
15.	31/1/9/2(2)	Sesawng
16.	31/1/9/4(4)	Seling
17.	31/1/9/5(5)	Seling Tlangnuam
18.	31/1/9/10(13)	Sihfa
19.	31/1/9/11(14,15,16,17)	Saitual
20.	31/1/9/7(10)	Saisih Vety Farm
21.	31/1/9/6(6,7,8,9)	Thingsulthliah
22.	31/1/9/8(11)	Tualbung
23.	31/1/9/20(29)	Tawizo
24.	31/1/9/16(23,24,25)	Tlungvel

ALPHABETICAL LIST OF VILLAGES UNDER NGOPA C. D. BLOCK

1.	31/1/10/25(37,38)	Bualpui (NE)
2.	31/1/10/24(36)	Changzawl
3.	31/1/10/11(19)	Daido
4.	31/1/10/16(26)	Hrianghmun
5.	31/1/10/1(1)	Khawlek (N)
6.	31/1/10/9(16,17)	Khawlian
7.	31/1/10/13(21,22)	Khawdungsei (NE)
8.	31/1/10/14(23)	Khawkawn
9.	31/1/10/19(31)	Kawlbem
10.	31/1/10/3(4)	Lamherh
11.	31/1/10/7(12)	Luangpawn
12.	31/1/10/22(34)	Lamzawl
13.	31/1/10/15(24,25)	Mimbung
14.	31/1/10/28(28,29,30)	Ngopa
15.	31/1/10/5(9,10,11)	Phullen
16.	31/1/10/8(13,14,15)	Phuaibuang
17.	31/1/10/23(35)	Pawlrang
18.	31/1/10/4(5,6,7)	Suangpuilawn
19.	31/1/10/12(20)	Chiahpui
20.	31/1/10/21(33)	Selam
21.	31/1/10/26(39)	Saichal
22.	31/1/10/10(18)	Tlangnuam (N)
23.	31/1/10/17(27)	Teikhang
24.	31/1/10/2(2,3)	Vanbawng
25.	31/1/10/20(32)	Vaikhawlang
26.	31/1/10/5(8)	Zawngin

ALPHABETICAL LIST OF VILLAGES UNDER KHAWZAWL C.D. BLOCK

1.	31/1/11/5(7)	Aiduz wl
2.	31/1/11/21(28)	Arro
3.	31/1/11/23(30)	Chhawrtui
4.	31/1/11/28(37,38)	Chalrang
5.	31/1/11/32(43,44)	Chawngtlai
6.	31/1/1/34(46)	Chhungte Bawk

Sl. No.	Location Code No.	Name of Villages
7.	31/1/11/1(1)	Dulte
8.	31/1/11/12(16)	Diltlang (NE)
9.	31/1/11/11/(13,14,15)	Hnahlan
10.	31/1/11/31(42)	Hmuncheng (Zuchhip)
11.	31/1/11/35(47)	Hmunhmeltha
12.	31/1/11/2(2,3,4)	Kawlkulh
13.	31/1/11/4(6)	Khuallen
14.	31/1/11/10(12)	Khuangphah
15.	31/1/11/15(19)	Khawbung (N)
16.	31/1/11/19(23,24,25,26)	Khawzawl
17.	31/1/11/20(27)	Khuailui
18.	31/1/11/27(34,35,36)	Khawhai
19.	31/1/11/42(57,58)	Kelkang
20.	31/1/11/9(11)	Lungphunlian
21.	31/1/11/25(32)	Lungtan
22.	31/1/11/7(9)	Murlen
23.	31/1/11/40(55)	Mualkawi
24.	31/1/11/41(56)	Melbuk
25.	31/1/11/14(18)	Ngur
26.	31/1/11/17(21)	Ngaizawl
27.	31/1/11/18(22)	Neihdawn
28.	31/1/11/22(29)	Puilo
29.	31/1/11/39(52,53,54)	Ruantlang
30.	31/1/11/6(8)	Rabung
31.	31/1/11/8(10)	Tualcheng
32.	31/1/11/16(20)	Tualpui
33.	31/1/11/26(33)	Tlangpuite
34.	31/1/11/30(40,41)	Tualte
35.	31/1/11/33(45)	Tuipuikai
36.	31/1/11/37(50)	Tlangsam
37.	31/1/11/38(51)	Tlira Dum Fishery
38.	31/1/11/3(5)	Vankal
39.	31/1/11/24(31)	Vanchengpui
40.	31/1/11/13(17)	Vapar
41.	31/1/11/29(39)	Vantlang
42.	31/1/11/36(48,49)	Zote (NE)

ALPHABETICAL LIST OF VILLAGES UNDER LUNGDAR (E) C. D. BLOCK

1.	31/1/12/40(57)	Bawktlang
2.	31/1/12/3(4,5,6)	Biate
3.	31/1/12/6(9)	Buang
4.	31/1/12/7(10,11)	Bungzung
5.	31/1/12/20(25)	Chawngtui
6.	31/1/12/32(44)	Chekawn
7.	31/1/12/17(21)	Dungtlang
8.	31/1/12/21(26,27,28)	Farkawn
9.	31/1/12/22(29)	Kharkawn
10.	31/1/12/27(35,36,37)	Khawbung
11.	31/1/12/33(45,46,47)	Khawlailung
12.	31/1/12/9(13)	Khuangleng
13.	31/1/12/25(32,33)	Khuangthing
14.	31/1/12/38(52)	Leilet
15.	31/1/12/11(15)	Leisen
16.	31/1/12/8(12)	Leisenzo
17.	31/1/12/16(20)	Leithum
18.	31/1/12/29(39)	Leng
19.	31/1/12/12(16)	Lianpuibawk
20.	31/1/12/30(40,41,42)	Lungdar (E)
21.	31/1/12/37(51)	Lungchhuan
22.	31/1/12/42(59)	Lungkawlh
23.	31/1/12/31(43)	Mualcheng
24.	31/1/12/34(48)	Piler
25.	31/1/12/41(58)	Puallawi
26.	31/1/12/4(7)	Riangtlei
27.	31/1/12/28(38)	Sailulak
28.	31/1/12/14(18)	Saza
29.	31/1/12/18(22)	Samtnam
30.	31/1/12/10(14)	Sesih
31.	31/1/12/2(2,3)	Sialha
32.	31/1/12/36(50)	Sialsir
33.	31/1/12/24(31)	Thekpi
34.	31/1/12/23(30)	Thekte
35.	31/1/12/1(1)	Tlangpui
36.	31/1/12/35(39)	Tuichang
37.	31/1/12/19(23,24)	Vaphai
38.	31/1/12/13(17)	Vangchhia
39.	31/1/12/39(53,54,55,56)	Vanlaiphai (N)
40.	31/1/12/15(19)	Vanzau
41.	31/1/12/26(34)	Zawlsei
42.	31/1/12/5(8)	Zawngtetui

ALPHABETICAL LIST OF VILLAGES UNDER BUNGHMUN (W) C.D. BLOCK

1.	31/2/1/20(20)	Batnaisora
2.	31/2/1/29(29)	Belkhai (S)
3.	31/2/1/8(8)	Buarpui
4.	31/2/1/17(17)	Bunghmun
5.	31/2/1/9(9)	Bungtlang (W)
6.	31/2/1/15(15)	Changpui
7.	31/2/1/5(5)	Darngawn (W)
8.	31/2/1/10(10)	Dampui (S)
9.	31/2/1/21(21)	Devasury
10.	31/2/1/6(6)	Dengsur
11.	31/2/1/7(7)	Khawlek (S)
12.	31/2/1/4(4)	Kawhzai
13.	31/2/1/14(14)	Kawlhawk
14.	31/2/1/25(25)	Kalapani
15.	31/2/1/38(38)	Kanchhuah
16.	31/2/1/11(11)	Kawnpui (W)
17.	31/2/1/3(3)	Laisawral
18.	31/2/1/16(16)	Lungchem
19.	31/2/1/24(24)	Lokisury
20.	31/2/1/34(34)	Lungdai (S)
21.	31/2/1/19(19)	Maizam
22.	31/2/1/22(22)	Malsuri
23.	31/2/1/37(37)	Matriasora
24.	31/2/1/23(23)	Pawnkhai
25.	31/2/1/39(39)	Putluanga Sih
26.	31/2/1/2(2)	Sesawm

Sl. No.	Location Code No.	Name of Villages
27.	31/2/1/32(32)	Sertlangpui
28.	31/2/1/18(18)	Sachanlui
29.	31/2/1/27(27)	Sumasumi
30.	31/2/1/33(33)	Serte
31.	31/2/1/12(12)	Tleu
32.	31/2/1/13(13)	Thenhlum
33.	31/2/1/26(26)	Tuikawl
34.	31/2/1/28(28)	Thingkhim
35.	31/2/1/30(30)	Tuisen
36.	31/2/1/31(31)	Tuisenchhuah
37.	31/2/1/1(1)	Terabonia
38.	31/2/1/35(35)	Vuakmual
39.	31/2/1/36(36)	Zawlpui

ALPHABETICAL LIST OF VILLAGES UNDER LUNGSEN C. D. BLOCK

1.	31/2/2/30(35)	Belthei
2.	31/2/2/4(4)	Borahorinachhuah
3.	31/2/2/5(5)	Balukiasury
4.	31/2/2/15(19)	Bindiasora
5.	31/2/2/18(22)	Bulungsury
6.	31/2/2/43(48)	Buknuam
7.	31/2/2/14(18)	Champasury (N)
8.	31/2/2/19(23)	Champasury (S)
9.	31/2/2/44(49)	Chithar
10.	31/2/2/49(54)	Chawngte (L)
11.	31/2/2/25(29)	Chawilung (S)
12.	31/2/2/12(14,15)	Diblibagh
13.	31/2/2/11(13)	Dinthar
14.	31/2/2/50(55)	Damlui
15.	31/2/2/3(3)	Gurusora
16.	31/2/2/34(39)	Hauruang
17.	31/2/2/16(20)	Khangrasury
18.	31/2/2/24(28)	Khojaisury
19.	31/2/2/8(8)	Kamalabagan
20.	31/2/2/27(31,32)	Lungsen
21.	31/2/2/6(6)	Lamthai (I)
22.	31/2/2/7(7)	Lamthai (II)
23.	31/2/2/42(47)	Lungrang (S)
24.	31/2/2/9(9)	Nunsury
25.	31/2/2/37(42)	Phairuangkai
26.	31/2/2/29(34)	Phairuangchhuah
27.	31/2/2/35(40)	Pachang
28.	31/2/2/26(30)	Rolui
29.	31/2/2/39(44)	Rangte
30.	31/2/2/36(41)	Runtung
31.	31/2/2/48(53)	Rualalung
32.	31/2/2/38(43)	Rotlang (W)
33.	31/2/2 28(33)	Sihphirtlang
34.	31 2/2/20(24)	Silgur
35.	31/2/2/4 1(46)	Sedailui
36.	31/2/2/46(51)	Sailen
37.	31/2/2/52(57)	Samang
38.	31/2/2/10(10,11,12)	Tlabung
39.	31/2/2/32(37)	Thuampui
40.	31/2/2/13(16,17)	Tuichawng
41.	31/2/2/17(21)	Thekaduar
42.	31/2/2/21(25)	Tiperaghat (III)
43.	31/2/2/22(26)	Tiperaghat (II)
44.	31/2/2/23(27)	Tipraghat (I)
45.	31/2/2/40(45)	Thanzamasora
46.	31/2/2/51(56)	Tlangkhang
47.	31/2/2/31(36)	Thehlep
48.	31/2/2/1(1)	Vanzawl
49.	31/2/2/33(38)	Vanhne
50.	31/2/2/45(50)	Vaisam
51.	31/2/2/2(2)	Zuangzawl
52.	31/2/2/47(52)	Zehtet

ALPHABETICAL LIST OF VILLAGES UNDER LUNGLEI C.D. BLOCK

1.	31/2/3/8(10)	Bualpui V
2.	31/2/3/32(40)	Bualte
3.	31/2/3/33(41)	Bualte Bawk
4.	31/2/3/7(8,9)	Chhipphir
5.	31/2/3/18(22)	Chengpui
6.	31/2/3/23(27)	Dawn
7.	31/2/3/10(12)	Hmuntlang
8.	31/2/3/11(13,14,15)	Haulawng
9.	31/2/3/28(36)	Hrangchalkawn
10.	31/2/3/31(39)	Hlumte
11.	31/2/3/37(45)	Herhse
12.	31/2/3/1(1)	Kanghmun (S)
13.	31/2/3/15(19)	Kawmzawl
14.	31/2/3/24(28)	Khankawn (Z)
15.	31/2/3/3(3)	Lungsai (S)
16.	31/2/3/9(11)	Lungmawi
17.	31/2/3/26(33)	Lungpher Vety Farm
18.	31/2/3/12(16)	Mausen
19.	31/2/3/22(26)	Mat (B)
20.	31/2/3/6(6,7)	Mualthuam (N)
21.	31/2/3/39(47)	Mualcheng (S)
22.	31/2/3/42(51)	Mamte
23.	31/2/3/16(20)	Pukpui
24.	31/2/3/20(24)	Phaileng (S)
25.	31/2/3/4(4)	Ramlaitui
26.	31/2/3/21(25)	Ralvawng
27.	31/2/3/5(5)	Sekhum
28.	31/2/3/14(18)	Saza (IB)
29.	31/2/3/17(21)	Siallu Cattle Farm
30.	31/2/3/29(37)	Sairep
31.	31/2/3/27(34,35)	Theiriat
32.	31/2/3/30(38)	Thaizawl
33.	31/2/3/36(44)	Thualthu
34.	31/2/3/34(42)	Thangpui
35.	31/2/3/35(43)	Thangte
36.	31/2/3/41(50)	Thlengang
37.	31/2/3/43(52,53,54)	Thingfal
38.	31/2/3/40(48,49)	Tawipui (S)
39.	31/2/3/38(46)	Tawipui (N)

Sl. No.	Location Code No.	Name of Village
40.	31/2/3/13(17)	Valcheng
41.	31/2/3/2(2)	Zote (W)
42.	31/2/3/19(23)	Zotuitlang
43.	31/2/3/25(29,30,31,32)	Zobawk

ALPHABETICAL LIST OF VILLAGES UNDER HNAHTHIAL C.D. BLOCK

1.	31/2/4/10(12)	Aithur
2.	31/2/4/14(19)	Bualpui (H)
3.	31/2/4/7(9)	Chawngtui (S)
4.	31/2/4/11(13,14)	Cherhlun
5.	31/2/4/25(36,37)	Darzo
6.	31/2/4/20(31)	Denlung
7.	31/2/4/19(25,26,27,28, 29, 30)	Hnahthial
8.	31/2/4/2(2)	Khawnglung
9.	31/2/4/6(8)	Khawhlum
10.	31/2/4/9(11)	Khawhri
11.	31/2/4/21(32)	Kutkawk
12.	31/2/4/16(21)	Lungpuitlang
13.	31/2/4/18(24)	Lungleng (S)
14.	31/2/4/22(33)	Leite
15.	31/2/4/10(20)	Mualllianpui (S)
16.	31/2/4/26(38)	Mualthuam (S)
17.	31/2/4/12(15)	Ngharchhip
18.	31/2/4/3(3)	Pangzawl Upper
19.	31/2/4/4(4,5,6)	Pangzawl Lower
20.	31/2/4/1(1)	Rawpui
21.	31/2/4/23(34)	Rotlang (E)
22.	31/2/4/5(7)	Thiltlang
23.	31/2/4/8(10)	Tarpho
24.	31/2/4/13(16,17,18)	Thingsai
25.	31/2/4/24(35)	Tuipui (Darzokai)
26.	31/2/4/17(22,23)	Vanlaiphai (S)

ALPHABETICAL LIST OF VILLAGES UNDER CHAWNGTE C.D. BLOCK

1.	31/3/1/32(33,34)	Ajasora
2.	31/3/1/1(1)	Boranasuri
3.	31/3/1/3(3)	Borapansury I
4.	31/3/1/4(4)	Borapansury II
5.	31/3/1/11(11)	Boganpara
6.	31/3/1/12(12)	Bajeisora
7.	31/3/1/27(28)	Bungkawn (S)
8.	31/3/1/31(32)	Borakabakhali
9.	31/3/1/36(38)	Betbonia
10.	31/3/1/45(47)	Boraguisury
11.	31/3/1/46(48)	Bilasori
12.	31/3/1/9(9)	Chhotapansury
13.	31/3/1/18(18,19)	Chawngte (Kamla Nagar)
14.	31/3/1/39(41)	Chaminisora
15.	31/3/1/41(43)	Charluitlang
16.	31/3/1/47(49)	Chhippui (S)
17.	31/3/1/42(44)	Chhotaguisury
18.	31/3/1/43(45)	Damdep I
19.	31/3/1/44(46)	Damdep II
20.	31/3/1/48(50)	Devasora (S)
21.	31/3/1/15(15)	Gulsingbapsora
22.	31/3/1/21(22)	Geraguluksora
23.	31/3/1/35(37)	Golasury
24.	31/3/1/22(23)	Jarulsury
25.	31/3/1/28(29)	Kukurdulaya
26.	31/3/1/2(2)	Kurbalavasora
27.	31/3/1/40(42)	Lokhisury
28.	31/3/1/38(40)	Lawngpuighat
29.	31/3/1/29(30)	Maniabapsora I
30.	31/3/1/30(31)	Maniabapsora II
31.	31/3/1/26(27)	Mandirasora
32.	31/3/1/13(13)	Ngharum
33.	31/3/1/16(16)	Nakdanasora
34.	31/3/1/19(20)	Nalbania
35.	31/3/1/49(51)	Parva I
36.	31/3/1/50(52)	Parva II
37.	31/3/1/10(10)	Rajmandal
38.	31/3/1/37(39)	Rengkasa
39.	31/3/1/7(7)	Silsury
40.	31/3/1/14(14)	Songrasury
41.	31/3/1/23(24)	Ugudasury (S)
42.	31/3/1/24(25)	Serlui
43.	31/3/1/33(35)	Simaisury
44.	31/3/1/47(49)	South Chhippui
45.	31/3/1/8(8)	Tongasora
46.	31/3/1/6(6)	Ugalsury
47.	31/3/1/20(21)	Udalthana
48.	31/3/1/25(26)	Ulusury
49.	31/3/1/34(36)	Vaseitlang
50.	31/3/1/17(17)	Saizawh (W)

ALPHABETICAL LIST OF VILLAGES UNDER LAWNGTLAI C.D. BLOCK

1.	31/3/2/15(15)	Balhlakawn
2.	31/3/2/31(44)	Bolisora
3.	31/3/2/30(33)	Bungtlang (New)
4.	31/3/2/1(1)	Chawngte (P)
5.	31/3/2/18(21)	Chawnhu
6.	31/3/2/22(25)	Chawnpui (S)
7.	31/3/2/39(42)	Chikhurlui
8.	31/3/2/42(45)	Chamdur Project
9.	31/3/2/43(46)	Chamdurtlang
10.	31/3/2/7(7)	Diltlang (S)
11.	31/3/2/11(11)	Damluichhuah
12.	31/3/2/12(12)	Damlui
13.	31/3/2/38(41)	Darnamtlang
14.	31/3/2/51(54)	Dumzautlang I
15.	31/3/2/52(55)	Dumzautlang II
16.	31/3/2/33(36)	Fangfarlui
17.	31/3/2/3(3)	Hmunlai
18.	31/3/2/8(8)	Jognasuri
19.	31/3/2/9(9)	Karlui
20.	31/3/2/26(29)	Kawlchaw (W)
21.	31/3/2/36(39)	Kawrthindeng

Sl. No.	Location Code No.	Name of Villages
22.	31/3/2/54(57)	Kakichhuah
23.	31/3/2/17(20)	Lawngtlaikai
24.	31/3/2/28(31)	Liapha
25.	31/3/2/40(43)	Lalmona Veng
26.	31/3/2/16(16,17,18, 19)	Lawngtlai
27.	31/3/2/46(49)	Lunghauka I
28.	31/3/2/50(53)	Lunghauka II
29.	31/3/2/49(52)	Lawnglang
30.	31/3/2/4/(4)	Mualbu (L)
31.	31/3/2/14(14)	Mampui
32.	31/3/2/35(38)	Maulbu 'K'
33.	31/3/2/44(47)	Mautlang
34.	31/3/2/13(13)	Ngengpuikai
35.	31/3/2/31(34)	Nghalimlui
36.	31/3/2/37(40)	Ngengpuitlang
37.	31/3/2/22(26)	Paithar
38.	31/3/2/10(10)	Pandawngluichhuah
39.	31/3/2/27(30)	Rulkual
40.	31/3/2/5(5)	Sumsilui
41.	31/3/2/6(6)	Sakeilui
42.	31/3/2/25(28)	Sihtlangpui
43.	31/3/2/29(32)	Saizawh (E)
44.	31/3/2/34(37)	Saibawh
45.	31/3/2/19(22)	Saikah (Lower)
46.	31/3/2/53(56)	Sabual Tlang
47.	31/3/2/20(23)	Saikah (Upper)
48.	31/3/2/2(2)	Tuikhurlui
49.	31/3/2/21(24)	Tuipui IB
50.	31/3/2/56(59)	Tuichawngtlang
51.	31/3/2/57(60)	Tuisentlang
52.	31/3/2/47(50)	Tuithumhnar
53.	31/3/2/48(51)	Tuidamtlang
54.	31/3/2/32(35)	Vaseikai
55.	31/3/2/45(48)	Vathuampui
56.	31/3/2/24(27)	Vanhne (R)
57.	31/3/2/55(58)	Zochachhuah

ALPHABETICAL LIST OF VILLAGES UNDER SANGAU C.D. BLOCK

1.	31/3/3/12(14)	Archhuang
2.	31/3/3/15(17,18)	Bualpui (Ng)
3.	31/3/3/4(5)	Cheural
4.	31/3/3/9(11)	Fungkah
5.	31/3/3/3(3,4)	Lungtian
6.	31/3/3/10(12)	Lungpher (S)
7.	31/3/3/16(19)	Lungzarhtum
8.	31/3/3/5(6)	Pangkhua
9.	31/3/3/11(13)	Pangrang
10.	31/3/3/8(10)	Rawlbuk
11.	31/3/3/6(7,8)	Sangau
12.	31/3/3/13(15)	Tialdawngilung
13.	31/3/3/7(9)	Thaltlang
14.	31/3/3/2(2)	Vartek
15.	31/3/3/1(1)	Vartekkai
16.	31/3/3/14(16)	Vawmbuk

Sl. No.	Location Code No.	Name of Village

ALPHABETICAL LIST OF VILLAGES UNDER TUIPANG C.D. BLOCK

1.	31/3/4/20(20)	Ainak
2.	31/3/4/35(37)	Ahmepi
3.	31/3/4/50(52)	Bemari
4.	31/3/4/4/(4)	Chhuerlung
5.	31/3/4/31(33)	Chakhang
6.	31/3/4/30(32)	Chheihlu
7.	31/3/4/34(36)	Chapui
8.	31/3/4/41(43)	Isa
9.	31/3/4/11(11)	Kawlchaw 'E'
10.	31/3/4/36(38)	Kaisih (Old)
11.	31/3/4/37(39)	Kaisih (New)
12.	31/3/4/44(46)	Khopai
13.	31/3/4/16(16)	Lungbun
14.	31/3/4/51(53)	Lungpuk
15.	31/3/4/25(25)	Latawh
16.	31/3/4/38(40)	Lawngban
17.	31/3/4/39(41)	Lawngdawh
18.	31/3/4/45(47)	Laki
19.	31/3/4/49(51)	Lawngmasu
20.	31/3/4/9(9)	Maubawk (Ch)
21.	31/3/4/10(10)	Maubawk (L)
22.	31/3/4/33(35)	Mawhre
23.	31/3/4/46(48)	Mipu
24.	31/3/4/15(15)	Niawhtlang
25.	31/3/4/1/(1)	Phalrang
26.	31/3/4/18(18)	Phusa
27.	31/3/4/42(44)	Phura
28.	31/3/4/2(2)	Rawmibawk
29.	31/3/4/4(4)	Riasikah
30.	31/3/4/5(5)	Saihakai
31.	31/3/4/7(7)	Saihatlang
32.	31/3/4/6(6)	Saiha Vety Farm
33.	31/3/4/21(21)	Siata
34.	31/3/4/32(34)	Siasi
35.	31/3/4/28(29)	Siatlei
36.	31/3/4/24(24)	Serkawr
37.	31/3/4/40(42)	Sarai
38.	31/3/4/48(50)	Supha
39.	31/3/4/3(3)	Tuisumpui
40.	31/3/4/12(12)	Theiva (Lower)
41.	31/3/4/13(13)	Theiva (Upper)
42.	31/3/4/14(14)	Thingsen
43.	31/3/4/19(19)	Tema
44.	31/3/4/22(22)	Tuisih
45.	31/3/4/23(23)	Theiri
46.	31/3/4/26(26)	Tuipang (L)
47.	31/3/4/27(27,28)	Tuipang (V)
48.	31/3/4/47(49)	Tawngkawlawng
49.	31/3/4/43(45)	Vahai
50.	31/3/4/8(8)	Zero Point
51.	31/3/4/29(30,31)	Zawngling

LIST OF SUPERVISORY CIRCLE UNDER LOKICHERA C. D. BLOCK

Circle No. 1 :

(1) Kanhmun, (2) Moraichera,
(3) Momchera (4) Borai.

Circle No. 2 :

(1) Lushaichera, (2) Kolalian,
(3) Bajurungpaveng

Circle No. 3 :

(1) Lokichera, (2) Zawlpui
(3) Zamuang.

Circle No. 4 :

(1) Chipui (E), (2) Chipu (W),
(3) Saikthawthlir, (4) Chuhvel,
(5) Suarhliap (6) Maubuang (N).

Circle No. 5 :

(1) Lunglei (N), (2) Hnahthialtlang,
(3) Damanchhora, (4) Vawngawn,
(5) Sihthiang, (6) Pathiantlang.
(7) Tlangkhang.

Circle No. 6 :

(1) Serali (R), (2) Rengdil,
(3) Damdiai (W), (4) Kawrthah
(5) Serali (K).

Circle No. 7 :

(1) Sabual (N), (2) Chilui,
(3) Tuidai (4) Mamit.

Circle No. 8 :

(1) Phaizau, (2) Luangpawl,
(3) Bawngva, (4) Darlak
(5) Serali (K)

Circle No. 9 :

(1) Tumpanglui, (2) Tuidam,
(3) Sotapa, (4) Mualthuam (K),
(5) Kawrtethawveng (6) Vanmawia Veng.

Circle No. 10 :

(1) Thaidawr (I), (2) Thaidawr (II),
(3) Thaidawr (III), (4) Belkhai (N)
(5) Serhmun (N).

Circle No. 11 :

(1) Lahmun, (2) Lungpher (W),
(3) Khanthuam, (4) Khamrang (W),
(5) Bunghmun (N).

Circle No. 12 :

(1) Setlak, (2) Saipuilui,
(3) Dampui (4) Tuirum.

SUPERVISORY CIRCLE UNDER W. PHAILENG C.D. BLOCK

Circle No. 1 :

(1) Tuipui Bari (I), (2) Tuipui Bari (II),
(3) Lampachhora, (4) Persang
(5) Under manik.

Circle No. 2 :

(1) Chikhatlang, (2) Tuichar,
(3) Sesih, (4) Khawthar
(5) Khawhnai,

Circle No. 3 :

(1) Forest Veng (Teirei), (2) Synod Freeboarding (Teirei),
(3) Pioneer Kawn, (4) Phaileng (W)
(5) Chhippui.

Circle No. 4 :

(1) Lallen, (2) Saithah,
(3) Saipui, (4) Lizawn
(5) Parvatui.

Circle No. 5 :

(1) Zopui, (2) Phuldungsei,
(3) Keisalam (I), (4) Keisalam (II),
(5) Aivapui (6) Lokichuri.

Circle No. 6 :

(1) Silsuri, (2) Pukzing,
(3) Marpara.

LIST OF SUPERVISORY CIRCLE UNDER REIEK C.D. BLOCK

Circle No. 1 :

(1) Vaak, (2) Saitlaw,
(3) Serzawl (W), (4) Hmunpui
(5) Dilzawl.

Circle No. 2 :

(1) Lengpui, (2) Sairang (W),
(3) Lengte (4) Nghalchawm.

Circle No. 3 :

(1) Rawpuichhip, (2) Khankawn (W),
(3) Tuahzawl, (4) Saitluk
(5) Tutphai.

Circle No. 4 :

(1) Rulphihlim, (2) Chungtlang,
(3) Reiek (4) Ailawng.

Circle No. 5 :

(1) Lungdar (W), (2) Arte tuidam,
(3) Khawrihnim, (4) Lungphun,
(5) Hreichuk (6) Bunghmun (N).

Circle No. 6 :

(1) Rallen, (2) Bawlte,
(3) Bawngthah, (4) Darlung,
(5) Sabual (S), (6) Hauruni Bawk.

LIST OF SUPERVISORY CIRCLE UNDER THINGDAWL C.D. BLOCK

Circle No. 1 :

(1) Vairengte, (2) Saihapui (V),
(3) Phainuam (4) Chite.

Circle No. 2 :

(1) Vakultui. (2) Chhimluang (N)
(3) Bilkhawthlir.

Circle No. 3 :

(1) Phaizau, (2) Saiphai,
(3) Saipum. (4) Chawnpui (N)
(5) Chemphai.

Circle No. 4 :

(1) Parsenchhip. (2) Hlimen (N),
(3) Pualreng (4) Theichangbung (H)

Circle No. 5 :

(1) Builum, (2) Dilzau (T)
(3) Thingdawl.

Circle No. 6 :

(1) Phaisen. (2) Buhchang,
(3) Zambira, (4) Balikhal,
(5) Thinglian (N), (6) Junction
(7) Saihapui (K).

Circle No. 7 :

(1) Hmaibiala Veng, (2) Aspro Veng (Beisela Veng
(3) Bairabi, (4) Chhimluang (S)
(5) Pangbalkawn.

Circle No. 8 :

(1) Lelhchhun, (2) Rajtali,
(3) Dilazu (H) (4) Hortoki.

Circle No. 9 :

(1) Kawnpui (N).

Circle No. 10 :

(1) Lelhchhun, (2) Sethawn,
(3) Bualpui (N), (4) Mualvum
(5) Zanlawn.

Circle No. 11 :

(1) Thingthelh, (2) Saizawl,
(3) Bukpui (4) Chaltlang (N).

LIST OF SUPERVISORY CIRCLE UNDER DARLAWN C.D. BLOCK

Circle No. 1 :

(1) Mauchar, (2) Kani,
(3) Tinghmun, (4) Zohmun
(5) Palsang.

Circle No. 2 :

(1) Sakawrdai (Upper), (2) Sakawrdai (Lower),
(3) Vaitin, (4) Khawpuar
(5) Khawdungsei (N).

Circle No. 3 :

(1) Luakchhuah, (2) Thingsat,
(3) Vervek (Old), (4) Vervek (New),
(5) Damdiai (E) (6) Lungsum.

Circle No. 4 :

(1) Ratu, (2) Tengtawng (New)
(3) Sunhluchhip.

Circle No. 5 :

(1) Serzawl (N), (2) Tengtawng (Old)
(3) Darlawn.

Circle No. 6 :

(1) Sawleng, (2) Kepran,
(3) Phaileng (E) (4) Pehlawn.

Circle No. 7 :

(1) Khawruhlian, (2) Tuirinikai (K),
(3) Lailak, (4) Khawkawi
(5) Buhban.

LIST OF SUPERVISORY CIRCLE UNDER TLANGNUAM C.D. BLOCK

Circle No. 1 :

(1) Khamrang, (2) Lungmuat,
(3) Nisapui (Saihum). (4) Serkhan
(5) Lungdai (N).

Circle No. 2 :

(1) Mualkhang, (2) Bawngaveng,
(3) Sairang, (4) Sihhmui
(5) Lungverh.

Circle No. 3 :

(1) Sihphir (2) Nausel.

Circle No. 4 :

(1) Selesih (2) Durtlang.

Circle No. 5 :

(1) Sakawrtuichhun, (2) Tanhril,
(3) Pump House I—V (4) Tlangnuam C.D. Block Hqrs.

Circle No. 6 :

(1) Lungleng (N), (2) Vawkzawn.
(3) Khawchhete, (4) Hlimen (S),
(5) Melthum (6) Dartuaha Veng.

Circle No. 7 :

(1) Muthi, (2) Zuangtui,
(3) Bung IB, (4) Turial Jail
(5) Turial (Z).

LIST OF SUPERVISORY CIRCLE UNDER AIBAWK C. D. BLOCK

Circle No. 1 :

(1) Hualngohmun, (2) Melriat (Thingdawl),
(3) Kelsih (4) Mualhungthu.

Circle No. 2 :

(1) Tachhip, (2) Aibawk,
(3) Sateek (4) Phulpui.

Circle No. 3 :

(1) Lungsai (N), (2) Maubuang (S),
(3) Thiak, (4) Sumsuih
(5) Hmuifang.

Circle No. 4 :

(1) Lamchhip, (2) Chamring.
(3) Lungsei (4) Samlukhai.

Circle No. 5 :

(1) Sialsuk, (2) Changpui. Agrifarm.
(3) Sailam.

LIST OF SUPERVISORY CIRCLE UNDER SERCHHIP C.D. BLOCK

Circle No. 1 :

(1) Chhingchhip, (2) Hmuntha
(3) Khawbel.

Circle No. 2 :

(1) Thentlang (2) Chhiahtlang.

Circle No. 3 :

(1) Rullam, (2) Lungpho,
(3) Thinglian (4) Hmunzawl.

Circle No. 4 :

(1) Sialhau, (2) Hriangtlang,
(3) Vanchengte (4) Bawngchawm.

Circle No. 5 :

(1) Keitum (2) Bungtlang (N).

Circle No. 6 :

(1) Lungrang (N), (2) Thenzawl,
(3) Buangpui (4) Neihloh.

LIST OF SUPERVISORY CIRCLE UNDER THINGSULTHLIAH C.D. BLOCK

Circle No. 1 :

(1) Mualmam, (2) Sesawng,
(3) Seling, (4) Edenthar.

Circle No. 2 :

(1) Tualbung, (2) Lungpher (N),
(3) Sihfa, (4) Saitual.

Circle No. 3 :

(1) Selingtlangnuam, (2) Thingsulthliah,
(3) Saisih Vety Farm.

Circle No. 4 :

(1) Keifang, (2) Ruallung,
(3) Mualpheng, (4) Lenchim.

Circle No. 5 :

(1) Darlawng, (2) Tlungvel,
(3) Phulmawi, (4) Khumtung.

Circle No. 6 :

(1) Tawizo, (2) Maite,
(3) Hualtu, (4) Baktawng.
(5) Hmawngkawn.

LIST OF SUPERVISORY CIRCLE UNDER NGOPA C.D. BLOCK

Circle No. 1 :

(1) Khawlek (N), (2) Vanbawng,
(3) Suangpuilawn, (4) Lamherh.

Circle No. 2 :

(1) Daido, (2) Tlangnuam,
(3) Khawlian, (4) Phuaibuang.

Circle No. 3 :

(1) Chiahpui, (2) Khawdungsei (NE),
(3) Khawkawn, (4) Mimbung,
(5) Hrianghmun, (6) Teikhang.

Circle No. 4 :

(1) Vaikhawtlang, (2) Kawlbem,
(3) Selam.

Circle No. 5 :

(1) Ngopa, (2) Lamzawl.

Circle No. 6 :

(1) Zawng In, (2) Phullen,
(3) Luangpawn.

Circle No. 7 :

(1) Pawlrang, (2) Changzawl,
(3) Bualpui (NE), (4) Saichal.

LIST OF SUPERVISORY CIRCLE UNDER KHAWZAWL C.D. BLOCK

Circle No. 1 :

(1) Dulte, (2) Kawlkulh,
(3) Puilo, (4) Chhawrtui,
(5) Vanchengpui.

Circle No. 2 :

(1) Aiduzawl, (2) Rabung,
(3) Murlen, (4) Khualen,
(5) Vankal.

Circle No. 3 :

(1) Tualcheng, (2) Lungphunlian,
(3) Khuangphah, (4) Hnahlan,
(5) Diltlang (NE).

Circle No. 4 :

(1) Vapar, (2) Ngur,
(3) Khawbung (N), (4) Zote (NE).

Circle No. 5 :

(1) Tualpui, (2) Ngaizawl,
(3) Khuailui, (4) Arro,
(5) Hmuncheng (Zuchhip).

Circle No. 6 :

(1) Chalrang, (2) Tlangpuite,
(3) Khawhai.

Circle No. 7 :

(1) Lungtan, (2) Vangtlang,
(3) Tualte, (4) Chawngtlai.

Circle No. 8 :

(1) Neihdawn, (2) Khawzawl.

Circle No. 9 :

(1) Tuipuikai (C), (2) Chhungte,
(3) Hmunhmeltha, (4) Tlangsam,
(5) Tlira Dum Fishery.

Circle No. 10 :

(1) Ruantlang, (2) Mualkawi,
(3) Melbuk, (4) Kelkang.

LIST OF SUPERVISORY CIRCLE UNDER LUNGDAR (E) C.D. BLOCK

Circle No. 1 :

(1) Tlangpui, (2) Sialhawk,
(3) Biate, (4) Riangtlei.

Circle No. 2 :

(1) Zawngtetui, (2) Bungzung,
(3) Vanzau, (4) Leithum,
(5) Dungtlang.

Circle No. 3 :

(1) Sazep, (2) Buang,
(3) Leisenzo, (4) Khuangleng,
(5) Sesih, (6) Leisen,
(7) Lianpui Bawk.

Circle No. 4 :

(1) Vangchhia, (2) Samthang,
(3) Vaphai, (4) Chawngtui.

Circle No. 5 :

(1) Farkawn, (2) Khankawn (M),
(3) Thekte, (4) Thekpui.

Circle No. 6 :

(1) Khuangthing, (2) Zawlsei,
(3) Khawbung (S).

Circle No. 7 :

(1) Sailulak, (2) Leng,
(3) Lungdar (E), (4) Mualcheng (N).

Circle No. 8 :

(1) Khawlailung, (2) Piler,
(3) Tuichang.

Circle No. 9 :

(1) Chekawn, (2) Sialsir,
(3) Lungchhuan, (4) Leilet (N.V).

Circle No. 10 :

(1) Vanlaiphai (N), (2) Bawktlang,
(3) Puallawi, (4) Lungkawlh.

LIST OF SUPERVISORY CIRCLE UNDER LUNGSEN C.D. BLOCK

Circle No. 1 :

(1) Vanzawl, (2) Zuangzawl,
(3) Gurusora, (4) Borahorihachuah
(5) Balukiasury.

Circle No. 2 :

(1) Lamthai (I), (2) Lamthai (II),
(3) Kamalabagan, (4) Nunsury,
(5) Tlabung.

Circle No. 3 :

(1) Diplibagh, (2) Dinthar,
(3) Tuichawng.

Circle No. 4 :

(1) Champasury (N), (2) Champasury (S),
(3) Bindiasora, (4) Khangrasury,
(5) Thekaduar, (6) Bulungsury,
(7) Silgur.

Circle No. 5 :

(1) Tiperaghat (I), (2) Tiperaghat (II),
(3) Tiperaghat (III), (4) Khazaisury,
(5) Chawilung. (S)

Circle No. 6 :

(1) Phairuangchhuah, (2) Sihphirtlang,
(3) Rolui, (4) Lungsen,
(5) Belthei.

Circle No. 7 :

(1) Thuampui, (2) Vanhne,
(3) Thehlep, (4) Hauruang,
(5) Pachang.

Circle No. 8 :

(1) Phairuangkai, (2) Rotlang (W),
(3) Rangte, (4) Thanzamasora,
(5) Sedailui, (6) Lungrang (S).

Circle No. 9 :

(1) Runtung, (2) Chithar,
(3) Buknuam, (4) Vaisam,
(5) Sailen, (6) Zehtet.

Circle No. 10 :

(1) Rualalung, (2) Chawngte (L),
(3) Damlui, (4) Tiangkhang,
(5) Samang.

LIST OF SUPERVISORY CIRCLE UNDER HNAHTHIAL C.D. BLOCK

Circle No. 1 :

(1) Rawpui, (2) Khawnglung,
(3) Pangzawl (Lower), (4) Pangzawl (Upper),
(5) Thiltlang.

Circle No. 2 :

(1) Khawhlum, (2) Chawngtui (S),
(3) Tarpho, (4) Khawhri,
(5) Aithur.

Circle No. 3 :

(1) Cherhlun, (2) Ngharchhip,
(3) Thingsai, (4) Bualpui (II).

Circle No. 4 :

(1) Muallianpui (E), (2) Lungpuitlang
(3) Vanlaiphai (S).

Circle No. 5 :

(1) Hnahthial, (2) Denlung,
(3) Kutkawk.

Circle No. 6 :

(1) Leite, (2) Rotlang (E),
(3) Tuipui (Darzokai), (4) Darzo,
(5) Mualthuam (S).

LIST OF SUPERVISORY CIRCLE UNDER LUNGLEI C.D. BLOCK

Circle No. 1 :

(1) Kanghmun, (2) Ramlaitui,
(3) Sekhum, (4) Mualthuam (N).

Circle No. 2 :

(1) Zote (W), (2) Lungsai (S),
(3) Chhipphir, (4) Bhualpui (V),
(5) Lungmawi.

Circle No. 3 :

(1) Hmuntlang, (2) Haulawng,
(3) Mausen.

Circle No. 4 :

(1) Saza IB, (2) Kawmzawl,
(3) Pukpui, (4) Siallu Cattle Farm.

Circle No. 5 :

(1) Valcheng, (2) Chengpui,
(3) Zotuitlang, (4) Phaileng (S),
(5) Ralvawng.

Circle No. 6 :

(1) Mat (B), (2) Dawn,
(3) Khankawn (Z), (4) Zobawk.

Circle No. 7 :

(1) Lungpher Vety Farm, (2) Theiriat,
(3) Hrangchalkawn, (4) Sairep,
(5) Thaizawl.

Circle No. 8 :

(1) Hlumte, (2) Bualte,
(3) Bualtebawk, (4) Thualthu,
(5) Thangpui, (6) Thangte.

Circle No. 9 :

(1) Herhse, (2) Tawipui (N),
(3) Mualcheng (S). (4) Tawipui (S).

Circle No. 10 :

(1) Thlengang, (2) Mamte,
(3) Thingfal.

LIST OF SUPERVISORY CIRCLE UNDER BUNGHMUN (W) C.D. BLOCK

Circle No. 1 :

(1) Tarabonia, (2) Sesawm,
(3) Laisawral, (4) Kawhzai,
(5) Dampui (S),

Circle No. 2 :

(1) Dengsur, (2) Khawlek (S),
(3) Buarpui, (4) Bungtlang (W),
(5) Dampui (S). (6) Kamnpui (V).

Circle No. 3 :

(1) Tleu, (2) Thenhlum,
(3) Kawlhawk, (4) Changpui
(5) Lungchem.

Circle No. 4 :

(1) Bunghmun (W), (2) Sachanlui,
(3) Sumasumi, (4) Thingkhim,
(5) Belkhai (S).

Circle No. 5 :

(1) Mauzam, (2) Batnaisora,
(3) Devasury, (4) Malsuri,
(5) Puankhai, (6) Lokisury,
(7) Kalapani.

Circle No. 6 :

(1) Tuikawl, (2) Tuisen,
(3) Zawlpui, (4) Pu Tlunga Sih,
(5) Kanchhuah, (6) Maltiasora.

LIST OF SUPERVISORY CIRCLE UNDER LAWNGTLAI C.D. BLOCK

Circle No. 1 :

(1) Chawngte (P), (2) Tuikhurlui,
(3) Hmunlai, (4) Mualbu (L),
(5) Diltlang (S), (6) Ngengpuikai.

Circle No. 2 :

(1) Sumsilui, (2) Sakeilui,
(3) Jognasury, (4) Karlui,
(5) Pandawngluichhuah.

Circle No. 3 :

(1) Damlui, (2) Damluichhuah,
(3) Nghalimlui, (4) Vaseikai,
(5) Fangfarlui. (6) Saibawh.

Circle No. 4 :

(1) Mualbu (K), (2) Chikhurlui,
(3) Lalmona Veng, (4) Bolisora,
(5) Chamdur Project.

Circle No. 5 :

(1) Chamdurtlang, (2) Mautlang,
(3) Vathuampui, (4) Tuichawngtlang,
(5) Tuisentlang.

Circle No. 6 :

(1) Mampui, (2) Balhlakawn,
(3) Lawngtlai, (4) Lawngtlaikai.

Circle No. 7 :

(1) Chawnhu, (2) Saikah (Lower),
(3) Saikah (Upper), (4) Tuipui IB,
(5) Chawnpui (S), (6) Sihtlangpui,
(7) Kawlchaw (W).

Circle No. 8 :

(1) Paithar, (2) Vanhne (R),
(3) Rulkual, (4) Liapha,
(5) Saizawh (E).

Circle No. 9 :

(1) Bungtlang (New), (2) Kawrthindeng,
(3) Ngengpuitlang (4) Darnamtlang.

Circle No. 10 :

(1) Tuidantlang, (2) Tuithumhnar,
(3) Lawnglang, (4) Lunghauka (I) & (II).

Circle No. 11 :

(1) Dumzautlang (I) & (II), (2) Sabualtlang,
(3) Zochachhuah, (4) Kakichhuah.

LIST OF SUPERVISORY CIRCLE UNDER SANGAU C.D. BLOCK

Circle No. 1 :

(1) Vartekkai, (2) Vartek,
(3) Lungtian, (4) Fungkah.

Circle No. 2 :

(1) Pangkhua, (2) Sangau,
(3) Cheural, (4) Thaltlang.

Circle No. 3 :

(1) Rawlbuk, (2) Pangrang,
(3) Archhuang, (4) Lungpher (S).

Circle No. 4 :

(1) Tialdawngilung, (2) Vawmbuk,
(3) Bualpui (ng), (4) Lungzarhtum.

LIST OF SUPERVISORY CIRCLE UNDER TUIPANG C.D. BLOCK

Circle No. 1 :

(1) Phalhrang, (2) Rawmibawk,
(3) Tuisumpui, (4) Riasikah,
(5) Saihakai, (6) Saiha Vety Farm,
(7) Saiha Tlang.

Circle No. 2 :

(1) Zero Point, (2) Maubawk (CH),
(3) Mauabwk (L), (4) Kawlchaw (E).

Circle No. 3 :

(1) Niawhtlang, (2) Lungbun,
(3) Chhuarlung, (4) Phusa.

Circle No. 4 :

(1) Theiva (Upper), (2) Theiva (Lower),
(3) Theiri, (4) Serkawr,
(5) Latawh.

Circle No. 5 :

(1) Tema, (2) Ainak,
(3) Siata, (4) Chakhang,
(5) Siasi.

Circle No. 6 :

(1) Chheihlu, (2) Tuisi,
(3) Tuipang (V), (4) Tuipang (L),
(5) Siatlai.

Circle No. 7 :

(1) Zawngling, (2) Mawhre,
(3) Chapui, (4) Ahmepi,
(5) Khopai.

Circle No. 8 :

(1) Kaisih (Old), (2) Kaisih (New),
(3) Sarai, (4) Lawngban,
(5) Lawngdawh.

Circle No. 9 :

(1) Isa, (2) Tawngkawlawng,
(3) Supha, (4) Lawngmasu,
(5) Bemari.

Circle No. 10 :

(1) Phura, (2) Vahai,
(3) Mipu, (4) Laki,
(5) Lungpuk.

CHAPTER IX

ENUMERATION AGENCY

Composition of the Agency

The enumeration agency was basically made up of the Primary School teachers. This was due largely to the fact that it had now become a tradition in Census to make use of the teachers as Enumerators in view of their being dependable and conversant with the local conditions and also their influence in society. It was also the desire of the Registrar General, India as is evident from the trend of instructions received from time to time that the teachers be engaged as Enumerators. In cases where sufficient number of teachers was not available, other categories of Government employees like clerks were made use of. There was practically no difference in the approach to rural and urban areas in this regard, the teachers being engaged both for rural and urban areas, as well. The Supervisors were selected from amongst the supervisory non-gazetted staff of different State Government Departments and High School teachers while the Charge Officers were mostly the gazetted Community Block Development Officers. The same agency was employed both in Houselisting and as well as Enumeration Operations, the pattern being identical both in rural as well as in urban areas. A statement showing the distribution of Enumerators and Supervisors in the three Districts is indicated below:—

Name of District	No. of Enumerators	No. of Supervisors
Aizawl . . .	677	128
Lunglei . . .	219	43
Chhimtuipui .	196	39

The main advantage in having the Primary School teachers as Enumerators lies in the fact that they are available in most of the Villages of the State. They not only have local knowledge of their areas, but also command respect from the local people. Many of them have had previous experience in Census works too. Our experience shows that adherence to this traditional practice of basing the enumeration agency in the Primary School teachers was wise because they generally did their work well and they proved to be more sincere and devoted workers. It is my firm belief that there should not be any departure from this traditional practise of using the teachers as enumeration agency.

In view of the maximum co-operation extended to the Census Directorate by the Education Department of the State Government, there were absolutely no difficulties on the part of the enumerating agencies in taking up the work and in this regard, it may be stated that there had absolutely been no complaint.

Quality of performance

On the whole, the quality of performance on the part of the Enumerators was of high order considering the low educational qualifications of the Enumerators. The extreme devotion and dedication with which some of the Enumerators had performed their work were commendable while in the case of some, they may not be of that high order which was due mostly to their limitation in educational qualifications.

Difficulties faced

There were practically no difficulties faced by us during the Enumeration period which came to our notice and which were worth recording. Certain religious fanatics, it was rumoured were giving out anti-census propaganda in a certain locality of Aizawl town, but with intelligent handling of the situation, no difficulties were encountered at the time of actual enumeration.

CHAPTER X

HOUSELISTING OPERATIONS

Houselisting and Housenumbering Operations is an essential preliminary step to the population Census. As the ultimate object of Census is to cover every person, the numbering and the listing of houses greatly helped in ensuring complete coverage by locating and identifying each individual house in a Village or a Town. This Operation was conducted and completed during the month of October, 1980.

Preparatory Stages

Housenumbering and Houselisting Operations involved a number of preparatory stages. The first step taken in this regard was the preparation of lists of Villages in the rural areas and towns in the urban areas. There was considerable change in the 1981 Census with regard to the number of Villages in the rural areas as compared to the 1971 Census. In the 1971 Census, there were only about 229 Villages and 2 Towns in the whole of Mizoram. In the 1981 Census, however, there were as many as 737 Villages and 6 Towns in the whole of Mizoram. This significant variation could be attributed to the grouping of Villages in the 1971 Census due to insurgency and the grouped Villages in majority of cases having returned to their original Village sites in the 1981 Census. As a result, there has been significant change in the total number of Villages.

Prior to the actual Houselisting and Housenumbering Operations, all the Villages in each of the Community Development Blocks were listed out together with their populations. This was done by detailing our Computors in the field who had actually gone to various Community Development Blocks and in their headquarters. They were assisted substantially by the Block Development Officers themselves who took great care to ensure that they did not miss any particular Village. After the lists of all the Villages in each Charge had been prepared and finalised, Location Code of each Village and Ward was assigned to identify all the Villages and Towns. Thereafter the Community Development Block and Town maps were prepared by the Map Section of this Directorate with the help of the Block Development Officers themselves wherein the locations of the Villages and Wards were carefully indicated. The maps so prepared proved to be considerably useful for the purpose of carving out jurisdictions of the Charge Officers, Circle Supervisors and Enumerators.

The next step was to appoint the requisite number of Enumerators, Circle Supervisors and the Charge Officers. Normally, the Block Development Officers in rural areas were appointed as the Charge Officers in their respective Blocks, the Administrative Officers as Circle Supervisors. Most of the Enumerators were drawn from Primary School Teachers since they were the most reliable, sincere and devoted workers. The Charge Officers, Circle Supervisors and Enumerators were appointed by the Deputy Commissioners in their capacities as Principal Census Officers in their respective Districts. The appointment order forms were, however, prescribed and prepared by us duly printed to make the tasks easier for the Deputy Commissioners. Generally speaking, under one Supervisor there would be five to eight Enumerators, one Enumerator for every 150 households or about 750 persons in the rural areas and about 120 households or about 600 persons in the urban areas. In other words, the Enumerator's Block is an area consisting of about 150 households or about 750 persons in the rural areas, and about 120 households or 600 persons in the urban areas. Five to eight Enumerator's Blocks would constitute a Supervisor's Circle. As a result, in larger Villages, there could be more than two or three Enumerators in the same Village, the number of Enumerators in each Village depending upon the size of population in the Village.

For the purpose of Housenumbering, Black Marking Crayon Sticks were supplied to each Enumerator by the Directorate through the Charge Officers for writing of the Housenumber in each of the Census Houses.

With the completion of the appointments of various categories of Census workers, intensive trainings was organised and held in various charges and places. Certain instructions and notes were also prepared in connection with the Houselisting and Housenumbering operations. The notes and circulars in this regard are reproduced below:—

CENSUS OF INDIA, 1981

A NOTE ON HOUSENUMBERING AND HOUSELISTING OPERATIONS

Introduction

In a population Census, Enumeration at the residence of the individual has been universally recognised as the best procedure to ensure accuracy and correctness. The numbering of Houses within each Enumerator's Block and the preparation of a list of houses so numbered is therefore very essential in order to ensure that the smallest household is accounted for and that no person is omitted from the count and no person is counted twice. Thus the Housenumbering and Houselisting is an essential preliminary step to the population Census.

Important steps in the Operations

(i) **General Village Registers and Sub-divisional Maps.**—The first step towards the essential preliminaries of the Census Operations is the preparation of an accurate and exhaustive list of all Villages and Towns in each Sub-division, and locating and numbering them in the respective Sub-divisional maps.

(ii) **Census Divisions.**—The next important step is the graduated breaking up of the Sub-division into convenient units to distribute the work and build up a pyramid of jurisdiction and responsibility from below. Such units are called Census Divisions and they are of three categories, viz., Charge, Circle and Block.

Appointment of Charge Officers, Supervisors and Enumerators and their duties

As soon as the formation of Census Division is completed, required number of different categories of officials are appointed. **The duties of Charge Officer** include—

(i) assisting the Deputy Commissioner and Sub-divisional Officer in the formation of Circles, Blocks and in the selection of Supervisors and Enumerators,

(ii) preparation of sketch map of his Charge in four copies showing all the Circles and Blocks,

(iii) preparation and maintenance of registers,

(iv) intensive training of the Supervisors and Enumerators and checking and supervising their work in the field,

(v) distribution of Census Schedules to the Supervisors and Enumerators and maintenance of Account thereof,

(vi) collection of filled in schedules and other connected papers after proper verification,

(vii) preparation of consolidated abstracts for his Charge, and

(viii) proper arrangement and return of all the records to Deputy Commissioner and Sub-divisional Officer in scheduled time.

A **Supervisor's duties** include—

(i) assisting his Charge Officer in the formation of Blocks and selection of Enumerators,

(ii) preparation of sketch map of his Circle in four copies showing all the Blocks.

(iii) preparation and maintenance of registers,

(iv) training of the Enumerators and checking and Supervising their work in the field,

(v) collection of filled in schedules and other connected papers from the Enumerators after proper verification,

(vi) preparation of abstracts for his Circle, and

(vii) proper arrangement and return of all the records to his Charge Officer.

An **Enumerator's duties** for purpose of Housenumbering and Houselisting are :

(i) to get himself acquainted with his jurisdiction immediately after the appointment order is received.

(ii) to prepare a sketch map of his block in four copies showing the location of the houses and number them in the map under the guidance and instruction of his Supervisor and Charge Officer,

(iii) paint the number allotted to houses in the map on the door of the respective houses,

(iv) list the houses so numbered and fill up the required particulars in the Houselist,

(v) fill up Household Schedules and Enterprise Lists as defined in the instruction booklet,

(vi) preparing fair copy of all the Houselists and Household Schedules and Enterprise Lists filled up for his block, and

(vii) prepare abstract in duplicate and handover all the records properly arranged to his Supervisor on the stipulated date.

For final enumeration, the **duties of an Enumerator** include—

(i) knowing the relevant house numbers of the houses which he is required to visit for enumeration with the help of the extracts of Houselist of the area to be supplied by his Supervisor,

(ii) numbering any new house that might have come up within his block by allotting a sub-number to the adjoining housenumber,

(iii) getting the boundaries of his blocks clearly demarcated to avoid any omission or overlapping,

(iv) filling up of individual slip for every person in a household irrespective of his/her age and complete the enumeration of his block between 10th February and 28th February, 1981,

(v) compiling population record for all the households in the block from the individual slip,

(vi) to regularly post the relevant information in Enumerator's Daily Posting Statements for males and females separately every day after the day's work.

(vii) to enumerate the Houselisting and floating population on the night 28th February, 1981,

(viii) to revisit all the households in his block from 1st to 3rd March, 1981 to enumerate any fresh arrival who have not already been enumerated elsewhere and fresh births that might have taken place upto his previous visit and cancel the schedules relating to person, if any, who might have died since his last visit and

(ix) to prepare Enumerators' Abstract and hand over all the records to his Supervisor on 4th March, 1981 positively.

Indenting of Census Schedules

Four Schedules will be canvassed at the 1981 Census, namely, Houselist, Enterprise List, Individual Slip and Household Schedule. The Houselist and Enterprise List will be filled up at the time of Housenumbering and Houselisting Operations to be carried out in September and October, 1980 while the Individual Slip and Household Schedule will be canvassed during the final enumeration in February, 1981. All Deputy Commissioners and Sub-divisional Officers will assess their requirements of these forms on the basis of the Census Divisions formed in their respective Sub-divisions and send the indents to the Director of Census Operations. The Director of Census Operations after careful examination of the indents will despatch these forms together with other connected forms of registers, summary, abstracts and instruction booklets.

The Houselist

It contains 14 columns with the following headings :

(1) Line No.

(2) Building No.

(3) Census House No.

(4) Purpose for which Census House is used (if totally or partly non-residential go to Enterprise Slip).

(5) Household No.

(6) Name of the Head of Household.

(7) Is the household engaged in an enterprise outside this census house and without premises? If so, go to Enterprise Slip, (8 to 10) Is there a physically handicapped person in the household ? If so, indicate number of them who are totally blind.

(8) Dumb.

(9) Crippled.

(10) In column 11 to 13 Number of persons normally residing in Census household on day of visit of the enumerator indicating Males.

(11) Males.

(12) Females.

(13) Total.
and

(14) Remarks.

The Enterprise List will be filled up for the following headings :

(1) Line number of Houselist (Col. 1 of Houselist).

(2) Col. 4 of Houselist.

(3) Col. 7 of Houselist.

(4) } Description of activity of enterprise.
(4)a. }
(5) } Classification of Enterprise (Agri-1, Non-Agri-2).

(6) Nature of operation (Perennial-1, Seasonal-2).

(7) Type of ownership.

(8) Social group of owner (ST-1, SC-2, Other-3).

(9) Power/Fuel used for activity.

(10) and (11) relate to number of males and females usually working daily in non-agricultural enterprises with total at

(12) and (13).

Column (14) shows the number of males and females hired as workers with total at (15) Col. (16) & (17) indicating total workers under agricultural enterprises and remarks in (18).

The Individual Slip

The following questions will be asked of every person through Individual Slip :

(1) Name.

(2) Relationship to head.

(3) Sex.

(4) Age.

(5) Marital Status.

(6) Mother tongue.

(7) Two other languages known.

(8) Nationality.

(9) Religion.

(10) Name of SC or ST.

(11) Literacy.

(12) Attending School/College.

(13) Educational attainment.

(14-A) Worked any time at all last year?

(14-B) If yes, in 14 (A), did you work for major part of last year?

(15-A) Main activity last year.

(15-B) Any other work.

(16) If no 15 (A) or 14 (B), seeking or available for work?

While all the above three schedules will be canvassed, Household Schedule will also be canvassed from which Population Record will be compiled for each household from the Individual Slips by transferring certain items of information of all the individual members of each household. It has as many as 35 columns with Abstract of Population Record as well.

Definitions

Certain terms are used again and again in the course of the operations and they have acquired and meaning peculiar to Census. The definitions of some of the terms are given below :—

1. **Building :** A building is generally a single structure but some time made up of more than one component units which are used or likely to be used as dwellings (residences) or establishments such as Shops, Workshops, Factories etc. or a Godowns, Stores, Cattle Sheds etc. or in combination with any of these such as Shop-cum-Residence or Workshop-cum-Residence, etc.

2. **Census House :** A Census House is a building or part of a building having a separate main entrance from the road or common courtyard or staircase etc. used or recognised as a separate unit. It may be inhabited or vacant. It may be used for a residential or non-residential or both.

3. **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 prevent any of them from doing so. There may be one-member household, two-members 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 House, Hostels, Orphanage, Rescue House, Ashrams, etc. These are called Institutional Households.

4. **Establishment :** 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 repairing workshop or a place where retail or wholesale business is carried 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 person should be actually working. Thus as establishment will cover manufacturing, trade and other establishments where people work.

   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 or woollen garments, embroidery work, loin loom, 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.

   Household Industry : A Household Industry is defined as an industry conducted by the head of the household himself/herself and/or mainly by the member of the household at home or within the Village in rural areas and only within the premises of the house in urban areas. The industry should not be run on the scale of a registered factory.

Training of all categories of Census Officers

The success of the Census depends wholly on the proper training given to the Census Officers of all categories. Training should be intensive and should include practical exercise through training Schedules. In every training class, there should be a practical training demonstration of Housenumbering and Houselisting. The trainees will be required to fill up some training Schedules as part of their training. Normally, the Deputy Commissioners, Additional Deputy Commissioners and Sub-divisional Officers will train the Charge Officers and the latter will train the Supervisors and Enumerators. As many training classes as possible should be arranged for the Enumerators who will actually fill up the Census Schedules. The Director of Census Operations and his Officers in the Directorate will try to visit as many places as possible according to the demands of the Deputy Commissioners and Sub-divisional Officers to help them in the conduct of the training of Charge Officers, Supervisors and Enumerators as well as to resolve any local difficulties that may arise.

Government of India
Ministry of Home Affairs
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/C-14/79/69 Dated Aizawl, the 11th July, 80.

CIRCULAR NO. 15

FROM

Shri P. Lalnithanga, I.A.S.,
Director of Census Operations,
Mizoram, Aizawl.

To

All Deputy Commissioners and
Sub-Divisional Officers,
All Charge Officers.

Sub : Training of Census personnel for 1981 Census of India :

SIR,

I have the honour to state that one of the most important items of Census Operations is the intensive training of the

Census personnel at the various levels from the District staff down to the actual Enumerator. Much of the success of the Census depends on the quality of training imparted to these personnel. It is absolutely essential that every individual forming this great organization should thoroughly understand the various Census concepts and should be capable of filling up the various schedules correctly. The Principal Census Officers, the District Census Officers, Sub-divisional Census Officers, Charge Officers, Circle Supervisors and other Census Officers should therefore have thorough knowledge of the instructions and also ensure that Enumerators of their respective Charges and Circles receive intensive training.

2. The responsibility of training of all categories of Census personnel at the District and Sub-divisional level rests with the Deputy Commissioners and Sub-divisional Officers. Their responsibility however, will not cease after imparting training to the Charge Officers only. In fact their main object should be to ensure that the Enumerators who will conduct the actual work in the field receive the best possible instructions. While the Charge Officers will be directly responsible for arranging necessary training classes for Circle Supervisors and Enumerators in their respective Charges, the Deputy Commissioners and Sub-divisional Census Officers will have to exercise effective watch and supervision to ensure that at no stage the quality of training suffers.

3. Census instruction classes have already been held at Aizawl, Lunglei, Saiha and Lawngtlai where a number of Charge Officers, Circle Supervisors had attended. More of such training classes will be held again in Sub-divisional headquarters and Block Development headquarters. This training is confined mostly on the aspect of Houselisting and Housenumbering Operations and filling up of Houselist forms and Enterprise List.

4. The District and Sub-divisional Officers are now expected to arrange intensive training of the Charge Officers, Circle Supervisors and Enumerators. They should first hold a training class of the Charge Officers in which besides imparting intensive theoretical and practical training on Housenumbering and Houselisting a training programme of the Supervisors and Enumerators should also be drawn up for every Charge in consultation with the respective Charge Officers specifying the dates and places for the instruction classes to be held. A copy of such training programmes may kindly be furnished to this office.

5. At these training classes, it will be convenient to first dwell on the purpose of Housenumbering and Houselisting, the duties of the Supervisors and Enumerators in the field, the preparation of notional map and various Census concepts and definitions like Census Building, Census House, Household, Enterprise List etc. The concept of building may be explained with the help of the idea of a compound. It may also be noted that Census Housenumber and Census Household number will normally be the same in the conditions prevailing in Mizoram. Thereafter training in filling up of Houselist, Enterprise List and other forms may be taken up with the help of blank forms and blackboards. Finally using some of the forms that have already been sent to each District and Sub-division, field training should be given and the trainees required to fill in the schedules in respect of a few Households and Enterprise List. After field training, discussion classes should be held to discuss the mistakes committed or difficulties or doubts experienced while filling the practice schedules.

6. It is desirable that the Charge Officers should hold at least six training classes for the Circle Supervisors and the Enumerators before October, 1980. The instruction classes should be held at a number of convenient places throughout the Sub-division, which are easily accessible to the Enumerators and it should be seen that no Enumerator need travel more than five miles from his usual residence or place of working as far as possible.

7. The Deputy Commissioners, Additional Deputy Commissioners, Sub-divisional Officers and other Officers assisting the Census work at District and Sub-divisional headquarters should address as many instruction classes as possible. It will be desirable to associate the District Education Officers or Senior Education Officers with the training classes and make them address the Enumerators as it will have a salutary effect on the Enumerators who are mostly primary school teachers.

8. The District and Sub-divisional Census Officers and the Charge Officers should maintain attendance registers for each training class. Any indifference on the part of the Charge Officers, Circle Supervisors and Enumerators should be appropriately dealt with. Action may be taken against the defaulting officials under the provisions of Census Act. Departmental proceedings may also be initiated against them as Census is considered part of their normal work.

9. All Enumerators should be asked at the first training to visit his block and draw the notional map and bring it to the next training class. The Charge Officers will please scrutinise these maps, suggest improvement and if necessary ask the Enumerators to redraw them. The Circle Supervisors should be asked in the meantime to check these maps and the location of the houses etc. therein by actually visiting each block. It is expected that in the later training class all the Enumerators will bring with them the final notional maps of their blocks which should be prepared with ink in a paper to be supplied.

10. It may be stated here that the Houselisting and Housenumbering Operations in Mizoram will commence from first of October till 20th of October. All the required training classes and the preparation of notional map and lay-out sketch should be completed in respect of each Enumerator block before that date.

Yours faithfully,

Sd/-

(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/C-14/79/69(A)

Dated Aizawl, the 11th July, 80.

Copy to :

1. The Registrar General, India, New Delhi.
2. The Chief Secretary to the Govt. of Mizoram.
3. All Directors of Census Operations in India.

Preparatory Stage

Housenumbering and Houselisting Operations involved a number of preparatory stages. The preparation of Village and Town Registers containing exhaustive lists of Villages and Wards or Towns of the State was the first step. Thereafter Community Development Block and Town maps were prepared wherein the location of the Villages and Wards was carefully indicated. These maps and the registers formed the basis for carving out the jurisdictions of the Charge Officers, Circle Supervisors and Enumerators. The next step was to appoint the required number of Enumerators, Circle Supervisors and Charge Officers. The final step before launching of the Housenumbering and Houselisting Operations was, of course, the training of the enumerating agency. The several circulars issued by me dealing with all these subjects upto the stage of Housenumbering and Houselisting were reproduced at the end of this Chapter.

Integration of the Enterprise List Operations

With regard to the Enterprise List Operations, there was no difficulty in integrating the canvassing of the list on behalf of the Central Statistical Organisation

on the part of our Enumerators. From the very beginning of the training the Statistical Department was closely associated and their staff invariably would attend the training arranged by the Deputy Commissioners in Census matters where the field staff from this Directorate would also participate. The training which was held in various places both in rural and urban areas were attended by some staff from the Economics & Statistics Directorate and there was no difficulty in imparting training to our Enumerators and Supervisors. The Enterprise List form, however, was much more complicated than the Houselist form and the Enumerators also frankly admitted that they found it much more difficult to understand and appreciate the same in spite of the best efforts on the part of the staff of the Economics & Statistical Department to bring home to them the significance of the said form.

The conceptual difficulties in understanding of Enterprise Lists

The concept of the term "Enterprise" meaning an undertaking engaged in production and/or distribution of goods and/or services not for the sole purpose of own consumption was not easily understood by the Enumerators there being different types of Enterprises, namely, "Agricultural Enterprise" and "Non-Agricultural Enterprise". In fact, classification of Enterprises into Agricultural and Non-agricultural was the main stumbling block faced by the Enumerators. Agricultural Enterprise and Non-Agricultural Enterprise depend on the nature of the activity of an Enterprise. For example, the activities relating to livestock production, agricultural services, hunting, trapping and game propagation, forestry and logging and fishing were Agricultural Enterprises whereas Non-Agricultural Enterprises were any of the activities covered under the National Industrial classification, 1970 indicated below:—

Division	Description
1. . . .	Mining and Quarrying
2. & 3. . .	Manufacturing and Repair services
4. . . .	Electricity, Gas and Water
5. . . .	Construction
6. . . .	Wholesale and Retail Trade and Restaurants and Hotels
7. . . .	Transport, Storage and Communications
8. . . .	Financing, Insurance, Real Estate and Business Services
9. . . .	Community, Social and Personnel Services
10. . . .	Others.

Enterprises engaged in the processing of Primary produce of Agricultural and allied activities were not to be recorded as Agricultural Enterprises but were to be treated as Non-Agricultural Enterprise. A few Examples to indicate the distinction between Agricultural and Non-Agricultural activities are given below :—

Agricultural activity	Non-Agricultural activity
rearing of sheep and production of wool	baling and pressing of wool.
production of milk	Door to door collection of milk and selling, manufacture of cream/butter etc. sale of milk products.
rearing of cattle	Slaughtering, preparation and preservation of meat.
rearing of fish . .	Processing and sale of fish.
logging-felling and cutting of trees	Sawing and planing of wood (other than plywood)

To cope with the difficulties faced by the Enumerators, the instructions issued in English were rendered in Mizo by the Department of Economics and Statistics which made understanding of the concept easier. The Schedule of Forms canvassed during the Houselisting Operations had also been translated in Mizo language. Intensive training was imparted to the Enumerators by the field staff of Economics and Statistics and assisted by the field staff of this Directorate from time to time. As a result, the Operations could be carried out successfully. After the Houselisting and Housenumbering Operations were over, all the filled in Enterprise List Forms were submitted to the Department of Economics and Statistics and all the filled in forms of Houselist to this Directorate.

Publicity Measures

In view of the fact that the population of Mizoram is rather small compared to other States in India, publicity measures adopted in this regard were considered to be adequate. The local Press was also quite co-operative in publicising Census Operations as also the All India Radio who would oblige the Census Directorate whenever approached to do so. Press Conference was held on two occasions before the commencement of the Houselisting and Housenumbering Operations which was attended by most of the Editors of local dailies who were most co-operative. It was rather fortunate that in a State Headquarter like Aizawl, we have as many as some ten daily papers mostly in vernacular which could be an effective means of reaching the masses in important Operations like Census. It was gratifying to note that the assistance rendered by the Press in the matter of publicity was most substantial. Discussions were held on Census by some of our field staff in the All India Radio which was quite informative from the public point of view. The local daily papers also carried important information about the Census as briefed by this Directorate. It is felt that on the whole publicity regarding the first phase of the Operations i.e. Houselisting and Housenumbering Operations was adequate, and that the public was sufficiently enlightened. As Director, I had, on two occasions, spoken on the significance and importance of Census in the All India Radio, Aizwal which was subsequently broadcasted.

Training Classes & Supervision

Houselisting and Housenumbering Operations

In connection with the 1981 Census, various trainings were held in the rural as well as in the urban

areas in consultation with the Deputy Commissioners concerned. In such training classes, the field staff of this Directorate, namely, the Investigator, the Cartographer, the Statistical Assistants and the Computors were invariably detailed to attend and to impart training to the Census personnel. Before they do so, they were in the first instance given internal trainings in the office by me with the help of Assistant Director and other senior staff like Investigator and Cartographer to make sure that they were in a position to impart the necessary training to others at the Charge and District levels.

The training classes were held both in the rural as well as in the urban areas in consultation with the Deputy Commissioners themselves.

The first training class was held in Aizawl at the Aizawl Club on 21st June and lasted upto 24th June 1980 for the Census Officers as well as the Charge Officers of Aizawl District. The training class was inaugurated by the Education Minister, Government of Mizoram, Shri F. Malsawma, on the 21st June, 1980 at 10.30 a.m. Following the inaugural speech from the Hon'ble Minister, I introduced the 1981 Census in general and explained to the meeting the various Census Schedules that were to be canvassed in the 1981 Census.

The training class was attended by most of the Census Officers, the Charge Officers and also the Census staff within Aizawl District. All the field staff from Directorate of Census Operations also attended. From the Department of Economics and Statistics, the then Deputy Director, Shri F. Thanghulha (now Joint Director), his officers and the field staff also associated themselves and participated in the training. Shri F. Thanghulha, on being requested to speak, explained the meaning and significance of Enterprise List in particular that had to be canvassed during the Houselisting Operations along with the Houselist. The first day ended with broad introductions of the subject and the various Forms and Schedules that were to be canvassed during the Houselisting Operations including the Enterprise List.

The following two days were spent in practical demonstrations of the Schedules/Forms that were to be canvassed during the Houselisting Operations. The manner of filling up of the Schedules was explained elaborately with the help of the training forms that were supplied by the office of the Registrar General, India. Practical training for filling up of the forms for Houselisting and Housenumbering Operations including the drawing of Notional Maps and Lay-out Sketches was imparted by the field staff of this Directorate mostly by Shri V. L. T. Muana, Cartographer and Shri Lalhmingthanga Sailo, Investigator. The methods of filling up of the Enterprise List was explained in details by the officers and staff of Economics and Statistics Department, namely, Shri C. W. Liansanga, Senior Investigator, Shri C. L. Dawngliana, District Statistical Officer and Shri B. Hniarmanga, Research Officer. The Charge Officers and other Census Officers attending the training classes were quite thorough and conversant in connection with the filling up of various forms during the Houselisting Operations. They were also conversant with the instructions issued to them from time to time. The first round of training was primarily meant for Census Officers like District Census Officer, Sub-divisional Census Officer and the Charge Officers in connection with the Houselisting Operations.

On completion of this training, another round of training for the two Districts of Lunglei and Chhimtuipui was conducted. Accordingly, training for the first round in respect of Lunglei and Chhimtuipui Districts was held on the 2nd and 3rd of July, 1980 and 5th and 7th of July, 1980 respectively.

The training in respect of Lunglei District on the 2nd and 3rd of July, 1980 was held at the Indoor Stadium, Lunglei Town. The Deputy Commissioner, Lunglei, had earlier required the Charge Officers concerned and other Officers under him to participate in the training. The Deputy Commissioner, Shri F. Pahnuna, I. A. S. himself was present on the first day of the training. As was done in Aizawl, I explained in great details the main purpose of Census Operations and our tasks ahead of us during the Houselisting and Housenumbering Operations. The significance and importance of the Census operations having been explained the actual practical works followed. In this training, I was accompanied by Shri V. L. T. Muana, Cartographer from our Directorate and Shri C. W. Liansanga, Senior Investigator from Economics and Statistics Department. The practical filling up of the Houselist forms was demonstrated in great details by Shri V. L. T. Muana, Cartographer and that of the Enterprise List forms by Shri C. W. Liansanga, Senior Investigator, Economics and Statistics Department. Sufficient interest was aroused in the minds of the participants in the training which lasted for two days. The interest and enthusiasm shown by the participants was most encouraging.

Immediately after the training at Lunglei, another round of training for Census Officers in Chhimtuipui District was held again on the 5th and 7th of July, 1980 in the office room of the Deputy Commissioner, Chhimtuipui District, Saiha. Unfortunately, the then Deputy Commissioner, Shri H. Lalthlamuana, I. A. S. was away at the time and hence could not be present with us. The Sub-divisional Officer, (Sadar), Shri B. Sanghnuna and other officers under the Deputy Commissioner, the Charge Officers, Supervisors and the Enumerators available in the Saiha Town at that point of time were given training. The District Education Officer, Shri F. B. Murray also attended the training and spoke to the Enumerators who were mostly teachers wherein he urged them to take up the Census works with great zeal and interest.

On completion of the first round of training for the Census Officers in each of the Districts, Census trainings were again held in each Charge attended by all Supervisors and Enumerators under the overall supervision of the Charge Officers in consultation with the Deputy Commissioners concerned. In all such trainings, the field staff of this Directorate associated themselves and assisted the Charge Officers in their tasks.

Prior to detailing of the field staff to such trainings in various Charges, a rather elaborate training was held under my supervision for three days at Aizawl on the 10th, 17th and 18th of July, 1980 where all the Charge Officers, Supervisors and Enumerators within Aizawl Town were present. The attendance was fairly large. The first day training was held in the Primary School Building at Venghlui in view of the fact that Aizawl Club which was earmarked as the venue earlier was otherwise engaged. The next day, the venue shifted to Aizawl Club. The field staff of Economics and Statistics Department also participated including the then Deputy Director, Shri F. Thanghulha and Research Officer Shri B. Hniarmanga. The practical filling up of the Houselist Forms was explained in great details by my Investigator, Shri Lalhmingthanga Sailo and Cartographer Shri V. L. T. Muana, assisted from time to time by Shri Lalbiakthuama, Assistant Director and myself. The practical filling up of the Enterprise List Forms was explained by the officers of the Economics and Statistics Department. All the Census personnel participating in the training evinced a great deal of interest in the forthcoming Houselisting Operations. This was most gratifying.

The Deputy Commissioners of the three Districts had respectively drawn up training programmes in consultation with this Directorate at the Charge level mostly at the Charge Headquarters. The various training programmes so drawn up were attended to and participated by either an officer or field staff of this Directorate invariably and effectively, assisted the Charge Officers in their tasks.

The various training programmes drawn up by the three Deputy Commissioners of Aizawl, Lunglei, Chhimtuipui Districts together with the names of officers and field staff detailed to conduct the training are indicated below:

Sl. No.	Name of Charge	Period of training	Place	Name of participating Staff
1	2	3	4	5
AIZAWL DISTRICT				
1.	Tlangnuam (R)	21-22 July 1980	Tlangnuam	Shri J. Lalramthara, Statistical Asstt.
2.	Aibawk (R)	24-25 July 1980	Aibawk	Shri J. Lalramthara, Statistical Asstt.
3.	Thingsulthliah (R)	22-23 July 1980	Thingsulthliah	Shri Lalbiakthuama, Asstt. Director
4.	Serchhip Town (U)	25-26 July 1980	Serchhip	Shri Lalbiakthuama, Asstt. Director
5.	Khawzawl (R)	22-23 July 1980	Khawzawl	Shri Lalhmingthanga Sailo, Investigator
6.	Champhai Town (U)	25-26 July 1980	Champhai	Shri Lalhmingthanga Sailo, Investigator.
7.	Lungdar 'E' (R)	28-29 July 1980	Lungdar 'E'	Shri V.L.T. Mauna, Cartographer
8.	Reiek (R)	23-24 July 1980	Reiek	Shri Khuangthuama, Statistical Asstt.
9.	W. Phaileng (R)	23-24 July 1980	W. Phaileng	Shri Lalhmingthanga, Statistical Asstt.
10.	Darlawn (R)	6-7 August 1980	Darlawn	Shri Lalhmingthanga, Statistical Asstt.
11.	North Thingdawl (R)	31st July-1st August 1980	North-Thingdawl	Shri Khuangthuama, Statistical Asstt.
12.	Kolasib Town (U)	31st July-1st August 1980	Kolasib	Shri Lalhmingthanga Sailo, Investigator
13.	Lokicherra (R)	1-2 August 1980	Lokicherra	Shri Zothanthuama, Statistical Asstt.
14.	Ngopa (R)	20-21 August 1980	Ngopa	Shri Lalhmingthanga, Statistical Asstt.
LUNGLEI DISTRICT				
1.	Hnahthial (R)	7-8 August 1980	Hnahthial	Lunglei Shri Lalbuanga Sailo, Computor
2.	Lunglei (R)	7-8 August 1980	Lunglei (Indoor) (Stadium)	Shri J. Lalramthara, Statistical Asstt.
3.	W. Bunghmun (R)	13-14 August 1980	Bunghmun	Shri J. Lalramthara, Statistical Asstt.
4.	Lunglei Town (U)	21-22 August 1980	Lunglei	Shri J. Lalramthara, Statistical Asstt.
5.	Lungsen (R)	7-8 August 1980	Lungsen	Shri Saithuama, Sailo; Computor.
CHHIMTUIPUI DISTRICT				
1.	Sangau (R)	11-12 August 1980	Sangau	Shri Lalbuanga Sailo, Computer
2.	Chawngte (R)	11-12 August 1980	Chawngte	Shri Saithuama Sailo, Computor
3.	Lawngtlai (R)	7-8 August 1980	Lawngtlai	Shri Khuangthuama, Statistical Asstt.
4.	Saiha Town (U)	12-13 August 1980	Saiha	Shri Zothanthuama, Statistical Asstt. Lalrosanga, Computor.
5.	Tuipang (R)	19-20 August 1980	Tuipang	Shri Zothanthuama, Statistical Asstt. Lalrosanga Computor.

In Aizawl District, the Deputy Commissioner and Principal Census Officer had drawn up another training programme for the second round in consultation with this Directorate in the Charge Headquarters and other convenient places for the Supervisors and Enumerators of the Charge concerned. The officer and field staff of this Directorate were detailed to participate in such training classes as indicated below :—

Aizawl District

Sl. No.	Name of Charges	Date of training	Place	Name of participant Officer & Staff
1	2	3	4	5
1.	Serchhip (R)	21-8-1980	Serchhip	Shri Lalbiakthuama, Assistant Director
2.	Lungdar 'E' (R)	23-8-1980	Lungdar 'E'	,, Lalbiakthuama, Assistant Director
3.	Khawzawl (R)	26-8-1980	Khawzawl	,, Lalbiakthuama, Assistant Director
4.	Thingsulthliah (R)	28-8-1980	Thingsulthliah	,, Lalbiakthuama Assistant Director
5.	Tlangnuam (R)	21/22-8-1980	Chhingaveng Y.M.A. Hall Aizawl.	,, Lalhmingthanga, Sailo, Investigator
6.	Aibawk (R)	20/21-8-1980	Aibawk	,, Saithanthuama, Computor
7.	Aizawl Town East	21-8-1980	Luangmual	,, V.L.T. Muana, Cartographer
8.	West Phaileng (R)	27-8-1980	W. Phaileng	,, Vanlalthanga, Computor
9.	Reiek (R)	27-8-1980	Reiek	,, V.L. Ruala, Computor.
10.	Thingdawl (R) and Kolasib Town.	26/27-8-1980	Kolasib	,, Saithuama Sailo, Computor

In addition to the training classes held in the places as shown above, the Charge Officers themselves conducted trainings in various places within their respective Charges and imparted training to their Enumerators and Supervisors. In this connection, a circular was issued from this Directorate requiring that the Charge Officers should hold at least six training classes for the Circle Supervisors and the Enumerators before October, 1980 which was the Houselisting Operations period. It was further required that the training classes should be held in as many convenient places as available throughout the Community Development Blocks which were easily accessible to the Enumerators. The Census Directorate was in readiness to associate itself in such trainings by detailing the field staff to assist in such trainings. During the actual period of Houselisting and Housenumbering Operations, i.e., in October, 1980 the field staff of this Directorate were detailed to assist the Supervisors in Supervising the works done by the Enumerators in the Urban Towns as shown below:—

Sl. No.	Name of Urban Town	Name of Staff deputed
1	2	3
1.	Kolasib Town	Shri Lalbuanga Sailo, Computor Shri Saithuama Sailo, Computor
2.	Champhai Town	Shri Vanlalthanga, Computor
3.	Serchhip Town	Shri Saithanthuama, Computor
4.	Lunglei Town	Shri Lalhmingthanga, Statistical Assistant.
5.	Saiha Town	Shri V.L. Ruala, Computor Shri Lalrosanga, Computor

In the Aizawl Town. the works of the Enumerators in connection with the Houselisting Operations were being supervised by the field staff at the places and Wards shown against their names below :—

Sl. No.	Name of Wards	Name of Supervising Staff
1	2	3
1.	Vaivakawn Dinthar, Vengthar, Tuikual.	Shri Lalrosanga, Computor
2.	Rangvamual, Luangmual, Chawnpui.	Shri V.L. Ruala, Computor
3.	Tlangnuam, Thakthing, Kulikawn.	Shri Saithanthuama, Computor.
4.	Mission Vengthlang, Mission Veng, Republic Veng.	Shri Saithuama Sailo, Computor.
5.	Venghlui Bethlehem Armed Veng.	Shri Vanlalthanga, Computor.
6.	Maubawk, Bungkawn Khatla	Shri J. Lalramthara, Statistical Assistant.
7.	Chhingaveng Electric, Electric Ramthar.	Shri Lalhmingthanga, Statistical Assistant.
8.	Ramhlun Chandmary	Shri M.C. Hrangchema, Computor.
9.	Saron Dawrpui Zarkawt	Shri Lalbuanga Sailo, Computor.
10.	Zemabawk, Bawngkawn, Chaltlang.	Shri V. L. T. Muana, Cartographer.

At the time of submission of the filled in forms in respect of Houselisting Operations, the following field staff were also detailed to be present in the District Headquarters of Lunglei and Chhimtuipui Districts so as to ensure that all the filled in Schedule of forms

were correctly submitted to this Directorate by the District Census Officers concerned:—

Sl. No.	Name of staff	Name of Districts and H. qrs
1	2	3
1.	Shri M. C. Hrangchema Computor.	Chhimtuipui District, Saiha
2.	Lalhmingthanga Statistical Asstt.	Lunglei District, Lunglei

It may, however, be stated in this connection that full participation in the trainings and supervision of the works could not be ensured on a few occasions as it should in view of transport difficulties at the eleventh hour.

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS

MIZORAM

No. DCM/C-7/79/43 Dated Aizawl, the 29th Jan., 80.

CIRCULAR NO. 9

FROM

Shri P. Lalnithanga, I.A.S.,

Director of Census Operations,

Mizoram, Aizawl.

To

1. All Deputy Commissioners
2. All Sub-divisional Officers.

Sub: A note on Housenumbering and Houselisting Operations—Amendment of Circular No. 7 therein.

SIR,

In referring to this office Circular No. 8 issued under Memo No. DCM/C-7/79/19, dated 6th December, 1979 on the subject cited above, I have the honour to state that some amendments on Housenumbering and Houselisting Operations have been made as follows :—

2. In para 1 of page 2 of the Circular the duties of the Supervisors have been spelt out. Apart from the Supervisor's duties as already mentioned, the supervisor has to look after and check the Enterprise List canvassed by each of the Enumerator. The details of items had already been mentioned at para 3 of page 3 of the Circular. However, a booklet of Supervisor's Manual i.e. Supervisor's main function and duties will be issued to each of the Supervisor in due course.

3. As regards the last para of page 3 there is a slight amendment. As such, the following questions would be asked of every person through Individual Slip :—

Individual Slip (Universal)

(1) Name,
(2) Relationship to head,
(3) Male (1)/Female (2),
(4) Age,
(5) Marital Status,
(6) Mother tongue,
(7) Two other languages known,
(8) Nationality,
(9) Religion,
(10) Whether S.C. (1) or S.T. (2),
(11) Name of Caste/Tribe,
(12-A) Literate (1)/Illiterate (2),
(12-B) Educational attainment,
(13) Attending School/College, Yes (1)/No (2),
(14-A) Worked any time at all last year,
(14-B) If yes in 14A did you work for major part of last year? Yes (1)/No (2),
(15-A) Main activities last year
(15-B) Any other work and
(16) If no in 14A or 14B seeking/available for work? Yes (1)/No (2).

Individual Slip (Sample) . . .

(1) Birth place, . .
(2) Last residence, . . .
(3) Reasons for migration from place of last residence,
(4) Duration of residence at the Village or Town of Enumeration,
(5) For all ever married women only and
(6) For currently married women only.

4. **Household Schedule:** In the Household Schedule the following questions will be asked of every Household :—

(1) Name of head of household,
(2) Religion of the head of the household,
(3) Whether head of household belongs to SC. or S.T.,
(4) Name of Caste/Tribe of head of household,
(5) Language mainly spoken in the household,
(6) Does the household live in owned house?
(7) If 'no' in 6, does the household own a house or house site in the Village or Town of Enumeration,
(8) Predominant construction material of the house occupied by household,
(9) Facilities available to the household,
(10) Number of living rooms in occupation of household,
(11) Number of married couples usually living in the household,
(12) Does the household cultivate land?
(13) If 'Yes' in 12, category,
(14) Total population of the household.

Part II of the Household Schedule records population of the concerned Household and has as many as 35 columns which have to be filled up from the entries made in the Individual Slips.

Kindly acknowledge receipt of this amended Circular.

Yours faithfully,

Sd/-

(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawal

Memo No. DCM/C-7/79/43(A)

Dated Aizawl, the 29th Jan., 80.

Copy to :

1. The Registrar General, India for information. This has a reference to Shri K. K. Chakraborty's D.O. No. 9/38/79-CE(CEN), Mizoram-28795, dated 29th December, 1979.
2. The Chief Secretary to the Govt. of Mizoram, Aizawl.
3. The Director of Education, Mizoram for favour of information.
4. Secretary to the Lt. Governor for favour of information and perusal of the Lt. Governor.

Government of India
Ministry of Home Affairs
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/C-6/79/113-117

Dated Aizawl, the 11th April, 1980.

CENSUS CIRCULAR NO. 11

To

1. All Deputy Commissioners in Mizoram
2. All Sub-divisional Officers in Mizoram.

Sub : Houselisting Operations—Handling and Processing of Forms.

SIR,

I have the honour to state on the above subject that at the end of the Houselisting Operations, each Enumerator will have the following documents :—

(a)	Lay-out Sketch . . .	One copy
(b)	Notional Map . . .	One copy
(c)	Houselist forms pinned together	Two sets
(d)	Houselist Abstract . . .	One set
(e)	Enterprise List pinned together	One set
(f)	Enterprise List Abstract . .	One set

It has, in the instructions for Houselisting, been said that these will be handed over to the Supervisor by the Enumerator along with unfilled forms. The manner in which these forms will have to be managed is indicated here.

Each Supervisor will have to arrange various forms referred to above relating to his Supervisor's Circle according to the block number and these in turn, as separate packets, will have to be given by him to his Charge Officer.

In the Charge Office, each of these documents will have to be separately arranged in a systematic manner according to blockwise and will have to be made up into separate bundles with a sheet on top of the bundle indicating the name of the State, District, Charge, Location, Code Numbers upto Charge level. So far as the filled in Houselist forms are concerned, it would be necessary to arrange these two sets systematically in the order of the block numbers for the entire Charge and to prepare two separate bundles.

The lay-out Sketch and the Notional map set may be retained in the Charge Office for the time-being.

One copy of the completed houselist forms may be retained in the Charge Office for writing up of the Charge Registers, for which Circular is issued under this office letter No. DCM/C-6/79/93, dated 17th March, 1980. One set of the entire filled in Houselist forms should be arranged Charge-wise and with the Charge block-wise and sent to this office.

The set of Enterprise Lists for the entire Charge arranged block-wise within the Charge, along with the set of Enterprise Lists Abstract must be forwarded to the District Statistical Officer. If the Bureau of Economics & Statistics prefer these documents being handles by their staff at the Charge level itself, the same will have to be given to the officer they designate.

The Houselist Abstract will along with the completed Houselist forms should be sent to this office for record.

The movement of these forms and their accounting would need careful control. Necessary instructions as to how control sheets, forms of acknowledgements and other documentation for this purpose is issued under this office letter No. DCM/C-2/80/11, dated 10th March, 1980

The blank forms may be prepared and packed in bundles for each Charge and sent to this office for retention and the blank Enterprise List Abstract forms may be sent by the Charge Officer to the District Statistical Officer concerned. In these cases also there would have to be necessary control over the number and movement.

As mentioned in the Houselisting Operations a Houselist will be prepared by each Enumerator for his block. A similar form is being adopted for preparing the Houselist Abstract as the Supervisor's level, the Charge level and the District level. Specimen copies of these forms are enclosed. The checking of the Abstract at the appropriate level is indicated below :—

At the Supervisor's level :

The Supervisor should be asked to carry out the following tasks :—

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

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

(c) He should check that the entries in the other columns by the Houselist Abstract have been correctly made and that the totals are correct.

(d) If there is more than one page of the Houselist Abstract, he should ensure that the totals are carried forward and that the final totals are struck at the bottom of the last page of the Houselist Abstract.

(e) After, this has been done, he should fill up the 'Supervisor's Circle Houselist Abstract', the form of which is enclosed. In filling up this form, he must ensure that the Location code particulars are entered correctly. In the line at the top which relates to 'Number of Enumerator's blocks in 'Supervisor's Circle, he will enter the total number of blocks under his Circle and not the block numbers.

(f) After he has entered the totals for each of the blocks in his Circle in this Circle Abstract, he will have to strike the totals of columns 3 to 16 of the Supervisor Circle Houselist Abstract. Normally, the Supervisor will not be using more than one sheet of the Circle Abstract, but if he does, he will necessarily have to carry the totals forward from page to page and mark the final totals on the last sheet of the Circle Abstract. While handing over the forms in the manner indicated earlier, the Supervisor will have to hand over the copy of the Circle Abstract also.

At the Charge level :

In the Charge Office, the Charge Houselist Abstract will have to be prepared. The Census Clerk who does this work will have to carry out the following tasks :—

(a) He will carry out a test check of the block totals in the Houselist Abstract and see whether the correct figures have been entered in the Supervisor's Circle Houselist Abstract. If he finds mistakes, he will have to correct these. He should check a reasonable proportion of the blocks.

(b) He must check the totals in the Supervisor's Circle Houselist Abstract from columns 3 to 16 of each such Abstract.

(c) Having checked these totals, he will have to enter these figures in the relevant columns of the Charge Houselist Abstract which he must prepare. It will be noticed that in this Abstract one line will be filled up for each Supervisor's Circle.

(d) Having filled up the forms for all the Supervisor Circles in the Charge, he must strike the totals of columns 2 to 16 of this form.

The Charge Abstract must be forwarded to the District Census Office.

In the District Census Office :

In the District Census Office the Census clerk should check the arithmetical totals of the Charge Houselist Abstract and after these have been checked he should post the entries in the District Houselist Abstract. After this work has done, the same should be forwarded to this office for necessary action.

It may be emphasised here that a particular care is to be taken with regard to the totals of columns 8 to 13 of the Houselist, columns 10 to 15 of the Houselist Abstract and columns 11 to 16 of the Supervisor's/Charge/District Abstract. These are the basic control figures and are of great importance. These should give us a feel of the likely size of the population and these are the figures on the basis of which the total number of handicapped would be first determined.

Kindly acknowledge receipt of this circular.

Yours faithfully,

Sd/-

(LALHMINGTHANGA SAILO)

Investigator

for Director of Census Operations

Mizoram : Aizawl

Memo No. DCM/C-6/79/113-117(A)

Dated Aizawl, the 11th April, 80.

Copy to :

(1) The Chief Secretary to the Govt. of Mizoram.

(2) The Secretary to the Government of Mizoram, Education Department, Aizawl.

(3) The Director of Education, Mizoram, Aizawl.

(4) The Registrar General, India, 2/A Mansingh Road, New Delhi-110 011.

(5) The Deputy Director of Economics & Statistics, Mizoram, Aizawl.

(6) The District Statistical Officer, Aizawl/Lunglei/Saiha.

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS

MIZORAM

CIRCULAR NO. 13

No. DCM/C-6/79/149

Dated Aizawl, the 20th May, 1980.

To

1. All Deputy Commissioners & Principal Census Officers.
2. All Sub-Divisional Officers & Sub-Divisional Census Officers.

Sub : Houselisting Operations—Handling & Processing of Forms—Amendment to Circular No. 11 therein.

SIR,

This has a reference to this office Circular No. 11 bearing letter No. DCM/C-6/79/113-117, dated 11th April, 1980 with regard to Handling and Processing of Forms in connection with Houselisting Operations for the 1981 Census.

The following minor amendments may please be made in the copy sent to you earlier.

Page No.	Line No.	*For*	*Read*
1	2	3	4
2	10	'One set of the entire filled-in Houselist forms should be arranged chargewise and with the charge blockwise and sent to this office.'	'One set of the entire filled in Houselist forms should be arranged blockwise and sent to this office.'
2	33	'Houselist'	'Houselist Abstract'

Kindly acknowledge receipt of this circular.

Yours faithfully,

Sd/-

(LALBIAKTHUAMA)

Assistant Director of Census Operations

Mizoram : Aizawl

Memo No. DCM/C-6/79/149(A)

Dated Aizawl, the 20th May, 1980.

Copy to :

1. The Chief Secretary to the Govt. of Mizoram, Aizawl for information.
2. The Secretary to the Govt. of Mizoram, Education Department, Aizawl for information.
3. The Director of Education, Mizoram, Aizawl
4. The Registrar General, India, 2/A Mansingh Road, New Delhi-110 011 for information.
5. The Deputy Director of Economics & Statistics, Mizoram, Aizawl for information.
6. The District Statistical Officers, Aizawl/Lunglei/Saiha.

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS

MIZORAM

No. DCM/C-5/79/115 Dated Aizawl, the 18th Sept, 80

CIRCULAR NO. 25

FROM

Shri P. Lalnithanga, I.A.S.,

Director of Census Operations,

Mizoram, Aizawl.

To

(1) All Deputy Commissioners & Principal Census Officers.

(2) All Sub-divisional Officers & Sub-divisional Census Officers.

(3) All Charge Officers (Urban & Rural).

Sub : Periods of Houselisting and Housenumbering Operations.

SIR,

In referring to this office Circular No. 15 issued under our letter No. DCM/C-14/79/69, dated 11-7-1980, I am to state that although it had been indicated in the last para (i.e. para 10) of the circular mentioned above that the Houselisting and Housenumbering Operations in Mizoram would commence from the first of October till 20th of October, 1980, it had now been decided with a view to give more time for training, the periods of Houselisting and Housenumbering Operations in Mizoram is extended from the 1st of October till the 31st of October, 1980. In other words, the Houselisting and Housenumbering Operations in Mizoram will be taken up during the whole month of October, 1980. It is expected that during this period the entire Houselisting and Housenumbering Operations will be fully completed in Mizoram. Hence, the extension of the date.

In this connection, it may be pointed out that in our Circular No. 22 issued under this office letter No. DCM/C-14/79/158, dated 8-9-1980 of the last para, line No. 5 from the bottom, it was written that **"It is enough if one copy of the**

Houselist is prepared". This should be read as "It is enough if one copy of the **Houselist Abstract** is prepared". However, all the Enumerators should note that a duplicate set of the Houselist form giving all the pages and entries should be prepared and submitted to their respective Supervisors along with the Houselist Abstract.

All the Charge Officers should ensure that each Enumerator under their respective Charges notes that after completion of the Houselisting Operations he must have with him the following documents :—

(a) Lay-out Sketch
(b) Notional Map
(c) Houselist forms, pinned together (2 sets)
(d) Houselist Abstract
(e) Enterprise Lists, pinned together
(f) Abstract of Enterprise List.

After completion of the Houselisting and Housenumbering Operations, all the Enumerators should hand over all the above documents to their respective Charge Officers through their respective Supervisors along with unfilled forms within a week i.e. first week of November, 1980 and the Charge Officer should submit the same to the Directorate of Census Operations through the District Census Officer within a week or so of receiving the documents.

It may further be stated again in this connection that one copy of the Houselist form should be retained in the Charge Office for the preparation of the Abridged Houselist and the other copy submitted to this Directorate by the Charge Officer through the District Census Officer concerned. As already stated in our Circular No. 22 regarding preparation of Abridged Houselist, copying of the Abridged Houselist in section 2, from the original Houselist should be done in the Charge Office. In other words, copying of the Abridged Houselist is the sole responsibility of the Charge Officer. He may employ his existing staff or some of the Enumerators under his Charge as Charge Clerk as he deems it fit and proper.

Yours faithfully,
Sd/-
(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/C-5/79/115(A)
Dated Aizawl, the 18th Sept., 80.

Copy to :

1. The Deputy Director of Economics & Statistics, Mizoram, Aizawl.
2. All District Statistical Officers, Mizoram.
3. The Registrar General, India, New Delhi.
4. All the Director of Census Operations in India.

Government of India
Ministry of Home Affairs
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/C-7/79/144 Dated Aizawl, the 27th Sept. 80.

CIRCULAR No. 26

From
Shri P. Lalnithanga, I.A.S.,
Director of Census Operations,
Mizoram : Aizawl

To
(1) All Deputy Commissioners & Principal Census Officers.
(2) All Sub-divisional Officers & Sub-divisional Census Officers.
(3) All Block Development Officers & Charge Officers (Rural).
(4) All Urban Charge Officers.

***Sub.* : A Note on Housenumbering and Houselisting Operations—Amendment to Circular No. 9—therein.**

SIR,

I would like to invite a reference to this office Circular No. 9 conveyed under Memo No. DCM/C-7/79/43 (A) of dated 29th January, 1980 on the above subject and to state that as the Government had decided to drop the question of Nationality which appears in the Individual Slip (Universal) it item No. 8, there are consequential changes in the proceeding questions. The Circular therefore stands amended accordingly.

2. In para three of the Circular in question ther are slight amendments. As such the following questions would be asked of every person through Individual Slip.

Individual Slip (Universal)

(1) Name
(2) Relationship to head
(3) Male(1)/Female (2),
(4) Age
(5) Marital status
(6) Mother tongue
(7) Two other languages known
(8) Religion
(9) Whether S.C. (1) or S.T. (2),
(10) Name of Caste/Tribe
(11) Literate (1)/Illiterate (2),
(12) Educational attainment.
(13) Attending School/College, Yes (1)/No (2).
14(A) Worked any time at all last year ?
14(B) If Yes in 14A, did you work for major part of last year? Yes (1)/No (2).
15(A) Main activity last year? If HHI/OW in 15A
(i) Name of establishment (ii) Description of work (iii) Nature of Industry, trade or service (iv) Class of worker.
15(B) 14B 'Yes'—Any other work any time last year ?
14B 'No'—Work done any time last year ?
If HHI/OW in 15 B
(i) Name of Establishment, (ii) Description of work, (iii) Nature of Industry, trade or service, (iv) Class of worker.
(16) If 'No' in 14A or 14B seeking/available for work ? Yes (1)/No (2).

Individual Slip (Sample)

(1) **Birth place :**
(a) Place of birth (b) Rural (1)/Urban (2) (c) District (d) State/Country.

(2) **Last residence :**
(a) Place of last residence (b) Rural (1) Urban (2) (c) District (d) State/Country

(3) **(Code) Marriage**
*Reasons for migration from place of last residence *Employment (1) Education (2) Family moved (3) Marriage (4) others (5)

(4) Duration of residence at the village or Town or Enumeration.

(5) **For all ever married woman only :**

(a) Age at marriage (b) Number of surviving children at present, male/female/total. (c) Number of children ever born alive male/female/total.

(6) **For currently married woman only** Any child born alive during the last one year?

3. **Household Schedule :** In para four also there are slight amendments. As such, the following questions would be asked of every household for the purpose of filling up of the Household Schedule :—

(1) Name of head of household

(2) Religion of the head of the household

(3) Whether head of household belongs to SC or ST. If Scheduled Caste write (1)/If Scheduled Tribe write (2)

(4) Name of Caste/Tribe of head of household

(5) Language mainly spoken in the household

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

(7) If 'No' in 6 does the household own a house or house site in the Village or Town of Enumeration ? Yes (1)/No (2).

(8) Predominant construction material of the house occupied by the household,

(9) Facilities available to the household.

(10) Number of living rooms in occupation of household

(11) No. of married couples usually living in the household.

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

(13) If 'Yes' in 12, category, owned (1) Rented (2)/Owned and rented (3)

(14) If rented enter local name of tenancy.

(15) Total population of the household (Total of Col. 2 of Part II Population Record).

4. Part II of the Household Schedule records population of the concerned Household has as many as 35 columns which have to be filled up from the entries made in the Individual Slip.

Kindly acknowledge receipt of this communication.

Yours faithfully,

Sd/-

(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/C-7/79144(A) Dated Aizawl, the 27th September 80.

Copy to :

1. The Registrar General, India, 2/A Mansingh Road, New Delhi 110 011 for information.
2. The Deputy Registrar General (C&T) (Shri K. K. Chakraborty Office of the Registrar General, India, New Delhi-110 011.
3. The Senior Research Officer (Miss G. Suguna Kumari) Office of the Registrar General, India, New Delhi-110 011 for information. This has a reference to her letter No. 9/38/79-CD(Cen)-Mizoram of dated 17th September, 1980.
4. The Chief Secretary to the Government of Mizoram for favour of information.
5. The Director of Education, Mizoram, Aizawal for information.
6. The Secretary to the Lt. Governor, Mizoram, for favour of information and perusal of the Lt. Governor.

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/C-14/79/250 Dated Aizawl, the 3rd Oct., 80.

From

Shri P. Lalnithanga, I. A S.,
Director of Census Operations,
Mizoram, Aizawl.

To

All Charge Officers (Urban & Rural)

Sub. : Houselisting and Housenumbering Operations

SIR,

I am to state that it appears from the reports of the field staff of this Directorate who had been detailed to conduct training to the Supervisors and Enumerators in and around Aizawl Town that most of the enumerators are not thorough and conversant with the Houselisting and Housenumbering Operations which we are about to embark at the moment. It has also come to the notice of this office that most of the Supervisors are not sufficiently acquainted with the methods of filling up of the Houselist forms, in view of the fact that some of the Enumerators came to this office to ask our field staff in respect of filling up of the Houselist forms and drawing of National Maps and Layout Sketch Map stating that their Supervisors, were not well-versed in the matter and therefore they were directed by them to this office for clarifications. This is a significant reflection inspite of the numerous trainings imparted to them in the past.

If such is the case, the canvassing of the Houselist and Enterprise List will naturally suffer and proper data will not be available. I am, therefore, to request you to ensure that no mistake is committed by the Enumerators in respect of Houselisting Operations and also to ensure that the Supervisors gather thorough knowledge in respect of filling up of Houselist forms and Enterprise List form respectively and also to ensure that the Circle/Ward Supervisors guide and supervise the Enumerators under their respective Circle/ Ward. In the event of the Houselisting and Housenumbering Operations not being accomplished satisfactorily, responsibility will be fixed upon the Charge Officers and Supervisors concerned and not on the Enumerators alone.

This may please be noted.

Yours faithfully,

Sd/-

(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/C-14/79/250 Dated Aizawl, the 3rd Oct,. 80.

Copy to :

1. All Deputy Commissioners and Principal Census Officers for information and necessary action. They are requested to ensure that the Supervisors and Enumerators including the Charge Officers are sufficiently thorough so as to ensure that the Houselisting and Housenumbering Operations are smoothly and satisfactorily conducted in their respective Districts.
2. All Sub-divisional Officers for information and necessary action.
3. The Deputy Director of Economics & Statistics, for information and necessary action.

CHAPTER XI

ENUMERATION

Abridged Houselist

The importance of Abridged Houselist in the Population Enumeration was explained in great detail in the instructions issued to the various levels of Census personnel. These instructions are reproduced at the end of this chapter. The Abridged Houselist establishes an essential link between the Houselist and the Population Enumeration. It serves as a frame for assigning household serial number to each household in an enumeration block and also serves as a frame for post enumeration surveys and other surveys which may be taken up in future. The Abridged Houselist was prepared separately for each enumeration block and consists of three sections. Section 2 contains essentially a list of all Census Houses and households in the block copied from the original Houselist. This list has to be updated by the Enumerators because some changes might have taken place in the block since the Houselisting Operations. Some of the Census houses which existed at the time of Houselisting might have been demolished and new Census houses might have come up. Again some of the Households might have moved out and some new Households might have moved in. All these will have to be taken care of by the Enumerators in updating the Abridged Houselist. The new Census Houses and Households will have to be listed by the Enumerators in Section 3. Section 1 will be filled up at the end of the Enumeration.

The updating of the Abridged Houselist was entrusted to the Enumerators of the concerned block and the copying out of the Abridged Houselist in the Charge Offices was to be done by persons engaged for the purpose on payment of honorarium.

Individual Slip

In the case of Mizoram, being an Union Territory, there was no 20% sample selection, and both the Universal and Sample Individual Slips has to be filled up in respect of each individual.

Population Enumeration Operations

Training Classes

In connection with Population Enumeration Operations, the system of training adopted was different from that of the Houselisting Operations. It was decided that in connection with the Population Enumeration Operations, the Directorate would thoroughly train up only the Charge Officers in each District with regard to the practical filling up of the various Schedules and Forms that were required to be filled up during the Population Enumeration in February, 1981, namely, the *Household Schedule (Part I: Household particulars* and Part II: Population Record) and the Individual Slip (Universal and Sample), Working Sheet for preparing Enumerator's Abstract and the Enumerator's Abstract itself including the up-dating of Section 2, filling up of Section 3 and Section 1 of the Abridged Houselist. The Charge Officers in their turn were to train up the Circle Supervisors thoroughly in their respective Charges and the Circle Supervisors in their turn would train the Enumerators in their respective Circles.

Accordingly, the first training for the Population Enumeration of 1981 Census was held at Lunglei from 13th to 15th November, 1980 at the office room of the Additional Deputy Commissioner, Lunglei. This training was meant for the Census Officers in the two Districts of Lunglei and Chhimtuipui Districts. The attendance was quite good. The following officers attended the training :—

1. All the Charge Officers of the two Districts of Lunglei and Chhimtuipui ;
2. Assistant District Census Officers of Lunglei and Chhimtuipui Districts ;
3. The Deputy Commissioner and Principal Census Officer of Lunglei and Chhimtuipui Districts.

On this occasion, as I was engaged in an important task at the headquarters, I myself could not participate in the training. This was the first training held at Lunglei in connection with Population Enumeration of 1981 Census. The training classes were conducted on my behalf by both Shri Lalhmingthanga Sailo, Investigator and Shri Thanchhuma Mualchin, Statistical Assistant. In the trainings, the various Forms and Schedules to be filled up during Population Enumeration of the 1981 Census were explained in great details, followed by discussions. In the discussions, certain doubts raised by the Census Officers in respect of filling up of the Household Schedule and Individual Slip were clarified on the spot by my field staff on the basis of discussions we had together in the Directorate. Accordingly, I approved of such clarifications when reported to me subsequently. The usefulness of such training and the benefits that accrued cannot be overemphasised.

Another training in connection with Population Enumeration for the Aizawl District was held on the 26th to 28th of November, 1980 in the Directorate office. The training was attended by practically all the Charge Officers in Aizawl District with the exception of the Charge Officers of Darlawn and Thingsulthliah Charges. The Assistant District Census Officer, namely. Shri C. Hmingthanzuala also attended and participated in the training.

On the first day, I inaugurated the training by welcoming all the Census Officers participating in the training. The system to be adopted in imparting the training in respect of the Population Enumeration of

1981 Census was then explained. This was followed by practical demonstration in the filling up of the various Schedules and Forms. This was taken up by Shri Lalhmingtranga Sailo, Investigator, assisted by other staff from time to time. In the training, various probable queries that might be asked during the Population Enumeration were also discussed and possible answers evolved as consensus. It was gratifying to note that the Census Officers who attended the trainings had all shown sufficient interest and keenness which contributed to the success of the training. At the conclusion, I thanked all the participants in attending the training and requested them to be sincere and devoted in performing their Census duties.

For the Charge Officers of Darlawn and Thingsulthliah Charges who were unable to attend the above trainings, separate arrangements were made in their respective headquarters, namely, Darlawn and Thingsulthliah for their training together with their Circle Supervisors. Shri Lalbiakthuama, Assistant Director and Shri Lalhmingthanga, Statistical Assistant were detailed for this purpose on the 9th, 10th, 12th and 13th of December, 1980 respectively.

Consolidated training

In pursuance of the suggestions made by the Charge Officers themselves and in consultation with the three Deputy Commissioners, a consolidated training for all the Charge Officers in Mizoram both rural and urban Charges was held in Aizawl on the 18th and 19th of December, 1980. This training was also attended by the Assistant District Census Officers of all the three Districts of Mizoram. The attendance on the whole was quite encouraging and except for the three Charge Officers of Aizawl District and Chhimtuipui District, all other Charge Officers attended the training classes. The object of the consolidated training was to ensure maintenance of uniformity in filling up of the various Census Schedules and Forms as well as the management of records relating to the Individual Slips and Household Schedules at various levels.

On the first day of the training, I welcomed the officers who had come all the way to participate in the training. The great importance on the Population Enumeration for planning and development of a country like India was emphasised. The importance of maps in Census and the various maps that had to be drawn during Operations was also repeatedly highlighted and indicated.

The first day of the training was utilised in clarifying doubts that had arisen in the minds of the Charge Officers so as to enable them to impart with confidence training to the Supervisors and Enumerators in their respective Charges. On the following day, the methods of filling up of the various Schedules and Forms in connection with Population Enumeration were again explained in details. Various possible questions that might arise in course of Enumeration were also discussed and clarified. At the end of the training, all the participating Charge Officers were profusely thanked for their active participation and the amount of interest and keenness shown by each of them which contributed to the over-all success of the training.

In the Chhimtuipui District, the Deputy Commissioner and the Principal Census Officer, Shri H. Lalthlamuana. I.A.S., had arranged training for all the Charge Officers and the Circle Supervisors within his District on the 8th to 10th January, 1981 at Saiha Town. As requested by the Principal Census Officer, the field staff from this Directorate, namely, Shri Lalhmingthanga Sailo, Investigator and Shri Saithuama Sailo, Computor accompanied me to participate in the training.

In the training, besides the Charge Officers and Circle Supervisors, even the Sub-divisional Officer of Chawngte, Shri Pakunga, Shri Kawlhmingthanga, Subdivisional Officer, Lawngtlai and Shri B. Sanghnuna, Sub-divisional Officer (Sadar) also attended and participated in the trainings. The Deputy Commissioner, Shri H. Lalthlamuana, himself was also present.

On the morning of the 8th January, 1981, I had general discussions with the Census Officers and Supervisors present in the office room of the Deputy Commissioner. In the afternoon the venue shifted to the Primary School and practical training was imparted there by the Investigator, Shri Lalhmingthanga Sailo assisted by Shri Saithuama Sailo, Computor. I myself left Saiha in the evening for Lunglei. In Lunglei I had general discussions with the Census Officers within Lunglei Town and the problems and difficulties faced by them in connection with Census Operations.

As already stated, with regard to Population Enumeration, the Charge Officers themselves in most cases, imparted training to their respective Circle Supervisors and the Circle Supervisors in turn imparted training to their Enumerators. In the case of Population Enumeration, the field staff of the Directorate, namely, the Investigator, Cartographer, Statistical Assistants and Computors besides the Assistant Director and myself took upon themselves the task of training up the Census Officers, leaving the responsibilities of training up the lower functionaries to the Charge Officers and Circle Supervisors. This was done because it was not possible for us in the Directorate to see to all the trainings held at the Charge levels.

It may, however, be stated that during the period of Population Enumeration in February, 1982 some of the field staff of this Directorate were actually detailed to supervise the works done by the Enumerators at the spot especially in those Charges where no proper and regular Block Development Officers were posted and actual Charge Officers not functioning. Such Charges are, Darlawn, Khawzawl and Lokicherra. In the case of Darlawn Charge, Shri Lalhmingthanga, Statistical Assistant and Shri Vanlalthanga, Computor were detailed for supervision. In the case of Khawzawl Charge, Shri Lalhmingthanga Sailo, Investigator and Shri Saithuama Sailo, Computor, were sent and they met not only the Charge Officers but also the Supervisors and Enumerators as well. In the Lokicherra Charge, Shri Hmingthanzuala, Assistant District Census Officer himself had done the supervision. Such detailment of responsible officials was quite essential for the successful completion of the Operations.

As was done in the Houselisting Operations, at the time of submission of the filled in forms at the District Headquarters of Lunglei and Chhimtuipui Districts on completion of the Population Enumeration, Shri J. Lalramthara, and Shri Zothanthuama, both Statistical Assistants were detailed to be present at the District Headquarters of Lunglei and Chhimtuipui respectively and to supervise and ensure at the spot timely submission of all the Census records by the District Census Officers to the Directorate of Census.

In Aizawl District, the field staff of this Directorate were also detailed to various rural Charges to assist and render every possible help to the Charge Officers in the collection of Census records from the Supervisors and preparing the Charge Abstracts as shown below :—

Name of Staff	Name of Charge
Shri Lalbuanga Sailo, Computor	Lungdar 'E'
,, Saithuama Sailo, Computor	W. Phaileng
,, George Zosangliana, Computor	Serchhip
,, Lalrosanga, Computor	Ngopa
,, M.C. Hrangchema, Computor	Lokicherra
,, V.L. Ruala, Computor	Aibawk
,, Saithanthuama, Computor	Thingdawl

Enumeration arrangements

All the Enumerators, Supervisors and Charge Officers and the staff of the Directorate of Census involved in Census Operations were issued with proper Identity Cards so that they will not be unnecessarily questioned in some unexpected quarters regarding their identities. This arrangement had worked quite well and no adverse report on this aspect was ever received in this connection. Instructions were separately issued to the Enumerators and Supervisors in connection with Enumeration as well.

Supervision

The importance of active supervision during the Enumeration was greatly stressed to all the Charge Officers, who were instructed to ensure that apart from themselves, they should see that the Supervisors under them took good care of the Enumerators in their Circle and assist them in every possible way, urging them and giving them pressure at every stage and at the same time solving their problems and difficulties they might have come across. The Principal Census Officers and the District Census Officers were likewise requested to be vigilant about the Census workers right from the Charge Officers to the Enumerators. The weak Charges were identified and steps taken from the Directorate to detail field staff like Investigator and Statistical Assistants to ensure that they were assisted in every possible way. The field staff of the Directorate was instructed to be vigilant about the Enumeration Operations especially in the town of Aizawl and four Statistical Assistants were detailed to closely associate themselves with the enumeration by contacting the Charge Officers and the Enumerating staff as well. The instructions issued and office orders drawn up in this connection are reproduced at the end of this chapter.

Instances of reluctance to answer Census questions

There was no report regarding reluctance on the part of individuals to answer Census questions put to them and in view of sufficient publicity relating to the provisions of the Census Act under which any recalcitrant individuals could be prosecuted, the public seemed to have been co-operating on the whole as otherwise reports were bound to come. The existence of Census Act and the scope of prosecution of individuals provided therein in deserving cases serves as a great check on the part of public to create difficulties in the way of the Census workers. In view of the extreme importance of accurate Census data and the need for every individual to extend as much co-operation as possible to Census organisation, the Act proved to be of immense help to the Census workers in particular and to Census Organisation in general.

Census questionnaires

The questionnaires adopted in the 1981 Census were of great significance for the purpose of ascertaining the demographic, social and economic condition of the people and doubtless they have been well conceived of by the experts in the line. The fact remains, however, that although the real significance of the questions and the objectives behind may be appreciated by the higher hierachies of Census Organisation, it was difficult on the part of the lower functionaries to appreciate the real import and meaning of the questions. This being so, a great deal of training and bringing home to them the real purposes behind the questionnaries was the only alternative which is not always possible. Even at the level of the Charge Officers, not to speak of the Supervisors, some difficulties were experienced and hence the need to have really dedicated and understanding workers cannot be over-emphasised. In such a situation, it is likely that the result of the whole Operations may not be the desired one.

Enumeration of the Houseless, those in Ships, Boats etc.

In Mizoram, there were as many as 316 houseless population and of these, 289 were males and 27 females. Most of them were confined to Aizawl Town and West Phaileng Charges.

Provisional results

The Provisional results were arrived at by adding up the figures furnished by three Deputy Commissioners, namely, Aizawl, Lunglei and Chhimtuipui and then communicating the same to the Registrar General, India. Some of our Computors and Statistical Assistants were deputed to the District Headquarters prior to the completion of Enumeration so that they would ensure submission of the totals in time to us for onward transmission to New Delhi. The figures could be communicated in time both from the District Headquarters as well as from the State Headquarters.

The Provisional results were as follows:—

Persons	487,774
Males	251,988
Females	235,786
Total literates	290,241
Male literates	166,296
Female literates	123,945

Government of India
Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

OFFICE ORDER

No. DCM/C-7/79/202 Dated Aizawl, the 2nd March, 81.

The following Computors of this Directorate are hereby detailed to assist and render every possible help to the Charge Officers as shown against their names in collecting Census Records from the Supervisors and preparing the Charge Abstracts. They should also ensure timely submission of all Census Records. Management of records relating to Individual Slip and Household Schedules at various levels should also be ensured according to our Circular No. 14 issued under this office letter No. DCM/C-2/80/50, dated 1-7-1980 and Circular No. 28 issued under our letter No. DCM/C-2/80/316, dated 29-10-1980.

	Name of Staff	Name of Charge
1.	Shri Lalbuanga Sailo . .	Lungdar 'E'
2.	,, Saithuama . . .	W. Phaileng
3.	,, Zosangliana . . .	Serchhip
4.	,, Lalrosanga . . .	Ngopa
5.	,, Hrangchema . . .	Lokicherra/Kawrthah
6.	,, V. L. Ruala . . .	Aibawk
7.	,, Saithanthuama . . .	North Thingdawl

This order will take immediate effect. They should report themselves to the District Census Officer, Aizawl

Yours faithfully,

Sd/-

Director of Census Operations
Mizoram : Aizawl

Memo. No. DCM/C-7/79/202(A) Dated Aizawl, the 2nd March/81.

Copy to :

1 All concerned for necessary action.
2. The District Census Officer, Aizawl District, Aizawl for information and necessary action.
3. The Charge Officers, (1) Lungdar 'E', (2) W. Phaileng, (3) Serchhip, (4) Ngopa, (5) Lokicherra/Kawrthah, (6) Tibawk, (7) North Tingdawl for information and necessary action.
4. All Sections of this office for information and necessary action.

Government of India
Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

OFFICE ORDER

No. DCM/C-7/791/88 Dated Aizawl, the 12th Feb., '81.

With a view to ensure that no mistake is committed in filling up of the Household Schedule, Individual Slip and updating of the Abridged Houselist Section 2 and filling up of Section 3 during Population Enumeration of 1981 Census by the Enumerators, the following staff of this Directorate is hereby detailed to assist and render every possible help to the Charge Officers as shown against their names. They should get in touch not only with the Charge Officers but also with the Circle Supervisors and even with the Enumerators if necessary during the period of Enumeration in consultation with the Charge Officers concerned. They should visit as many places as possible within the Charges of the Supervisory Circles.

Name of staff	Name of Charges with name of Charge officer with address	Circle No. in the Charges with name of Supervisor and addresses which is proposed to visit
1	2	3
Shri Lalhmingthange Sailo, Investigator and Shri Saithuama, Computor	Khawzawl-Shri Darkunga Ralte i/c B.D.O. Khawzawl	No. 1 Shri Lalsangluaia A.O. Kawlkulh. No. 2 Shri V. Rohmingliana Headmaster M/S Aiduzawl. No. 3 Shri Rothangpuia Hmar, A.O. Hnahlan No. 4 Shri Rohmingthanga, Asstt. Headmaster G.M. H/S Champhai. No. 5 Shri Lalhlira, Headmaster, Khawzawl H/S, Khawzawl. No. 6 Shri Khawtinthanga, A.O. Khawhai. No. 7 Shri Saphmingthanga, A.O. Chawngtlai. No. 8 Shri Zakunga, Headmaster M/S II Khawzawl. No. 9 Shri Ramtinthlauva, Headmaster M/S Kelkang. No. 10 Shri C. Lalzuiliana, A.O. Ruantlang.
	Champhai Town Shri K. Malsawma S.D.M. Champhai.	Shri Laihluna, Headmaster M/S Champhai
Shri Lalhmingthanga Statistical Assistant and Shri Vanlalthanga Computor	Darlawn-Shri Zakima i/c B.D.O. Darlawn	No. 1 Shri Zosangliana, A.O. Zohmun No. 2 Shri Fimrokunga, Headmaster M/S Vaitin. No. 3 Shri Chhunthanga A.O. Vervek. No. 4 Shri Lalthlengliana, A.O. Ratu No. 5 Shri Sapbuka, Headmaster H/S Darlawn No. 6 Shri R. Saikhuma, A.O. Kepran. No. 7 Shri H. Bazirama, A.O. Khawruhlian.

This order will take immediate effect. They should leave headquarters on or before the third week of February, 1981, positively.

Sd/-

(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/C-7/79/188(A)

Dated Aizawl, the 12th Feb., 81.

Copy to :

1. All concerned for necessary action.
2. The Deputy Commissioner & Principal Census Officer, Aizwl District, Aizawl for information and necessary action. He is requested to arrange transport for the staff of this Directorate who are detailed to the places named above to render every possible help and assistance to the Charge Officers, Supervisors and the Enumerators as will so as to ensure smooth operations of the Population Enumeration which is going on at the moment. The vehicle so detailed should report to this office as early as possible.
3. The Charge Officers, Darlawn/Khawzawl/Champhai Town for information and necessary action.
4. All Sections of this office for information and necessary action.

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS

MIZORAM

OFFICE ORDER

No. DCM/C-7/79/187

Dated Aizawl, the 11th Feb., 81.

With a view to ensure smooth Operation of the Population Enumeration which is going on at the moment and to assist and render every possible help to the Charge Officers of Thingdawl and Kolasib Town, Shri George Zosangliana, Computor of this Directorate is hereby detailed to go to Thingdawl and Kolasib on or before 14th February, 1981 to meet the Charge Officers of the respective Charges. He should also proceed upto Vairengte, if necessary, in consultation with the Charge Officer of Thingdawl to ensure if Saihapui 'V' is enumerated or not by the Enumerator who is appointed for that particular Village.

Yours faithfully,

Sd/-

(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/C-7/79/187(A)

Dated Aizawl, the 11th Feb., 81.

Copy to :

1. Shri Zosangliana for necessary action.
2. The Charge Officer, Thingdawl and Kolasib for information and necessary action.
3. The Deputy Commissioner and Principal Census Officer for information.
4. All Section of this office for information and necessary action.
5. Shri Rodingliana, Driver of this office for necessary action.

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS

MIZORAM

OFFICE ORDER

No. DCM/C-7/79/184

Dated Aizawl, the 9th Feb., 81.

With a view to ensure timely submission of all the Census records to the District Census Officers, by the Charge Officers and to this Directorate by the District Census Officers, the following staff of this office is hereby detailed to be present at the District Head quarters as shown against their names on or before 5th March, 1981.

Name of staff	Name of District Headquarter
Shri J. Lalramthara, Statistical Assistant	Lunglei
Shri Zothanthuama, Statistical Assistant	Saiha

They should assist and render every possible help to the District Census Officers during preparation of District Abstract for provisional results by the District Census Officers and communication of District figures in the standard message form to the Registrar General, India, New Delhi and to this Directorate on the 10th March, 1981. It should be ensured that all the filled in documents of Household Schedule, Individual Slip, Working Sheet and Enumerator's Abstract etc. are correctly submitted to this Directorate by the District Census Officers concerned.

They should also ensure that management of records relating to Individual Slip and Household Schedules at various levels is maintained by the Enumerators, Supervisors and the Charge Officers according to Circular No. 16 and subsequent supplement to Circular No. 16 issued from R.G.I. New Delhi and our Circular No. 14 issued under our letter No. DCM/C-2/80/50, dated 1-7-1981 based on the above circular from R.G.I.

Sd/-

(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/C-7/79/184(A)

Dated Aizawl, th 9th Feb., 81.

Copy to :

1. Shri J. Lalramthara, Statistical Assistant and Shri Zothanthuaama, Statistical Assistant for necessary action.
2. The Deputy Commissioner & Principal Census Officers, Chhimtuipui District, Saiha and Lunglei District, Lunglei for information and necessary action. They are requested to strictly observe the calendar for submission of records etc.
3. All Section of this Directorate for information and necessary action.

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS

MIZORAM

OFFICE ORDER

No. DCM/C-7/79/183

Dated Aizawl, the 4th Feb., 81.

With a view to ensure that no mistake is committed in filling up of the Hosuehold Schedule, the Individual Slip

and updating of the Abridged Houselist Section 2 and filling of Section 3 during the population Enumeration of 1981 Census, the following staff of this Directorate is hereby detailed to assist and render every possible help to the Charge Officers within Aizawl Town as shown against their names. They should get in touch with the Charge Officers concerned and Ward Supervisors and even with the Enumerators if necessary during the period of Enumeration.

Name of Census Dte. Staff	Name of Charges	Name of C/ Officers
Shri J. Lalramthara, Statistical Assistant	Aizawl (N)	Shri Saihlira
	Aizawl (W)	Shri Lalsangliana
Shri Zothanthuama Statistical Assistant	Aizawl (E)	Shri Zothankhuma
	Aizawl (S)	Shri C. Hmingthanga

This order will take immediate effect.

Sd/-

(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/C-7/79/183

Dated Aizawl, the 4th Feb., 81.

Copy to :

1. Shri Lalramthara, S. A. for necessary action
2. Shri Zothanthuama, S A. for necessary action.
3. All Charge Officers, Aizawl Town for information and necessary action.
4. The Principal Census Officer, Aizawl District, Aizawl for information and necessary action.

Government of India
Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/C-7/79/149

Dated Aizawl, the 17th Oct., 80.

FROM :
Shri P. Lalnithanga, I.A.S.,
Director of Census Operations,
Mizoram, Aizawl.

To :
All Charge Officers (Rural & Urban),
Mizoram.

Subject : Preparation of Abridged Houselist.

SIR,

It has come to the notice of this Directorate that some of the Charge Officers had already distributed the Abridged Houselist Forms to the Enumerators during the periods of Houselisting and Housenumbering Operations. The methods of preparations and importance of Abridged Houselist had already been circulated vide this office circular No. 19 and 22 of the last para issued under our office No. DCM/C-2/79/128 dated 14-8-1980 and No. DCM/C-14/79/158, dated 8-9-1980 respectively.

It may be stated in this connection that preparation of the Abridged Houselist is to be done in the Charge Office after completion of the Houselisting and Housenumbering Operations. In other words, filling up of Section 2 of Abridged Houselist from the original Houselists should be done in the Charge Office after completion of the Houselisting and Housenumbering Operations. For this purpose, each Enumerator should prepare a duplicate set of the Houselist froms and one copy of the Houselist will be retained in the Charge Officer for the preparation of the Abridged Houselist and the other one should be submitted to this Directorate by the Charge Officer through the District Census Officer. The work norm and amount of honoraria to be paid for copying of the Abridged Houselist in the Charge Office had also been circulated in our Circular No. mentioned above.

It may, however, be stated in this connection that in case, the Abridged Houselist forms had already been distributed to the Enumerators, the Charge Officers as well as the Circle/Ward Supervisors should ensure that filling up of Section 2 of Abridged Houselist from the original Houselist by the Enumerators is done correctly and that no Census house is left out, otherwise, the population enumeration which will commence from the 9th February, 1980 will greatly suffer.

In this connection, it should also be noted that at the time of population enumeration, an Enumerator will keep with him/her the Abridged Houselist Section 2 of which has already been filled up. The Enumerator will then update the Abridged Houselist which has already been filled-in. The enumerator will also list all the new Census houses, buildings and households in Section 3. Section 1 will be filled up on completion of the Enumeration.

Yours faithfully,

Sd/-

(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

No. DCM/C-7/79/149 (A)

Dated Aizawl, the 17th Oct., 80.

Copy to :

1. All Deputy Commissioners & Principal Census Officers, Mizoram for information and necessary action.
2. All Sub-divisional Officers & Sub-divisional Census Officers, Mizoram for information and necessary action.
3. All District Statistical Officers, Mizoram for information and necessary action.

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

No. DCM/C-14/79/158

Dated Aizawl, the 8th Sept., 80.

CIRCULAR NO. 22

FROM :
Shri P. Lalnithanga, I.A.S.,
Director of Census Operations,
Mizoram, Aizawl.

To :

1. All Principal Census Officers.
2. All Sub-divisional Census Officers.
3. All Charge Officers.

Subject : Instructions in connection with Census Operations, 1981.

SIR :

I hope by now you are well-prepared, thorough and conversant with all the instructions which have been issued from time to time in connection with Census Operations ahead of us. I feel that it is necessary for me to issue the following instructions once again to remind you of the various steps that are required to be taken in connection with the forthcoming Housenumbering and Houselisting Operations.

1. Numbering of buildings and Census houses

With regard to Houselisting and Housenumbering, as we all know, each and every building, and a Census house should be numbered serially. For the purpose of marking and numbering of buildings and Census houses one Cryon marking stick will be supplied to each individual enumerator and the enumerator will have to mark/write at the door-post or wherever convenient in each Census house. Each Census house should be numbered serially in each block using the Arabic numerals. If a building by itself is a single census house, then the number of the census house will be the same as the building number. But if different parts or constituent units of a building qualify to be treated as separate Census house, each census house should be given a sub-number within brackets after the building number as 1(1), 1(2), etc. or 2(1), 2(2), 2(3) etc. The house number so given or written by the enumerator should be visible during enumeration. The methods of Houselisting and Housenumbering had already been explained in details at various level of Census training and therefore it is presumed that we need not go into details at this time.

2. Submission of various Schedule of Forms.

After completion of the Operations, each enumerator has to had over all the Schedules of forms along with unfilled forms to the Supervisor. Before submitting these forms to the Supervisor, each enumerator should carefully check all the filled in forms and sign where necessary.

If the Supervisor after careful examination finds it correct he/she should give his/her signature where necessary. The Supervisor has to arrange the various forms according to block number and these in turn, as a separate packets should be submitted to the Charge Officer.

In the Charge Office, each of these documents will have to be separately arranged in a systematic manner block-wise and will have to be made up into separate bundles with sheet on the top of bundle indicating the Location Code number upto the Charge level. After finishing all the necessary jobs at the Charge level, the Charge Officer should submit all the documents of forms direct to the District Census Officer in the respective district but not to the Sub-divisional Census Officer as already circulated vide Circular No. 14 issued under our letter No. DCM/C-2/80/50, dated 1-7-1980. The District Census Officer should in turn hand over to all the Schedules of forms to this Directorate of Census Operations. This arrangement, however, does not absolve the Sub-divisional Census Officers from their responsibilities within their respective Sub-divisions to ensure that Census Operations are carried out smoothly and without any hitch.

3. Census Training.

With regard to Census training, as already circulated in Circular No. 15, the Charge Officers will be directly responsible for arranging necessary training classes for Circle Supervisors and Enumerators in their respective Charges. The Deputy Commissioners and Sub-divisional Officers will have to exercise effective watch and supervision to ensure that at no stage the quality of training suffers. Much of the success of the Census depends on the quality of training imparted to those Census personnel. Therefore, the Charge Officers, Circle Supervisors and Enumerators should have thorough knowledge of the various instructions issued to them. The Census Officers, particularly the Charge Officer has to ensure that Circle Supervisors and Enumerators receive intensive Census training. As already pointed out, the Charge Officers should hold at least six training classes for the Circle Supervisors and the Enumerators before October, 1980. The training classes should be held at a number of convenient places throughout the Community Development Block which are easily accessible to the Enumerators. In this connection, it may be stated that this Directorate has no responsibility in arranging Census trainings which is entirely left to the DCs and SDOs in their capacities as Principal Census Officers and Sub-divisional Census Officers. The Census Directorate is, however, constantly in readiness to associate itself in such trainings by detailing the field staff to assist in imparting of such trainings at the instance of the DCs and SDOs. To enable the Directorate field staff to take up such training, the DCs and SDOs are required to arrange necessary transport.

4. Abridged Houselist

The importance and methods of preparation of Abridged Houselist had already been circulated in our Circular No. 19. It may be stated in this connection that copying of the Abridged Houselist in Section from the original Houselist should be done in the Charge Office. The work norm of the amount of honoraria to be paid for copying Abridged Houselist in the Charge Officer depending on the population size of the Charge had already been circulated in the above circular No. indicated.

It may further be stated in this connection that at the time of Houselisting and Housenumbering Operations each enumerator should prepare a duplicate set of the Houselist form giving all the pages, entries and submit both the copies to the Supervisor along with the Houselist Abstract. It is enough if one copy of the Houselist Abstract is prepared. One copy of the Houselist will be retained in the Charge Office for the preparation of the Abridged Houselist and the other one will be submitted to this Directorate by the Charge Officer through the District Census Officer.

Yours faithfully,

Sd/-

(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo No. DCM/C-14/79/158 (A)

Dated Aizawl, the 8th Sept., 80.

Copy to :

1. The Deputy Director of Economics & Statistics, Mizoram, Aizawl.
2. All the District Statistical Officers.
3. The Registrar General, India, New Delhi.

Population size of the Charge	Honoraria to be paid for copying Abridged Houselist
1	2
300,000+	500
276,000—3000,00	480
252,000—276,000	440
228,000—252,000	400
204,000—228,000	360
180,000—204,000	320

Population size of the Charge	Honoraria to be paid for copying Abridged Houselist
1	2
156,000—180,000	280
132,000—156,000	240
108,000—132,000	200
96,000—108,000	170
84,000— 96,000	150
72,000— 84,000	130
60,000— 72,000	110
48,000— 60,000	90
36,000— 48,000	70
24,000— 36,000	50
12,000—24, 000	30
9,000— 12,000	20
7,000— 9,000	15
5,000— 7,000	10
Upto — 5,000	5

Government of India
Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
MIZORAM

OFFICE ORDER

No. DCM/C-2/79/128

Dated Aizawl, the 14th Aug., 80

CIRCULAR NO. 19

FROM :

Shri P. Lalnithanga, I.A.S.
Director of Census Operations,
Mizoram, Aizawl.

To :

1. All Deputy Commissioners & Principal Census Officers.
2. All Sub-divisional Officers & Sub-divisional Census Officers.
3. All Charge Officers (Rural & Urban).

Subject : Payment for the work relating to preparation of the Abridged Houselist.

SIR :

I have the honour to state that as in the 1971 Census, an Abridged Houselist will have to be prepared at the 1981 Census also. Methods of preparation of Abridged Houselist are being explained in various training classes. The Abridged Houselist establishes an essential link between the Houselist and the population Enumeration. It will serve as a frame for assigning household serial number to each household in an enumeration block, as will be seen later, and it will also serve as a frame for post-enumeration surveys and other surveys which may be taken up in future. The Abridged Houselist will be prepared separately for each enumeration block. The Abridged Houselist consists of three sections. Section 2 contains essentially a list of all Census Houses and households in the block copied from the original Houselist. This list has to be updated by the enumerators, because some changes might have taken place in the block since the Houselisting Operations. Some of the Census houses which existed at the time of Houselisting might have been demolished and new Census houses might have come up. Again some of the households might have moved out and some new households might have moved in. All these will have to be taken care of by the enumerators in updating the Abridged Houselist. The new Census houses and households will have to be listed by the enumerators in Section 3. Section 1 will be filled up at the end of the enumeration.

In this connection, I am enclosing herewith a copy of the work norm of the amount of honoraria to be paid for copying Abridged Houselist in the Charge Office depending on the population size of the charge. It is found that as a norm, one person should easily be able to prepare the Abridged Houselist for five blocks per day of five hours working which is very liberal. The blocks are of the prescribed average norm of 750 persons in rural and 650 persons in urban. On the basis of this norm, you would be able to work out the number of persons who would have to perform this work in each Charge, taking into consideration the period within which the Abridged Houselist must be ready. It may be mentioned here that it would be enough if the Abridged Houselists are ready by the time the second round of training is over because then these can be handed over to the enumerators for their getting familiar with their blocks.

The number of persons who will perform this work in each Charge can be worked out on the basis of this work norm and time factor. It is intended to pay for this work on the basis of each Charge, keeping in view of the population of the Charge which in turn would determine the workload. I am, therefore, enclosing with this letter the basis of such payment per Charge. You will notice that for a certain population size, a fixed sum is proposed to be paid for the Charge as such. The number of persons among whom this will be distributed would entirely depend on the number of persons determined as required by you on the basis of work norm indicated.

Yours faithfully,
Sd/-
(P. LALNITHANGA)
Director of Census Operations
Mizoram : Aizawl

Memo. No. DCM/C-2/79/128(A)

Dated Aizawl, the 14th Aug., 80.

Copy to :

1. The Registrar General, India for information.
2. The Chief Secretary, Government of Mizoram. He is requested to make necessary arrangements for this payment subject to reimbursement later by the Government of India with regard to timely payment of these amounts to those who are entrusted with this work.

CHAPTER XII

DIRECTIVES ISSUED BY THE STATE GOVERNMENT

Instructions issued by the State Government

Although Census is a Central subject, it is traditionally conducted through the State Government machinery. Our organisation owes a debt of gratitude to the Government of Mizoram for their ready co-operation at every stage of the Operation in the State. The Chief Secretary to the Government of Mizoram in his Circular letter No. GAD-49/75/122—24, dated the 19th January, 1980 addressed to all Head of Departments, All Deputy Commissioners and Sub-divisional Officers and all Departments of Secretariat stressed on the importance and value of the Census Operations and requested them to extend all assistance and co-operation to the Director of Census Operations whenever approached to do so. The need to ensure peaceful atmosphere and maintenance of law and order during the Operations was also highlighted. The fact that the Deputy Commissioners and Sub-divisional Officers would be responsible for the efficient conduct of the Census in their respective areas was also brought out clearly. This circular proved to be most useful and helpful to the Census Organisation. The Joint Director of Education also issued a directive to the District Education Officers highlighting the need to be attentive to the training classes in Census and to ensure that the Enumerators who were mostly Primary School teachers did not neglect such duties; treating such negligence as serious offence affecting their service careers. Another circular issued by State Government was to the effect that except on extremely unavoidable circumstances, transfer of officers involved in Census Operations would not be made. The State Government issued another circular stating that a special note would be made in the Annual Confidential Reports of all Deputy Commissioners, Sub-divisional Officers and other Census Officers belonging to various State Government Departments regarding their personal interest and efficiency in conducting Census works. The need to entrust Census works in the District Headquarters only to the Senior Officers like Additional Deputy Commissioners or the Sub-divisional Officers (Sadar) in the District Headquarters and Senior Extra Assistant Commissioners in the Sub-Divisional Headquarters, was also highlighted in another circular. In another circular issued by Government of Mizoram, the employment of Government servants for enumeration in the 1981 Census and the need to meet the demands of services of staff from the resources of all establishments throughout the State and the sharing of the burden by all concerned were also highlighted in general. The State Government also issued an order authorising the Deputy Commissioners and Sub-divisional officers to requisition any Government vehicles of other departments for use in connection with Census Operations during the Houselisting and Housenumbering Operations. The directives issued by State Government were considered adequate.

The training session of the Charge Officers in respect of Aizawl District which was also attended by the Supervisors and Enumerators of Aizawl Town was inaugurated by the Education Minister of the Government of Mizoram at the Aizawl Club on the 21st of June, 1980. The Hon. Minister dwelt on the importance of Census figures for administrative, planning and development purposes. The local Press also gave wide publicity on this training. The training lasted for three days i.e. 21st, 23rd and 24th June, 1980. Other Census training classes held in the other District Headquarters were invariably attended by the concerned officers e.g. Deputy Commissioners or their Additional Deputy Commissioners along with their junior officers who were entrusted with Census works. The interest and keenness shown by senior officers went a long way in activating the junior officers. It is, however, a pity that except those who were directly concerned in the Operations, other senior officers hardly attended training classes inspite of their being invited. The general impression gathered is that members of the public do not actually appreciate the importance and significance of Census on the whole inspite of publicity. Not to speak of the public even officials were rather indifferent to the Census Operations unless of course they were directly or indirectly involved in the Operations. In any case, as the trainings progressed and the personnel involved in the Operations were getting more and more acquainted with the tasks entrusted to them, publicity also naturally grew through them and the public was getting more and more of Census through the involvement of these workers.

Government of Mizoram
GENERAL ADMINISTRATION DEPARTMENT
NOTIFICATION

No. GAD.49/75/106 Dated Aizawl, the 26th Sept., 79.

In exercise of the powers conferred by Sub-section 2 of Section 4 of the Census Act, 1948 (Act No. 37 of 1948) the Lt. Governor (Administrator) of Mizoram is pleased to delegate the power of appointing Census Officers to the following authorities, namely :

(1) The Director of Census Operations, Mizoram, District Magistrates and Deputy Commissioners within their respective jurisdictions.

(2) Additional Deputy Commissioners, Sadar Sub-Divisional Officers, Extra Assistant Commissioners and Election Officers.

(3) Sub-Divisional Officers within their respective jurisdictions.

Further, in exercise of the powers conferred by Sub-section (3) of Section 4 of the said Act, the Lt. Governor (Administrator) is pleased to authorise the authorities abovenamed to issue the declaration in writing referred to therein in respect of all Census Officers appointed by them.

Sd/- A. J. KUNDAN

Chief Secretary to the Government of Mizoram, Aizawl

Memo. No. GAD. 49/75/106(A).

Dated Aizawl, the 26th Sept., 79.

Copy to :

1. The Director, Information, Public Relations & Tourism, Aizawl with a request to publish in the next issue of the Mizoram Gazette.
2. All the Deputy Commissioners/Addl. Deputy Commissioners/Extra Assistant Commissioners/Election Officers/Sadar Sub-divisional Officers/Sub-divisional Officers.
3. The Director of Census Operations, Mizoram, Aizawl for information with reference to his letter No. DCM. 14/79/14-18, dated 9th August, 1979.
4. Registrar General, India, Ministry of Home Affairs, New Delhi.
5. Deputy Secretary to the Govt. of India, Ministry of Home Affairs, New Delhi.

Government of Mizoram

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

No. GAD.49/75/107

Dated Aizawl, the 26th September, 1979.

In exercise of the powers conferred by Section (2) of the Census Act, 1948 (Act No. 37 of 1948) the Lt. Governor (Administrator) of Mizoram is pleased to appoint the Director of Census Operations, Mizoram, to be the Census Officer within the Union Territory of Mizoram in connection with 1981 Census and to delegate to him the power to appoint other Census Officers under Section 4(4) of the same Act.

Sd/- A. J. KUNDAN

Chief Secretary to the Government of Mizoram, Aizawl

Memo. No. GAD.49/75/107(A)

Dated Aizawl, the 26th September, 1979.

Copy to :

1. The Director of Information and Public Relations, Mizoram for favour of publication in the Mizoram Gazette.
2. The Director of Census Operations, Mizoram.
3. Registrar General, India, Ministry of Home Affairs, New Delhi.
4. Deputy Secretary to the Government of India, Ministry of Home Affairs, New Delhi.

Government of Mizoram

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

No. GAD. 49/75/105

Dated Aizawl, the 26th September, 1979.

In exercise of the powers conferred by Sub-section (2) of Section 4 of the Census Act, 1948 (XXXVII of 1948), the Lt. Governor (Administrator) of Mizoram is pleased to appoint the following officers as Census Officers and to designate as follows for the purpose of the 1981 Census within the jurisdiction noted against each.

Sl. No.	Officers	Designation	Jurisdiction
1.	Deputy Commissioners	Principal Census Officer.	Respective jurisdiction.
2.	Addl. Deputy Commissioners.	District Census Officer.	Respective District.
3.	Sub-Divisional Officers including Sadar Sub-Divisional Officer.	Sub-Divisional Census Officers	Respective Sub-Division.

Sd/- A. J. KUNDAN

Chief Secretary to the Government of Mizoram, Aizawl

Memo. No. GAD. 49/75/105(A)

Dated Aizawl, the 26th September, 1979.

Copy to :

1. The Director, Information Public Relation and Tourism Aizawl with a request to publish in the next issue of the Mizoram Gazette.
2. All the Deputy Commissioners/Addl. Deputy Commissioners/Sub-Divisional Officers/and Sadar Sub-divisional Officers.
3. The Director of Census Operations, Mizoram, Aizawl for information with reference to his letter No. DCM/ 14/79/14-18, dated 9th August, 1979.
4. Registrar General, India, Ministry of Home Affairs, New Delhi.
5. Deputy Secretary to the Government of India, Ministry of Home Affairs, New Delhi.

Government of Mizoram

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

No. GAD.49/75/103

Dated Aizawl, the 26th September, 1979.

In exercise of the powers conferred by Section 12 of the Census Act, 1948 (Act No. 37 of 1948) the Lt. Governor (Administrator) of Mizoram is pleased to authorise the Director of Census Operations, Mizoram, the District Magistrates and Deputy Commissioners to accord sanction for initiating prosecution under the said Act within their respective jurisdictions.

Sd/- A. J. KUNDAN

Chief Secretary to the Government of Mizoram, Aizawl

Memo No. GAD.49/75/103(A)

Dated Aizawl, the 26th September, 1979.

Copy to :

1. The Director, Information Public Relations and Tourism, Aizawl with a request to publish in the next issue of the Mizoram Gazette.
2. All Deputy Commissioners/Addl. Deputy Commissioners/Sub-Divisional Officers in Mizoram for information.
3. The Director of Census Operations, Mizoram, Aizawl for information with reference to his letter No. DCM. 14/79/14-18, dated the 9th August, 1979.
4. Registrar General, India, Ministry of Home Affairs, New Delhi.
5. Deputy Secretary to the Government of India, Ministry of Home Affairs, New Delhi-110 011.

Government of Mizoram
GENERAL ADMINISTRATION DEPARTMENT
NOTIFICATION

No. GAD.49/75/119

Dated Aizawl, the 30th October, 1979.

In exercise of the powers conferred by Sub-section (2) of Section 4 of the Census Act, 1948 (XXXVII of 1948) the Lt. Governor (Administrator) of the Union Territory of Mizoram is pleased to appoint the District Statistical Officers as Census Officers and to designate them as Additional District Census Officers for the purpose of 1981 Census within their respective jurisdictions.

Sd/- A. J. KUNDAN

Chief Secretary to the Government of Mizoram
Aizawl

Memo. No. GAD.49/75/119(A)

Dated Aizawl, the 30th October, 1979.

Copy to :

1. The Director of Census Operations, Mizoram.
2. Deputy Director of Economics and Statistics, Government of Mizoram.
3. All the District Statistical Officers.
4. D.I.P.R. & T. for favour of publication in the Mizoram Gazette.

Government of Mizoram
GENERAL ADMINISTRATION DEPARTMENT

No. GAD.49/75/122-24

Dated Aizawl, the 19th January, 1980.

FROM :

Shri A. J. Kundan, I.A.S.
Chief Secretary to the Govt. of Mizoram
Aizawl.

To :

1. All Heads of Departments.
2. All Deputy Commissioners and Sub-divisional Officers.
3. All Departments of Secretariat.

Subject : 1981 Census Operations.

SIR :

I am directed to say that the Twelfth All India Census will take place in February-March, 1981, the reference date being the 1st of March, 1981.

2. The Government of India have since appointed Shri P. Lalnithanga, I.A.S., as Director of Census Operations for Mizoram Union Territory, who will be approaching you very often for assistance in various matters in connection with the Census.

3. I need not impress upon you the great value of the Census Operations as well as the enormous importance of the data to be collected. These data regarding the number of persons and their social and economic conditions from the basis on which our future plans and programmes for development will be drawn up.

4. Success of all the previous Census Operations depended upon the close co-operation and assistance extended by the district staff to the Census authorities. The District authorities have not only to render assistance to the Census authorities but have also to provide the man-power for the conduct of the enumeration work. In view of the importance of the Census Operations which have been traditionally the main source for the collection of basic data used for many purposes including planning for development schemes, you are requested to extend all assistance and co-operation to the Director of Census Operations, Mizoram and his staff whenever you are approached to do so. In particular, you are requested to take the following steps :

(i) With a view to ensuring successful conduct of Operations and accuracy of data collected, as far as possible you are to take special care in selection of personnel to be entrusted with the enumeration work ;

(ii) An essential pre-requisite for the Census Operations is the proper atmosphere in which the replies to the Census questionnaire could be elicited and other preliminaries could be done without any hindrances. You are requested to ensure such conditions ;

(iii) As Census is concerned with some of the vital aspects of life of the people and in certain area it may get mixed up with controversial issues, the District and Sub-divisional authorities are requested to take proper and adequate preventive measures to ensure peaceful conduct of the Census work and maintenance of law and order during the Operations.

5. As it is intended to dispense so far as possible with non-official workers, the need for utilising all available official man-power will be enhanced. All Government officials, as in the past, will be placed at the disposal of Census system without claim on the Central fisc for travelling allowance, Special Pay of remuneration. Normally touring officers may only be selected for Census works at the supervisory level so that they can combine it with their ordinary duties and thus avoid unnecessary expenditure on account of travelling allowance.

6. The Deputy Commissioners and Sub-divisional Officers shall be responsible for the efficient conduct of the Census in their respective areas. To make sure of the complete success of the Census, special care should be taken to put only experienced and really efficient assistants in charge of the clerical side of the Census works in the Districts and Sub-divisional Offices.

7. The Government are confident that all its officers and men as well as those of local bodies and other institutions will readily accept the responsibility and perform it in a spirit of national service whatever work entrusted to them by Census authorities in connection with the 1981 Census.

Yours faithfully,

Sd/- A. J. KUNDAN

Chief Secretary to the Govt. of Mizoram

Memo. No. GAD.49/75/122-24 (A)

Dated Aizawl, the 19th January, 1980.

Copy to :

1. The Director of Census Operations, Mizoram, Aizawl with reference to his letter No. DCM/C-7/79/1-4, dated 12-10-1979.
2. Registrar General of India, New Delhi.

Government of Mizoram
GENERAL ADMINISTRATION DEPARTMENT
CIRCULAR

No. GAD.49/B/79/78

Dated Aizawl, the 16th May, 1980.

It is hereby notified for the information of all concerned that the next Census of India is starting in February, 1981

and the tempo of Census work will increase enormously from now on. The Census Operations are a highly controlled exercise where attention to details and complete familiarity with jurisdictions of the officers concerned is essential. The services of all Officers, Block Development Officers, Administrative Officers and others particularly Teachers, are essential for the Census works of this administration.

With this end in view, the Govt. of Mizoram has decided that transfer of Govt. servants should not be allowed till April, 1981. However, some transfers etc. on unavoidable circumstances may be made and in such cases, prior approval of Govt. should be obtained.

Sd/- M. LALMANZUALA

Secretary to the Government of Mizoram

Memo. No. GAD.49/B/79/78 (A)

Dated Aizawl, the 16th May, 1980.

Copy to :

1. The Secretary to Lt. Governor, Mizoram.
2. The P.S. to Chief Minister, Mizoram.
3. The P.As to all Ministers, Mizoram
4. The P.As to Speaker/Deputy Speaker, Mizoram.
5. The P.S. to Chief Secretary, Mizoram.
6. The Secretaries to Govt. of Mizoram.
7. All Heads of Departments.
8. Director of Census Operations, Mizoram.
9. All Deputy Commissioners.
10. All Sub-divisional Officers (Civil).

Government of Mizoram

GENERAL ADMINISTRATION DEPARTMENT

Dated Aizawl, the 15th Nov., 1979.

No. DE.15/CEN/1/79/76

To :

The District Education Officer,
Aizawl/Lunglei/Chhimtuipui District,
Mizoram.

Sub : Appointment of Primary School Teachers as Enumerators in the 1981 Census.

With reference to the subject noted above, I am directed to inform you that the services of a good number of Primary School Teachers would be again required in the forthcoming 1981 Census for appointment as Enumerators in their allotted areas. In view of the extreme importance of works in connection with Census, all the Primary School Teachers would be informed to perform their allotted duties diligently as in the past and all the training classes arranged by the Census Officers should be attended regularly and the directions given to be carried out diligently. Any negligence or failure in duty in Census works will be regarded as serious offence which may adversely affect their service careers. The above instructions would be communicated to all the teachers.

Sd/- HRANTHANGA

Joint Director of Education
Mizoram : Aizawl

Memo. No. IDE.15/CEN/1/79/76(A)

Dated Aizawl, the 15th Nov., 1979.

Copy to :

1. Director of Census Operations, Mizoram, Aizawl.
2. Sub-Division Education Officer, Aizawl (E)/(W), Lunglei and Chhimtuipui District for information and necessary action.

CONFIDENTIAL

Government of Mizoram

GENERAL ADMINISTRATION DEPARTMENT

No. GAD.49(B)/79/101

Dated Aizawl, the 10th July, 1980.

To :

All Heads of Departments.
All Deputy Commissioners and Sub-Divisional Officers.

Sub : Census of India 1981—Special entry regarding Census work in the Character roll of District Officers.

SIR :

I am directed to say that the preparations for the 1981 Census have already started in respect of Mizoram and are in full swing. The first part of the Operations namely Housenumbering and Houselisting will be held in the months of September and October 1980 and the final part namely Population Enumeration will be conducted in February to March, 1981. Though the responsibility for the Operations rests primarily with the District Officers, this responsibility cannot be efficiently discharged unless the Sub-Divisional Officers, District Census Officers, Block Development Officers and Enumerators employed on Census work take full interest in the work and do it with zeal and enthusiasm.

The Government desire that a special note may be made in the annual confidential reports of all Deputy Commissioners. Sub-Dvisional Officers and other Census Officers etc. belonging to the various State Government Departments regarding their personal interest and efficiency in conducting Census works.

Yours faithfully,

Sd/- B. T. SANGA

Deputy Secretary to the Govt. of Mizoram
General Administration Department

Memo No. GAD.49(B)/79/101(A)

Dated Aizawl, the 10th July, 1980.

Copy to :

The Director of Census Operations, Mizoram, Aizawl with reference to his letter No. DCM/C-7/79/60, dated 17-6-80.

Government of Mizoram

GENERAL ADMINISTRATION DEPARTMENT

No. GAD.49(B)/79/102

Dated Aizawl, the 12th July, 1980.

To :

All Deputy Commissioners and
Sub-Divisional Officers.

Sub : 1981 CENSUS OF INDIA.

SIR,

I am directed to say that with a view to ensure satisfactory performance of Census works at all stages upto the final enumeration which are linked to a tight-time-schedule, it would be desirable to entrust Census works in the District Headquarters only to the Senior Officers like the Additional Deputy Commissioners or the Sub-Divisional Officers (Sadar) in the District Headquarters and Senior Extra Assistant Commissioners in the Sub-divisional Headquarters. These officers incharge of Census will be required to devote a major part of their time to Census duties including tours and arrangement of intensive training to Census Officers.

You are further requested to supervise the Census work and to associate yourself with the training classes held in your Headquarters.

Yours faithfully,

Sd/- B. T. SANGA

Deputy Secretary to the Govt. of Mizoram
General Administration Department

Memo. No. GAD. 49(B)/79/102(A)

Dated Aizawl, the 12th July, 1980.

Copy to :

The Director of Census Operations, Mizoram, Aizawl with reference to his letter No. DCM/C-7/79/60, dated 17-6-80.

Government of Mizoram

GENERAL ADMINISTRATION DEPARTMENT

No. GAD. 49/(B)/79/103

Dated Aizawl, the 12th July, 80.

To

1. All Heads of Departments.
2. All Deputy Commissioners &
3. Sub-Divisional Officers.
4. All Departments of Secretariat.

Sub : Census of India 1981—Employment of Government servants for enumeration

SIR,

I am directed to say that preliminary arrangements for the 1981 Census in Mizoram are being completed and the appointments of staff in the District and Sub-Divisional Offices necessary for the Operations is being finalised. The first part of the Census, i.e. Housenumbering and Houselisting Operations in Mizoram will be undertaken in the months of September and October 1980. The actual Population Enumeration will take place between the 10th February with 1st of March, 1981 as the reference date. This will be followed by a final check during the first three days of March, 1981. These Operations, as in the past, will be undertaken mostly by the fullest use of all establishments under the control of the Government.

2. Census enumeration is a nation wide administrative Operation involving demands of services of staff which will have to be met from the resources of all establishments throughout the State. It is necessary that the burden should be shared by all concerned. Please take steps to ensure that State Government establishments give the lead in this matter and bear their full share of the burden.

3. All employees of the State Government with the exception of police officers should accept and perform readily any work connected with the Housenumbering and Houselisting Operations and Population Enumeration which is placed on them by the local Census Officers. The employees should be specifically instructed that they should give no cause for complaint by the officers in charge of the Census in respect of the performance of Census duties. They should perform their duties as diligently and conscientiously as the normal duties of the posts held by them. It should be necessary to impress upon them that the manner in which they perform census duties would be taken into account in the periodical assessment of their work and conduct.

4. The Housenumbering and Houselisting Operations and the actual enumeration will spread over nearly two months and there will naturally be demands on the Heads of Departments and officers for sparing their staff who may be appointed as Census workers in order to enable the workers to carry out their duties conveniently. Your co-operation is, therefore, necessary in lightening the burden on Census workers to the maximum extent practicable. This will necessitate the grant of concessions, regarding office attendance both during the Houselisting and Housenumbering Operations, actual Population Enumeration and the period of training which will precede it.

Yours faithfully,

Sd/- B. T. SANGA

Deputy Secretary to the Govt. of Mizoram
General Administration Department

Memo No. GAD. 49/(B)/79/103(A)

Dated Aizawl, the 12th July, 80.

Copy to :

The Director of Census Operations, Mizoram, Aizawl with reference to his letter No. DCM/C-7/79/60, dated 17-6-80.

By order etc.

Sd/-

Deputy Secretary to the Govt. of Mizoram
General Administration Department

Government of Mizoram

GENERAL ADMINISTRATION DEPARTMENT
CORRIGENDUM

No. GAD. 49/B/79/145

Dated Aizawl, the 20th August, 80.

In partial modification of this Govt. instruction No. GAD. 49/B/79/103 dated 12-7-80, it is hereby informed to all concerned that the words from sixth lines of the first para should be read as follows :—

"The actual Population Enumeration will take place between 9th February, 1981 with 1st March, 1981 as a reference date. This will followed by a revisional round of 5 days from 1st March to 5th March, 1981. These Operations, as in the past, will be undertaken mostly by the fullest use of all establishments under the control of the Government".

Sd/- B. T. SANGA

Deputy Secretary to the Govt. of Mizoram
General Administration Department

Memo No. GAD. 49/B/79/145(A)

Dated Aizawl, the 20th August, 80.

Copy to :

1. All Heads of Departments.
2. All Deputy Commissioners and Sub-Divisional Officers.
3. All Departments of Secretariat, Mizoram.
4. Director of Census Operations, Mizoram, Aizawl with reference to his letter No. DCM/C-7/79/84 dated 19-7-80.

Sd/- B. T. SANGA

Deputy Secretary to the Govt. of Mizoram
General Administration Department

Government of Mizoram
GENERAL ADMINISTRATION DEPARTMENT
NOTIFICATION

No. GAD. 49/B/79/Pt

Dated Aizawl, the 17th Sept., 1980.

It has come to the notice of Government that some transfers of Government Servants who are engaged in Census work had been made inspite of Government Circular No. GAD. 49/B/79/78 dated 16th May, 1980. It is hereby reiterated that the earlier Circular should be strictly complied with and no transfer of Government servants who are engaged in Census works should be made till April, 1981. If transfers are unavoidable, approval of the Government in the concerned Department should be obtained first.

Sd/- B. T. SANGA

Secretary to the Govt. of Mizoram
General Administration Department

Memo No. GAD. 49/B/79/Pt (A)

Dated Aizawl, the 17th Sept., 1980.

Copy to :

1. Secretary to Lt. Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.A. to all Ministers, Mizoram.
4. P.A. to Speaker/Dy. Speaker, Mizoram.
5. P.S. to Chief Secretary, Mizoram.
6. Secretaries to Government of Mizoram.
7. All Heads of Departments.
8. Director of Census Operations, Mizoram.
9. All Deputy Commissioners.
10. All Sub-Divisional Officers (Civil).

Sd/- B. T. SANGA

Secretary to the Govt. of Mizoram
General Administration Department

Government of Mizoram
GENERAL ADMINISTRATION DEPARTMENT
ORDER

No. GAD. 49/B/79/145

Dated Aizawl, the 17th Sept., 1980.

It is hereby ordered for information of all concerned that a good number of vehicles for Census Operations like touring, imparting and supervising of training in different rural areas of the Districts and Sub-divisions for the Housenumbering and Houselisting Operations are required by the Deputy Commissioners and Sub-Divisional Officers during the month of October, 1980. With a view to facilitate smooth Census Operation, the Deputy Commissioners and Sub-Divisional Officers are hereby authorised to requisition any Government vehicles of other Departments for use in connection with Census Operations with immediate effect and upto 31st October, 1980. The POL will be borne by the Deputy Commissioners and Sub-Divisional Officers which will ultimately be reimbursed by Government of India.

Sd/- B. T. SANGA

Secretary to the Govt. of Mizoram
General Administration Department

Memo No. GAD. 49/B/79/145(A)

Dated Aizawl, the 17th Sept., 1980.

Copy to :

1. Secretary to Lt. Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.A. to all Ministers, Mizoram.
4. P.A. to Speaker/Dy. Speaker, Mizoram.
5. P.S. to Chief Secretary, Mizoram.
6. All Secretaries to Government of Mizoram.
7. All Heads of Departments.
8. Director of Census Operations, Mizoram.
9. All Deputy Commissioners, Mizoram.
10. All Sub-Divisional Officers (Civil).

Sd/- B T. SANGA

Secretary to the Govt. of Mizoram
General Administration Department

Government of Mizoram
GENERAL ADMINISTRATION DEPARTMENT
NOTIFICATION

No. GAD. 49/A/79/49

Dated Aizawl, the 6th October, 80.

In exercise of the powers conferred by Sub-Section 2 of Section 4 of the Census Act, 1948 (Act No. XXXVII of 1948) the Lt. Governor (Administrator) of Mizoram is pleased to appoint the following Officers as Census Officers and to designate them as follows for the purpose of the 1981 Census within the jurisdiction noted against each :—

Sl. No.	Officers	Designation	Jurisdiction
1	2	3	4
1.	Assistant to the Deputy Commissioner	Asstt. District Census Officer	Respective District.
2.	Election Officer	Asstt. District Census Officer	Respective District.

Sd/- A. J. KUNDAN

Chief Secretary to the Government of Mizoram

Memo No. GAD. 49/A/79/49(A)

Dated Aizawl, the 6th October, 80.

Copy to :

1. The Director of Census Operations, Mizoram, Aizawl for information with reference to his letter No. DCM/E-13/79/77, dated 19th August, 1980.
2. The Director of Information, Public Relations & Tourism, Mizoram, Aizawl with a request to publish in the next issue of Mizoram Gazette.
3. The Registrar General, India, 2/A, Mansingh Road, New Delhi-110 011 for information.

Sd/- B. T. SANGA

Secretary to the Government of Mizoram
General Administration Department

Government of Mizoram

GENERAL ADMINISTRATION DEPARTMENT
NOTIFICATION

No. GAD. 49/B/79/133-137

Dated Aizawl, the 14th August, 1980.

In exercise of the powers conferred by Section 8(1) of the Census Act, 1948 (Central Act XXXVII of 1948) the Lt. Governor (Administrator) of Mizoram is pleased to issue the following instructions in respect of questions to be asked by Census Officers within the Union Territory of Mizoram in connection with the Enumeration of the Census of India, 1981 :—

INSTRUCTION

Every Census Officer is authorised to ask in accordance with the directions contained in the schedule to the Annexure thereto of all persons within the limits of the local area for which he is appointed, such questions as may be necessary in order to fill in, in respect of each such persons and in respect of the household to which each such persons belongs to the particulars which are required to be recorded in the list of Questions contained in the Individual Slips in answer to the Annexure thereto. And every person of whom such questions are asked shall be legally bound to answer them correctly.

Provided no Census Officer shall ask to see any woman who does not voluntarily appear or is not voluntarily produced before him or seek any information which is not required for the purpose of Census.

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

Each district or sub-division has been divided into Charge, Circles and Blocks placed under Census Officers designated as Charge Officers, Circle Supervisors and Enumerators respectively who will conduct the Census Operations within their allotted areas. The period of Enumeration will be from the 9th February to 28th February, 1981 to be followed by five days for a final check of the data collected. The reference date is sunrise of 1st March, 1981.

ANNEXURE

List of Questions to be asked during the Enumeration period

UNIVERSAL

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

14(A). Work any time at all last year?

14(B). If 'Yes' in 14A, did you work for major part of last year?

15(A). Main activity last year.

If Household Industry/other work in 15A.
(i) Name of Establishment
(ii) Description of work
(iii) Nature of Industry, trade or service
(iv) Class of worker.

15(B). If 'Yes' in 14B., any other any time last year?
if 'No' in 14B., work done any time last year?
If Household Industry/other works in 15B.
(i) Name of Establishment
(ii) Description of work
(iii) Nature of Industry, trade or service
(iv) Class of worker.

16. If 'no' in 14A or 14B, seeking/available for work.

SAMPLE

1. Birth place :
   (a) place of birth
   (b) rural/urban
   (c) district
   (d) State/Country.
2. Last residence :
   (a) place of last residence.
3. Reason for migration from place of last residence.
4. Duration of residence at the Village or Town or Enumeration.
5. For all ever-married women only :
   (a) Age of marriage
   (b) Number of Children surviving at present Male/female/total
   (c) Number of children ever born alive Male/female/total.
6. For currently married women only :
   Any child born alive during last one year ?

HOUSEHOLD SCHEDULE

Part I—Household Particulars

1. Name of head of household
2. Religion of the head of household
3. Whether head of household belongs to Scheduled Caste or Scheduled Tribe
4. Name of Caste/Tribe of head of household
5. Language mainly spoken in the household
6. Does the household live in owned house?
7. If 'no' in 6, does the household own a house or house site in the Village or town or enumeration?

8. Predominant construction material of the house occupied by household :
   (a) wall
   (b) roof
   (c) floor
9. Facilities available in the household :
   (a) Drinking water supply :
      (i) Source
      (ii) within premises/outside premises.
   (b) Electricity
   (c) Toilet (for urban area only)
10. Number of living rooms in occupation of household.
11. Number of married couples usually living in the household.
12. Does the household cultivate land?
13. If 'Yes' in 12, whether owned/rented/owned and rented.
14. If rented, enter local name of tenancy
15. Total population of household

Part II—Population Record

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

SCHEDULE

Directions to Census Officers

The Census Officers engaged in Enumeration are directed to ask the above question to all persons within the limits of the local areas for which they are appointed in order to elicit answers for the purpose filling in the Universal Slips and the Household Schedules. Every question should be put in such a manner as not to give offence and in a form of ready answer.

While further questions may be put to clarify any answer, no information not covered by the prescribed questions should be asked.

Sd/- A. J. KUNDAN

Chief Secretary to the Government of Mizoram

Memo No. GAD. 49/B/79/133-137(A)

Dated Aizawl, the 14th Aug., 80

Copy to :

1. The Director of Information, Public Relations & Tourism, Govt. of Mizoram, Aizawl with a request to publish in the next issue of the Mizoram Gazette.
2. The Director of Census Operations, Mizoram, Aizawl with reference to his letter No. DCM/C-7/79/96, dated 28-7-1980.

Sd/- B. T. SANGA

Deputy Secretary to the Government of Mizoram
General Administration Department

CHAPTER XIII

GENERAL

Circulars

Several circulars had to be issued from the Directorate at various stages dealing with the various aspects of Census and the circulars were mostly addressed to the Deputy Commissioners as Principal Census Officers, Sub-divisional Officers and Charge Officers. All these circulars had been reproduced in the foregoing chapters.

The legal aspects of the Census Operations and the duties and obligations of the citizens that the statute required of them to perform were highlighted in the publicity measures undertaken. It was felt that this aspect had to be brought out clearly so that the citizens would be aware of the legal requirements viz-a-viz their obligations. It was clear, however, that inspite of such publicity regarding Census Operations, public is not actually aware of its implications and the benefits that would accrue to the society. Such awareness on the part of the public and the desire to assist and co-operate with the Government machinery to the utmost has not altogether dawned on them. This could be seen in the rather indifferent and lukewarm attitude on the part of the public in general to the Census Operations as a whole. To my mind, the public has to be enlightened more through social orgasations and also through educational instiutions where the students could be taught the value and utilities of Census figures and the need to extend co-operation and assistance to the maximum by members of the public. The fact that our country is still backward economically and educationally is a pointed to this need.

Honorarium

The quantum of honoraria paid to the enumeration agency, however, is pathetically too small in view of the present day economic inflation and rising prices. It is, however, understandable because practically all the enumerating agencies were school teachers, each having his regular job and the honorarium paid being over and above the regular salary drawn by them. Even a slight increase in the quantum of honorarium would mean considerable drain on the exchequer and hence, the honorarium issue is rather difficult to be tackled. It is my considered opinion that rather than increasing the quantum in the honorarium, it would be desirable if recognition is given by Government by awarding certificates to all the agencies connected with Census indicating therein the nature of performance of Census works. The procedure for payment of the honorarium as is now adopted through the respective Deputy Commissioners may not be quite recommended. Instead of making payment through the Deputy Commissioners, it may be made through the respective Heads of Departments by the Director of Census Operations by issuing cheques to the concerned departmental heads for distribution to the Census workers under them.

The rates of honorarium paid to various categories of Census personnel during the two stages of Operations are as follows :—

		Rs.
1.	Enumerator	120·00
2.	Supervisor . . . . . (Rs. 20·00 for Houselisting and Housenumbering, Rs. 20·00 for actual Enumeration, Rs. 10·00 for Degree Holder and Technical Persons only for Enumeration and Rs. 20·00 in case of Sample Area).	110·00
3.	Charge Officer	200·00
4.	Additional District Census Officer . .	300·00
5.	Sub-divisional Census Officer and Assistant District Census Officer	300·00
6.	District Census Officer	500.00

Census Medals and Certificates

Medals and Certificates were awarded to those Census workers who were considered more diligent and devoted to the tasks entrusted to them which found reflection in the satisfactory completion of their allotted works. Such satisfactory works greatly facilitate the task of the staff in the Directorate office and the need for corrections was minimised. On the whole, the Enumerating Agency selected for the Census tasks did quite well as they proved themselves to be more devoted, dedicated and conscientious to their works.

The allocation of various categories of Medals by the Registrar General, India for Mizoram is as follows :—

1.	For the best District Census Officer and the next best District Census Officer.	One Silver and one Bronze Medal
2.	For the best Charge Officer and the next best Charge Officer in a District	Three Silver and three Bronze Medals for the three Districts.
3.	For the best Supervisor and next best Supervisor in a District.	Three Silver and three Bronze Medals for the three Districts.
4.	For the best Enumerator and the next best Enumerator in a Charge.	Twenty nine Silver and Twenty nine Bronze medals.
5.	For the best Principal Census Officer in a state.	One Silver medal.
6.	For the best Additional District Census Officer in a State.	One Silver medal.
7.	For the best Deputy District Census Officer in a State.	One Silver medal.
8.	Staff of the Director of Census Operations for Mizoram.	One Silver medal.
9.	Staff of Regional Tabulation Office for Mizoram.	One Silver medal.

Office expenses

At the initial stage of the Operations the Deputy Commissioner expressed their difficulties in meeting the office expenses connected with Census in view of the fact that no allotment of fund was made to them by Government for this purpose. The clerical staff in the District and Sub-divisional offices specially sanctioned for Census purpose was getting their salaries regularly being committed expenditure. In the case of office expenses, however which will have to be incurred for purposes of transport, travelling expenses, training etc. in connection with preparation of the Population Enumeration, the Finance Department of the State Government could not make allotment as demanded by the General Administration Department for the Deputy Commissioners. This inability to provide in time necessary funds for office expenses creates some sort of frustration and lack of zeal in conducting training of the Supervisors and Enumerators at the Charge level by the Charge Officers. Small items of expenditure if not sanctioned such as for providing of tea and snacks in the trainings which would last the whole day at times could create demoralisation and lack of enthusiasm on the part of the workers. It would be advisable if, in future, adequate fund is placed at the disposal of the Deputy Commissioners for Census purposes since all the expenditure incurred would have to be reimbursed by the Government of India again Such apparently small items could make a great deal of difference in the minds of the Census workers on whom the whole performance of Census depends and hence the need for timely allotment of funds.

At the later stage, however, some allotments were made by Government to the Deputy Commissioners which were found to be rather inadequate. Several references had to be made to the State Government and the Registrar General, India by this office in this connection. It may be underlined here that lack of providing adequate funds to the Deputy Commissioners caused us a lot of worries which could affect the quality of the performance to a great extent. It is desirable that for the Operations to be carried on smoothly, it should be ensured that there was absolutely no financial worries and a snag in timely allotment of adequate fund from the appropriate quarters.

Training

Intensive and vigorous trainings were imparted to the Charge Officers by the staff of this Directorate in respect of Lunglei and Chhimtuipui Districts at Lunglei on the 14th and 15th November, 1980. The Charge Officers of the Aizawl Districts were given training separately in the Directorate office. Fortunately for us, Shri S. C. Srivastava, Assistant Central Tabulation Officer also visited our Directorate and had discussions with us regarding tabulation works in general. It was a great benefit and enlightenment for us to be informed of the nature of tabulation which the Directorate would be required to undertake. It may be recalled that this Directorate being established only in 1979, it had little or no knowledge about the nature of tabulation that would be required to be taken up.

As a follow up to the training of the Charge Officers at Lunglei and Aizawl, the Charge Officers of the three Districts of Mizoram were again called for training at the Directorate office on the 18th and 19th December, 1980. Except the Charge Officer of Kolasib, Ngopa, Serchhip Urban, Tuipang, Chawngte and Sangau, all other Charge Officers had attended the training which was a great success. Such frequent meetings greatly helped in fostering intimacy and personal relationship which are essential elements for undertaking such gigantic operation as Census and the need to impart vigorous trainings at the Supervisor and Enumerator's level was highlighted. Fruitful discussions on the issue relating to Scheduled Caste and Scheduled Tribe were also held and many types of doubts clarified also. Most of the Charge Officers had already had training of the Enumerators and Supervisors and they were requested to give as much training as possible before the actual enumeration takes place. On the whole, it was gratifying to note that the Charge Officers took sufficient interest which was quite evident from the lively nature of the discussions that had taken place during training.

Publicity

With regard to publicity, the local station of All India Radio and the Publicity Department of State Government were most co-operative having assured us of their utmost Co-operation. In fact, I had the privilege of having a talk on 'Importance and Significance of Census' at the early stage in Mizo language which was broadcast on the 20th August, 1979 from the Aizwal Station of All India Radio. The All India Radio subsequently invited two of my staff, namely, Shri Lalhmingthanga Sailo, Investigator, and Shri R. Lalthlamuana, Assistant, and one person from Education Department, Shri R. Lalrawna, Assistant Publication Officer to hold discussions on the subject entitled "Why should we have Census" for a broadcast. The discussions in Mizo was duly held, the same being recorded on 14th April, 1980 at 3.00 P.M. and broadcast on the same day at 7.30 P.M. Again on the 4th of July, 1980 at 3.00 P.M. the same set of persons above had another discussions on the subject "How is Census Operations Working" in Mizo duly recorded by All India Radio. The recorded discussions was broadcast in the evening of the same day.

Besides the above, I myself, had the privilege of being interviewed on the subject of Population Enumeration of the 1981 Census in the "Hot Line" sponsored by All India Radio on 12th December, 1980 where two persons, a male and a female would ask me such questions as they felt like asking from layman's point of view relating to Population Enumeration with special reference to its importance and significance. The male interviewer was Shri Thanchhuma Mualchin, one of my Statistical Assistants and the female one was Smt. Hmingi one of the clerical staff of the Local Administration Department. The interview was again broadcast in the evening of the same day.

During the actual period of Population Enumeration, one of my staff, namely, Shri R. Lalthlamuana, Assistant had a talk in Mizo in the All India Radio. This

was on the 18th February, 1981 at 3.00 P.M. on the subject "Importance of Census" which was subsequently broadcast. Although the senior officials of the State Government were approached to have talks on the subject of Census in consultation with the All India Radio authorities, none, however, came forward due to other pre-occupations. On the eve of the Population Enumeration, i.e., 9th February, 1981 the Chief Minister of Mizoram, Brig. T. Sailo, was requested to broadcast to the people about the impending Census and the need for the public to extend maximum co-operation and answer the Census questionaires correctly and truthfully. The Chief Minister did oblige us for deputising the Finance Minister, Shri Lalhmingthanga to speak on his behalf. The text of which is reproduced below :—

"The final count for the twelfth, 1981 Census of India will begin on 9th February, 1981 and end on 5th March, 1981 throughout India. During this period Census Enumerators will call on every household of the country to collect demographic, social and economic particulars of every member irrespective of age and sex. Census data are of immense value and are widely used by Government, local authorities, industry, trade, commerce, research workers, social workers alike. The Census report is consulted at every stage of the administration of planning and its authencity and accuracy have always been taken for granted. In an undeveloped State like Mizoram, the need for accurate and objective Census data assumes added significance. Therefore, it is essential that neither the Enumerators nor the citizens are influenced by sentimental, political or extraneous considerations while recording or answering the Census questions. Fortunately, Indian Censuses have built up a glorious tradition of co-operation and understanding between the Government and the people where both realise the need for and significance of a correct and complete Census. I earnestly hope that in the ensuing Census which incidentally marks the taking of Census by Mizoram as a separate State for the first time, every one will extend all help and co-operation to maintain this honourable tradition".

The local Station of the All India Radio, Aizawl was furnished with Census slogans which they promised to broadcast in between programmes and which they actually did at regular intervals.

The Information and Public Relations Department and Government Press of Mizoram also greatly assisted us in preparing and Printing about eight thousand posters on Census to be displayed in the local Notice Boards of various localities and Villages so as to create Census awareness in the minds of the public. The information and Public Relations Department had also taken the responsibility of screening slides on "CENSUS" for the purpose of publicising the 1981 Census Operations by requesting the local Cinema Houses. The films entitled "To meet your needs" received from Directorate of Advertising & Visual Publicity, New Delhi, were also screened to the public by the Publicity Department. On top of this, the local dailies were also greatly associated on the subject. In fact, we had as many as three Press Conferences on the 12th February, 1980, 27th September, 1980 and 23rd March, 1981 respectively where most of the Editors of the local dailies were present and the salient features of the Census explained and highlighted and their co-operation invited publicising Census and creating awareness in the minds of the public. Incidentally, in the town of Aizawl with a Population of more than seventy five thousand, there were as many as ten dailies. This media, if, fully utilised, could be a powerful instrument in the matter of publicity. Given sufficient incentive and proper approach, the local dailies were quite prepared to extend maximum co-operation in this direction and this went a long way in the ultimate successful conclusion of the Operations.

Financial expenditure

It was all along impressed upon the Principal Census Officers and the Charge Officers at the time of training that so far as finance is concerned, there should be no difficulty in making the requisite amount as projected by the respective Deputy Commissioners available by the Government of Mizoram. It was also the policy of the Government of India that all the legitimate expenditures incurred by State Government in connection with Census Operations would be reimbursed by the Government of India again and that the Directors of Census Operations were to be furnished with the expenditure statements for the purpose of eventual reimbursements. The idea was that the State Government would allocate such budget grants as considered reasonable and as recommended by the Director of Census Operations to the respective Deputy Commissioners as it does in normal cases since the amounts so expended would have to be reimbursed again after all. The Finance Department of the State Government, however, would not make such amounts available unless clearance is obtained from the Home Ministry and this being so, the Government of Mizoram in the General Administration Department would approach the Home Ministry through the Registrar General, India to issue such sanction. The Directorate of Census Operations is thus kept in the middle and hence could not have much voice in the matter. This state of affairs created a rather uncomfortable situation because as in the case of Elections, the staff engaged in Census expected that their Travelling Allowance Bills etc. would be passed in no time and paid to them by the Deputy Commissioners without any difficulty and loss of time. But due to the situation described above, the Deputy Commissioners were not provided with funds as projected by them by the Government in time and consequently the enthusiasm and zeal generated in the enumerating staff could adversely be affected to a considerable extent.

It would be desirable in future if a rather clear cut insstructions are issued to State Governments direct in matters of budget provisions in connection with Census Operations by Government of India so that there will be no difficulty on the part of the Deputy Commissioners to obtain requisite amounts for the purpose within reasonable limits. Alternatively, the requirements of funds by the respective Deputy Commissioners may be ascertained by the Director of Census Operations and the amounts so recommended made available to the Director of Census Operations by Registrar General, India who in turn will make allocations to Deputy Commissioners. The expenditure statements on the amounts thus sanctioned and allocated will be submitted to Director of Census Operations direct by the Deputy Commissioners concerned which will in turn be submitted to the Registrar General, India. Such

a system would be effective because the Director of Census Operations is expected to know the actual fund requirements of the Deputy Commissioners judging from the strength of the various Census personnel under them in their respective jurisdictions and the possible expenditure that would be incurred. As things are now, the State Government particularly Union Territory like Mizoram had its own norms and practices which are always dilatory and causing delays and also that there is a tendency on the part of the Deputy Commissioners to inflate their requirements of funds enormously and to spend extravagantly in the name of Census Operations.

Since the Census personnel were all drawn from the State Government hierarchies right from the Principal Census Officers to the Enumerators and the Director of Census Operations having no direct administrative control over them, the only key control that could be effected by Director is the financial control and allotment of fund. The risk of satisfactory performance of work not forthcoming from the Census personnel is also there and this constitutes the greatest headache on the part of the Director.

Recruitment of staff and retrenchment

Practically, all the senior staff of the Directorate were recruited through other departments by transferring them on deputation for a specified period in the first instance which could be extended from time to time. Great care was taken to see that the senior staff so recruited were of high calibre and efficient as they were to start a new Directorate after all. It was most fortunate, that I could procure the services of experienced hands from various other departments who were known for their efficiency, integrity and devotion. In this connection, I am happy to record that the various departments of Government of Mizoram, who were approached for suitable staff were most co-operative and that they did not create any difficulty in making the services of those persons selected by us available to Census Directorate. Other categories of staff besides deputed cases, were recruited directly through the agency of the Local Employment Exchange.

Since there is no separate Regional office here and the entire Directorate being an amalgamated one, the staff sanctioned to man the Regional Office were all merged with the main Directorate.

In the Tabulation Section, there were one Supervisor, two Checkers and fifteen Tabulators sanctioned on consolidated salary of Rs. 380, Rs. 330 and Rs. 280 respectively. These were meant for a short period of 10 months or so in connection with tabulation of Primary Census Abstracts.

Save and except the above temporary staff, who were to be retrenched on completion of the tabulation works assigned to them, all other staff regularly sanctioned on usual scales of pay will have to be retained as their services would be essentially required during the intercensal period. It would be in the fitness of things if the question of their retrenchment is not taken up in view of the fact that the Directorate is comparatively new which will need all the existing staff to carry on the functions of the Directorate till the next Census.

Accounting system and Budget

The system of accounts adopted in the Directorate is simple in that the Pay and Accounts Officer of the Registrar General's office would issue, what is called, letter of credit for one quarter to meet the need of the Directorate from time to time. The requisite fund would be placed at the disposal of the Directorate in the local State Bank of India by alloting Accounts Number which would be drawn by means of cheques issued by the Pay and Accounts Officer under a system called Departmentalisation of Accounts. All the bills and vouchers would then be sent weekly to the Pay and Accounts Officer for his scrutiny. Under this system of accounting, no difficulties had been experienced at any stage.

The fund placed at the disposal of this Directorate is as follows :—

1979-80	Rs. 2,50,000.00
1980-81	Rs. 7,06,400.00
1981-82	Rs. 7,37,000·00

Of this, the total expenditure incurred upto June, 1981 was Rs. 11,65,900.00.

Other organisational aspects

Travelling allowances

There was no difficulty in the staff of the Directorate getting their travelling allowances in time whenever claimed in connection with official duties performed in the field and this was equally true in the case of officers as well. In the case, however, of the various Census workers who were engaged in the Enumeration Operations and who were under the administrative control of some other Departments, they complained of not getting their T. A. Bills in time in view of non-provision of funds to the concerned Deputy Commissioers by the Government. This issue had to be taken up with the appropriate authorities even at the time of writing of this report. In this connection, the need to centralise financial control in the Directorate for the entire Operations had already been discussed elsewhere to avoid such a situation.

Telephones

Thanks to the generous accommodation of the Mizoram Government in the General Administration Department, the residential Phone, which I was using while under that Government, was allowed to be used by me till such time as a separate phone was sanctioned by Government of India. This accommodation and gesture of good-will on the part of the State Government was most appreciated and it was of immense help and assistance in the successful conduct of the entire Operations. The phone was used by me till after the completion of the Operations and all the charges connected therewith, however, were borne by the Directorate. The office telephone connection was also effected on the 15th November, 1979 in the first

instance as a casual connection with regular installation being effected on 8th February, 1980.

Indent for stores

To meet our immediate requirements at the initial stage of the Directorate coming into existence, the office of the Registrar General, India made available to us four new Typewriters, one new Duplicating Machine and three old Facit Calculators. Other requirements were purchased locally according to the accepted rates of the Government of Mizoram. All other requirements were also procured in this manner.

Printing

Since the Mizoram Government Press could not take up the printing of our publications relating to Provisional Population Totals and its Supplement, we had to take recourse to printing them in a private press after observing formalities.

Accommodation

There was no difficulty in the matter of accommodation, since the Registrar General, India himself was appreciative of our needs and thus created no difficulties in this regard. The rents for the main accommodation were sanctioned on the basis of the assessments made by the local authorities in the first instance followed by another sanction for a separate building in the same compound for accommodating the Census Tabulation Sections. The fact that the two buildings occupied by us are adjacent to one another and belonging to the same owner is another factor which greatly added to the all round convenience and centralisation of staff which went a long way in achieving satisfactory accomplishment of tasks and ensuring discipline as well.

CHAPTER XIV

POST ENUMERATION CHECK

Post Enumeration Check and Census Evaluation studies were not conducted in Mizoram.

PART I-B

ADMINISTRATION REPORT—TABULATION

CHAPTER I

INTRODUCTION

As already stated in the Administration report relating to Enumeration, for the first time in the history of the Indian Census, a separate Tabulation Office had been set up for the tabulation of data collected by various Census workers in respect of Mizoram for the 1981 Census. It may be recalled that prior to January, 1972, Mizoram was part of Assam being one of the several Districts and all the Census data relating to Mizoram were tabulated in the Office of Director of Census Operations, Assam, situated in Shillong, the capital.

In the 1981 Census, however, tabulation was done in two phases for the data collected during the Houselisting Operations and the population Enumeration respectively.

Organisation of Tabulation Office

There was no tabulation office prior to the actual enumeration in February, 1981 and with the completion of population enumeration, the Regional Office became Regional Tabulation Office for the purpose of tabulation. The Regional Office itself was set up in the early part of 1980 with the sanctioning of separate staff. Conveniently for us the Regional Office was accommodated in the same compound in a separate building for the purpose of tabulation. All the staff of the Directorate also functioned side by side with the staff of the Regional Office, the Director, exercising all the administrative control. The Staff of both the Tabulation Office and that of the Directorate were functioning side by side in compiling and tabulating data in accordance with the instructions issued from time to time.

Staff Set-up

The Officer and Staff sanctioned for the purpose of Tabulation were for a short period lasting only upto 28th of February, 1982 or till the processing of data and compilation of Primary Census Abstract is over, whichever is earlier. It was gratifying to note that we could complete the tabulation of Primary Census Abstract within the Scheduled time *i.e.* 28th February, 1982.

For the purpose of manning the Regional Office, the following staff were sanctioned at the initial stage namely, one Statistical Assistant,—one Lower Division Clerk and one Peon *vide* R. G. I.'s Office letter No. 1/70/79-Ad. I 24182, dt. 6-11-79. The Assistant Director was appointed *vide* R.G.I's office letter No. 11/114/79-Ad. I of 3-6-80 to look after the Tabulation Office. Again, a post of *Chowkidar* was sanctioned by RGI *vide* his office letter No. 1/70/79-Ad. I dt. 6-2-1980 for the purpose of the Regional (Tabulation) Office. As has already been stated, though separate staff were sanctioned for the purpose of Regional (Tabulation) Office, in practice all the available staff both in the Directorate and Regional Office functioned side by side grouping themselves together while compiling the Census data.

Tabulation on Houselist—Table H-2

After receiving the filled-in Houselists from various charges in November 1980, the data on Table H—2 namely, Disabled Population by Type of Disability were manually tabulated in this office. Tabulators on fixed pay were sanctioned for this purpose and the tabulation of the above data was done by the fixed pay staff appointed for the purpose together with the existing staff.

In view of the late receipt of the filled-in Houselists from various charges, we had to work rather hard in compiling and tabulating data on Table H-2 so that Houselist result would reach the Registrar General of India's Office in time. The staff entrusted with this task had to work even till the late hours of the nights. As soon as the Houselisting results were ready for Mizoram, all the filled-in Houselist forms and the Abstracts were despatched to the office of Registrar General, India, New Delhi. All these forms as despatched were escorted by reliable staff of this Directorate to New Delhi to ensure their safe arrival and delivery.

Printing and Supply of Compilation Sheets

All the required forms for the compilation of Houselists on Table H-2 were printed by the office of Registrar General, India and the same were supplied to us according to our need.

Tabulation of Primary Census Abstracts

(1) **Appointment of Staff**

In addition to the posts already sanctioned for the Regional Office, the following posts were also sanctioned by Registrar General, India in connection with the processing of data for Primary Census Abstract in the Regional Tabulation Office during the Tabulation period.

Sl. No.	Name of the post	Scale of Pay	No. of posts	Sanctioning letter Nos.
		Rs		
1.	Investigator .	550—900	one (1)	No.1/70/79-Ad. I dt. 5-11-80.
2.	Head Clerk .	425—700	one (1)	No. 1/70/79-Ad. I dt. 17-2-80.
3.	Upper Division Clerk	330—560	one (1)	Do.
4.	Lower Division Clerk.	260—400	two (2)	Do.
5.	Supervisor .	380/fixed	one (1)	No. 15/2/79-Ad. I dt. 22-9-79.
6.	Checker .	330/fixed	two (2)	Do.
7.	Tabulator .	280/fixed	Fourteen (14)	Do.

Additional posts on consolidated salary were again sanctioned for attending the work connected with the compilation of Primary Census Abstract for Scheduled Castes and Scheduled Tribes as follows *vide* Registrar General of India's Office No. 1/75/80-Ad. I dt. 7-8-1981.

1. Checker	. Rs. 330	one (1)
2. Tabulator	. Rs. 280	six (6)

Method of Recruitment

For the appointment of Staff sanctioned above, certain procedures laid down by the Registrar General, India were followed. Serial number 1, 2, and 3 of the posts sanctioned above were filled up by promoting the existing staff of the Directorate. The rest was filled up by making formal interview amongst the candidates sponsored by the local Employment Exchange.

Hiring of Additional Building for the Tabulation of Primary Census Abstracts

In view of the fact that the private building in occupation of the Directorate Office belonging to Shri H. Vanthuama at Chandmary, Aizawl is not large enough to accommodate all the staff appointed for the Directorate and for the Regional (Tabulation) Office, and additional building annexed to the main office belonging to the same owner was taken on rent. In fact it was at our instance that the landlord had to construct the additional building for the occupation of the 'Regional Tabulation Office'. It was occupied from March, 1981. In this additional building, all the non-technical staff of the existing Directorate strength and the new staff appointed for the Regional Tabulation Office including fixed pay incumbents were accommodated.

Management of Records

All the records, namely the Household Schedules, Individual Slips, *etc.* were kept properly in a separate room at the bottom of the main building, the records being kept

charge-wise. One of the Computors namely Shri George Zosangliana was made Record Keeper and in that capacity had to sit in the Record Room all the time. He also maintained a proper Register wherein movements of all the records were recorded. The Record Keeper issued the Household Schedules and the Individual Slips to each of the Supervisor/Checker of the team for the purpose of editing, compiling and tabulating of the data for the Primary Census Abstract obtaining their signatures in the Register book. The Supervisor/Checker of the teams after completion of the works for the PCA under their charges would submit the Schedules and Slips to the Record Keeper. As soon as the compilation of the General Primary Census Abstract was over, the special Tabulators and the special Checkers would then start compiling the Primary Census Abstract relating to Scheduled Castes and Scheduled Tribes.

Printing of forms for the compilation of the Primary Census Abstracts

All the necessary forms for the compilation of the Primary Census Abstracts were got printed locally. The Manager of the Nazaret Press was kind enough to take up urgently the Printing of all the forms required for the compilation of general Primary Census Abstract as well as the Primary Census Abstract for Scheduled Castes and Scheduled Tribes with moderate rates of printing charges.

Trainings

Before imparting training to the Tabulating Staff, a kind of training was held among the Senior Staff like Assistant Director and Investigators in the form of discussions. The Senior Staff in their turn would train up the Tabulating Staff, composed of the existing staff and those appointed on fixed pay in accordance with the Manual of Instructions issued by the Office of Registrar General, India. Soon after the tabulating staff were trained up, the compilation of the Primary Census Abstract was started in accordance with the instructions issued from time to time. In course of the tabulation of the Primary Census Abstracts, some sort of refresher courses were also held amongst the tabulating staff as desired by Registrar General in his D.O. letter dated 20-5-81. In these courses, mistakes which were noticed in course of editing were subjects of discussion and common experiences were shared. Besides, frequent meetings with the Supervisors and the Statistical Assistants were also held where progress was reviewed.

Method of Tabulation

"The Primary Census Abstract, till the 1971 Census, has been generated by breaking the Individual Slip pads and manual sorting of Individual Slips. This procedure had been given up at the 1981 Census and the PCA was obtained by compilation of data available in Part II of the Household Schedule, namely the Population Record after editing and desk matching the relevant entries in the Individual Slips and Household Schedules. This was done without breaking the pads of Individual Slips and books of Household Schedules."

The compilation of P.C.A. was done in two phases. At the initial stage, the records of 5% Sample blocks were tabulated first and after the completion of the 5% Sample Blocks, 95% blocks were tabulated. As soon as the tabulation of 5% Sample Blocks was completed, all the Individual Slip Pads of the 5% Sample blocks together with the results were sent to the office of the Registrar General, India for advance tabulation of national level estimates on computer along with two staff of this Directorate detailed to escort the bundles.

Grouping of the Tabulation Staff

For the purpose of tabulating of the Primary Census Abstract of 5% sample blocks, the tabulating Staff were grouped into teams. Copy of the order is reproduced as below :—

(Copy)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS

MIZORAM

No. DCM/T.1/79/184 : For compilation of 5% Sample Primary Census Abstract and tabulation of filled-in Census Schedules and Forms, the following staff of Census section should be grouped in the following sections to be supervised and checked by Statistical Assistants and Computors as under :—

Supervisors	*Checkers*	*Tabulators*
1. Shri Lalhmingthanga, Statistical Assistant.	(1) Laldwangliani Computor	Vanlalmawia Vanlalchhuana Zamawii
	(2) Saithuama Computor	Lalromawia Sairengpuii Lalchhawankimi
2. Shri J. Lalramthara Statistical Assistant	(1) V.L. Ruala Computor	V. Lalnunnemi Lalrinmawii Zote Zochhuanmawia
	(2) M.C. Hrangchema Computor	Lalhmingthangi Zosiamliana Zothanmawii
3. Shri Zothanthuama Statistical Assistant.	(1) Saithanthuama Computor	Liantluanga Lalsawmliani J. Vanlaldika
	(2) Lalbuanga Sailo, Computor	Thangzakama Lalremruata Rosanga (Computor)

Shri Zosangliana and Shri Vanlalthanga (Computor) will be incharge of the Record Room, to ensure proper storage of the filled-in Schedules. They will open and maintain register in which all the movement of filled-in Schedules will be recorded.

All the Staff is hereby intimated that Schedules and forms stored in the Record Room are not to be taken out without prior knowledge and due record by the record keepers.

Sd/-
(P. LALNITHANGA)
Director of Census Operations,
Mizoram : Aizawl.

Memo. No. DCM/T.1/79

Dated Aizawl, the 6th April, 1981.

Copy to :—

(1) All concerned for information and necessary action.
(2) Office Order Book.

Sd/-
(P. LALNITHANGA)
Director of Census Operations,
Mizoram : Aizawl

After the completion of the 5% Sample Blocks, the tabulating Staff as grouped above, took up the compilation of the Primary Census Abstracts of the remaining 95% blocks. In course of time, the existing teams were reviewed and re-grouped again into five teams in accordance with the instructions contained in the manual for compilation of the Primary Census Abstract. Copy of the order in this regard is re-produced as below :—

OFFICE ORDER

NO. DCM/T. 1/80/245 With a view to ensure Speedy and timely Completion of the Compilation of the general Primary Census Abstract and P.C.A. for Scheduled Castes and Scheduled Tribes, the progress of the Tabulation of Primary Census Abstract has been reviewed and accordingly

the following arrangements are being made with immediate effect until further orders :—

Shri Lalhmingthanga Sailo and Shri Thanchhuma Mualchin, Investigators will function as Supervisors and will co-ordinate all the correspondence relating to file works.

Sl. No. of Team/ Group	Name of Checkers	Name of Tabulators	Remarks
1	2	3	4
1.	Shri J. Lalramthara, Statistical Assistant	1. M.C. Hrangchema Computor 2. Sairengpuii 3. Lalsawmliani 4. Vanlalchhuana 5. Thangzakama 6. Lalramhluna 7. Khuangzikpuii	Leader
2.	Shri Zothanthuama, Statistical Assistant	1. V.L. Ruala Computor 2. Lalrosanga 3. P.C. Vanthangi 4. Zosiamliana 5. Lalremruata 6. Lalrintluangi	Leader
3.	Shri Lalhmingtanga, Statistical Assistant	1. Saithuama Sailo, Computor 2. Lalrinmawii 3. Zamawii 4. Liantluanga 5. Zoramthanga 6. C. Laldinthara	Leader
4.	Shri Lalphunchhunga, Statistical Assistant	1. Vanlalthanga, Computor 2. Laldawngliani, Computor 3. Zothanmawii 4. Romawia 5. H.K. Lalchhuanawma 6. C. Ramrinliana	Leader
5.	Shri Lalbuanga Sailo Computor	1. Saithanthuama Computor 2. Lalhmingthangi 3. Lalchhawnkimi 4. Vanlalmawia 5. Vanlaldika 6. Zochhuananmawia 7. F. Lalchhuanawma	Leader

In the absence of the Checkers the Leader of the team will automatically function as Checker.

Shri George Zosangliana, Computor will remain incharge of the Record Room as Record Keeper. Smt. Lalbiakhluni Statistical Assistant will remain incharge of the Compilation relaitng to village and Town Directory and she will be assisted by Shri George Zosangliana, Computor in addition to his normal duty as Record Keeper.

Shri R. Lalthlamuana, Assistant and Smt. Zomuankimi, L. D. C. will assist the Investigators in dealing with the day to day file works *etc.*

The team No. 5 headed by Shri Lalbuanga Sailo, Computor will be entrusted with the compilation of Scheduled Castes and Scheduled Tribes Primary Census Abstract as and when the Compilation Sheets are ready.

Each team will be sitting in group close to one another. Team No. 2, 3, and 4 will arrange their seats in the Second Floor of the New building and team No. 1 and 5 will be accommodated in the upper floor of the new building and Record Room respectively. No filled-in Schedules/Forms should be left in any table, and they should be kept properly in the Almirrah.

Nobody should neither leave office nor go out without the permission of the Supervisors and the Checkers.

Sd/-
(P. LALNITHANGA)
Director of Census Operations,
Mizoram : Aizawl.

Memo No. DCM/T.1/80/245 (A), Dated Aizawl, the 5th August, 1981.

Copy to :—
1. All Concerned for information and necessary action.
2. All branches of this Directorate for information.

Sd/-
(P. LALINTHANGA)
Director of Census Operations,
Mizoram : Aizwal.

Furniture

With the creation of the posts sanctioned for the Regional Tabulation Office, it was felt that additional furniture would be needed for the staff who would be appointed for the Compilation of the Primary Census Abstract. Therefore, most of the furniture like Tables and Chairs were ordered well in advance. As the posts for the Regional Tabulation Office would last only for a short period of one year, the furniture provided for the Regional Tabulation Office were ordinary Tables and armless Chairs.

Winding up of the Regional Office and the retrenchment of the Staff

Consequent upon the completion of the Compilation of the Primary Census Abstracts, the Regional Tabulation Office would have to be wound up with effect from the 28th February, 1982. As a result, all the fixed pay staff were retrenched with effect from 28th February, 1982, and the Clerical Staff and non-technical Staff were however, retained upto the 31st of May, 1982 to attend to process of winding up which includes disposal of furniture, movement of record *etc.*

Despatching of the Census Schedules

With the completion of the compilation of the Primary Census Abstracts all the filled-in Census Schedules of Individual Slips and Household Schedules including copies of the Primary Census Abstract of State/District and Urban/Village were sent to the Data Processing Division of the office of the Registrar General, India, New Delhi through two Statistical Assistants namely Shri Zothanhuama and Shri Lalhmingthanga, who were directed to escort the bundles by train upto New Delhi. The Schedules were packed in 38 bundles. It was unfortunate however, that two of the bundles serial number 8 and 17 containing the Household Schedules and Individual Slips in respect of Tlangnuam and Bunghmun charges were missing in between the Varanasi and New Delhi Rail Stations. The same persons were again detailed to trace out the missing bandles and as good luck would have it, the two missing bundles were successfully traced out again and delivered to the Data Processing Division, New Delhi accordingly.

Visit of Shri S. C. Srivastava, Assistant Central Tabulation Officer, New Delhi

In view of the fact that the entire Directorate is new with no experience behind, particularly in matters of tabulation, we requested that someone in the Registrar General's Office be sent to us to teach and enlighten us on the tasks ahead of us. Accordingly S. C. Srivastava, Assistant Central Tabulation Officer came to Aizawl on 22nd March, 1981 to impart training to the tabulating staff in connection with the compilation of the Primary Census Abstract and to hold general discussions on tabulation Plan that was ahead of us. Shri S. C. Srivastava, imparted and conducted such training on 23rd and 24th April, 1981 and also had detailed discussions with the Senior Staff on the nature of tabulation of data. The timely visit of Shri S. C. Srivastava was found to be greatly beneficial and fruitful to all of us in the Directorate in general and in particular to the tabulating staff.

CHAPTER II

SUMMARY PROCEEDINGS OF CONFERENCES

Summary proceedings of the first conference of Directors of Census Operations from 24th to 29th August, 1979 at India International Centre, New Delhi

The first conference of the state directors of Census operations was held at the India International Centre. New Delhi during 24-29 August, 1979 to discuss the results of the second pretest, to finalise the instructions and procedures and to discuss the organisational matters relating to the 1981 Census operations. The conference was inaugurated by Shri Dhanik Lal Mandal, Minister of State in the Ministry of Home Affairs, Shri T. C. A. Srinivasavardan, Home Secretary and Shri M. L. Kampani, Additional Secretary were also present at the inaugural session of the conference. A list of participants representing the various state census directorates is given in Annexure 'A'.

Welcoming the Minister and the distinguished participants the Registrar General thanked the Hon'ble Minister, the Home Secretary and the Additional Secretary in the Ministry of Home Affairs who had found time to attend the inaugural session of the conference in spite of their extremely busy schedule. In this context he mentioned that this conference of Directors of Census Operations had a very heavy agenda and would concentrate on the organisation of the Census with particular reference to the preliminary stages and the organisation of the houselisting operations next year. He went on to say, "after the two conferences of the data Users we have had extremely detailed internal reviews of the census forms, their contents and concepts and have also, as a follow up, held various field trials. In the pilot study, census organisation concentrated on assessing the reliability of the economic questions as formulated because of the extreme importance that the Government of India and the State Governments attach to these data. The field tests encouraged us and gave us sufficient feed back on the basis of which the questionnaires have more or less been finalised. It is these questionnaires and their associated instructions which we would be discussing in the present conference". The questionnaires which are proposed to be canvassed at the 1981 Census are based on detailed discussions with the Planning Commission, the Central Statistical Organisation and other major departments and have been cleared by the Government. At this point he mentioned that the Minister would be very happy to know that census organisation have agreed to integrate the economic census with the census operations or more specifically with the houselisting operations next year because it is felt that the same enumeration agency should not be repeatedly burdened with similar tasks. An important result of the population census undertaking the economic census would be considerable saving in expenditure which would otherwise have been incurred exclusively for the economic census. He said,

> "another noteworthy aspect of the census questionnaires would be the adoption of sampling for the first time during the enumeration with particular regard to fertility and migration data, the generation of a household schedule which will provide a socio-economic profile of each household in the country including the characteristics of the housing unit and the expansion of the economic questions so as to derive data on secondary workers adequately. We are also including a question on 'seeking work' which we hope, would provide very valuable data to those concerned with policies of employment. For the first time after 1931 we have agreed to attempt to gather data regarding certain categories of the handicapped, namely, the totally blind, the totally dumb and the totally crippled. We are also gathering data with regard to the availability of infrastructural facilities in every village and town through special forms. These data base are specifically being oriented towards helping the Government to formulate schemes under the revised minimum needs Programme".

He also briefly mentioned that the census operations are carried out through the machinery over which the Directors have little or no direct control. They operate mainly through the abundant goodwill that they have from the State Governments and what encourages them is the fact that the Government of India is fully behind them. It is this assurance that sustains all of us in this national task. Thereafter he requested the Hon'ble Minister to inaugurate the conference.

Welcoming the delegates the Minister started by saying that we in this country have had a rich census heritage which one can trace back over the last hundred years. In fact we are among the few countries of the world that have had an unbroken series of censuses right from 1872.

Census data are valuable because of certain unique features which include completeness of coverage, availability of data at various points of time, possibility of analysis of inter-related characteristics, availability of data for small areas, particularly at village level and comparability of data among the states in the country. He went to say that over the years the census have grown not merely quantitatively but in qualitative terms also. It is no longer a mere head count. While that is no doubt an essential purpose equally important is its role in the collection of vast amount of information on basic characteristics of the people. This is what makes the census important—the fact that census data lend themselves to a variety of basic uses. It would be difficult to imagine the formulation of plans for economic and social development without census data.

Further he mentioned that the census operations in India are internationally recognised for their excellence and coverage and we have received international recognition for the quickness with which the results

are published. The census today is universally acknowledged as the most authentic and comprehensive source of information about our land and the people. In the context of the present plan with its focus on rural needs and its particular emphasis on employment and the revised minimum needs programme census results acquire particular importance.

It is in this context the Minister urged all the directors of census operations and the Registrar General to give particular attention to the need of total coverage and accuracy in the collection of census data. There can be no decision making in the critical fields of economic and social development without adequate data and the inter-dependence between sectors, the need for regional balances and the complexities of planning can only be taken care of with a firm and accurate data base. It is in this strategic task of generating and providing this data base that the Directors of Census form an important link.

He urged that it should be the endeavour of all of us in ensuring that the 1981 Census of India is a total success both in terms of coverage and accuracy of reporting. In order to ensure this each step towards the ultimate census count would need careful attention and constant supervision. He specially pointed out that Directors of Census Operations would not act only as the Supervisors of the Census Operations but also as a coordinator with the various hierarchies and the Governments of States and Union Territories.

He wished the deliberations all success. The text of the Minister's speech is given in Annex 'B'.

Shri V. P. Pandey, Deputy Registrar General proposed a vote of thanks to the Minister for sparing his valuable time on this occasion and for agreeing to inaugurate the conference. He also thanked the Home Secretary Shri Srinivasavardan, Additional Secretary, Shri M. L. Kampani who had come despite their preoccupations. He thanked the distinguished participants, the press representatives who had come to take part in the deliberations. In this context he mentioned "the Indian Census had been rightly described as one of the most massive administrative operations in the world. For the success of this gigantic operations the Census Organisation will have to stretch its resources of manpower and skills to the maximum. We will need all the help, assistance that we can get but more than that, we will need encouragement and guidance. In this context, the valuable advice that the Minister has given us in his inaugural address is especially welcome. This will serve as a shining beam to guide us to our goal. The confidence and trust that he had expressed in us in his address is gratifying and we would like to assure you, Sir, that it shall be endeavour of us all to justify this trust and confidence and do our best to keep alive the traditions of India Census."

Thereafter the discussion on each of the agenda items was taken up.

AGENDA ITEM 1

GENERAL OUTLINE OF THE CENSUS OPERATIONS

Item 1 : Hierarchy—Notification of census officers.

The Registrar General briefly described the hierarchy involved in the census operations. Starting at the lowest level would be the Enumerator and then the Supervisor, Charge Officer, District Census Officer, Principal Census Officer and Director of Census Operations of the State/Union Territory. The regional Deputy Director of Census Operations would come in this hierarchy at an inter-mediary level in a supervisory capacity and the Deputy Director and Assistant Director of Census Operations at headquarters will assist the Director of Census Operations.

The enumerator, who would usually be a school teacher, village level worker or revenue department official, will normally cover one enumeration block of about 750 persons, i.e. 150 households in rural areas and about 600 persons i.e. 120 households in urban areas. The Supervisor would check work of five Enumerators and above him the Charge Officer/Charge Superintendent would be in charge of the entire taluka/tehsil/development block/town or part of a city. The Charge Officer would be responsible for selecting Enumerators and Supervisors. Above the Charge Officer, the District Census Officer or City Census Officer who would normally be the Senior Deputy Collector or General Assistant to the Collector or Deputy Commissioner is the Census Officer on whom would fall the responsibility or organising the census in the district or city, as the case may be, under the overall guidance of the Collector or Deputy Commissioner or Municipal Commissioner who will be the Principal Census Officer for the district or municipal corporation. Sub-Divisional Officers would also be brought into the hierarchy as Sub-Divisional Census Officers.

The above hierarchy would be created by issue of notification by each State Government/Union Territory under Section 4(ii) of the Census Act 1948. The Registrar General emphasised that the role of the Collector as Principal Census Officer would be very important as the success of the whole operation would depend on him. He was happy to say that the importance of census has been well recognised in very State/Union Territory, as the data thrown up by the census were found to be of immense value for planning.

Thereafter, each Director of Census Operations mentioned the progress made in respect of notification of census hierarchy in his State/Union Territory. It was noted that notifications had been issued for Bihar, Himachal Pradesh, Karnataka, Meghalaya, Orissa, Punjab, Chandigarh, Pondicherry, Jammu & Kashmir and Haryana and in other States and Union Territories. they were in the process of being issued.

The general pattern was that District Collectors, District Planning Officers or Deputy Commissioners were appointed as Principal Census Officers and General

Assistants to Collectors, Deputy Collectors or Additional District Magistrates were appointed as District Census Officers. Depending on the administrative unit treated as a charge, the Tehsildar, Circle Officer, Block Development Officer, or Municipal Corporation Executive was appointed as Charge Officer.

In Maharashtra, a District Census Committee on which the Port Trust and Defence establishments were also represented, was set up with the Collector as Chairman. The Director of Census Operations, Andhra Pradesh mentioned that there would be delay in census work in his State, as the tehsil boundaries were not likely to be frozen soon. The Director of Census Operations, Meghalaya wanted to adopt the development block as charge, as mouza boundaries were not notified. The Registrar General agreed to it subject to the condition that the development block boundaries did not cut across mouza boundaries. The Director of Census Operations Kerala wanted to have blocks of 600 population even in rural areas, as this was sufficient workload for enumerator. The Registrar General agreed to this proposal of smaller rural blocks only in the case of Goa and Kerala, as here the rural areas had several urban characteristics. But he ruled out any other State adopting this population size for rural blocks. Directors of Census Operations of Rajasthan and Punjab expressed some difficulty about the State Governments desisting from transferring Census Officers and suggested that Registrar General should write to the State Governments on this matter.

The Director of Census Operations, Punjab also mentioned that there might be difficulty with appointment of Enumerators, unless the honorarium issue was settled. In the case of States which wanted to present data at development block level, Registrar General pointed out that it was necessary to make tabulations at tehsil level also, where such units existed.

Items 2, 3 & 4

Registrar General briefly explained that the reference date for the census would be 1st March, 1981 and the period of enumeration would be from 9th to 28th February, 1981. The revisional round would be from 1st to 5th March, 1981 so that there would be no rush in this crucial part of enumeration, when the enumerator will update the enumeration to 1st March, 1981. The population count would be by the extended de-facto approach. Even though, the enumeration period would be from 9th to 28th February, 1981 in general, in snow-bound and other inaccessible areas, the enumeration will have to be carried out on different dates depending on the accessibility of the areas and convenience.

Item 5 : Rural and Urban Areas

The Registrar General explained that the 1971 criteria for urban classification was proposed to be retained for 1981 census also in order to ensure comparability and provide a basis for analysis of trends in urbanisation. He emphasised that in 1981, the criteria should be applied strictly unlike in 1971 when the criteria were not applied uniformly in some of the States for one reason or the other. The increase in number of towns due to strict application of the criteria was unavoidable and could be explained by suitable notes. In this context, he mentioned that the question of freezing the boundaries of administrative units from 1st January, 1980 upto June, 1981 had already been taken up with the State Governments. It was clarified that no decisions for changing the boundaries would be taken after 1st October, 1979 and all decisions for change of boundaries would be implemented by 1st January, 1980.

The Director of Census Operations thereafter briefly recounted the progress made in this respect in their respective States. In most States, the list of towns was generally finalised except for certain marginal cases where proposals were either already despatched or were being despatched to the Registrar General's Office for scrutiny. The Registrar General once again emphasised that the Directors of Census Operations should not hesitate to recommend marginal cases for classification as towns by strict application of the criteria. Such cases should be forwarded alongwith reasons to the State Government as also to the Registrar General's Office.

In the case of Karnataka where boundaries of municipalities or corporations, particularly those of Belgaum, Mysore and Bangalore had been challenged in the Hon'ble High Court and stay orders given, the Registrar General suggested that the position as existing on 1st October, 1979 should be taken for 1981 Census purposes. This should also be clarified to the State Government. In the case of Andhra Pradesh also where organisation of districts was still under the consideration of the State Government, the Registrar General suggested that the position as on 1st October, 1979 should be taken for 1981 Census purposes and the State Government informed accordingly.

It was pointed out that according to the analysis of the trends of growth, some towns would go beyond the five thousand population mark, but in actuality, this might not happen. In such cases, the Registrar General advised that a conscious decision could be taken by the Directors of Census Operations to declassify such towns. The Registrar General referred to some of the notified towns in Uttar Pradesh which were not treated as towns in the 1971 Census and advised that notified towns even if they did not have statutory bodies should be treated as towns, even though this would result in a big jump in the number of towns. New Itanagar in Arunachal Pradesh was also recommended to be treated as town. The Directors of Census Operations pointed out the problems of treatment of tea garden, fishing, mining and project areas. The Registrar General said that some areas, such as project areas, district headquarters, taluka headquarters, tea garden, fishing and mining areas required further consideration and that he would discuss this matter further, if necessary, with the Director, Central Statistical Organisation and take a decision. He would be writing soon to all the Directors of Census Operations in this regard.

Item 6 : Preparation of notional maps

The Registrar General introduced the topic of preparation of notional maps as an extremely important preliminary step in the census operations. The national map is a rough sketch, not drawn to scale, but indicating the layout of an enumerator's block along with details of buildings, streets and other landmarks. The Registrar General drew the attention of Directors of Census Operations to the circular letter regarding standardization of notional maps and adoption of the urban frame survey maps of the National Sample Survey Organisation (NSSO) and requested them to explore the possibility of adopting these maps for carving out census enumerators' blocks. These urban frame survey maps would correspond to what might be called the 'circle' or 'charge' map. In census terminology, containing more than one census enumerator's block with the investigator's units clearly demarcated and enumerator's particulars listed. These maps are updated by the NSSO through periodical surveys, the latest such revision having been carried out in 1972. The intention in adopting these maps is to carve out the census enumerator's block in such a way as to coincide to the extent possible with the investigator's unit within the urban frame survey block. The Registrar General had already requested the NSSO to make these maps available to the Directors of Census Operations. The Directors of Census Operations were advised to get in touch with the local offices of the NSSO and obtain copies of their maps. These should be studied in detail to determine any operational difficulties that might arise in adopting these maps in individual cases.

A copy of papers on Agenda Item-I giving the general outline of census operations is given in Annex 'C'.

AGENDA ITEM II

MAIN PHASES OF THE CENSUS

Item 1 : Houselisting operation

The two main phases of the census operations are the houselisting and the enumeration. The houselisting operation is not a full-fledged housing census, but has the definite objectives of determining the places where people live as an aid to the enumeration itself and also to use the list of houses for delineation of enumeration blocks. The houselisting operation would, therefore, be conducted well in advance of the main census, so that there would be sufficient time for demarcation of enumeration blocks, selection of enumerators and for training them. The houselisting operation should be held at the same time as far as possible all over the country to make the data approximately comparable. The Houselisting forms and instructions would be discussed later as a separate agenda item.

Item 2 : Enumeration

The most important phase of the census is the enumeration itself which would be between 9th February and 28th February, 1981 followed by a revisional round of five days from 1st to 5th March, 1981. This will be the most critical part of the census for which action in the entire period ahead has to be geared.

A copy of papers on Agenda Item II giving the main phases of the census is given in Annexure 'D'.

AGENDA ITEM III

HOUSELISTING OPERATIONS

Item 1 : Preparation of lists of villages/urban areas/ Military and defence areas

Under this item the basic organisational requirements for conducting the houselisting operation was discussed. Emphasising that the organisational arrangements for houselisting operations will have to be geared to the period of houselisting in each State/Union Territory, the Registrar took up the important organisational aspects one by one for discussion.

Preparation of list of villages

The Registrar General expressed the hope that the Directors of Census Operations would have made sufficient progress in compiling the lists of villages. The 1971 Census list of villages available with the Director of Census Operations could be the starting point for preparing the upto date lists of villages. In dealing with lists received from local administrative authorities, great care should be taken as these are often not complete. First it would be necessary to determine jurisdictional changes in administrative units, districts/talukas/blocks/police stations etc. It would be convenient for the Directors to set up a small cell to monitor the information on jurisdictional changes, verifying that they are supported by proper notifications of the State Government and to update the village list incorporating such changes. The Registrar General also suggested that in the village list, hamlets recognised by the competent authority of the State should also be listed to make the frame complete. The list of villages be prepared separately for each tehsil/taluka/block/police station including all the villages which are within the present boundaries of such administrative unit. In this matter, lists of villages published by the Survey, Settlement and Land Record offices in some States and in some other States, the jurisdictional lists of villages maintained by the Inspector General of Police and the District Census Handbooks of 1971 would be of great help. The list of villages should be checked with these publications and any discrepancies observed should be referred back to the revenue authorities concerned and reconciled. It is also important to scrutinise the spellings of village names carefully to ensure consistency with the lists published for 1971 Census.

A point was raised regarding villages which were merged within town limits or have disappeared since 1971. It was clarified that where parts of villages had been merged with towns and the remaining parts remained as villages the parts of villages would be serially numbered as was done in the case of Patna in the 1971 Census. Where a whole village has been

merged with a town, it should not be treated as a village and should be struck off from the village lists for census purpose.

Forest camps and tribal villages which keep shifting from place to place should not be lost sight of and should be included in the village list. Forest villages extending over more than one taluka should be numbered in different series in the respective talukas. In Kerala, certain forest areas which were unsurveyd could be listed at the end of the list of villages for the taluka. It has to be ensured that the entire forest area is covered leaving no scope for any area to remain uncensused. Forest areas would be covered by forest officials, while forest villages would be covered in the normal manner like other areas. In the case of places like Badri Nath town whose population shifts between winter and summer, it should be covered wherever it is found at the time of housenumbering and should not be lost sight of. In the case of Bihar besides hamlets, there were also tolas comprising huge areas. Both hamlets and tolas if well recognised in revenue records should be treated as separate enumeration blocks and shown just under the main village. Hamlets or tolas not recognised in revenue records should be ignored. In Gujarat where hamlets were not recognised, they would simply be included in the village itself.

Regarding serial numbering of villages, it was clarified through illustration that where data were required for revenue circles, the numbering should be in a serpentine order.

Preparation of lists of military and defence areas

The treatment of defence areas which required special consideration was explained in detail. Such areas generally fall under the three categories, (1) areas under cantonment boards or cantonments, (2) defence areas which form sizeable parts of towns and villages, and (3) defence areas in the forward areas. In cantonment areas, the census taking will be on the same pattern as in any other area except that the charge officer or other census officer would be appointed from the experienced staff of the cantonment board or cantonment authorities. It would be most covenient to notify the executive authority of the cantonment board and his staff as census officers on different levels for that area. In the case of the second category of defence areas, the census operation will be under the control of the military census officer. The Directors of Census Operations in consultation with the defence authorities concerned will determine the census officers for such areas and they will be designated as such by the defence authorities. In the third category of defence areas, the information to be collected in the census will be provided by the defence authorities directly to the Registrar General who in turn will pass on the data to the concerned Directors of Census Operations. No notification would be necessary for such areas. The information received from the defence authorities for such areas will be sent to the Directors of Census Operations. Thus, no houselisting operation would be done in forward and military areas, but in cantonment board areas, the houselisting will be carried out normally as in any other areas. Similarly, in forward areas of the Boarder Security Force, the census would be conducted by Army Census Officers.

In military and defence areas, only the universal slip will be canvassed. The filled-in individual slips would be handed over to the Directors of Census Operations who will tabulate the data. Ordinance factories under control of military authorities will not be censused by civilian census officers as in 1971.

It was further mentioned that the Census Organisation is in correspondence with the Defence Ministry and as soon as the arrangements for defence areas crystalised, detailed instructions for the conduct of census in these area would be sent to Directors of Census Operations.

Location Code

The Registrar General briefly mentioned the importance of the location code in the census operations. The location code is simply a device by which every area in any administrative unit in the State can be identified by assigning specific code numbers to different levels of administrative units. Each area can then be referred to by a combination of such code numbers. The location code would include the elements of state, district, taluka, town or village, ward, mohalla or bamlet and enumerator's block.

Item 3 : Delineation of houselisting blocks

After the finalisation of lists of villages and urban areas, blocks for housenumbering and houselisting purposes will have to be constituted. This will be done on the basis of reasonable distribution of workload among enumerators. The delineation of enumeration blocks for houselisting cannot be done on a very firm basis in the absence of accurate information on population size. However, based on local knowledge and circumstances, the charge officers will be able to constitute these blocks, so that the workload of enumerators is more or less uniform.

Rural areas

In rural areas, one enumerator block would consist of 150 to 200 households consisting roughly of 750 persons. However, while it is simple to apply this population criterion, it is to be emphasised that depending on local circumstances, the size of the block would actually be slightly more or slightly less. Generally, it should be possible to constitute reasonably sized villages into single enumerator blocks. However, villages with large population may be split into more than one block for operational convenience. Similarly, there may be villages with small population adjacent to each other. While each such village will invariably be constituted into a separate enumeration block, they may be assigned together to a single enumerator keeping the workload in view. In the case of villages which have one or more hamlets, it is desirable to divide the village into blocks, each hamlet constituting a separate block. However, one enumerator may be assigned the main village together with the hamlets which constitute different blocks. After

the constitution of enumerator blocks, supervisory circles comprising five contiguous enumerator's blocks will have to be demarcated.

Urban areas

In urban areas, the enumerator block will consist of around 120 households comprising a population of about 600 persons. This population criterion could be more easily applied in the urban areas. In constituting the blocks, it should be ensured that they do not cut across municipal divisions or wards. The areas where the permanent housenumbering system has been implemented, the area unit of housenumbering may be conveniently adopted for constitution of houselisting blocks.

Some Directors of Census Operations suggested that the enumeration block may be identical both for houselisting and enumeration. This will eliminate the carving out of enumerator blocks, a second time for enumeration. Also since most of the enumerators would be the same for houselisting and enumeration, it will be an advantage. Again, it would be convenient to have smaller blocks and pay less honorarium per enumerator rather than carve out big blocks and pay more. The Registrar General pointed out that at the houselisting stage, the enumerators would be drawn mainly from revenue officials, such as patwaris, whereas for the enumeration, a large number of school teachers, village level workers and other officials would be inducted. Also by making the houselisting blocks smaller in order to suit the population enumeration, the number of blocks would increase resulting in more enumerators and correspondingly more cost.

The whole question of carving out smaller blocks will have to be considered in terms of honorarium which will be finally agreed to by the Finance Ministry. The Registrar General said in conclusion that he would plead with the Finance Ministry that the honorarium should be adequate, so that there may not be any grievance from the enumerator's side and he would be writing to the Directors of Census Operations after discussing with the Finance Ministry.

Item 4 : Preparation of charge registers/circle registers

The Registrar General emphasised the importance of charge registers for maintaining control over houselisting operations and also enumeration. The charge registers have to be prepared for each charge separately and must contain certain basic particulars, namely—

(i) Location Code Number of village.
(ii) Name of village.
(iii) Names of the hamlets, if any.
(iv) Serial no. of the enumerator's block.
(v) Description of the boundaries of the census block.
(vi) Name and other details of the enumerators appointed.

In the case of urban areas, the basic particulars for charge register are serial number of census enumerator's block, name or number of municipal ward or division or mohalla etc., description of boundaries of census enumerator's block and name and other details of the enumerator. The charge registers would have to be re-written after the houselisting operations, since the enumerator's block would undergo changes for the actual population count. No standardised form was being suggested for the charge register, but he suggested that they must be accompanied by charge maps showing clearly the enumeration blocks/mohallas/wards and municipal divisions with the supervisory circles super-imposed. Only with all this basic information and maps, the charge registers will become the basic control document as it defines the blocks and specifies the assignment of work to enumerators.

Item 5 : Selection/appointment of enumerators and Supervisors

The Registrar General mentioned that only upto the level of charge officer or town census officer, appointment will have to be made by notification. Supervisors will generally be of the level of revenue inspectors, sanitary inspectors or billing supervisors in municipal staff or equivalent, village level workers or patwaris etc. Selection of supervisors and enumerators will be done under the general instructions of the Director of Census Operations in consultation with the departments in which the persons involved are working, under the supervision of district census officer or city census officer. Correspondence by the Directors of Census Operations would have to be started immediately in this regard. A suggestion was made that staff of public undertakings and corporations should also be utilised for enumeration and badges should be provided to enumerators for identification purposes. The Registrar General said that he would issue detailed instructions on this matter shortly.

Item 6 : Training

The Registrar General emphasised that the success of census would depend on the intensity and quality of training imparted to the enumerators and supervisors, as this will be reflected in the quality and coverage of census data. The training to enumerators and supervisors for houselisting operations should start immediately after their appointment. The Deputy Directors, Assistant Directors and senior level officers should be trained first so that they could be deployed for training at the lower levels all over the state. Two rounds of training for houselisting with two additional rounds for filling up the Enterprise Slip would be essential. All the District Census Officers in their turn will be training Sub-Divisional Officers, Census Charge Officers and Town Census Officers. Then the charge officers will train the enumerators and supervisors holding repetitive training classes with reasonable intervals. At the training sessions of the charge officers, it is desirable that Directors and senior officers of the directorate also participate.

Item 7 : Printing

Shri V. P. Pandey, Deputy Registrar General explained in detail the progress made regarding indenting of paper and printing of census material. Indent for white printing paper had already been placed with

the Director General of Supplies and Disposals for census forms for actual census operations and for training. He suggested that the paper would be received soon and would have to be stored at convenient places for supply to the presses. He mentioned that some of the Directors of Census Operations would have to make necessary arrangements for storage of printing paper. Indent for printing of the forms, instruction booklets and other materials have already been placed. The main census forms, namely, Houselist, House-list Abstract, Abridged Houselist and Household Schedule and Individual Slip in English, Hindi and in other regional languages would be printed through the Government of India presses located at various places. The Directors of Census Operations were requested to prepare the artpulls of the Houselist, Houselist Abstract and Abridged Houselist and send them on to the Registrar General's office for further necessary action.

Printing of instructions for Houselist and Individual Slip and the manuals would have to be done through State Governments and would be the responsibility of the Directors of Census Operations. After translation of the material, they may approach the State Governments for printing. In case State Governments refuse to take up printing, the Directors would have to get them printed through private presses by following the normal procedures of calling for tenders etc. Necessary permission for printing through private presses by Director of Census Operations is being sought from the Directorate of Printing separately and the Directors of Census Operations will be informed in this regard shortly.

Item : 8 System of supervision of operation

The Registrar General stressed that supervision will have to be exercised at all levels and for this purpose, necessary instructions will have to be issued by Directors of Census Operations. The supervision will be,

(1) at the stage of preparation of charge registers,
(2) at the stage of selection and appointment of enumerators and supervisors,
(3) during the training, and
(4) during actual operations.

Active supervision during the training period will pay big dividends. It will be useful to bring home the importance of the work to the staff concerned by associating Collectors, Deputy Commissioners, etc. in the training programme. The Directors of Census Operations presence will also be an aavantage. While it would be difficult to provide persons from the Census Directorates for participation in all the training programmes, the staff at all levels and all sides should be involved in training and other operations. The Director of Census Operations should try to attend as many classes as possible. Assistance from the Directorates can be provided only in the supervision of R.T.Os. The Registrar General mentioned that he would be shortly writing in detail on this aspect.

A copy of papers of Agenda item III is at Annex. 'E'.

AGENDA ITEM IV

Economic Census

Introducing the topic, the Registrar General explained the background to the integration of economic census with the census houselisting operations. In 1977, the Central Statistical Organisation (CSO) had conducted and economic census and collected information almost similar to the information obtained at the 1971 Census through the Establishment Schedule, but with certain additional information. It was earlier proposed to conduct another economic census in 1982 by the C.S.O. However, their preparatory work for that census would seriously cut into our census programmes in late 1980 or early 1981, especially in the training stage, as the same agency was proposed to be used for the economic census. This would adversely effect the quality of work of the field agency. Hence, it was suggested that the economic census could be conveniently integrated with the houselisting operations to be held in 1980. This would mean that along with Houselist, the enumerator would canvass the Enterprise Slip. In this connection, it would be necessary to induct the staff and officers of the Department of Statistics and Bureaus of Economics and Statistics in the States, so that they would be involved in the training for canvassing the Enterprise List and in the supervision of houselisting operations. As it would be difficult to have separate training classes for houselisting and for canvassing Enterprise Slip, the two would be held as a single combined exercise and no distinction between these two aspects would be made, as far as the enumerator was concerned. The question of giving additional honorarium for the extra work was also under consideration and after consultations with the Ministry of Finance alongwith the C.S.O., the Registrar General would be writing to the Director of Census Operations on this matter. It was suggested that the Registrar general should also write to the Chief Secretaries of all States/Union Territories on this matter.

Dr. K. C. Seal, Director, Central Statistical Organisation, specially attended one session of the conference for discussing details of the economic census. He explained that the integration of economic census with the houselisting operations would save enormous cost and energy. He expressed that while training would be the responsibility of the Central Statistical Organisation and the State Statistical Bureaus, the administrative responsibility for canvassing the Enterprise Slip will be that of the Registrar General. The tabulation of data would be taken care of by the Central Statistical Organisation and the S.S.Bs., though the help of Registrar General's office computer might also be taken. The training would start perhaps from January, 1980 and after the houselisting, the quick results would be brought out within three weeks. Thereafter, Dr. Seal explained in detail how the Enterprise slip would be filled in. Initiating the discussion, the Registrar General raised some issues, such as canvassing in military areas, especially ordnance factories and cantonment board areas etc. He urged that the forms along with instructions for Enterprise slip should be supplied in time for the training which was due to start soon in some of the States.

Dr. Seal replied that instructions were in the drafting stage and all the relevant issues would be fully explained therein and he assured the Registrar General that he would make the forms and instructions available well in time.

The Directors of Census Operations raised some points relating to power and fuel used, the social group of the owners of enterprises etc. It was, however, felt that this could be discussed more usefully after the instructions were drafted. The Registrar General pointed out that while the SSBs would provide some staff for the training and supervision, it would be responsibility of the Census Officers to coordinate the activities. The Registrar General also mentioned that it would be necessary to give the location code on the Enterprise slip. After receiving the instructions for the Enterprise slip, the Directors of Census Operations comments would be referred to the Central Statistical Organisation for clarification. Printing in the regional languages also would be done by Central Statistical Organisation. The Registrar General finally stressed that the houselisting operations will go on according to schedule and material for the Enterprise slip must be provided by Central Statistical Organisation in time.

A copy of papers on Agenda Item IV is given in Annex. 'F'.

AGENDA ITEM V

Setting up of Regional Offices

The Registrar General mentioned that regional offices are proposed to be set up in the States to assist the Directors in carrying out the census operations. These will be set up with a norm of one for every 5 million population and after the field operations, they would be converted into tabulation offices. There were two options, one to take persons on deputation and the other to recruit persons afresh from outside to man these offices. While the former will be costly on account of deputation pay etc., the latter would create problems of retrenchment. These will be considered a little further before a decision is taken and the Registrar General would be writing to the Directors of Census Operations about it. It was generally explained that these offices would be headed by Deputy Director of Census Operations/Assistant Director of Census Operations. The Directors of Census Operations suggested that these offices should be provided with a few Statistical assistants, stenographic assistance and a peon and should also be provided with telephone for office and residential telephone for the DDCO-in-charge and also a vehicle. The Registrar General ruled out the possibility of providing a vehicle for each regional office and suggested that the Directors of Census Operations should try to get vehicles from the State Government on loan and pay the petrol charges. Steps will, however, be taken to provide telephone to DD's in-charge at office and at residence. He suggested that the DD's in-charge of these offices should be sent to their regions immediately, so that they could develop familiarity with the region and they should not be allowed to stay at headquarters even at the beginning. The Director of Census Operations then expressed individually their views on the staff requirement for their regional offices and how they should be filled up. Some suggestions were also made that vehicles may be purchased and disposed of after the census work, as the vehicle was very essential for the work of regional offices. Some of the Directors of Census Operations pointed out that State Government officials were unwilling to come on deputation, as they would lose their Government residential accommodation. They requested Registrar General to write to the State Governments to permit deputationists to retain Government accommodation. The staffing pattern suggested by the respective Directors of Census Operations for each State was discussed generally and the Directors of Census Operations were advised to make formal reference in this regard.

A copy of papers on Agenda Item V is given in Annex 'G'.

AGENDA ITEM VI

Enumeration—Preparatory and Organisational Steps

The enumeration of the population which will be conducted in 1981 is the most important phase of the census. The preparatory work for this phase will commence after the houselisting operations. The enumerators' blocks will be carved out on the basis of the Houselist and the Abridged Houselist which is an important document will be prepared. This document is important as serial number for households which will provide identification in data processing will be generated through it. With the use of Direct Data Entry system, unlike in the 1971 Census when location code provided the identification, in the 1981 census the serial number of the household will provide the identification.

Sampling in the Census

Sampling in enumeration is being attempted for the first time in Census. While household sampling would be appropriate from the Statistical point of view, it is felt that in a gigantic operation like the Indian Census, area sampling would be more suitable. The Enumerators' block which would be the sampling unit will have to be numbered in a proper manner for this purpose. At this point, Shri K. S. Natarajan, Senior Research Officer explained briefly the sampling procedure to be adopted in the 1981 Census. To suit the sample design, the location code for villages has to be assigned in a serpentine order within each tehsil. In some tehsils where villages in revenue circles were numbered in one sequence, it was felt necessary to strictly follow again the serpentine order. Thus, in this arrangement, the blocks in these revenue circles will be numbered in serpentine order and the revenue circles themselves will follow one after another in a serpentine order. The Registrar General's office is engaged in some quality control studies and based on the results of these studies and other considerations, detailed instructions for sample selection will be issued in due course.

As in the past, the operational units for sampling in a district would be each tehsil for rural areas, each city

or its charges and non-city urban district for the remaining urban area. Some suggestions were made that the development block should be adopted as the operational unit for sampling. In certain states like Andhra Pradesh, Himachal Pradesh and Rajasthan, the development blocks cut across tehsil boundaries. In some other states, the development blocks consist of only a few enumeration blocks. This question would, therefore, has to be examined by the Registrar General's office in the context of the situation in particular states. The Registrar General said that the tehsil being the administrative unit, it is necessary to provide data for the tehsil and, therefore, where the development blocks did not cut across tehsil boundaries the former could be adopted as operational unit, but otherwise, the tehsil would be the appropriate operational unit. It was clarified that the city and not the urban agglomeration should be adopted as operational unit for sampling and also even in districts which had a small non-city urban area, the latter should form the operational unit.

Printing of slips in universal and sample areas should be in different colours. However, care should be taken to see that the sample items do not appear in the Individual Slips for non-sample areas. On the question of notification of sample items, the Registrar General said that this could be done. He also mentioned that the charge officer would be the proper person for drawing up sample blocks. However, he would like to have some feed-back from the Directors of Census Operations on this point. The instructions for sample items would be printed as Part II of the instruction booklet. In some states and all Union Territories, the canvassing of sample items would be on 100% basis.

Post Enumeration Check 1981

The Post Enumeration Check (PEC) has become a part of census operations in India since 1951. This survey is carried out immediately after the census to find out the extent of omission or overcount in the census enumeration. This survey measures two types of errors, (1) accuracy in population count and (2) accuracy in the recording of particulars of individuals. The PEC would be carried out by Directors of Census Operations' own staff in selected sample blocks, in each State/Union Territory which would be intimated by the Registrar General's office.

In reply to a query about deployment of different types of enumerators for the census and PEC, the Registrar General pointed out that the intention of the PEC itself was to find out how well the enumeration has been made by the type of enumerators deployed in census.

Census Evaluation Study

The Registrar General proposed that a evaluation study of the census age returns would be made in a sub-sample of the Sample Registration System sample blocks. In the Sample Registration System, the births and deaths were recorded as and when they occurred and hence, a list of children as on the date of census could be prepared by eliminating those who were dead and those who had out migrated before the census. The census returns of children would be compared with this list to obtain an estimate of omission and the extent of age mis-reporting at younger ages in the census.

Comparative study on the relationship of migration and urbanisation

The Registrar General explained that this new survey would also be taken up immediately after the census. In the 1981 Census, migration data would be collected in the sample areas on place of birth, place of last residence, duration of present residence and reason for migration. This new survey would be carried out in a sub-sample of the sample areas of 1981 Census. For the sub-sample blocks, the census migration data would be copied from the Individual Slip on to the Household Schedule and a detailed migration questionnaire would be canvassed for all the migrants in the sub-sample. The schedule will consist of three parts, the first will be a frame of households for migration study, the second a Household Schedule and the third a questionnaire for individual information in selected households. It was pointed out that the sample size for this survey would be small and less than 100 blocks even in bigger states. The Registrar General mentioned that the schedule for this survey would be somewhat complicated and would, therefore, require some special staff for canvassing. This survey is being planned with possible financial assistance from the ESCAP and the plan can be finalised only after discussions with them.

A copy of papers on Agenda Item VI is given in Annex 'H'.

AGENDA ITEM VIII

Houselisting Operations

As already mentioned the houselisting operations are essential preliminaries to actual enumeration. The reports on the Second Pretest received from Directors of Census Operations revealed that by and large no particular difficulty was felt in canvassing the houselist form. Since the houselisting operations were to be conducted at different times in different States and Union Territories, to ensure the timely availability of printed forms and instructions for training and actual houselisting it would be necessary to plan the printing and supply of forms in appropriate detail. In this context the Directors of Census Operations were requested to indicate for their respective States and

Union Territories the dates for training and for houselisting separately for synchronous and non-synchronous areas, if any and also the enumeration agencies to be employed. The information given by Directors of Census Operations is reproduced in the following statement :

Statement showing dates of training, houselisting operations and agency involved in each state/union territory

Name of States/ Union Territories	Date of training		Date of houselisting	Agency for houselisting	Remarks
	Officers	Supervisors/ Enumerators			
1	2	3	4	5	6
STATES :					
1. Andhra Pradesh .	January-February, 1980	April-March, 1980	1-5-1980 to 31-5-1980	School teachers	If change required will be intimated separately.
2. Assam . .	Not decided. Probably in March, 1980.		May, 1980	Not yet decided	..
3. Bihar . .	15-12-79 to 31-1-80	20-1-80 to 20-2-80	3-4-80 to 18-4-1980	School teachers, BLWS Karamchari & other Govt. officials.	..
4. Gujarat . .	1-1-80 to 31-1-80	1-2-80 to 31-3-80	1-5-80 to 31-5-80	Talaties, Teachers, Partly	..
5. Haryana . .	January, 1980	February and March, 1980	April, 1980	Teachers, Municipal & Revenue Officials.	Subject to the approval of the Director.
6. Himachal Pradesh	Nov. 1979 to Jan. 1980	Feb. 1980 to April, 1980	March-April, 1980 (Synchronous area) May, June, 1980 (Non-Synchronous area)	Revenue and local self Govt. Staff.	..
7. Jammu & Kashmir	20-10-79 to 15-11-79*	19-11-79 to 25-1-80	1-2-80 to 29-2-80 (Synchronuous area) 16-8-80 to 11-9-80 (Non-synchronous area)	Teachers and Revenue Officials Teachers and revenue officials	*This relates to accessible areas only.
8. Karnataka . .	Dec. 1979 to Jan. 1980	Feb.-March 1980	April-May, 1980	Primary teachers and revenue officials.	..
9. Kerala . .	Jan. 1980	Feb. 1980	March-May, 1980	Revenue village staff	..
10. Madhya Pradesh .	Jan. 1980	Feb.-March, 1980	April-May, 1980	Revenue and local bodies officials.	..
11. Maharashtra .	Jan. to March, 1980	Jan. to March, 1980	April-June, 1980	Patwaries, Gram Sewak and teachers.	..
12. Manipur . .	Feb.-March, 1980	August, 1980	September, 1980	Teachers and BLWs	..
13. Meghalaya . .	Feb. 1980	Feb. 1980	May-June, 1980	Teachers and BLWs	..
14. Nagaland . .	Nov.-Dec., 1979	Nov.-Dec., 1979	16-5-80 to 15-6-80	School teachers	The dates will have to be revised due to Mid-term poll.
15. Orissa. . .	Mid. Dec. 79 to Mar., 1980	Mid. Dec. 1979 to March, 1980	7-4-80 to 6-5-1980	Primary school teachers and local bodies staff.	..
16. Punjab . .	Jan-Feb. 1980	Jan.-Feb., 1980	March, 1980	Teachers, Patwaries and local bodies staff.	..
17. Rajasthan . .	Jan. 1980	Feb.-March, 1980	1st week of April to end of April, 1980	Teachers, Gram Sewak and revenue officials.	..
18. Sikkim . .	15-1-80 to 30-1-80	Feb.-March, 1980	15-4-80 to 15-5-80	Teachers	..
19. Tamil Nadu .	April-May, 1980	15-6-80 to 15-7-80	15-7-80 to 15-8-80	Teachers	..
20. Tripura . .	Feb.-March, 1980	Feb.-March, 1980	15-4-80 to 15-5-80	Teachers, Social educational workers.	..

Statement showing dates of training houselisting operations and agency involved in each state/union territory

Name of States/ Union Territories	Date of training		Date of houselisting	Agency for houselisting	Remarks
	Officers	Supervisors/ Enumerator			
1	2	3	4	5	6
21. Uttar Pradesh	15-12-79 to 15-1-1980	15-1-80 to 29-2-80 (Two rounds) First week of April, 1980 (Final round)	10-4-80 to 30-4-1980	Primary school teachers, BLWs and Revenue officials.	..
22. West Bengal	15-5-80 to 15-6-80	1-7-80 to 15-8-80	16-8-80 to 30-9-80	School teachers and revenue officials.	..
UNION TERRITORIES					
23 A & N Islands	June to Aug., 1980	June to Aug., 1980	Sept.-Oct.,1980	School teachers and revenue officials.	..
24. Arunachal Pradesh	1-1-80 to 15-1-80	16-2-80 to 28-2-80	March-April, 1980	Teachers and BLWs	..
25. Chandigarh	Feb. 1980	April, 1980	May, 1980	Patwaries, Teachers, U. T. Admn. staff & Central Govt. Staff	..
26. Delhi	Jan. 1980	Feb.-March, 1980	Last week of April, 1980 to Mid May, 1980	Teachers	..
27. Goa, Daman & Diu	Jan. 1980	Feb.-March,1980	15-3-1980 to 15-4-1980	Gram Sewak, Talaties and school teachers.	..
28. Lakshadweep	Mid. Dec. 1979 to Mid Jan. 1980	Mid Dec. 1979 to Mid Jan. 1980	Feb-March,1980	Teachers, BLWs	..
29. Pondicherry	1-2-80 to 20-1-1980	1-2-80 to 20-2-1980	28-2-1980	Karrams, BLWs and teachers	..
30. Mizoram			will be communicated		

The Registrar General emphasised that the Directors of Census Operations should lay great stress on training. The charge officers should be thoroughly trained before they start training the supervisors and enumerators so that they can clarify all the doubts raised appropriately and uniformly.

Thereafter the instructions to enumerators for filling the houselist was read para by para with a view to clarify any doubts and to revise the instructions to make them clearer, wherever found necessary. As the instructions on various aspects of houselisting were read, the various points raised by Directors of Census Operations were discussed in detail and clarifications given, where necessary.

On the preparation of notional maps clarifications were given on the number of maps to be prepared, the size, the unit to be covered, kutcha and pucca houses and their depiction. It would be necessary to prepare notional maps separately for houselisting and separately for final enumeration, as some changes would be required to be made in the notional maps after houselisting. If village maps were very large and reduction to size was a problem, the maps could be drawn afresh as a sketch maps. The Registrar General did not agree with the suggestion that notional sketch maps could be prepared for blocks in case of large villages. He pointed out that the notional map must be of the entire village even if it is large. To clarify various doubts regarding notional map and lay-out sketch some maps were drawn on the blackboard to illustrate various situations. It was exhorted that recourse to drawing of illustration maps on the black board should form an essential part of the training.

On the question of pucca and kutcha houses, the Registrar General clarified that with the wide variety of housing pattern in the different parts of the country it would be difficult to have uniform criteria for 'kutcha' and 'pucca' houses. That is the reason why census tabulation of houses was merely by material of construction and the experts were free to evolve their own criteria for interpretation of 'kutcha' and 'pucca' housing. In any case in the context of the notional map, the distinction between kutcha and pucca was made only to be able to identify houses on the field with those marked on the map and therefore, fine distinctions were irrelevant. The depiction of 'pucca' and 'kutcha' in the instructions was only indicative from the all-India point of view and the Directors of Census Operations would have to apply these to the situations in their respective States in the best possible manner.

On housenumbering and the definitions of building and census house also discussions were held in great detail. While the treatment of building in paras 23 and 24 may seem different, the two paras were only indicative and therefore, have to be applied according to the local conditions. Also the reference of para 37 would be given at the end of the description given in para 27. It was clarified that there was no sanctity

in housenumbering from north-west to south-east. So long as an intelligent order of numbering of houses was adopted it should be all right. In the case of multi-storeyed buildings under construction, if the roof of the ground floor is completed it could be treated as a building and numbered. As an illustration it was explained how the various structures in a central jail would be numbered. In the case of 'baithaks' located away from the main houses, separate house numbers would be given but they should not be treated as occupied Census houses by households. In the case of Panaji Municipality which was cited, only building numbers existed and house numbers would have to be given by the census authorities. Where several structures were jointly treated as one census house the same house number should be repeated on all the structures. Persons living under bridges should be treated as houseless population. The Registrar General specially mentioned that during the training period, circulars clarifying special situations in the form of questions and answers should be circulated, so that enumerators and supervisors could follow and understand each and every situation. It was clarified that enumerators should be paid for the material to be used for painting numbers on houses in advance of the houselisting operations from out of the honorarium to be sanctioned for this operation.

The concept of kitchen in the definition of a household was internationally accepted and has been in vogue since long. For block relations living together, the common kitchen is a binding factor.

It was suggested that some publicity before houselisting also will be helpful in getting public co-operation. It was agreed that the element of Island in the location code would be eliminated.

Discussions then followed on the various columns in the houselist form.

The line number in the first column was required to establish a link between the houselist and the enterprise slip. If the entries in a line had to be scored off, for any reason, the line number need not be changed. This would be taken care of at the time of demarcation of blocks. It was pointed out that the numbers of one household could be running different enterprises. Then the question of whether enterprises will all be entered in one line or in separate lines in columns 4 and 7 had to be decided in consultation with the Central Statistical Organisation. Column 7 relating to enterprises without premises could not be done away with, as the Central Statistical Organisation was interested in all enterprises including these. The headings for columns 4 & 7 were slightly confusing, as 'go to enterprise slip' seemed to suggest that the further columns of houselist for that line need not be filled. This would be amended suitably. Changes in the position regarding enterprises between houselisting and enumeration, were not relevant as the data on enterprises related to the period of houselisting.

The purpose of the columns relating to physically handicapped seemed to need clarification. After 1931, the item was being introduced in census in 1981. The term physically handicaps covered a wide range of handicaps and a clear definition which an enumerator could follow was very difficult. However, on the insistence of the Social Welfare Department, the topic was introduced with a limited coverage. The data on the three main disabilities namely totally blind, totally crippled and totally dumb would provide a frame for future intensive surveys. The Registrar General expressed satisfaction that both the pretests showed that there would be no difficulty in collecting this limited information. Mentally retarded could not be included because it was a very sensitive question and would not elicit reliable information. It was agreed that the treatment of doubly handicapped persons would be clarified in the instructions. Disability due to old age also should be recorded in these columns if the criteria are fulfilled.

Director of Census Operations, Andhra Pradesh suggested that for better sequence it would be advisable to put columns 8, 9 and 10 after 11, 12 and 13. Registrar General agreed to do so both in houselist and houselist abstract forms.

In the last column of 'Remarks' for a vacant house the reason for vacancy should also bring out the use of the census house, as far as possible, by enquiring from neighbours. Since no difficulty was felt in filling this column with its heading 'remarks' in the past census and also in the present no change in the heading was considered necessary.

Regarding the Houselist Abstract the fact that columns 3 to 5 included houses occupied by institutional households would be brought out in the instructions. Also columns 10 to 17 of the Houselist Abstract would be cross-referenced with the relevant columns of the houselist to facilitate scriptory work.

AGENDA ITEM VIII

Enumeration

The Registrar General briefly reviewed the various recommendations made by the Directors of Census Operations regarding the census schedules in the light of the Second Pretest. Some of these recommendations would be taken care of and where necessary, instructions would also be revised suitably. He mentioned that in item 11 of the Individual Slip, the sequence will be changed as 'literate and Illiterate'. He cautioned that for Scheduled Castes and Scheduled Tribes, only the notified names should be entered.

The Registrar General proposed that an All India conference will be held in January, 1980 at Hyderabad or Mysore to discuss the various aspects of enumeration. The procedure for furnishing quickly the provisional totals to the Registrar General's office and the tabulation plan would also be discussed in that conference.

AGENDA ITEM IX

Other Matters

1. Tabulation Plan

The Registrar General said that the tabulation plan is under preparation and it is likely that 1971 tabulation will by and large be adopted. He would be

writing to Directors of Census Operations about the system of tabulation as soon as the plan crystallises.

According to the present thinking, the Primary Census Abstract will be prepared on the basis of the Population Record at the tabulation offices at regional and other levels. Only the four main categories of workers, cultivators, agricultural labourers, household industry workers and other workers and non-workers will be shown in the P. C. A. Along with this, based on the household schedule, the tabulation of population by religion of head of household and by language spoken in the household will be made manually, on the assumption that all members of the household would by and large have the same religion, language or belong to the same Scheduled Caste/Scheduled Tribe.

Since the above tabulations do not involve the individual slip, the pads will remain unbroken and the individual slip data will be keyed from the pads on to tape directly. On the basis of a 5% sample, advance tabulations at national level will be made. The final tabulations based on a 20% sample will be presented at district level. Here the P. C. A. totals will be used as controls. Taluka level P. C. A. control will be used to the extent possible. Houselist data relating to the use to which census house is put and physically handicapped persons will be tabulated on 100 per cent basis. Housing characteristics based on household schedule will also be tabulated on a 100% basis. Also from here the Scheduled caste and Scheduled tribe population by sex, literacy and industrial category will be tabulated on the assumption that all members of a household belong to the same Scheduled Caste and Scheduled Tribe.

The priorities for tabulation will be as follows:—

(i) Immediately after enumeration, a desk check will be carried out at an appropriate level between entries of individual slip household schedule and population record. Based on this check the abstract format which appears on page 4 of household schedule will be prepared and the P. C. A. generated from it.

(ii) After this the 5% sample advance tabulation at national level will be made.

(iii) Then from pages 1 & 4 of the household schedule, housing and household economic tables will be prepared.

(iv) Now the 20% tabulation of the individual data will be made by tabulating the 15% sample and adding the 5% advance tabulation data.

(v) Next the data in the first 7 columns of page 2 of household schedule will be tabulated on 20% basis to give tables on fertility by own children method.

(vi) Last of all the remaining 80% individual slips will be taped for further tabulation.

Registrar General would be writing on the details of the tabulation and the setting up of tabulation offices, to all Directors of Census Operations. The tabulation should be decentralised for effective quality control.

2. Publication programme

This will depend on the tabulation plan and will be discussed in January, 1980. However, Registrar General was in favour of preparing smaller volumes dealing with particular single subjects, so that they could be printed quickly and made available.

3. Special studies

As in previous census, it is proposed to carry out a number of special studies at the 1981 Census. These will be discussed in detail in subsequent zonal meetings.

4. Collection of data for Village and Town Directory

Since the 1951 Census, at every census a District Census Handbook has been published for each district for the use of the State Government, scholars etc. The District Census Handbook consists of the town and village directories, town and village Primary Census Abstract and census tables. The Registrar General pointed out that for collection of information for village and town directories, the Directors of Census Operations have to start correspondence from now on, so that all the information will be available in time. The Directors should assign one person exclusively for this work. The Registrar General advised all the Directors of Census Operations to contact their respective State Government Departments and try to get cooperation as in the case of Gujarat. In Gujarat in 1971, a separate cell of the State Government functioned in the Director of Census Operation's Office itself to look after the work of compilation of the District Census Handbooks and the same procedure would be followed in 1981 Census also.

The Registrar General agreed to the suggestion that forms of Village and Town Directories be supplied to the Directors of Census Operations. Forms of notional maps would also be printed and supplied with legends in diglot i.e. in English and Hindi. It may not be necessary to permit the legends in various regional languages.

A copy of papers for Agenda Items VII to IX is given in Annex. 'I'.

AGENDA ITEM X

Administrative & Organisational Matters

1. Adherence to rules in appointments, promotions and confirmations

The Chairman began by drawing the attention of the Directors of Census Operations or their representatives who participated in the conference on their behalf to the various kinds of irregularities committed in the past in making appointments to Group 'C' and 'D' posts in the Census Directorates, which to this day, are still in the process of being regularised by obtaining suitable relaxations from Government and which had also given rise to seniority problems and Court cases. He, therefore, exhorted to them the imperative need for adhering to the rules, orders, instructions, etc., issued by the Government of India in the matter of appointments by promotion, direct

recruitment and transfer on deputation/transfer to Group 'C' and 'D' posts in the Census Directorates, reservations for Scheduled Castes and Scheduled Tribes, Ex-servicemen, and Physically handicapped persons in making appointments, drawing up of seniority lists, declarations of quasi-permanency, and making substantive appointments. He particularly reiterated the need for the following provisions of the Recruitment Rules strictly, and made it clear to them in unequivocal terms that no proposals for the relaxation of educational qualifications and/or age limits as prescribed in the rules **or** for the relaxation of the employment procedure should be sent to him. In the matter of making direct recruitment, he emphasised that the procedure of notifying the vacancies to the Central (Surplus Staff) Cell of the Department of Personnel in respect of Group 'C' posts and of the Directorate General of Employment and Training in respect of Group 'D' posts, and to the Staff Selection Commission, Employment Exchanges, in the event of non-availability of candidates from the surplus cells should be complied with scrupulously. Even in the case of filing up vacancies by promotion, he observed that a clearance from the Surplus Cell was necessary. He also cautioned the Directors against making **ad hoc** appointments save in exceptional circumstances and as pending Court cases, seniority disputes, delay in the nomination of candidates by the Staff Selection Commission against vacancies to be filled by direct recruitment through that agency or to save vacancies from lapsing if the duration of vacancies was likely to exceed the 1-year limit whereafter approval of the F. A. (Home) to their filling up would become necessary. In this context, he advised the Directors to send formal proposals to him for obtaining the approval of F. A. (Home) to the filling up of vacancies which were more than 1 year old in their respective Directorates. So far as direct recruitment through the Staff Selection Commission was concerned, the Chairman mentioned that, in view of the large number of purely temporary appointments that will have to be made at short notice in connection with the 1981 Census operations, he would be seeking exemption from the notification of vacancies to the Staff Selection Commission during the peak period of the Census Operations. In regard to appointments by deputation, the Chairman cautioned that deputations should be kept to the barest minimum and should be resorted to only if provided for in the Recruitment Rules. He added that, as far as possible there should be **no** appointments by deputation to Group 'C' posts not at all. The Chairman then mentioned that, in order that the past history of irregular appointments, which were still in the process of being regularised did not repeat itself, it was proposed to associate an officer from the Headquarters with the meetings of the Departmental Promotion Committee/Selection Boards in the Census Directorates. Therefore, he requested the Directors on write to the Deputy Registrar General, India sufficiently in advance of the holding of a meeting of the Departmental Promotion Committee/Selection Board so that arrangement could be made to depute an officer from the headquarters' office to attend the meetings.

In regard to verification of character and antecedents before making appointments of the selected candidates, by direct recruitment, some of the participants brought to the Chairman's notice the inordinate delay in getting the police verification reports, which, in turn, delayed the appointments considerably. The Chairman advised them to pursue the cases which were delayed with the District Magistrates/Collectors either by correspondence or by deputing some officials of their offices to the Collectorates so that the police verification reports could be expedited, since it is not permissible under the rules to make appointments **before** the character and antecedents of the selected candidates were got verified.

In the end, the Chairman advised the participants to read carefully the agenda note which gave general guidelines in the matter of appointments, etc., because there ought not to be any deviation at all from the prescribed conditions.

2. Financial control and adherence to rules

The Chairman observed that the Directors of Census Operations had been delegated certain financial and administrative powers, viz., powers to create posts, powers to incur contingent and miscellaneous expenditure, and the like. He advised them to exercise these powers judiciously and, in exercising them, to observe the rules in letter and in spirit. So far as the powers to create posts were concerned he pointed out to the participants that since a ban on the creation of posts had been imposed by Government, the powers were temporarily in-operative. He, however, mentioned to them that exemption of the Census Organisation from the operation of the ban, during the peak period of 1981 Census operations, was being sought from Government, which he hoped would be granted soon.

In regard to the powers to incur contingent expenditure, the Chairman informed the participants that he had approached the Government for the delegation of enhanced powers for incurring, recurring and non-recurring contingent expenditure to the Directors of Census Operations, as had been delegated to "Heads of Departments" under the Delegation of Financial Powers Rules, 1978, and he expected Government's orders very soon.

3. Distribution of work among Deputy Directors/ Assistant Directors

The Chairman indicated to the participants the need for fully involving the senior officers such as Deputy Directors and Assistant Directors in the Census Directorates in the 1981 Census Operations. This, he said, called for a great degree of co-ordination through staff meetings and discussions. He also felt that it was necessary to ensure that allocation of work among the senior officers was specific, in view of the major importance of the census operations. Keeping these two important aspects in view, the Chairman said that the Directors of Census Operations were free to make such distribution of work among their senior colleagues as they deemed appropriate. In this context, the Chairman said that it was desirable to place a senior

Deputy Director or Assistant Director in charge of general administration and co-ordination in the office, particularly with reference to such major and important items of work such as indenting, storage and supply of paper for printing, printing and distribution of forms, issue of general circulars to State Government etc. He also stressed that SRS work which was specifically assigned to some senior officers in some of the Directorates must not be allowed to fall in arrears merely because of the Census work. All the same, it was desirable that all senior officers irrespective of whatever work they did, should got associated with the Census, which would mean that officers in charge of S. R. S. would be involved in the Census to the extent possible as might be decided by the Directors. This, the Chairman observed, would ensure that a sufficient number of officers were available for supervising and training needs.

4. Equipment, furniture, etc.

The Chairman expressed the view that the maintenance of various items of equipment, such as cartographic equipment, electronic and other desk calculators, duplicating machines, typewriters, etc. which were available in the Directorates was of great importance in view of the Census Operations. He, therefore, advised the Directors to make a review of the position and take steps to keep them in good repair. He also said that the replacement of duplicating machines would be made as and when necessary on the receipt of proposals from the Directors.

5. Cadre Review

At the outset, the Chairman observed that this item was placed on the agenda only to acquaint the Directors, who had recently taken over, with the preliminary thinking on the proposed cadre review in the Census Directorates. He drew the attention of the Directors to the circular issued by him to all Directorates calling for their views on the proposed cadre review in the Census Directorates. This covered three important aspects, viz., (i) what should be the items of intercensal work to be attended to in the census directorates; (ii) what should be the optimum staff and staffing pattern, i.e., the scale and type of staff in each directorate, during the inter-censal period; and (iii) whether it would not be advantageous to have minimum number of categories of staff to perform different kinds of jobs as against multiple narrow cadres attending to district items of work as at present which had resulted in frustration due to lack of promotional opportunities particularly in some very small and stagnant cadres which have suffered by contrast with the large and, hence, fortunate cadres. He requested the Directors to study this circular, give their own thought to the proposals contained in it as well as consult their senior colleagues in their Directorates about them, and let him have the benefit of their views which would help in arriving at a final decision in the matter. The Chairman requested the Directors to do this quickly as it was proposed to discuss the cadre review in some detail in the next conference of Directors of Census Operations proposed to be convened sometime in January, 1980.

6. General

After this item was over, the Chairman invited the participants, one by one, to speak if they had any administrative or organisational problems in their Directorates, which the participants did. The main points raised by the participants related to :—

(i) filling up of posts lying vacant for more than 1 year;

(ii) creation of additional posts in the Census Directorates for 1981 Census work as well as for SRS work;

(iii) provision of promotional avenues for certain stagnating cadres like Artist/Draftsman, Stenographer; merger of certain isolated cadres like H. P. M. O. with certain other larger cadres and amendment of recruitment rules in respect of certain other categories like Computor/Statistical Assistant/Investigator, all as a part of the cadre reviews;

(iv) uniform staffing pattern in the Census Directorates, based on area and population;

(v) removal of the ceiling on grade pay, **plus** deputation (duty) allowance in the case of Deputy/Assistant Directors of Census Operations appointed on deputation from State Governments/Union Territory Administration or grant of special pay of Rs. 200, Rs. 100 p.m., respectively, in addition to the grade pay, *in lieu* thereof;

(vi) office accommodation; construction of office building/hiring of accommodation; and residential accommodation for Directors;

(vii) residential telephones for Directors;

(viii) STD facility either in the office or in the residential telephones of the Directors;

(ix) restoration of cut in petrol consumption and raising of the limit on petrol consumption;

(x) enhancement of permanent advance to enable cash payment for petrol;

(xi) drawal of mileage allowance for journeys by road undertaken in own cars, in the public interest;

(xii) replacement of old vehicles/provision of additional vehicles;

(xiii) enhancement of financial powers including powers of incurring expenditure on light refreshment and local purchase of petty stationery stores;

(xiv) inadequacy and delay in the supply of stationery and forms by the Government of India Forms Stores at Calcutta;

(xv) payment of porterage to SRS staff who have to engage porters to carry their luggages when they are compelled to walk in certain difficult areas while on official tour;

(xvi) delegation of powers of counter-signature of TA/Medical reimbursement bills to Deputy Directors/Assistant Directors, to relieve the Directors of this burden;

(xvii) delegation of powers to Deputy Directors of Census Operations in charge of regional offices;

(xviii) purchase of furniture and equipment;

(xix) delegation of powers of deputation to Group 'C' posts, to Director;

(xx) regularisation of irregular appointments;

(xxi) delegation of powers to Directors for drawal of non-account advances for meeting emergent contingent expenditure;

(xxii) linking of Registrar General's office with Census Directorates by Telex;

(xxiii) guidelines from Registrar General regarding items to be provided for in R. E. 1979-80, and B. E. 1980-81;

(xxiv) an indication of the basis on which provision for honorarium is to be made in B. E. for 1980-81;

(xxv) Arrangement of Recruitment Rules re-constituting D. P. Cs. with Directors or Chairman; and

(xxvi) location of Regional offices and supporting staff.

The points raised by the participants were taken note of by the Chairman for consideration.

On behalf of the Directors of Census Operations, Shri Ravindra Gupta, Director of Census Operations, Uttar Pradesh thanked the Registrar General for giving them the opportunity to discuss the various aspects of the census. In that connection he pointed out that he was specially thankful to the Registrar General for listening to them very patiently and he assured him that all of them would be working hard to see that the 1981 Census is conducted successfully under the latter's able guidance.

ANNEXURE A

List of Participants

Sl. No.	Name of participant	Designation	State/department
1	2	3	4
1.	Shri T. C.A. Srinivasavardan	Secretary	Ministry of Home Affairs
2.	,, M. L. Kampani	Addl. Secretary	,,
	DIRECTORATES OF CENSUS OPERATIONS		
3.	Shri S.S. Jaya Rao	Director	Andhra Pradesh
4.	,, Akhlaw Ahmed	Dy. Director	,,
5.	,, A. Pyrtuh	Asst. Director	Assam
6.	,, B. B. Lal	Director	Bihar
7.	,, R. D. Aggarwal	Dy. Director	,,
8.	,, Priya Nath	Investigator	,,
9.	,, R. S. Chhaya	Director	Gujarat
10.	,, J. K. Patel	Dy. Director	,,
11.	,, R. K. Puri	,,	,,
12.	,, K. L. Negi	Director	Himachal Pradesh
13.	,, K. C. Suri	Dy. Director	,,
14.	,, R. K. Aggarwal	,,	Haryana
15.	,, G. D. Single	Investigator	,,
16.	,, A. H. Khan	Director	Jammu & Kashmir
17.	,, S. P. Arora	Asstt. Director	,,
18.	,, B. K. Das	Director	Karnataka
19.	,, R. Y. Revashetti	Asstt. Director	,,
20.	,, M. V. Nambiar	Director	Kerala
21.	,, B. T. Pillai	Dy. Director	,,
22.	,, K. C. Dubey	Director	Madhya Pradesh
23.	,, P. C. Sharma	Dy. Director	,,
24.	,, M. L. Sharma	,,	,,
25.	,, P. P. Mahana	Director	Maharashtra
26.	,, A. W. Mahatme	Dy. Director	,,
27.	,, S. R. Luhadia	,,	,,
28.	,, R. K. Birendra Singh	Director	Manipur
29.	,, N. Tej Kishore Singh	Investigator	,,
30.	Shri J. Tayeng	Director	Meghalaya
31.	,, L. Kharpuria	Dy. Director	,,
32.	,, A. C. Bal	Dy. Director	Nagaland
33.	,, N. C. Sarkar	Asstt. Director	,,
34.	,, A. R. Nanda	Director	Orissa
35.	,, B. C. Das	Dy. Director	,,
36.	,, D. N. Dhir	Director	Punjab
37.	,, J. C. Kalra	Dy. Director	,,
38.	,, I. C. Shrivastava	Director	Rajasthan
39.	,, R. C. Bhargava	Asstt. Director	,,
40.	,, J. K. Thapa	Director	Sikkim
41.	,, A. S. Dange	Dy. Director	,,
42.	,, A. P. Muthuswamy	Director	Tamil Nadu
43.	,, T. V. Srinivasan	Dy. Director	,,
44.	,, N. Rama Rao	,,	,,
45.	,, S. R. Chakravarty	Director	Tripura
46.	,, J. C. Bhuyan	Asstt. Director	,,
47.	,, Ravindra Gupta	Director	Uttar Pradesh
48.	,, V. K. Bhargava	Dy. Director	,,
49.	,, M. C. Padalia	Asstt. Director	,,
50.	,, S. N. Ghosh	Director	West Bengal
51.	,, S. Sinha	Dy. Director	,,
52.	,, M. B. Radi	Director	Arunachal Pradesh
53.	,, S. .P. Sharma	Asstt. Director	A. &N Islands
54.	,, U. S. Srivastava	Director	Chandigarh U. T.
55.	,, B. D. Sharma	Asstt. Director	,,
56.	,, V. V. Mongia	Director	Delhi
57.	,, Jagdish Singh	Dy. Director	,,
58.	,, M. L. Sharma	Investigator	,,
59.	,, S. K. Gandhe	Director	Goa, Daman & Diu
60.	,, S. Rajendran	Dy. Director	,,
61.	,, A. K. Dutta	Asstt. Director	Lakshadweep
62.	,, P. Lalnithanga	Director	Mizoram

Sl. No.	Name of participant	Designation	State/department
1	2	3	4
63.	Shri P. L. Samy	Director	Pondicherry
64.	,, M. Nagappan	Asstt. Director	Pondicherry
65.	,, B. Kumar	Dy. Director	Arunachal Pradesh
CENTRAL STATISTICAL ORGANISATION			
66.	Dr. K. C. Seal	Director	New Delhi
67.	Shri A. V. K. Sastry	Joint Director	,,
REGISTRAR GENERAL'S OFFICE			
68.	Shri P. Padmanabhaha	Registrar General, India	
69.	,, V. P. Pandey	Dy. Registrar General, India	
70.	,, K. K. Chakravorty	Dy. Registrar General, India (C&T)	
71.	,, V. S. Swamy	Asstt. Registrar General, India	
72.	,, N. G. Nag	Asstt. Registrar General, India (SS)	
73.	Dr. B. K. Roy	Asstt. Regisrtar General, India (Map)	
74.	Shri M. C. Narang	Administrative Officer	
75.	,, M. L. Gulati	Deputy Director	
76.	,, K. R. Unni	,,	
77.	,, S. N. Chaturvedi	,,	
78.	Dr. H. Majumdar	,,	
79.	Shri Tirath Dass	,,	
80.	,, Ardaman Singh	,,	
81.	,, Madan Singh	Senior Research Officer	
82.	Shri K. S. Natarajan	Senior Research Officer	
83.	Kum. G. Suguna Kumari	,,	
84.	Shri R. R. Tripathi	Map Officer	
85.	,, S. C. Srivastava	Asstt. Central Tabulation Officer	
86.	,, O. P. Sharma	Asstt. Director	
87.	,, R. K. Bhatia	,,	
88.	,, M. Gopal Kini	Research Officer	
89.	,, Bishan Behari	,,	
90.	,, P. C. Pandey	,,	
91.	,, M. N. Jagtiani	Section Officer	
92.	,, S. Rajagopalan	,,	
93.	,, R. C. Sachdeva	,,	
94.	,, Mahal Singh	Investigator	
95.	,, V. P. Kataria	,,	
96.	,, D. N. Dixit	,,	
97.	,, Prem Nariani	P. S. to Registrar General	
98.	,, K. C. Verma	,,	
99.	,, A. K. Ajmani	P. A. to Dy. Registrar General, India	
100.	Miss Pratima Sharma	P. A. to Dy. Registrar General, (C&T)	
101.	Shri A. K. Srivastava	P. A. to Asstt. Central Tabulation Officer.	

ANNEXURE B

Inaugural speech of Shri Dhanik Lal Mandal, Minister of State, Ministry of Home Affairs, delivered on 24 August, 1979

Friends,

I am happy to be with you today as you begin your deliberations on the Census Operations for the 1981 Census of India. Not merely by virtue of its size but also because of its great utility, the Census of India is of paramount importance. We, in this country, have had a rich heritage which one can trace back over the last hundred years. In fact, we are among the few countries of the world that have had an unbroken series of censuses from 1872.

The next census is due in 1981 and none of us can or should underestimate the magnitude of the task ahead of you. The census of India is the most important single source of information about the people. Census data are valuable because of certain unique features which include completeness of coverage, availability of data at various points of time, possibility of analysis of inter-related characteristics, availability of data for small areas, particularly at village level, and comparability of data among the States in the country.

Over the years, the census has grown not merely quantitatively but in qualitative terms also. It is no longer a mere head count. While that is no doubt an essential purpose, equally important is its role in the collection of vast amount of information on basic characteristics of the people. This is what makes the census important—the fact that census data lend themselves to a variety of basic uses. It would be difficult to imagine the formulation of plans for economic and social development without census data. Over the years, the census has come to be recognised as an essential tool for bench-mark data. Given this importance of the census, the need for careful planning of the census operations scarcely needs any emphasis.

The census operations in our country are internationally recognised for their excellence and coverage and we also have received international recognition for the quickness with which the results are published. The census today is universally acknowledged as the most authentic and comprehensive source of information about our land and the people. It is not necessary for me to indicate here the many uses to which census data can be put but it is useful to always keep in mind the fact that census data have certain legal and constitutional uses which would necessitate our taking all possible care to ensure the accuracy of the results.

In the context of the present plan with its focus on rural needs and particularly its emphasis on employment and the revised minimum needs programmes, census results acquire particular importance. The plan envisages the strengthening of infrastructural facilities in the villages, providing employment to the people, making available the essentials for what might be called the "good life" to the vast masses of the country and all this would need accurate data which the Government can use for ensuring that the plans are well formulated. It is in this context that I would like to urge all of you to pay particular attention to the need for total coverage and accuracy in the collection of census data.

There can be no decision making in the critical fields of economic and social development without adequate data and the interdependence between sectors, the need for regional balances and the complexities of planning can only be taken care of with a firm and accurate data base. It is in this strategic task of generating and providing this data base tha you form an imporant link. This is a role of which you can be proud.

A great degree of sophistication has now come into our methods of collection, tabulation and analysis of statistical data. The census plays a crucial role in the formulation of the plans and schemes for social and economic development and it provides a firm basis for policy decisions in these fields. There can, therefore, be little doubt that all of us should ensure total reliability of the data. We must also ensure that the results are available with the least possible delay.

The census of India, as I had mentioned on earlier occasions, is one of the largest administrative exercises in the world and because of its basic importance none of us should under estimate the magnitude or complexity of the task. I am sure, all of you share with me our extreme anxiety in ensuring that the 1981 Census of India is a total success both in terms of coverage and accuracy of reporting. In order to ensure this, each step towards the ultimate census count would need your careful attention and constant supervision. Attention to details is, in fact, an extremely major requirement of your task. Unlike most of the operations but also as a co-ordinator. You will have been entrusted, the census is a challenge which would call for the best from you and I am sure you will give of your best.

In keeping with our administrative structures the census operations are implemented almost solely through the hierarchies of the Governments of the States and Union Territories and you have, therefore, a more difficult task since you would have to function not merely as the supervisor of the operations but also as a co-ordinator. You will have to work through hierarchies which are not under your direct control and you would have to enthuse vast armies of enumerators and others to perform a task which is essentially an addition to their workload. By any standards this is difficult and I would like to assure you that you can count upon our support in this major task.

The Government of India and the Governments of the States and the Union Territories attach great importance to the conduct of the Census Operations. Our anxiety is reflected in the appointment of the Directors of Census Operations and other officers in this organisation. Each one of you has been specially selected and handpicked for this work and, therefore, we are confident that the Census Operations will be carried out not merely with its traditional efficiency but with increasing improvement in techniques, methods, organisation and accuracy.

On glancing through the agenda notes of your conference I am struck with the wide variety of organisational matters with which you would be concerned and also by the highly technical nature of the subject. This is a rare combination in a single activity and I am sure you will all work with a sense of pride and dedication in this task of national importance. Your responsibilities are great and your task is not too easy. The census will call for single minded devotion to the task ahead in the few months left before us and I am confident that the Government of India can rest assured on this matter. Doubtless at the end of your conference when you go back to your States you will carry with you a feeling of total involvement in this vast operation. I am indeed extremely happy to associate myself with this conference and I look forward to receiving reports regarding the organisation of the census and ultimately its results. I wish your conference all success and also success to each one of you in the task before you in the months to come. I have great pleasure in inaugurating the conference.

ANNEXURE C

Census of India 1981

Conference of the Directors of Census Operations August 24-29, 1979.

NOTES ON AGENDA ITEMS

ITEM I: Gentral Outlines of the Census Operations

Hierarchy and notification of Census Officers

The Census of India is directed by the Government of India in the office of the Registrar General and Census Commissioner of India since 1961. Prior to that the Census Commissioner of India was the central authority for this purpose. As indicated in Census Circular No. 2, the census operations are conducted essentially through State Government hierarchies with the Directors of Census Operations in the States and Union Territories overseeing these operations. The Census hierarchy, commencing from the enumerator, is generally as follows :—

Enumerator
|
Supervisor
|
Charge Officer
|
District Officer
|
Principal Census Officer
|
Director of Census Operations
of the State/Union Territory

At the intermediate level and in a supervisory capacity the regional Deputy Directors of Census Operations would come into the picture while the Deputy Directors and Assistant Directors at the headquarters of the State/Union Territory would assist the Director of Census Operations in the conduct of the Census.

The enumerator is usually a primary school teacher and in urban areas is drawn from equivalent levels in the municipal staff. The workload for the enumerator in the census proper, *i.e.*, for enumeration in 1981 would be about 750 people in rural areas and about 600 in the urban areas. This would presumably represent about 150 families and 125 families respectively. The enumerator would be incharge of one enumeration block or the blocks are adjacent and small, he may be incharge of more than one block, entirely depending on administrative convenience and workload considerations.

Usually, 5 enumerators have a supervisor who would generally be of the rank of a Revenue Inspector or equivalent level. The supervisor is meant to oversee the work of the enumerator, do test checks as instructed by the Director and ensure that the forms reach the enumerator in sufficient quantity and that they are returned intact. As would be noticed later, the supervisor has an important role to play ensuring that the forms are written up correctly including and particularly with reference to identification particulars.

In the census hierarchy, the Charge Officer is above the Supervisor. The Charge Officer is an extremely important functionary. The Charge Officer or Charge Superintendent as he was referred to in the 1971 Operations, would normally be a Tehsildar/Mamlatdar/BDO or officers of similar levels in military areas, towns etc. In the case of urban

areas, the Charge Officer in the case of small towns may be the Chief Officer himself. In the case of large towns or municipal corporation areas, there can be more than one Charge Officer who will be incharge of divisions or wards. This is normally determined on the basis of workload.

The Charge Officer is an extremely important functionary because the entire success of the operations in a local area such as taluk or block or town or part of the city would depend on him. During the operations it is our experience that while we can only supervise and watch progress, ensuring that the entire operations are a success depends on how the Charge Officer has been inducted into the system. In other words, it would depend on how successfully we have trained the Charge Officer and told him what exactly he has to do. The Charge Officer would be responsible for selecting the enumerators and supervisors, issuing of orders of appointment for each of these officials, ensuring that training is given to all the enumerators and supervisors under him, ensuring that forms are distributed and returned duly filled, ensuring that the houselisting and enumeration go off successfully in terms of time schedules, coverage and accuracy. No amount of energy spent in ensuring the efficiency of the Charge Officer can be considered a waste.

Above the Charge Officer comes the District Census Officer or his equivalent, in the Municipal Corporation Area, the City Census Officer. It must be mentioned that the District Census Officer would oversee the work of Town Census Officers also. The District Census Officer is normally the Headquarters Assistant to the Deputy Commissioner or Collector or a similar level while the City Census Officer would be the Deputy Municipal Commissioner or the Deputy Chief Executive Officer. In some cases, the equivalent level of officers of the Development Department have also been appointed as the District Census Officer.

The District Census Officer or City Census Officer would have to be totally responsible for ensuring the conduct of the census operations within his jurisdiction. In effect, the District Census Officer or the City Census Officer would be the main Census Officer at the district or city level and our day to day liaison would be with him.

The Principal Census Officer for an area would be the Collector or Deputy Commissioner in the case of districts or the Municipal Commissioner in the case of municipal corporations. It is important to remember that the municipal corporation area is under a Principal Census Officer separately and therefore, to that extent, the jurisdiction of the Collector or Deputy Commissioner, so far as the census is concerned, does not extend to municipal corporations in his district where separate Principal Census officers have been notified.

In this hierarchy, it is essential that the Sub-Divisional Officers who are in a few States designated as Assistant Commissioners/Assistant Collectors are brought into the system. They can perform very useful functions as intermediate supervisory officers and should be desiguated as Sub-Divisional Census Officers.

The hierarchy referred to here is created through notifications issued under the Census Act, as mentioned in circular No. 3. It is important to remember that in the case of military areas a different system would be established in as much as military officers would be designated as the Census Officers. Presumably by now action has been taken by the Directors to have notifications of appointment of Census Officers issued on the basis of Census Circular No. 3. The position in each State with regard to notifications of census officers may be indicated.

2. *Reference Date*

One of the essential features of a population census is that each person must be enumerated at a well defined point of time which is universally applied. The reference date for the Census of India, 1981 has been notified as sunrise of 1st March under notification No. 9/11/79-CD(CEN) dated 16/18 April, 1979.

3. *Enumeration Method and Period*

In view of the obvious difficulties of enumerating a population of our size, the enumeration is carried out in the following manner:—

(i) The enumerator will visit each house and enumerate each member of each household there during the period commencing from Monday, the 9th February, 1981 till Saturday, the 28th February, 1981.

(ii) Since during this period, there might have been some births and some deaths and since it is our intention to determine the population as on the sunrise of 1st of March, 1981, the enumerator would have to go around his block again on a revisional round between Sunday the 1st March, 1981, and Thursday, the 5th of March, 1981 to determine whether there have been births or deaths in each census household already enumerated and he will also determine whether during the enumeration period and after his last visit new households have come in. In the case of births and new households he will fill in the forms while the details of persons who may have died will be eliminated. This exercise of addition and deletion will obviously give us the population as on sunrise of 1st March, 1981.

In our country the system of enumeration is neither totally **de-facto** nor totally **de-jure.** Our system **is** a combination of both and could be called extended **de-facto** system. The procedure for enumeration is through the canvasser method and the canvasser in our case is the enumerator. Information for each Individual, irrespective of sex or age, is collected on the Census Schedule by the enumerator actually visiting each and every household. In our conditions, this is the more practicable system and will be followed in the 1981 Census also.

4. *Non-synchronous Areas*

As mentioned earlier, all over the country the enumeration period will be 9-28 February, 1981, followed by the revisional round from 1st to 5th March, 1981. However, there are various regions in this country which would be snow-bound and inaccessible during this period and in these areas enumeration will have to be conducted at a different point of time. Such non-synchronous enumeration was conducted in 1971 as indicated below :—

(1) **Andhra Pradesh**—In some areas having difficult access, of Srikakulam, Visakhapatnam, East Godavari, Warangal, Ongole, Kurnool, and Khammam, census was conducted from 1st December 1970 to 31st December, 1970. In East Godavari and West Godavari areas having difficult approach were covered from 1st February to 20 February, 1971. No revisional round was conducted in both of these areas.

(2) **Himachal Pradesh**—In snow bound areas of Himachal Pradesh, enumeration was conducted during September,1970.

(3) **Jammu & Kashmir.**—In snow bound areas of J&K enumeration was conducted from 12 September to 30 September, 1970 and revisional round was conducted from 1st October to 3rd October, 1970.

(4) **Andaman & Nicobar Islands.**—Little Andamans Island and Greater Nicobar Island areas inhabited by ONGES and Shom Pens were covered during February-March 1971 before actual enumeration. No revisional round was conducted in these areas. Houselisting was done along with enumeration.

(5) **Arunachal Pradesh.**—All operations, i.e., house-numbering, houselisting and enumeration were conducted in one visit. Enumeration in different subdivisions were covered one after another on different dates during 1st October, 1970 to 28th February, 1971.

(6) **Uttar Pradesh.**—Parts of Almora and Pithoragarh were enumerated during September to October, 1970.

The Directors were requested to consider this aspect of the operations and it is proposed to go into this in greater detail.

5. *Rural & Urban Areas*

The classification of rural and urban areas has been indicated in Census Circular No. 1. It is proposed to discuss this circular in detail. In this connection the freezing of boundaries of the administrative units from the 1st of October, 1979 has been taken up with the State Governments under letter No. 9/17/79-CD (CEN) dated 10-5-1979. It would be essential that Directors follow this up with the State Governments and Union Territories administrations.

6. *Preparation of Notional Maps*

The preparation of notional maps is an essential part of the Census Operations and an extremely important preliminary step. A notional map means a rough sketch which is not drawn to scale which indicates the layout of an enumerator's block along with details of buildings, identification numbers etc. The manner in which notional maps will be prepared has been indicated in the Enumerator's instructions which will be discussed in greater detail, but attention is invited to the circular letter No. 3/10/77-Map dated 26-4-1979 regarding standardization of notional maps and adoption of urban frame survey maps of the National Sample Survey. Possibility of adoption of the NSS maps may be considered by the Directors.

ANNEXURE D

Item II : Main Phases of The Census

In the Census of India, there are two major stages. These are the Houselisting Operations and the Enumeration itself. We do not conduct a housing census in the strict sense of the term but as part of the Houselisting Operations normally considerable housing data was collected. This time the housing data is proposed to be collected in relation to the household in the Household Form.

1. *Houselisting operations*

The Houselisting Operation which is the first phase, has certain definite objectives. In the census, apart from the houseless, people are enumerated where they live and it is essential to determine where people live. This is the basic objective of houselisting operations. The second objective is to use such a list of houses for delineation of the basic census enumeration area, namely, the enumeration block as it is called.

The houselisting operations are conducted well in advance of the main census because there has to be sufficient time for utilising the information obtained to demarcate the enumeration blocks, select enumerators and train them well before the census enumeration itself. It is also desirable that the houselisting operations be held as far as possible at the same time all over the country so that the data are approximately comparable. The houselisting operations, in connection with the 1981 Census, are proposed to be conducted during the period April-June 1980. The suitability of these dates and the possibility of conducting these operations in each State will be indicated by the Directors.

The houselisting form and the instructions will be discussed later as a separate agenda item. However, it is relevant to note that the houselist as now generated is exceedingly simple in form. The organisational arrangements of the houselisting will be discussed as a separate agenda item.

2. *Enumeration*

The second and the most important phase of the census is the enumeration itself which will be, as mentioned earlier, between 9th February and 28th February, 1981 followed by a revisional round. This is the critical part of the census for which action in the entire period ahead has to be geared. The scope of the enumeration and the revisional round has been discussed under agenda item I and the details are proposed to be gone into later in a separate agenda item.

ANNEXURE E

Item III-Houselisting operations

The Houselisting Operations are proposed to be discussed in this agenda item and in agenda item VIII from two different angles. In this agenda item it is proposed to discuss the basic organisational requirements for conducting the houselisting operations while under agenda item VIII the instructions and forms are proposed to be gone into in great detail. The latter therefore, is essential to train ourselves for the Houselisting Operations in terms of formats and concepts.

The organisational arrangements for the houselisting operations will have to be geared to the period determined for conduct of the houselisting in each State. The important organisational items which are proposed to be discussed are the following :—

(1) Preparation of lists of villages and urban areas.

(2) Location Code.

(3) Delineation of Houselisting Block.

(4) Preparation of Charge registers and circle registers.

(5) Selection/Appointment of enumerators and supervisors.

(6) Training—purpose and method—number of rounds—levels of training and who will train—period of training.

(7) Printing of forms/instructions.

(8) Arrangement for distribution of forms.

(9) System of supervision of operations—at stage of preparation of charge register/training/actual houselisting and responsibilities of various levels.

(10) Collection of forms/control system and transhipment.

1. *Preparation of lists of villages/urban areas/Military and Defence areas*

Under this office letter No. 1/24/77-RG(P) dated January 11, 1978 it was suggested that action should be taken for updating and compiling the lists of villages. Under Census Circular No. 1, the identification and listing of urban areas was covered. Apart from these areas there are certain special areas which would include defence areas and which would be treated on a different basis.

Before the lists of villages can be finalised as mentioned on the reference cited, it would be necessary to determine jurisdictional changes of districts/taluks/tehsils/blocks/

police stations etc. which constitute the basic administrative units.

The lists of villages which were prepared for the 1971 census are available in the offices of the Directors and these would form the basis for preparing an uptodate list of villages. It is suggested that in each village, the hamlets as recognised by the competent authority of the State are also listed so that the frame is complete.

Reports have been received from most of the Directorates indicating action taken on these circular letters and circular No. 1. It is proposed to discuss the current position with regard to these matters.

It must be mentioned that in preparing the list of villages, extreme care would be necessary because it is noticed that quite often the lists are received from the local administrative authorities are not complete. As mentioned in the circular letter, Directors must set up small cells to monitor this information and ensure that all jurisdictional changes are taken into account, supported by relevant notifications of the State Government and that the village lists are complete in all aspects.

The lists of villages, obviously, have to be prepared separately for each tehsil, taluk or block or police station and must necessarily include all those villages which are within the present boundaries of such areas in the district concerned. There are a few essential points which have to be kept in mind in preparing the lists of villages and these are indicated below :—

(i) The tahsil/taluk/police station office should use a map of the taluk and should incorporate all the villages in the taluk in that map. Care will have to be taken to ensure that all the villages are shown on the map.

(ii) The office should list the villages in a contiguous order for each Revenue Inspectors Circle (or any comparable prevalent unit) in a clockwise direction, starting with the headquarters village of the circle and number of villages.

(iii) The sl. nos. should be marked on the map against the names of the respective villages.

(iv) The numbering should proceed clockwise and the numbers should be in a continuous series for the whole taluk.

(v) Hamlets need not be numbered separately. They should be indicated in the list by name below the main village and may be given only sub-numbers. Thus, if main village No. 21 has 4 hamlets, the column for the village number will contain the number 21 and in another column the name of the village; below the latter the names of the hamlets should be entered with sub-numbers like (i), (ii), (iii), (iv). In the remarks column, a note may be made stating that these are hamlets of the main village.

(vi) In the case of villages that might have acquired new names after the last census, the old names should also be entered in the remarks column.

(vii) Un-inhabitated villages and forest settlements should also be given numbers. In the case of un-inhabitated villages the word **'Bechiraq'** or its local equivalent should be entered in the remarks column.

(viii) If a village has come to be included within the limits of an urban area subsequent to the last census only partly, the name of the village should be written against the village Sl. No. in its appropriate sequence and a note made in the remarks column to this effect quoting the authority for the change.

(ix) Villages that have wholly merged within the town limits and villages that have disappeared since the 1971 Census will not bear the Sl. Nos. since they do not exist as villages. The fact of merger or reasons for disappearance should be explained in the remarks column or a note should be kept of such changes.

(x) In the case of villages that have been transferred to or from another taluk after the 1971 Census, the name of the taluk to or from which they have been transferred should be mentioned in the remarks column together with details regarding the year of transfer and the Sl. No. of the previous census according to the Village Directory in the District Census Handbook.

(xi) Normally, the last Sl. No. in the taluk list should be the same as the last Sl. No. in the village directory relating to the taluk in the 1971 Census handbook of the district. Should there be no such tally, the territorial changes referred to above should fully account for the difference. Sufficient explanation should be provided.

The lists of villages which are obtained from the concerned authorities and the maps which are also received must be carefully scrutinised. In some States the Survey, Settlement and Land Records offices publish lists of villages which can be used for guidance. In certain States even the IGP maintains jurisdiction list of villages. Our District Census Handbook of 1971 would also be of considerable help in this regard. Based on these publications discrepancies, if any observed should be listed out and referred back to the revenue authorities concerned for explanation and reconciliation. In particular, the spellings should be very carefully scrutinised so that there is consistency between the lists of 1971 Census as published and those proposed to be adopted at the 1981 Census.

The preparation of the lists of villages should be completed as soon as possible.

Based on the concepts indicated in Circular No. 1, Directors should now prepare a list of towns or urban areas which would have to be finalised in consultation with the State/Union Territory Governments. It is suggested that the finalisation of the lists can be made by taking advantage of conference of Collectors or Deputy Commissioners which the State Government may call or, if necessary, the Directors can request the State Government to call. It is recognised that there are certain difficulties in drawing up these lists in certain States and this will be gone into separately. General issues can, however, be discussed on these aspects so that the finalisation of the list of urban areas is on a uniform basis all over the country.

Apart from the rural area and the urban area, there are certain defence areas or special areas which would merit separate consideration. Obviously, these areas would from very much part of either a rural area or an urban area, and but for the fact that they need special treatment they would have been covered by the Charge Officers of the rural areas or urban areas concerned. In particular, defence areas can be broadly divided into three categories as follows :—

(a) Areas which fall under the jurisdiction of cantonment boards or cantonments.

(b) Defence areas which form sizeable parts of towns or villages.

(c) Defence areas in the forward areas.

In the case of first category, there is little distinction between such areas and civilian areas except for the fact that the Charge Officer and other census authorities would be drawn from the executive staff of the cantonment board or cantonment authority itself. The most convenient arrangement would be to notify the executive officer of the cantonment board as the census officer for that area and his staff at other levels.

With regard to the second category, such areas will be listed out by the Directors and will also be forwarded from this office wherever possible. Such areas will be, for the purpose of the census, under the overall control of Military Census Officer. The Directors will, in consultation with the defence authorities concerned, determine who will constitute the census officers for these parts and they will be designated as such by internal orders.

The third category would be covered by the Defence authorities. It need hardly be emphasised that information with regard to such areas would have to be kept confidential. The treatment of such areas for pooling of data and tabulation will be intimated in due course.

2. *Location Code*

Census Circular No. 5 has been issued explaining the system of numbering of census orders and developing the location code. It is proposed to discuss this in detail.

3. *Delineation of Houselisting blocks*

With the finalisation of the lists of villages and the urban areas in the manner already discussed, we would now have a listing of all the areas where Houselisting Operations have to be conducted. It is obviously necessary to ensure that the enumerator who does the Houselisting Operations has a reasonable workload. This is done through the preliminary step of constituting blocks for housenumbering and houselisting purposes. The word "block" means any specific area which can be clearly demarcated and this is formed for the purposes of the Census Operations relating to housenumbering and houselisting (or enumeration for that matter). The delineation of enumeration blocks for housenumbering and houselisting purposes, cannot unfortunately be done on a very firm basis because we will not be having before us the population sizes accurately. However, based on local knowledge and local circumstances, the Charge Officers are generally able to constitute these blocks so that workload is not disproportionate among the enumerators. Some of the broad principles, which may be kept in mind in carving out the enumeration blocks for housenumbering and houselisting operations, are mentioned below :—

Rural Area

One enumerator block should generally consist of about 150 to 200 households or more; in other words, it must consist of a population of 750 to 1000 people. Probably, it is easier to apply the population criterion in constituting the blocks. However, it may be emphasised that a block may consist of slightly more or slightly less than these figures depending on local circumstances. What is important is that an enumerator block should be clearly demarcated.

Generally, it should be possible to constitute reasonably size villages into single blocks. However, if a village has a large population it may be split into more than one block for operational convenience. Each of these blocks in larger villages may include a population of about 1,000 people.

Similarly, there may be cases where villages with small population are adjacent to each other and where the population of such villages if taken together would not exceed a thousand. Each of such villages may be constituted into a separate enumerator block. However, since it has been estimated that a total population of about a thousand is a reasonable workload for housenumbering and houselisting operations for an enumerator, such villages, though constituted into separate blocks, may together be entrusted to a single enumerator. In other words in such cases more than one block is entrusted to one enumerator.

If a village has one or more hamlets, irrespective of the size of these hamlets. it is desirable to divide the area of the village into blocks so that each hamlet is constituted as a separate block. One enumerator, however, can be placed in charge of the main village as also hamlets despite their being constituted into separate blocks if the total population is not likely to exceed 1,000.

In forest areas, there may be habitations which will not fall within the area of any revenue village. In such cases an enumerator block may be constituted on the basis of the smallest forest administrative unit. Details of such areas must be obtained from the District Forest Officer.

In areas where the permanent housenumbering system has been implemented, the area unit for housenumbering may be conveniently adopted in constituting blocks for houselisting. Depending on the population, one or more such areas will constitute a block for the purpose under consideration.

It is envisaged that there will be one enumerator for each block. However, in rural areas, where small hamlets have been constituted into separate blocks to maintain their identity as suggested above, or where separate main village by themselves are small, one enumerator may be placed in charge of more than one block provided this is convenient operationally. After the preparation of the blocks, the number of enumerators can be arrived at. Similarly the number of supervisors can also be calculated.

Five contiguous enumerator blocks will constitute a Supervisory Circle. After the blocks have been constituted, the supervisory circle into which contiguous blocks fall should also be demarcated.

Urban Areas

In urban areas, an enumerator block will generally consist of about 200 households, or a population of about 1,000 people. It should be easier to apply the population criterion in demarcating the blocks.

Enumerator blocks in such areas should not cut across municipal divisions or wards. The constitution of blocks in a division or ward may be made so as to cover the entire area within the latter. However, the number of such enumerator blocks may be kept to the minimum by, if necessary, raising the population criterion to more than 1,000. For example, if in a division there is a population of about 7,400 people, the application of the criterion of 1,000 persons per block would need the constitution of 7 blocks, leaving a population of 400 as residue. It is not necessary to constitute a 11th block for this 400 population, but the 7 blocks suggested may include this population also. The addition to workload by this method is only marginal.

In areas where the permanent housenumbering system has been implemented, the area unit for housenumbering may be conveniently adopted in constituting the blocks for houselisting. Depending on the population of one or more such areas will constitute a block for the purpose under consideration.

Four to five contiguous blocks would constitute a Supervisory Circle. After the demarcation of enumerator blocks, the Supervisory Circles must be indicated.

4. *Preparation of Charge Registers*

It is absolutely essential to ensure that all areas, both rural and urban, are covered during both the Houselisting Operations and the actual enumeration. In order to have complete control over the operations and to be certain that coverage is complete, the system of charge registers (or charge lists) must be adopted. The charge register has to be prepared for each charge separately and would have to contain certain basic particulars among which are the following :—

(a) Location Code number of the village.
(b) Name of the village.
(c) Names of hamlets if any.
(d) Serial number of the census enumerator's block.
(e) Description of the boundaries of the census block.
(f) Name and other details of the enumerators appointed.

In the case of urban areas the serial number of the census enumerator's block, name or number of municipal ward or division or mohalla etc., description of the census enumeration block, details of the enumerator would be essential information.

These registers would have to be maintained for each rural or urban charge separately and the charge register would have to be re-written after the Houselisting Operations are over because it is likely that the blocks which are carved out for the actual enumeration may be different in some cases.

The registers must be prepared in duplicate, one copy being retained by the charge officer and the other copy being retained by the Director of Census Operations. The Charge officer would have to use the charge register as

his basic control document since it defines the blocks as specifies the assignment of work to enumerators. In order to have better control, it is suggested that in each charge register, separate pages be allotted to each supervisor's circle.

The charge registers can be written up only after completion of preparation of village lists and demarcation of house-listing blocks and appointment of enumerators. For the enumeration stage itself, the charge registers will have to be written up in the latter part of 1980 after formation of census enumeration blocks based on the houselisting results.

No formats for the charge registers are being suggested but a review could usefully be made of the formats adopted in the 1971 Census. These can either be adopted as they are or with such improvements and modifications as the DCOs consider necessary. The basic point is that the registers must be so developed as to give full details which would ensure efficient control of the operations. Illustrative headings for the charge registers which will be maintained at the houselisting stage and the enuemration stage are indicated in the two statements that follow.

It is useful to prescribe that the charge registers should be accompanied with charge maps. In the case of urban areas the charge map will have to clearly show the municipal divisions/wards/mohalla etc. and house numbering blocks and census enumeration blocks with their numbers as the case may be. In the case of rural areas also, the enumeration blocks must be clearly indicated with the supervisor circles being superimposed.

Statement No. 1

HOUSELISTING OPERATIONS

Urban Charge Register/List

1. Location and Supervisor's particulars :

   At the top each list/page, location particulars and particulars of supervisor should appear as under :—

   (a) District.
   (b) Tehsil/Taluka/P.S./Development Block, etc.
   (c) Name of city/town.
   (d) Name of code for charge.
   (e) Particulars of supervisor, i.e., name, designation, full office and residence address and telephone number, if any.

2. Enumerator's block code.
3. Details of locality allotted to enumerator :
   (a) Municipal ward/mohalla/street.
   (b) Municipal block No., if any.
   (c) Building Nos. from———— to———— covered in the enumerator's block. Building Nos. may be municipal building Nos. if housenumbering already done by the municipality is satisfactory, otherwise, census house Nos. may be recorded.
4. Full particulars of enumerator, i.e., name, designation detailed residential and office address.
5. Remarks.

HOUSELISTING OPERATIONS

Rural Charge Register/List

1. Location and supervisor's particulars of circle should appear at the top of the form as under :
   (a) District.
   (b) Tehsil/Taluka/P.S./Development Block, etc.
   (c) Location code of charge circle.
   (d) Particulars of supervisor, i.e., name, designation, office and residential address, telephone No., if any
2. Location code and name of village.
3. Particulars of hamlet, if any, i.e., name and distance from main village. If the distance is less than 5 kms. whether it is separated by a river/stream/road/rail line or it is separate basti due to some social factors i.e., caste/religion.
4. Enumerator's block code.
5. Boundaries of census block.
6. Particulars of enumerator, i.e., name, designation, official and residential address.
7. Remarks.
8. Details of honorarium and TA/DA paid to enumerators and supervisors.

Statement No. 2

ENUMERATION OPERATIONS

Urban Charge Register/List

1. Location particulars and particulars of supervisor which should appear at the top of the form as under :
   (a) District.
   (b) Tehsil/taluka/P.S./Development Block, etc.
   (c) Name of city/town.
   (d) Charge name and code.
   (e) Supervisor's name, designation, residential and office address, telephone Nos., if any.
2. Name and number of ward/mohalla/street with code Nos.
3. Enumerator's block code.
4. Population of enumerator's block, as per Houselist.
5. Jurisdictional particulars of enumerator's block, i.e. particulars of street, road, mohalla, lane covered.
6. Particulars of census households to be covered as per Abridged Houselist starting and ending household Nos. with names of heads of households.
7. Particulars of enumerator, i.e., name designation office and residential address, telephone Nos., if any.
8. Remarks.
9. Honorarium and TA/DA paid to the enumerator and supervisor.

ENUMERATION OPERATIONS

Rural Charge Register/List

1. Location and supervisor's particulars should be entered at the top of the form as under :
   (a) District.
   (b) Tehsil/taluka/P.S./Development Block, etc.
   (c) Supervisor's name, designation, residential and office address, telephone No. if any.
2. Location code and name of village with hamlets if any.
3. Enumerators block code.
4. Population of enumerators block as per Houselist.
5. Jurisdiction of enumerator's block, i.e., name of street, road, lane covered. No. of first and last household No. and name of head of households as per Abridged Houselist.
6. Name, designation, residential and office address of enumerator.
7. Remarks.
8. Details of payment of honorarium and TA/DA paid to enumerator and supervisor.

5. *Selection/appointment of enumerators and supervisors*

Upto and including the Census Charge Officer or Town Census Officer, appointments will have to be made by notification of officers of the relevant levels. There is scarcely any choice in the matter. However, in the case of supervisors and enumerators, persons would have to be notified

and appointed as supervisors and enumerators as the case may be. Supervisors would generally be of the level of Revenue Inspectors, Sanitary Inspectors or Bill Collectors or Billing Supervisors in Municipal areas or equivalent levels. Based on what was done in 1971, Directors would be able to issue necessary instructions and clarifications in each case. The enumerators are school teachers or municipal staff of equivalent level or village officers, Patwaris etc.

The selection of supervisors and enumerators will be made under the general instructions issued by the Director and under the overall supervision of the District Census Officers or City Census Officer. The selection would have to be made in consultation with the authorities of the departments in which the persons likely to be appointed are working and for this purpose correspondence would have to be started almost immediately.

At this stage of houselisting operations, it is rather difficult to ensure uniformity of the workload. However, based on local experience, it has been our experience that the Charge Officers are able to appoint sufficient number of enumerators or supervisors by drawing upon functionaries of other departments in the case of large villages, large towns, etc. This is where careful supervision by the district Census Officer or City Census Officer become important. The situation should be avoided where, at the actual houselisting stage, it is suddenly discovered that an enumerator or a supervisor has a disproportionately large workload. While making appointments of Enumerators and Supervisors to the different blocks in a charge, the following points should be borne in mind :

(i) In rural areas, the school teacher or the village officer of each village could be appointed as the enumerator of the village. If the village is large and has been constituted into a number of blocks necessitating the appointment of more than one enumerator for the village, other village school teachers, if any, the panchayat secretary or such other local officials of equivalent rank belonging to other departments at the village level, or such other literate persons as may be available in the village, should be appointed for the remaining blocks of the village.

(ii) Railway blocks should be entrusted to suitable Railway employees and Defence Service units to the Defence Servicemen in consultation with the authorities concerned.

(iii) In the case of every small villages or hamlets, two or more blocks can be entrusted to a single enumerator keeping in view the normal work load of about 200 households or a population of about 750 to 1,000 people per enumerator. In doing so care should be taken to see :—

(a) that the blocks, are, as far as possible contiguous, and are conveniently located;

(b) that the blocks bear continuous serial number;

(c) that all the blocks entrusted to him are in the same circle;

(d) that separate appointment orders are issued in respect of each village.

(iv) In the case of small urban areas, Municipal employees would constitute the bulk of the enumeration and supervisory staff. They will, if necessary, be supplemented by teachers in Government Schools or other Government employees and by staff of aided institutions.

(v) In the case of large towns and cities, Government servants working in the various offices located in the town or city will have to be appointed for enumeration and supervision work in addition to the municipal and school staff. While recruiting Government servants, care should be taken to see that no department's representation is disproportionately large, and that the appointment is in consultation with the concerned local head of the office or department. Officials of public sector organisations can also be appointed in consultation with the authorities concerned.

(vi) In making appointments of Supervisors, the following additional points should be borne in mind :

(a) In rural areas, the Revenue Inspector or corresponding officer of the revenue department will be the supervisor of the blocks within his jurisdiction. If the number of circles comprised in the revenue Inspector's jurisdiction is more than one, the Revenue Inspector may be the Supervisor of one circle, and suitable officials or other departments located or having jurisdiction over the area should be appointed as Supervisors of the remaining circles.

(b) In selecting persons for Supervisory duties, care should be taken to see that the Supervisor is of a higher status than that of the enumerators who are to work under him.

(c) Not less than 5 enumerators should normally be allotted to each Supervisor.

(vii) A sufficient number of enumerators and supervisors being not less than 10 per cent of the actual requirements should be held in reserve for each charge and should be issued orders of appointments in the forms prescribed indicating them as 'reserve' Enumerators/ Supervisors in their orders.

(viii) It should be ensured that persons recruited as enumerators and supervisors are thoroughly familiar with the language of the locality.

It would be desirable for the Directors to specify the format of the order of appointments of the census enumerator or supervisor for the houselisting operations. It is also necessary that an identity card which can be signed by the Charge Officer be issued to every enumerator and supervisor for the Houselisting Operations.

The progress report must also be prescribed which each Charge Officer will send to the Director through the concerned higher census authorities indicating the number of enumeration blocks and supervisor's circles, number of persons appointed and number held in reserve and certifying that all appointments have been made and necessary appointment orders issued including identity cards.

The selection and appointment of enumerators and supervisors for the houselisting operations must be completed by the end of January, 1980 so that the training programmes can commence immediately thereafter.

6. *Training*

As mentioned in Circular No. 2, the quality and extent of the training programmes in effect would be reflected in the quality and coverage of the census, including the houselisting operations. It is, therefore, essential to ensure that training receives the attention it deserves.

The training of the supervisors and enumerators in the Houselisting Operations would have to be taken up immediately after their appointment. Training will be conducted on the basis of specimen forms which will be specially available for training purpose and through the system of classes. Printed canvass roll up boards must be got prepared for training purposes in sufficient number.

It is suggested that in the office of the Directors it is essential to ensure that the Deputy Directors and Assistant Directors and senior level officers are themselves trained because they would have to be deployed all over the state for ensuring that the training is of adequate quality. This training may be gone through from about September onwards so that any clarifications and doubts can be thrashed out by this office in time. It would be essential to have two rounds of training for the houselisting operations and, if the economic census is integrated with the Houselisting Operations, two additional rounds for filling in the census schedule alone would be necessary.

At the State level, all the District and City Census Officers must be trained by the Director himself. The District level training of Sub-Divisional Officers, Census Charge Officers and Town Census Officers will be conducted by the District

Census Officer or the City Census Officer as the case may be. At these meetings, it is desirable that, to the extent possible, the Director and othe senior officers of the Directorate participate. An internal programme of distribution of districts must be decided by the Director for this purpose and in consultation with the Principal Census Officers, namely, the Deputy Commissioners or Municipal Commissioners, suitable dates may also be decided. Soon after the district level training is over, the Charge Officers must commence the training classes for supervisors and enumerators and for that level repetitive training would be useful with reasonable gap between each training programme. The Director would have to issue instructions to ensure that there is sufficient participation at this basic training level by the District Census Officer/City Census Officers/Supervisory officers and others.

7. *Printing of census forms*

Action has already been initiated for printing of various census forms and schedules for the houselisting the main census operations and for the material required in connection with training. Indent has been placed on the Directorate of Printing for printing of forms, schedules, etc. required for training purposes. That Directorate is in the process of allocating the job to various Government of India Presses.

Indent has already been placed on the DGS&D in consultation with the Department of Industrial Development for procurement of white printing paper for the printing of census forms and schedules. Out total requirements have been estimated at 4,500 metric tonnes. The DGS&D have assured us that they will be able to procure this quantity of paper through imports by December, 1979.

In order to meet our urgent requirements of paper for printing of training material, about 4500 metric tonnes of paper have been diverted by the DGS&D to us.

The consignment of 355 metric tonnes of paper which is expected this month is proposed to be stored at Calcutta (about 70 tonnes), near Delhi (at Rohtak, Faridabad, Gurgaon, etc., 115 tonnes) and the balance quantity of paper (170 tonnes) is proposed to be stored at Bhopal. The idea is that the paper should remain in our custody rather than in the custody of Government of India presses and that we should be able to divert the paper to the press to whom the job is ultimately allotted by the Directorate of Printing. We hope to meet the requirements of the States in the Southern Region, Maharashtra, Gujarat and Madhya Pradesh from our store at Bhopal. The paper required for printing of schedules in English, Hindi and other North Indian languages will be supplied from our store at Rohtak or Faridabad etc. The supply of paper for printing of the schedules in Assamese, Bengali, Nepali, etc. will be supplied from our store at Calcutta.

We will have to create substantial storage facilities for storing about 4,000 metric tonnes of paper required for printing of the census schedules required for houselisting and main enumeration. The location for storage of this paper would depend on the allocation of printing jobs by the Directorate of Printing. The Director of Census Operations in whose territory the Government of India press entrusted with the job is located may be required to make arrangements for storage. These arrangements have to be completed by the end of December 1979.

As stated above, the printing of the schedules in bulk where the print order runs into hundreds of millions will be done through the Government of India presses. The printing of forms, such as Charge Registers, Houselist Abstract, etc., where the print order is not very large and where the printing is to be done in the regional languages, may have to be arranged locally. For this purpose, we will be approaching the Directorate of Printing with the proposal that the Directors of Census Operations in the States should be delegated powers to arrange local printing subject to the schedule of rates prescribed by the Directorate of Printing.

8. *Arrangements for distribution of forms*

The distribution of forms and other census material has to be a highly controlled exercise with a built-in system of monitoring. Loss of material or wrongly diverted deliveries or late deliveries just cannot be tolerated for obvious reasons. Based on ultimate requirements of the houselisting forms, instruction booklets and other material for the houselisting operations, Directors will have to work out the system of distribution right down to the Supervisor and Enumerator levels and prescribe necessary forms to ensure receipt, accounting and return. Bulk supplied may be made to the District or City level and thereafter the concerned census authorities must be instructed as to how they will make these up into separate bundles for the charge and thereafter how they will be distributed to the enumerator. Definite time schedules would have to be laid down so that the forms are available at the field level well before the commencement of the houselisting operations.

9. *System of Supervision of operations*

Supervision will have to be insisted upon at all levels and for this purpose necessary instructions will have to be issued by the Director. The stage at which supervision would have to be effective, would be:—

(i) at the stage of preparation of the charge registers;

(ii) at the stage of selection and appointment of enumerators and supervisors;

(iii) during training programmes; and

(iv) during the actual houselisting operations.

Once Charge registers have been drawn up and selection and appointment of supervisors and enumerators completed, effective supervision during the training programme would pay rich dividends. It would be useful if Collectors/Deputy Commissioners or Municipal Commissioners could be associated in the training programmes in a few cases so that the importance of the work is brought home to the staff concerned In such cases, it would be most desirable that the Director is also present so that our anxiety is adequately reflected.

It is essential to ensure that supervision is as detailed as possible during the actual conduct of the houselisting operations. The main phases of these operations are:—

(i) Preparation of notional maps and detailed layout sketches.

(ii) Numbering of buildings and census houses and painting the numbers on the doors wherever necessary.

(iii) Filling in of the houselist (and economic census schedules, if any).

(iv) Preparation of houselist abstract for his block by the enumerator.

(v) Scrutiny by the supervisors of all filled in forms during the actual operation and after the operation is over, ensuring their despatch to the Charge Officers.

(vi) Scrutiny and despatch of forms by the Charge Officers to the next higher census officer and thereafter, by the latter, to the office of the Director of Census Operations.

It is desirable that the Director draws up a detailed calendar for each of these phases to cover the houselisting operation period so that there is no doubt as to when the operations have to be done and in what manner. Instructions would also have to be issued to ensure that every census officer concerned exercises the utmost vigilance to ensure that the various phases are gone through in accordance with the detailed instructions to the enumerations and the calendar which may be drawn up by the Director.

10. *Collection of Forms*

As in the case of the other phases of these operations, detailed instructions will have to be issued by the Directors for the collection and despatch of the filled in schedules. It is desirable to ensure that the filled in schedules are physically carried from the enumerator/supervisor to the Charge Officer and thereafter be sent along with a messenger or attendant at every subsequent stage right upto the office of the Director of Census Operations. This would ensure that there is no loss and it would be possible to check receipts.

ANNEXURE F

Item No. IV : Economic Census

At the 1971 Census an establishment schedule was canvassed along with the house-list form and certain establishment tables were prepared on the basis of this form. In 1977, the CSO conducted an economic census which sought to collect information almost similar to what was obtained through the establishment schedule of the 1971 census and certain further particulars were also collected through the economic census. It must be mentioned that the economic census conducted did not cover household industry.

The economic census should normally be conducted in 1982, i.e., after a 5 year interval, but the CSO had been advised that their preparatory work would seriously cut into some of our programmes in late 1980 or early 1981, specially in the training programmes and that since the same agency was proposed to be used for the economic census, this agency was likely to react adversely since they would in effect have conducted a houselisting operation in 1980, the enumeration in 1981 and the economic census in 1982. We thought that this would seriously affect their participation in the census and had also pointed out that this would seem a waste of resources. Discussions were, therefore, held to consider the integration of the economic census with the houselisting operations to be held in 1980. While no final decision has yet been taken by the department concerned, we have structured out houselist on the assumption that this will go through. In the next few weeks, it should be possible to have a decision on this finally.

If the economic census schedule is integrated with the houselisting operations, this would mean that along with the houselist the enumerator would have to canvass the economic census schedule also. To the extent that this is extra work, we are insisting on a proportionate increase in the honorarium.

Organisationally, if the economic census does take place with the houselist operations, it is intended to induct the staff and officers of the Departments of Statistics or Bureau of Economics and Statistics in the States for this purpose and they will conduct the training classes for the economic census and also help us in supervision. It would obviously be difficult to envisage different training classes for houselisting and the economic census. It is, therefore, felt that the training session will be common and at each of these sessions, the houselisting instructions and the economic census instructions will be gone through and field practice also held as a total exercise. So far as the enumerator is concerned, it is not proposed to indicate to him that different hierarchies are involved for limited purposes. It would be useful if we could take this opportunity to expand our supervisory and training capacity by inducting the officers of the Bureau of Economics and Statistics into our system. This can be done by notifying them as census officers and they can be trained in the census also, i.e. in the Houselisting Operations and they can handle training classes and supervisory work for both the aspects, viz., houselisting and the economic census. This, as mentioned would add to our capacity to train and supervise the enumeration agency more effectively.

As mentioned earlier, the possibility of integrating the economic census with houselisting is hoped to be decided shortly.

ECONOMIC CENSUS 1980

Pad No. .....

Slip No, ...

STATE [ ][ ]

1. Line number of the house List (Col. 1 of H. L.) [ ]

2. nature of entrepreneurial activity (non-agri. 1, agri-2) [ ]

3. classification of the enterprise (household-1, non-household-2) [ ]

4. description of the activity [ ][ ][ ][ ]

.....

.....

5. nature of operation (seasonal-1, perennial-2) [ ]

6. no. of persons usually working daily

	all	*hired*
Male		
Female		
Total		

7. type of ownership [ ][ ] 8. social group [ ]

9. power/fuel used for activity [ ]

10. remarks :

Codes

(i) **Type of ownership**

Private	1
Cooperative	2
Central Government	3
State Government	4
Local body	5
Any other public enterprise	6

(ii) **Social group**

Scheduled tribes	1
Scheduled castes	2
Others	3

(iii) **Power/fuel used for activity**

without power	1
electricity	2
coal/soft coke/wood	3
petrol/diesel	4
gas	5
animal power	6
others	7

ANNEXURE G

Item No. V : Setting up of Regional Offices

Regional offices are proposed to be set up in the States so as to provide sufficient assistance to the Directors in carrying out the census operations. The statement below indicates the number of regional offices which are proposed to be set up and the corresponding number of Deputy Directors and Assistant Directors proposed to be created. A regional office is proposed to be set up on the norm of one for every five million population, taking into consideration projected population. These offices will be manned by deputationists in the usual course except in certain circumstances to provide supervisory and technical assistance at the regional level during the operations and thereafter they will be converted into Tabulation Units. The statement indicates that certain offices are proposed to be set up with effect from 1st October, 1979 and the balance from the beginning of next year. The Directors would have to consider where these would be located and further action regarding selection of suitable officers would have to be taken soon after the conference. This is proposed to be discussed in great detail.

Other staff which may be necessary for manning the Regional Tabulation Offices will also be created shortly.

Statement showing number of posts of Deputy Director of Census Operations and Assistant Director of Census Operations to be created for manning regional offices to be set up in various States/Union Territories in connection with 1981 Census

Sl. No.	State/Union Territory	No. of R. T.Os to be set up i. e. no. of posts of Dy. DCO/ Asstt.DCO/ to be created	No. of posts out of those shown in col. 3 to be created w.e.f. 1-10-79	No. of posts out of those shown in col. 3 to be created during next year
1	2	3	4	5
STATES				
1.	Andhra Pradesh	10	4	6
2.	Assam	3	2	1
3.	Bihar	13	5	8
4.	Gujarat	6	3	3
5.	Haryana	2	1	1
6.	Himachal Pradesh	1	1	..
7.	Jammu & Kashmir	1	1	..
8.	Karnataka	7	3	4
9.	Kerala	5	2	3
10.	Madhya Pradesh	10	4	6
11.	Maharashtra	12	5	7
12.	Manipur	1	1	..
13.	Meghalaya	1	1	..
14.	Nagaland	1	1	..
15.	Orissa	5	2	3
16.	Punjab	3	2	1
17.	Rajasthan	6	2	4
18.	Sikkim	1	..	1
19.	Tamil Nadu	9	4	5
20.	Tripura	1	1	..
21.	Uttar Pradesh	21	9	12
22.	West Bengal	11	4	7
		130	58	72
UNION TERRITORIES				
1.	A&N Islands	1	..	1
2.	Arunachal Pradesh	1	1	..
3.	Chandigarh	1	1	..
4.	Delhi	1	1	..
5.	Goa, Daman & Diu and Dadra & Nagar Haveli	1	1	..
6.	Lakshadweep	..	..	..
7.	Mizoram	1	1	
8.	Pondicherry	1	1	..
		7	6	1
		137	64	73

ANNEXURE H

Item No. VI : Enumeration—Preparatory and Organisational Steps :

The enumeration of the population which will be conducted in 1981 is the most important phase of the census. The formats of the questionnaires and abstracts which will be ultimately canvassed or filled in at the census have been finalised and instructions based on these have also been developed. These have also been pre-tested. In this session, it is proposed to discuss the preparatory work for the enumeration and other organisational aspects. The instructions will also be considered but it must be emphasised that soon after the houselisting operations are over, it is proposed to call another conference of Directors for going through this in greater detail. Obviously, because these forms and the concepts and the instructions are of paramount importance, it would be necessary that these are gone through in detail and that the entire organisation is fully familiar with these forms and the instructions.

The preparatory work for the enumeration commences after the houselisting operations are over. The houselisting operations will have yielded complete lists of census houses for each block. In the ideal situation, it should have been possible to adopt these blocks in toto as the enumerator block for the census itself. However, as experience indicates, this is not possible because the population in some of the houselisting blocks will tend to be high and beyond the normal workload of a census enumerator. Again, it may be noticed during the houselisting operations that certain physical limitations operate which prevent formation of certain blocks such as drains, rivers, streams, nallahs, etc., which intervene affecting mobility. Unlike the houselisting operations, it must be remembered that the census enumeration is over a short span of time and, therefore, constraints of this nature must not be allowed to operate which would reduce the efficiency of the enumerator. The purpose of the houselist, apart from giving us certain essential data, is to serve as a format for

the preparation of enumerator's blocks. While detailed instructions will be issued a little later, on how these blocks can be formed the system must be understood. The Houselists of each Houselisting block will be scrutinised carefully and the population assessed. Normally, a population exceeding 750 persons would be beyond the scope of an enumerator and, therefore, without cutting up a census house or a household, on the houselist the demarcation of the enumeration blocks based on this optimum population size will be made. In urban areas, the cut off point would be roughly 600. In delineating the enumeration block, as mentioned earlier, physical constraints must be kept in mind.

Based on the delineation of the enumeration blocks, the charge registers would have to be re-written clearly distinguishing them from the charge registers which would have been prepared for Houselisting. It is desirable that a link is developed between these two charge registers so that the one is able to identify the enumeration blocks with the corresponding houselist block. Instructions on this also will have to be developed by the Directors and general instruction will be issued from this office later.

The next step would be the selection and appointment of the enumerators and supervisors and the aspects referred to on this item under houselisting operations would be of some guidance.

Training is obviously an extremely important item and the system of trainings including the involvement of officers of the Census Directorates would have to be developed by the Directors. The facets of training referred to in houselisting operations earlier are relevant here also.

After the enumerators' blocks have been determined, an extremely important document would have to be prepared, viz., the Abridged Houselist. Instructions will be issued in due course on this but the importance of this document is being emphasised because the numbering of census households in this document is of paramount importance. Given the possibility of Direct Data entry systems, it will be noticed that in the individual slip as well as in the household form unlike in the 1971 Census, it is not proposed to give the location code of the household as such but to incorporate there "SERIAL NO. OF HOUSEHOLD". This serial no. of the household will be obtained only through the Abridged Houselist. Therefore, the Abridged Houselist becomes of great importance in the operations.

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Page No.

ABRIDGED HOUSE LIST FOR EACH CENSUS ENUMERATOR'S BLOCK

SECTION 1 : Identification Particulars

	Name	Location Code
District		
Taluk/Tehsil/P.S./Dev. Block/Island		
Village/Town		
Ward/Mohalla/Hamlet		
Enumerator Block		

SECTION 2* : Population of Enumerator's block

SECTION 3 : Houselist (to be copied from the origina Houselist)

Sl. No.	Building No.	Census House No.	Purpose for which census house is used @	Household No. @	Serial No. of the household	Name of the head of household @	Remarks **
1	2	3	4	5	6	7	8

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

* To be filled only on completion of census enumeration.

@ If any of these characteristics have changed at the time of census enumeration the census enumerator may insert appropriate correction in columns.

% Record purpose as given in the original houselist.

& If the name of head of the household is different from the one recorded in the original Houselist, the enumerator may correct this column at the time of enumeration. For institutional Households Add "(I)" after the name of the Head of the household.

** Record Remarks as given in the original houselist.

Signature of Supervisor and date .....

Signature of Enumerator and date .....

Sample Areas—Sampling in the census

For the first time in the census, sampling is being attempted. It has been underconsideration whether household sampling or area sampling should be adopted. While it is conceded that household sample would be the appropriate system from a purely statistical point of view, operational difficulties did not encourage the adoption of this system. If sampling by household is adopted, the sample would have to be selected by the enumerators and despite intensive training, it is extremely unlikely that the entire million and a quarter enumerators would carry this out correctly. Taking into consideration the realities of the situation, it has been decided to adopt area sampling.

Though census is a full count operation and sampling is an antithesis of census, it has been found necessary to adopt sampling in the census itself for various reasons. Sampling has been increasingly used in the recent Indian censuses. The most important reason for the use of sampling is cost advantage. As the population has been increasing from census to census the number of questions being canvassed in the census have also been increasing. The cost of processing has therefore, increased phenomenally. One way to reduce the cost is to (a) canvass the slips for all persons and tabulate the material on sample basis, or (b) canvass the schedules on a sample basis.

Though sampling has been used in the earlier censuses of India, it was in the 1971 Census that large scale use of sampling was adopted in the census. From the data collected from all the persons, a 10% and 20% sample of slips was selected in rural and urban areas respectively after sorting the slips by sex, age-group and industrial categories. Almost all the tables of the B series (economic tables), C series (social and cultural tables), D series (migration tables) and F series (fertility tables) were tabulated on sample basis.

Since the 1971 Census, the sampling issue has been discussed in a number of forums. A view has been expressed that it will be a waste of scarce resources, if one were to collect information on a 100% basis but tabulate only on a 10% or 20% sample basis. It has been felt that it will be better if instead of canvassing all the questions to all the individuals, two types of questionnaires are prepared, the one called universal slip and the other called sample slip. The universal slip will be canvassed for all the persons and the sample slip will be canvassed only for a set of such persons in selected areas. **Sampling unit:** The first question to be settled if sampling is to be adopted, is the most appropriate unit of sampling, whether it should be the individual, the household, the census house or some other geographical entity like enumeration block or village. The selection of either the individual or the household while highly desirable from the sampling point of view becomes a difficult task to ensure in the field. Selection of every 5th household, for example, would require a list of households in each enumeration block from which the enumerator will select every fifth household. It has been found very often that the enumerator has a tendency to select households which are of smaller size so that his workload is reduced. Another procedure is to ask the enumerator to select every fifth individual. This would also require a frame of individuals which is difficult to obtain. Further, under census conditions it will be extremely difficult to check whether the selection of individuals has been done in a proper manner. It may so happen that atleast some of the enumerators may try to reduce their workload by selecting individuals for whom the entries may be simple to fill up as their sampling unit. Thus, the problem of selecting the sample has to be considered keeping in view the operational controls necessary and the statistical precision attainable. Keeping operational control in view, it has been decided that in the 1981 Census, a 20% sample of enumeration blocks will be selected and the sample slips will be canvassed for all the persons residing in the census enumeration block. This would, therefore, means that in the sample areas, two schedules viz., universal slip and sample slip will be canvassed in the non-sample areas only the universal will be canvassed.

To improve the quality of data collected, it is essential that wherever feasible census enumerators of higher calibre are specially chosen and given intensive training for canvassing the universal and sample census slips. One way to ensure higher quality of enumeration is to pay higher honorarium to specially trained enumerators canvassing in the sample blocks. Large number of trained investigators can be selected on deputation from state statistical agencies and other agencies like the Development Blocks.

Stratification—For the purpose of sample selection, each district will be divided into a number of strata.

The strata are broadly of three types viz.,

(i) city, i.e. areas with population 100,000 and above;

(ii) urban areas other than cities, i.e. non-city areas;

(iii) Tehsil/Anchal/Police Station/Development Block.

Each city will be a separate unit and there will be no clubbing of cities. The most convenient method would be to adopt each charge within a city as an operational unit for purposes of picking out the sample blocks.

The second stratum consists of urban areas other than cities. These will be grouped together at the district level. In order to ensure that no such urban area is omitted, the easiest method of grouping them together would be to arrange them by location code number. Having arranged these by location code, these would together constitute the stratum relating to non-city urban area. In arranging them, it is presumed that the blocks are of reasonably uniform sizes. In fact, in urban areas, the attempt is usually made to ensure that blocks are of fair uniformity.

In the case of rural areas each Tehsil/Anchal/Police Station/Development Block would constitute an operational unit.

Wherever the development block is co-terminus with the tehsil, the operational unit will be same as the census charge. Wherever a tehsil consists of two or more development blocks, each development block will be treated as an 'operational unit' for the purpose of sample selection, if these blocks are of reasonably big size. Since it will be extremely difficult to have an operational unit which is very small, it will be better if each Directorate quickly examines the size of the development block in terms of its population and the approximate number of census enumeration blocks. There should be 50 enumeration blocks at least in a development block to adopt it as an operational unit.

To avoid disparity in workload, unwieldy or large operational units say, in million plus cities may be divided into sub-parts of convenient size, each of which will constitute an operational unit. The most convenient is to adopt each charge within the city as the operational unit.

Before embarking upon the sample selection, it is necessary to prepare a frame of enumeration blocks within each operational unit. This frame should eliminate all the blocks which contain no population. Only those blocks with some population should be included. The enumeration block should as far as possible, be of uniform size. If the houselisting blocks are of very big size, it is better to bifurcate them and make them smaller.

It would be better to select the sample after arranging the blocks by population size.

Procedure for selection of block.—The format to be used for the selection of blocks is enclosed. Arrange the blocks according to the location code. Enter the population of each block as determined in the houselisting operation. If there is no population put a dash in col. 5. If it is less than 300, enter the actual population in col. 6. If it is more than 300 but less than 500, enter the population in col. 8. Similarly enter the population in cols. 10 or 12 depending on whether the population is between 500-749 and 750 and above. After completing this for all the blocks in the 'operational unit', allot a fresh continuous serial number in col. 7. The serial number should continue through col. 9, col. 11 and col. 13. Select a random number between 1 and 5, say 2. Select the block with serial number 2 in col. 7 (or col. 9, or col. 11 or col. 13) and continue to select blocks with serial no. 7, 12————etc.

Such a procedure ensures that blocks of different sizes are represented in the sample. Sample block will be selected in the manner described above. In the sample given, the sample blocks would be those with fresh serial number (as determined in cols 7, 9, 11 and 13) of 2, 7, 12 etc. These blocks will have to be identified in terms of their location code and other descriptive particulars and would have to be communicated to the enumerators concerned.

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REGISTER FOR SELECTION OF SAMPLE BLOCKS

State :
District :
City/Non-city :
Urban/Rural
Charge No.

Sl. No.	Circle No.	Block No.	Location Code	Size of block by population and Blocks by population size/serial number of inhabited blocks								
				Zero	300	S. No.	300—499	S. No.	500—749	S. No.	750 and above	
1	2	3	4	5	6	7	8	9	10	11	12	13

The register for selection of sample blocks would have to be carefully retained because it would constitute the control for sample selection. Necessary links will have to be developed between this register and with the charge register which will be drawn up for the enumeration itself.

Operational stages in tabulation.—A 20% sample of blocks will be divided into four sub-sample of 5% sample each. These will be called sample 1, sample 2, sample 3 and sample 4.

The slips of sample will be processed first. These will provide estimates at national level. A few selected tables based on 5% sample area will be published at the national level. The list of selected tables to be published first will be communicated later.

Sample 2 will be processed next. The tables prepared on the basis of sample 1 and sample 2 will be pooled and the results at state level obtained. This will give preliminary estimates at state level.

After processing sample 1 and 2, sample 3 & 4 will be processed. At this stage, district level estimates will be prepared.

State 2.—After processing of the 20% sample, all the universal slips in areas where tribals are concentrated will be processed. This will be merged with 20% sample areas to provide a 100% tabulation for tribal areas for various non-sample characteristics like school attendance, educational level, employment, unemployment etc.

State 3.—The slips relating to other areas in respect of universal characteristics will be processed after finalising tribal area tabulation.

Estimation.—Since the tables are prepared on a sample basis, these are to be inflated to obtain final tables. One way would be to multiply the sample values by 5 reciprocal of the sampling fraction. However, estimates obtained in this way would be subject to larger errors than those by the ration estimating or 'multiplier' method. Secondly, in many cases in a census, the sample data attempts a detailed classification of 100% items. It would be desirable that the estimates from the sample and those from 100% count tally as far as possible. The 'multipliers' ensure this.

Unlike in the 1971 Census, in the 1981 Census only two 'control' variables will be used for working out the multipliers. These are the population of the 'operational unit' by sex. Suppose X_F is the total female population in the tehsil on the basis of full count (known from PCA) and X_f the number of the females in the 20% sample of blocks, then ($I_1 = XF/X_f$) will be the multiplier for females. Similarly $I_2 = (X_M/X_m)$ will be the multiplier for males. For example, if the number of currently married women in the sample blocks of an 'operational unit' is 3, then the estimated number of currently married women would be $I_1 Y$

Generating the multipliers.—For each operational unit, two multipliers one for males and another for females will be inserted in the record of each person. If punched cards are used, these will be punched. If Direct Data Entry systems are used, the multipliers will be inserted by means of a suitable programme.

It may be expected in general that the multiplier will be close to five. However, the ratio $\frac{(X_F)}{(X_f)}$ and $\frac{(X_M)}{(X_m)}$ may not be integers. To avoid fractions in estimated tables, the multipliers will be inserted by "Randomised round off technique". The technique is described in brief.

If the ratio $\frac{(X_F)}{X_f}$ is 5.61, then 61 of the cards (or records) relating to females will be assigned the weight six and 39% of the cards will be assigned the number five.

$$\frac{(61\times 6+39\times 5}{100} = \frac{561}{100}=5.61)$$

The cards (or records) to be assigned the weights 5 or 6 will be selected by "systematic random process" as explained below :—

(1) Use a two digit random number tables and select 61 random numbers (say 25, 19, 17, 50, 46.....etc.) for assigning the weight 6 and 39 remaining random numbers for assigning the value 5.

(2) Group the cards into group of 100.

(3) Assign the weight '6' to all cards (records) corresponding to the '6' random numbers selected in 1 above and '5' to remaining '39' cards.

(4) If some cards are left, continue to count them and assign weights according to the random number. For example, if an "operational unit" after grouping the cards in bunches of 100, and assigning random numbers 53 cards (records) are left. Since in Step I, random numbers 25, 19, 17, 50, 46.....correspond to weight 6, cards 25, 19, 17, 50.....will be assigned weight 6. Similarly, the rest will be assigned the weight 5.

Detailed circulars will be issued on these aspects in due course. The description here is to indicate the broad frame work.

(a) making arrangements for distribution of forms which would call for extremely careful planning;

(b) organising training classes and ensuring both coverage and supervision quality;

(c) laying down a system of supervision and the responsibility of various levels during actual operations;

(d) ensuring that the coverage and quality of work during operations are adequate;

(e) making arrangements for collection of forms so as to ensure that they are received completely and fully accounted for at appropriate points as will be specified by the Directors based on the tabulation system;

(f) conducting the post-enumeration check and evaluation studies.

The forms which will be canvassed during the census count itself will be household schedule and the individual slip. The household schedule consists of two parts, viz., part I household particulars; Part II the population record with an abstract as part of it. The individual slip contains the questions which will be canvassed universally and in sample areas for every individual in the country whether males or females and whether old or young. The formats and the instructions will be discussed under agenda item VIII.

Post Enumeration Check (PEC) — 1981 (and other studies):

Introduction.—The Post Enumeration Check survey has become a part of the census operations of India since the 1951 Census. This survey is concerned with the analysis of likely omissions or duplications in the census enumeration. It also provides a check on the quality of information for items like age, marital status, literacy, school attendance collected in the census.

In simpler terms, the survey answers the questions :—

(i) how accurately has every individual been enumerated in the census, and

(ii) how precisely have the particulars of the individual been recorded in the census.

The former is called the coverage error and the latter the content error. So far only coverage error has been dealt with in the PEC. Though an attempt was made to measure the content error in the 1971 Census, due to various reasons the results could not be brought out in time.

The type of coverage error.—The coverage error normally consists of two components—

(i) Omission or duplication of persons due to omission or duplication of residential houses in the census.

(ii) Omission or duplication of individuals in censused residential houses.

These errors are called Type I and Type II errors respectively.

Type I error normally arises because the house situated on the border of two enumeration blocks may be omitted or duplicated, or houses located in remote places, particularly in sparsely populated areas, may not be visited by the enumerator, or houses may become inconspicuous because they are in multi-storied structures in congested localities.

The coverage error of Type II may arise because of omission of :—

(a) unrelated individuals in an enumerated household, such as servants who are part of the household,

(b) infants and children in the household,

(c) single-member households where individuals may not be available when the enumerator goes for enumeration.

(d) certain persons who have been moving from place to place throughout enumeration period.

Content error.—The content error arises from the way the enumerators puts the question or from the way the respondents understand the questions or both. In many cases it has been noticed, specially in a census, that the persons who answers the question does not know all the particulars of the person about whom the information is being reported. Thus, the head of the household may not know the correct age of his daughter-in-law or some other related person who is staying with him at the time of census. Errors can also occur because of difficulty of understanding the concepts. For example, one may not be able to tell his age correctly according to the Christian calendar though he may know his age correctly according to some other calendar.

Coverage error Type I.—The post enumeration check is intended to estimate the various components of the errors separately. Obviously, such a check cannot be carried out in all the enumeration blocks using another enumerator. It is, therefore, the practice to select a sample of enumeration blocks and canvass a special schedule separately immediately after the census. The special schedule will list out all the houses in the enumeration block. This list will then be compared with the number of houses enumerated in the census to find out the omission or duplication of houses. This operation of comparing the PEC enumerator's houselist with that of the census enumerator's houselist is called 'Desk match'. After the desk match, a revisit is undertaken to reconcile the entries that do not match in both the schedules. In the field-visit stage, the enumerator also collects further particulars of the person residing in the omitted or duplicated census houses.

Coverage error Type II.—In each selected block, a subsample of household enumerated in the census is revisited by the enumerator to collect particulars of all the individuals residing. This list is then compared with the census population record to match the persons. It is not expected that all the persons will be matched. Differences may arise because of the time differences in census and re-enumeration. A revisit is therefore, required to reconcile these differences.

Content error.—In view of the detailed nature of content error check, this will be carried out only in a selected subsample of the PEC blocks. In these blocks selected for content error, each member of the household will be again asked particulars like age, sex, marital status, attending school or not and this information will be compared with those already recorded in the census. The difference observed in these characteristics between the census and the PEC is termed as content error.

To achieve satisfactorily the objectives of the post enumeration check, it is essential that the following points are kept in mind :—

(i) The PEC should be taken up immediately after the census, say within two weeks of the census date. If the time lag between the census and the post enumeration check is larger, there will be much change in the population and it may become difficult to reconcile the events.

(ii) data collected in the PEC should refer to the same reference date as for the census. The concepts and the definitions should also be the same.

(iii) The PEC enumerators should be decidedly better than those of the census. They should have a capacity of follow detailed instructions meticulously and reconstruct the census picture clearly.

(iv) The PEC operation should be entirely independent of the census operation. The PEC enumerator should have no knowledge of the census records for the selected enumeration blocks till the desk match stage. To keep the two operations independent, the PEC enumeration blocks will be communicated to the Directorate of Census Operations only after the 1st March, 1981 *i.e.* after the census date.

Sample size.—The detailed requirements of the sample size have not yet been worked out. These and other operational details will be indicated later. In the 1971 Census, approximately 4,000 blocks were covered at the national level by the PEC. It is expected that the sample size may not be very different from this. At the state level, a minimum of 200 blocks will be canvassed. In the metropolitan cities of

Calcutta, Bombay, Delhi and Madras more sample blocks will have to be re-enumerated for PEC. As in 1971 Census, Union Territories other than Delhi may be omitted from the PEC.

Census evaluation study using SRS records.—As in 1971 Census it is proposed to conduct an evaluation study in a sub-sample of the sample registration system blocks. In the SRS blocks, the births and deaths are recorded every year as and when they occur. From this, it is possible to prepare a list of children who are surviving upto the date of census by eliminating those who are dead and those who have left *i.e.* who have outmigrated. This list can then be compared with that of the persons enumerated in the census to obtain:—

(i) an estimate of the omission or duplication at the younger ages;

(ii) to obtain the extent of age mis-reporting in the census specially at younger ages.

SRS has been in operation on a full scale in all the states of India for about 10 years. These data also are more complete than in other vital registration record. Since the births are recorded as and when they occur, in the SRS the date of births or atleast the month of birth is precisely known. It is therefore possible to trace a brith cohort recorded in the SRS into the census.

Since the SRS has made use of the 1961 Census frame and the 1971 Census frame, there are field problems in identifying the SRS blocks and the corresponding census blocks. Census blocks corresponding to the given SRS blocks may consist of one full block or more than one block. It may be necessary to copy out of the particulars regarding the households in selected SRS blocks from the census records. For this purpose, one will have to prepare in advance a houselist matching from giving the SRS house numbers and the corresponding census block housenumbers for use in the state in collaboration with the concerned SRS agencies.

In addition to the operational problem, there is also a conceptual problem is matching the definition of rural residents of SRS and a person eligible for enumeration in the census because of the extended *de facto* approach adopted in the census. Visitors who are away from the normal place of residence for the entire census enumeration period would have been enumerated at their place of visit in the census. However, the births to such usual residents would have been recorded in the SRS. There are a number of other similar problems caused by the varying definitions. One other difficulty is that some of the items like marital status used for desk matching might have changed between the period of which SRS was conducted and the census reference date *viz.*, the 1st March, 1981. These have to be taken care of by suitable probing of the residential status of each of the SRS cohort as on census date and making suitable adjustments wherever needed. The 1971 Census evaluation study has shown that in case of children an overwhelmingly large percentage were present in the enumeration block at the time of census.

The census evaluation study of the 1971 Census also attempted to measure the accuracy of the reported "birth during last one year" by currently married women. In view of the decision taken to adopt areas sampling in 1981 Census, it may not be feasible to continue this particular aspect of the evaluation study, as the SRS sample size and other details will be determined after taking into account the availability of staff for this purpose.

To avoid many of the operations problems referred to earlier, it is necessary to ensure that to the extent possible the identity of SRS blocks and the corresponding census enumeration blocks are maintained. In other words, the **SRS block should by itself form a census enumeration block** and, if the SRS blocks is larger than the normal workload of an enumerator, it can be split up into two or more census enumeration blocks. This would ensure **that it is always possible to match the given SRS block with its corresponding census block or blocks.** This must be kept in mind in forming the census enumeration blocks after the houselisting stage is over. In fact, it would be a good idea to attempt to do this even at the houselisting stage itself so that this is not last sight of.

Comparative study on the relationship of migration and urbanisation to development.—The survey will be a new one to be followed immediately after the 1981 Census. In the 1981 Census it is proposed to canvass four questions on migration. These are :—

(i) the place of birth. whether rural or urban. the district and state in which it is located,

(ii) the place of last residence, whether it is rural or urban, the district and state in which it is located,

(iii) the duration of residence at the place of enumeration, and

(iv) reasons for migration, *viz.*

(1) employment

(2) education

(3) consequent to movement of the family

(4) marriage, and

(5) others.

As already mentioned, the above questions will be canvassed for all individuals in a sample area. In the sub-sample of the sample areas, the household schedule of the census will be expanded to obtain some other particulars of migration in respect of individuals in the household. In the selected blocks these migration particulars will be copied into the household schedule from the individual slip. The list of household so prepared will then serve a frame for the migration survey to be undertaken immediately after the census. A detailed migration questionnaire will be canvassed for all the migrants. This will enable one to analyse the inter-relationship of migration and development factors.

The objective of the study will be to fill in the gaps in knowledge and information regarding the impact of rapid population growth on large scale rural to urban migration and the causes and consequences of rapid migration from rural to urban areas without a parallel expansion in related employment opportunities.

The schedules will consist of three parts. The first part will serve as a frame of household for migration studies. The second part will be a household schedule and the third will consist of questions to be answered by individuals in selected households. The first is used to identify the migration, status of the household in the selected areas. This part will be based on the data collected in the census. The household schedule will be used to obtain some further information about certain selected households and the individuals questionnaire is used to obtain information about selected persons in the household. The individual questionnaire will be canvassed for persons aged 10 and above. It is expected that in this section information will be collected on :—

(i) migration practice and experience,

(ii) long term migration history,

(iii) short-term migration during the last few months,

(iv) mobility behaviour and expectation, and

(v) social interaction and attitude to migration.

The details of the survey will be communicated later.

ANNEXURE I

Item VII—Houselisting Operations

The houselisting operations have been conducted as part of the second pretest. It is proposed to discuss the instructions including concepts in the light of the experience of the Directors in the second pretest and their comments on the pretest.

Item VIII — Enumeration

In the light of the second pretest and the comments of the Directors made thereon and their experience of this pretest, it is proposed to discuss the instructions and concepts in detail.

Item IX — Other matters

1. *Tabulation Plan*

The tabulation plan is under preparation and it is likely that the 1971 tables will by and large be adopted. The system of tabulation will depend on the type of equipment which will ultimately be available for data entry and further processing. These are still under discussion and, therefore, it would be difficult to indicate at this point of time the tabulation system in detail. Our tentative thinking on the tabulation plan and the tabulation system is as follows :—

(a) The Primary Census Abstract will be prepared on the basis of the enumerators' abstract in the tabulation offices at regional and other levels. This will constitute the PCA and will not involve breaking of pads as was done in 1971 Census.

(b) Simultaneous with the generation of the PCA, data relating to certain characteristics will be tabulated on the basis of the household form, particularly relating to the language spoken in the household, and scheduled castes and sheduled tribes. These will be generated through a system of manual processing by tally marks.

(c) Certain other basic tables will be generated through a similar system from the household form and the population record to the extent necessary.

(d) Once the PCA is generated, it is proposed to enter the data from the individual slip directly on to tape. The data both with regard to universal characteristics and the special characteristics relating to migration and fertility in the slips of the 20% sample areas will be carried to tape. Following this 20% tabulation, further proportions of the slips will be taken on to tape till ultimately a 100% tabulation is achieved.

(e) A 5% tabulation of the slips of the sample areas is proposed to be done for generating tables at the national level as the first priority.

The setting up of a tabulation office and the processing of data will, as mentioned, be indicated in greater detail after certain basic decisions with regard to the system support are arrived at.

Based on the houselist, it is proposed to generate certain basic tables. The formats and the instructions will be indicated in due course.

2. *Publication Programme*

The Directors will not have become familiar with the publication programme of the census both with regard to its extent and intensity of presentation of data. It is proposed to discuss the publication programme at a subsequent conference, but it may be indicated at this stage that our preliminary thinking is that publications should be brought out with reference to individual characteristics of the population without waiting for detailed tabulations of characteristics which together now constitute single volumes. In fact, it is felt that this may expedite bringing out the volumes quicker.

3. *Special Studies*

The Directors will by now have seen the various special studies which have already been carried out and which are now in progress. At this conference, it is not proposed to review in detail the special studies now in progress. However, it is proposed to review will be called shortly. It is proposed to undertake special studies regarding the handicrafts and the handlooms sectors since these are considered of great relevance in the context of current thinking on decentralised employment-oriented industries.

4. *Collection of Data for Village & Town Directory*

Separate instructions have been issued in Census Circular No. 4 regarding the collection of data for the village and town directory. This is proposed to be discussed at the conference.

The Census has always provided extremely important and basic information regarding the infrastructural facilities available in rural and urban areas. This information is of great importance for local area planning and is essential for some of the programmes included in the minimum needs programme. It is, therefore, proposed to continue this tradition and to generate such data. For this purpose information will have to be collected in specified formats which are placed below. It is proposed to discuss this matter.

The collection of this material will have to be done through the official agencies of the State Governments and to the extent that it is available in ready form with the Bureau of Economics and Statistics it is suggested that the information may be obtained from such sources. If no current information is available, then it would have to be collected through the revenue or other appropriate agency for which purpose the Directors would have to issue necessary circulars and letters.

Summary of the Proceedings of the Second Conference of Directors of Census Operations

(January 16—19, 1980)

The Second Conference of the Directors of Census Operatiions was held at Mysore during 16th—19th January 1980 to review the arrangements for houselisting operations and to finalize the instructions for filling up the Abridged Houselist, Household schedule and Individual Slip and for the preparation of enumerators' working sheets and abstracts. The conference was inaugurated by Shri R. A. Naik, Revenue Commissioner of the Government of Karnataka. Shri Jaya Kumar, Anagol, Divisional Commissioner, Karnataka also attended the conference for a short while on the 17th January, 1980. A list of participants from the various State Census Directorates and the Registrar General's Office is given in Annex. 'A'.

Welcoming the Revenue Commissioner of Karnataka, the Registrar General and the participants, Shri B. K. Das, Director of Census Operations, Karnataka said that it was his privilege to welcome all the delegates who had come from far off places to attend the

conference at Mysore. He thanked the Revenue Commissioner for finding time to ingaugurate the conference inspite of his busy schedule. He meationed that he had tried his best to make covenient arrangements for the delegates' stay but would apologise for any inconvenience caused to any of them. He wished the delegates an enjoyable stay at Mysore and expressed the hope that they would take advantage of the many beautiful sights and nice spots of Mysore City. Thereafter he requested the Revenue Commissioner to inaugurate the Conference.

Welcoming the Registrar General and the delegates the Revenue Commissioner said that Census had a great role to play in planning in the country. The Government of Karnataka gave special importance to the population census. In this context he said that planning could be meaningful only if the population census were conducted properly because the basic data required for planning were mainly collected through the Census.

Referring to the complaints heard recently of names being left out during the revision of electoral rolls he emphasised the need for adequate supervision to make the Census count accurate. Each question to be canvassed was important from the planning point of view and therefore serious thought should be given to the instructions so as to elicit correct information by avoiding ambiguities and by imparting thorough training to field staff.

Shri P. Padmanabha, the Registrar General, thanked the Revenue Commissioner for delivering the keynote address pin-pointing the important aspects, namely accuracy and supervision. He explained that the conference would concentrate on the organisation of the census and the finalisation of instructions for the filling up of the census schedules. The first phase of census operations, namely, houselisting, would be carried out during the year throughout the country. In this phase besides collecting information on each house an enterprise slip will also be canvassed for the economic census. In designing the schedules great care had been taken to fulfil the requirements of the State Governments and to provide the basic socio-demographic profile of the population. Regarding accuracy he pointed out that the census schedules and instructions will be translated into regional languages so that enumerators understood them well. He assured the Revenue Commissioner that great emphasis would be laid on training and that he and all his colleagues would take up the work seriously and see that the best results were achieved. The Directors of Census Operations had met earlier in a conference to train themselves for the conduct of houselisting operations. At the present conference the delegates would be preparing themselves for the population enumeration to be carried out during February-March 1981. With these remarks the Registrar General thanked the Revenue Commissioner and the press representatives and hoped that now that the general elections were over, due publicity for census would be given by the press.

The Registrar General initiated the post-inaugural session by making a few general remarks on the preparations for the Census Operations. He said that he would be touring the country intensively to acquaint himself with the prevailing special situations and would be meeting the various State Government officers connected with the census. He suggested that similar action be taken by each Director of Census Operations in his State. He pointed out that under the Census Act the information collected would be kept confidential and therefore the respondent should have no fear in answering any question truthfully. Therefore with proper training of enumerators and effective supervision accurate and reliable information could be collected in the census. He emphasised the importance of using roll-up boards in the training classes as was done for 1971 Census. However, he suggested that as much, boards were expensive, ferro-print copies depicting the questions *etc.* could be used while examples could be written on black-boards.

With respect to houselisting operations the Registrar General cautioned that close attention should be paid to the houselisting operations in slum areas especially in big cities like Bombay, Calcutta *etc.* Also effective supervision would be absolutely essential to ensure that the enumerators covered their respective areas completely. After these general remarks the agenda items were taken up one by one.

Instructions for filling up the Abridged Houselist

The Registrar General introduced the topic by explaining that the houselisting operations would provide the basic frame for formation of enumeration blocks for the census count in 1981. As there will be a time gap between the houselisting the actual population enumeration the frame provide by the houselist will have to be up-dated. This will be done through the Abridged Houselist which will contain certain essential details from the houselist. From the coverage point of view it is very important to fill up the Abridged Houselist carefully.

Thereafter the instructions for filling up the Abridged Houselist were discussed in detail and the points raised by the participants were clarified by the Registrar General.

In filling the Abridged Houselist provision has been made for changes that might have taken place between houselisting and population count. Therefore, it would not be necessary to require the Abridged Houselist except in the rare case where innumerable corrections have to be made. With respect to hamlets it was clarified that it was not necessary to form a separate block out of each hamlet unless the population of the hamlet was large enough to be constituted into an enumeration block. In reply to another doubt whether small villages should be constituted into separate blocks it was explained that every village should constitute one or more enumeration blocks according as the number of households in the village was around or more. Thus small villages with much less than 150 households will be constituted into separate blocks but more than one such block may

be allotted to an enumerator to meet the workload norm of around 150 households. The workload norm for urban areas would be around 120 households. This will justify the payment of uniform honorarium to enumerators.

All uninhabited villages will also have to be numbered and the fact that some of the villages are uninhabited will be noted in the charge register. In the case of Mizoram labour camps may be formed into separate blocks if the population is large enough but they may be treated as part of the village in which they are located. Temporary huts or even new colonies which may come up after houselisting will have to be enumerated by entering them in the abridged houselist. Again in big cities there may be a big floating population on account of seasonal employment. Great care should be taken to see that such population is not missed. Night shelters will also have to be numbered and covered in the houselisting even though people may only sleep there at night. While it is possible due to movement of population, that the population located at a particular place during such instances would be very rare and could be taken care of by the Abridged Houselist.

All census houses whether residential or non-residential would be covered in the Abridged Houselist. It was also explained that new houses which might have come up by the time of the population census could be numbered suitably, as for example, a census house between house numbers 45/1 and 45/2 could be numbered as 45/1/1. Some suggestions were made for changing the format of the Abridged Houselist. However, the Registrar General assured the Director of Census Operations that the Abridged Houselist in the present form was adopted successfully in 1971 and did not give rise to any difficulties.

Regarding the preparation of the Abridged Houselist the Registrar General clarified that it would be the responsibility of the charge officer. He agreed that some clerical assistance should be provided to the Charge Officers for this purpose. The Abridged Houselist should be taken up a fortnight after the completion of houselisting and should be made ready before the training for enumeration starts. The Charge Officer would have to be trained at least for a day on filling the Abridged Houselist. This can be conveniently done when the Charge Officers meet for the district or divisional monthly meetings.

The Registrar General mentioned that it was being considered whether the census department should request the State Government to open separate accounts under the census head for making payment to Enumerators and Supervisors for the houselisting and enumeration phases.

With regard to the printing of the Abridged Houselist forms in regional languages the Deputy Registrar General mentioned that the possibility of decentralising the printing of census material in general in regional languages was under consideration of the Directorate of Printing.

Instructions for filling up Household Schedule

The instructions for filling the household schedule were taken up and read para and the points that arose were discussed.

Regarding the notional map a doubt was raised as to whether it would be feasible in the case of large villages to show the entire village in the notional map. The Registrar General clarified that it would be sufficient to show the enumeration block with the adjoining portion of the revenue villages. Instructions could be considered as amended suitably to clarify this point.

PART I

Q. 1 Name of the Head of the Household.

The Registrar General stressed that any person who is considered by the household members as the head of the household should be recorded without entering into any argument.

Q. 2 Religion of the Head of the Household.

Some participants felt that specific instructions should be given for recording religion 'not stated'. However, on discussion it was agreed that the instructions were clear enough and that this point could be explained in the training classes. Another suggestion to record 'Zorcastrian' by an abbreviation as a separate religion in Maharashtra was not accepted. This and all other religious and beliefs will therefore be written fully without the use of an abbreviations.

Q. 3 Whether Head of Household belongs to SC or ST.

The Registrar General emphasised that only the SCs or STs which find a place in the notified list for each State/Union Territory should be recorded. Any other caste/tribe which does not appear in the notified list should not be considered as SC or ST. Thus no caste other than those specified in the Presidential Order can be recorded as Scheduled Caste.

Q. 5 Language mainly spoken in the Household.

Here again the Registrar General stressed that the language as reported should be recorded. The enumerator should not attempt any grouping of what he thinks are dialects of any language. The grouping of languages would be taken care of by the Language Division of Registrar General's Office later. Therefore, the language as returned must be faithfully recorded.

At this stage it was mentioned by the Registrar General that questions 6 to 10 may not be filled for houseless households as they are not relevant. For such households '×' will be recorded against this question.

Q. 9 Facilities available to the Household.

(a) **Drinking water**—It was clarified that if the household had access to drinking water supply within the premises it should be treated as 'available'.

(b) **Electricity**—If there is electric supply connection to the household it should be treated as 'available'

irrespective of whether the household is availing of it or not.

(c) **Toilet facility (Urban areas only)**—A point was raised whether in big urban areas where a whole block of tenements contained one or few latrines, all the households living in the tenements could be considered as having toilet facility. The Registrar General confirmed that it should be so as the facility was meant for the use of all those households.

Q. 11 Number of married couples living in the household.

It was explained that even if one of the spouses is absent from the 'household' for the entire reference period should be counted in the household if the spouses usually live there. In areas where polyandry is prevalent, if more than one husband of a woman living in the same household, the persons will be recorded as only one couple.

This question will be filled for houseless households also.

Q. 12 Does the household cultivate land.

A doubt was raised whether cultivation includes plantations, orchards and other allied agricultural activities. It was explained that this involves the basic principles of industrial classification which excludes plantations *etc.* from cultivation (*i.e.* cultivator and agricultural labourer). Therefore, the definition of cultivation adopted for the economic questions of the individual slip also applies here. The Registrar General agreed to include this definition in the instructions to this question also. Further, for cultivation land may be taken on rent in cash or kind. This would also be clarified in the instructions.

Q. 13 If 'Yes' in 12 category.

In the case of 'Jhum' cultivation it was clarified that land would be treated as owned.

For institutional households many of the questions in Part-I of household schedule may not be relevant. It was being considered, therefore, whether some of the questions need be filled for such households. However, Q. 1 and Q. 15, total population of household would be recorded for these households. The final instructions will amplify this point.

The Registrar General explained that in the training classes paras 54 to 67 should be gone through again after completing the individual slip.

PART II

POPULATION RECORD

The Registrar General explained that after filling Part-I of Household Schedule columns 1 to 7 of Part II *viz.*, Population Record should be filled. This has much significance for completness of coverage in the census as the enumeration of all members of the household and eligible visitors at one place will give an integrated picture of the household composition. Though the instructions are clear as to the persons, household members and visitors who should be enumerated, it was emphasised that in the training classes this should be explained through examples. It should also be impressed that small children should be specially inquired about as they are not reported quite often by the respondents.

The instructions for Cols. 1 to 7 were then taken up. Here the Registrar General mentioned that for institutional households of unrelated persons also household schedule would be filled. But if in a lodging house, each member had his own arrangement for food and had no common kitchen, each should be treated as a household and separate household schedules should be filled for them.

With reference to Col. 3, in which serial number of mother is to be indicated it was clarified that the instructions should be read alongwith para 47 relating to the question 'Age'. This would make it clear that the serial number of mother should be indicated only for children of ages upto 10 years.

It was suggested that for Col. 6 'Age', in some States it may be useful to give the local calendar dates to enumerators as this may help to find out the correct age. The Registrar General said that the reference to relationship to 'head' in para 47 did not need further elaboration in the English version. This would be taken care of in the vernacular translations.

For Col. 7 relating to marital status it was clarified that even if the spouses were not living together, if the marriage subsists as at present, it would be recorded as 'currently married'. The term 'independent woman' could be clarified in the training classes.

The Registrar General agreed to consider the suggestion by several Directors of Census Operations that instructions for filling columns 1 to 7 of the Population Record should be followed by instructions for filling the Individual Slip, as this was the order to be followed by the enumerator in the actual operation. The instructions would be re-arranged accordingly.

On the instructions for filling Cols. 8 to 35 the Registrar General suggested that additional cross-checks may be brought out in training circulars rather than load the instructions further.

Instructions for filling the Individual Slip

At the outset some of the Directors of Census Operations suggested that the States/Union Territories canvassing the sample slip on a 100 per cent basis and those that would be canvassing only on sample basis should be mentioned in the body of instructions. However, Registrar General felt that this was not necessary as for each State/Union Territory this will be clarified in the training classes.

The Registrar General, then explained that the location codes upto charge level should be rubber-stamped on each Individual Slip of each pad before handing it over to the enumerator so that he needs fill only the village/ward and enumeration block codes. Similarly the pad numbers should also be recorded

on all the slips of each pad so that the enumerator is required to record only the slip number. This will relieve the enumerator of a great deal of scriptory work.

Instructions for the Individual Slip were then read para by para.

UNIVERSAL SLIP

Q. 2 Relationship to head

It was clarified that for the head of the household the relationship will be recorded as 'Head'.

Q. 6 Mother tongue and

Q. 7 Two other languages known

The Registrar General once again emphasised that the language as reported should be recorded. The language returns will be scrutinised by the Language Division and classified appropriately.

Q. 8 Nationality

A point was raised whether nationality is identical with citizenship. It was explained that only nationality should be enquired and recorded. It was not necessary to draw any distinction between nationality and citizenship in the instructions.

Q. 10 Whether SC(1)/ST(2)

It was reiterated that only if the reported caste/tribe appeared in the SC/ST list for the State/Union Territory code '1'/'2' should be recorded. Regarding castes and tribes reported as 'Harijan' or 'Adivasi' clarification was being sought from Ministry of Home Affairs and their decision would be communicated to the Directors of Census Operations in due course.

Q. 12 Educational attainment

There was considerable discussion on this point arising out of the diversity of educational qualifications and their equivalence prevailing in different part of the country. It was clarified that the Ministry of Education which has examined this in great detail had already determined the equivalence of different educational standards and levels and this could be adopted for the census. In recording the educational attainment it would be sufficient to record only well known levels where reported, instead of the actual standard or class if the latter are not indicated.

Clarification was sought on whether all the subjects should be recorded for graduates. It was clarified that only the major subject, if there was one, should be recorded. Where there is no major subject as in a B.A./B.Sc. pass course the subjects need not be mentioned.

The position regarding degree holders and technical personnel in para 89 had changed in the light of some recent decisions. The Registrar General read out the revised instructions in place of para 89.

Q. 13 Attending School/College : Yes(1)/No(2)

The Directors of Census Operations sought clarification on various situations. It was possible that persons enrolled with a university may not be attending college but may be studying and preparing at home for some examination. Again a person may be studying privately at home for some examination without any enrolment. Also persons preparing for competitive examinations may not be attending coaching classes. The Registrar General, ruled that persons preparing for competitive examinations should be treated as attending school/college only if they were attending some coaching classes. It would be discussed with the Ministry of Education and their views sought before taking a final decision. The final decision will be incorporated in the instructions.

Economic Questions : 14A, 14B, 15A and 15B

Regarding the economic questions the Registrar General stressed that in the training classes paras 91 to 100 of the instructions which cover the economic questions in general should be read through continuously once, and then each para should be taken up one by one. This will help in understanding the instructions better.

In connection with a suggestion that the definition of work should involve the income aspect, the Registrar General clarified that the census definition of work without bringing in the income aspect has been traditionally followed and accepted. This should not cause any conflict or confusion because of different definitions adopted by other organisations.

It was explained that according to the instructions Q. 14A should be asked of every person whether young or old. However, in the field the enumerator would use his judgment and omit the question in the case of the very young children.

To clear the various doubts raised regarding the main work in questions 14B and 15A, it was clarified that even where a person was engaged in different kinds of work if the total period of all such work added upto 183 days or more the person would be deemed to have worked for the major part of the year. The main activity would be the one on which the person has worked longest and the other work done by the person would be reflected in question 15B. It was also clarified that production of goods or services only for own consumption would not qualify as work.

The point in para 99(i) that persons who would have normally worked during the reference period but for illness, travel, strike *etc.* should be treated as workers will be further elaborated.

For question 14A persons who have worked even for a few days during the last year would be treated as having worked. If however, in the training classes a specific point is raised about persons who have worked for one day it will have to be accepted that the person should be treated as having worked.

The term 'long term' with reference to inmates of penal, charitable or mental institutions was clarified as a period of six months or more. It was agreed that public, social service or political workers should be treated as workers if they have been actively engaged full-time in such activity. This would include

Members of Parliament, State Legislators, Members of Local bodies *etc.*

It was clarified that in respect of non-workers, a person who was taking a full-time correspondence course should be treated as 'Student'. In case a woman who is attending to household duties is also attending college, which may be rare, preference should be given to the category 'Student'. However, if the woman is mainly attending to house-hold duties but is also attending part-time classes or taking correspondence course, she should be treated as 'H' not 'ST'. Members of religious orders and those engaged in religious services should also be treated as workers.

It was clarified that for household industry the major participation in terms of number of workers should be by the members of the household. If hired workers are in majority it should be treated as 'other work' and not as household industry. The main activity of a member of one household working as a paid employee in the household industry of another household should also be treated as 'HHI'. This could be ascertained by enquiring where the person works and the nature of his work.

With respect to the order of sub-items under questions 15A and 15B it was explained that 'description of work' and 'nature of industry, trade or service' have been interchanged as it has been found from past census experience that in the field it is the 'description of work' which comes first and that brings out the nature of industry *etc.* more clearly later.

Another point was the treatment of members of one household participating as workers in an industry run by their relatives belonging to another household. It was clarified that such persons would normally work for some return such as wages and should be treated as working in HHI (belonging to another household) as employees and not as family workers.

Q. 16 If No in 14A or 14B seeking/available for work

It was clarified that this question will not be asked of a person who is already working and therefore persons who are seeking a better job will not be covered here. A woman mainly engaged in household duties and who will continue to do so but may be willing to take up some work to augment the household income should not be considered as seeking/available for work.

SAMPLE INDIVIDUAL SLIP

Q. 1 Birth Place &

Q. 2 Last Residence

It was clarified that the rural/urban status as at the time of enumeration should be ascertained and recorded. The Registrar General did not agree to the suggestion that in order to ascertain the rural/urban status the enumerator should be provided with a list of towns, as this would unnecessarily burden the enumerator with too many reference documents. This question was filled without difficulty in the pretest.

Even though sub-items (a), (b) and (c) were not relevant for persons born/last resided abroad, the order of the questions need not be changed as the enumerator would be able to find this out without any difficulty. This could, however, be explained in the training classes.

A place of birth/last residence located in the same urban agglomeration as the place of enumeration would have to be treated as 'PL'. However, as the enumerator will not be aware of the constituent areas of the urban agglomeration this will have to be taken care of in editing and coding.

It was clarified that the reference in the instructions for Q. 1 and 2 to Defence and similar personnel related to the categories mentioned in the census circulars besides defence personnel themselves.

Then some specific situations which needed clarification were discussed in detail. For a woman who might have gone to her parents' home for delivery the latter would be the place of last residence but for the child the last residence will be 'PL'. However, if the child has stayed in the place of delivery (Mother's parents' home) for a long time along with mother then the last residence for the child will also be the place of delivery. On the other hand if a woman goes to a hospital or any other place for delivery and returns to her home in a short time the last residence for both the woman and the child will not be the place where the hospital is located.

Q. 3 Reasons for migration from place of last residence

Movement to or from jail should be treated as migration for 'others' reason.

Q. 5 (a) Number of children surviving at present

In the case of divorced woman who may not know the number of children surviving at present among those staying elsewhere, 'not known' may be recorded.

Enumeration of Houseless Population

The Registrar General observed that though in the instructions only the night of 28 February, 1981 has been mentioned as the date for enumeration of houseless population, for the bigger cities of Bombay and Calcutta, it should be spread over two nights 27th and 28th February, 1981. Alternatively, more enumerators can be assigned for enumerating the houseless population in one night. Where there is any feeling that duplication in the enumeration of houseless persons may occur a slip with the note 'censused' may be issued to each person if the count is spread over two nights.

In the case of ships at port also the enumeration should be done on the night of 28 February, 1981 and the ships should be numbered. Night shelters which should have been given house numbers should also be censused on the night of 28 February, 1981.

Revisional Round.

The Registrar General clarified that in the revisional round while the entry for Q. 6 should be corrected

to indicate any new birth that might have taken place before the sunrise of 1st March, 1981 and after the last visit of the enumerator to the household the entries for Q. 5 need not be corrected. Again the entry for Q. 5(b) need not be corrected in the revisional round if any child which was earlier reported as surviving has died after the enumerator's last visit and before the reference moment.

It was also stressed that if in the revisional round the enumerator finds a group of people that has been missed in his earlier round he should not hesitate to enumerate them in the revisional round. The revisional round could be taken advantage of to make intensive check of the coverage.

Para 219 of the instructions would be amended after the final decision regarding degree holder and technical personnel schedules was taken.

Instructions for filling up Enumerator's working sheet

The totals of the working sheets for institutional households and for houseless households should be carried over to the last page of the working sheets for normal households and the grand total should be struck. Paras 245 and 246 of instructions will be amended with respect to degree holder and technical personnel schedules.

At this stage some of the Directors of Census Operations expressed the view that one copy of abridged house list may be sufficient. The Registrar General agreed to consider this suggestion and communicate his decision to the Directors of Census Operations.

Appendices to instructions

The Registrar General clarified that examples given in Appendix-II were meant to serve as guidelines. Local examples should be given by the Directors of Census Operations in the training classes to make the concept of household industry clear. The Charge Officers should also bring out local examples of household industry and also ask the enumerators to mention these in the training classes.

With respect to Appendix III it was emphasised that occupations should be described in detail and this should be stressed in the training classes by elaborating through suitable examples. The classified list of economic activities relating to the industrial sector given in Appendix IV should also be explained clearly in the training classes.

The examples given in Appendix VI were then read carefully and it was decided to amplify them suitably. Similarly, the examples in Appendix VII were also gone through and it was agreed to update them as necessary.

Progress Relating to Houselisting Operations

A review of the progress of arrangements for Houselisting Operations in each State/Union Territory was made. Each Director of Census Operations gave the dates for the conduct of houselisting and the schedule of training programme. A statement giving the dates of Houselisting Operations in the States/UTs is given in **Annexure B.**

It was pointed out by some participants that instructions for striking totals in Houselist Abstract have not been included in the Houselisting instructions. Instructions were particularly required in the case where the Houselist Abstract runs into more than one page. The Registrar General said that these points should be explained in the training classes.

While reviewing the progress of arrangements for Houselisting Operations, the matter relating to issue of orders for freezing boundaries *etc.* also came up. In most of the States/UT's these orders had been issued, while in some of the others though the State Governments had agreed the actual orders had not been issued. The Registrar General agreed to write the Chief Secretaries in suitable cases.

Enterprise List

Some points relating to the instructions for filling up the Enterprise List were taken up for discussion when Shri A. V. K. Shastri, Joint Director, Central Statistical Organisation, was also present.

There may be some enterprises where separate accounts were maintained for different activities but the correct response may not be forthcoming. In such cases, there was no alternative but to treat all such activities together as one enterprise. The instance of Super Bazar which is divided into separate departments was cited and it was confirmed that the different departments would be treated as separate enterprises.

Another case cited was that of manufacture of sweets *etc.* in one house and the sale of the sweets by the owner in another house. The Registrar General pointed out that it was a clear case of two enterprises.

In the case of an enterprise run by partners who belong to both Scheduled Castes and Schedules Tribes in Col. 8 Scheduled Castes or Scheduled Tribes will be entered according to the preponderence of Scheduled Castes or Scheduled Tribes partners. If there are equal number of Scheduled Castes and Scheduled Tribes partners Scheduled Tribes will be given preference and entered as the latter catgory is considered weaker.

OTHER MATTERS

(a) Printing

A point was raised whether it was necessary to send the artpull of Household Schedule and Individual Slip in local languages to the Registrar General's office for vetting. The Registrar General confirmed that it was necessary to send a copy for vetting before sending them for final print.

(b) Direct Data Entry

A brief discussion took place about the progress of the site preparation for installation of DDE system with the concerned Directors of Census Operations.

The Diretcor of Census Operations, Bihar informed that he may now be able to spare the required space for the installation of DDE system and he would send a proposal to the Registrar General's Office shortly.

The Director of Census Operations, Gujarat informed that he had sent the estimates for approval to Registrar General's Office and would take up the site preparation work as soon as the estimates are approved.

Shri Revashetty, Assistant Director of Census Operations, of Karnataka informed that the space in the new building at Mission Road is available and they have sent the estimates (Electrical & Airconditioning only) for approval to Registrar General's Office.

The Director of Census Operations, Madhya Pradesh informed that there is some dispute regarding the Red Cross Building and he is looking for some alternative arrangements.

The Director of Census Operations, Maharashtra informed that although he had not yet been able to get additional space, he would somehow squeeze within the accommodation available at present and would like to have the DDE System installed.

The Director of Census Operations, Punjab said that Registrar General's Office had already taken up the case with Major Nandrajog for installation of DDE System in the Regional Computor Centre.

The Director of Census Operations, Tamil Nadu informed that although there was space for installation of one DDE System, which has been seen by Shri Chaturvedi of Registrar General's Office, alternative arrangements for staff accommodation could not yet be made.

Shri Gupta of Uttar Pradesh informed that he had sent the proposal for hiring of accommodation to Registrar General's office.

Although there was no proposal for installation of DDE System at Jaipur and Cuttack DCOs. Rajasthan and Orissa offered their offices for installation of DDE System. The Director of Census Operations, Orissa informed that he would like to have the installation of DDE System in the new building Census Bhawan, which may be shortly ready. Shri Srivastava of Rajasthan would send his proposal shortly.

The Registrar General observed that due to power shortage in West Bengal, the installation at Calcutta might have lower priority.

(c) Maps

The Registrar General introduced the mapping programme of Census of India, 1981, namely, jurisdictional maps for District Census Handbooks, Census Atlases, Land Use Maps of urban areas and Standard Urban Areas. He further indicated that detailed instructions would be sent for Census Atlases, Land Use Maps and Standard Urban Area Maps in due course.

Initially, the discussion was held on the District/Taluk/Tehsil/PS maps for which outline was circulated earlier to the Directors of Census Operations.

The Director of Census Operations, Bihar suggested to maintain the size of maps of districts and CD Block maps to be retained as published in 1971 Census. He also expressed his desire to maintain the symbols for various items, such as population size of villages, service centres, roads and urban areas as was done in 1971 Census maps. The Registrar General said that he would get these examined and a communication to this effect would follow. DCO, Orissa indicated his difficulties to show Block Development boundaries on maps due to obvious difficulties of these cutting across the Tehsil/PS boundaries.

The Director of Census Operations, Punjab emphasised the need to show in great detail the service facilities available to the villages in the DCH maps.

The Director of Census Operations, Andhra Pradesh mentioned about changes in administrative boundaries under contemplation of the State Government. The Registrar General agreed to write to the State Government in this regard.

The Director of Census Operations. Assam indicated that the State Government has not yet sent the relevant information of jurisdictional changes which may cause little delay in the working out of maps. Besides, he also indicated the difficulties of staff and requested that the vacant posts may be filled in immediately and certain new posts be provided to complete the work. R. G. said that his office should examine the whole gamot of creation of posts for States/Uts considering the workload of each and indicated that a decision would be communicated.

The Director of Census Operations, Maharashtra indicated that since the village boundaries are not yet shown in the State Government maps, the village boundaries on census maps may not be shown.

Concluding, the Registrar General said that the detailed clarifications with respect to problems of specific States/UTs would be sent in due course through various circulars.

(d) Social Studies

It was pointed out that the frame is now set for the formation of Urban Agglomeration in each State and Union Territory. In some of the States where any supplementary list is to be prepared, it should also be got approved by the Registrar General's Office. While sending such supplementary list, care should be taken to maintain the comparability with 1971 Census as far as possible. The places which really deserved to be part of an urban agglomeration should only be taken in the supplementary list. It was also pointed out that urban agglomerations in case of Meerut, Calicut, Vishakapatnam and a few other cities need a second look.

The Registrar General observed that as part of 1981 Census, some special studies would again be taken up after Census. Proposals are also being considered for the re-study of certain villages which were already covered during 1961 Census. He also mentioned about the possibility of taking up some studies relating to Handloom and Handicraft sectors. A decision in regard to these would be taken in due course.

On behalf of the Directors of Census Operations, Shri Dhir, DCO, Punjab thanked the Registrar General for giving them the opportunity to discuss the various aspects of the census. He was also thankful to Registrar General for listening to them very patiently. He also thanked DCO, Karnataka and his staff who had worked hard to make the best possible arrangements for the conduct of the conference and for the stay of the delegates at Mysore.

ANNEXURE A

LIST OF PARTICIPANTS

Sl. No.	Name of Participants	Designation	State/Department
1.	Shri R. A. Naik	Revenue Commissioner	Govt. of Karnataka
2.	Shri Jaya Kumar Anagol	Divisional Commissioner	Govt. of Karnataka
	DIRECTORS OF CENSUS OPERATIONS		
1.	Shri S. S. Jaya Rao	Director	Andhra Pradesh
2.	Shri B. Sathyanarayana	Asstt. Director	,,
3.	Shri N. K. Choudhury	Director	Assam
4.	Shri A. K. Barkakoty	Dy. Director	,,
5.	Shri B. B. Lal	Director	Bihar
6.	Shri R. D. Aggarwal	Dy. Director	,,
7.	Shri R. S. Chhaya	Director	Gujarat
8.	Shri J. K. Patel	Dy. Director	,,
9.	Shri O. P. Bharadwaj	Director	Haryana
10.	Shri R. K. Aggarwal	Dy. Director	,,
11.	Shri K. L. Negi	Director	Himachal Pradesh
12.	Shri K. C. Suri	Dy. Director	,,
13.	Shri A. H. Khan	Director	Jammu & Kashmir
14.	Shri Abdul Gani	Dy. Director	,,
15.	Shri B. K. Das	Director	Karnataka
16.	Shri R. S. Narsimha Murthy	Dy. Director	,,
17.	Shri V. G. Krishna Murthy	Asstt. Director	,,
18.	Shri R. Y. Revashetti	,,	,,
19.	Shri N. H. Chandra Mouli	Head Assistant	,,
20.	Shri M. S. Ramachandra	Investigator	,,
21.	Shri G. Nanjunda Gowda	,,	,,
22.	Shri S. R. Raghavendra Rao	,,	,,
23.	Shri H. R. Keshava Murthy	,,	,,
24.	Shri J. S. Raju	Senior Stenographer	,,
25.	Shri M. V. U. Nambiar	Director	Kerala
26.	Shri B. T. Pillai	Dy. Director	,,
27.	Shri K. C. Dubey	Director	Madhya Pradesh
28.	Shri M. L. Sharma	Dy. Director	,,
29.	Shri P. C. Sharma	,,	,,
30.	Shri P. P. Mahana	Director	Maharashtra
31.	Shri A. W. Mahatme	Dy. Director	,,
32.	Shri R. K. Birendra Singh	Director	Manipur
33.	Shri S. Birendra Singh	Tabulation Officer	,,
34.	Shri J. Tayeng	Director	Meghalaya
35.	Shri L. Kharpuria	Dy. Director	,,
36.	Shri Daniel Kent	Director	Nagaland
37.	Shri A. C. Bal	Dy. Director	,,
38.	Shri A. R. Nanda	Director	Orissa
39.	Shri B. C. Das	Dy. Director	,,
40.	Shri D. N. Dhir	Director	Punjab
41.	Shri J. C. Kalra	Dy. Director	,,

ANNEXURE A—*Concld.*

Sl. No.	Name of Participants	Designation	State/Department
42.	Shri I. C. Srivastava	Director	Rajasthan
43.	Shri S. R. Luhadia	Dy. Director	,,
44.	Shri J. K. Tapa	Director	Sikkim
45.	Shri A. S. Dange	Dy. Director	,,
46.	Shri A. P. Muthuswamy	Director	Tamil Nadu
47.	Shri N. Rama Rao	Dy. Director	,,
48.	Shri S. R. Chakraborty	Director	Tripura
49.	Shri D. K. Choudary	Investigator	,,
50.	Shri Ravindra Gupta	Director	Uttar Pradesh
51.	Shri S. K. Agrawal	Dy. Director	,,
52.	Shri V. K. Bhargava	,,	,,
53.	Shri M. C. Padalia	Asstt. Director	,,
54.	Shri A. S. Negi	Statistical Asstt.	,,
55.	Shri S. N. Ghosh	Director	West Bengal
56.	Shri S. Sinha	Dy. Director	,,
57.	Shri S. P. Sharma	Asstt. Director	A. & N. Islands
58.	Shri M. B. Rai	Director	Arunachal Pradesh
59.	Shri B. Kumar	Dy. Director	,,
60.	Shri B. D. Sharma	Asstt. Director	Chandigarh U. T.
61.	Shri K. B. Lakhanpal	Investigator	,,
62.	Shri Jagdish Singh	Dy. Director	Delhi
63.	Shri M. L. Sharma	Investigator	,,
64.	Shri S. K. Gandhe	Director	Goa, Daman & Diu and Dadra & Nagar Haveli
65.	Shri S. Rajendran	Dy. Director	,,
66.	Shri P. M. Nair	Director	Lakshadweep
67.	Shri A. Dutta	Asstt. Director	,,
68.	Shri P. Lalnithanga	Director	Mizoram
69.	Shri P. L. Samy	Director	Pondicherry
70.	Shri M. Nagappan	Asstt. Director	,,
	CENTRAL STATISTICAL ORGANISATION		
71.	Shri A. V. K. Shastry	Jt. Director	New Delhi
	REGISTRAR GENERAL'S OFFICE		
72.	Shri P. Padmanabha	Registrar General, India	
73.	Shri K. K. Chakraborty	Dy. Registrar General (C. & T.)	
74.	Shri V. P. Pandey	Dy. Registrar General, India	
75.	Shri N. G. Nag	Asstt. Registrar General (SS)	
76.	Shri B. K. Roy	Asstt. Registrar General (Map)	
77.	Dr. B. P. Mahapatra	Asstt. Registrar General (L)	
78.	Miss G. Saguna Kumari	Senior Research Officer	
79.	Shri S. C. Srivastava	Asstt. Central Tabulation Officer	
80.	Shri K. S. Natarajan	Senior Research Officer	
81.	Shri Ardaman Singh	Deputy Director	
82.	Shri S. N. Chaturvedi	,,	
83.	Shri K. R. Uni	,,	
84.	Shri Tirath Das	,,	
85.	Shri K. N. Pant	Hindi Officer	
86.	Shri S. Rajagokalan	Deputy Director	
87.	Shri O. P. Sharma	Asstt. Director	
88.	Shri R. K. Bhatia	,,	
89.	Shri Prem Naraini	P. S. to Registrar General	
90.	Shri Ramesh D. Ajbani	Technical Asstt. (V.T.)	

ANNEXURE B

CALENDAR FOR HOUSELISTING OPERATIONS—1980

State/UT	Duration	
	Synchronous Areas	Non-synchronous Areas
Andhra Pradesh	May 1980	
Assam	1-5-80—31-5-80	
Bihar	3-4-80—18-4-80	
Gujarat	15-7-80—31-7-80	
Haryana	1-4-80—30-4-80	
Himachal Pradesh	10-4-80—10-5-80	15-5-80 Lahaul & Spiti 1-7-80
Jammu & Kashmir		
Jammu Province	1-3-80—31-3-80	16-8-80—10-9-80
Kashmir Province	1-5-80—31-5-80	16-8-80—10-9-80
Karnataka	1-4-80—31-5-80	
Kerala	1-3-80—31-5-80	
Madhya Pradesh	1-4-80—31-5-80	
Maharashtra	1-4-80—31-5-80	
Manipur	September 1980	
Meghalaya	7-5-80—30-6-80	
Nagaland	1-5-80—30-5-80	
Orissa	7-4-80—6-5-80	
Punjab	1-4-80—30-4-80	
Rajasthan	25-3-80—15-4-80	
Sikkim	15-4-80—15-5-80	June 1980 (Enumeration and Houselisting
Tamil Nadu	21-7-80—20-8-80	
Tripura	15-4-80—15-5-80	
Uttar Pradesh	11-4-80—30-4-80	1-4-80—28-4-80
West Bengal	20-8-80—12-10-80	
A. & N. Islands	1-9-80—15-10-80	Dec. 80 to Jan. 1981
Arunachal Pradesh	1-3-80—30-4-80	
Chandigarh	1-5-80—31-5-80	
Dadra and Nagar Haveli	10-3-80—15-4-80	
Delhi	1-9-80—30-9-80	
Goa, Daman & Diu	10-3-80—15-4-80	
Lakshadweep	10-3-80—30-3-80	
Mizoram	1-9-80—30-9-80	
Pondicherry	21-7-80—10-8-80	

Summary of the Proceedings of the Third Conference of the Directors of Census Operations

(15 *to* 18 *November* 1980)

The Third Conference of the State Directors of Census Operations was held at Vigyan Bhavan, New Delhi during 15 to 18 November, 1980 to review the organisation for enumeration, arrangements for post enumeration checks and census evaluation studies and also to review the tabulation plan and the tabulation procedure including organisation of the generation of Primary Census Abstract *etc.*

The Conference was inaugurated by Giani Zail Singh, Home Minister. The inaugural session was attended by a number of senior officers from the Home Ministry, Planning Commission, Central Statistical Organisation, Directorate of Printing, Information and Broadcasting Ministry, All India Radio and Doordarshan *etc.* A list of participants is given in Annexe 'A'.

Welcoming the distinguished participants the Registrar General thanked the Hon'ble Home Minister who had found time to inaugurate the conference despite his extremely heavy schedule. The presence of Home Minister was of great encouragement to all and was an indication of his constant interest in Census work.

Registrar General went on to say that—

"The Indian Census has had a tradition of more than a 100 years and we are conscious of the great responsibility placed on us in carrying out this task. This is particularly so because, in today's context, the census is not merely a head count but is also a socio-economic survey which seeks to give information on certain basic and essential characteristics of the people. Over the years it has grown not merely quantitatively but also in qualitative terms. To that extent, the census operations of today

call for great attention to minute details since ultimately for the next decade, the results of the census would be acknowledged as the most authentic and comprehensive source of information about our land and people.

Our methods of collection, tabulation and analysis of census data have now progressed to a high degree of sophistication. The census results have a crucial part to play in the formulation of plans and schemes for social and economic development and; therefore, there can be little doubt that all of us involved in this work have a direct responsibility to ensure that the data is totally reliable and that the results are available with least possible delay."

Giving the above background Registrar General emphasised that census taking is a rare kind of administrative activity because it combines in itself work of highly technical nature with very intense organisational content. This is a rare combination and those involved considered themselves fortunate to be able to play a part in the census operations in our country. He assured the Hon'ble Minister that the Directors of Census Operations and their colleagues and the officers at the headquarters were extremely conscious of the confidence that the Government of India and the State Governments have placed in them and assured that all of them would try their level best to make the census operations successful. He also mentioned that—

"Census of India is today one of largest administrative exercises in the world and may I again say that those of us who are directly involved in it deem it a privilege to be entrusted with this task. With the final count a few months ahead we have gathered here to take stock of the organisational arrangements for the census and to finalise the tabulation procedures and the publication plan. At the end of the conference we hope to go back to our work with renewed vigour. May I, before I conclude, once again tender an extremely warm welcome to you, Sir, and to other distinguished guests who had taken the trouble to join us here this evening and may I now request you, Sir, to be so good as to inaugurate the Conference."

Welcoming the delegates the Hon'ble Minister said that he was very happy to inaugurate a Conference which will begin the final review of the arrangements for the enumeration in February 1981. In that context he mentioned that he attached great importance to census taking because it would collect demographic and socio-economic data which would be needed for all types of planning in the country. It is because of this importance that all possible care should be taken to ensure the accuracy of the results. He, therefore, emphasised that the total success of the operation should be achieved both in terms of coverage and accuracy of reporting. The Census is a challenge to each one of those involved in it and he felt sure that each one of the Directors will give his best for ensuring its success. He attached great importance to the data collected in 1971 Census which are being used by various agencies not only in our country but also in other countries of the world, and he hoped that the quality of 1981 Census would still be better. He was, therefore, confident that the census operations would be carried out not only with its traditional efficiency but with increasing improvement in techniques, methods, organisation and accuracy. Further he mentioned that the Census data collected would be helpful for taking various measures in effective family planning. He also made a casual reference that census organisation should explore the possibility of preparing a list of citizens giving some of their details. On no account must the enumerator make wrong entries in the slip. The enumerator must check what the enumerator asks him to write. Entries regarding age, especially of women, tended usually to be misleading.

The spread of literacy in the country side had generated spurious unemployment figures. Even those people who have plenty of land and are fairly well of get themselves registered in the Employment Exchanges for jobs once they get formal education. This is not correct. We must guard against each spurious unemployment figures.

He assured that he would do his best to help the Census Organisation so that the operations may be carried out successfully according to schedule. He concluded by saying that census would call for single minded devotion. In that context he mentioned "your task is indeed very difficult but your ability and willingness makes one confident that you will do very well. The Government of India and State Governments will give you full cooperation in your work".

He was extremely happy to associate himself with this Conference and looked forward to receiving reports regarding the organisation of census and of the results later. He wished the Conference all success and also success to each participant in the task before him in the months to come. He wished the deliberations all success.

Shri B. B. Adlakha, Director, E.D.P., proposed a vote of thanks to the Hon'ble Minister for sparing his valuable time on this occasion and for agreeing to inaugurate the conference.

In that context he said,

"We are greateful to you, Sir, for having spared your precious time to be amongst us this afternoon and your presence here is bound to rejuvenate our determination for successful accomplishment of the census tasks. As you have very rightly cautioned, Census work will demand single minded devotion and, Sir, we in the Census organisation are fully conscious of our responsibilities towards this enormous task which is of great national importance."

He also thanked the press, other distinguished guests and Senior Officers of the Ministry of Home Affairs, Department of Personnel, Central Statistical Organisation, Planning Commissioner, Directorate of Printing, All India Radio and Doordarshan *etc.*, who had come despite their pre-occupations.

AGENDA ITEM NO. 1

GENERAL REVIEW OF ORGANISATION FOR ENUMERATION IN 1981

Initiating the discussion, the Registrar General gave a brief review of the organisation for enumeration. In that context he mentioned that the first phase of the census taking namely the houselisting operations has been completed in almost all the States. The next phase is the actual enumeration which would be conducted in February-March, 1981. This would be a

much bigger and more detailed operation as it would involve collection of information on households and individuals. Moreover it would be carried out during a fixed period throughout the country except in Jammu and Kashmir. It would, therefore, call for well coordinated and concentrated effort at all levels to achieve the objectives. Thereafter, he briefly described the various important steps needed in organising the enumeration in 1981 which are as follows:—

1. Fresh formation of enumeration blocks;
2. Writing up of fresh charge registers;
3. Writing up of Abridged Houselist;
4. Selection and appointment of enumerators and supervisors;
5. Distribution of Census materials to Charge Officers; and
6. Training of Enumerators and Supervisors.

Explaining in brief each of the above steps, Registrar General mentioned that the houselisting must have given an opportunity to most of the Directors of Census Operations for locating certain pockets which might have been missed. It is with this aim also that the enumeration blocks will have to be formed afresh in certain cases for 1981 enumeration. The blocks formed for houselisting may or may not have conformed to the population size norm of 750 for rural areas and 600 for urban areas. However, on the basis of the houselisting population it would be possible to determine whether the block should be retained as an enumeration block or should be split up and in the latter case the number of blocks into which it should be split up. The carving of fresh blocks should be done with the aid of houselist. He also laid great emphasis that after the preparation of fresh charge registers on the basis of fresh enumeration blocks the next step would be to prepare the abridged houselist which forms the link between the houselisting and enumeration, and therefore, it would be prepared with great care. Also great care should be taken to give Serial Number correctly which will have to be assigned to households in the Abridged Houselist, because these would be used in other census documents and also for future surveys.

After the formation of the enumeration blocks the requirement of enumerators would be determined on the basis of workload norm of 750 and 600-650 population in rural and urban areas respectively. In the case of smaller blocks more than one block could be allotted to one enumerator to meet the workload norm provided the blocks were adjoining. Provision for a 10% reserve should be made to the total requirement of enumerators. Similarly, for supervisors also a reserve of 10% should be provided. Supervisors would generally be of the level of Revenue Inspectors, Sanitary Inspectors or Bill Collectors or Supervisors in Municipal areas, School teachers or Municipal staff of equivalent level or village level workers *etc.*

He also said that in the forthcoming census some of the questions would be canvassed in sample blocks. He was of the view that some sort of senior persons like Head Master of a school *etc.*, should be appointed to work in sample blocks. It would yield better results.

Thereafter the general discussion started on the various items of this agenda. It was pointed out that in some states there was no good response in getting persons from Central Government Offices like Central Excise, Income Tax Department *etc.* But the response from the State Governments' Offices was good. Registrar General was requested to approach the Home Ministry for writing to the Central Government Offices located in the states to give their full cooperation to the census work.

There was a general discussion about the payment of Honorarium. A point was made whether full honorarium should be paid if the work-load is more than half of the fixed norm. It was pointed out that honorarium is an incidental item and should be paid according to size. If the extra workload is more than the half full honorarium should be paid but if it is less than half, no extra payment need be made.

The Director of Census Operations, Maharashtra pointed out that in certain suburban areas of his state new colonies had come up. He would, therefore, be confronted with the problem of integrating it in the sample. The Registrar General pointed out that there would be no problem in that State. The entire state of Maharashtra as such would be covered for all the questions. At this point a number of other Directors of Census Operations asked what would be the position of those states where colonies had come up subsequently. Registrar General pointed out that in such cases these should be treated as fresh blocks and the sample should be redrawn afresh taking into consideration the new colonies *etc.* A view was expressed that some *pro rata* honorarium may be paid to a supervisor if he is required to do extra work on account of this. The Registrar General said that this would be examined.

A point was raised that whether it would be necessary to cover the uninhabited forest areas found at the time of houselisting. If it is no it would be necessary to make payments to the enumerators of these areas also. The Registrar General observed that the main objective of the census was total coverage. It would, therefore, be necessary that the forest areas even if uninhabited should be covered but this could be done by increasing the jurisdiction of the neighbouring blocks which would involve no cost.

The Director of Census Operations, Delhi pointed out that on the basis of the houselisting done in his territory recently, it would be necessary to rewrite charge registers which is a huge task. He was, therefore, thinking to appoint daily-wage people to finish the work in time. The Registrar General agreed to his suggestion.

It was expressed that the Supervisor should be paid more for supervising and handling Scientific and Technical Personnel Cards and therefore Council of Scientific and Industrial Research should be persuaded to increase the honorarium. The Registrar General was of the view that it would not be proper to take up

this issue at this time particularly when the Supervisor had nothing to do with the DHTP schedules except to pass them on to the Charge Officer along with other records.

Summing up the discussion, the Registrar General said that he was personally not in favour of increasing the norm of honorarium. The work should be done by the normal agencies according to the norm fixed. He, however, suggested that unemployed persons wherever employed may be paid *ad hoc* honorarium for two blocks plus conveyance charges and they could be equated with class III employees. He concluded by saying that he would further examine this issue in detail and inform the Directors of Census Operations about the quantum of honorarium to be paid in such cases wherever the need to employ open-market persons comes up.

Training of enumerators and supervisors

The Registrar General laid great emphasis on training of the enumerators and supervisors as it would have direct bearing on the completeness and quality of enumeration. He said that due attention should be given to this aspect and training should be planned in detail. The training should be organised at different centres so that enumerators and supervisors might not be required to travel long distances for attending training classes. The enumerators and supervisors including reserve should be grouped into batches of not more than 40—50 and each batch should be trained separately. The enumerators and supervisors should be included in the same batch as far as possible. The training should be imparted in three or four rounds of 2 to 3 days each to each batch. In the first round of training broad components of the enumeration phase, namely, filling the abridged house-list, preparation of notional maps, layout sketch, the reference period, revisional rounds and the order of filling the household schedules and individual slips, the working sheets and the enumerators abstracts should be explained. At this point it must be emphasised that before filling up the Individual Slip cols. 1 to 7 of Part II of Household Schedule should be filled in first. Thereafter, the particulars in the Individual Slip should be filled in. In the second found of training the instructions should be gone through in detail and discussed, and this should be followed by practical training also. Here too, great emphasis should be laid on the instructions relating to economic questions. In the third round the important aspects of instructions should be gone through again and it should be ensuered that the enumerators and supervisors have understood the instructions clearly. At the fourth round or last round, which should be at the end of January, 1981, it should be ensured that the enumerator is familiar with his block and has understood the instructions completely. At this round the distribution of forms should also be done.

The enumerators and supervisors appointed for sample blocks should be grouped in batches separately from the other enumerators and supervisors. These batches should be given more intensive training. The Deputy Directors and Assistant Directors and Senior Officers of the Census Directorates should be associated with these training classes as far as possible.

A few Directors of Census Operations raised the issue of making some payment for conducting the training classes. In this context it was suggested that Rs. 20/- per session be paid for conducting the training classes. The Registrar General was of the view that it was best to avoid making payment for training classes as far as possible. This could be achieved if in case of Municipal Corporation the Charge Officer of the Corporation is asked to take the classes and in rural areas Tehsildar himself was required to take the classes. If the officers of the census directorate and the charge officer take up the classes there would be no necessity of making any payment. But at this point he cautioned that whenever the staff of census directorate are associated with the charge officer in conducting the training the charge officer, should continue to be responsible for the training. If this is not done, the charge officer may avoid his own responsibility with regard to training. The Registrar General, however, pointed out that there might be some problem in Metropolitan cities but this could be avoided if the training is conducted by the Charge Officer himself. He suggested further that Additional Charge Officers could be appointed to the extent necessary. For the purpose of inauguration, a personality like Mayor or District Magistrate *etc.* could be associated.

AGENDA ITEM 2

ORGANISATION OF REPORTING OF PROVISIONAL RESULTS

According to the calendar suggested in the circular the provisional results have to be communicated to Registrar General by Director of Census Operations concerned by 10th March 1981 latest. These would then be consolidated and released by 17th of March 1981. The provisional results of 1981 Census would be released in two stages. At first the provisional population totals and literates for the country, states, districts and cities with 1 million population and over will be released. Then at the second stage the rural urban break up of the population totals, the population of each town with 20 thousand population and over, population of all towns by size class, main workers and their distrubution by broad categories will be released. These results would be published in Paper No. 1 of 1981 and Supplement to Paper No. 1 of 1981 respectively. According to the detailed calendar suggested in circular No. 23 the provisional results should be communicated to Registrar General's office would then compile the data and release the figures by 17th March, 1981. After the release of the provisional totals by Registrar General's office, the Director of Census Operations would release their results for their states on 23rd March, 1981. Registrar General emphasised that each Director of Census Operations should ensure that strict time schedule is observed in despatching the provisional totals through various stages.

At this point the Director of Census Operations Bihar pointed out that he had made certain suggestions for some changes in dates some time back. It was suggested that one extra day would be needed for collecting the records from supervisors to charge officer. Similarly, one more day would be needed for collecting records from enumerators to supervisors. Registrar General pointed out that immediately after the enumeration is over there would be revisional round for 5 days. He was particular that this period should not be curtailed in any way otherwise there might be slackness. Registrar General agreed for slight changes in the dates for submission of provisional results as follows :

1.	Revisional round	1—5 March, 1981
2.	Submission of Enumerators' Abstract and all other records by enumerators to supervisors.	6th March, 1981
3.	Submission of all records pertaining to his circle by the Supervisor to the Charge Officer.	7th March, 1981
4.	Preparation of Charge Abstract for provisional results by Charge Officers and communication of charge figures to District Census Officers in Standard message form.	10th March, 1981
5.	Preparation of District Abstract for provisional results by the District Census Officer and communication of district figures in the standard message form to the Director of Census Operations and the Registrar General, India.	11th March, 1981
6.	Preparation of state Abstract and abstract in the case of cities/UA one million and above and communication in standard message form.	12th March, 1981

The difficulty of communicating the provisional totals quickly form far off places was raised. It was suggested that the help of Police Wireless should be taken in remote areas. Moreover the help from those agencies which was taken at the time of 1971 may also be explored this time.

The Director of Census Operations Bihar raised two specific issues, namely, use of railway telephones, in moffusil areas for communicating the provisional results and secondly the requisitioning of vehicles for census. He went on to say that if possible this should be done by an amendment in the Census Act. The Registrar General pointed out that it was not possible to make any amendment in the Census Act at this stage. He had aready discussed the matter with the Law Ministry. So far as the requisitioning of vehicles is concerned he advised that vehicles may be obtained through the good offices of the Collectors.

The Directors of Census Operations of Arunachal Pradesh ond Mizoram pointed out that in view of the difficult terrain in their territories it would take slighty more time in collecting the records. The Registrar General had no objection to the extension of dates in these territories because there would be no P.E.C. in these territories but stated that the Provisional Results, must be communicated by the dates specified. The Director of Census Operations, Andaman & Nicobar Islands pointed out that in some cases it would be difficult to get records in time and he would have to depend upon messages only for communicating the provisionol totals. The Registrar General said that the same situation would prevail in Lakshadweep Islands also.

Re-casting of Table A-II

It was explained that in connection with the release of provisional totals in Paper No. 1 of 1981 the figures relating to previous census decades beginning with 1901 will be needed. In this connection, Tabulation Circular No. 2 had already been issued to the Directors of Census Operations on 5th April, 1980 explaining the procedure to recast the figures and send the same to Registrar General's Office for checking. Till now Registrar General's office had not received the recast data of the following states and union territories: —

Andhra Pradesh	Nagaland
Haryana	Tamil Nadu
Jammu & Kashmir	West Bengal
Kerala	Arunachal Pradesh and
Madhya Pradesh	Pondicherry
Meghalaya	

It was therefore emphasised that the Directors of Census Operations of these States/UTs should expedite recasting of the data and send the same to Registrar General's office for clearance.

AGENDA ITEM 3

ORGANISATION OF GENERATION OF P. C. A.

The Registrar General pointed out that after the compilation of the provisional population totals, the work relating to compilation of P.C.A. will be taken up in each R.T.O. set up for the purpose. Till 1971 census the P.C.A. and some other tables had been generated by breaking the individual slip pads and manual sorting of the individual slips. As a distinct departure from this procedure, the tabulation system of 1981 Census will avoid the breaking up of pads and sorting of individual slips. At this census the pads will not be broken, whether they relate to the individual slips or the household schedules and the data for the P.C.A. will be obtained by compilation of data available in Part II of the household schedule, namely, the population record. Detailed draft instructions for compilation of P.C.A. in the form of a manual have already been circulated among the Directors of Census Operations. Before compiling the figures of P.C.A. from population record it would be necessary to edit the entries for the members of the household partially and make such corrections as are needed. Since all the information in the Population Record is also recorded in the individual slips of the members of the household, any editing of the population record will have a bearing on the individual slip entries. After the editing, the desk matching of the individual slip and Population Record will have to be carried out. Besides, it would also be necessary to ensure

the arithmetical checking of the totals of the population record given in Part II of the household schedule. Thereafter, the working sheets *etc.* should be prepared and the P.C.A. generated. The period specified for the generation of the P.C.A. was 10 months. The work should be completed by January, 1982.

After the generation of P.C.A. the records would be sent to the coding and punching cells for detailed editing, coding *etc.* At this point the Registrar General cautioned that great care will have to be taken for the management of records. It has to be ensured that the flow of records is managed in such a way, that coding and punching cells work without any difficulty.

It was mentioned that the basic formats suggested for P. C. A. should be printed centrally. The Registrar General pointed out that it would not be feasible to do so but it would be worthwhile that certain states group together and print the forms according to their requirements. The combination may be Punjab, Haryana, Chandigarh and so on in other regions also. The Deputy Director of Census Operations, Jammu & Kashmir raised the difficulty of printing the forms in his State and insisted that printed forms for P. C. A. should be supplied by the RG's office. The Registrar General said that the matter will be examined. Meanwhile the Dy. Director was advised to write on this subject giving details of the required number of forms.

A point was made whether the abridged houselist would be prepared in operational areas too. The Registrar General pointed out that in strictly military areas the houselisting will not be done and so the question of preparing the abridged houselist as such did not arise. However for the purpose of complete coverage the military authorities would be preparing some sort of listing of the houses, buildings giving the numbers *etc.* It would be necessary for them to prepare this type of list though they may not hand these over to the Census Organisation. The Registrar General, however, said that he would issue a circular on this aspect.

AGENDA ITEM 4

SELECTION OF SAMPLE BLOCKS FOR ENUMERATION/TABULATION

In 1981 Census three major sampling operations would be undertaken, besides the Post Enumeration Check and Census Evaluation Study. These are:

1. Selection of 20% sample of enumeration blocks for enumeration/tabulation;
2. Selection of 5% sample of enumeration blocks for advance tabulation;
3. Selection of an additional 20% sample of enumeration blocks for lower level tabulation.

The first operation would be undertaken in the States of Andhra Pradesh, Assam, Bihar, Gujarat, Haryana, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Orissa, Punjab, Rajasthan, Tamil Nadu, Uttar Pradesh and West Bengal. Of these states, in Assam, Maharashtra and West Bengal the sample slip would be canvassed in all areas but tabulated on a remaining states, the sample slip would be canvassed in sample blocks only. The instructions for selection of the sample have already been issued *vide* circular No. 14 dated 16th April, 1980. At this point the Registrar General said that each state directorate should forward to Registrar General's office the list of such of the urban areas which had crossed the population of more than 1 lakh according to houselisting operations.

Review of progress

The Registrar General reviewed the progress of work regarding selection of 20% sample of blocks in the states where the sample selection was to be done. In Andhra Pradesh, Bihar, Haryana, Punjab and Orissa, the sample selection was reported to be over. In Gujarat and Karnataka, the work was in an advanced stage and was expected to be finished by the end of November. In Kerala, Maharashtra, Madhya Pradesh Tamil Nadu and West Bengal the work was expected to be over by the 15th December. In Uttar Pradesh they may go beyond December.

The Director of Census Operations, Andhra Pradesh raised the difficulty of selection of such areas which had now become uninhabited due to the floods in Srikakulam district. The Registrar General gave a couple of alternatives to solve the problem. The first alternative suggested was that the sample remain as already carved out because there was a possibility that the Population which had migrated due to floods might come back before enumeration. The second alternative was that the sample should be re-drawn for each of the areas and villages which had expanded. In such cases the charge register will have to be re-written and the fresh selection of samples will have to be drawn. He, therefore, suggested to the Director of Census Operations to investigate the matter further and write back in detail.

A point was made that in case of smaller territories 5% selection of sample blocks may be done after enumeration. The Registrar General said that it would delay the work and specially in bigger states it would be very difficult to adopt this procedure. Therefore the time frame as suggested should remain.

Summing up the discussion, the Registrar General said that he was sure that each Director of Census Operations would take prompt action to select the 20% sample of enumeration blocks. In any case the work should not go beyond middle of December, 1980. RG also agreed that instructions for selection of additional sample would be circulated early.

Review of houselisting figures 1980

The Registrar General briefly reviewed the position of communication of the houselisting population. He pointed out that so far no figures had been received from Madhya Pradesh, Manipur, Tripura, Uttar Pradesh, West Bengal and Mizoram though the houselisting operations had been completed in these states. He requested the Directors of Census Operations of these states to forward the figures as early as possible so that all India compilation may be done. He pointed out that even Table H. II had also not been

received from most of the Directors of Census Operations. Since it is a very small and simple table and has to be prepared manually there should not be any difficulty in preparing it early.

AGENDA ITEM 5

REVIEW OF ARRANGEMENT FOR POST ENUMERATION CHECK AND CENSUS EVALUATION STUDIES

The Registrar General explained in brief that immediately after the census operation, two surveys namely Post Enumeration Check and Census Evaluation study would be conducted to find out how accurately every individual had been enumerated in the census. These studies would also indicate how precisely the particulars of every individual had been recorded in the census. He, however, cautioned that it has been the experience that immediately after census there was a sense of relief and therefore the P. E. C. tended to get neglected. He, therefore, emphasised that in 1981 Census the work of P. E. C./ C. E. S. should be taken up seriously. The various aspects of organisation of these surveys were explained under the following heads:—

(a) the sample size;

(b) selection procedure for sub-sample of households;

(c) the organisation of field work;

(d) the agency and work load;

(e) the calendar of operations.

The Registrar General further said the Directors should take personal interest in seeing that the necessary staff was made available to carry out these studies successfully. In this connection, he said that the Deputy D. C. Os, of some states who attended the training conference of PEC and CES held in New Delhi during June 1980 should be in charge of these studies in these states. The chance in the calendar of operations for field work was brought to the notice of the D. C. Os. The first training of the supervisors and enumerators will now be held by the end of December, 1980 instead of October, 1980 indicated in the agenda note. The second training can be held by March, 1981. R. G. suggested that regional training camps can be organised to train some of the DDs. Asstt. Directors, Investigators and Statistical Assistants. This, he felt, will take away the training workload from the state Deputy Directors to some extent. For this training, he suggested that atleast one Asstt. Director/Investigator/Statistical Asstt. from each R. T. O. should be sent and these persons should be later on responsible for these surveys. The association of Headquarters' staff would be ensured as far as possible at these training sessions.

The following grouping of States and venues were accepted for regional training :—

Group I

Tamil Nadu, Andhra Pradesh, Kerala and Karnataka. The training will be held at Madras or at some other place to be decided by DCO Tamil Nadu.

Group II

Bihar, West Bengal, and Orissa. The venue of training to be chosen by the DCO Bihar.

Group III

Uttar Pradesh and Madhya Pradesh. The training to be held at Gwalior.

Group IV

Gujarat, Maharashtra and Rajasthan. The training to be held in Gandhi Nagar or any other place to be chosen by the DCO, Gujarat.

Group V

Delhi, Punjab and Haryana. The Training to be held at Chandigarh.

There was discussion about the staffing pattern for these surveys. The R. G. pointed out that in such of the States where tables H. I and H. II were completed the staff employed could be shifted on to these surveys.

Many Directors of Census Operations expressed the view that the staff required for PEC and CES is not available in their states. Registrar General said that they should assess the excess requirement in the light of his letter on this topic and communicate urgently their requirements. These posts would be created from 1st January, 1981. It was also mentioned that the further delegation of these matters would be considered.

To work out the staff required at regional level, it was suggested that the sample size can be allotted to each district in proportion to houselist population. This will give an idea of the number of enumerators required at the district level.

In passing the Registrar General stressed that the staff for PEC should be entirely independent and should not have done census work in the field. They can be headquarter's staff or can be trained from the reserve list of enumerators or can be appointed from the Bureau of Economic Statistics on an honorarium basis or from the headmasters not involved in census work. All the alternatives of staffing have to be explored.

In view of the change in schedule for collecting all forms from enumerators for the work, the PEC will also start from 17th March instead of 15th March as indicated in the calendar. It was, however, mentioned that if it becomes necessary to stagger the PEC and CES operations as a last resort, the PEC should be completed first by allocating two PEC blocks per enumerator and the CES should follow immediately after the PEC is over but in no case should the entire work be delayed beyond one week. The field work should not go beyond 15th April, 1981.

AGENDA ITEM 6

TABULATION PROCEDURE

The Registrar General described the details of the procedure of the tabulation of census results, specially

with regard to the generation of P. C. A. Giving a brief account he said that the basic change in the tabulation procedure will be that there would be no breaking of pads of the individual slips or the books of the household schedules and that the P. C. A. would be generated on the basis of arithmetical checks of the totals, with an element of edit of the entries. The line relating to total figures on each page of Part II of the household schedule would be incorporated in the compilation sheet and would further get incorporated into abstracts prepared for higher area levels, which will ultimately result in the generation of P. C. A. for various area levels.

After the generation of P. C. A. the other tables will be generated as follows :

1. National level estimates will, as an intermediate process, be generated on the basis of a 5% of the sample blocks.
2. Other tabulations will be based on the 20% sample. At this stage it was mentioned that it is likely that an additional 20% sample of the blocks in the non-sample areas may have to be selected to derive complete data with the approprite validity.
3. The Household Schedules will be processed 100% so far as Part I is concerned and handles on the computor.
4. This will be followed by tabulation of the Individual slips in so far as Scheduled Castes and Scheduled Tribes are concerned for 100% data entry.
5. Thereafter, further tabulation will be carried out of the 60% balance of slips which would still remain.

The edit and coding instructions for the other tabulation procedures would be sent later.

The Registrar General further described that there would be three units of staff which should be involved in the tabulation of the data. These would be as follows: —

1. The large staff on fixed pay who will be engaged for the generation of the P. C. A. and would be in position for about 10 months.
2. The staff which would be separately engaged on editing and coding of the individual slips and the household schedules for preparing the documents for the Direct Data Entry Systems.
3. The staff engaged on data input.

The approximate periods over which the staff should continue would be as follows: —

(a) P. C. A. staff for 10 months commencing from April, 1981.

(b) Edit and coding staff for D. B. E. in regional stations for about 28 months.

(c) The staff in the regional stations would continue almost indefinitely details of which will be worked out.

The first two components of staff described above would be on fixed pay scale. At this point the Registrar General pointed out that he would expect that by March, 1982 all records would be made available to the coding and punching cells for further processing of the tabulation work.

Primary Census Abstract and the Manual of Instruction for preparing it

The main points for the compilation of P. C. A. were already circulated in Tabulation Circular No. 9, dated 29th October, 1980. The Registrar General emphasised that the time schedule for the generation of P. C. A. may be strictly adhered to. It was also emphasised that the printing of forms and working sheets for P. C. A. should be done locally by the states concerned by grouping them into convenient batches except in case of Jammu & Kashmir for which he would consider the matter further.

It was pointed out that Col. 4 and 5 of appendix I attached to this circular needed changes. Instead of the common heading of occupied residential houses for both the items of No. of houses and No. of households it should be No. of occupied residential houses under col. 4 and No. of households under col. 5. This was the pattern adopted in 1961 and 1971 Censuses. This was agreed to and it was stated that on this issue the Directors of Census Operations will be addressed separately.

Area figures

Some discussion took place about the presentation of area figures and the sources from which these are to be given in the P. C. A. It was pointed out that there are two sources of areas figures for the village— one is from the Patwari and the other is from land records. The Registrar General pointed out that the area figures as given by Patwari are to be relied upon because the tehsil figures will be taken from the tehsildar, to whom the Patwari is responsible. In case of urban areas the figures should be obtained from the Local Authorities. The area figures of districts and states will be adopted as supplied by the Surveyor General of India. The Directors of Census Operations need not attempt to reconcile these two figures. They should only mention the sources in the fly-leaves of the P. C. A. The area figures for the districts and state as obtained from the Surveyor General would be supplied to various Directors of Census Operations by the Registrar General's Office.

Manual of Instructions for preparation of the P. C. A.

The Registrar General explained that the draft manual already sent to the Directors of Census Operations incorporates the instrucions for preparation of the P. C. A. both rural and urban and also for preparation of App-3 to Table A. I. The manual has been divided into two parts. Section I contains the instructions to the supervisor, the checker and the tabulator while Section II gives the instructions regarding the edit and desk match to be done by the tabulator. At the end of the manual six appendices are attached which provide the formats for the P. C. A. and Appendix 3 to Table A, I and also formats for the working

sheets and intermediate forms which would be used for obtaining the P. C. A. and Appendix 3 to Table A. I.

It was emphasised that the instructions for the three levels of Supervisor, checker and tabulator are interrelated and training should be given to each of these levels so that each one understands his specific function. It would also be necessary to explain briefly the entire system to these levels together so that their interconnected roles may be understood. The Registrar General mentioned that sufficient number of copies of the Manual would be printed in English centrally and supplied to the Directors of Census Operations concerned. The printing of the manual in regional languages would be the responsibility of the Directors of Census Operations concerned.

Points made by various Directors of Census Operations were discussed as indicated below:—

1. Page 3, item 7 should be corrected as Enumerators and/or Supervisors' Abstracts of all the blocks in the charge.
2. Referring to page 4 under item 10, the use to which blank forms would be put was enquired. It was thought that these were meant to replace the damaged forms.
3. Under instructions for 'tabulator' given from page 17 onward it was recommended that S. C./C.T. slips are to be identified by a stamp by the Tabulator while he processes them.
4. It should, also be made clear that the edited entries are the relevant ones for the next questions.
5. Page 26, item 6 should be corrected as Checking of col. totals of Population Record.
6. That the entries should be made first and then checked afterwards should be brought out in para 2 on page 29.
7. On page 34 it was suggested that para 3 should be shifted to General instructions. The Registrar General agreed to consider this.
8. It was recommended that on page 41 under question 8—religion, the reference to institutional household had not been brought out but that it was necessary to do so because religion is not canvassed in case of institutional household. The Registrar General agreed to this suggestion. It was further pointed out that a reference to unrelated persons having different religions should also be explained by adding a sentence in this paragraph.
9. Referring to pages 42-43 in the instructions relating to question 10—Name of Caste/Tribe a point was made that if the entry of religion against any caste and tribe is recorded as 'religion not stated' it should be taken as such but later on it should be distributed on *prorata* basis.
10. On page 44 under the General instructions steps have not been clearly mentioned. It was asked whether all steps should be finished at the same time for all households of the block or one step should be taken and finished for all households and thereafter subsequent steps may be taken up. If all steps are taken at the same time it would save time. The Registrar General was of the view that step one is to be taken first for cols. 1 to 7 of the household schedule. Steps 2 & 3 may be combined and gone through together. These should be completed for all household schedules then the other steps should be taken stepwise. The Registrar General, however, said that the sequence would be indicated in the final version of the manual.
11. Referring to page 49, para 2, it was argued that in case of a person whose age is below 5 and if there is any other entry or if there is no entry in question 14A, enter D. It could otherwise be ST also. It was therefore recommended that this point should be considered and inserted appropriately. The Registrar General agreed to have a second look on this point.
12. A few typing errors were recommended to be corrected in the last three lines of the same para. These should be read as follows:—

    'However, if there are entries against question 14B to 15B these must be scored out neatly. In Q. 16, you must enter No. (2)".
13. While correcting entries under 14A as 'Yes' against item 4 on page 52 correct entries under 14B as 'Yes' if C/AL/HHI/OW is recorded against questions 15A and 'No' if H/ST/D/R/B/I/O is recorded against Q. 16A.
14. It should be made clear on page 53 that dashes do not mean no entry.
15. Referring to page 55 item 6 it was suggested that while editing it would be appropriate to make it 'OW' rather than 'No'.
16. On page 57 against item 11 when there is a blank or invalid entry against 14B with 'No' or H/ST/D/R/B/I/O entries against Q. 14A and 15A both while correcting the entries as 'X' in 14B, we may correct the entry against 15A as 'X'.
17. On page 58 it was raised that instead of limiting the reference to (ii) and (iii) a reference to (i) to (iv) should be made.
18. On page 59 under item 10, it was suggested that the entries from 15B (i)-(iv) be transferred to 15A.
19. On page 66 the word 'tehsil' was recommended to be included under col. 2.
20. It was further recommended that instead of using blockwise master P. C. A. in the heading of appendix 4 & 5 given on pages 69 and 70, it would be correct to use Rural Master P. C. A. and Urban Master P. C. A.

21. Some corrections were also pointed out in the title of appendix 6 given on page 7. The Registrar General said that local changes in the title could be made by the Directors of Census Operations concerned in the appropriate manner. The Registrar General said that he would have a look at the various points raised and try to improve upon them as far as possible in the final version of the manual.

A point was raised by the Director of Census Operations Andaman and Nicobar Islands, that he should be allowed to do the editing of houselist and individual slip in his office though it was prescribed that the coding and editing of houselist and individual slip would be done by the Registrar General's office. There was an advantage in doing so because of the DCOs aquaintance with the local terms *etc.* Coding, however, could be done by the Registrar General's office. The Registrar General did not agree to his suggestions because that would need some more staff.

The Registrar General concluded the discussion by saying that he would like each Director of Census Operations to go through the manual thoroughly once again and send their suggestions within a fortnight so that he may be in a position to send the final version of the manual by second or third week of December, 1980.

AGENDA ITEM 7

ORGANISATION OF THE EDIT AND CODING CELLS AND TABULATION OFFICES

The Registrar General explained in brief the following aspects of the organisation of Edit and Coding Cells.

1. The staffing pattern;
2. Location of edit and coding cells;
3. Service conditions of the staff;
4. Appointment of staff on consolidated pay;
5. Hiring out of building;
6. Furniture and other needs; and
7. Financial and accounting procedures.

Staffing pattern

The Registrar General pointed out that after the completion of Primary Census Abstract, the records will have to be edited and coded for processing the data further. For this purpose separate Editing and Coding Cells would be set up. Editing and Coding Cells would be located in the places where the Direct Data Entry Systems are installed but there may be certain considerations which may not permit this arrangement uniformly. The most important consideration is that the language in which the returns have been made and the records written up would be so very different that it would be difficult to get people knowing different languages at the regional stations if edit and coding functions have to be carried out there also. The Registrar General was of the view that by and large each Director of Census Operations should try to set up the Coding and Punching Cells in the State capital itself though there might be problem of space. In bigger states it may have to be located in more than one place if suitable accommodation was not available at the state headquarters. The Deputy Directors will be in charge of these cells but he had no objection even if a competent Assistant Director is placed in charge. The revised statement III attached to the agenda item indicated the staff requirements at each of these cells at various locations. This staff must be trained in the edit and coding functions for which separate instructions would be issued shortly. The staff meant for these cells should be in position by the time the records are available to them, namely, by about May-June, 1981. The power of creation of posts mentioned in the statement is vested with the Registrar General but that would be only a formal affair. He emphasised that action would, therefore, have to be taken to find suitable accommodation, select staff and keep other matters ready for the setting up of these units.

Statements I and II enclosed with the agenda indicated the staff which is considered necessary for carrying out the P.E.C. and C.E.S. and staff avilable under plan and non-plan schemes, includig short-term posts created for the census as such in each Directorate. The statements exclude the posts created in the Regional Tabulation Offices.

It was pointed out that the posts marked for each state may have to be created a little earlier, say by 1st December so that they may be in a position to clear the backlog of the work. Registrar General agreed to this suggestion but at the same time pointed out that each Director of Census Operations may use his judgement in filling up the posts when needed.

Thereafter the Registrar General reviewed the total requirements of posts at consolidated salary for the manual tabulation work given in statement IV of the agenda note. He mentioned that except in case of Rajasthan, Uttar Pradesh and Madhya Pradesh, the work relating to Table H. I. would be over by February end. It would, therefore, be easier for them to switch these persons for the compilation of Primary Census Abstract. He hoped that most of the Directors of Census Operations must have created the majority of the posts given in columns 4, 5, and 6 of the statement. The following additional staff was, however, demanded by the Directors of Census Operations concerned :—

	Tabulators	Checkers	Supervisor
Andhra Pradesh . . .	34	4	1
Maharashtra	50	10	4
Uttar Pradesh . . .	60	10	3
Delhi	18	3	1

The Registrar General said that each Director of Census Operations should recalculate the figures on the basis of houselisting figures and write to him giving their total requirement of the staff. He would then have a second look to these figures and create the additional posts where necessary.

Service conditions of the staff on consolidated pay

The service conditions of the staff to be employed on consolidated pay were described in detail. The Registrar General said that a detailed letter giving the service conditions of the staff would be issued shortly.

Appointment of staff on consolidated pay—reference to employment exchange...

The Registrar General said that considerable relaxation had been given relating to appointment of staff on consolidated pay. Though no doubt a reference will have to be made to employment exchange but if the reply is not received within a particular period the Directors of Census Operations can go ahead with the recruitment of the staff. Upto the age of 35, the notification to employment exchange would be compulsory but if no reply is received within 3 weeks after reference, the Directors of Census Operations can go ahead by recruiting staff through advertisements *etc.* In case of persons between the ages 35 to 58, the Directors of Census Operations can recruit them without any prior reference. Only the list of the persons employed will have to be sent to the employment exchanges. In case of persons who are within the age group of 58—60 it would not be necessary at all to make any reference to Employment Exchanges and Directors of Census Operations could recruit them. But he personally advised that for making recruitments each Director of Census Operations should follow some set principle by giving public advertisements *etc.* in paper, interviewing them by constituting proper Boards so that there may not be any criticism later on. He, however, pointed out that for recruitment to these posts there would be no reservation quota of Scheduled Castes and Scheduled Tribes.

Hiring out of Buildings, Furnitures and other matters

The Registrar General pointed out that while hiring the buildings, normal procedures of obtaining C. P. W. D. assessment certificate must be observed. Where the C. P. W. D. does not operate, the certificte from state P. W. D. should be taken which will be acceptable. Even the certificate from the Collectors or District Magistrates if available will be accepted. In fact, wherever the Collector, Tehsildar or other revenue authority functions as the house rent and accommodation controller, their certificates would also be acceptable since these authorities are entitled under the relevant enactment to fix rents. In all such cases the consent of the landlord should also be on record.

It was pointed out that getting accommodation at the time needed was a great problem in most of the states. It was therefore, recommended that advance action should be taken.

Further it was stated that if the reference is made to C. P. W. D. that delays the matter. The Registrar general pointed out that in such cases where there is considerable delay and where the rent controller works it would be sufficient if the rent controller's certificate is taken for the purpose of taking the accommodation. He, however, cautioned that it would be very important to examine the type of accommodation which a particular Director of Census Operations will be needing for his office. If he is unable to get the accommodation in the state capital he would not mind shifting it some other place.

It was further clarified that under the normal rules Rs. 5,000 per annum could be spent in repair and alteration work in a building.

Furniture

The Registrar General pointed out that the staff for the Primary Census Abstract would start working from the first week of March 1981 and hence it would be necessary to have the furniture well in time so that the work may not suffer. He was in favour of cheap wooden furniture instead of steel furniture because the offices set up would be of short duration and, therefore, each Director of Census Operations should try to economise as far as possible in this matter. Detailed communication in this regard has already been sent.

Disbursement of funds and Accounting Procedure

It was pointed out that in one place two persons could not be authorised for issuing cheques. The powers should be vested in only one person. In case of Regional Tabulation Offices, the Directors of Census Operations will issue the Bank Drafts and the Deputy Directors concerned will disburse the amount in his office.

Each Regional Tabulation Office would be given an imprest of Rs. 1,500. It was represented that the imprest amount might be enhanced. The Registrar General said that there was no necessity of increasing the imprest amount but the amount could be drawn even twice or thrice as soon as the first instalment of imprest amount was exhausted.

The Director of Census Operations, Punjab mentioned about his difficulty that he was doing the work of issuing the cheques not only for his office but also of Haryana and Chandigarh also, and hence his workload was too much which should be de-centralised.

Similar problem was raised by the Directors of Census Operations of Arunachal Pradesh and Meghalaya. The Registrar General said that there should not be any difficulty on this account as some staff on accounts side is being given to each Director of Census Operations' Office. The Registrar General, however, agreed to review the matter and write to the Director of Census Operations concerned in detail. He would also clarify the procedures for the advances and the payments of honorarium.

AGENDA ITEM 8

REVIEW OF TABULATION PLAN

The Registrar General gave a brief review of the tabulation plan which had been circulated among the Directors. While preparing the tabulation plan the need for comparability and continuity with the tabulation systems adopted in the previous censuses had been kept in view and a larger degree of processing of

data on the computor through the Direct Data Entry Systems has been envisaged. Basically, the tabulation plan will be conventional. The only series which will be produced through a manual system of tabulation will be the A-Series of tables *viz.* general Population Tables, including the Primary Census Abstract. All the other series of tables will be processed on the computer.

At this point the Registrar General emphasised that each Director of Census Operations should start working out his programme right from now so that the compilation of material for the A-series and Primary Census Abstract, including comparative statements of data of previous censuses, elementary diagrams etc. may be compiled well in time and made ready for being sent to press by 1982. To facilitate the work of the Directors of Census Operations the formats of compilation sheets of A-series will also be circulated by the Registrar Generals' office.

Publication Programme

At the end of the tabulation plan, the publication plan for 1981 Census has been given. According to that plan, the 1981 Census tables would be published as 32 separate series of volumes for all India and for each state and union territory. In each of these series (for all India and each state/union territory) the different series of tables will be brought out as different parts. Apart from these, District Census Handbooks will be published for each district in the country. These will contain the census tables for the districts, the village and town Primary Census Abstract and the village and town directories. The latter will comprise compilations of statistics, external to the census relating to the villages and towns, which in conjunction with census data will be useful to data users. Formats for certain tables on the pattern of town directories would be circulated shortly by Social Studies Division. In all there will be 13 parts of the tables which would be brought out.

The Registrar General said that one deviation in the publication programme was that the conventional Part I-General Report had been eliminated this time. It has been the experience that till 1951 a general report no doubt, served an invaluable purpose but therefore, with the setting up of research institutions and academic bodies concerned with demographic studies, its relevance had diminished. In today's context it would seem more relevant to bring out short analytical reports dealing with specific aspects of the population profile of a state rather than producing a stereotyped general report which will be mostly a paraphrasing of statistical data. Another reason why it was considered better to drop the general report is that quite a few Directors are unable to prepare this report before they leave the census organisation and there are gaps in the seres which cannot be filled later.

The Registrar General, therefore, suggested that because of the reasons given above the Directors of Census Operations should prepare special reports and monographs dealing with specific aspects of population profile of their areas which they feel deserve such special attention. In other words, these reports should provide wider perspective to the reader from the point of view of development in the last decade in the area concerned. By way of example, if massive urbanisation has taken place in a state, a special report on the urban areas would be of interest. Again, if migration has been caused by industrial or agricultural development it would be brought out in a special monograph. He told the Directors that they should forward their views and indicate the subjects, reasons for selection, proposed contents *etc.* to R. G.'s office for approval in due course.

At this stage, Registrar General emphasised that the administration report is a document which must be prepared by each Director. This is an invaluable document and the more detailed it is, the better. In order not to burden the main administration report with too many details it may be desirable to build up guard files incorporating all relevant circulars issued by Registrar General and by the Directors of Census Operations and other authorities concerned of the States and Union Territories administration to which a reference could be made in the report. These guard files should be maintained as permanent records in DCO's offices.

Cover Design

The Registrar General said that in 1971 the covers for most of the publications were designed which no doubt, gave better look, but it created problems because of the combination of too many colours in printing. He was of the view that the cover should be simple like that of 1961. Double colour printing should be avoided as far as possible.

It was pointed out that the cover design of DCHB which is a state publication should be allowed to remain like that of 1971 for identification purpose. R.G. had no objection to it since it was a State Government publication. He further pointed out if the volumes are to be printed bilingually he would prefer that these should be printed separately in different languages and not in the same volume.

It was unanimously agreed that the 'Portrait of Population' like that of 1971 Census should again be written for 1981 Census because that would give a clear cut picture of the demographic and socio-economic aspects of the state concerned and would be widely used by the public

Printing

A few DCOs pointed out the difficulties of getting the cooperation of the government presses in matters of printing. They pointed out that sometime the work is allotted to Government presses which are far off from the state headquarters and so they find it difficult to have close supervision over the printing. They suggested that the Directorate of Printing may be approached and told that the printing of census work may be allotted to such of the government presses which are closer to the state headquarters. Action may also be taken so that co-operation of the State Government presses may also be extended in printing census work.

A suggestion was made that the total number of pages to be printed in each state may be assessed and then regional groupings should be done for the convenience of printing.

R.G. said that he would discuss in detail the various arrangements relating to printing with the Directorate of Printing and would write to the Directors of Census Operations in due course.

AGENDA ITEM 9

QUALITY CONTROL PLAN FOR 1981 CENSUS

Registrar General explained that for the first time in census history, it is proposed to have a Quality Control of the data collected in census to a limited extent. This would be restricted to coding in respect of economic questions only. Through this device it would be feasible to assess whether the coding work is being done properly by the Coders. He, however, mentioned that the Quality Control work will be done by independent verification. The work is proposed to be done at the headquarters of the major states only. He further wanted more emphasis to be given to the operational aspect of the plan rather than to the technical content in the discussion. Then he requested Dr. Majumdar to briefly explain the method proposed.

Dr. Majumdar briefly dealt with the techniques involved in the Statistical Quality Control. This comprised two aspects (1) Technical and (2) Organisational as to how the work is to be implemented. He referred to the training seminar in which international experts participated and decided that in the 1981 Census Statistical Quality Control techniques should be introduced. If this is done, it would be a pioneering work. This is being applied in a number of countries and a beginning should be made in India as well.

In recent years, this technique has been widely used for exercising control over non-sampling errors, at the different stages of generation of statistical data from surveys. The method aims at instant evaluation of the quality of data from an ongoing operation and ensuring acceptable level of accuracy of data by suitable corrective action. It is not feasible to adopt statistically designed control plan at the data collection stage because of prohibitive cost, enormity of census operation, lack of adequate personnel and also time boundedness of the programme. However, it is possible to adopt the technique at the manual processing operations.

In the technical note three aspects have been dealt with (1) Acceptance Sampling Plan (2) Sample design (3) Measuring Device for ascertaining the quality.

In the acceptance sampling plan, it is assumed that there is a population divided into lots or work units. If the lots conform to certain standards, they are accepted. If not, the lots require to be corrected by some predetermined methods.

So far as the sample design is concerned, from simplicity consideration, it is proposed to adopt a single sampling plan.

The measuring device is created by duplicate measurement of the selected items through independent verification.

Sample size has to be fixed on the basis of the outcome of the second test run. Coding and Quality Control operations should be independent. Otherwise they will not be sensitive enough to detect Coders errors. As regards sample selection, lottery method is suggested. After the Noter fills up the Noting forms in respect of selected slips, the lot will be returned to the coding cell for coding. Immediately after the lot is coded by the Coder it should go far adjudication.

The Director of Census Operations, Goa, Daman and Diu expressed his desire to take up SQC in Goa. This was agreed to.

At the end, R. G. said a few words about the scope of the proposed procedure and the personnel needed for the work. The decision to adopt SQC in the 1981 Census was taken quite recently. It would, therefore, be preferable to conduct it in a limited scale, in terms of both manual processing and coverage of areas. The technique should be applied to the coding of economic Questions only at the Coding Cells situated at the State capitals mentioned in the agenda note. In order to have a better feel about the method, one or two highly urbanised districts in each of these states may be chosen for the adoption of SQC. It would not be desirable to do away with the 100% routine verification straightaway. If SQC ensures reasonable degree of accuracy of coding, progressive change-over to sample inspection **only** could be though of after 3-6 months.

AGENDA ITEM 10

ADMINISTRATIVE POINTS

Publicity

Publicity measures will include documentary films, messages over the commercial channels of All India Radio and posters. He, however, cautioned that the work relating to the publicity is to be taken up within the approved system which comes under DAVP.

The documentary film on census has already been prepared and would be shown in various cinema houses from 21st November till February 1981 end. Besides, for state publicity units prints of the Census film in 16 mm or 35 mm would be supplied in Hindi and English and various regional languages to each state directorate.

A few Directors of Census Operations mentioned that they should be provided some greater number of prints of films for publicity purpose. Resistrar General said that each Director of Census Operations would be sent an adequate number.

The Registrar General further mentioned that the facility of Doordarshan wherever available should be utilised as far as possible. One of the ways will be to invite Chief Secretaries, Chief Ministers and other

important personalities to deliver messages on census through Doordarshan.

Registrar General was not very much enthusiastic about the publicity measures through posters mainly because it has a limited impact and that too only in bigger cities. He felt that in rural areas it would not work properly. Here even the age old conventional method of publicity by beat of drums would be more effective.

The issue of making some payment was raised for these writers who will be writing something for publicity. Registrar General said that most probably DAVP would make some payment to those writers. He, therefore, told Directors of Census Operations to forward the list of such persons to him so that a consolidated list may be sent to DAVP for necessary action.

Registrar General further said that there should be some phased programming by having some more spots on TV. It should start from 1st February onwards otherwise it would be forgotten. He also suggested that the messages of the Governor or Chief Secretary should be published in some prominent papers of the state along with their photos. The Chief Minister should be persuaded to hold press conferences. This would give further publicity to the Census work.

Direct Data Entry Systems

The status of the Direct Data Entry Systems was explained in brief. For the processing of 1981 Census data it has been decided to set up Direct Data Entry Systems at 15 different locations. At these 15 locations, a total of 32 Direct Data Entry Systems will be installed and therefore each of the centres would have one of more DDE system. It was pointed out that after recent discussions with the Director General (Works), CPWD, no delays were expected with regard to site preparation.

Computer in Delhi

It was mentioned that National Informatic Centre has set up recently a very powerful computer at Badarpur. Registrar General's office would be utilising a post of their computer time for the processing of census work. It has been agreed that one terminal will be set up at R. K. Puram and will be fully at the disposal of Registrar General's office.

Recruitment and training of the staff

For manning each DDE System the staff comprising One Asstt. Director, One Sr. Supervisor, three Jr. Supervisors, 16 Operators and One Stenographer and three leaders will be needed. The Asstt. Director would be generally incharge of the office. The recruitment rules and qualifications prescribed for the various categories of posts were spelt out in detail which included the qualifying tests, interviews *etc.* for the various categories of staff. Registrar General said that a detailed letter about the procedure of recruitment, qualifications prescribed *etc.* would be circulated by his office shortly.

Mode of payment of honorarium

Registrar General said that the payment of honorarium would be done through the state government but it would be the duty of the census office to see that the payment is made well in time within that financial year. The amount sanctioned should not be allowed to lapse. Moreover quick payment would also avoid accounting problems. It was further explained that in special areas railway colonies and military areas payment would be made by the respective Tehsildar/District Census Officers but it would be the duty of the Directors of Census Operations to see that even in these areas the payments are made well in time.

AGENDA ITEM 11

SOCIO-ECONOMIC SURVEYS AND SPECIAL STUDIES

The Indian Census has had a healthy tradition of giving much ancillary information particularly in regard to the ethnic origins, the religion and special practices of the people *etc.* After Independence major social study series have been undertaken since 1961 Census. Under 1961 Census programme, emphasis was laid on comprehensive series of studies on village surveys, fairs and festivals and traditional handicrafts. As ancillary to 1971 Census, the new series of social studies undertook an ambitious programme of small and medium sized towns, besides re-survey of a few village studied in 1961. Thus, in each decennial census one major series of study on one or the other aspect of social studies.

In 1981 Census it is proposed to continue and expand the scope of social studies further. An attempt will be made to produce analytical reports oriented towards specific planning requirements for the development of the weaker sections of the society and sharpening Census and other related concepts. A number of social study projects are proposed in this regard. Some of these are actually continuing from 1971 while others have been proposed for the first time. These projects include :—

(i) Study of Rural-Based Crafts,

(ii) Urban studies,

(iii) Re-study of villages,

(iv) Special Projects by Directors,

(v) A Glossary of Scheduled Castes,

(vi) Compendium of Scheduled Tribes,

(vii) Ethnographic studies on Scheduled Castes and Scheduled Tribes with Focus on Primative and Lesser Known Communities,

(viii) Demographic Trends among Scheduled Castes and Scheduled Tribes with Focus on Trends on Literacy,

(ix) A supplementary Bibliography on Scheduled Castes and Scheduled Tribes, and

(x) A Plan-Scheme entitled—"Study of Distribution of Infra-structural Facilities in different regions and levels and Trends of Urbanisation".

Of these, the plan project, 'the study on Distribution of Infra-structural Facilities in different Regions and Levels and Trends of Urbanisation'. Glossary on Scheduled Castes and the study of Rural-Based Crafts are being attempted for the first time. Besides, compilation and verification of synonyms of Scheduled Castes and Scheduled Tribes, references relating to ethnic identity of Scheduled Castes and Scheduled Tribes, scrutiny of the proposals for the revision of the list of Scheduled Castes and Scheduled Tribes are also being undertaken as a regular activity of the Social Studies Division.

Registrar General said that each Director of Census Operations may suggest one or two studies which could be taken up in his state.

Study of Traditional Crafts with Focus on Rural-Based Crafts

This study will lay emphasis on economic development of the state. Registrar General pointed out that each Director of Census Operations should identify the village crafts and select two or three in his state for detailed study.

Urban Studies

Until recently the social studies were mostly confined to the backward groups and rural societies. At the 1971 Census, the emphasis was shifted to urban studies of small and medium towns. In the light of past experience some of the Directors of Census Operations were enthusiastic in not only continuing the urban studies projects in hand but selecting new towns also for study. But the Directors of Census Operations of a few states were not in favour of continuing the project for want of adequate and competent staff. It was felt that as far possible efforts should be made to continue this project as ancillary to 1981 Census. An attempt should be made to consolidate the work of those towns which were retained for study after the review in Regional Conferences. Time and resources permitting the Directors of Census Operations can take up those towns selected earlier as well on which either only preliminary tabulation had been done or field work had yet to be carried out.

Director of Census Operations of Rajasthan pointed out that he was in favour of taking up some studies on industries dealing with goat hair, camel hair *etc.* He was also in favour of re-studies of 4 villages which were taken up in 1961 Census. The difficulty of obtaining the equipments namely cameras *etc.* for conducting the surveys of handicrafts was mentioned.

Director of Census Operations Bihar said that it would be of great interest if he could be allowed to do some sort of socio-economic studies like dairying, carpet weaving, madhubani painting *etc.*

The Registrar General wound up the discussion by saying that each Director of Census Operations should be particular in making selection about the special studies. They should also write to him appraising the position of the work already done and also what they propose to do.

Mapping

A discussion was held on the standardization of names of districts for adopting in Indian Census of 1981. It was decided to adopt names of districts as given by Survey of India which lie along the international boundary of the country. Other district names would be according to State/UT government notification. In this connection, a master list was circulated in the conference.

The programmes which are to be worked out in 1981 Census were also indicated. Relevant instructions would be sent at stages to complete the programmes.

The Registrar General proposed to include some maps in Pt.II-A General Population Tables-1981. Instructions and details would be forwarded through circulars in due course.

Village Re-surveys

In 1961 Census village survey reports were prepared in respect of about 400 villages. The villages were selected to adequately cover geographical, occupational and ethnic diversity. In 1971 Census 78 villages were selected for re-survey as ancillary to 1971 Census. As in the case of urban studies some of the Directors showed their keenness to continue the project. Some Directors, however, expressed the desire of dropping the project for want of technical staff. The Registrar General was of the view that it would be beneficial that the project should be continued as ancillary to 1981 Census. The personal involvement of the higher staff would be necessary for conducting the re-survey. He, further, advised that a beginning in this respect should be made in 1982 after completing the main items of census work.

Special Studies

It has been the tradition of census organisation atleast for the last two decades that the Directors of census Operations are encouraged to take up any project on any aspect of their choice in which they have special interest or expertise. Keeping that tradition the Registrar General suggested that each Director of Census Operations should suggest one or two special studies which they would like to take up in their states. They should forward their proposals to R.G.'s Office. The Director of Census Operations should take up the studies only if they are sure that they would complete them before leaving the census organisation.

A point was raised that in 1961 a number of socio-economic studies on rural crafts were taken up in certain states and whether those studies should again be taken up for comprehensive analysis by giving

demographic data *etc.* The Registrar General suggested that there was no objection to select those crafts but the scope should be limited to socio-economic aspects only.

Vital Statistics

The Conference considered in brief the operational aspects connected with the conduct of the sample Registration Scheme and the Model Registration Scheme—Survey of cause of death.

The nature and objectives of the Sample Registration System, the results of which are of immense utility to the Planning Commission and various Ministries of the Government were explained in detail. In the sample registration units implemented by the State agencies, the services of the computor-supervisors are placed at the disposal of the state agency for the conduct of the Half Yearly surveys and for inspection. It was pointed out that in a few cases, the state agencies have complained of non-availability of the services of the computor-supervisors and consequent problems of non-conduct of the surveys in the prescribed time. The Directors were requested to ensure continued assistance to the stage agencies so that all India consolidation of vital rates are not hampered for want of data from all States. The office of the Registrar General, India is also committed to supply vital rates to the Planning Commission in time. It was, therefore, necessary to complete both the half yearly surveys for the year 1979 in the additional S.R.S. units as quickly as possible to enable release of the statistics well in time.

As regards the matter concerning the utilisation of the services of an Investigator appointed as Statistical Supervisor for the Model Registration Scheme Survey of cause of death, the need for improving the present arrangement, which differ from state to state was reiterated. The suggestions set forth in the circulated note require to be given due consideration by the Directors and the Statistical Suprevisor may function under the direct technical control of the State implementing agency. The new appointees may be given training in the Registrar General's office and the Directors were therefore, requested to send early, the names of the investigators/tabulation officers who had been assigned the duties of the Statistical Suprevisors for the Model Registration Scheme.

Points made by Pay and Accounts Officer

The Pay & Accounts Officer (Census) explained in brief the need for observance of certain accounting rules.

Irregularity in Accounting System

1. Provisional pensions are also being sanctioned by DCO like Pay, Allowances, *etc.*, which he is not authorised to do. This power rests with the Pay & Accounts Officer (Census) in Delhi.
2. Subsidy to canteen requires central accounting which is not being observed in DCO's Offices.
3. Different forms have been prescribed for Pay Bill, TA Bill, LTC Bills. Revised forms for TA and LTC Bills *etc.*, are not being used which should be done.
4. Since 1976 no intimation about interest paid to Class IV, against GPF had been received. So difficulties are being faced in making adjustments.
5. The service books are not being maintained upto date. The services are also not being verified. This delays in issuing formal orders for pension. Action should be taken to complete the service records well in time. The records of persons rendering 25 years of service should be sent to Pay & Accounts Officer (Census) for verification and checking.

The Registrar General pointed out that it would be better if the Pay & Accounts Officer (Census) listed out all these points and circulates them among all Directors of Census Operations for their guidance.

Local names of tenancy

The Registrar General said that for computerisation of data the local names of tenancy are required by the data processing division of his office. Some states have not sent the same so far. Such of those states who have not sent the information may please do so urgently so that the work of the D. P. Division may proceed further.

Conclusion

The Registrar General again emphasised that he was sure that right from now on the Directors of Census Operations would give due attention on training. This would require their personal attention and he was confident that everything would progress well. He thanked all the Directors of Census Operations for their active participation in the conference.

On behalf of the Directors of Census Operations, Shri B. B. Lal, Director of Census Operations, Bihar thanked the Registrar General for giving them the opportunity to discuss the various organisational and other related aspects of the Census. He assured the Registrar General that he and his colleagues were fully aware of their responsibilities and they would take up the challenge and do their best to make the operation successful to the entire satisfaction of the Registrar General, India.

ANNEXE A

THIRD CONFERENCE OF DIRECTORS OF CENSUS OPERATIONS

15—18th November, 1980

LIST OF PARTICIPANTS

S. No.	Name	Designation	Office
1	2	3	4
1.	Shri S.S. Jaya Rao	D.C.O.	Andhra Pradesh
2.	Shri Y. G. Krishnamurthy.	Dy. D.C.O.	,,
3.	Shri J. C. Bhuyan	,,	Assam
4.	Shri B. B. Lal	D.C.O.	Bihar
5.	Shri R. D. Agrawal	Dy. D.C.O.	,,
6.	Shri S. P. Sinha	,,	,,
7.	Shri R. S. Chayya	D.C.O.	Gujarat
8.	Shri J. K. Patel	Dy. D.C.O.	,,
9.	Shri R. K. Aggarwal	,,	Haryana
10.	Shri K. L. Negi	D.C.O.	Himachal Pradesh
11.	Shri C. D. Bhat	Dy. D.C.O.	,,
12.	Shri Abdul Gani	,,	Jammu & Kashmir
13.	Shri H. L. Kalla	,,	,,
14.	Shri B. K. Das	D.C.O.	Karnataka
15.	Shri B. S. Narasimhamurthy.	Dy. D.C.O.	,,
16.	Shri K. C. Dubey	D.C.O.	Madhya Pradesh
17.	Shri M. L. Sharma	Dy. D.C.O.	,,
18.	Shri P. P. Mahana	D.C.O.	Maharashtra
19.	Shri A. W. Mahatme	Dy. D.C.O.	,,
20.	Shri D. P. Khobragade.	,,	,,
21.	Shri R. K. Birendra Singh.	D.C.O.	Manipur
22.	Shri S. Birendra	Investigator	,,
23.	Shri J. Tayend	D.C.O.	Meghalaya
24.	Shri V. P. Rustogi	Dy. D.C.O.	,,
25.	Shri A. C. Bal	,,	Nagaland
26.	Shri N. Thorng	,,	,,
27.	Shri J. C. Dutta	Asstt. D.C.O.	,,
28.	Shri A. R. Nanda	D.C.O.	Orissa
29.	Shri S. K. Swain	Dy. D.C.O.	,,
30.	Shri M. M. Das	Asstt. D.C.O.	,,
31.	Shri D. N. Dhir	D.C.O.	Punjab
32.	Shri J. C. Kalra	Dy. D.C.O.	,,
33.	Shri I. C. Srivastava	D.C.O.	Rajasthan
34.	Smt. M. Hooja	Dy. D.C.O.	,,
35.	Shri S. R. Luhadia	,,	,,
36.	Shri D. N. Mahesh	,,	,,
37.	Shri J. K. Thapa	D.C.O.	Sikkim
38.	Shri A. S. Dange	Dy. D.C.O.	,,
39.	Shri A. P. Muthuswami.	D.C.O.	Tamil Nadu
40.	Shri T. V. Srinivasan	Dy. D.C.O.	,,
41.	Shri N. Rama Rao	,,	,,
42.	Shri S. R. Chakrabarty.	D.C.O.	Tripura
43.	Shri S. K. Ganguly	Dy. D.C.O.	Tripura
44.	Shri Ravindra Gupta	D.C.O.	Uttar Pradesh
45.	Shri Lal Kishan	Dy. D.C.O.	,,
46.	Shri M. C. Pallalia	Asstt. D.C.O.	,,
47.	Shri V. K. Bhargava	Dy. D.C.O.	,,
48.	Shri S. N. Ghosh	D.C.O.	West Bengal
49.	Shri M. N. Sarkar	Dy. D.C.O.	,,
50.	Dr. B. P. Mahapatra	A.R.G. (Language)	Calcutta
51.	Shri B. K. Singh	D.C.O.	A. & N. Islands
52.	Shri S. P. Sharma	Dy. D.C.O.	,,
53.	Shri M. B. Rai	D.C.O.	Arunachal Pradesh
54.	Shri H. C. Sharma	Asstt. D.C.O.	,,
55.	Shri Ardaman Singh	D.C.O.	U.T. Chandigarh
56.	Shri B. D. Sharma	Asstt. D.C.O.	,,
57.	Shri V. K. Bhalla	D.C.O.	Delhi
58.	Shri S. S. Jaiswal	Dy. D.C.O.	,,
59.	Shri M. L. Sharma	Investigator	,,
60.	Shri S. K. Gandhe	D.C.O.	Goa, Daman & Diu
61.	Shri S. Rajendran	Dy. D.C.O.	,,
62.	Shri A. K. Datta	,,	Lakshadweep
63.	Shri P. Lalnithanga	D.C.O.	Mizoram
64.	Shri V. L. T. Muana	Cartographer	,,
65.	Shri P. I. Samy	D.C.O.	Pondicherry
66.	Shri D. Santhanam	Asstt. D.C.O.	,,
67.	Shri P. Padmanabha	R.G.I.	Headquarters
68.	Shri V. P. Pandey	Dy. R.G.	,,
69.	Shri M. C. Narang	A.O.	,,
70.	Shri Tirath Dass	Dy. Director	,,
71.	Shri M. L. Gulati	,,	,,
72.	Shri S. Rajagopalan	,,	,,
73.	Shri K. C. Seth	,,	,,
74.	Shri O. P. Sharma	,,	,,
75.	Shri B. D. Dargan	Asstt. Director	,,
76.	Shri B. P. Jain	Account Officer	,,
77.	Shri V. R. Pupli	P. & A.O.	Headquarters
78.	Shri K.K. Chakravorty.	Dy. R.G. (C. & T.).	Census Division
79.	Dr. H. Majumdar	Dy. Director	,,
80.	Kum. G. Suguna Kumari.	S.R.O.	,,
81.	Shri Madan Singh	,,	,,
82.	Shri S. C. Srivastava	A.C.T.O.	,,
83.	Shri M. G. Kini	R. O.	,,
84.	Dr. M. Holla	Dy. R.G.(VS)	Vital Statistics Divn.
85.	Shri T. K. Aikat	S.R.O.	,,
86.	Shri K. S. Krishnan	,,	,,
87.	Shri S. R. Gupta	,,	,,
88.	Shri M. K. Ahuja	Dy. Director	,,

ANNEXE A—*Concld.*

S. No.	Name	Designation	Office
1	2	3	4
89.	Shri N. G. Nag	Dy. R.G.(SS)	S.S. Division
90.	Shri M. M. Dua	Dy. Director	,,
91.	Dr. K. P. Ittaman	O.S.D.	,,
92.	Dr. B. K. Roy	Asstt. R. G. (Map).	Map Division
93.	Dr. R. R. Tripathi	M.O.	,,
94.	Wg. Cdr. B. B. Adlakha.	Director (EDP).	D. P. Division
95.	Shri S.N. Chaturvedi	Dy. Director	D. P. Division
96.	Shri K. R. Unni	,,	,,
97.	Shri B. K. Maratha	,,	,,
98.	Shri S. C. Saxena	,,	,,
99.	Shri K. S. Natarajan	S.R.O.	Demography Divn.
100.	Shri A. K. Biswas	Dy. Director	,,
101.	Shri S. S. Bawa	Asstt. Director	,,

Proceedings of the Fourth Conference of Directors of Census Operations held at Nainital from 28th to 30th May, 1981

The Fourth Conference of Directors of Census Operations was held at Nainital from 28th to 30th May, 1981 The following participated in the conference :—

1. Shri P. Padmanabha, Registrar General, India.
2. Shri V. P. Pandey, Dy. Registrar General, India.
3. Shri N. G. Nag, Dy. Registrar General (SS).
4. Shri V. S. Swamy, Asstt. Registrar General (VS).
5. Dr. B. K. Roy, Asstt. Registrar General (Map).
6. Dr. B. P. Mahapatra, Asstt. Registrar General (L).
7. Shri K. S. Natarajan, Sr. Research Officer.
8. Shri S. N. Chaturvedi, Joint Director (EDP).
9. Shri B. K. Maratha. Deputy Director (EDP).
10. Shri O. P. Sharma, Deputy Director.
11. Shri S. Rajagopalan, Deputy Director.
12. Shri K. C. Seth, Deputy Director.
13. Shri Tirath Dass, Deputy Director.
14. Km. G. Suguna Kumari, Sr. Research Officer.
15. Shri B. P. Jain, Accounts Officer.
16. Shri S. S. Jaya Rao, DCO, Andhra Pradesh.
17. Shri N. K. Chaudhury, DCO, Assam.
18. Shri R. S. Chhaya, DCO, Gujarat.
19. Shri O. P. Bharadwaj, DCO, Haryana.
20. Shri K. L. Negi, DCO, Himachal Pradesh
21. Shri A. H. Khan, DCO, Jammu & Kashmir.
22. Shri B. K. Dass, DCO, Karnataka.
23. Shri M. V. Nambiar, DCO, Kerala.
24. Shri P. P. Mahana, DCO, Maharashtra.
25. Shri R. K. Birendra Singh, DCO, Manipur.
26. Shri J. Tayend, DCO, Meghalaya.
27. Shri Daniel Kent, DCO, Nagaland.
28. Shri A. R. Nande, DCO, Orissa.
29. Shri D. N. Dhir, DCO, Punjab.
30. Shri I. C. Srivastava, DCO, Rajasthan.
31. Shri A. P. Muthuswami, DCO, Tamil Nadu.
32. Shri S. R. Chakraborty, DCO, Tripura.
33. Shri Ravindra Gupta, DCO, Uttar Pradesh.
34. Shri S. N. Ghosh, DCO, West Bengal.
35. Shri M. B. Rai, DCO, Arunachal Pradesh.
36. Shri Ardaman Singh, DCO, Chandigarh. UT.
37. Shri V. K. Bhalla, DCO, Delhi.
38. Shri S. K. Gandhe, DCO, Goa, Daman and Diu.
39. Shri P. M. Nair, DCO, Lakshadweep,
40. Shri P. Lalnithanga, DCO, Mizoram.
41. Shri P. L. Samy, DCO, Pondicherry.

In addition to the above Shri N. K. Gupta, Joint Director, Shri Lal Kishan, Deputy Director, Shri M. C. Padalia, Deputy Director and Shri N. C. Sinha, Assistant Director of the Uttar Pradesh Census Directorate also participated in the conference.

Programme for the conference is at Annexe-I. Shri Rabindra Gupta, Director of Census Operations, Uttar Pradesh welcomed the participants and after preliminary remarks by the Registrar General, India, including an expression of thanks and appreciation of the hard work put in by the directors to make the census a success, the agenda items were taken up.

AGENDA ITEM 1

PEC/CES—REVIEW OF OPERATIONS, CODING AND EDITING OF PEC/CES RECORDS

The position with regard to the condition of the PEC/CES was discussed. The Directors presented a brief review of these operations and the present position is as follows :—

1. **Andhra Pradesh**
   Editing of CES records will be over by mid-June.
2. **Bihar**
   Work is over and records have been received.
3. **Gujarat**
   Editing and coding both over.
4. **Haryana**
   Edit and coding are over and record already despatched.
5. **Karnataka**
   Edit and coding will be over by 15th June.
6. **Kerala**
   Edit and coding are over and records will be despatched by 1st week of June.
7. **Madhya Pradesh**
   The work will be completed by the end of June.
8. **Maharashtra**
   Work is over and records have been received.
9. **Orissa**
   The work is over and records have been sent.
10. **Punjab**
    The work will be completed by 1st week of June.

11. Rajasthan

The work is over and records have been received.

12. Tamil Nadu

Coding is going on and will be completed after which the records will be sent by 1st week of June.

13. Uttar Pradesh

The work will be completed by 1st week of June.

14. West Bengal

The CES records have been received and the PEC records will be made available by mid-June.

15. Delhi

CES records are being coded and edited. Both the CES and PEC records will be completed by mid-June.

During discussions views were expressed that certain difficulties were noticed with regard to the CES. The main difficulties related to the inability to identify households due to inconsistencies in the records and changes not having been sufficiently reflected in the SRS as such. Also, it was noticed that the complete one-to one matching of enumeration of blocks and the SRS blocks was not always maintained despite instructions. In particular, such difficulties arose in cases where municipal ward boundaries tend to cut across SRS blocks. At this stage it was felt that this experience should be adequately reflected in the Administration Reports.

AGENDA ITEM 2

ORGANISATION OF EDITING AND CODING CELLS FOR PREPARATION OF RECORDS FOR DIRECT DATA ENTRY SYSTEMS

The organisation of the Editing and Coding Cells was discussed. The present position was reviewed on the basis of the instructions regarding the organisation of these cells. The review indicates the following position.

1. Andhra Pradesh

The Editing and Coding Cell is now located in one building but may have to be distributed among two. With regard to the Houselist records the work is over and these records are ready for despatch to DDE Station at Jaipur.

2. Bihar

The Editing and Coding Cell will be in two locations. One at Patna and the other at Hazaribagh. The Houselist processing is over and the records of 14 districts have been sent to Chandigarh, 8 sent to Bombay and 9 are ready for despatch to Bombay.

3. Gujarat

The Editing and Coding Cell is distributed in two units at Ahmedabad and Baroda. In Ahmedabad the units is in one building. Editing of the Houselist is over and the coding would be over by mid-June. The records will be handled at Ahmedabad itself.

4. Haryana

The Editing and Coding Cell is located in one building. The processing of the Houselist is over and the records have reached Delhi where these will be processed.

5. Himachal Pradesh

The Editing and Coding Cell is located in two buildings. The entire processing of Houselist is over and the records have been received in Delhi where these will be processed. It was indicated by the DCO that the editing staff was in one building and the coding staff in another. It was suggested that in the interest of records safety and management the Editing and Coding Cell should be completely located in the same building preferably, or in any case even if split into two units the editing and coding staff for a given set of records should be in the same building.

6. Jammu & Kashmir

The Editing and Coding Cell is likely to be located in Srinagar and Jammu. The processing of the Houselist is not over. The work of processing of the Houselist of J&K is allocated to Chandigarh. It was noted that only half of the work was completed. The DCO was particularly requested to ensure that the work is completed expeditiously.

7. Karnataka

The Editing and Coding Cell is located in one building. Processing of the Houselist is over and the records for 13 districts have been received in Delhi and that of 6 districts are ready for despatch to DDE Station at Bombay.

8. Kerala

The Editing and Coding Cell is in three units located at Kottayam, Trichur and Calicut. The processing of the Houselist is over and records despatched to Ahmedabad.

9. Madhya Pradesh

The JD (EDP) indicated that the processing of the Houselist of only three districts is over so far. The records will be sent to Chandigarh for processing. Director will be requested to report in detail in due course.

10. Maharashtra

The Editing and Coding Cell is located in three places, namely, Chembur, Dharavi and Bandra. The editing and coding of the Houselist is over and the records will be processed at Bombay itself.

11. Manipur

The Editing and Coding Cell has been set up in two places which are close by. The Houselist of only six charges remain and will be completed by Mid-June. The records will be processed in Delhi.

12. Meghalaya

The Editing and Coding Cell is located in two places. Processing of the houselist is over and records received in Delhi.

13. Nagaland

The Editing and Coding work is assigned to the office of the Registrar General, India. The editing and coding of the records is over after the receipt of records.

14. Orissa

The Editing and Coding Cell is now established at Cuttack and will continue here. It is likely, however, that half of the Cell would have to be established at Bhubaneshwar. In effect it is likely that the Cell will be set up as one unit in Bhubaneshwar and one unit in Cuttack the latter in two places which are close by. The Houselist records have been processed and despatched by train to Delhi for onward transmission to Chandigarh where these will be processed.

15. Punjab

The Editing and Coding Cell is located in one building. The processing of the Houselist records is over and received in DDE Station at Chandigarh.

16. Rajasthan

The Editing and Coding Cell is located in four buildings in the same area and it is likely that an additional building may be required. The editing and coding of the Houselist is over and these records will be processed in the DDE Station at Jaipur.

17. Sikkim

The Editing and Coding work is being established at Gangtok. The Houselist processing is not yet over and the records are yet to be received. Originally the records were to go to Ahmedabad but not these will be sent to Delhi. The DCO will be requested to forward a special report on this.

18 Tamil Nadu

In view of shortage of space, the Editing and Coding Cell will be located in one building and the work got done by the adoption of two shifts. The processing of the Houselist records is over and the records have already reached Delhi.

19. Tripura

The Editing and Coding Cell has been established to the extent of two-third taking into consideration the workload. It is located in two places. Processing of the Houselist records is over and schedules have been received in Delhi.

20. Uttar Pradesh

The Editing and Coding Cell is located in seven places. Processing of the Houselist is over. The records of all the districts have been received in Delhi.

21. West Bengal

The Editing and Coding Cell is now located in one building but an additional building may be required. Processing of the Houselist will be completed by June end and records sent to Ahmedabad for processing.

22. A. & N. Islands

The Houselist processing has been done in the office of the Registrar General, India, and the work is over.

23. Arunachal Pradesh

Same as in A & N Islands.

24. Chandigarh

Same as in A & N Islands.

25. Dadra & Nagar Haveli

Coding and editing will be handled by Gujarat Directorate. Processing of Houselist is over.

26. Delhi

The Editing and Coding Cell is located in one building. Processing of the Houselist is rather slow and has been completed only for 10 charges. The DCO has been requested to furnish a special report on this. After processing the Houselist, records will be sent to DP Division for processing.

27. Goa, Daman & Diu

The Editing and Coding Cell is located in one building. The editing and coding of Houselist pertaining to Goa district is done by DCO Goa, Daman & Diu and that of Daman and Diu by DCO Gujarat. The processing of the Houselist is over and the records will be processed at DDE Station at Ahmedabad.

28. Lakshadweep

The Houselist editing and coding is allocated to DCO Kerala who will send these records to the DDE Station at Ahmedabad.

29. Mizoram

The Houselist processing has been done in the Registrar General's office and the work is over.

30. Pondicherry

Same as in Mizoram.

After review of the position, certain general issues were discussed. A point was made as to why a large number of codes were adopted for languages and religions. It was explained that one of the essential purposes was to determine or identify new social movements or language trends and that is why a large number of codes were adopted. It was clarified that the code "999" was not meant to mask identity but in effect under "999" a list of unclassified returns was required. In other words if an unclassified return is noticed, while it may be given the code "999" it was clarified that it **[must be listed and forwarded under the instructions to either DRG(SS) in the case of religions or ARG(L) in the case of languages.]** The DCOs were particularly requested to clearly indicate to the staff the treatment of such "unclassified" entries.

With reference to transport arrangements for movement of records it was clarified that entirely depending on local circumstances transport by road would be most convenient and safe. However, irrespective of the method of transport it was emphasised that records should never be sent unaccompanied. The Directors were advised to finalise standing contracts for transport.

It was also clarified that the individual slip pads and the household schedule books of a concerned area would go together to the Editing and Coding Cells from the RTO's. The Editing and Coding Cell will, however, forward the records to the DDE Stations depending on sequence, storage capacity, *etc.*

To the extent possible, the racks in the Regional Tabulation Offices can be shifted to the Editing and Coding Cells for use since, as and when records are forwarded to the latter units, racks would not be used in the RTO's.

AGENDA ITEM 3

PREPARATION OF SITES FOR LOCATION DDE STATIONS

The position with regard to preparation of sites for setting up of the DDE Systems was reviewed. The review indicated the following :—

1. Andhra Pradesh

The civil work is in progress. The difficulty with regard to electrical load was being looked into and it was likely that the entire work will be over by July. It was mentioned that the sanction for the building has not been issued. DRG(I) was requested to follow this up.

2. Bihar

The building has been taken possession of and the work has to start. Sanction for hiring of the building has not been issued. DRG(I)/Director (EDP) were requested to review the position.

3. Gujarat

The units have been set up and are in operation except for two terminals. DD(EDP) indicated that spares had already been supplied and these were expected to be operational soon. Director (EDP) will review the position.

4. Assam

The current thinking regarding the setting up a unit at Gauhati was indicated. It was decided that the Registrar General, India would take a decision on this.

5. Karnataka

Civil works are over. The DCO indicated that electrical works are held up despite his efforts. DD(EDP) was requested to take this up coordinating with the Chief Engineer

and get the work done expeditiously. Director (EDP) will please follow this up.

6. Kerala

The civil works are in progress. The DCO indicated that the ECIL would be suggesting certain revisions in the electrical systems. This may be awaited.

7. Madhya Pradesh

The civil works are in progress. Director (EDP) may review the position with regard to electricals and completion of the work.

8. Maharashtra

The installation is going on. DD (EDP) indicated that the units were being tested and that no particular difficulties were envisaged. Director (EDP) may ensure that the units are in operation quickly.

9. Orissa

It was indicated that the units will be set up at Bhubaneshwar on the ground floor and the civil works are likely to start soon. It was indicated that the work will be completed by August. Director (EDP) was requested to review and follow up. The units will be located at Bhubaneshwar.

10. Rajasthan

The civil works are over except painting and air-conditioning is also completed. Voltage stabilisation appears to be a difficulty and the DCO explained that this should be sorted out with the CPWD and the Rajasthan Electricity Board authorities. Director EDP was requested to look into this matter to ensure that the work is completed in all respects quickly.

11. Tamil Nadu

Civil works are going on and air conditioners have arrived. The DCO expects the work to be over by July.

12. Uttar Pradesh

The civil and electrical works are expected to be completed by June. Director (EDP) will please follow up to ensure that this site is ready quickly since five systems will be located here.

13. West Bengal

Civil works are to commence soon since the regular supply of power has been assured. Director (EDP) would have to review the position.

14. Chandigarh

Units have been installed. The DCO indicated that some of the terminals have not been functioning satisfactorily. Director (EDP) would have to look into this urgently. In particular the DCO felt that the response from the maintenance agency was not quite satisfactory. This is an aspect that Director (EDP) would have to look into.

After this review certain general issues with regard to the setting up of the DDE stations were discussed.

It was suggested that a meeting of the DCOs may be held so that they may be exposed to the principles of computerisation, the use of such equipment in data processing *etc.* The Registrar General indicated that the possibility of holding such a meeting was being explored.

The question of maintenance was discussed in detail. It was clarified that during the warranty period the supplying firm would maintain the equipment and thereafter it was likely that the Computer Maintenance Corporation of India (CMC India) would be responsible for maintenance. However with regard to the maintenance of the airconditioners the electrical fittings and the civil works it was felt that the possibility of entering into maintenance contracts with the CPWD for electrical and civil works should be explored, while for airconditioners, the stabilizers and associated equipment one could explore the possibility of maintenance contracts of reputed firms who carry out such maintenance. It was suggested that the possibility of CMC India looking after the electricals may also be explored. This would be considered by Registrar General, India.

The delays in verification of character and antecedents procedures were discussed. It was mentioned that the appointments in the DDE units were on pay scales and that, therefore, such procedures would have to be followed. To ensure that the staff are in position quickly it was decided that these appointments should be made on provisional basis with a clear indication of this in the appointment order itself after which verification of character and antecedents would be carried out. It was also clarified that the medical examination cannot be dispensed with and must be gone through before appointment.

The conditions of appointment were discussed and it was decided to relax the graduation clause which now specified certain subjects. After discussion it was decided that while the graduation clause would be maintained as such, there would be no specification of subject and that any degree with science or arts subjects or commerce could be accepted.

AGENDA ITEM 4

ORGANISATION OF THE TABULATION OFFICES FOR THE PCA

The Organisation of the Tabulation Offices for the generation of the PCA was discussed. No particular difficulties were noticed but certain general issued were raised. These issues were either clarified or certain decisions were arrived at as indicated hereafter.

It was felt that the office of the Registrar General, India, should indicate the number of copies of the PCA which are needed very quickly so that necessary arrangements may be made by the DCOs. GRD(CT) will look into this matter immediately.

The question as to when the figures of the PCA can be treated as final was discussed. The Registrar General, India indicated that the final figures can only be considered as authentic after confirmation of these figures has been conveyed by the Registrar General, India to the DCO concerned. In other words, after the finalisation of the PCA, the information incorporated in PCA would be conveyed to the Registrar General, India who after necessary scrutiny will confirm the figures for the state and the districts. In turn, the DCO will treat the figures below the district level as confirmed. It is at this stage that the figures can be considered as final and made available to the State Government if necessary. Under no circumstances, however, should placemeal information be made available. The Registrar General, India reiterated

the point that till the entire PCA work is over it cannot be considered that the figures are confirmed at any level and that, therefore, no figures should be released till then.

It was suggested that the registration in the employment exchanges of fixed pay staff should be continued. This is to ensure not merely their continuing in the employment exchange rolls but also maintenance of their seniority. This matter has to be taken up with the Director General of Employment and Training. The Registrar General, India, said that he would do so.

It was also suggested that the absorption of the staff by the State and Central Governments should be taken up. It was clarified that this matter would be taken up a little latter because if this is taken up now, it would probably lead to indiscipline, go slow tactics, *etc.* The Registrar General, India, indicated that he would take this matter up a little latter at the appropriate time.

The Registrar General, India, invited attention to his recent letters regarding the need for developing systems for controlling the quality of the PCA. In this connection he reiterated that the devising of control sheets, movement registers of records, *etc.* were entirely up to the DCOs but that it was essential to specify such formats if this has not already been done.

The Registrar General, India, reiterated the point that inspection units should be established at the appropriate level so that the DCOs may have a feedback as to the types of errors, *etc.* so that before the work progresses considerably these could be taken care of.

The Registrar General, India, desired that each of the RTOs should have the District Census Handbook of 1971 to enable them to compare the village-wise results obtained in 1981 Census with those of the 1971 Census. In case of large variations, the Deputy Director in charge of the RTO should make thorough study of the situation and make sure about the reasons for large variations.

A point came up whether a post that fell vacant should be filled up or not. It was indicated that if such vacancies arose after October 1981, the Director would have to take a conscious view whether he should or should not fill these up depending on the progress in the work and the progress in preparation of the PCA itself. Generally speaking, it was felt that such vacancies should not be filled up so that the strain of retrenchment to that extent could be minimised.

The Registrar General, India, indicated that the reduced norms per block were well within manageable limits. In other words a norm of about four days for an average block seems quite sufficient as against the earlier liberal norm suggested by the office of the Registrar General, India. However, the Registrar General emphasised that there should be no attempt to pressurise Tabulators to complete the work very fast and that one should discourage a race between tabulation offices for completion of the work.

Some of the DCOs indicated that they had not received copies of the tabulation plan. DRG(I) was requested to look into this and to make available sufficient copies to the DCOs concerned.

A specific point was raised by the Director of Census Operations, Tripura, regarding recruitment having to be guided by the reservation policies. It was clarified that in the case of fixed pay staff no reservation quota was required to be maintained.

AGENDA ITEM 5

REVIEW OF EXPERIENCE AND SUGGESTIONS FOR AMENDMENTS OF ACT

The RGI introduced the subject by mentioning that the experience of the 1981 Census clearly indicates that the Census Act requires considerable strengthening if the operations have to be smoothly conducted next time. The note which was circulated was considered along with suggestions received from some of the DCOs. Among the main issues were the following :—

1. It was strongly felt that the Act should provide protection for all acts taken in good faith by the census functionaries.
2. It was urged that the Act should provide for protection of service rights such as promotions, *etc.* along with the suggested provisions that census officials should not suffer any disability in their regular service. It was mentioned at this stage that the change of designation of the Directors of Census Operations may also be considered.
3. It was felt that the authority under Section 6 and 7 as also the authority regarding filing of complaints should be vested in all census officers including the DCOs.
4. It was suggested that Section 4 may provide for the State Government appointment the DCOs and others on the parallel of the Chief Electoral Officers. However, on discussion, it was considered desirable to retain the present independence.
5. It was suggested that tabulation may be specifically mentioned as part of the census process with an indication that this will be the responsibility of the Central Government.
6. With regard to Sections 15 and 17 it was strongly felt that these should not be amended or in any case these should not provide for making information available very freely since this may destroy public confidence in the confidentiality clauses of the Act. It was agreed that this should be gone into further.
7. A point was made whether under Section 8 there should be a compulsory notification by the State Government. It was felt that the Act or rules may provide for the State Governments

republishing the Central Government notifications as provided for in certain other enactments.

8. It was urged that the preamble should cover surveys such as the PEC/CES.
9. It was suggested that Section 16 should be split into two clauses to bring out clearly the responsibility of the local authority with regard to house numbering and the census and separately with regard to entry to premises in the local authority area.
10. With regard to Section 11 it was felt that the powers which can be delegated to the Executive Magistrates should be delegated to the *Directors and other appropriate census authorities*. At present various functionaries are declared as Executive Magistrates for specific purposes as during the elections. A similar procedure should be envisaged during census operations. If necessary, this vesting of powers could be limited to specific areas over a specific period of time.
11. With a large number of special areas now being enumerated separately it was felt that Section 6 and 7 may need amendments to specifically mention para-military and similar organisations. Alternatively, it was felt that these sections may be suitably worded and that the rules may provide for the variety of organisations and their areas which should be covered.
12. It was felt that the Act should specifically provide for the respondent being able to see and sign the Individual Slip. This was discussed in detail and it was felt be preferable to permit this rather than be incorporated in the Act itself. Incorporation in the Act could also lead to further demands for copies, *etc.* which would destroy the confidentiality provisions of the Act so far as they relate to production of these documents in legal proceedings.
13. With the amendment of Section 12 it may be necessary to consider consequential changes in Section 14 also.
14. It was felt that certain types of offences under the Act, specially while in training and in field operations, should be made cognisable as in elections.
15. It was felt that the limits of fine and/or imprisonment should be of a sufficiently high order so that this acts as a deterrent. The census authority should operate under the penal provisions in case they are vested with the powers of the Executive Magistrates.
16. The possibility of introducing penal provisions to cover cases of non-compliance of instructions by local authorities was urged.

The suggested introduction of a provision for requisition of vehicles and premises was felt essential. The general provisions in the Election law were felt to be appropriate but it was also suggested that the authorities for fixing of rates and rents may be indicated either in the Act itself or in the rules.

The sharing of the cost of the census was discussed. While this would doubtless reduce the burden on the Central Government it was felt that this is an aspect that needs further consideration and that probably the sharing of the cost is best left to internal discussions between the Centre and the States. It was also noted that the census was a central subject under the Constitution and that the financial rules at present provide for the Centre meeting the expenditure including that incurred by the State on this activity. Then the merit of continuing the present system was discussed and it was felt that if sharing is statutorily imposed the State Governments may then insist on introduction of their town questions and that if sharing at that stage is not agreed to or the quantum is lowered the State may lose interest in the work. It was recognised that these were valid arguments and at this point of time it was felt that the present system may continue without statutory introduction of such a system of sharing of expenditure.

AGENDA ITEM 6

ARRANGEMENTS FOR PREPARATION OF PART IIA AND DISTRICT CENSUS HANDBOOKS

The preparation of Part IIA and DCHBs was discussed.

The treatment of village Borra which was a case in point with reference to Andhra Pradesh and Orissa was discussed and it was felt that this should be gone into separately with the DCOs concerned.

It was clarified that in the case of the maps in the DCHBs the village boundaries should be as representative as possible and that the comparative size of the village in relation to its area should be properly checked to avoid mistakes so that villages with smaller areas are not indicated as bigger than villages with larger areas. Such obvious cases would have to be corrected. It was also felt that the possibility of giving all State/All India PCA in Part IIA of each State should be explored.

A point was raised that the names of the districts as communicated do not always tally with the view of the State Government. This matter was discussed and it was noted that so far as the names of the villages and of taluks (police stations/community development blocks) are concerned these should be as indicated by the State Government. In other cases the names of districts as specified by the Survey of India will be adhered to. However, wherever, the DCOs felt that this would cause some difficulty, that were requested to indicate their views separately for consideration.

It was suggested that the spelling variations may be crossed-checked with the 1971 District Census Handbooks and some examples may be given for the

readers benefits of changing the spellings in the fly-leaf.

On a review it was noticed that the State Governments of Meghalaya, Tamil Nadu, Madhya Pradesh and Arunachal Pradesh have not yet confirmed the meeting of the expenditure on the DCHBs. The DCOs concerned were requested to follow this up.

AGENDA ITEM 7

PREPARATION OF ADMINISTRATION REPORT

The preparation of the Adiministration Report was discussed and its importance was reiterated. It was clarified that the Administration Report would have to be a self-contained volume and must include the gist of the instructions, the more important circulars and letters issued from the office of the Registrar General, India, and by the DCOs, etc. so that the utility of the volume is assuerd. However, a point came up whether the instructions as such should be completely reproduced in the Administration Report of every State and Union Territory. It was felt that since the instructions have been translated into local languages in most cases it would be useful to include both the English and the language version in the Administration Report in full so that future reference would be possible. Experience has indicated that copies of instructions are often difficult to get and that one has to fall back on the Administration Report for such instructions. It was, therefore, clarified that the Administration Report must contain the instructions in full both in English and in the local language concerned wherever such translation had been made. In other words, the instructions of the houselisting operations and the enumeration itself must be given fully. The instructions of the enterprise list need not be included though a gist may be given for the interest of the reader.

Apart from the volume referred to in printed form, it was reiterated that all relevant material in as detailed a manner should be compiled made up of circulars, important letters, *etc.* and maintained as guard files in multiple copies. In other words, this would consist of circular files, guard files, *etc.* In the Administration Report it would be worthwhile making a reference to the availability of such material.

It was also clarified that on similar lines a Tabulation Report would have to be drafted at the appropriate time for which instructions would be issued in due course.

AGENDA ITEM 8

PRINTING OF CENSUS PUBLICATIONS

The Printing of census publications was discussed. The attention of the DCOs was invited to the notes circulated on this matter (Annexure-II). The procedures were discussed in detail and it was emphasised that these procedures as indicated in the note circulated at the conference should be adhered to. Other issued with regard to printing were also discussed. A request was made that the number of copies for each series should be indicated and the Registrar General, India said that this would be done.

The revision of the free mailing list was also discussed. The DCOs were requested to do so on their own taking into consideration the existence of new institutions and experts to whom copies should be made available, *etc.* In this connection it was stated that an indication would be given by the RGI in due course of the number of free copies which the DCOs could distribute on their own on the basis of the free mailing list. In fact the free mailing list itself would depend on this number. It was also mentioned that in drawing up the free mailing list it was not necessary to send all publications to every person and that selective free mailing list should be made taking into consideration the specific interest of organisations and individuals.

Another point that was made was whether multiple copies of DCHBs and all publications of each State/UT should be held by every office. It was stated that the organisation owed a duty to the public and the expert user to hold material of the entire country in each of the offices. In other words, it was necessary that every Directorate has a complete set of the material of the other States/UTs. The Part IIA, the Administration Reports, one copy of every District Census Handbook should necessarily be available in the Directorates for reference and use. It was appreciated that multiple copies were not necessary. In organising despatch when publications are brought out this may be kept in view. This would imply that every DCO is on the free mailing list of the other DCOs.

A problem in the presentation of maps in the DCHB was raised. The question was whether maps could be so printed, specially those that indicate village boundaries, as to be clear which would mean that some maps may have to be of a larger size with a fold. ARG (Map) explained that there were certain rules on this matter. The Registrar General, India said that he would go into this matter in consultation with the ARG (Map) and clarify the position later.

AGENDA ITEM 9

OTHER ITEMS

The reporting of the PCA progress was discussed. The RGI invited attention to the format of the report which *has* recently been circulated and requested that these reports should be sent promptly. It was clarified that in case there is any initial difficulty with regard to providing figures in col. 8 of the format relating to "provisional population", the first reports need not be held up on this account and this column may be left blank if necessary at this stage. At this point it was also indicated that apart from the progress report itself, the DCOs would doubtless be ensuring that there is constant monitoring of progress by them also.

The pendency of the 1971 publications was discussed It was indicated that if the 1971 Portrait of Population has not been brought out it is not necessary to do so now and that it would be a better idea to prepare a Portrait of population on the 1981 Census results merging therein the information relating to 1971 to the extent necessary. The preparation of the Portrait of Population for 1981 was also discussed and it was generally felt that this should be published as quickly as possible. It was, therefore, decided that, on the basis of the PCA results, the DCOs would draft a Portrait of Population. No specific formats are being specified since it was felt that by and large the 1971 pattern was suitable since this would be a general narrative description of trends.

The preparation of the Administrative Atlas was discussed. It was reiterated that the main issue would be to ensure that copies of the maps are available on the basis of the printing for the DCHBs. It was considered that the volume was useful and it was decided that such a volume brought out despite the fact that there is no specific reference in the publication plan to this column.

The general instructions relating to mapping were discussed. It was indicated that detailed instructions would follow but broadly the procedure would be as follows :

(a) The base maps, with the originals of the district/tehsils (Police Station, block, *etc.*) which are long the international border or coast line will have to be forwarded to the office of the Registrar General, India, for obtaining clearances from the Survey of India.

(b) The maps may be sent as quickly as possible.

(c) Five ferro-print copies of these maps should be sent with the original maps indicated.

(d) At the time these maps are printed, scrutiny will still have to be done at the proof stage. At this stage, 5 proof copies with the original would again have to be sent for clearance by the Survey of India. These maps will be sent to the office of the Registrar General, India for action.

(e) The maps referred to earlier will be certified as indicated in the instructions at the usual level, namely by the Tehsildar, Sub-divisional Officer, Settlement Department,, *etc.* This certification will, as indicated in the standing instructions be on the original.

(f) The maps of the districts/tehsils, *etc.* which do not lie on the international border or coast line need not be sent to the office of the Registrar General, India. However, even in these cases, the DCOs must get these certified by the appropriate level referred to earlier with regard to their validity.

The staffing pattern of the Directorates during the intercensal period was generally discussed. It was felt that attention would have to be paid to the optimum staffing pattern since it would be desirable to avoid either excessive staff at various elevels inconsistent with the workload or too little staff at critical levels. in order to have a basis for coming to decisions on the staffiing pattern for each of the Directorates it was considered desirable to set up a committee which would go into this question. After discussion, the membership of the committee was decided as follows :—

1. Sh. B. B. Lal, DCO, Bihar.
2. Sh. A. R. Nanda, DCO, Orissa.
3. Sh. A. P. Muthuswami, DCO. Tamil Nadu.
4. Sh. Ravindra Gupta, DCO, Uttar Pradesh.
5. Sh. R. S. Chhaya, DCO, Gujarat.
6. Wg. Cdr. B. B. Adlakha, Director (EDP).
7. Dr. M. Holla, DRG (VS).
8. Sh. V. P. Pandey, DRG (I).
9. Sh. K. K. Chakravorty, DRG (CT).
10. Sh. N. G. Nag, DRG (SS).
11. Dr. B. K. Roy, ARG (Map).
12. Sh. S. Rajagopalan, Dy. Director.

Shri B. B. Lal, DCO, Bihar will be the Chairman and Shri Rajagopalan, Dy. Director will act as Member Secretary. Since considerable material is already available on this issue in the office of the Registrar General, India it was decided that the Member Secretary will make this material available in a consolidated manner to the Members after which the committee would meet. It would be convenient if the committee met in Delhi but it is free to meet elsewhere also. The committee's report should be ready in 3 months time. It was decided that a formal letter will be drafted indicating the scope of the work in this committee.

The question of making available calculators for the regional offices was discussed. While a view was expressed that these would be very useful, the general feeling was that they would not be used properly and that these may not be very essential. It was decided that the optimum supply would be one desk calculator per RTO. After the tabulation is over these would have to be shifted to the headquarter of the DCO for use therein.

The Registrar General, India requested to DCOs to issue necessary instructions to their headquarters Deputy Directors regarding prompt acknowledgement of letters, attention to wireless messages, telegrams and such important communications. He mentioned that quite often repetitive messages using emergency communication systems seen necessary which was unfortunate and that this situation must be avoided.

The printing backlog of 1971 was discussed. The Registrar General, India, indicated that those DCOs who had not yet sent the statement in the prescribed format may please do so urgently. It was also stated that based on the formats forwarded by some of the DCOs. An indication would be given regarding what publcations need to be followed up and what could be dropped. Separate communication would follow.

It was noted that records sent by rail sometimes get lost. It was decided that all records irerspective of quantity at a given point of time would invariably be sent through a messenger and would never be sent unaccompanied.

It was also decided that when the records are sent from RTOs to Editing and Coding Cells and from the Editing and Coding Cells to DDE stations an advance notice of atleast 10 days should be given to the DCO concerned and the records should be sent accompanied by a messenger. Before sending the records a detailed inventory of the schedules *etc.* being sent should be prepared in duplicate. One copy should be retained by the receiving office and other returned to the office from which the records are received.

The RGI indicated that the special tabulations in the case of Scheduled Castes and Scheduled Tribes was being considered and that a separate communication would be sent on this matter in due course.

The post tabulation conference of Directors was considered desirable and DCO, J&K was requested to consider the possibility of organising such a conference in may, 1982.

In the context of the Regional Tabulation Offices being manned by officers on deputation and by departmental officers it was considered necessary and desirable to provide some exposure to these officers regarding the organisation and work in other RTOs. In order to be able to do so it was decided that 5 regional meetings will be organised.

The disposal of unused forms was discussed with particular reference to the blank Houselist, Enterprise Lists, Individual Slips and Household Schedules. It was decided that following procedure will be followed in this matter :

(a) The blank forms will be disposed of by calling for quotations.

(b) Disposal will be only by shredding or pulping. In case the material is pulped it would have to be torn initially.

(c) An account will be kept of the quantity destroyed or disposed of as the case may be and will be forwarded to the office of the RGI ultimately.

(d) The pulping or shredding will be under the personal supervision of a gazetted officer preferably. In any case, personal responsibility will be assigned to the officer concerned by the DCO.

It was indicated that for the reference of the DCOs extracts from the notes prepared in the office of the RGI regarding workers/non-workers would be forwarded.

The Registrar General, India indicated that due to delays in setting up of the DDE stations, priority would have to be assigned to the processing of the 5 per cent records. He indicated that till further communication, no further movement of records, including Houselist should take place. It was indicated that a detailed communication would follow on this shortly.

In order to be able to ensure that the processing of the 5 per cent records proceeds according to the schedule with adequate priority it was stated that the DCOs who have not yet completed the 5 per cent processing will immediately indicate when this would be over so that the reallocation of work among the DDE stations could be decided.

The RGI indicated that the sanction of the staff for the second shift would be taken up immediately and that preliminary work for selection of staff would be commenced. DCOs were requested to take action towards this end.

The DCOs sought instructions on the disposal of the filled in Houselist with particular reference to the second copy which is now at the charge level. It was mentioned that instructions would follow on this shortly.

It was suggested that old publications which were available in multiple copies should not be destroyed but will be given away free to institutions if necessary. This was particularly important because the Publications Office has made reference regarding this matter. This was agreed to.

The possibility of providing data on the basis of the Development Block was discussed. It was indicated that a request to this effect had been received from the Rural Construction Ministry, Government of India. It was noted that there was no uniform demand regarding this matter and that, in any case we would have to provide data on the administrative levels for elections and other purposes. In other words, the data now furnished above the village level would continue to have to be presented at the tehsil (taluk, police station, *etc.*) level. If a State Government were to press for presentation of data on the basis of any other area jurisdiction we may do so in manuscript form and pass it on to the State Government for printing or other use. It is possible to generate this data since in any case individual village PCA is available.

A point was raised that it would be of great advantage in the Hindi speaking states, the name of the village in the DCHB could be given both in English and Hindi. This would have to be in conjunction with the headings being both in English and Hindi at the beginning of each table. This point was discussed and it was agreed that this would be a useful innovation since in any case international numerals would be used whether the book is printed in Hindi or English and the adoption of this system would save considerably on printing cost. However, it was suggested that fly leaves or analytical portion may be in two separate lots, one in English and the other in Hindi and that these may be distinct so that reference and use is easier.

With regard to social studies it was indicated that the DCOs had been requested to take up one or two special studies depending on their interest and time at

their disposal. It was also indicated that two rural based crafts should be considered for detailed study. The DCOs were requested to consider this matter and to indicate their views about the particular crafts in terms of economic importance *etc.* In the case of village studies it was noted that a large number of studies are yet to be completed and that it may be worthwhile to consider how the data already collected could be updated and used through quick surveys.

The fact that the census operations almost totally depend upon liaison with the Stage and Union Territory Governments was recognised and it was felt that with the passing of time this would become more and more difficult unless the relative levels of the Census Commissioner and the Directors of Census Operations were adequately raised in relation to the decision making levels in the State and Union Territory Governments. In other words, there would appear to be advantage in raising the level of the DCOs in the States to that of a Secretary of the State Government and of the Census Commissioner to that of Additional Secretary/Special Secretary in the Government of India so that these levels can more effectively establish liaison with the decision making levels in the State and Union Territories.

The Conference reviewed in brief the progress in regard to the conduct of the SRS half-yearly surveys for the period January-June, 1980 and July-December 1980. It noted that in a majority of States, the position in regard to the completion of the half yearly surveys for the period July-December, 1980 was far from satisfactory. The Directors were requested to complete the pending half-yearly survey well in time so that the next half-yearly survey due in July 1981 could be taken up in July itself. It was also mentioned that the office of the Registrar General, India is committed to supply the vital rates to the Planning Commission in time. It was therefore necessary to complete both the half-yearly surveys for the year 1980 in the old as well as additional SRS sample units as quickly as possible to enable release of statistics well in time. The need to have effective supervision of the work of the SRS enumerators and computor-supervisors was recognised. It was suggested that the tour programme of the computor-supervisors may be drawn up well in advance for the next half-yearly survey due in July 1981 and the staff of the levels of SA/Investigator/TO/ADCO/DDCO may be sent to the field for supervision during the half-yearly survey. The Directors were also requested to place at the disposal of the state implementing agencies the services of the computor-supervisors for the half-yearly survey well in time.

The conference discussed in brief the replacement of the old sample units. In this connection it reviewed the progress in regard to the receipt of the list of the villages and urban blocks based on 1981 Census with a view to enabling drawing of fresh sample units. Those states which have not yet sent the 1981 Census frame were requested to expedite the supply of the list of villages and urban blocks.

It was also stressed that the services of the Investigator, appointed under Model Registration Scheme-survey of cause of death are to be placed at the disposal of the State implementing agencies.

Conclusion

After consideration of the agenda and the other issues which were raised, the Registrar General, India, thanked Shri Ravindra Gupta, Director of Census Operations, Uttar Pradesh for the great pains that he and his colleagues had taken in organising the conference and in ensuring its success. On behalf of the Directors and on behalf of the headquarters, the Registrar General tendered whole-hearted thanks to Shri Ravindra Gupta and his colleagues. The Registrar General, India, also made a particular mention of the help received from the State Government, the Chief Secretary, the corporations and other institutions and other senior officials.

On behalf of the Directors of Census Operations Shri S. S. Jaya Rao, Director of Census Operations, Andhra Pradesh, thanked the Registrar General, India for calling the conference and he went on to say that the Census of India 1981 would stand out as among the best in the census history of the country. He also thanked Shri Ravindra Gupta for the elaborate arrangements made for the conference and he mentioned that the participants were carrying away with them happy memories of the conference. Shri Ravindra Gupta in his concluding remarks thanked the participants for the kind sentiments expressed.

ANNEXURE I

Programme for the Conference of Directors of Census Operations held at Naini Tal, 28-5-81 to 30-5-81

THURSDAY, 28-5-1981

Morning Session

(10.00 a.m. to 1.00 p.m.)

1. PEC/CES—Review of operations coding and editing of PEC/CES records.
2. Organisation of edit and coding cells for preparation of records for data entry.
3. Preparation of sites for locations of regional stations.

Evening Session

(2.30 p.m. to 5.00 p.m.)

4. Organisation of the Tabulation Offices for the PCA—Staff appointments, training, storage of records, flow of records, checking of totals, writing-up of the PCA *etc.*

FRIDAY, 29-5-1981

Morning Session

(10.00 a.m. to 1.00 p.m.)

5. Review of census experience and suggestions for amendment of Act.

Evening Session

(2.30 p.m. to 5.00 p.m.)

6. Arrangements for preparation of Part IIA and District Census Handbooks.
7. Preparation of Administration Report.
8. Printing of Census publications.

SATURDAY, 30-5-1981

9. Other items.

ANNEXURE II

Printing of Census Publications

As per rules of the Government of India, all printing work of the Central Government has to be executed through Govt. of India presses. The job is to be assigned to the GOI presses through the Directorate of Printing. The GOI in the Ministry of Works & Housing have delegated powers to the Registrar General, India and the Directors of Census Operations to the effect that if a job is extremely urgent, the Registrar General, India or the Director of Census Operations are authorised to get these jobs executed through the State Govt. Presses, failing that through suitable private presses in consultation with their competent and administrative financial authorities. However, for non-emergent jobs, the Registrar General, India and the Directors of Census Operations are required to approach the Directorate of Printing for getting their jobs done through GOI presses. In case the Directorate of Printing are unable to get the job executed through GOI press, they issue a no objection certificate whereafter a job can be got executed through a State Government press and failing that through a private press on the basis of competitive rates.

2. In view of the massive Printing workload which will fall on the organisation for bringing out the Census publications, it is felt necessary that a well defined drill should be laid down for execution of the printing jobs so as to minimise the delay involved in bringing out these Census publications. It is obviously desirable that the census data which have been collected in the field after enormous expenditure and which has been further processed on the computer or through desk match at substantial cost should be made available to the data users as quickly as possible. The procedure suggested below is designed to eliminate all unnecessary steps and unnecessary correspondence between the Directorates of Census Operations and the office of the Registrar General, India on one hand and between the office of the Registrar General, India, and the Directorate of Printing on the other. In view of the powers delegated to the Registrar General, India and the pre-conditions under which these powers can be exercised, the procedure underlined in the subsequent paragraphs is suggested for consideration :—

Assigning a job to a Government of India Press

3. The Directorates of Census Operations, Punjab, U.T. Chandigarh and Haryana are free to approach the Government of India Text-book Press; Chandigarh or U.T. Press, Chandigarh for printing of their publications. Similarly, the Directorates of Census Operations, Himachal Pradesh is at liberty to approach the Manager, GOI Press, Simla for publication of his job. Likewise, the Directorates of Census Operations, Delhi, Maharashtra, Tamil Nadu, Kerala, West Bengal and Sikkim are at liberty to approach the Manager GOI Presses Minto Road/Ring Road, New Delhi/Faridabad, Nasik, Coimbatore, Koratti, Santragachi, Howrah/Temple Street, Calcutta and Gangtok respectively for printing of their publication. In case the Manager, GOI press undertakes the job of printing, the manuscript may be assigned to his press for printing. In case, however, the GOI press insists that he will accept the job only on it being assigned by the Directorate of Printing, the manuscript should be sent along with suitable covering letter to office of the Registrar General, India for taking up the matter with the Directorate of Printing.

4. The Directorates of Census Operations in States other than those mentioned above may send their manuscript along with specific instructions, if any, to the office of the Registrar General, India who will place formal requisition to the Directorate of Printing for printing of the publications.

5. It may be desirable for the Directorates of Census Operations to simultaneously sound the State Government presses in their respective State Capital or in nearly places whether these presses will be in a position to take up any specific job on the basis of their scheduled rates.

6. On receipt of the manuscript from the Directorate of Census Operations, the Printing Cell of the office of the Registrar General, India will prepare formal requisitions and arrange to get the concerned manuscript along with the formal requisitions delivered to the Directorate of Printing. It will be the endeavour of the officer of the Registrar General, India that the Directorate of Printing earmark the manuscript for printing to a GOI press located near the headquarters of the Directorate to which the manuscript relates so that unnecessary expenditure on payment of TA/DA and absence of the staff from the headquarters could be minimised.

Printing through private presses

7. If the Directorate of Printing expresses their inability of the rates tendered. It has been the practice in the office of the Registrar General, India will inform the concerned Directorate of Census Operations accordingly and will suggest to the Directorate that the State Government press may be requested to undertake printing of the publication on their schedule of rates.

8. In cases where neither the Directorate of Printing nor the State Government press is in a position to take up the printing of the publication through their presses, it would be necessary to get the work executed through private presses.

Inviting of quotations by the office of the Registrar General, India from the private presses for execution of printing job

9. For printing of the job through private presses, it would be necessary to invite quotations from such presses as have got adequate equipment and personnel and are both willing and in a position to execute the work satisfactorily in time and on competitive rates. In this connection it may be stated that the Directorate of Printing have large number of presses, both in Delhi and other places, on their panel. The office of the Registran General, India intends to invite quotations from presses on this panel as well as from other reputable presses who have got good equipment and adequate capacity. After the quotations have been invited from these presses, these rates will be got approved by the competent administrative/financial authority, as per directions of the Ministry of Works & Housing, for approval of the rates tendered. It has been the practice in the office of the Registrar General, India to offer the lowest rates, accepted and approved, to the presses from whom the quotations have been invited, as and when the necessity arises. The point that is being made here is that a press which has quoted the lowest rate does not hold any monopoly to execute all the census jobs since no single press in the country will be in a position to cope up with the total workload of the census printing. Such of the presses as signify their acceptance to undertake and execute the work of printing of Census publications on the approved rates will be assigned the work as and when the necessity therefor arises. This procedure will ensure that no single press gets a monopoly on the Census job and no single press is given more than it can handle within a reasonable time.

Circulation of the list of presses which are willing to undertake printing at lowest approved rates

10. The list of the presses which have signified their acceptance of the lowest approved rates will be circulated to the Directorates of Census Operations and they will be free to award such of the printing jobs as have not been accepted either by the Directorate of Printing or by the State Government Presses, to these private presses on the lowest rates approved. In such cases, the work will be assigned direct by the Directorates of Census Operations to these presses. The printing of the job will be supervised by their staff and the bills of these presses will be settled

direct by the Directorates of Census Operations. The advice and assistance of the office of the Registrar General, India will, of course, be available to the Directorates of Census Operations in this matter as and when needed.

Inviting of quotations by the DCOs from private presses for execution of printing jobs

11. The Directors of Census Operations are free to invite tenders on their own from the presses in their State. It will be worthwhile for them to include in the tender enquiry the presses on the panel of the Directorate of Printing located in their State. The purpose of this exercise is to widen the scope of tender enquiry so as to obtain most advantageous rates for the government. The form in which the tenders are to be invited is enclosed. The tender enquiry, for obvious reasons, has to be addressed to such presses as have adequate equipment, printing capacity and good reputations for work. After these tenders have been received, these rates along with tenders in original, are to be referred to the office of the Registrar General, India for approval. After the rates have been approved, the Directors of Census Operations would be free to entrust the work of printing of Census jobs as cannot be executed at any of the GOI presses or a State Government press, through these private presses.

Supply of Paper

12. Adequate stocks of white printing paper exists in this office for printing of Census publications. Since most of the printing is to be concentrated in GOI presses at Simla, Chandigarh, Delhi, Coimbatore, Koratti, Santragachi (Howrah) and Gangtok, it is proposed to stock the white printing paper at the aforementioned places with the Census Directorates so that the paper could be issued to these presses by the concerned Directorates of Census Operations from these stocks as and when the necessity arises. The requirements of paper of the other Directorates will be met from out of the stocks of this office. It would be convenient to send the paper in truck loads (625 reams) to these Directorates for meeting their requirements, as and when they arise.

Government of India

Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS

To .....

Subject :—Quotations for the printing and binding of 1981 Census Publications

SIR,

I invite you to quote rates for the printing of 1981 Census Publications. The details of the work are given under 'Specification' enclosed with this letter.

2. The quotations should be sent to this office in sealed inner covers superscribed 'Quotations for the printing of 1981 Census Publications to be opened on ..... The quotations should be despatched so as to reach this office not later than .....All out-station quotations should be sent by Registered Post. The quotations should be addressed to the undersigned by name. Unsealed quotation will not be entertained.

3. The arrangements that will be made on the result of the quotations will be governed by the terms and conditions mentioned on pages 4 to 8 and as mentioned herein.

4. The quotations will be opened on the date and time mentioned in Para 2 above in the presence of such of the printers as may like to be present.

5. The Director of Census Operations is not bound to accept the lowest quotations or any quotation or to assign any reason for rejecting any or all the quotations He reserves to himself the right of accepting the whole or any part of the quotation. His decision in the matter shall be final and binding.

6. The Director of Census Operations reserves the right to split work among two or more than two printers, if found necessary. This will, however, be done in a manner as will give each such firm complete portions or units of the total work.

7. Any failure on the part of the prospective tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice your quotation.

8. The submission of a quotation by you shall be taken to signify your acceptance of the stipulated terms and conditions referred to in para 3 above.

9. A deposit of Rs. 500 should be made in the local treasury or State Bank of India in favour of the Director of Census Operations as earnest money for quotation made in response to this call. The treasury challan or the Deposit at Call Receipt should accompany the quotation. Without this accompaniment, a quotation shall be liable to summary rejection. This deposit will be released without interest after the work has been awarded to the successful tenderer and the arrangements in this regard finalised. Any money deposited with this office as 'General Security' shall not be taken into account for this purpose. The selected tenderer will have to furnish security if required by this office.

10. On the acceptance of the tender, the successful tenderer shall deposit, within the period specified in the Acceptance Letter, a sum not exceeding 5% of the estimated total value of the work in the form of Treasury Challan or State Bank of India, Receipt/Fixed Deposit Receipt of any Nationalised Bank or National Savings/Plan/Defence/ Treasury Savings Deposits at conversion value or Post Office Savings Bank Pass Books, duly endorsed/pledged in favour of the President of India through the Director of Census Operations as Security Deposit for the due performance of the contract. The supplies of paper and binding materials will be arranged by the office of the Director of Census Operations and the selected tenderer shall furnish on all risks Insurance Policy, duly hypothecated in favour of the President of India through the Director of Census Operations against loss or damage by fire, Riot, Strike, Burglary/House-breaking *etc.* to cover the cost of paper and other binding materials. On the due performance and completion of the contract in all respects and on return of the Blocks or other property belonging to Government which may have been issued to the Printers, the security deposit, if not already forefeited, will be returned to the printers.

11. No regular contract as such will be drawn up and the acceptance by this office of the quotation of the selected tenderers will constitute a valid contract for the enforcement of the terms and conditions herein contained. The contract can be terminated by Govt. at any time by giving a months notice in writing without assigning any reason.

12. The successful tenderer will have to furnish on Income-Tax clearance Certificate from the Income Tax Officer concerned in the prescribed form.

13. The printer should intimate while sending quotation, the equipments *etc.* available with them which they would apply to the production of this work, if selected.

14. A person signing the tender form or any document forming part of the contract on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he had authority to bind such other person of the firm as the case may be, in all matters pertaining to the contract including the arbitration

Clause. If subsequently the person so signing fails to provide the said power of attorney within a reasonable time, the Director of Census Operations may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.

Yours faithfully,

( )

Director of Census Operations

Encls: as above

No.

Copy to:

The Registrar General & Census Commissioner of India,
2/A, Mansingh Road, New Delhi-110 011.

SPECIFICATION

1.	Description of work	
2.	Language	English/Hindi
3.	No. of copies	500; 1000; 1500 and 2000
4.	Size	A-5 and A-4
5.	Composed Area	A-5 —28 × 42 ems A-4 —42 × 56 ems
6.	To be composed	Text / Tabulator 12 point 10 point 8 point
7.	Printing	Form of:—

A-5	A-4
16 pages Rs.	8 pages Rs.
8 pages Rs.	4 pages Rs.
4 pages Rs.	2 pages Rs.
2 pages Rs.	1 page Rs.
1 page Rs.	

8. Binding — (1. Style No. XI—Paper Binding) (2. Style No. IX—Straw Board Binding)

A.	Folding	1000 folds	Rs._____
B.	Gathering	1000 sections	Rs._____
C.	Collecting	1000 sections	Rs._____
D.	Cutting Edges	1000 leaves	Rs._____
E.	Inserting	1000 inserts	Rs._____
F.	Stabbing and stitching	1000 copies	Rs._____
G.	Sewing the Back	1000 section	Rs._____
H.	Pasting (Tripping-in) Plates (sheets)	1000 plates(sh)	Rs._____
I.	Glueing the Back and Wrappering	1000 coverings	Rs._____
J.	Cover fully glued on End papers and spine without stiffeners	1000 coverings	Rs._____
K.	Cover fully glued on End papers and spine with stiffeners	1000 coverings	Rs._____
L.	Insetting	1000 insets	Rs._____
M.	Cloth Back, Paper Sides, Cut flush, Board	1000 coverings	Rs._____
N.	Cloth Back, Paper Sides, Edges turned, Board	1000 coverings	Rs._____
O.	Cloth Back and Corners, Paper Sides, Edges turned, Board	1000 coverings	Rs._____
P.	Full cloth on board	1000 coverings	Rs._____
Q.	Leather Back, Cloth sides, Board	1000 coverings	Rs._____
R.	Wire Stitching-Side	1000 stitches	Rs._____
S.	Wire Stitching-Saddle	1000 stitches	Rs._____
T.	Cost of stitching Wire	1000 stitches	Rs._____

9. Paper and binding material will be supplied by the deptt. on demand.

10. Period by which bound copies are required — Within one months after the placement of the order and supply of MSS; Paper; binding material *etc.* failing which the contract is liable to be cancelled.

NOTES :

1. Binding material will be arranged by the office of the RG1/DCOs of the States/UTs.
2. Rates for printing on Art paper as well as on white printing paper may be quoted separately.
3. Waste will be allowed as per rules of the Dte. of Printing, Govt. of India, Ministry of Works & Housing, New Delhi.

GENERAL CONDITIONS OF CONTRACT

1. The printer shall print, bind and generally deliver the work in clear and legible type, form and style in a good and work-manlike manner (of all which the Registrar General, India, shall be the sole judge) within the limits of times as the Registrar General, India may deem reasonable and specify and in such quality or quantities as may from time to time be ordered by the Registrar General, India (here-in-after called "The Registrar General").

2. As a measure of expediency it may be decided in some cases not to call for proofs for check and approval before copies are finally printed. In such cases the responsibility of checking and passing the proofs shall rest with the printer. It would be advisable, therefore, for the printer to give the matter a final reading when the forms are on the machine so as to avoid misprints. No extra remuneration on account of this proof-reading or extra care will, however, be admissible.

3. The printed copies should be supplied duly tied up into suitable sized bundles of an equal number. Local delivery should be made with wrapping paper. Out-station consignments, which cannot be sent by post should be despatched by rail duly packed in gunny or in packing cases (whichever is less expensive consistent with the safety of the contents) and the packages should be placed for local railway station for despatch for passenger or goods train as will be specified in each case, "freight to pay". Railway receipt should be sent to the party or parties concerned or as may be directed by the Registrar General, India the same day under a certificate of posting or by "express delivery".

4. The printer will be required to arrange for plates, if any, included in the work entrusted to him.

5. The printer shall whenever called upon to do so, give full information with regard to the work in hand and shall also permit the Registrar General, India or any other office deputed by him to inspect printer's premises at all reasonable times and shall give all assistance and information as may be required by him in connection with the contract.

6. If any items of work/operation not provided for are required to be performed, rates to be paid therefore shall be determined by the office of the Registrar General, India, in consultation with the Director of Printing, New Delhi.

7. **Precautionary Measures:** All jobs should be carried out with due regard to economy in paper consumption as well as in production cost without loss of clarity and efficiency. Unless otherwise stated, the economy instructions detailed in Annexure "C" to the Directorate of Printing's Scheduled rates should be rigidly adhered to. A copy of the said economy instructions will be supplied to any printer who may ask for it.

8. The printer shall take every care to see that the work or any portion thereof does not fall into authorised hands. Care should be taken to execute the work under security conditions. All proofs/trials and spare copies should be destroyed by burning in the presence of a responsible person of the press. A certificate that these precautions were taken should be sent after the completion of the work.

9. The contractor should not assign or sublet the contract or any part thereof without having first obtained permission in writing of the Registrar General, India, which he shall be at liberty to refuse, if he thinks fit.

10. **Paper and Materials:** The paper and binding material necessary for the job will be supplied by the department. The cost of transit of such paper and materials (other than any railway freight and terminal tax) from the supply source to the printer's premises shall be paid by the printer unless otherwise stipulated by him and subsequently claimed from the Registrar General, India. The printer shall provide the necessary staff and transport for the purpose. He shall be entirely responsible for the safe custody of the paper and binding materials issued to him. When submitting the bill for the work, he should state how much paper and binding materials have been used for the work. A complete account of the receipt, consumption and balance of the paper and binding materials supplied for the work, should be rendered. The surplus quantities must be returned at once on completion of the job on demand failing which the cost of such surplus paper and binding materials will be recovered at the double market rate. The printer is advised his own interest to insure the paper and materials against loss by fire, accident *etc.* at his cost and expense

11. If the consideration for the contract exceeds Rs. 5,000 or where the payment is made after 1st June, 1972, even though the contract was made before 1st June, 1971, a deduction of 2% will be made at source each time payment is made (on account payment or final payment) being the income-tax deductable at source in terms of Section 194 C of the Income-Tax Act, 1961, as introduced by the Finance Act, 1972.

12. After the work has been completed, the bill for the work in triplicate prepared on the basis of the accepted rates should be submitted to the Registrar General, India for necessary action together with (i) Receipted delivery vouchers for the supplies made, (ii) Account showing receipt, consumption and balance, if any, of the paper and binding materials supplied for the work, (iii) Representative specimens with complete details of the work done, and (iv) other document/documents in support of the items charged for in the bill. The excess quantity of paper and binding materials, if any, should be kept in the safe custody pending the receipt of disposal instructions from the Registrar General, India.

13. All blocks, *etc.* which have been supplied by Registrar General, or which have been prepared by the printer for Registrar General, India should be stored by the printer until the expiration of the arrangement or until such time as he may be called upon by the Registrar General to return the same to the parties concerned.

14. **Penalty.**—In the event of the printer failing to :—

(i) Observe or perform any of the conditions of the work as set out herein

OR

(ii) Execute the work in a good and work-manlike manner and the time fixed by the Registrar General, India.

15. It shall be lawful for the Registrar General in his discretion in the former event to remove or withheld any part of the work until such time as he may be satisfied that printer is able to do and will duly observe the said conditions and in the latter even to reject or remove as the same may require any work executed otherwise than in a good and workmanlike manner to the satisfaction of any by the Registrar General, India and in both or either of the events aforesaid to make such arrangements as he may think fit for the reproduction of the work so removed as/ work in lieu of that so rejected or removed aforesaid on the account and at the risk of the printed :

(a) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates (to be certified by Rgistrar General whose certificate shall be final) the Registrar General may charge the amount of such excess cost to the printer and the same may at any time be deducted from any such or sums then due for which at any time thereafter may become due to the printer under this or any other contract or from the security deposit or may be demanded of him to be paid within seven days to the credit of the Registrar General, India.

(b) In the event of any discovery of error or defect due to the fault of the printer at any time after the delivery of the copies ordered, the printer shall be bound, if called upon to do so, to rectify such error or defect

at his own cost to the satisfaction of and within the time fixed by the Registrar General, India. 'In the event of the delivery of any defective work, which owing to urgency or for any other reason, cannot be wholly rejected the Registrar General, India shall have the power to deduct from any payment due to the printer such sum as he may deem expedient not exceeding 10% of value of the particular portion or portions adjudged to be defective'.

(c) In the event of a work being wholly rejected, the Registrar General, India may at his own discretion either :

(i) Permit the printer to re-do the same within such time as he may specify at the printer's own cost which shall include the cost of paper and other materials.

(ii) Arrange to get the work done elsewhere and by any other persons or from any other source than the printer in which case the amount of extra cost, if any, shall be recovered from the printer in the manner provided in Sub-Clause (b) of this clause.

(d) The powers of the Registrar General, India under this condition shall in no way affect or prejudice the power in certain events to terminate the contract vested in him as herein provided, or to forefeit the deposit under condition 16 hereinafter mentioned.

16. The Security deposit can be forefeited by order of the Registrar General, India in the event of any breach or non observance of the terms and conditions of the contract. On the expiry of the contract, such portion of the said security as may be considered by the Registrar General, sufficient to cover any incorrect or excess payments made on the bills of the printer shall be retained by him until the final audit report on the account of the printer's bill has been received and examined. Interest that may accrue on securities deposited by the printer may subject as aforesaid, be drawn by him.

17. A sum not exceeding two percent of composing, plate-making and block-making charges/printing and binding charges, will be deducted from the amount of the bill for every week's delay or part thereof in complying with the date of delivery of the proof/fair copies respectively but this clause shall not operate if the delay is occasioned owing to paper and/or binding materials not being received in time or other circumstances beyond the printer's control. The Registrar General shall have the power to determine the scale of deduction in such cases under this clause and his decision shall be final.

18. In case of strike, combination of workmen, fire accidents or circumstances beyond the control of the printer causing stoppage of his work, the delivery of completion of the work may be suspended without penalty and Registrar General shall have the power during such stoppage to get the work done elsewhere without any charge to the printer. The printer shall afford every facility for the removal and use elsewhere of such standing type and materials as may be necessary for the completion of work.

19. In the event of the printer having adjudged insolvent or having a receiving order or other order under the Insolvency Act made against him or in the case of a company of the passing of any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the printer failing to comply with any of the conditions herein specified, the Registrar General, India shall have the power to terminate the contract without previous notice.

20. All sum of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the Government or any other person or persons contracting through the Director of Printing and set-off against any claim of the Government or such other person or persons for the payment of a sum of money arising out or under any other contract made by the contractor with the Govt. or such other person or persons.

21. All disputes, differences and questions arising out or in any way touching or concerning these presents or the subject matter hereof or respective rights, duties or liabilities of the part is under or in respect of this agreement (except those the decision whereof is otherwise herein before provided for) shall be referred to the sole arbitration of the Director of Printing, Nirman Bhawan, New Delhi or in case his designation is changed or his office is abolished to the sole arbitration of the office who for the time being is entrusted, whether or not in addition to other functions with the functions of Director of Printing, New Delhi by whatever designation such officer may be called (here-in-after referred to as "the said officer") and if the Director of Printing, New Delhi or the said officer is unable or unwilling to act to the sole arbitration of some other person appointed by the Director of Printing, New Delhi or the said officer willing to act as such arbitrator. It is a term of this agreement that in the event of such arbitrator to whom the matter is originally being transferred or vacating his office or unable to act for any reason, such Director of Printing, New Delhi or Administrative head as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another persons to act as arbitrator in accordance with the terms of this agreement. Such persons shall be entitled to proceed with reference from the stage at which it was left by his predecessor. It is also a term of this agreement that no person other than a person nominated by the Director of Printing, New Delhi or the administrative head of the Department as aforesaid should act as arbitrator and, if for any reason that is not possible, the matter is not to be referred to arbitration at all. It will be not objection to any such appointment that the arbitrator so appointed is a Government servant, that he had to deal with the matters to which this contract relates and in the course of his duties as such Govt. servant he has expressed view on all or any of the matters in dispute, difference or question. The award of the arbitrator so appointed shall be final and binding on the parties. The provisions of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof and of the rules made thereunder for the time being in force shall apply to such arbitration.

Upon every and any such reference the assessment of the costs incidental to the reference and award respectively shall be in the discretion of the arbitrator.

Work under the contract shall if reasonably possible continue during the arbitration proceedings and no payment due to or payable by the Registrar General shall be withheld on account of such proceedings.

The venue of arbitration shall be the place from which the acceptance note is issued or such other place as the "Sole Arbitrator at his entire discretion may determine".

CHAPTER III

CONCLUSIONS AND ACKNOWLEDGEMENTS

It may be stated here that it was for the first time in Mizoram that the Census Operations were carried out independently by a separate Census Organisation. Till the 1971 Census, the Census in Mizoram was conducted by the Director of Census Operations, Assam, being a part of Assam then. Mizoram having been raised to the status of Union Territory with a Government of its own in 1972, the Census Directorate for Mizoram came into existence only in June 1979 with the appointment of a separate Director to carry out the 1981 Census Operations.

The Census Organisation in Mizoram being comparatively new and there being no experienced hands in the organisation, it was quite a task to build up the organisation from a scratch. I feel I greatly owe a debt of gratitude to Sri A. K. Saikia, I. A. S. who had successfully conducted the Census Operations in 1971 for Assam, on account of the fact that the Administration Report written by him was of immense help to me in obtaining a first hand insight into the working of Census organisation and it gave me much needed guidance and encouragement. The report became such a substantial help to me as I draw considerable inspiration from it which greatly assisted me in sizing up the magnitude of the tasks ahead of me. I also owe much gratitude to my counterparts in Assam, Meghalaya and Arunachal Pradesh who would spare no efforts to help their sister organisation in whatever way they can when approached on several occasions and this enabled us to appreciate the general inner workings of Census Organisations. The copy of collections of Census Act, Regulations, Central and State Government Orders and Instructions issued by the Director of Census Operations. Assam in the 1971 Census which was so kindly made available to me by my counterpart in Assam proved to be of considerable value and benefit in running the new organisation in Mizoram at the initial stage when I felt so hazy about the whole thing.

I am also greatly indebted to the Mizoram Government authorities particularly the Chief Secretary who ensured all along that I did not face any difficulty whatsoever in the smooth conduct of the Census Operations. The State Government quite appreciated the fact that without the full collaboration of the State Government it is not possible for the Central Government to carry out such gigantic administrative operations like Census smoothly in a State and the maximum beneficiary of Census data is always the State Government. This appreciation is very much in evidence in the attitude of the State Government. In particular, I am most grateful to Shri J. Malsawma and Shri B. T. Sanga. both of the Mizoram Civil Service for their utmost co-operation in their capacity as Deputy Secretary in the General Administration Department at different points of time. The former was the Deputy Secretary at the initial stage of the Operations whereas the latter saw us through upto the end. It is most gratifying to note that in practically all the instructions sought for by me from the Government of Mizoram to be issued by the State Government in connection with the 1981 Census to ensure maximum participation of the officials concerned, there had never been any occasion when such orders were refused to be issued, even to the extent of making adverse or favourable entries in the Annual Confidential Reports of Deputy Commissioners and other officers involved in Census Operations. Such orders and instructions willingly issued by the State Government with the main objective of ensuring maximum performance of work greatly helped in tuning up the numerous Census workers at different levels. Since the bulk of the enumerating personnel was drawn from the serving teachers, the need to issue suitable instructions to them by the Education Department of the State Government was also very great and in this respect also the Director of Education. Dr. L. N. Tluanga, had extended maximum co-operation, there being practically no occasion when the Education authorities declined to aid as desired by us. I am also greatly indebted to Dr. L. N. Tluanga for his maximum co-operation.

It is, therefore, due to the maximum co-operation extended to the Census organisation by the State Government at various stages of the Operations right from the beginning that the entire Operations could come to a successful conclusion. Above all, it was of course the citizens who had faithfully co-operated with the Census workers by answering all the questionnaires put to them without any reservation who contributed to the overall success of the entire Operations. Our field staff namely, Investigator, Statistical Assistants. Computors. Cartographer, Artist, Draftsman who were detailed to various rural areas to supervise at the spot the holding of trainings and the actual enumerations and to ensure timely submission of the provisional results also contributed substantially to the success of the Operations. Had it not been for the vigilance and enthusiasm on the part of the field staff, things would not have been so smooth as it had been. The co-operation extended to us by other departments like Publicity and the All India Radio was most encouraging. In the matter of publicity, it may be said that it could not have been better. The awareness created in the minds of the public about the Census and its importance was considered to be sufficient and the co-operation on the part of the Press in this connection was also most remarkable, there being no occasion whatsoever when the local papers ever created any difficulties in our way either.

It may be recorded here that basically, it was due to the inspiring leadership all through of our Registrar General, India, Shri P. Padmanabha and his extreme thoroughness in the various phases of the Operations which was very much evident in the manner he conducted several conferences of the Directors and the able and substantial assistance and support extended to him by other officers of the Central Census Organisation that we in the Directorate could draw the much needed inspiration, courage and confidence and thus evince interest in the Operations throughout till its conclusion. The numerous instructions issued by the Registrar General, India invariably in demi-official form were most detailed, thorough and inspiring. This enabled us to carry out our tasks with zeal, earnestness and in time. The timely visit of Shri S. C. Srivastava, Assistant Central Tabulation Officer before and after Enumeration is also another most encouraging feature for the entire Directorate.

Lastly I extend my heartfelt gratitude to all my officers and staff for the great pains and efforts taken by all of them right from the beginning to the end which resulted in the successful conclusion of 1981 Census Operations according to schedule.

APPENDICES

CIRCULARS ISSUED FROM REGISTRAR GENERAL, INDIA

Tabulation Circulars : Number One to Number Sixteen.

Census of India—1981 Circulars : Number One to Thirtyfour.

TABULATION CIRCULARS (NO. 1—16)

13—212 R G India/ND/83

P. PADMANABHA

1981—Census
Immediate

D.O. No. 9/43/80-CD(CEN)
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-110 011.
15 March, 1980

CENSUS OF INDIA 1981—TABULATION CIRCULAR NO. 1

Subject :—Houselisting Operations—Processing of forms.

My dear,

In this office circular No. 12, the manner in which various forms will have to be managed has been indicated. In the present circular, the manner in which Houselist and Houselist Abstract forms will be processed, to generate Table H-II, is indicated.

2. Two tables will be prepared based on the data available in the Houselist form. Table H-I will show distribution of all Census Houses by the use to which they are put and Table H-II will give data relating to handicapped persons. Table H-I will be processed on the Computor and instructions regarding coding etc. of the relevant Houselist data, for generating Table H-I, will be issued later. **This circular deals with the compilation of Table H-II only.**

3. The unit of processing the Houselist, for the present purpose, will be an enumeration block and to arrive at the block figures compilation sheets will be utilised. Specimens of Table H-II and the two compilation sheets are appended to this circular as appendices I to III.

4. The compilation of Table H-II in all the States and Union Territories is expected to be completed within two months after completion of the houselisting operations. Depending upon the work load involved in a particular State/Union Territory, the Director of Census Operations may decide on the number of persons to be deployed on this work. It is proposed that Assistant Compilers should be put on the compilation job. **Five Assistant Compilers should form a team and should be placed under one Computor who will be responsible for supervision and checking of the work of these five Assistant compilers. One Statistical Assistant will supervise the work of four computors and must do sample checking of the work done by the Assistant Compilers. He will also handle issue and receipt of records to the Assistant Compilers and checking of the compilation done by the Computors, details of which will be given hereafter. Normally, one Assistant Compiler should be able to complete one Enumeration Block within 5 minutes. In exceptional cases the time taken by him may be slightly more, but in certain cases, where not even a single handicapped person exists in a block, the time required will be much less.**

5. **It will be desirable to undertake this work at the headquarters of the State/U.T.** In case you feel that it will be more expeditious to decentralise the work, you are at liberty to get this work done at the Regional Tabulation Offices **No matter where the work is handled, it will be desirable to select the staff to be deployed on this job well in time and they should be trained for this work in advance. The staff should preferably be selected and trained at least a fortnight prior to the completion of the houselisting operations in your State/U.T.**

6. The perusal of the format of Table H-II will show that the figures are already available in the Houselist Abstracts prepared, at various levels, in the field. The table can thus be compiled straightaway from the Abstract. Since this is an important table and is being prepared for the first time after Independence and this is intended to serve as a frame for further surveys, it is necessary to be sure about its accuracy. It is for this reason that fresh compilation of Table H-II is being organised at the Regional Tabulation Offices or in the Directorate as the case may be. The figures available in the Houselist Abstracts will be used as Control figures.

7. **As stated earlier the unit of compilation will be the enumeration block.** Invariably, records of one complete charge should be issued to one Assistant Compiler. It should also be ensured that the records of all charges within a district are allotted to the Assistant Compilers under the same Computor. In no case should the records of one district be distributed among teams in charge of different Computors. There is no objection to alloting records of more than one complete district to one team. However, if the size of a district is too big and it is anticipated that one team of five Assistant Compilers will not be able to complete the work in time then the size of the team can be suitably augmented by adding one or two Assistant Compilers to the team. In other words one charge should not be distributed between two Assistant Compilers and records of one district should not be issued to different teams. **While issuing records to Assistant Compilers, the Statistical Assistant should not part with the Houselist Abstracts and should keep them with him for checking later, as will be explained. In no case the Assistant Compilers should have access to the Houselist Abstracts.**

8. Each Assistant Compiler, when issued records for a particular charge, should also be provided with sufficient number of compilation sheet No. I. He should be instructed that before starting the compilation work, **he should first fill the identification particulars at the appropriate place provided in the compilation sheet. Only after filling identification particulars should he start the work.** Obviously the Location Code which he will note in the compilation sheet will relate to the charge he is handling. Each Assistant Compiler should **start work from the first block of the charge for which records are issued to him. If more than one charge has been issued to him, he should use a fresh set of compilation sheet No. I for each charge. The pages of the compilation sheets used for a charge should be numbered serially.**

9. Having filled the identification particulars in compilation sheet No. I, the Assistant Compiler should take up the filled in Houselist forms issued to him. He should check whether there is any entry in any of the three columns No. 11, 12 & 13 of the Houselist forms. Whenever he comes across an entry against any household, he should note down the enumeration block No. in the first column, page number of the Houselist in the second column, and Line number on which the entry appears in the third column of the compilation sheet No. I and copy the other entries in the relevant columns. In case the entry is in column 11 of the Houselist, he should post this entry in column 4 of compilation sheet No. I. Entries in columns 12 & 13 of the Houselist should be copied in columns 5 & 6 of compilation sheet No. I. He should go on checking each line on each page and whenever he comes across an entry in any of the columns 11, 12 & 13 of the Houselist, he should post the same in the manner indicated above, in compilation sheet No. I. This process will continue till he completes all the pages of the Houselist of that particular block. He should then strike totals of each of the columns 4, 5 and 6 of compilation sheet No. I. These represent totals for the enumeration block.

10. **Please note that while doing the compilation, the Assistant Compiler is not supposed to post the totals given at the bottom of each page of the Houselist.**

11. He will repeat the above process for each block assigned to him and will use the same compilation sheet as indicated in the specimen enclosed (Appendix IV) with this

circular. It is possible that for one charge an Assistant Compiler may require more than one compilation sheet. In such an event, he should use another sheet(s) but before doing so he must invariably first fill in the identification particulars on the subsequent sheet(s) and also give the page number of the sheet(s).

12. After completing all the blocks assigned to him he should take up compilation sheet No. 2 (Appendix III) and post the totals arrived at in respect of each enumeration block in the compilation sheet No. 1. After posting the totals in respect of each block he should strike the total for the entire charge. Specimen of filed in compilation sheet No. 2 is given as Appendix V. Having done so he should handover the Houselists of the entire charge alongwith all compilation sheets (Nos. 1 and 2) to the Computor.

13. The Computor in turn will take from the Statistical Assistant the Houselist Abstracts (both charge abstract and enumerator's abstract) prepared in the field. He should then compare the two sets of figures for the charge. If the figures tally, then no further scrutiny is required and the figures can be taken as final. In case the figures vary then he should go into the entries at the enumeration block level. Whenever he finds that the two sets of figures in respect of any block do not tally, he should take up the concerned Houselist and reconcile the discrepancies. Thereafter he should make relevant corrections in compilation sheets No. 1 and 2. If, however, the figures compiled in the field as given in the Enumerator's Abstract and Charge Abstract are found wrong, then he should correct entries in the Houselist Abstracts prepared by the Enumerator and Charge Officer. In such an event, it would be necessary to correct entries in the Supervisors' Abstract and District Abstract also which should be done by him after obtaining the relevant records from the Statistical Assistant. In case the figures compiled by an Assistant Compiler are wrong then the entries in both the compilation sheets have to be corrected, as stated earlier.

14. The final figures will, thereafter, be used for preparation of table H-II. The perusal of column 1 of the table (specimen enclosed as Appendix I to this circular) will show that the table will give figures for each State, District, Tahsil and Town. For the State, Districts and Tahsils the data will be presented for 'total', 'rural', and 'urban' separately. For the purpose of presentation of the data in respect of towns, the towns will be shown below the Tahsil to which they belong. For arriving at the figures for each of the above units, the Computor will have to do the compilation with the help of figures compiled by Assistant Compilers. For this purpose he should use the compilation sheet No. 2, for arriving at the figures for each of the above units except the State. After doing the needful, the Computor should handover all the compilation sheets to the Statistical Assistant. Specimen table H-II is given in Appendix VI for guidance.

15. The Statistical Assistant should compare Table H-II as compiled by the Computor with relevant entries of compilation sheet No. 2 as also with the District and Charge level Houselist Abstracts. He should satisfy himself that the table has been correctly prepared and there are no discrepancies. He should also do sample checking of the work of Assistant Compilers and Computors while the work is in progress.

16. The figures for the States/UT will be compiled in the State Tabulation Office after the table has been prepared for each district. A copy of the complete table giving figures for State, Districts, Tahsils, Towns should be sent to this office as soon as it is ready. These figures should not be released till further instructions.

17. The number of compilation sheets and table forms required, depends upon the units involved. In case the quantity of forms required is small these may be got cyclostyled. If the quantity required is large these may be got printed locally under your delegated powers.

18. Receipt of the circular may please be acknowledged.

Yours sincerely,

(P. PADMANABHA)

Encl : as above (with 5 spare copies)

Shri.....

Director of Census Operations

No. 9/13/80-CD (CEN) New Delhi-110 011 the

Copy to :

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APPENDIX I

H-II : DISABLED POPULATION BY TYPE OF DISABILITY

State/ District/ Tahsil/ Town	Total Rural Urban	Houselist population	Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6

APPENDIX II

HOUSELIST

COMPILATION SHEET NO. 1

Page No. —1—

Name of State MIZORAM Code No.—31—

Name of District AIZAWL Code No. —1—

Name of Tahsil ———— Code No. ————

Name of Charge KOLASIB Code No. — 1 —

Rural/Urban URBAN

Enumeration block No.	Page No. of Houselist	Line No.	Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6
1	1	9	..	..	1

TOTAL

Compiled by Checked by

Signatures———— Signatures————

Name ———— Name ————

Date ———— Date ————

APPENDIX III

HOUSELIST

COMPILATION SHEET NO. 2

Page No. ——

Name of State —— Code No. ——

Name of District —— Code No. ——

Name of Tahsil —— Code No. ——

Name of Charge —— Code No. ——

Rural/Urban ——

Enumeration block No.	Totally blind	Totally crippled	Totally dumb
1	2	3	4
TOTAL			

Compiled by — Checked by

Signatures —— Signatures ——

Name —— Name ——

Date —— Date ——

APPENDIX IV

HOUSELIST

COMPILATION SHEET NO. 1

Page.No 2

Name of State Uttar Pradesh —— Code No. 22

Name of District Rampur —— Code No. 11

Name of Tahsil Rampur —— Code No. 3

Name of Charge Rampur —— Code No. 1

Rural/Urban Rural

Enumeration block No.	Page No. of House-list	Line No.	Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6
5	1	1	1	..	..
	..	3	..	1	..
	..	5	..	..	1
	4	7	..	..	1
	6	9	..	1	..
	8	4	1	..	..
	9	7	..	1	..
	..	8	..	..	1
	10	4	..	1	..
	..	9	1	..	..
	TOTAL		3	4	3

and so on

Compiled by — Checked by

Signatures —— Signatures ——

Name —— Name ——

Date —— Date ——

APPENDIX IV

HOUSELIST

COMPILATION SHEET NO. 1

Page No. 1

Name of State Uttar Pradesh —— Code No. 22

Name of District Rampur —— Code No. 11

Name of Tahsil Rampur —— Code No. 3

Name of Charge Rampur —— Code No. 1

Rural/Urban Rural

Enumeration block No.	Page No. of House-list	Line No.	Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6
1	2	4	..	..	1
	3	7	1	..	..
	5	6	..	1	..
	7	1	1	..	..
	8	2	1	..	..
	9	8	..	1	..
	10	10	..	..	1
	12	3	..	..	1
	15	5	..	1	..
	TOTAL		3	3	3
2*	..	..	..	..	..
3*	..	..	..	..	..
4	5	8	1	..	..
	7	6	1	..	..
	9	4	..	1	..
	10	2	..	1	..
	1	1	1	..	1
	16	3	..	..	1
	TOTAL		3	2	2

Compiled by — Checked by

Signatures —— Signatures ——

Name —— Name ——

Date —— Date ——

*Even though there is no disabled person in these blocks to make sure that the Assistant Compiler has gone through the relevant Houselist he is required to write down the block No. and put dashes against these blocks.

APPENDIX V

HOUSELIST

COMPILATION SHEET NO. 2

Page No. 1

Name of State Uttar Pradesh Code No. 22

Name of District Rampur Code No. 11

Name of Tahsil Rampur Code No. 3

Name of Charge Rampur Code No. 1

Rural/Urban Rural

Enumerator's block No.	Totally blind	Totally crippled	Totally dumb
1	2	3	4
1	3	3	3
4	3	2	2
5	3	4	3
and so on			
TOTAL	*	*	*

Compiled by — Checked by

Signatures — Signatures

Name — Name

Date — Date

*Will be struck after the figures for each block in the charge have been posted.

APPENDIX VI

TABLE H-II

DISABLED POPULATION BY TYPE OF DISABILITY

State/District/ Tahsil/Town	Total Rural Urban	Houselist Popula- tion	Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6
UTTAR PRADESH	T	88,341,100	1,654	1,248	1,559
	R	75,952,500	903	751	899
	U	12,388,600	751	497	660
Rampur District .	T	901,200	41	33	32
	R	725,200	37	31	30
	U	176,000	4	2	2
1. Suar Tahsil .	T	195,400	5	4	1
	R	180,800	3	2	..
	U	14,600	2	2	1
Tanda T.A.	U	14,600	2	2	1
2. Bilaspur Tahsil	T	100,200	6	5	5
	R	100,200	6	5	5
	U	..	..	..	..
3. Rampur Tahsil	T	327,600	21	19	19
	R	166,200	19	19	18
	U	161,400	2	..	1
Rampur M.B.	U	161,400	2	..	1
4. Shahabad	T	135,300	2	3	1
Tahsil	R	135,300	2	3	1
	U	..	..	..	..
5. Milak Tahsil	T	142,700	7	2	6
	R	142,700	7	2	6
	U	..	..	..	..

K. K. CHAKRAVORTY
DY. REGISTRAR GENERAL, (C&T)

D.O. No. 9/13/80-CD(CEN)
Government of India
Ministry of Home Affairs
Office of the R.G. India
2-A. Mansingh Road,
New Delhi-110 011,
April 8, 1980

Subject :—Houselisting Operations processing of form

Dear Shri,

This is in continuation of Registrar General's demi-official letter of even number dated 15th March '80 (Tabulation Circular No. 1) on the subject cited above.

2. You would have noticed that in the example given in Compilation Sheet No. 1 of Appendix IV, the line numbers (copied from Houselist) under column 3 are all 10 or less. On the other hand according to our instructions for Houselist line number in the Houselist forms will be given in one continuous series for the entire block. The Appendix IV sent with Registrar General's demi-official letter of 15th March, 1980 may, therefore, please be replaced by the revised Appendix IV enclosed with this letter.

The inconvenience caused to you on this account is deeply regretted.

Yours sincerely,
Sd/-
(K. K. CHAKRAVOTRY)

Encl : 5 extra copies

Shri———

Director of Census Operations,

APPENDIX IV

HOUSELIST

COMPILATION SHEET NO. I

Prge No. 2

Name of State Uttar Pradesh Code No. 22

Name of District Rampur Code No. 11

Name of Tahsil Rampur Code No. 3

Rural/Urban Rural Code No. 1

Enumeration Block No.	Page No. of House-list	Line No.	Totally blind	Totally cripple	Totally dump
1	2	3	4	5	6
5	1	1	1	..	..
		3	..	1	..
		5	..	..	1
	4	37	..	..	1
	6	59	..	1	..
	8	74	1	..	..
	9	87	..	1	..
		88	..	..	1
	10	94	..	1	..
		99	1	..	..
	TOTAL		3	4	3

and so on.

Compiled by Checked by

Signatures Signatures

Name Name

Date Date

APPENDIX IV

HOUSELIST

COMPILATION SHEET NO. 1

Page No. 2

Name of State Uttar Pradesh Code No. 22

Name of District Rampur Code No. 11

Name of Tahsil Rampur Code No. 3

Name of Charge Rampur Code No. 1

Rural/Urban Rural

Enumeration Block No.	Page No. of House-list	Line No.	Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6
1	2	14	..	..	1
	3	27	1	..	..
	5	46	..	1	..
	7	61	1	..	..
	8	72	1	..	..
	9	89	..	1	..
	10	90	..	..	1
	12	113	..	..	1
	15	145	..	1	..
	TOTAL		3	3	3
2*	..	..	..	..	..
3*	..	..	..	..	..
4	5	48	1	..	..
	7	66	1	..	..
	9	84	..	1	..
	10	92	..	1	..
	15	141	1	..	1
	16	153	..	..	1
	TOTAL		3	2	2

Compiled by Checked by

Signatures Signatures

Name Name

Date Date

* Even though there is no disabled person in these blocks to make sure that the Assistant Compiler has gone through the relevant Houselist he is required to write down the block number and put dashes against these blocks.

1981—Census
Immediate

P. PADMANABHA

D.O. No. 9/6/80-CD (CEN)
Government of India
Ministry of Home Affairs
THE REGISTRAR GENERAL, INDIA
2-A, Mansingh Road,
New Delhi-110 011.
15 April, 1980

CENSUS OF INDIA 1981—TABULATION CIRCULAR No. 2

Subject :—Recasting of Table A.II—1981

My dear,

It is proposed to prepare table A-II again in 1981 giving the decade variation of population since 1901. In this table the population from 1901 to 1981 will be given by sex break up along with decade variation and percentage decade variation.

The adjusted figures till 1971 were worked out in respect of each state and union territories and published in Part II-A of each state and union territory. After 1971 census quite a few jurisdictional changes have taken place in the state/union territories. In some cases some new districts have been carved out. The jurisdictional changes in each state/union territory must have been finalised by now. It is time we start working on recasting the population figures of previous census years from 1901 on the basis of the jurisdiction of 1981 after taking into account all the changes which have occurred between 1971 and 1981.

The method for recasting the figures of the previous censuses will be the same as was prescribed in 1971 census and given in the flyleaf to table A-II of all India volume-I part II-A (i) General Population Tables. The same method will have to be applied for the adjustment of the population of previous censuses for the preparation of table A.II in 1981.

For reference, the method for recasting the figures for previous censuses is appended to this letter along with an illustration.

The final figure so arrived at may please be communicated to this office alongwith the necessary details and working sheets in due course.

The format of table A-II is enclosed for your information.

Apart from preparing the material for table A-II in the manner mentioned in this circular, it would be necessary and certainly desirable to have a detailed introductory note regarding such jurisdictional changes for ultimate incorporation in the publication relating to final population totals. A descriptive note which refers to the relevant Government orders, the probable reasons given by Government in the Government order for such changes, whether the changes were made under any statute, etc., would enhance utility of the volume so far as the reader is concerned. You will notice that such notes have been incorporated in the volumes relating to the previous censuses. I would suggest that the preparation of this note should be commenced now itself since the material is available. This would save us considerable time later.

The receipt of this circular may kindly be acknowledged.

Yours sincerely,

(P. PADMANABHA)

Encl: *Method for recasting*

Shri.....

Director of Census Operations

Method for recasting the previous census population figures for A.II Table—Decadal variation in population since 1901

In Table A.II it is proposed to give figures for nine censuses i.e. 1901 to 1981 with sex breakup. The information relating to territorial changes that have taken place during 1971-81 must have been collected by each Director of Census Operations in respect of his state/union territory. It would not be difficult to work out the figures of transferred portions according to 1951, 1961 and 1971 censuses as these are readily available upto village level in the Primary Census Abstracts given in the District Census Handbook of the respective census years. The population of unaffected districts or taluka for the previous censuses will be adopted as given in the concerned census reports of 1971. As regards villages transferred the population particulars of these villages will be taken from the published figures given in the Primary Census Abstracts in the District Census Handbooks of 1951, 1961 and 1971. The population of the transferred areas according to 1971 census so obtained will be subtracted from 1971 census population of tahsil/taluka/district from which the area has been transferred and added to the tahsil/taluka/district in which the area has been included to obtain the adjusted population of 1971. Similar procedure will be adopted to adjust 1961 and 1951 population figures.

In the case of censuses prior to 1951 the Director should try to work out the figures with the aid of the state census tables or the village statistics that might have been published for the earlier censuses. If, however, it is found that the actual figures cannot be worked out with the help of census or other publications, the population of transferred areas for censuses prior to 1951 should be estimated in the following manner :

(i) The population of an area transferred for any particular census prior to 1951 should be estimated on the assumption that the proportion of the population in the area transferred to the total population of the district/taluka etc. in which it was situated at the time of transfer was the same in the particular previous census as it was in 1951.

(ii) Distribution by sex break-up of the population so estimated for a previous census will be worked out on the basis of male/female distribution of population in that particular previous census of the district, taluka etc. in which it was situated at the time of the transfer. If the transfers involve more than one state, the estimates so worked out will be communicated to the Director of the neighbouring state from or to which the territories have been transferred so that they may tally with the estimates worked out by them independently. This step will be essential in order to ensure complete correspondence between the totals both at the district and state levels.

(iii) It is assumed that necessary adjustment were made in the census tables of 1951 for all transfers of area prior to the date of that census. If, however, any omission comes to the notice of the Director of Census Operations, necessary adjustments should be made.

In all cases where alternations are made in the previous census population, complete details of changes of area and population involved should be incorporated in the introductory note to table A.II. It should be kept in mind that the sum total of all deductions made from the population of the state as well as districts which have been reduced in area will be equal to the sum total of the additions made to the population of the state and districts, which have been increased.

A table illustrating the method of estimation of population prior to 1951 is appended by way of illustration.

TABLE ILLUSTRATING THE METHOD OF ESTIMATION OF PREVIOUS CENSUS POPULATION FOR TRANSFERRED AREA

Description	1901	1911	1921	1931	1941	1951	1961	1971	Remarks
Nagpur District Population as at 1971 Census	750,935	808,922	792,521	940,049	1,059,989	1,234,556	1,512,807	1,674,803	
Deduct :									
Population of 10 villages of Ramtak tahsil transferred in 1971-81 to Bhandara District	2,446 (5)	2,635 (4)	2,581 (3)	3,062 (2)	3,452 (1)	4,021	4,352	5,934	
Add :									
Population of 10 villages of Deglur Taluk transferred from Nanded District in 1971-81	96,813 (10)	117,506 (9)	112,757 (8)	121,716 (7)	135,479 (6)	153,098	163,054	168,098	
Population of Nanded District from which transferred	600,702	729,098	699,629	755,216	840,612	949,936	1,079,674	1,397,762	
Population which should be shown in Table A.II of 1981	845,302	923,793	902,697	1,058,703	1,192,016	1,383,633	1,671,509	1,836,967	

NOTE : (a) In this particular case the calculation has been based on the population of districts from which transfers have been made, as tract or tahsil figures were not available in the District Census Handbook. In actual practice, the calculation should be based on the population of the tract or the tahsil if figures are available for these units.

(b) The population of villages for 1951, 1961 and 1971 censuses have been taken for transferred areas from respective District Census Handbook wherever available and for the back decades their population have been estimated on the methods given below :

(1) $\frac{4,021 \times 1,059,989}{1,234,556}$ (2) $\frac{4,021 \times 940,049}{1,234,556}$ (3) $\frac{4,021 \times 792,521}{1,234,556}$ (4) $\frac{4,021 \times 808,922}{1,234,556}$ (5) $\frac{4,021 \times 750,935}{1,234,556}$

(6) $\frac{153,098 \times 840,612}{949,936}$ (7) $\frac{153,098 \times 755,216}{949,936}$ (8) $\frac{153,098 \times 699,629}{949,936}$ (9) $\frac{153,098 \times 729,098}{949,936}$ (10) $\frac{153,098 \times 600,702}{949,936}$

A. II—DECADAL VARIATION IN POPULATION SINCE 1901

State/Division/District	Year	Persons	Decade variation	Percentage decade variation	Males	Females
1	2	3	4	5	6	7
	1901					
	1911					
	1921					
	1931					
	1941					
	1951					
	1961					
	1971					
	1981					

Note :—Districts formed after 1971 Census will be printed in italics.

A. II—DECADAL VARIATION IN POPULATION SINCE 1901

APPENDIX

State and Districts showing 1971 population according to their territorial jurisdiction in 1971, changes in area and the population of 1971 adjusted to jurisdiction of 1981

State/District	Area in 1981 (Km^2)	1981 Population	Area in 1971 (Km^2)	1971 population according to jurisdiction prevailing in 1971	Population in 1971 adjusted to jurisdiction of 1981	Net increase or decrease between cols. 5 and 6
1	2	3	4	5	6	7

NOTE :— Details of transfer of areas in each case will be given in a footnote with reference of a symbol to be attached to each entry in column 1, particulars of each transfer will be recorded together with date of notification of transfer.

P. PADMANABHA

1981—Census
Immediate
D.O. No. 1-6/80-DD

Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-110 011.

April 26, 1980

CENSUS OF INDIA 1981—TABULATION CIRCULAR NO. 3

Subject :—Houselisting operations—Instructions regarding editing of forms and selection of sample census houses

My dear,

In Census Circular No. 12 the handling and processing of the houselist forms and the houselist abstracts have been indicated. It has been indicated in Tabulation Circular No. 1 that two tables will be prepared from the houselist forms and the manner in which Table H-II will be prepared was indicated therein. As mentioned therein, Table H-I will also be generated on the basis of the houselist forms. This circular deals with part of the process of generation of Table H-I.

Table H-I, which will be prepared on the basis of the houselist forms, is proposed to be processed on the computer and will present data on use of census houses. This table will be generated on a 20% sample of census houses. This sample will be drawn from the houselist forms. The annexe to this circular indicates how this will be done.

The drawing of the 20% sample houses for generating Table H-I will essentially consist of the following process :—

(i) Selecting the 20% sample of census houses from the houselist and identifying the sample by serial number.

(ii) On the basis of the selected sample, transferring the data on the tape for further processing.

This circular deals with only the first aspect referred to above.

Before the sampling starts, the houselist and houselist abstract need to be edited. Editing operations which is effect will call for a detailed scrutiny of the entries in the houselist and the houselist abstract in the case of each block will constitute the first operation and is extremely important step. The instructions regarding editing are directed to the Tabulation Assistant or other appropriate category of staff who will be assigned this work. After the edit operation is over the census houses would be numbered in red pencil between column 2 and 3 of the houselist itself by the Tabulation Assistant. The selection of sample houses will be carried out thereafter on the basis of this new serial numbering in red pencil.

The instructions also indicate the functions of the supervisory levels.

The editing will be carried out in all the States and Union Territories. The edit operations will have no be carried out on a cent-per-cent basis. In other word, all houselist forms blockwise will have to be edited along with the corresponding enumerator's abstract. The selection of the sample of census houses for the purpose of tabulation will be carried out *only* in the following States :—

1. Andhra Pradesh
2. Assam
3. Bihar
4. Gujarat
5. Haryana
6. Karnataka
7. Kerala
8. Madhya Pradesh
9. Maharashtra
10. Orissa
11. Punjab
12. Rajasthan
13. Tamil Nadu
14. Uttar Pradesh
15. West Bengal

In the other States and Union Territories the tabulation of houselist data will be carried out on a cent-per-cent basis. Such States and Union Territories are the following :—

1. A & N Islands
2. Arunachal Pradesh
3. Chandigarh UT
4. Dadra & Nagar Haveli
5. Delhi UT
6. Goa, Daman & Diu
7. Himachal Pradesh
8. Jammu and Kashmir
9. Lakshadweep
10. Manipur
11. Meghalaya
12. Mizoram
13. Nagaland
14. Sikkim
15. Tripura
16. Pondicherry

In the latter States and UTs it would therefore not be necessary to renumber the census houses in red pencil as in the case of the first set of States.

In the States where sampling will be carried out, it is necessary that a random number between 1 and 5 is selected for each operational unit and intimated to the relevant regional tabulation office. It would be necessary to select a separate random number for each of the operational units, namely, for each city, for the non-city urban areas of a district and for tahsil/taluk etc. (rural areas). It may be mentioned in passing that an indication has been given in Census Circular No. 12 regarding the elementary editing steps that would be necessary. These steps have been indicated in this circular in detail. At the stage of processing of the forms, it would be desirable that this editing is carried out fully and thereafter the final abstracts prepared.

The operations referred to in this circular namely editing and selection of sample, will commence soon after the forms are received in the office but the process of renumbering of census houses and selection of sample can take place after the generation of form H-II.

The processing of the houselist forms and the corresponding enumerators abstract for each block can be carried out either at the headquarters or in the regional tabulation offices depending on whether or not you have decentralised the work as indicated in para 5 of Tabulation Circular No. 1. At this stage it would not seem necessary to appoint any fresh staff and it should be possible to utilise the existing staff in most of the States in a more intensive manner to have this work carried out. However, it would be necessary for us to ensure that this work is completed within a reasonable time limit after the houselisting operations are over. In case it is considered necessary that there should be an addition to the staff for this specific purpose, you are requested to indicate the approximate number of such staff that may be necessary. Since staff appointed for this purpose are likely to be on fixed pay basis, it is proposed to

designate them as Tabulation Assistants, Supervisors and Team Leaders. The fixed pay for these levels will be indicated in due course. However, at this stage it would be desirable to consider this work being carried out by the existing staff namely the Assistant Compilers, Computors and Statistical Assistants and others including the coding and punching cells wherever they exist.

The organisational aspects of the work may please be gone into by you on an urgent basis.

Please acknowledge receipt of this circular with an indication as to how the work in proposed to be organised.

Yours sincerely,

(P. PADMANABHA)

Encl : as above (with five spare copies)

Shri.....

Director of Census Operations

INSTRUCTIONS TO HEADQUARTERS STAFF ON THE SELECTION OF RANDOM NUMBER FOR IDENTIFYING STARTING ENUMERATION BLOCK IN EACH CHARGE

You will have to select and communicate a random start between 1 and 5 for each of the charges. These random numbers will be selected from the random number tables. A copy of the 'random number' from Fisher & Yates table has already been sent to you along with circular No. 14. You may however use any other random number table, if you so choose.

As you are no doubt aware, the number of blocks selected in a charge is a random variable depending on our random start. For any given charge, the number of blocks selected can vary by one block, depending on the random start used. A run of high values of the random number may result in under-sampling and the run of low value of the random number may result in over sampling. To avoid this, the random numbers m, n will be allotted in pairs in such a manner that (m+n)=6. The series 'm' may be selected and allotted to one set of charges and series 'n' may be derived as (6—m) and allotted to another set of charges. For this purpose, it will be helpful if you maintain a record of the random numbers allotted in the proforma indicated in the following example. Suppose districts 16, 17, 18, 19 & 20 have 5, 6, 4, 7 & 7 charges respectively. Arrange the charges as shown in the table, alternate charges being entered, in column 1 and 3.

After entering charges of districts 1, enter district 2 etc. Select a random number table and read off random numbers less than 5 and enter them and after another in column 2. The random start in column 4 is derived by subtracting the random start in col. 2 from '6'.

Selection of random numbers for each charge

State ——————————— Rural

Random no. table used	Fisher and Yates	Page No. of the table	
Starting row No.	11	Starting column No.	24

District and Tahsil (Charge)	Random number selected and allotted	District and Tahsil (Charge)	Random number to be derived and allotted n=6—m
1	2	3	4
16/01 .	3	16/02 .	3
16/03 .	1	16/04 .	5
16/05 .	2	17/01 .	4
17/02 .	5	17/03 .	1
17/04 .	3	17/05 .	3
17/06 .	1	18/01 .	5
18/02 .	2	18/03 .	4
18/04 .	2	19/01 .	4
19/02 .	3	19/03 .	3
19/04 .	5	19/05 .	1
19/06 .	4	19/07 .	2
20/01 .	1	20/02 .	5
20/03 .	4	20/04 .	2
20/05 .	4	20/06 .	2
20/07 .	3	21/01 .	3

In case of cities & non-city urban areas, you need not adopt the above procedure as you may have in most of the districts. Only one city and non-city urban stratum. In these cases, you select random number between 1 and 5 from the random number table and communicate the same. If there be more than one city in the districts each city must have a fresh random start. Similarly each non-city urban area of a district will have a fresh random start.

ANNEXE TO TABULATION CIRCULAR NO. 3

PART I—EDIT INSTRUCTIONS FOR THE SCRUTINY OF THE HOUSELIST

The tabulation of the housing data will be on the basis of a 20% sample of census houses. To select this sample it is essential that an accurate frame of census houses is prepared before the sample selection begins. Before the sample selection begins, you have to edit the houselist according to the instruction given hereafter. Entries relating to location code and entries in various columns of the houselist have to be checked.

Scrutiny of the houselist :

You will be provided with bunches of filled in Houselist forms, arranged blockwise alongwith an inventory, here in after called the check list. Check your records with reference to this list that they are in order. Take one bunch of the filled in Houselist forms of a Block. Check that every page of the Houselist has a serial number and that they are arranged in that order; if not, arrange them accordingly. If there is no page number, give page numbers. If the pages are loose, they should be secured together by a twine or strong thread passed through all the sheets on the top left hand corner.

Page Numbers :

Check whether page numbers have been given continuously for the houselist forms relating to each enumeration block. If you notice that the page number has not been given on any such form, give it a number. If, for example, the page between houselist pages 12 and 13 is not numbered, you should give this the number 12A and so on. The use of this method will be convenient because the page number in the subsequent houselist forms in the enumeration block need not be corrected.

Location Code :

Invariably, the enumerator should have written the elements of the location at the top of the Houselist. See that all elements are correctly filled in. In the case of a rural block, the location code will contain name and code number of state, district, taluk/tahsil/circle/police station and enumeration block. In an urban block the location code elements represent State, District, Town, Ward/Mohalla and Enumeration block. If entries are found to be missing, supply them from the charge register. The name of the enumerator will be found at the bottom of the Houselist; the block should be located in the charge register with reference to the name of the enumerator.

Column 1 :

Line numbers should be continuous for the houselisting block as a whole. Look for entries struck off and see that no line number has been changed for scored or cancelled lines.

Columns 2, 3 and 5 :

These three columns should be scrutinised together. Check if the building entered in column 2 has more than one census house and/or more than one household. If so, column 2 will be filled for the first entry and for the successive census house(s)/household(s), in that building, there will be no entry in column 2.

Check in column 3 that building number has been repeated in cases where there is more than one census house in a building. If the building has more than one census house, a sub-number like (1), (2), (3), (4) etc. will be given after the building number depending on whether there are 2, 3, 4 etc., census house in the building. If the building has only one census house in it, then the number appearing in column 2 will be repeated in column 3.

If one census house is used for carrying out a seasonal activity like oil mills (ghani), gur making etc., in combination with some other use, there will be a separate entry in the next line for such census house. Check that in column 3 there is dash against the second entry viz., oil mills (ghani), gur making etc. In case the census house number has been repeated, score it out and put a dash. The following example will make this clear. Suppose the entries in the houselist are as follows :

Line No.	Building No.	Census house number	Purpose for which census house is used
1	2	3	4
1	1	1(1)	Workshop-cum-residence
2	1	1(1)	Gur making (seasonal) (1)

Score out the entry 1 (1) in column 3 against line number 2 and put a dash. Corrected entries will look as under :—

Line No.	Building No.	Census house number	Purpose for which census house is used
1	2	3	4
1	1	1(1)	Workshop-cum-residence
2	—	—	Gur making (seasonal) (1)

If any census house has more than one household living in it, then entry in column 3 will appear in col. 5 in relation to the first household only but there will be a dash ('—') in column 3 in relation to successive households in the same census house; e.g., census house number 2(2) has two households 2(2)(a) and 2(2)(b), there will be entry in column 3 as 2(2) against the first household 2(2)(a). Column 3 should have a dash ('—') for the next line while cols. 5 onwards will have entries for the next household in the same census house.

In case this is not so, but the household number viz., 2(2)(a), 2(2)(b), if found to have been repeated in column 3 of the houselist, score out and put a dash.

Check if column 5 bears the building and census house number i.e., entry in column 3 is repeated. If a building or a census house has more than one household than the households will have sub-numbers like (a), (b), (c), etc., depending on whether the building or census house has two or more households.

If the building or census house has no 'household' in it, and consequently cols. 5-13 are blank, please check that in column 4 'Residence' or 'Residence in combination with other purpose is not noted. If on the other hand the enumerator has given particulars in cols. 5-13 of a household and in col. 4 he has not noted the Census House to be residential, the entry in col. 4 should be suitably corrected to show that it is wholly or partly residential.

In some towns the house numbering done by the Municipality has been adopted for census purposes where they might have numbered the vacant plots of land, which in spite of instructions, might have been listed and entered in the houselist. Such entries should be scored out in the Houselist. The enumerator might have recorded in column 14 as 'vacant plot' or the same entry (vacant plot) may be found in column 4. This will help you in determining that it is a 'vacant plot' and not a 'vacant census house'.

It is also likely that a particular building has its front opening on one road and its rear on another road and it gets a number on both the roads i.e., it gets a duplicate number, and two entries might appear for the same building. The enumerator would have noted this in the remarks column. In that case one of the entries should be scored out and the corresponding entries corrected.

Columns 8, 9 and 10 :

Check if the entry in column 10 is the sum of the entries in columns 8 and 9. If there is discrepancy in total correct the entry in column 10.

After checking all these, check if the totals in columns 3, 4, 8 to 13 of the houselist have been entered in each page. If on some page it is not entered, please enter it. After checking all the entries of a block, check up the entries in the houselist abstract.

Instructions for Scrutiny of Houselist Abstract :

Location Code :

Check if the location code has been properly entered at the top of the houselisting abstract. Invariably, the enumerator should have written the elements of the location code at the top of the Houselist. See that all elements are correctly filled in. In the case of a rural block, the location code will contain name and number of state, district, taluk/tahsil/circle/police station and enumeration block. In an urban block the location code elements are name and numbers representing State, District, Town, Ward/Mohalla and Enumerator's block. If entries are found to be missing, supply them from the charge register. The name of the enumerator will be found at the bottom of the Houselist; the block should be located in the charge register with reference to the name of the enumerator.

In column 1 the page number of the houselist has to be entered. If in your scrutiny of the houselist you have come across any page which has not been numbered or any page which has been wrongly numbered, you would have corrected the page number in the houselist abstract also. The corresponding entries for the houselist page that you may have newly added should also be made in the houselist abstract in cols. 2 to 15. This can be done on a new line in the abstracts. The totals will have to be correspondingly changed.

If during scrutiny of the houselist you have come across some discrepancy in the totals in regard to columns 3, 5, 8 to 13, the corresponding corrections should be made in the houselist abstract also.

In columns 3 to 6 viz.; the number of census houses by use, you have to check up the entry with reference to the changes that you may have made in the corresponding page of the houselist. For example, if in page 4 of the houselist you had come across a house for which there was no entry in column 4 & 5 of the houselist but in column 6 onwards of the houselist there were entries you would have corrected column 4 as residential or partly residential as the case may be and allotted a household number in column 5 also. In such cases, the purpose for which the census house is used, would now change to wholly residential or partly residential. This would necessitate corrections in page totals. Similarly the number of households in column 5 of the house-

list would have also increased by *1*. These changes are to be reflected in the corresponding entries relating to page 4 in columns 3 to 8 of the houselist abstract.

After checking each page of the houselist and the entries in the houselist abstract and after making the necessary corrections, check up the total again. It is possible that some totals may change. These may be noted using a red pencil. Please score out the entry in the ast row of the houselist abstract viz., total and write the correct total that you have struck in red pencil.

Numbering of Census Houses :

After all the lines of the houselist have been edited for the entire block according to the above instructions and after carrying out the necessary modifications in the houselist abstract according to the above instructions, **number the census houses serially, the sequence running through the entire block. Such serial number should be recorded in red pencil between columns 2 and 3 of the Houselist along the line.** On the basis of this serial numbering, sampling of the houses will be done. The instructions for sampling have been given in **Part II.**

PART II—INSTRUCTION TO THE TABULATION ASSISTANT FOR SELECTING A 20% SAMPLE OF HOUSES FROM THE HOUSELIST

Sampling of houses from the filled in houselist forms of an operational unit will be based on 20% systematic sample. For the purpose of sample selection, operational units in a district are :—

(i) City : If there are more than one city in a district, each will be treated as a separate operational unit. City includes an urban agglomeration with population more than one lakh.

(ii) Non-city urban area of a district : All the urban areas of the district, other than cities, will together constitute an operational unit.

(iii) Tahsil/Taluka/Police Station/Development Block/Circle for rural areas.

Before starting sample selection, you must be in possession of the following documents pertaining to your operational unit :—

(i) Bundles containing houselist abstracts & houselists.

(ii) A check list containing charge numbers & block numbers in the operational unit.

(iii) Adequate number of copies of control sheet (Appendix) for sampling of houses from houselist.

After receiving the above documents, you must check the following :

(a) Check from your supervisor whether the houselists have been scrutinised and edited. In the editing operation each 'census house' would have been numbered serially in each block in red pencil along the line dividing columns 2 and 3 i.e. between the building number and census house number. The totals in each page would also have been checked and corrected if needed. If for any block you do not find fresh serial number between columns 2 & 3, you must bring it to the notice of your supervisor. **You should not proceed with sample selection unless the houselist for the block has been edited and census houses renumbered in the houselist for the purpose of sample selection.**

(b) Check whether the bundle contains the houselists for all the blocks in the operational unit by making suitable tally markings in the check list referred to in (ii) above. Take care that the houselist of one operational unit is not mixed up with those of another;

(c) Check that all the blocks are serially arranged according to ascending order of location code of enumeration blocks;

(d) the houselist forms for each block must be stitched together and pages numbered;

(e) the number of census houses recorded in column 3 against 'total' of the Houselist of any block must agree with the number recorded in column 2 of the Houselist Abstract against the block.

If some discrepancies are observed while checking the above points, you must bring these to the notice of the supervising officials and correct them before proceeding further. Further, for each operational unit assigned to you, a random start number will be provided by the supervisor for selection of sample. This number will be between 1 and 5.

Procedure for sample selection

Step 1 : The control sheet plays a vital role in accurate sample selection. This should therefore be filled in with great care. Use a separate control sheet for each operational unit. The following should be noted in the space provided on the top of the control sheet :

(i) The page number of the control sheet as you go from one sheet to another ;

(ii) Identification particulars of the operational unit with name and location code of the district in line 1. In line 2, (Tahsil/Taluk) write the name and code of the Tahsil/Taluk etc.;

(iii) In line 3 write the name and code of the city. In case of Non-city urban stratum put a dash (—) against this entry;

(iv) Random start of the operational unit.

Step 2 : For the purpose of selecting a 20% systematic sample of houses, take the houselist of the first block and record its location in Col. (1) and the total number of houses in the block in column 2 of the control sheet. The total number of census houses can be easily obtained from Col. 2 of the last line of the houselist abstract of the block.

Step 3 : Check the serial number recorded in red pencil between Cols. 2 & 3 of the houselist. If you come across any mistake in serial numbering, then correct it. If you find that some houses have not been given serial number in red pencil or some serial number has been duplicated bring it to the notice of your supervisor and correct the subsequent entries. As the entire sample selection may go wrong if there is mistake in serial numbering, it is essential that you go through the serial numbering first and check the accuracy of the numbering before proceeding with sample selection. All the subsequent operations will be with reference to this serial numbering in red pencil. The random start number provided for the operational unit will be the first sample house of the first block. Starting from the first sample house, circle the serial no. of every fifth house till you reach a stage when it is not possible to select another house from this block (i.e. when number of houses left out is less than 5). Enter the serial number of the last selected house in column 4 of the control chart. The houses, so circled by you would constitute the sampled census houses.

The procedure of sample selection can be explained with a suitable example given below. Suppose there are 170 houses in the first block and we are to select a 20% sample of houses with a random start 4. The serial number of selected houses will end with digit 4 or 9 (4+5). The first house selected will bear serial no. 4 and the last one will bear serial no. 169 in this case.

NOTE : Following mistakes may be noticed during sampling operations :—

(1) Serial numbering may be wrong; for example after house number 56 the houses might have been numbered as (a) 58, 59, 60..... or (b) as 56, 57, 58.....

(2) A house might not have been given a serial number; for example the house next to no. 56, might not have been given a serial number due to oversight, but subsequent houses are numbered as 57, 58, i.e. without break in the series.

In case of 1(a) or (b), stop marking the sample houses at that stage. Correct the serial number of the houses from that house onwards and continue the sample selection after the corrections have been carried out. Also correct the corresponding entry in column 2 of the control sheet accordingly after consulting your supervisor.

In case of (2) i.e. where a serial number has not been allotted to a census house, record in col. 8 of the Control sheet, i.e. 'Remarks' column, the page no. and the line no. of houselist where such a house occurs. Proceed with the sample selection/without making corrections in the serial numbering. Such houses will be included later on by your supervisor, after you have completed the operations for the entire charge.

Step 4: After completion of the sample selection as mentioned in step 3 for the first block, enter the number of houses left over in column 5 of the control sheet. In column 6 of the control sheet, fill the difference between the number 5 and the entry in column 5. Repeat this figure in col. (3) of the next line. This provides the starting point for sample selection in the second block. This is explained with a suitable example given below :

Page No.————————

Control Sheet for sampling of houses from Houselist

(Sample size 20%)

Identification particulars	Name	Location Code
1. District	Gaya	2
2. Name of Taluk/P. S./Dev. Block/Circle etc.	Amas	4
3. City or Non-city urban	..	..
4. Random start 4		

Location Code of the block	Total number of census houses	Serial number of first selected house	Serial number of last selected house	No. of houses left over Col. 2-Col. 4	5—Col. 5 Transfer it to Col. 3 of next line	No. of houses in the sample	Remarks
1	2	3	4	5	6	7	8
3/2/4/1/(1)	131	4	129	2	3	26	
3/2/4/1/(2)	149	3	148	1	4	30	
3/2/4/2/(3)	112	4	109	3	2	22	
3/2/4/3/(4)	129	2	127	2	3	26	
3/2/4/3/(5)	138	3	138	0	5	28	
3/2/4/4/(6)	122	5	120	2	3	24	

Step 5: Repeat steps 2 and 3 with all the blocks in the operational unit. Note that from the second block onwards the entry in column 3 is the same as the entry in col. 6 relating to the previous block entered in the list. Ensure that all the blocks in the operational unit are covered in a continuous process.

Step 6: After the selection of the sample for the entire operational unit is over, hand over the bundle of houselists and houselist abstracts alongwith the filled in control chart to the supervising official for further action.

Important:

1. While doing sample selection, do not leave your seat without completing the work of marking the sample houses for the block on hand and making the corresponding entries in the various columns of the control sheet.

2. As soon as the sampled houses in a block have been identified, tick off the corresponding number in the check list containing the charge number and the block numbers in the operational unit. After you have completed sample selection for the entire operational unit, glance through the check list to detect whether any block has been missed.

3. In some extraordinary cases, a block may contain less than 5 houses. Here two situations may arise. The first is when the random start for that block is greater than the number of houses. In such a case, it is obvious that no houses can be selected from that block. However, this block of houses will be considered as the continuation of the previous block. Add on the number of houses in this block to the number of houses left over in the previous block strike off the entry in column 3 by an oblique stroke as shown in the example, put a dash in column 4 and enter the total number of houses left over in this block and the previous block in column 5 against this block. If, however the random start for the block is less than or equal to the number of houses in the block, one house bearing serial number in column 2 will be selected. The following example will make this clearer.

Control Sheet for sampling houses from Houselist

Location Code of the block	Total number of census houses	Serial number of first selected house	Serial number of last selected house	No. of houses left over Col. 2-Col. 4	5—Col. 5 Transfer it to Col. 3 of next line	No. of houses in the sample	Remarks
1	2	3	4	5	6	7	8
1/3/40(48) . . .	119	3	118	1	4	24	
1/3/41(49) . . .	2	..	..	3	2	..	
1/3/42(50) . . .	134	2	132	2	3	27	
1/3/43(51) . . .	4	3	3	1	4	1	

Summary of the selection procedure :

1. With the help of check list, verify whether you have received the houselist and houselist abstract for all the blocks. Take the first block, note the location code and total number of census houses in columns 1 & 2, respectively of the control sheet.

2. Fill in the identification particulars, random start etc. of your operational unit.

3. On the basis of random start of the operational unit, record in column 3 of the first selected house against the first block.

4. After selecting first sample house of the first block, circle every fifth house till you reach a stage when the number of houses left out is less than 5.

5. Check whether the unit digit of the serial number of the last selected house is either the same as the random start or the random start plus 5.

6. While doing sampling of houses from the houselist, you may come across errors in the house list due to (i) missed houses and (ii) duplicated houses. Correct such errors before completing sample selection in the block. Indicate in column 8 of the control sheet about the type of corrections you have made in this regard.

7. Complete the entries in columns 4, 5, 6 & 7 of the control sheet.

8. Transfer the entry in column 6 of a first line to column 3 of the next line. This process will be repeated till the sampling of houses for all the blocks of the operational unit are exhausted. Transfer of entry in the column 6 of the one line to the column 3 of the next line will indicate the serial number of the first selected house of the next block.

9. After completion of sample selection of your operation unit, have a quick glance through the entire process for your satisfaction.

10. The houselists and related houselist abstracts of your operational unit may now be handed over to your supervisor for further necessary action.

APPENDIX Page No.- ————

Control Sheet for sampling of houses from Houselist

(Simple size 20%)

Identification particulars *Name* *Location Code*

1. District :
2. Name of Tehsil/Taluk/P. S. Dev. Block/Circle etc. :
3. City or Non-city urban :
4. Random start Number :

Location code of the block	Total number of census houses	Serial number of first selected house	Serial number of last selected house	No. of houses left over Col. 2—Col. 4	5—Col. 5 transfer it to Col. 3 of next line	No. of houses in the sample	Remarks
1	2	3	4	5	6	7	8

Annexure to Tabulation Circular No. 3

Signature of Supervisor..... Signature of Tabulation Asstt. .....

PART—III INSTRUCTIONS TO 'SUPERVISORS' IN CONNECTION WITH THE SELECTION OF SAMPLE HOUSES FROM THE HOUSELIST

General :

The supervisor has a key role in the entire process of selection of 20% systematic sample of Census houses from the Houselist. He should, therefore, go through the instructions regarding edit, & sampling as well as these instructions thoroughly.

As a supervisor, you have the following duties :

(i) Checking of the completeness of the documents i.e., the bundles containing Houselist, Houselist Abstract & control sheet of the operational unit before handing over these to the tabulation assistant.

(ii) Supervision during the sample selection.

(iii) Checking whether all the forms issued to the tabulation assistant have been recieved back.

(iv) Checking whether in each block the sample houses have been duly marked as instructed & whether the control sheet has been properly filled in.

Checking of the completeness of the bundles containing Houselist, Houselist Abstract & Control sheet of the operational unit with the check list :

Before you hand over the above documents to the tabulation assistant you should thoroughly scrutinise and verify for each block whether the edit has been done and fresh serial number has been allotted in red pencil to each census house. Also check carefully the number of blocks pertaining to the operational unit with the check list. This will ensure that you have physically verified all the items & hence no omission or duplication of the blocks has occurred. Also, for each operational unit provide a random start which ranges from 1 to 5 for every operational unit. This would have been supplied to you by the D.C.O.

Supervision during sample selection :

During the sampling operations, you must extend all possible help to the tabulation assistant, provide guidelines and solve various problems that may arise at different stages. The Control sheet plays a vital role in ensuring the correctness of the sample selection. The various columns in the control sheet provide consistency checks and hence you should go through it from time to time to

detect mistakes on the spot for smooth running of the operation.

This procedure will avoid increase in workload and complications at a later stage. As a supervisor, you should utilise the control sheet for checking of the operation according to the steps given below :—

1. For any line of the control sheet, check whether the unit digit of the last selected census house entered in column 4 is either the same as the number in column 3 of that line or that number plus 5. The following table will explain the relationship between column 3 and 4 of the control sheet :

TABLE

Column 3 *Random start*	*Column* 4 *No. in the unit digit of the serial number of the last selected house*
1	1 or 1+5=6
2	2 or 2+5=7
3	3 or 3+5=8
4	4 or 4+5=9
5	5 or 5+5=0

2. After the unit digit check, you are to go to column 5 of the control sheet in order to check that the number of census houses left over at the end of the selection of houses in a block should be less than 5. If, however, the number of houses left over is more than 5, then obviously there is scope for selecting at least one more house from that block in the sample. Normally such a mistake may not occur, but if you come across such a case during supervision, you should rectify it on the spot & complete the rest of the columns of the control sheet. In column 6 of the control sheet you are to check whether the entry made there is number 5 minus the figure in column 5 and whether the same entry in column 6 of the line has been transferred to column 3 of the next line in order to give a random start for the selection of the first house of the next block. If this sequence is maintained, the tabulation assistant is doing his job correctly.

3. In column 7 of the control sheet, you must check the total number of census houses selected based on 20% systematic sample for a block with a given random start. For quick checking of this column you can assume that the total number of sample houses in any block will be equal to the expected number (E) given by

$$E = \frac{\text{Entry in column 4} - \text{Entry in column 3}}{5} + 1$$

The above formula can be explained with the example given below :

Control Sheet

1	2	3	4	5	6	7	8
1/5/3/2(2)	140	2	137	3	2	$\frac{137-2}{5}+1$ =28	—

This formula will not apply to a block from which no house has been selected. It may happen that the number of sample houses in the block, noted in column 7 of the control sheet does not tally with the expected number 'E' obtained above, in spite of finding consistency in columns 2 to 6 of the control sheet. In such a case, discrepancy could arise only due to wrong counting of the number of sample houses by the tabulation assistant. If so, you should immediately recount the number of sample houses in that block and correct the entry in column 7 as well. In order to make your job easy you should arrange to carry out these checks at the end of each day.

NOTE.—While making unit digit check, you may sometime find that the serial number of the last selected house recorded in column 4 of the control sheet does not satisfy the above check. In such a case, you should ask your tabulation assistant to bring the Houselist for that block and locate the entry at which the sequence has gone wrong. After locating the wrong sequence, mark appropriate sample houses from then on by making the necessary changes. Carrying out such corrections may not be difficult if the mistake is detected by you in the block that the sampler has just finished. In case the mistake has arisen in a block that the sampler has already finished, and if correcting this mistake would involve 2 or 3 subsequent blocks only, take steps to remove the mistake from all the blocks starting from the block in which the mistake first arise.

Overall checking after the completion of the selection of the sample for the entire operation use :

After receiving all the records of your operational unit at the end of sample selection of houses from the tabulation assistant, you are required to make a quick overall check of the entire process according to the steps given below :—

Step 1 : Check whether the documents which you gave to the tabulation assistant before sample selection have been returned to you. Also check whether any block from any other operational unit has inadvertently got mixed up with the blocks of the concerned operational unit. You should carefully check that all the blocks in an operational unit have been covered and the houselists for different operational units are not mixed up. If you find a block of the operational unit on hand has been left out of account, take it at the end of the operational unit and mark the sample according to the steps explained in the instructions to the tabulation assistant.

Step 2 : Scrutinise each and every line of the control sheet and thereafter quickly carry out the consistency checks on each line of the control sheet as explained above and make relevant corrections if required.

Step 3 : The corrections for missed and duplicated houses noted by the tabulation assistant in the control sheet would now be carried over to Houselist Abstract of the respective blocks. In case of such changes the totals in the respective columns of the Abstract should also be corrected accordingly. For this purpose you are also required to go through the relevant columns of all the lines of the affected blocks and prepare a list of these blocks on a slip of paper/and tag it on to the related Houselist Abstract for the operational unit for scrutiny by your higher officers who will finalise the control figures on the basis of your corrections.

Step 4 : The missed houses recorded in column 8 of the control sheet for each block must now be thoroughly scrutinised and serialised for formation of new 'notional' block after the last block of the operational unit.

In order to determine the random start of the new block so created, you must take into account the houses left over in the last block of the operational unit, considering the sample selection as a continuous operation. You may write in column 1 of the control sheet 'Missed Block' against this new one and complete other entries of the control sheet in the sample, locate these houses in the appropriate block of the Houselist and tick them off. You must prepare a list of all/the missed houses in your operational unit as follows :—

Block number of missed house	Page No,	Line No.
1. 3/2/7/128(132)	4	10
2. 3/2/7/143(148)	2	7
3. 3/2/7/150(155)	1	9

In the example above, it will be a 'notional' block with 3 houses.

K. K. CHAKRAVORTY
DEPUTY REGISTER GENERAL (C&T)

D.O. No. 1-6/80-DD
Government of India
Ministry of Home Affairs
THE REGISTRAR GENERAL, INDIA
2-A Mansingh Road,
New Delhi-110 011
May 8, 1980

Subject :—Houselisting Operations—Instructions regarding editing of forms and selection of sample census houses amendment to.

Dear Shri

Please refer to R.G.'s D.O. of even number dated 26 April 1980 (tabulation circular No. 3). The following corrections in the example given in para 3 of page 12 of the annexe to the above circular may kindly be noted and incorporated in your copy of the circular.

The correct version of the example given is reproduced below :—

Control Sheet for sampling houses from Houselist

Location Code of block	Total number of census houses	Serial number of first selected house	Serial number of last selected house	No. of houses left over Col. 2—Col. 4	5—Col. 5 transfer it to col. 3 of next line	No. of houses in the sample	Remarks
1	2	3	4	5	6	7	8
1/3/40(48) . . .	119	3	118	1	4	24	
1/3/41(49) . . .	2	..	..	3	2	..	
1/3/42(50) . . .	134	2	132	2	3	27	
1/3/43(51) . . .	4	3	3	1	4	1	

The inconvenience caused is deeply regretted.

Yours sincerely,

Sd/

(K. K. CHAKRAVORTY)

Shri.....

Director of Census Operations,

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No. 1—6/80-DD New Delhi the May 8, 1980

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P. PADMANABHA

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Government of India
Ministry of Home Affairs
THE REGISTRAR GENERAL, INDIA
Kotah House Annexe,
2-A Mansingh Road,
New Delhi-110 011
June 2, 1980

Subject :—Census of India 1981—Tabulation Circular No. 3—Clarifications.

My dear

Please refer to tabulation circular No. 3, giving instructions for editing of forms and selection of sample census houses. A few further corrections in the circular are given below. These may be incorporated.

	For	*Read*
1.	*Page 4 annexe last para t*	
	"Score out entry 1(1) in col. 3.....dash.	Score out the entries 1, 1(1) in columns 2 & 3.
2.	*Page 5 of the annexe 2nd para, 1 line :*	
	"In case....dash".	In case this is not so, but the house number 2(2) or household number viz. 2(2) (a) or 2(2) (b)....put a dash.

I would also invite reference to the penultimate para on page 3 of the circular itself. I am clarifying that all that was meant was that after H-II is prepared, then full edit, numbering and selection of sample in the terms of this circular would be carried out.

Yours sincerely,
(P. PADMANABHA)

Encl : 5 extra copies

Shri .....

Director of Census Operations,

New Delhi—11, the

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D.O. No. 1-6/80-DD
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Ministry of Home Affairs
THE REGISTRAR GENERAL, INDIA

2-A Mansingh Road,
New Delhi-110 011
May 6, 1980

CENSUS OF INDIA 1981—TABULATION CIRCULAR NO. 4

Subject :—Houselisting Operations—instructions regarding editing of forms and selection of sample census houses —amendment to.

My dear

Your attention is invited to Tabulation Circular No. 3, in the second para on page 3 of the circular it was mentioned that in certain States and in the Union Territories it would not be necessary to renumber census houses in red pencil as in the first set of States. This matter has been reconsidered and it is felt that such numbering is essential because it is likely that the house numbers may have a suffix of alpha letters, etc. and it is best to ensure that these are identified uniquely as census houses. It is, therefore, necessary to modify these instructions. Accordingly the second para on page 3 of Tabulation Circular No. 3 which now reads as follows :—

"In the later States and Union Territories it would therefore not be necessary to renumber the census houses in red pencil as in the case of the first set of States."

may be read, in modified form as follows :—

"In the later States and Union Territories, it would also be necessary to renumber the census houses in red pencil as in the case of the first set of States".

Please acknowledge receipt of this circular.

Yours sincerely,

(P. PADMANABHA)

Shri.....
Director of Census Operations,

Encl : Five spare copies.

No. 1—6/80-DD New Delhi the May 6, 1980

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D.O. No. 9/13/80-DD (CEN)
Government of India
Ministry of Home Affairs
THE REGISTRAR GENERAL, INDIA

2-A Mansingh Road,
New Delhi-110 011
9th May, 1980

CENSUS OF INDIA 1981—TABULATION CIRCULAR No. 5

Subject :—Houselisting Operations—Processing of forms.

My dear

This has a reference to Tabulation Circular No. 1 sent with my D.O. of even number dated 15th March, 1980. In the present circular, I propose discussing presentation of data in respect of urban agglomerations in Table H-II.

Now that urban agglomerations have been finalised in most of the States and Union Territories where these are to be constituted. It seems appropriate that data are presented for urban agglomerations also in addition to district, tehsil and town. The heading of column 1 of Table H-II may, therefore, be amended to read 'State/District/Tehsil/Town/Urban agglomerations'.

While presenting data for urban agglomerations, one may comes across several situations. Each of these situations is discussed below :—

1. Two or more towns falling in one tehsil are constituents of an urban agglomeration. In this case, the presentation of data will pose no problem, since the urban agglomeration and its constituent units can be shown under the concerned tehsil, as illustrated in Appendix I to this circular.
2. An urban agglomeration is composed of one or more towns with outgrowths as constituent units, each falling under the same tehsil. Here also, there should be no difficulty and the presentation of data can be made, as illustrated in Appendix II.

3. An urban agglomeration may have been constituted with units falling in different tehsils. For example, the constituent towns of an urban agglomeration fall in two different tehsils. In such a situation, it is suggested that the data for the urban agglomeration as a whole may be presented once under the district and again under the concerned tehsils after apportioning the areas which fall in the concerned tehsils. This fact should be explained in a suitable foot-note. The treatment proposed here is illustrated in Appendix III. In such cases, the composition of the urban agglomeration may be indicated in the fly-leaf for convenience.

There could also be a situation where a town itself extends over two tehsils. In such a situation, if it is possible to apportion the areas falling in different tehsils, presentation of data could be made, as illustrated in Appendix IV. If, however, the same is not possible, then the data should be presented under the tehsil in which major portion of the town lies and in the other tehsil, no data for the town need be shown, as shown in Appendix V. However, in either case, a suitable foot-note should be appended, as indicated in Appendices IV & V.

These instructions will also apply to Table H-I which will be processed on the computer. On this matter separate instructions will follow.

Please acknowledge receipt of this circular.

Yours sincerely

Sd/-

(P. PADMANABHA)

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APPENDIX—I

H-II : DISABLED POPULATION BY TYPE OF DISABILITY

State/District/Tehsil/ Urban Agglomeration/Town	Total Rural Urban	Houselist population	Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6
UTTAR PRADESH STATE . . .	T	88,341,144	2,308	1,311	1,768
	R	75,952,548	1,776	1,103	1,243
	U	12,388,596	532	208	525
6. Almora District	T	750,038	33	9	20
	R	710,926	27	7	16
	U	39,112	6	2	4
1. Almora Tehsil	T	358,838	12	4	7
	R	333,643	9	3	5
	U	25,195	3	1	2
Almora Urban Agglomeration . .	U	20,881	2	1	1
(a) Almora (MB)	U	19,671	2	1	..
(b) Almora Cantonment (Cantt.) .	U	1,210	..	..	1
Bageshwar (MB)	U	4,314	1	..	1
2. Ranikhet Tehsil	T	289,784	11	2	7
	R	275,867	8	1	5
	U	13,917	3	1	2
Ranikhet Cantonment (Cantt.) . .	U	13,917	3	1	2
3. Champawat Tehsil*	T	101,416	10	3	6

*Entirely rural.

NOTE :—The figures quoted in the table are illustrative.

APPENDIX—II

H-II : DISABLED POPULATION BY SIZE OF DISABILITY

State/District/Tehsil/ Urban Agglomeration/Town	Total Rural Urban	Houselist population	Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6
MADHYA PRADESH STATE . . .	T	41,654,119	1,523	937	1,297
	R	34,869,352	1,014	726	985
	U	6,784,767	509	211	312
Datia District	T	255,267	55	21	42
	R	217,831	32	12	29
	U	37,436	23	9	13
1. Seondha Tehsil* . . .	T	108,356	10	4	8
2. Datia Tehsil	T	146,911	45	17	34
	R	109,475	22	8	21
	U	37,436	23	9	13
Datia Urban Agglomeration . .	U	37,436	23	9	13
(i) Datia (M)	U	36,439	16	7	10
(ii) Datia Gird (OG) . . .	U	702	4	1	1
(iii) Ramnagar (OG)	U	284	3	—	1
(iv) Govindpur (OG) . . .	U	11	—	1	1

*Entirely rural.

NOTE :—The figures quoted in the table are illustrative.

APPENDIX—III

H-II : DISABLED POPULATION BY TYPE OF DISABILITY

State/District/Tehsil/ Urban Agglomeration/Town	Total Rural Urban	Houselist population	Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6
KARNATAKA STATE	T	29,299,014	1,211	835	1,019
	R	22,176,921	823	614	773
	U	7,122,093	388	221	246
Bangalore District	T	3,365,515	85	24	51
	R	1,499,761	63	14	29
	U	1,865,754	22	10	22
Bangalore Urban Agglomeration . .	U	1,653,779	311	86	205
1. Anekal Taluk	T	129,600	11	5	8
	R	112,296	8	3	5
	U	17,304	3	2	3
Anekal (M)	U	12,629	2	2	2
Sarjapura (M)	U	4,675	1	..	1
2. Bangalore North Taluk . . .		1,724,779	9	3	6
	R	119,595	7	2	4
	U	1,605,184	2	1	2
Bangalore City (C) and Trust Board Area$ . . .	U	1,540,741	..	..	1
B. E. L. Township (SA)$ . .	U	6,825	..	1	1
Devarajeevanahalli (TP)$ . .	U	17,734	1	..	..
H. M. T. Township (SA)$ . .	U	11,154	1	..	..
Jalahalli (excluding HMT. Township) (P)$	U	12,533	..	..	..
Kudugondanahalli (P)$ . . .	U	5,768	..	..	..
Yelahanka (M)$	U	10,429	..	..	..

APPENDIX—III—*Concld.*

H-II : DISABLED POPULATION BY TYPE OF DISABILITY

State/District/Tehsil/ Urban Agglomeration/Town	Total Rural Urban	Housclist population	Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6
3. Bangalore South Taluk	T	235,850	6	2	3
	R	176,826	5	2	2
	U	59,024	1	..	1
HAL Sanitary Board (excluding HAL Township) (SB)	U	33,985	1	..	..
HAL Township (SA) $	U	15,164	..	..	..
I. T. I. Notified Area (Duravaninagar) (NAC)	U	9,875	..	..	1
4. Channapatna Taluk	T	172,990	8	3	4
	R	140,402	6	2	2
	U	32,588	2	1	2
Channapatna (M)	U	32,588	2	1	2
5. Devanahalli Taluk	T	130,478	3	1	4
	R	106,950	3	..	3
	U	23,528	..	1	1
Devanahalli (M)	U	11,978	..	1	1
Vijayapura (M)	U	11,550	..	..	..
6. Doddaballapur Taluk	T	154,636	10	2	6
	R	119,036	7	2	4
	U	35,600	3	..	2
Doddaballapur (M)	U	35,600	3	..	2
7. Hoskote Taluk	T	153,741	6	1	3
	R	141,578	5	1	..
	U	12,163	1	..	3
Hoskote (M)	U	12,163	1	..	3
8. Kanakapura Taluk	T	219,821	9	1	3
	R	199,524	7	1	1
	U	20,297	2	..	2
Kanakapura (M)	U	20,297	2	..	2
9. Magadi Taluk	T	172,514	8	2	5
	R	159,165	6	..	2
	U	13,349	2	2	3
Magadi (M)	U	13,349	2	2	3
10. Nelamangala Taluk	T	134,885	7	2	3
	R	119,610	6	1	1
	U	15,275	1	1	2
Nelamangala (M)	U	8,781	1	1	1
Tyamagondlu (M)	U	6,494	..	..	1
11. Ramanagaram Taluk	T	136,221	8	2	6
	R	104,779	3	..	5
	U	31,442	5	2	1
Ramanagaram (M)	U	31,442	5	2	1

$These towns are parts of Bangalore Urban Agglomeration which spread over Bangalore North and Bangalore South Taluks and figures in respect of Bangalore Urban Agglomerations are shown below Bangalore district.

NOTE : The figures quoted in the table are illustrative.

APPENDIX—IV

H-II : DISABILITY POPULATION BY TYPE OF DISABILITY

State/District/Tehsil/ Urban Agglomeration/Town	Total Rural Urban	Houselist population	Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6
UTTAR PRADESH STATE . . .	T	88,341,144	2,308	1,311	1,768
	R	75,952,548	1,776	1,103	1,243
	U	12,388,596	532	208	525
3. Tehri Garhwal District . . .	T	397,385	32	9	23
	R	386,862	25	5	17
	U	10,523	7		6
Tehri (MB)£	U	5,480	4	2	3
1. Tehri Tehsil	T	106,928	11	3	8
	R	103,658	9	2	6
	U	3,270	2	1	2
Tehri (MB)£	U	3,270	2	1	2
2. Pratapnagar Tehsil . . .	T	116,749	9	2	6
	R	114,539	7	1	5
	U	2,210	2	1	1
Tehri (MB)£	U	2,210	2	1	1
3. Devaprayag Tehsil . . .	T	173,708	12	4	9
	R	168,665	9	2	6
	U	5,043	3	2	3
Narendranagar (NA) . . .	U	2,390	2	..	1
Devaprayag (NA) . . .	U	1,527	1	1	1
Muni-ki-Reti (NA) . . .	U	1,126	..	1	1

£Tehri (MB) partly lies in Tehri Tehsil and partly in Pratapnagar Tehsil. Data relating to portion falling in the two Tehsils has been shown under the respective tehsils. Data in respect of Tehri M. B. is shown below the district.

NOTE : The figures quoted in the table are illustrative.

APPENDIX—V

H-II : DISABLED POPULATION BY TYPE OF DISABILITY

State/District/Tehsil Urban Agglomeration/Town	Total Rural Urban	Houselist population	Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6
UTTAR PRADESH STATE	T	88,341,144	2,308	1,311	1,768
	R	75,952,548	1,776	1,103	1,243
	U	12,388,596	532	208	525
3. Tehri Garhwal District . . .	T	397,385	32	9	23
	R	386,862	25	5	17
	U	10,523	7	4	6
1. Tehri Tehsil@	T	109,138	13	4	9
	R	103,658	9	2	6
	U	5,480	4	2	3
Tehri (MB)@	U	5,480	4	2	3
2. Pratapnagar Tehsil . . .	T	114,539	7	1	5
	R	114,539	7	1	5
3. Devaprayag Tehsil . . .	T	173,708	12	4	9
	R	168,665	9	2	6
	U	5,043	3	2	3
Narendranagar (NA) . . .	U	2,390	2	..	1
Devaprayag (NA) . . .	U	1,527	1	1	1
Muni-ki-Reti (NA) . . .	U	1,126	..	1	1

@Tehri (MB) of Tehri Garhwal district partly lies in Tehri Tehsil and partly in Pratapnagar Tehsil. As separate data are not available, the entire urban data have been shown under Tehri Tehsil in which the major part of Tehri (MB) lies.

NOTE :The figures quoted in the table are illustrative.

P. PADMANABHA

1981—Census
Immediate

D.O. No. 1-7/80-DD
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2-A, Mansingh Road,
New Delhi-110 011

CENSUS OF INDIA 1981—TABULATION CIRCULAR NO. 6

Subject :—Selection of 5% sample of Enumeration Blocks for Advance Tabulation.

My dear,

You will recall that in Census Circular No. 16 relating to the management of records it was mentioned that it is proposed to generate certain advance tabulations at national level based on a 5% sample. It is also mentioned therein that instructions as to how this sample will be drawn would be issued later. I am now forwarding the instructions relating to the selection of this 5% sample for advance tabulation. The annexe to this circular contains the instructions and I would suggest that these should be gone through carefully. I would also suggest that senior officers should practice among themselves the selection procedure so that they are able to train the staff at the appropriate time.

Incidentally, I would like to take this opportunity to suggest that procedures relating to selection of sample of tabulation as indicated in other circulars should be practised by senior officers themselves so that they are able to convey the instruction properly to the large staff that will shortly be employed for such work.

Please acknowledge receipt.

Yours sincerely,

(P. PADMANABHA)

Encl :—Five spare copies.

Shri.....
Director of Census Operations.

D. O. No. 1-7/80-DD New Delhi-11, the

Copy to :

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2. Deputy Registrar General (C&T) . . (2 copies)
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CENSUS OF INDIA—1981

INSTRUCTIONS FOR SELECTION OF 5% SAMPLE OF ENUMERATION BLOCKS FOR ADVANCE TABULATION

PART I—GENERAL INSTRUCTIONS

In 1981 Census, a 5% sample of enumeration blocks will be selected for advance tabulation (A.T.). This sample will be selected in all the States and Union Territories of India according to the instructions given in this circular. The enumeration blocks referred to are those finally carved out for enumeration.

The instructions for selection of 5% sample of enumeration blocks for advance tabulation have been divided into two parts, part II & part III.

Part II will apply to the following States.

1. Andhra Pradesh
2. Assam
3. Bihar
4. Gujarat
5. Haryana
6. Karnataka
7. Kerala
8. Madhya Pradesh
9. Maharashtra
10. Orissa.
11. Punjab
12. Rajasthan
13. Tamil Nadu
14. Uttar Pradesh
15. West Bengal

Part III will apply to the following States & Union Territories.

1. Himachal Pradesh
2. Jammu & Kashmir
3. Manipur
4. Meghalaya
5. Nagaland
6. Sikkim
7. Tripura
8. Andaman & Nicobar Islands
9. Arunachal Pradesh
10. Chandigarh
11. Dadra & Nagar Haveli
12. Delhi
13. Goa, Daman & Diu
14. Lakshadweep
15. Mizoram
16. Pondicherry.

PART II—INSTRUCTIONS FOR SELECTION OF 5% SAMPLE OF ENUMERATION BLOCKS FOR ADVANCE TABULATION (FOR STATE WHERE SAMPLE SLIP IS CANVASSED IN 20% SAMPLE OF ENUMERATION BLOCKS AND THE STATES OF ASSAM, MAHARASHTRA AND WEST BENGAL)

The 5% sample refers to 5% of the total number of blocks. The selection of 5% sample of enumeration blocks for advance tabulation will be done at state headquarters and communicated to Regional Tabulation Office. These blocks will be 25% sub-sample of the 20% sample of enumeration blocks already selected. In these 20% sample of blocks, sample slip would also have been canvassed in addition to the universal slip.

For the purpose of sample selection, the control sheet for the selection of 20% sample of enumeration blocks, (Form I, Form II, Form III) are required. As per instructions in the Annexe to Circular No. 14, Part I, last paragraph, the D.C.O. should receive one copy of these forms. Before selecting the 5% sample, the selection of 20% sample should have been thoroughly checked and any discrepancy pointed out to the corresponding charge officer and got corrected.

Stratification :

For the purpose of sample selection each district will be divided into a number of strata viz. city, non-city urban areas and rural charge of Tehsil/Taluk/P.S.

To ensure that the systematic selection of blocks proceed accurately, control sheet have been prescribed for each of the operational units. The format of the control sheet differs in different strata. Form A.T. I is for cities, Form A.T. II for non-city urban areas and Form A.T. III for rural areas. Form A.T. I is based on Form I of the corresponding city, Form A.T. II on Form II of the corresponding non-city urban area and Form A.T. III on Form III of the rural charge.

The instructions for filling up A.T. I and A.T. II are identical. Separate forms have been prescribed to make sure that the sample selection proceeds independently for these strata.

Instructions for the selection of 5% sample in city (including U.A.) (Form A.T. I) and non-city urban areas (Form A.T. II)

For each city, the control sheet Form A.T. I will have to be used. Besides the identification particulars, the control sheet consists of seven columns. You have to keep ready the corresponding Form I for the city, which gives the list of blocks selected for 20% sample. Similarly for each non-city urban areas of a district, Form A.T. II will be filled up. You have to keep ready the corresponding Form II for the non-city urban area of the district.

In identification particulars you must write the name of the state, district and the city (or non-city urban) and their code numbers wherever applicable. The random start will be a number between 1 and 4 will have to be selected independently for each city (or non-city urban). Enter this number 'against random start' at the top of the form. This number indicates the position of the starting enumeration block in the list of sample blocks in column 4 of Form I/II. Starting from the enumeration block listed in this position selection will be done systematically as explained further.

Column 1 : Name/number of charge

Enter the charge number in column 1. If the city or non-city urban area has more than one charge, (or town) then enter the name or number of the first charge (or town) here. The name and number of the second charge or town will be entered only after the sampling operation with respect to the first charge or town is over. Since, you may be using quite a few lines for each charge, do not enter the name or number of the second charge or town unless the sampling operation in the first charge or town is completed.

Column 2 : Total number of 20% sample blocks in the charge

Enter here the total number of sample blocks in the city/charge or town as the case may be. This number is available in column 5 of Forms I/II. Before transcribing from column 5 of Form I & II, check whether the figure in Col. 5 of Form I/II is correct by counting the entries in col. 4 of the same forms.

Column 3 : Position of the first enumeration block selected

For the first charge/town copy here the selected random number noted at the top. For the subsequent charge/town this column will be filled up as indicated in the instructions for filling up column 8. This random number indicates the starting point for sample selection. If the random number is three, the first sample block will be the one listed at third position in column 4 of Form I/II.

Column 4 : List of enumeration block selected

For filling up this column the corresponding Form I/II is required. Starting from the block listed at the position indicated in col. 3, circle every fourth block in col. 4 of Form I/II. Thus if the random number in col. 3 is three, the blocks listed at 3rd, 7th, 11th, 15th—position will be circled and the Nblock numbers copied in this column. The following example clarifies procedure of selection in respect of Bangalore city, Vidhan Soudha charge, discussed in annexe IV to Circular No. 14. From the list of enumeration blocks listed in col. 4 of Form I, giving the block number of 20% sample of enumeration blocks, the starting block is decided as 14 which occurs at the 3rd position in the list. Starting from this block every 4th block is circled in Form I as shown below :

4, 9, (14), 19, 24, 29, (34), 39, 44, 49,
(54), 59, 64, 69, (74), 79, 84, 89, (94),
99, 104, 109, (114), 119.

The block selected for 5% advance tabulation in this charge will be block numbered 14, 34, 54, 74, 94 and 114. This numbers will be written in col. 4 of Form A.T. I which at refers to city. Similarly for non-city urban areas such numbers will be entered in col. 4 of Form A.T. II.

If on the other hand the random start were 2, the first block to be selected would have been block no. 9, which occurs the 2nd position and the blocks selected would have been 9, 29, 49, 69, 89, 109, taking the same example.

Enter the blocks selected in col. 4, using as many lines as needed in this column.

If the sampling had gone correctly the selected block number should differ by 20 as in the above example i.e. 14, 34, 54, 74, ... or 9, 29, 49, 69, 89, 109 etc. In the case you find that the selected block numbers came out as 9, 29, 49, 64, 84, etc., one can be sure that there is a mistake some where in the selection procedure calling for verification.

Columns 5 : Number of enumeration blocks in the sample.

After listing all the sample blocks in col. 4, of Form A.T. I/A.T. II, count the number of blocks in the sample and enter the number in column 5. This number should be equal to the number of 20% sample blocks selected in the charge entered in col. 2, divided by 4. If the number of blocks in col. 2 is not exactly divisible by 4, then the number of sample blocks in col. 5 will be equal to

(a) $\frac{\text{(The number of sample blocks in the charge)}}{\text{4 ignoring remainder}}$

(b) $\frac{\text{(The number of sample blocks in the charge)}}{\text{4 ignoring remainder} + 1}$

The actual number of blocks in the sample will be equal to the former if the remainder is less than the random start. If the remainder is equal to or greater than the random start, the number of blocks selected will be equal to the latter i.e. the quotient plus one.

Column 6 : No. of blocks left out

The total number of sample blocks remaining in the charge after the last block circled, should be counted and entered here. This number will be less than four. In case the number is zero enter zero in this column.

Column 7 : Starting position in the next charge 4 minus col. 6

Substract the entry in col. 6 from the number 4 and enter the result in this column. This number will indicate the position of the starting block in the next charge. This number should be copied out in column 3 against the next charge for which the sample selection has to be commenced. If all the charges have been exhausted you have completed the sample selection. **Prepare a chargewise town list of selected** enumeration blocks and communicate them to R.T.O's Office.

Instruction for selection of 5% sample of blocks for advance tabulation—Rural areas

These instructions indicate the way in which the sample blocks will be selecttd in each ruraly charge. From A.T. III will be used for selection of sample blocks. For each charge the corresponding filled in Form III, (selection of 20% sample of enumeration blocks) should be kept ready as the selection will be based on this form. To avoid copying work, it is suggested that the selection be done in Form III itself and the list of selected blocks copied out in A.T. III. The instructions for filling up Form A.T. III are given below.

Col. 1: Charge name or number

Enter the rural charges in order of charge number. Since each charge may have a name enter it here. Do not enter the second charge, unless the sample is selected in the first charge.

Col. 2: Location code of the charge

Enter the code for the charge.

Col. 3: Number of 20% sample enumeration blocks in the charge

In Form III, the sample block numbers and their notional numbers would have been circled with red pencil. Count the number of blocks circled in column 4. Enter the number in this column. The 5% sample blocks will be selected from these sample blocks.

Col. 4: Random start for the charge

Select a random number between 1 and 4 from the random number table and enter it in this column. Separate random number should be selected for each charge. It is quite possible that you may come across the same random number for adjoining charges. Do not reject them just because they are the same.

Col. 5: Notional number of the selected blocks

In columns 7, 9, 11 & 13 of the Form III, each block in the charge would have been assigned a notional number and the notional number of blocks selected for canvassing sample slip would have been circled with red pencil. For selecting 5% sample of blocks you should select every fourth block among the sample blocks, starting from the sample block in the position indicated by col. 4. Please note that the random number in col. 4 indicates the starting position of the sequence of blocks (selected for 20%), not the block number. The following example, with reference to the Junagadh Taluka of the Junagadh district circulated to you vide addenda to Circular No. 14, may help to understand the selection procedure.

The notional numbers of the sample blocks circled (i.e. selected for canvassing sample slip), are 4, 9, 14, 19, 24, 29, 34, 39, 44, 49, 54, 59, 64, 69, 74, 79, 84, 89, 94, 99, 104, 109, 114, 119, 124, 129.

If the random number for the charge recorded in col. 4 is 2, then select every 4th block in the above series starting from the second block. The notional numbers of selected blocks will be:—

9, 29, 49, 69, 89, 109, 129.

If the random number for the charge recorded in col. 4, is 4, then the selected blocks will be 19, 39, 59, 79, 99, 119.

Note that the notional numbers of selected blocks will differ by 20.

After selecting the blocks, as indicated above copy down the notional numbers in col. 5 of Form A.T. III.

Circle the serial number i.e. col. 1 of Form III with blue pencil. The circled blocks will constitute 5% sample.

Col. 6: Block code of the selected 5% sample of blocks

From column 4 of the Form III, identify the block number, of the selected block. You would have circled the selected blocks in col. 1 of Form III. For such blocks copy the block number from col. 4 of Form III. *Remember that the numbers that you have entered in column 5 are the notional numbers and not the actual block numbers.*

In the example quoted in the previous column, the entries in this column viz. col. 6, will be as under. If the random starte is 2, the number of the selected blocks in this charge will be:

129, 10, 64, 122, 28, 67, 116.

These are the blocks with corresponding notional numbers 9, 29, 49, 69, 89, 109 and 129 respectively.

If the random start is 4, then the number of selected blocks in the charge will be:—

94, 47, 93, 16, 41, 88.

These are blocks with corresponding notional numbers 19, 39, 59, 79, 99 and 119 respectively.

Column 8: Total number of sample blocks

Count the total number of blocks in col. 5 or col. 6 and enter them here.

Please note that the sample selection has to be done in each charge separately. You should not carry over the blocks left over in one charge to the next charge.

PART III: INSTRUCTIONS FOR SELECTION OF 5% SAMPLE OF ENUMERATION BLOCKS FOR ADVANCE TABULATION FOR STATES AND U.T's EXCLUDING ASSAM, MAHARASHTRA & WEST BENGAL WHERE UNIVERSAL AND SAMPLE SLIPS ARE CANVASSED UNIVERSALLY

The selection of 5% sample of blocks will be done at the state headquarters.

In the State or U.T. there may be more than one charge, each charge consisting of a number of enumeration blocks. To make sure that sampling is continuous within the State/U.T. and to ensure that the systematic selection of blocks proceeds accurately, control sheet, A.T. IV, has been prescribed for part III States.

The control sheet consists of eight columns. At the top of the form you have to write the random start. The random start will be a number between 1 and 20, selected from the random number table already circulated to you. This number indicates the number of the enumeration block from which you will start selection of the sample blocks. Starting from this enumeration block, selection will be done systematically as explained below.

Col. 1: Name of charge or number

Enter the charge number in col. 1, urban charges being entered first. If the area (may be city or non-city urban) has more than one charge, then enter the name of the first charge here. The name and number of the second charge will be entered in this column only after the sampling operation in respect of first charge is over. Since as you will see, you may be using quite a few lines for each charge, do not enter the name or number of the second charge unless the sampling operation in the first charge is completed.

Col. 2: Total number of blocks in the charge

Enter here the total number of blocks in the city/charge as the case may be. Since this is important information this has to be ascertained carefully.

Col. 3: No. of the first block selected

Write down here the random number which is assigned. This indicates the starting point for sample selection. If the random start is 16, the first sample block will be enumeration block No. 16 in the 1st charge.

Col. 4: List of Enumeration blocks selected

Starting with the random number in col. 3 select every 20th block till you can not select any further block in the charge. For example, if the random number in col. 3 is 16, you must select block numbers 16, 36, 56, 76, 96, etc. If in this charge there are 112 blocks, the last block selected will be the enume-

ration block number 96. All the block numbers should be entered in column 4. The entries can be made as: 16, 36, 56, 76, 96.

Use as many lines as needed in this column. Block listed in this column are the sample blocks for the charge.

Col. 5: No. of blocks in the sample

After listing all the sample blocks in column 4, count the number of blocks in the sample and enter this total number in column 5. The number of blocks in the sample should be equal to the number of blocks in the charge entered in col. 2 divided by 20. If the number of blocks in col. 2 is not exactly divisible by 20 then the number of sample blocks in col. 5., will be equal to

(a) $\frac{\text{(The number of blocks in the charge)}}{20}$ ignoring the remainder

or

(b) $\frac{\text{(The number of blocks in the chrgae)}}{20}$ ignoring the remainder+1

The actual number of blocks in the sample will be equal to the former if the remainder is less than the starting block number. If the remainder is equal to or greater than the starting block number, the number of blocks selected will be equal to the latter i.e. the quotient plus one.

For example, let us consider a charge which has 112 enumeration blocks. In this case, if 112 is divided by 20, the result would be 5 leaving a remainder of 12. If the random start is any numbers between 13 & 20 the remainder is less than the random start and, therefore, we would have 5 sample blocks as indicated in (a).

On the other hand, if the random start is anything between 1 and 12, the remainder would be greater than or equal to the random start and, therefore, we would have 6 sample blocks as indicated in (b).

Col. 6: No. of the last block selected

Enter here the serial number of the last block selected. In the above example, with 112 blocks, if the random start were 16, the serial number of the last block selected would be 96. This number should be entered in col. 6.

Col. 7: No. of blocks left out (Col. 2—Col. 6)

The total number of blocks remaining in the charge after the last blocks listed in col. 6, should be entered here. In the example discussed in previous para, the number 16 should be entered here. (112−16=96). The number entered in this column will be less than 20. In case this number is zero, enter zero in this column.

Col. 8: Starting block of the next charge 20—Col 7

Subtract the entry in col. 7 from the number 20 and enter the result in this column. This number will be the serial number of the first block to be selected **in the next charge.** This number should also be copied in col. 3 against the next charge for which sample selection has now to be commenced.

After completing this charge, take up the next charge and repeat the above operations. Instead of using a fresh random start you will have to use the number indicated in col. 8 in the entry relating to the immediate previous charge as the starting point in sample selection. You would have already copied this number in col. 3 in each case. If you have not done so, do it now. The other columns will be filled up at before.

After the selection of the sample blocks in the entire State/U.T., prepare a consolidated list showing the location code of the blocks selected in full. The records like Household Schedule, (Part I & Part II) and Individual Slip pads for these blocks should be separated out and marked "5% sample for advance tabulation".

Page No. .....

CENSUS OF INDIA—1981

FORM A. T.—I

Control Sheet for the selection of 5% sample blocks for advance tabulation for Part II States—City

State ..... District .....

City ..... Random Start .....

Name of Charge or number	Total No. of 20% sample blocks in the charge	Position of the first enumeration block selected	No. of the enumeration blocks selected	No. of blocks in the sample	No. of blocks left out	Starting position in the next charge 4—col. (6)
1	2	3	4	5	6	7

Page No. .....

CENSUS OF INDIA—1981

FORM A. T.—II

Control Sheet for the selection of 5% sample blocks for advance tabulation for Part II States (Non-city urban)

State..... District .....

Random Start .....

Name of charge or number	Total number of 20% sample block in charge	Position of the enumeration block selected	Number of the enumeration blocks selected	Number of blocks in the sample	Number of blocks left out	Starting position in the next charge 4—column (6)
1	2	3	4	5	6	7

Page No. .....

CENSUS OF INDIA—1981

FORM A. T. —III

Control Sheet for the selection of 5% sample blocks for advance tabulation for Part II States—Rural

State ..... District .....

Charge No.	Location code of the charge	No. of 20% sample blocks in the charge	Random start for the charge	Notional number of selected blocks	Block code of the selected 5% sample of blocks	Total No. of selected blocks
1	2	3	4	5	6	7

Page No. .....

CENSUS OF INDIA—1981

FORM A. T.—IV

Control Sheet for the selection of 5% sample of blocks for advance tabulation—Part III States

State ..... District ..... Random Start .....

Name of charge or number	Total No. of blocks in the charge	No. of the first block selected	List of enumeration blocks selected	No. of blocks in the sample	No. of the last block selected	No. of blocks left out col. (2)—col. (6)	Starting block of the next charge 20—col. 7.
1	2	3	4	5	6	7	8

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1981—Census
Immediate

P. PADMANABHA

D.O. No. 1-6/88-DD
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

Kotah House Annexe,
2-A Mansingh Road,
New Delhi-110 011.

CENSUS OF INDIA 1981—TABULATION CIRCULAR NO. 7

Subject:—Estimation of staff requirements of the first phase of tabulation.

My dear,

It will be recalled that in Tabulation Circular No. 3 certain instructions have been issued regarding the editing of forms and selection of sample houses from the houselist. On page 4 of the letter under which this circular was issued, it had been indicated that by and large number fresh should be necessary for this limited purpose of tabulation but that the needs of the staff would have to be assessed on the basis of the time frame for completion of the work. This matter has been gone into further and I am now writing to indicate the time frame within which this work should be completed and I am also indicating norms by which staff assessment can be made.

It is necessary that the editing of the houselist forms and selection of the sample census houses is completed by the end of February, 1981. This is because soon thereafter the handling and processing of the enumeration forms themselves will have to be done. Obviously, Table H-II would also have to be completed within this time frame. It is recognised that in some States/UTs the houselisting operations are over and to that extent the time frame is quite long but this time frame for completion of this work is being specified taking into consideration that in certain major States the houselisting operations are being taken up only later this year. It is recognised that in these States a large complement of staff may have to be engaged in this work in view of the shorter time span. Please, therefore, note that the assessment of the staff requirements, the number of persons but of the existing staff who can do this work and extra posts to the extent necessary would all have to be assessed on the stipulation that the entire work relating to the houselist upto and including selecion of sample census houses will be completed by the end of February, 1981.

We have also been assessing the appropriate norms on the basis of which staff assessment for this purpose can be made. We have had the benefit of the views of some of the Directors and these have also been taken into consideration.

In Tabulation Circular No. 3, it has been indicated that the staff employed on fixed pay will be designated as Tabulation Assistants, Supervisors and Team Leader. On reconsideration, it is decided that these officials will be designated as Compilers, Checkers and Supervisors respectively. This charge may please be noted. In this communication and henceforth the letters terms are used.

The work relating the editing, renumbering of census houses and selection of sample census houses will have to be done by the Compilers. For every 5 Compilers there will be one Checker and for every three Checkers there will be one Supervisor. How many such teams are necessary would entirely depend on the workload in each State/Union Territory.

One person, in one working day should be able the edit, renumber and select sample census houses in the case of

10 enumeration blocks of conventional size. Based on this norm the number of man-days required for completion of the entire work can be worked out, depending on the number of blocks in the area. For working out man-months it may be assumed that in every month there will be 22 working days. The method of calculation will be clear from the example which follows :—

Number of enumeration blocks in a State = 220,000 Blocks

Number of man days @ 10 blocks per day per person = 22,000Man-days

Number of man-months @ 22 working days in a month =1,000Man-months

Number of Compilers required if the work is to be completed in 8 months, i. e., July, 1980 to February, 1981. =125 Compilers.

I would request you to work out the staff requirement on this basis, adjust the existing staff who can do this work to the extent possible and thus arrive at any extra posts of Compilers, Checkers and Supervisors that you may need. The corresponding levels from the existing staff will be Assistant Compilers, Computors and Statistical Assistants.

As mentioned earlier, in these States where houselisting operations will be carried out later, the relevant time frame must be kept in view.

As mentioned in Tabulation Circular No. 3, it is proposed to employ Compilers, Checkers and Supervisors on fixed pay. The pay levels are under active consideration and I shall be writing to you on this matter soon. The educational qualifications, age limits and other conditions relating to the appointments of Compilers, Checkers and Supervisors will also be indicated to you soon. However, at this point of time, please arrive at staff requirements with the adjustment of existing staff which can be put on this work and an assessment of the posts that may be necessary, given the time frame for completion of the work.

It is proposed that the additional posts required may be created by you under powers delegated to you. The level of posts which can be created by you will also be indicated soon.

I would like to again mention that it is essential that the work is completed by end of February, 1981 because this would give us the minimum period we will need for training the same staff, who would continue to be employed in processing the individual slips, etc., sufficient training on the compilation of the PCA, manual processing of the household schedule etc. Since these records will start flowing in by the first week of March, 1981, and since compilation of the PCA cannot be delayed, you would have to have some time for intensive training of the staff in the elementary tabulation procedures which will be indicated separately. This would mean that the completion of the work referred to in Tabulation Circular No. 3 should be ensured by end of February, 1981. I might mention here that it is proposed to prepare the PCA manually. Please indicate in due course the staff requirements as arrived at by you, the adjustments from existing staff that you are able to make and the approximate number of extra posts that would have to be created in your office.

Please acknowledge receipt of this circular.

Yours Sincerely,

Sd/-

(P. PADMANABHA)

Encl :—Five spare copies
Shri P. Lalnithanga,
Director of Census Operations,
Mizoram.

1981—Census
Immediate

P. PADMANABHA

D.O. No. 1-6/80-DD
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2-A, Mansingh Road,
New Delhi-110 011
25 Aug., 1980

CENSUS OF INDIA 1981—TABULATION CIRCULAR NO. 8

Subject :—Estimation of staff requirements for the first phase of tabulation—change in nomenclature—Amendment to tabulation circular No. 7.

My dear,

This is in continuation of my demi-official letter of even number dated 9th June, 1980 (Tabulation Circular No. 7), on the subject cited above.

The staff pattern and the designation of the staff under consideration were indicated in Tabulation Circular No. 3 as amended in Tabulation Circular No. 7. It was indicated that the Assistant Compilers, Computors and Statistical Assistants could perform supervisory functions over the Compilers, Checkers and Supervisors. However, at the recent zonal meeting of some of the Directors it was mentioned that the designations in the case of the Compiler and Assistant Compiler would cause difficulty because the Assistant Compiler who is on a grade pay would supervise the work of a person designated as Compiler who is on fixed pay. The designations are not compatible and may give rise to an embarrassing situation since the Assistant Compiler would be supervising the work of a Compiler. To avoid this difficulty it is decided that the post of Compiler on fixed pay will be redesignated as Tabulator. In other words, the designation of the posts on fixed pay in the tabulation offices will be Tabulator, Checker and Supervisor. This change may please be noted. Receipt of this circular may please be acknowledged.

Yours sincerely,

(P. PADMANABHA)

Encl :— five spare copies
Shri
Director of Census Operations.

Endt. No. 1-6/80-DD New Delhi, the

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1981—Census
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P. PADMANABHA

D.O. No. 9/61/80-CD (CEN)
Government of India
Ministry of Home Affairs
THE REGISTRAR GENERAL, INDIA
2/A, Mansingh Road,
New Delhi-110 011
October 29, 1980

CENSUS OF INDIA 1981—TABULATION CIRCULAR NO. 9

Subject:—Compilation of Primary Census Abstract.

My dear,

This circular deals with the compilation of the Primary Census Abstract and Appendix 3 to Table A-1 Houseless and Institutional Population). The priority in tabulation is also indicated herein so far as the generation of the PCA is concerned and the manner in which the records would have to be processed for this purpose is also clarified. The formats of the primary Census Abstract and Appendix 3 to Table A-1, which are the end products of this compilation process, are given as Appendices 1 & 2 to this circular.

The Primary Census Abstract (PCA) and some other tables have, till the 1971 census, been generated by breaking the Individulal Slip pads and manual sorting of the Individual Slips. As a distinct departure from this procedure, the tabulation system of the 1981 census will avoid the breaking of the pads and manual sorting of the Individual Slips. This time the pads will not be broken, whether they relate to the Individual Slips or the Household Schedules, and the data for the PCA will be obtained by compilation of data available in Part II of the Household Schedule, namely, the Population Record.

Regional Tabulation Offices

For the purpose of compilation of data for the PCA it is proposed to establish Regional Tabulation Offices in the States and Union Territories. Separate staff on fixed pay will be provided for this compilation work in each of these Regional Tabulation Offices. Instructions have already been issued indicating the scale of such staff and delegating the powers of creation of these posts and appointments, to the Directors. The regional offices which have now been established for the operations as such will in effect be converted into Regional Tabulation Offices.

Keeping in view the work involved in compilation of the PCA and taking into consideration the time span within which the PCA has to be generated, the norm for staff would be one post of Tabulator for every 30,000 population, one post of Checker for every 6 Tabulators and one post of Supervisor for every 3 Checkers. One Statistical Assistant will be incharge of 3 Supervisors. Wherever possible, the Directors are requested to investigate the possibility of drawing upon the existing staff for this work. In such cases, the Assistant Compilers will function as Checkers and the Computors as Supervisors.

Posts have already been created for tabulation of the houselisting results. This staff appointed for processing of houselisting results will continue to work in the Regional Tabulation Offices and will get merged with the larger staff created for generation of the PCA. The entire staff should be intensively trained for this purpose at least a fortnight ahead of the date by which the records are expected to reach the Regional Tabulation Offices. The compilation of the Primary Census Abstract and Appendix 3 to Table A-1 in all the States and Union Territories will have to be completed as expeditiously as possible but in no case later than 10 months after the receipt of the records in the Regional Tabulation Offices. This target date is fixed keeping in view the urgency of the date required and is based on the norms fixed after the work study undertaken in this office.

In states where there is more than one Regional Tabulation Office, the staff can be allocated on the basis of the schedules to be handled by a particular Regional Tabulation Office. No fixed norm with regard to the strength of a Regional Tabulation Office is, therefore, being laid down and the Directors of Census Operations will have to determine the number of Tabulators, Checkers and Supervisors to be allocated to a particular Regional Tabulation Office on the basis of the above norms.

The Regional Tabulation Offices will receive the records from, the Charge Offices directly and not through the District Census Officer, as will be seen from the enclosure to this office letter No. 9/16/80-CD (CEN) dated 9th May, 1980 (Circular No. 16).

Handling of Records

The operational unit for the purpose of compilation of the data for the PCA and Appendix 3 to Table A-1 will be an enumeration block. The Tabulator will do the basic editing, totalling, checking and compilation etc. of the Household Schedules as well as Individual Slips, as has been explained in the Manual for the Compilation of Primary Census Abstract. The functions of the Checkers and Supervisors have also been adequately described in the Manual.

It is proposed to have an advance tabulation of data at national level on the basis of 5 per cent of the sample blocks. The instructions as to how this sample will be drawn for advance tabulation are contained in this office letter No. 1-7/80-DD dated 7-6-1980 (Tabulation Circular No. 6).

The Sample Slip is being canvassed universally in all the Union Territories as also in the States of Assam, Himachal Pradesh, Jammu and Kashmir, Maharashtra, Manipur, Meghalaya, Nagaland, Sikkim, Tripura and West Bengal. In the remaining states of Andhra Pradesh, Bihar, Gujarat, Haryana, Karnataka, Kerala, Madhya Pradesh, Orissa, Punjab, Rajasthan, Tamil Nadu and Uttar Pradesh, the Sample Slip is being canvassed in 20 per cent of the enumeration blocks. The mode of drawing the 5 per cent sample in these two sets of states will obviously be different as explained in Tabulation Circular No. 6.

The processing of the data for the generation of all tables, except the Primary Census Abstract and the A-series tables, will be on the computer and for this the Direct Data Entry Systems Units will be commissioned soon. The manual and mechanical processing of the schedules will thus have to be so orgnised *that the records relating to sample blocks for advance tabulation are dealt with first and released for detailed editing and coding in the* Editing and Coding Cells. This would ensure that none of the operations is delayed.

Sequence in processing of schedules

The period specified for generation of the PCA is 10 months as indicated earlier. However, it is necessary to ensure that the flow of records to the Direct Data Entry Systems through the Editing/Coding Cells is so organised as to enable us to generate tables at the national level by way of advance tabulation on the basis of 5 per cent of the sample blocks followed by the processing of records relating to the rest of the area sample, and subsequently by the processing of the balance records. The management of the records on this basis will ensure that the Direct Data Entry Systems are not kept idle but can commence work as soon as possible. The sequence of processing of the

individual Slips and Household Schedules will therefore be as follows :—

Stage I

Processing of Individual Slips and Population Records pertaining to 5 per cent of the Sample blocks for national level estimates. This 5 per cent of the sample blocks will be in the case of all States and Union Territories, including Assam, Maharashtra and West Bengal. After processing of the records referred to herein for the PCA of these blocks, these pads and schedules will go to the Editing and Coding Cells for advance tabulation of national level estimates on the DDE systems.

Stage II

Processing of the slips and corresponding Population Records in the following cases—

(a) of the remaining 15 per cent of the sample blocks in respect of states of Andhra Pradesh, Bihar, Gujarat, Haryana, Karnataka, Kerala, Madhya Pradesh, Orissa, Punjab, Rajasthan, Tamil Nadu and Uttar Pradesh as also in the states of Assam, Maharashtra and West Bengal ;

(b) records of 95 per cent of the blocks in the Union Territories and of Himachal Pradesh, Jammu and Kashmir, Manipur, Meghalaya, Nagaland, Sikkim and Tripura.

After processing for PCA the pads and schedules in these cases will be sent to the Editing and Coding Cells for further processing on the Direct Data Entry Systems.

Stage III

(i) In states where Sample Slips have been canvassed in sample areas only, as also in Assam, Maharashtra and West Bengal, the Slips and the corresponding Population Records in respect of 20 per cent of the blocks in the non-sample areas will be taken up for PCA, after stages (I) and (II) stated above are completed. These slips along with other records will then be sent to the Editing and Coding Cells.

(ii) After completing of the PCA relating to this additional 20 per cent sample drawn from the non-sample areas in these states, the balance of 60 per cent records will be processed for generation of the PCA.

Generation of the Primary Census Abstract

In order to be able to arrive at the PCA finally, three basic formats will be used which are explained in detail in the Manual. These are the following :

(a) The Block Compilation Sheet.

(b) The Blockwise Master PCA.

(c) The Urban/Village PCA.

The first form will yield the PCA data for each block. One such form will necessarily have to be used, with or without continuation sheets as the case may be, for each block. The format is at Appendix 3 to this circular.

The Blockwise Master PCA, which is the second form, will be used to arrive at the PCA data for each village or urban charge on the basis of the corresponding data for each enumeration block included therein. The formats are different for rural and urban areas and are at Appendices 4 and 5 to this Circular.

The last form is of course the basic PCA format itself which is part of the tabulation plan (Appendix 1).

In addition to these forms, it is proposed to obtain the data for Appendix 3 of Table A-1 simultaneously. For this purpose the form in Appendix 6 to this Circular will be adopted.

In the case of the smaller urban areas it may be possible to use the same Blockwise Master PCA form for the entire urban area since the number of blocks may not be very large. However, in the case of the cities or metropolitan areas or even in the case of large towns which contain many charges within them, it may be more convenient if the Blockwise Master PCA is developed for each charge or ward within the city etc. In such a case, the PCA for the entire urban area will have to be generated by using fresh Blockwise Master PCA forms in which the charge or ward totals would be incorporated to arrive at the city total. If this system is adopted, small but necessary changes in the headings of the format would have to be made.

It will be noticed that the Block Compilation Sheet will first give us the PCA information for each block and that this information will be transferred against the appropriate block number in the Blockwise Master PCA. After all the entries in the Blockwise Master PCA are filled, the PCA for each village or urban charge will be obtained. The village PCA or the urban PCA will thereafter be compiled on the basis of the Blockwise Master PCA.

In processing the schedules it has already been mentioned that the sequence will first relate to the 5 per cent of the sample blocks followed by 15 per cent of the sample blocks or 95 per cent of the remaining blocks in the case of certain areas and a 20 per cent additional sample. This would mean that the Blockwise Master PCA will have to be written up as and when the information is available after processing for a block. It is possible that in a village there are more than one block and one of them becomes the sample. In an urban charge there are many blocks and one or more of them may be a sample block. According to the sequence of processing, the records for the sample block will be processed first and the records of the non-sample blocks in this village or urban charge will be handled only after the sample blocks of all the charges allocated to a Regional Tabulation Office have been processed. This can happen after a timelag of a few months depending on the workload in each such office. It is in this context that the preparation of the Blockwise Master PCA requires complete supervision and care. It will be evident that the entries in the Blockwise Master PCA will be made for the sample blocks first as and when they are processed and one would have to wait for filling in the PCA detail of the non-sample blocks till these are processed later. Similarly the figures against each block will be entered in the Compilation Sheet for Appendix 3 to Table A-I by the checker as and when he gets the results for a block.

The village/urban PCA will be written up when the totals for each village or urban charge have been obtained through the Blockwise Master PCA.

Both the Blockwise Master PCA and Village PCA as well as Compilation Sheets for Appendix 3 to Table A-1 in respect of each charge must be ready for posting of compiled data before the processing of the Individual Slips and Population Record in each State and Union Territory starts. In other words, the first three columns of the Blockwise Master PCA should be written up before the records are issued to any team. Simultaneously, first three columns of the Village PCA should be written in the Regional Tabulation Offices. Similarly, location particulars are the first (block number) column of the Compilation Sheet for Appendix 3 to Table A-1 should be filled, so that both the Blockwise Master PCA and Village PCA as well as Compilation Sheets for Appendix 3 to Table A-1 can be issued to the team along with other records.

While writing up the three columns of the Blockwise Master PCA for rural areas it would be necessary to have these details entered in such a manner so that one line is kept free for arriving at the village totals in cases where a village contains more than one block. If this is not done, it would be necessary to use a similar format again which would add to the work-load. Therefore, in writing up the first three columns of the Blockwise Master PCA in the rural areas, wherever a village has more than one block the next line should be left blank for arriving at the village totals. The manner in which this can be done is illustrated below only with reference to the first three columns of the form. It will be obvious that the other columns relating to this line will be blank at this preliminary stage but will be written up during the course of the compilation by the checker.

Sl No. of Village	Name of Village	E. B. No.
1	ABC	1
2	DEF	2
		3
3	GHI	4
4	JKL	5
		6
		7
		8
5	MNO	9
		10
6	PQR	11
7	STU	12

In the case of urban areas, as has been indicated earlier, ward-wise totals will be arrived at separately for each ward through the Blockwise Master PCA. These will later be carried over to a similar format to arrive at the figures for the urban area itself. Normally, therefore, the procedure suggested in the case of rural area should not be necessary for urban areas.

As suggested earlier, if separate sheets are being used for each charge/ward within large urban area, the preliminary details even in these cases must be written up well before the processing starts.

The preliminary work can start soon after the enumeration blocks for the actual enumeration have been carved out. A team or two in each Regional Tabulation Office should be entrusted with this job. They must complete this work by the end of February 1981 positively.

The PCA and Appendix 3 to Table A-1 are proposed to be obtained on the basis of the Population Record and the Individual Slips after applying very elementary editing and matching procedures. These procedures are described in a Manual wherein the duties and responsibilities of different functionaries are described in detail. The method of compilation to be adopted is also described therein. Copies of the Manual are being printed in English and Hindi centrally. A cyclostyled copy of the English version will be sent separately.

The basic steps which the Tabulator would have to follow, in generating the PCA are indicated below very briefly :

(i) Columns 1 to 7 of Part II of the Household Schedule—Population Record will be edited in detail.

(ii) After the edit referred to above has been carried out, the entries in columns 1 to 7 of the Population Record will be matched with the entries against Questions 2 to 5 of the Individual Slips.

(iii) The entries relating to Questions 8, 9 and 10 in the Individual Slips will be edited and matched with the corresponding entries in the Household Schedule, Parts I and II.

(iv) Question 11 and Questions 14A to 16 of the Individual Slips will be edited.

(v) After the edit in item (iv) is over, the entries against Question 11 and Questions 14A to 16 of the Individual Slips will be matched with columns 10 to 21 and 24 to 35 of the Population Record.

(vi) After the above processes are over, the column totals will be verified with regard to columns 2, 4, 5 and 8 to 35 of the Population Record.

In this system of generation of the PCA, the Supervisor in each Regional Tabulation Office will be responsible for finalising the PCA at each charge level. It must be mentioned here that in the case of a city or other large urban area the word charge refers to a ward or division or other areas within the city or such large urban areas. It would be necessary to ensure that the PCA is aggregated at higher levels i.e. at tehsil level, city level, town level etc. This work must be assigned to the Statistical Assistants and the Investigators in each Regional Tabulation Office. Similarly, the district totals must also be developed in the Regional Tabulation Office concerned. Having obtained the PCA figures at these higher area levels, these figures must be aggregated again to obtain state level figures. For this purpose the Directors may organise small units at the headquarters itself and use the same formats with suitable changes.

Supervision

It would be necessary to ensure that the senior officers including the Investigators and Statistical Assistants in each Regional Tabulation Office carry out close supervision at every stage and also apply test checks. This supervision and checks must relate to all stages of PCA tabulation, i.e., to the edit/desk match stage, the work of the Tabulator, the totals computed by the Checker and the charge PCA figures obtained by the Supervisor. It would be necessary that specific instructions are issued with regard to adequacy of supervision and sample checks.

Similar procedure would apply to the generation to Appendix 3 to Table A-1.

Please acknowledge receipt of this circular.

Yours sincerely,

(P. PADMANABHA)

Encl : five spare copies.

Shri.....

Director of Census Operations,

Mizoram.

APPENDIX—1

URBAN/VILLAGE PRIMARY CENSUS ABSTRACT

Location Code Number	Name of Village/ Town/ Ward	Area of Village in hectares & of Town/ Ward in Km^2	Occupied Residential Houses		Total Population (including Institutional & Houseless Population)			Scheduled Castes		Scheduled Tribes		Literates	
			No. of Houses	No. of Households	P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

APPENDIX– 1—*Contd.*

MAIN WORKERS															
Total Main Workers (I-IX)		Cultivators (I)		Agricultural Labourers (II)		Household Industry—Manufacturing, Processing, Servicing and Repairs (V(a))		Other Workers (III, IV, V(b) & VI to IX)		Marginal Workers		Non-workers		Seeking/available for work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

APPENDIX—2

A-1—AREA, HOUSES AND POPULATION

Houseless and Institutional Population

State/District/Tehsil/ U.A.City/Town	Total Rural Urban	HOUSELESS POPULATION				INSTITUTIONAL POPULATION			
		No. of Households	Persons	Males	Females	No. of Households	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10

APPENDIX—3

Page No. .....

BLOCK COMPILATION SHEET

RURAL/URBAN

Name of State..... Code No. .....
Name of District ..... Code No. .....
Name of Tehsil/Taluk ..... Code No. .....
C. D. Block etc.
Enumeration Block No.....

Name of City/Town.....Code No. .....
Name or No. of Charge .....Code No. .....
Ward No. .....
Type of Household: Normal/Institutional/Houseless

Sl. No.	House-hold No.	Total Population			Scheduled Castes		Scheduled Tribes		Literates		MAIN WORKERS			
											Total Main Workers		C	
		P	M	F	M	F	M	F	M	F	M	F	M	F
		(2)	(4)	(5)	(8)	(22)	(9)	(23)	(10)	(24)	(14)	(28)	(16)	(30)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

MAIN WORKERS											
AL		HHI		OW		Marginal Workers		Non-Workers		Seeking/available for work	
M	F	M	F	M	F	M	F	M	F	M	F
(17)	(31)	(18)	(32)	(19)	(33)	(15)	(29)	(13)	(27)	(20)	(34)
16	17	18	19	20	21	22	23	24	25	26	27

APPENDIX—4

BLOCKWISE MASTER PRIMARY CENSUS ABSTRACT—RURAL

Page No. .....

Name of State ..... Code No. ..... Name of Tahsil/Taluk/C. D. Block etc. .....Code No. ....
Name of District ..... Code No. .....

Sl. No. of Village	Name of Village	E. B. No.	Occupied residential houses		Total population (Including institutional and Houseless Population)			Scheduled Castes		Scheduled Tribes		Literates	
			No. of Houses	No. of households	P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

MAIN WORKERS

Total main Workers		C		AL		HHI		OW		Marginal Workers		Non-workers		Seeking/available for work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

APPENDIX—5

BLOCKWISE MASTER PRIMARY CENSUS ABSTRACT—URBAN

Page No. .....

State ..... Code No. ..... Taluk/Tahsil/C. D. Block etc. .....Code No. .....
District ..... Code No. ..... City/U. A./Town..... .....Code No. .....

Sl. No. of Ward/Charge	Name of Ward or Charge	E.B. No.	Occupied residential houses		Total Population (including Institutional and Houseless population)			Scheduled Castes		Scheduled Tribes		Literates	
			No. of Houses	No. of Households	P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

MAIN WORKERS

Total Main Workers		C		AL		HHI		OW		Marginal Workers		Non-workers		Seeking/available for work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

APPENDIX—6

Compilation Sheet for Appendix 3 to Table A—1

Name of State ..... Code No.....Name of Charge .....Code No. .....
Name of District ..... Code No. .....
Name of Tehsil/Town .....Code No. ..... Rural/Urban

Enumeration Block No.	Houseless Population				Institutional Population			
	No. of Households	Persons	Males	Females	No. of Households	Persons	Males	Females
1	2	3	4	5	6	7	8	9

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P. PADMANABHA

D.O. No. 1-12/81-DD
Government of India
Ministry of Home Affairs

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CENSUS OF INDIA 1981—TABULATION CIRCULAR NO. 10

Subject :—Instructions for selection of an additional 20% Sample.

My dear,

As we are aware, a 20 per cent area sample is being adopted at the 1981 census for certain purposes and, as part of the tabulation scheme, it is proposed to generate tables on the basis of the records of this 20 per cent area sample. We have had occasion to consider in details the appropriate quantum of sample tabulation that would be necessary for presentation of data relating to working characteristics, etc. and it has been determined that in addition to the 20 per cent area sample, it would be desirable to adopt a further 20 per cent sample of the enumeration blocks for generating data of this nature. In effect, therefore, it would mean that we would be generating most of the economic tables on the basis of a 40 per cent sample consisting of the following components :—

(a) The 20 per cent area sample itself,

(b) A further 20 per cent of the enumeration blocks drawn separately.

Under Census Circular No. 14 the manner in which the 20 per cent area sample will be identified has been indicated. Also, in Tabulation Circular No. 9 the system of handling of the records of this 20 per cent area sample has been specified. In view of the decision to adopt a further 20 per cent sample of the enumeration blocks, it is now necessary to determine how this 20 per cent additional sample will be drawn. This tabulation circular indicates the appropriate procedure. In the annexure to this circular the procedure has been indicated in detail. For convenience this sample is being referred to as Sample II. The instructions may please be followed scrupulously and necessary training imparted to the appropriate staff in due course.

Please acknowledge receipt of this letter.

Yours sincerely,

(P. PADMANABHA)

Shri.....
Director of Census Operations,

ANNEXURE

PART I—INSTRUCTIONS FOR THE SELECTION OF SAMPLE II—20% SAMPLE OF ENUMERATION BLOCKS :

In the 1981 census, tables will be prepared on the basis of a 40% sample of enumeration blocks in the following states.

1. Andhra Pradesh
2. Assam
3. Bihar
4. Gujarat
5. Haryana
6. Karnataka
7. Kerala
8. Madhya Pradesh
9. Maharashtra
10. Orissa
11. Punjab
12. Rajasthan
13. Tamil Nadu
14. Uttar Pradesh
15. West Bengal

The selection of these sample blocks will be done in two stages. In each stage a 20% sample of enumeration blocks will be selected. The instructions for the selection of the first set of 20% sample of enumeration blocks has been communicated already vide annexe to Circular No. 14. The present instructions, deal with the selection of an *additional sample* or 20% of enumerations blocks. This sample will be referred to as 'Sample II—20% sample of enumeration blocks'. The initial area sample of 20% blocks will be referred to as Sample I.

Stratification :

For the purpose of sample selection, each district will be divided into a number of strata. The strata for selection of Sample II will be the same as that adopted for the selection of Sample I. The strata will be :

(i) City i.e. areas with population one hundred thousand and above as determined in the Houselisting operations;

(ii) Urban areas other than cities within a district i.e. non-city urban areas of the district; and

(iii) Tahsil/Taluka/Circle/Police Station/Development Block etc., i.e. the rural charge.

Selection of random number for identifying the starting enumeration block in each charge :

A random start between 1 and 5 for each charge must be selected. This random start for each charge will not be entirely independent as was the case of Sample I, but will be linked to the random start adopted in Sample I. It may

be recalled that for selecting Sample I, in the case of rural areas, the random numbers m, n were allotted in pairs in such a manner that m+n=6. The series 'm' were *selected* and *allotted* to one set of charges and the series 'n' were *derived* (as 6—m) and *allotted* to another set of charges. The fresh random start M, for Sample II, for each charge will be linked to the series m, by adding 2 i.e. M=m+2 (mod 5). If M is less than 5, the random start will be given by M. If M' exceeds 5, the random start will be the *remainder* after dividing the number m+2 by 5. The following table gives the equivalence :—

Random No. 'm' selected and allotted for Sample I.	Random No.'M' to be selected for Sample II will be	
1	3	
2	4	
3	5	
4	1	M=4+2=6, which is greater than 5. Therefore the remainder 1, after dividing 6 by 5, is taken.
5	2	M=5+2=7, which is greater than 5. Therefore the remainder 2, after dividing 7 by 5, is taken.

In the adjoining charges where the series n (=6—m) was derived allotted originally in Sample I, the random start will be *derived* and *allotted* as N=6—M. Note that N=n+3 (mod 5) i.e.=(n+3) if (n+3) is less than 5, and is the remainder after dividing n+3 by 5 if (n+3) is greater than 5.

The following example elaborates the procedure :

Random start for each charge

District & Tahsil charge	Selected & allotted for Sample I m	Random number to be used for Sample II M=m+2	District & charge	Random number to be derived & allotted for Sample II N=6—M
1	2	3	4	5
16/1	3	5	16/2	1
16/3	1	3	16/4	3
16/5	2	4	17/1	2
17/2	5	2	17/3	4
17/4	3	5	17/5	1
17/6	1	3	18/1	3
18/2	2	4	18/3	2
18/4	2	4	19/1	2
19/2	3	5	19/3	1
19/4	5	2	19/5	4
19/6	4	1	19/7	5
20/1	1	3	20/2	3
20/3	4	1	20/4	5
20/5	4	1	20/6	5
20/7	3	5	21/1	1

In case of cities and non-city urban areas, the random start may be derived from M=m+2 (mod 5).

The procedure of sample selection will be identical to that of Sample I. The sample enumeration blocks will be selected systematically as in Sample I. To ensure that the systematic selection of blocks proceeds accurately, control sheets have been prescribed for each operational unit. The format of the control sheet however differs for different strata. Form I relates to cities, Form II relates to non-city urban areas and Form III relates to rural areas.

To reduce the workload, the Sample II will also be indicated in the same control sheet used for selection of Sample I.

PART II—INSTRUCTIONS FOR SELECTION OF SAMPLE II BLOCKS IN A CITY (INCLUDING U. A.)

These instructions indicate the way in which the sample blocks will be identified in the case of cities. In the case of each city the control sheet, Sample II-Form I, will have to be used.

In cities there may be more than one charge, each consisting of a number of enumeration blocks. To make sure that blocks are not omitted and to ensure that the sampling is continuous within the city, you have to fill up a control sheet (Sample II-Form I). Besides identification particulars, the control sheet consists of eight columns.

In "Identification particulars" you must write the name of the state, district and the city and their code numbers. The random start 'M' will be a number between 1 and 5 and will have to be selected according to the instructions laid down in part I. This number M will be equal to m+2 (mod 5), where 'm' is the random number used for the same city, for selecting Sample I. Enter this number against "random start" at the top of the form. This number indicates the number of the enumeration block from which you will start selection of the sample blocks. Starting from this enumeration block, selection will be done systematically as explained further.

Col. 1 : Name of charge or number

Enter the charge number in col. 1. If the entire city or U.A. is treated as one charge, then enter the name. If the city has more than one charge, then enter the name or number of the first charge here. This should be same as the first charge that you have entered for selecting Sample I. The name or number of the second charge will be entered in this column only after the sampling operation with respect to the first charge is over. Since, as you will see later, you may be using quite a few lines for each charge, do not enter the name or number of the second charge unless the sampling operation in the first charge is completed.

Col. 2 : Total Number of blocks in the charge

Enter here the total number of blocks in the city/charge as the case may be. Since this is an important information this has to be ascertained carefully. Check up that this is the same number as in the corresponding Form I used for Sample I.

Col. 3 : No. of the first block selected

Write down the random number 'M' against the first charge in this column. This indicates the starting point for sample selection. If the random number 'M' for the city is 4, first sample block will be enumeration block No. 4.

Col. 4 : List of enumeration blocks selected

Starting with the random number in col 3, select every 5th block till you cannot select any further block in the charge. For example, if the random number in col. 3 is 4, and in this charge there are 112 blocks, the last block selected will be the enumeration block number 109. All the block numbers should be entered in column 4. The entries can be made as :

4, 9, 14, 19, 24, 29, 34, 39, 44, 49,.....etc.

Use as many lines as are needed in this column. Blocks listed in this column are the Sample II Blocks for the charge.

You can check the accuracy of Sample II selection by comprising with Sample I. If for example, the random start for Sample I was 2, the enumeration blocks selected for Sample I would have been, 2, 7, 12, 17, 22, 27, 32..... The random start for Sample II should be 4, and the blocks selected for Sample II, should be 4, 9, 14, 19, 24, 29,..... 34.

If the random start for Sample I was 5, the blocks selected for Sample I would have been, 5, 10, 15, 20, 25, 30... The corresponding random start for Sample II would be 2 and the blocks selected would be 2, 7, 12, 17, 22, 27..... respectively.

Col. 5: No. of blocks in the sample

After listing all the sample blocks in column 4, count the number of blocks in the sample and enter this total number in column 5. The number of blocks in the sample should be equal to the number of blocks in the charge entered in col. 2 divided by 5. If the number of blocks in col. 2 is not exactly divisible by five then the number of sample blocks in col. 5, will be equal to :—

(a) $\frac{\text{The number of blocks in the charge}}{5}$ ignoring remainder

or

(b) $\frac{\text{The number of blocks in the charge}}{5}$ ignoring the remainder +1

The actual number of blocks in the sample will be equal to the former if the remainder is less than the starting block number. If the remainder is equal to or greater than the starting block number, the number of blocks selected will be equal to the latter i.e. the quotient plus one.

For example, let us consider a charge which has 112 enumeration blocks. In this case, if 112 is divided by 5, the result would be 22 leaving a remainder of 2. If the random start 'M' is 3 or 4 or 5, the remainder is less than the random start and, therefore, we would have 22 sample blocks as indicated in (a).

On the other hand, if the random start M is 1 or 2, the remainder would be greater than or equal to the random start and, therefore, we would have 23 sample blocks as indicated in (b).

Col. 6: No. of the last block selected

Enter here the serial number of the last block selected. In the above example, with 112 blocks if the random start 'M' were 4, the serial number of the last block selected would be 109. This number should be entered in col. 6.

Col. 7: No. of blocks left out i.e. col. 2—col. 6

The total number of blocks remaining in the charge after the last blocks listed in col. 6 should be entered here. In the example discussed in previous para, the number 3 should be entered here; (112—109=3). The number entered in this column will be less than five. In case this number is zero, enter zero in this column.

Col. 8: Starting block of the next charge 5—col. 7

Subtract the entry in col. 7 from the number 5 and enter the result in this column. This number will be the serial number of the first block to be selected in the next charge. This number should then be copied in col. 3 against the next charge for which sample selection has now to be commenced.

After completing this charge, take up the next charge and repeat the above operation. *Care must be taken to see that charges/towns are entered in the same sequence in which they were entered for selection of Sample I. Changing the sequence in which charges are entered should be avoided at all costs.* Instead of using a fresh randum start you will have to use the number indicated in col. 8 in the entry relating to the immediate previous charge as the starting point in sample selection. You would have already copied this number in col. 3 in each case. If you have not done so, do it now. The other columns will be filled up as before.

PART III—INSTRUCTION FOR SELECTION OF SAMPLE II BLOCKS IN NON-CITY URBAN AREAS

These instructions indicate the way in which the sample blocks will be identified in non-city urban areas, in other words, in all towns excluding cities. Sample II-Form II will be used for this purpose.

Write the name of the state and district and their code numbers. The sample selection will start from the first town.

For each non-city urban area of a district, a random number 'M' between 1 and 5 will have to be selected according to the instructions laid down in Part I. This number 'M' will be equal to m+2 (mod 5), where 'm' is the random number used for the same stratum for seleeting Sample I. Enter this number against the random start. This number against the random start indicates the number of the enumeration block from which you will start the selection of the sample blocks. Commencing with this enumeration block, selection will be done systematically as explained further.

Col. 1: Name of town and its location code

Enter the name of the town and its location code in col. 1. *This should be the same as the first town that you have entered for selecting Sample I.* The name and the location code of the next town will be entered only after completing the sample selection in the first town entered. Since, as you will see later, you may be using quite a few lines for each town do not enter the name of the second town unless the sampling operation relating to the first town is completed.

Col. 2: Total number of blocks in the town

Enter the total number of blocks in the town here. Since this is important information this has to be ascertained carefully. Check that this number is the same as in the corresponding Form II of Sample I.

Col. 3: Number of the first block selected

Write down the random number 'M' against the first town, in this column. This indicates the starting point for sample selection. If the random number 'M' for the non-city urban area is 4 the first sample block will be enumeration block No. 4.

Col. 4: List of enumeration blocks selected

Starting with the random number in col. 3, select every 5th block till you cannot select any further block in the town. For example, if the random number in col. 3 is 4, you must select block numbers 4, 9, 14, 19..... etc. If in this town there are 112 blocks, the last block selected will be the enumeration block number 109. All the block numbers should be entered in column 4. The entries can be made as under :

4, 9, 14, 19, 24, 29, 34, 39, 44, 49.....etc.

Use as many lines as are needed in this column. Blocks listed in this column are the Sample II blocks for the town.

You can check the accuracy of Sample II selection by comparing with Sample I. If for example, the random start for Sample I was 2, the enumeration blocks selected for Sample I would have been, 2, 7, 12, 13, 22, 27, 32..... The random start for Sample II should be 4, and the blocks selected for Sample II, should be 4, 9, 14, 19, 24, 29, 34.....

If the random start for Sample I was 5, the blocks selected for Sample I would have been 5, 10, 15, 20, 25, 30... The corresponding random start for Sample II would be 2 and the blocks selected would be 2, 7, 12, 17, 22, 27..... respectively.

Col. 5: Number of blocks in the sample

After listing all the sample blocks in column 4, count the number of blocks in the sample and enter this total number in column 5. The number of blocks in the sample should be equal to the number of blocks in the town entered in col. 2 divided by 5. If the number of blocks in col. 2 is not exactly divisible by five then the number of Sample blocks in col. 5, will be equal to :—

(a) $\frac{\text{The number of blocks in the charge}}{5}$ ignoring the remainder

or

(b) $\frac{\text{The number of blocks in the charge}}{5}$ ignoring the remainder + 1

The actual number of blocks in the sample will be equal to the former if the remainder is less than the starting block number. If the remainder is equal to or greater than the starting block number, the number of blocks selected will be equal to the latter *i.e.* the quotient plus one.

For example, let us consider a town which has 112 enumeration blocks. In this case, if 112 is divided by 5, the result would be 22 leaving a remainder of 2. If the random start 'M' is 3 or 4 or 5, the remainder is less than the random start and therefore, we would have 22 sample blocks as indicated in (a).

On the other hand, if the random start 'M' is 1 or 2, the remainder would be greater than or equal to the random start and, therefore, we would have 23 sample blocks as indicated in (b).

Col. 6: No. of the last block selected

Enter here the serial number of the last block selected. In the above example, with 112 blocks if the random start 'M' were 4, the serial number of the last block selected would be 109. This number should be entered in col. 6.

Col. 7: No. of blocks left out col. 2—col. 6

The total number of blocks remaining in the town after the last block listed in col. 6 should be entered here. In the example discussed in the previous para, the number 3 should be entered here; (112—109=3). The number entered in this column will be less than five. In case this number is zero, enter zero in this column.

Col. 8: Starting block of the next charge 5—Col. 7

Subtract the entry in col. 7 from the number 5, and enter the result in this column. This number will be the serial number of the first block to be selected in the next charge. This number should also be copied in col. 3, against the next town, for which sample selection has now to be commenced. *Care must be taken to see that towns are entered in the same sequence in which they were entered for selection of Sample I. In no case should the sequence be changed.*

After completing this town, take up the next town and repeat the above operations. Instead of using a fresh random start you will have to use the number indicated in col. 8 in the entry relating to the immediate previous town as the stating point in sample selection. You would have already copied this number in col. 3 in each case. If you have not done so, do it now. The other columns will be filled up as before.

PART IV—INSTRUCTIONS FOR SAMPLE SELECTION IN RURAL AREAS

These instructions indicate the way in which the Sample II blocks will be selected in each rural charge. Form III will be used for selection of sample blocks in rural areas. This form will be filled by extracting information contained in the charge register itself. To avoid copying the entire frame again, the selection of Sample II is proposed on the same form as Sample I. Before starting sample selection, ensure that the blocks selected for Sample I are distinguished in form III, by circling the notional numbers and the corresponding block numbers in col. 4 in red.

The identification particulars in Form III would have been already written up. In the space provided for random start, a number between 1 & 5 used for selection of Sample I would have been entered. Below this line write as follows "Random start for Sample II——————". This random start should be derived as indicated in Part I. Since all the columns would have been already filled up, you have merely to select a fresh sample using the specific random start for Sample II. The instructions for sample selection have been repeated for convenience.

Selection of Sample Blocks

For each charge a random number between 1 and 5 will have been written at the top, against the line "Random start for Sample II". For example let us assume 4 as the random number for Sample II. Therefore, blocks having the notional number 4, 9, 14, 19 etc..... will be selected. The notional numbers in the relevant columns will be circled in blue pencil. The corresponding block number in column 4 will also be circled with blue pencil. The circled blocks will be the sample blocks in this charge.

It must be noted that the blocks with no population will not be selected. The enumeration block number of such blocks will be noted in col. 4 and the fact that they have no population will also be noted in col. 5 with the entry 'O', but it will be noticed that there is no column for the notional serial number in the case of such blocks. In other words, the sample blocks will be selected only from among hose enumeration blocks which have some population.

Another very important point to be noted is that the notional number in cols. 7, 9, 11 and 13 are only meant to identify the sample blocks. This number MUST NOT BE USED FOR ANY OTHER PURPOSE. In the records used for control of Sample II the number that must be used is ONLY THE LOCATION CODE NUMBER OF THE BLOCKS. Copy out the list of blocks selected for Sample II in a seperate sheet. In the charge register also indicate the Sample II blocks, separately, by circling in blue.

Page No.....

ANNEXE—I

Sample II—Form I

CENSUS OF INDIA—1981

CONTROL SHEET FOR THE SELECTION OF SAMPLE II BLOCKS—CITY

State ..... District .....

City ..... Random start.....

Name of charge or number	Total number of blocks in the charge	No. of the first block selected	List of enumeration blocks selected	No. of blocks in the sample	No. of the last block selected	No. of blocks left out col.2—col. 6	Starting block of the next charge 5—col. 7
1	2	3	4	5	6	7	8

ANNEXE—II

Sample II—Form II Page No. .....

CENSUS OF INDIA—1981

CONTROL SHEET FOR THE SELECTION OF SAMPLE II BLOCKS—NON-CITY URBAN

State ..... District .....

Random start .....

Name of Town and its location Code	Total Number of blocks in the town	Number of the first blocks selected	List of enumeration blocks selected	Number of blocks in the sample	Number of last block selected	Number of block left-out col. 2—col. 6	Starting block of the next town 5— col. 7
1	2	3	4	5	6	7	8

ANNEXE—III

Sample II—Form III Page No. .....

CENSUS OF INDIA—1981

CONTROL SHEET FOR SELECTION OF SAMPLE II BLOCKS—RURAL

State .....District ..... Random start .....

Tahsil/Taluk/P.S./Development Block .....

Sl. No.	Circle No.	Location Code of the village	Block No.	Size of block by population and pseudo—number								Sl. No.
				Zero	Less than 300	S. No.	300—499	S. No.	500—749	Sl. No.	750 and above	
1	2	3	4	5	6	7	8	9	10	11	12	13

REGD. PARCEL

1981—Census
Immediate

P. PADMANABHA

D.O. No. 9/15/81-CD (CEN)
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA
2/A, Mansingh Road,
New Delhi-110 011
February 2, 1981

CENSUS OF INDIA 1981—TABULATION CIRCULAR NO. 11

Subject: **Compilation of Primary Census Abstract (P.C.A.)**

My dear,

The system which will be adopted for compilation of the PCA has been indicated in Tabulation Circular No. 9. The procedure involved was discussed at the recent conference of Directors also. Based on these discussions the manual for compilation of the PCA has been finalised and I am enclosing two copies for your information. Further copies are being sent in bulk shortly. It will be noticed that both in Tabulation Circular No. 9 and in the manual itself the procedures have been specified, including edit instructions and these procedures would require initial action for developing of certain control forms or control registers, training of staff at the senior levels and at the level of Tabulator, Checker and Supervisor etc. It would also call for certain systems being specified in management of records. I am indicating herein some of the major points relating to these aspects which would need our immediate attention.

In Tabulation Circular No. 9 attention has been invited to the sequence and processing of the schedules. The sequence would require specific assignment of the persons who would handle the records in the central Record Room and specification of the control registers or forms on the basis of which records will be released from the Record Room to the supervisors and received back from them at each of the stages specified for the processing of the records. A need to develop these formats and specify the appropriate system would be evident from the fact that the records will be processed on the basis of certain proportion of the records such as 5%, 15%, etc. Even in the cases where sampling as such is not being adopted and where the universal and sample slips are canvassed together such control systems would be essential because the initial 5% sample would have to be handled first, followed thereafter by issue of records in the sequence of the block numbers. These control registers would have to be developed by you immediately.

Another important item which would call for urgent action is the writing up of the Urban/Rural Master PCA forms so far as the 3 columns are concerned. These would have to be filled up immediately so that the work can commence as soon as possible.

Similarly, urgent action would have to be taken to ensure that the Urban/Village PCA formats are also filled up with reference to the 3 columns.

You would have to get the control registers and other control formats, which are developed by you, printed in adequate number and it would also be necessary to either print or cyclostyle sufficient copies of the Block Compilation Sheet, the Urban/Rural Master PCA, the Compilation Sheet for Appendix 3 to Table A-1 and the Urban/Village PCA itself as also Appendix 3 to Table A-1. This would also need urgent consideration.

It will be noticed from the instructions in Step 3 (page 27), that it is proposed to identify the slips of Scheduled Castes and Scheduled Tribes by a mark. These instructions are towards the end of those relating to "Question 10—name of caste/tribe". It would be necessary to ensure that rubber stamps are prepared in sufficient numbers and supplied with ink pads to the Tabulator for this purpose. I would suggest that a simple rubber stamp with the letter (S) be prepared. Language equivalents would not be necessary.

The training of the senior level staff and of the Tabulators, Checkers and Supervisors would also need urgent consideration. We would have liked to organise zonal training classes for the Deputy Directors and other senior levels but find it rather difficult to do so now because these officers would be very busy till almost the middle of March and it may not be possible to pull them out for a long period for this purpose. Therefore, it would seem that we should consider training the Deputy Directors, Assistant Directors, Investigators and other staff at the headquarters itself of each directorate. These officers, after they are trained, can take up the training classes of the staff on fixed pay. It is desirable that these training sessions commence as soon as possible. I would like to suggest that you may consider training of the senior levels at any time covenient to you so that they can train the staff on fixed pay between 10th and 25th of March so that the PCA work can commence immediately thereafter, or the purpose of this training, particularly of the fixed pay staff, it would be useful if you could develop training material which would illustrate the type of entries in the individual Slips and the Household Schedules, the editing process and the tabulation process itself. This would save a considerable amount of explanation in the training classes and would go a long way towards ensuring adequate training. The training itself must be restricted to small groups of the fixed pay staff for obvious reasons, which would mean that many sessions would have to be organised. Normally, a couple of days training for each group should be enough and I would feel that the training can be organised well within the time schedules mentioned. It would be useful if you could go into this further and lay down the schedule urgently.

The content of the training would vary slightly from the Supervisor, the Checker and the Tabulator. One of the important aspects would be ensuring that the edit instructions are followed scrupulously and that the Block Compilation Sheets are prepared by the Tabulator correctly. The Checker would have to be told how cases of multiple block villages would be handled so that at all stages the aggregation of data is taken care of correctly.

Please acknowledge receipt of this letter, in the form enclosed and in due course please let me have a short note on the arrangements made.

Yours sincerely,

Encl : *as above* (P. PADMANABHA)

Shri.....
Director of Census Operations,

Endt. No. 9/15/81-CD(CEN) New Delhi-110 011, the February 2, 1981

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1981—CENSUS
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P. PADMANABHA

D.O. No. 1-3/81-DD
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2-A, Mansingh Road,
New Delhi-110 011

March 4, 1981

CENSUS OF INDIA 1981—TABULATION CIRCULAR NO. 12

Subject : Instructions for selection of 20% sample of enumeration blocks. Supplement to Tabulation Circular No. 10

My dear

Please refer to Census Circular No. 14 and Tabulation Circular No. 10 regarding selection of the 20% sample of enumeration blocks. The procedure indicated in these circulars assumes that the enumeration blocks as finally determind just before the field operations have all been taken into consideration and that fresh additions will not have taken place. Normally, all the enumeration blocks which have been formed before the count would have found a place in the frame for sample selection. However, in a few cases, it is likely that fresh enumeration blocks have been added at the end of the charge register just before the operations due to new settlements being noticed rather late etc. Also, the enumeration blocks relating to military areas and such sensitive charges and ship population would necessarily come only at the end of the charge. The question to be now determined is whether we should consider continuing the sample selection taking into consideration such new blocks also.

2. Ideally, it would have been desirable that these new blocks should also come within the first 20% sample. However, since it is only in a few areas that the blue slip is being canvassed in the entire State and since it would be desirable to maintain consistency in this system, it is decided that these new blocks will not be taken into consideration for the first 20% sample. Therefore, even in States such as Assam, Maharashtra and West Bengal where the blue slip is canvassed all over the State, these new blocks, if any, will not be taken into consideration for the first 20% sample. This would be so in the other States also.

3. *These new blocks should be included in the frame for* selection of Sample II i.e. the second 20% sample that has been specified. Tabulation Circular No. 10 which relates to the selection of Sample II would require certain modifications

as listed in the Annex to this circular. These instructions will apply to the following 15 States where sampling is being adopted for tabulation. These States are:

Andhra Pradesh
Assam
Bihar
Gujarat
Haryana
Karnataka
Kerala
Madhya Pradesh
Maharashtra
Orissa
Punjab
Rajasthan
Tamil Nadu
Uttar Pradesh
West Bengal.

4. This circular is being forwarded to the Directors of Census Operations of other States and Union Territories for information only.

Please acknowledge receipt.

Yours sincerely,

(P. PADMANABHA)

Encl : five spare copies

Shri.....
Director of Census Operations,

Endt. No. 1-3/81-DD — New Delhi-110 011 the March 4, 1981

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ANNEX TO TABULATION CIRCULAR NO. 12

Supplement to Tabulation Circular No. 10

MODIFICATION IN THE INSTRUCTIONS FOR SELECTION OF SAMPLE II

Part II—City col. 2: Total number of blocks in the charge

Enter here the total number of blocks in the city/charge as the case may be. Since this is important information, this has to be ascertained carefully. In a few cases, some new blocks might have been added at the end of the charge register. These may be due to addition of enumeration blocks in sensitive areas or on account of ship population or due to enumeration of houseless population/nomadic population **who have moved into a block which originally had zero population.** While entering the total number of blocks in the city these should also be included in col. 2, if the entire city is treated as one charge.

If, however, the city has more than one charge, then all such new blocks should be **notionally** considered as a new charge and entered in the control sheet (Sample II, Form I) after the last charge. This will be a notional charge and it will have no location code number. In col. 1, write 'notional charge'. if there are more than one **block,** in such a notional charge, give them notional numbers 1, 2, 3. Proceed to identify the sample block as instructed in col. 3 onwards. After the notional enumeration block number of the sample blocks (if any) are identified in this notional charge, treat the corresponding enumeration block as sample II block.

Part III—Non-city urban areas: Col. 1 Name of town and location code

Check the charge register for all the towns in the non-city urban stratum of a district. If a few new blocks have been added at the end of the charge register relating to one or more of the towns, these may be due to addition of enumeration blocks in sensitive areas, or on account of ship population or due to enumeration of houseless population/nomadic population **who have moved into a block which originally had no population.** All such new blocks should notionally be considered as a new town and entered in the control sheet (Sample II, Form II) after the last town. This notional town will have no location code number and in col. 1, of Form II, enter 'notional town'. If there are more than one block in the stratum (non-city urban areas) of the district give them notional numbers 1,2,3..... and proceed to identify the sample blocks as instructed in col. 3 onwards. After the notional enumeration block number of the sample blocks (if any) are identified in this notional town, treat the corresponding enumeration block as a Sample II block.

Part IV—Rural areas:

Check from the charge register if any new blocks have been added at the end of the charge register. These may be due to additions of enumeration blocks in sensitive areas, or on account of ship population or houseless/nomadic population **who have moved into a block which originally had zero population.** Give all such blocks notional numbers at the end of the charge, in continuation of the notional number that has already been allotted to other blocks, i.e. **all such new blocks will be treated as falling in 750 and above population size group.** After numbering these blocks proceed with the sample selection.

1981—Census
Immediate

P. PADMANABHA

D.O. No. 9/23/81-CD (CEN)
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA
2-A, Mansingh Road,
New Delhi-110 011
13 April, 1981

CENSUS OF INDIA 1981—TABULATION CIRCULAR NO. 13

Subject: Instructions for the preparation of A-Series tables—General Population Tables including PCA

My dear,

At the Directors' Conference which we had some time ago a point was made that general instructions regarding preparations of A-Series tables would be helpful. I am enclosing in the annexure instructions on this matter as also the formats which can be used for building up the tables. I must mention that the working sheets can certainly be improved upon or changed depending upon your views on this matter and you may treat the working sheets as indicative.

I would also like to call your attention to the presentation of villages in the PCA. In my D.O. letter no. 18/1/80-SS (Gen) dated 31-3-1981 addressed to Shri B. B. Lal. Director of Census Operations, Bihar and copied to you, which refers to the presentation of villages in the village directory, the treatment of villages declared as census towns has been indicated, in sub para (ii) of para 2 of that letter. The same method of presentation must, with advantage, be adopted in the rural PCA.

The generation of the tables is a straight forward operation and normally should not cause any problem, I would like to take this opportunity to emphasise that the A-Series tables, along with the PCA must be worked on urgently so that Part-II A comes out as quickly as possible after the PCA tabulation is over.

Please acknowledge receipt.

Yours sincerely,
(P. PADMANABHA)

Encl : *as above*
(with 5 spare copies)

Shri.....
Director of Census Operations

INSTRUCTIONS FOR PREPARATION OF A-SERIES—GENERAL POPULATION TABLES

The tabulation system is sought to be developed on the basis of the pads not being broken up. The intention is to avoid large tabulation offices and expenditures on pigeon holes etc. This is a basic change from the previous pattern in as much as the individual slip will not be sorted manually. However, it is necessary to have the PCA prepared quickly and for this limited purpose it is proposed to adopt manual processing of schedules in a modified manner. The manual compilation will be restricted to PCA, which will give the basic data needed for immediate use and for delineation of constituencies and the General Population Tables.

The procedure for compilation of Primary Census Abstract from the Population Record has already been indicated *in Circular No. 9. The General Population Tables A-1, A-2, A-3, A-4 and A-5 and their appendices will be prepared, as far as the* 1981 *figures are concerned, mainly from the PCA itself.* The figures relating to 1971 and previous censuses will have to be extracted from the corresponding census tables and PCA. The procedure for compilation of 1981 population and their figures for each of these tables along with the formats of compilation sheets is given below. The appended formats of the compilation sheets are meant *for compilation at tehsil level. Similar formats may be used for compilation at district and State levels. For compilation at urban agglomeration level a separate format has been appended.*

The presentation of the tables will follow the same pattern as of 1971 census with figures for the State followed by figures for the district which will be again followed by figures for the tehsil/taluk with total, rural and urban breakup for each unit. Under each tehsil figures for each town/city/urban agglomeration will be shown separately. For Urban Agglomerations with constituents falling in more than one tehsil/taluk etc. please follow instructions given in tabulation Circular No. 5 (letter No. 9/13/80-CD(CEN) dated 9/12 May, 1980).

Table A-1—Area, Houses and Population

Table A-1 is the basic population table will give the statistics of area in Km^2, population per Km^2 numbers of villages inhabited and uninhabited separately, number of towns, number of occupied residential houses, number of households and population by sex. The table will be prepared upto district and tehsil/town level by Total/Rural/Urban. The union PCA gives data for the State/District/City or City UA while the state PCA gives figures upto Tehsil/Town level.

The area in Km^2, number of occupied residential houses, number of households and population by sex will therefore, be copied directly from the Primary Census Abstracts. The other items, namely, number of inhabited/un-inhabited villages and number of towns will have to be extracted *from the urban/village* Primary Census Abstract for each tehsil. For this purpose the compilation sheet, as suggested in Annexure-1, may be used. For each tehsil/taluk the number of inhabited and un-inhabited villages and number of towns may be counted from the entries in the urban/village Primary Census Abstracts and recorded in the appropriate columns of the compilation sheet. The district figures will be given by striking the total of these columns. A similar format of the compilation sheet may be used for posting the district figures and the State figures may be derived by striking the totals. These tehsil/district/state figures for number of inhabited/un-inhabited villages and number of towns/cities will be posted in columns 5, 6 and 7 of the table A-1. For compilation of number of villages and number of towns for Urban Agglomerations the general format of compilation sheet, at Annexure 2 will be used. The component units of the Urban Agglomeration may be listed and the figures of inhabited/uninhabited villages and towns will be copied from the appropriate PCA against each component unit. The totals of the columns will be struck to obtain the figures for each urban agglomeration. Figures from the PCA (Cols. 4 to 9) will be copied into Cols. 3 and 8 to 12 respectively of table A-1.

Regarding the area figures it may be mentioned that for tehsil/taluk the figures supplied by the State Director of Survey Settlement and Land Records and for towns/cities the figures as supplied by the concerned corporation, municipality or local body, etc. will be adopted. For districts and States the area figures as provided by the Survey General, India and communicated by this office will be adopted. The total urban area of each tehsil/district/state will be obtained as the total of the areas of all the urban units in it. The total rural area of each tehsil/district/state will be derived by subtracting the rural area from the total area.

For the Union Primary Census Abstract area figures will be presented upto one place of decimal. But for State Primary Census Abstract the area of town can be shown upto two places of decimal. It may, however, be noted that even in the State Primary Census Abstract the area figures of districts should be shown upto one place of decimal, based on Surveyor General's figures as communicated by this office.

Column 4 of Table A-1 will be obtained by dividing the population in column 10 by area in Km^2 in column 3 for each unit.

A-1—Area, Houses and Population—Appendix 1

This appendix gives the details of transfers by giving the name and area in Km^2 for the units added and the units subtracted along with the details of the name of state/district etc. Thereafter the net area change in Km^2 in (plus + or minus —) is arrived at. This is a simple appendix, the details of which each DCO will be collecting well in advance. The information will be posted directly in the format.

A-1—Area, Houses and Population—Appendix 2

This appendix gives the number and population of villages with population of 5,000 and over and towns with population under 5,000. For the preparation of this appendix the compilation sheet at Annexure-3 may be used. The villages having more than 5,000 population and towns having less than 5,000 population will be extracted for each tehsil from the urban/village Primary Census Abstracts and copied in the appropriate columns of the compilation sheet. The totals of population in columns 3 and 5 will be struck in the compilation sheet and the number of entries (villages/towns) in cols. 2 & 4 will be counted and recorded against the 'total'. The number of villages with 5,000 population and over and number of towns with less than 5,000 population for each district and state will be obtained by totalling these figures over the tehsils and districts, respectively.

These compiled figures will be posted in cols. 2, 3, 5 and 6 of Table A-1 Appendix 2. The Figures for columns 4 & 7 of this table will be calculated by dividing the figures of Cols. 3 & 6 by the total, rural and urban population of the State as in PCA (Col. 7) respectively.

A-1—Area, Houses and Population—Appendix 3 (Houseless & Institutional Population)

Appendix 3 to Table A-1 will provide the information relating to Houseless and Institutional households and their population. This appendix will be prepared from the compilation sheet at Appendix 6 to Tabulation Circular No. 9.

Figures for Urban Agglomeration will be obtained by adding the figures for each column over the component units of each Urban Agglomeration. The general compilation sheet at Annexure-2 may be used for this purpose.

Table A-2 Decadal variation in Population since 1901

The data for the 1981 Census will be posted at District/State level from Table A-1 cols. 10, 11 and 12 in Table A-2 in cols. 3, 6 and 7 respectively. The population for 1901—1971 will have been recast in the Director of Census Operation's offices as specified in Tabulation Circular No. 2. The decade variation and percentage decade variation will be calculated on the basis of population for each census year and will be posted in cols. 4 and 5 respectively. The new districts carved out after the 1971 Census will be shown in italics.

A-2—Decadal variation in Population since 1901—Appendix

This appendix table gives the 1971 population according to the 1971 jurisdiction of district/state along with changes in area and population as per their 1981 jurisdiction. Since this information has already been collected by DCOs for recasting 1971 Census population for Table A-2 this table can be prepared directly in the format at district level.

Below the appendix short notes showing the changes in area for district according to Gazette notification of the State Government will be shown.

Table A-3—Villages classified by Population size

For this table the villages of 1981 Census will be classified into seven broad categories according to the size of their population. The categories according to population size are as under :—

1. Less than 200
2. 200—499
3. 500—999
4. 1,000—1,999
5. 2,000—4,999
6. 5,000—9,999
7. 10,000 and above

The figures for this table will have to be compiled by extracting the population of each village from the PCA. Uninhabited villages will be excluded from this table.

The specimen compilation sheet for compiling the figures for this table at tehsil level is appended in Annexure-4. All the villages within each tehsil will be posted in Col. 1 of the compilation sheet and against each village the male and female population from the PCA will be posted under the appropriate columns depending on the size of total population of the village. The rural population of the whole tehsil under each population size will be derived by striking the totals for each column. The number of villages under each size class will be counted and indicated in brackets against 'total'.

The district and state totals will be derived by adding over the tehsils and districts respectively.

In cols. 2 to 5 of Table A-3 the total number of inhabited villages and the total rural population will be copied from cols. 5, 10, 11 and 12, respecetively, of Table A-1. As a cross check these figures of all size classes may be totalled for each tehsil/district/state and tallied with figures of cols. 2, 4 and 5.

Table A-4—Towns and Urban Agglomerations in 1981 Classified by Population with variation since 1901

In this table all the towns and Urban Agglomerations of 1981 will be presented in descending order of their 1981 population under the six population size classes :

1.	Class I . .	. Population	100,000 and over
2.	Class II . .	. Population	50,000 to 99,999
3.	Class III . .	. Population	20,000 to 49,999
4.	Class IV . .	. Population	10,000 to 19,999
5.	Class V . .	. Population	5,000 to 9,999
6.	Class VI . .	. Population less than	5,000

Each urban agglomeration will be treated as a single unit for such classification, that is, the total population of the urban agglomeration will determine its size—class and its position among all towns/UA. However, under each U.A. each of its component units will be listed with area and population.

The first step for the preparation of this table is to arrange towns and urban agglomerations in descending order of their 1981 population. All the urban agglomerations and towns (which are not parts of UA) should first be grouped under each size—class in compilation sheet 4(A) at Annexure 5(a) and the 1981 population noted against each. Then within each size class they should be arranged in descending order of population in compilation sheet 4(B) at Annexure 5(b). In these two compilation sheets the components should also be listed under Urban Agglomeration. In compilation sheet 2 the area and male and female population will also be noted. The totals of 1981 population, persons, males and females should be struck in this sheet for each class of town. This sheet will provide the urban agglomerations and towns of 1981 Census arranged in order of population size for Table A-4.

Table A-4 may now be prepared. The list of urban agglomerations and towns from compilation sheet 2 should be copied in the order into column 2 of Table A-4. The 1981 Census figures of area and population should also be copied from compilation sheet 2 into cols. 6, 7, 10 and 11. For the years 1901 to 1971 the area (only for 1961 & 1971) and population figures for each town as a separate unit or as a component of an Urban Agglomeration are available in Table A-IV of 1971 Census and these may be copied into

the cols. 6, 7, 10 and 11. The figures for Urban Agglomerations as a whole may be computed by adding the area and population figures of all the components for each census. Cols. 8 and 9 are to be filled by computation. The decade variation for each census year is the increase or decrease in population over the previous census and will be computed by subtracting the population of the previous census and will be shown with a '+' or '—' sign according as there is an increase or decrease. The % decade variation is the ratio of the decade variation to the population at the previous census. This may be computed for each of the Census years 1911 to 1981 from columns 3 and 7 and recorded upto two places of decimal with the same sign (+ or —) as the decade variation in col. 9. This completes all the columns of Table A-4. What remains is the class totals of population for the various census years.

The next step is to compute the population totals for each size class for 1901 to 1971. As mentioned above each U.A. will be treated as a unit and each town (not part of U.A.) as a separate unit. The class totals of 1981 population of all Urban Agglomerations and towns under each class of town, as struck in compilation sheet 2 should be copied into Table A-4.

To derive the class totals for the census years 1901—1971 some computations have to be made. The class totals for any past census year should reflect the total population of 1981 towns and U.A. classified according to the population size at that census. Thus though any town or U.A. will appear in the table under the size class to which it belongs according to its 1981 population, for class totals the town/U.A. will be grouped in the class to which it belongs according to its population size in any census year. For the class totals of past census years, an Urban Agglomeration of 1981 Census will be treated as a single unit and its population will be added to the class according to its population size for that census year. Where an urban area might have been merged with a town in 1981 Census, the population of the whole town as constituted in 1981 Census will determine the size class for any past census year. However, where a rural area has been merged with a town in 1981 Census, the population of the urban area only at any past census will determine its size class.

The class totals for these years as given in Table A-IV of 1971 Census form a convenient starting point for the computations. These totals will have to be adjusted for changes in the list of towns and U.A. and their constituents between the 1971 and 1981 Censuses.

The changes in the list of town and Urban Agglomerations between 1971 and 1981 Censuses can be of 3 types :

(1) Newly constituted U.A. of 1981 Census which did not exist in 1971;

(2) U.A. of 1971 Census which are no more U.A. in 1981 Census; and

(3) U.A. of 1971 Census which continue to be U.A. in 1981, but whose constitution has changed, due to.

  (i) inclusion of one or more towns

  (ii) exclusion of one or more towns

  (iii) inclusion of some towns and exclusion of some others.

In the case of newly constituted U.A. of the 1981 Census, the class totals for 1901 to 1971 as given in A-IV of 1971 Census will have to be adjusted by adding the population of the U.A. in the appropriate size class and also subtracting the population of the constituent units from the respective size class totals.

For U.A. of 1971 Census which are no more U.A. in 1981 Census, exactly the reverse adjustment has to be made, viz., to subtract the population of the U.A. from the appropriate size class totals of any census year and to add the population of the constituent units, in the respective appropriate size class for that year. For U.A. of 1971 and 1981 Censuses with changed constitution, the population of U.A. as constituted at 1971 Census will have to be subtracted from the appropriate size class total for any census year and the population of U.A. as constituted at 1981 Census will have to be added to the appropriate size class for that year. Also, for the constituent towns which have been excluded in 1981 the population of each town will have to be added to the appropriate size class and for newly added constituent towns their population as to be subtracted from the respective appropriate size classes for that census year.

Before making these adjustment, it is first necessary to list out the changes in U.A. and their constituents between 1971 and 1981 Censuses. The new U.A. of 1981 census and the U.A. which are no more U.A. in 1981 and their constituent units should be listed separately in the compilation sheets at Annexures 5(c) and 5(d). Against each U.A. and their constituent units the population at each census 1901-71 may be recorded by extracting these figures from A-IV table of 1971 Census. For U.A. existing in 1971 as well as in 1981, to identify the changes in their constitution a comparative chart in Compilation Sheet at Annex 5(e) must be prepared. Each of such U.A. along with their constituent units as in 1981 and 1971 should be listed in cols. (1) and (2). By comparing the constituent units in cols. 1 & 2, the newly included constituents and the constituents excluded in 1981 can be identified. These must be listed in columns (4) and (5) and their population in past census years must be entered in cols. (7) to (14), as extracted from Table A-IV of 1971.

After identification of the 3 types of changes in U.A. and their constitution, the adjustments to class totals of area and population of past censuses should be made in the format at Annexure 5(f). In this compilation sheet under each class, the class totals (area/population) as in A-IV of 1971 Census should be copied first for all the years 1901 to 1971. Then taking one by one the U.A. in the compilation sheets 4(C) 4(D) and 4(E), the area, population of the U.A. and the area and population of each constituent town at the past censuses may be entered in the appropriate size class for each census year. Whether the area and population is to be added or subtracted form the class totals in A-IV of 1971 Census should be indicated by a '+' or '—' sign. The net adjustment in each size class may be obtained by adding the entries (algebraically) having regard to the sign. The net adjustment may be further added to the class totals as in A-IV of 1971 Census. This will give the class totals for past censuses for table A-4 of 1981 Census.

An illustration of making adjustments to the class totals in Table A-IV of 1971 Census to derive the class totals for A-4 of 1981 Census, is given in Annexure-6.

Table A-4—Appendix 1—New Towns added in 1981 and Towns of 1971 declassified in 1981

The lists of new towns of 1981 and the towns of 1971 Census declassified in 1981 will have been prepared in respect of each State/Union Territory. Appendix-1 will be prepared by extracting the area (in Km^2) and population of new towns added in 1981 from Table A-4 of 1981 and the village PCA of 1971 and copying into cols. 2 to 5. Similarly, the area and population of towns of 1971 Census declassified in 1981 will be extracted from Table A-IV of 1971 Census and the village PCA of 1981 and copied into cols. 6 to 9.

Appendix 2—Places with a population of under 5,000 classified as towns for the first time in 1981

This table will be prepared by extracting the area and population 1981 for towns with population under 5,000 in 1981 from cols. 2 to 5 of Appendix 1 table.

Appendix 3—Places with a population under 5,000 in 1971 which were towns in 1971 but have been declassified in 1981

This table will be prepared by extracting the area and population in 1971 for towns with population under 5,000 in 1971 from cols. 6 to 9 of Appendix 1 table.

Appendix 4—Changes between 1971 and 1981 in area and population of towns and reasons for change in area

In this table all places which are towns both in 1971 and 1981 censuses but whose area is different in the two censuses will be covered. All such towns will be identified from

main table A-4 by change in area in col. 6 between 1971 and 1981. The 1971 and 1981 area and population will be extracted from table A-4 and copied into cols. 2 to 5 of this table. The reasons for the change in area for each of these towns would already have been ascertained earlier and this will be entered in col. 6

Table A-5 Standard Urban Areas

This table gives the data for each Standard Urban Area (already finalised), its rural and urban components with each constituent town and village. For preparing this table first each Standard Urban Area in the State and district should be listed along with all its rural and urban components under col. 2. The area (col. 4) number of occupied residential houses (col. 6) and total (including institutional and houseless population), number of households and population by sex (cols. 13, 14 and 15) and the civic status of towns will be copied for towns and villages from the Urban/Village Primary Census Abstract and for outgrowths from urban/rural Master PCA. The number of households and population by sex in respect of houseless and institutional population (cols. 7 to 12) will be copied from compilation sheet 1(B) (at Annexure-2) prepared for Appendix 3 to Table A-1. The population for the years 1961 and 1971 (Cols. 16. 17 and 18) for each constituent village, town and outgrowth will be extracted from the block-wise rural-urban Primary Census Abstract of the 1961 and 1971 Censuses.

ANNEXURE—1

COMPILATION SHEET 1 (A) FOR TABLE A-1

State..... Code .....

Name of District	Name of Tehsil/ Taluk	No. of villages			No. of Towns
		Inhabited	Un-inhabited	Total	
1	2	3	4	5	6
	Tehsil A				
	Tehsil B				
	Tehsil C				
	Tehsil D				
	..				
	..				
Total					

Compiled by..... Checked by .....

ANNEXURE—2

COMPILATION SHEET 1 (B) FOR TABLE A-1 AND APPENDIX—3 TO TABLE A-1

State.....Code .....

Name of District/ Tehsil	Name of U.A. and Component Units	Population			No. of House-holds	Houseless population			No. of House-holds	Institutional population		
		Persons	Males	Females		Persons	Males	Females		Persons	Males	Females
1	2	3	4	5	6	7	8	9	10	11	12	13
	U. A. 1											
	Town—A . .											
	Town—B . .											
	Town—C . .											
	O. G. 1 . . .											
	O. G. 2 . .											
	U.A. 2											
	Town—A . .											
	Town—B . .											
	U.A. 3											
	Town—A . .											
	Total											

Compiled by..... Checked by.....

ANNEXURE—3

COMPILATION SHEET 1(C) FOR APPENDIX– 2 TO TABLE A-1

State..... Code.....

Name of District/Tehsil	Village with population over 5,000		Towns with population less than 5,000	
	Name of Village	Population	Name of Town	Population
1	2	3	4	5

Compiled by..... Checked by.....

ANNEXURE—4

COMPILATION SHEET—3 FOR TABLE A-3

State .....Code.....
District .....Code.....
Tehsil/Taluk/PS/Block .....Code.....

Name of Village	POPULATION SIZE OF VILLAGE																				
	Less than 200			200—499			500—999			1000—1999			2000—4999			5000—9999			10000+		
	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Village 1																					
Village 2																					
Village 3																					
..																					
..																					
..																					
..																					
..																					
Total .	( )*			( )*			( )*			( )*			( )*			( )*			( )*		

*No. of villages by counting entries in cols. 2, 5, 8, 11, 14, 17 and 20 may be given in the brackets.

Compiled by..... Checked by.....

ANNEXURE—5(a)

COMPILATION SHEET 4(A) FOR TABLE A-4
URBAN AGGLOMERATION BY SIZE CLASS

Name of State..... Code No.....

Name of Urban Agglomeration/Town	Persons
1	2
Class I	
1. *Urban Agglomeration*	
(Name of District)	
(a) Constituent town 1	
(b) Constituent town 2	
..	
..	
2. Town A	
(Name of District)	
3. Town B	
(Name of District)	
4. *Urban Agglomeration*	
(Name of District)	
(a) Constituent town 1	
(b) Constituent town 2	
Total	

ANNEXURE – 5(a)—*concld.*

1	2
Class II	
1. Town A (Name of District)	
2. *Urban Agglomeration* (Name of District)	
(a) Constituent town 1	
(b) Constituent town 2	
..	
..	
..	
3. Town B (Name of District)	
4. Town C (Name of District)	
..	
..	
..	
Total	
Class III	
..	
..	
..	
Class IV	
..	
..	
..	
Class V	
..	
..	
..	
Class VI	
Total	

Compiled by..... Checked by.....

ANNEXURE—5(b)

COMPILATION SHEET 4(B) FOR TABLE A-4

URBAN AGGLOMERATIONS ARRANGED IN DECENDING ORDER OF POPULATION

Name of State..... Code No.....

Name of Urban Agglomeration/ Town	Area	Persons	Males	Females	No. of Urban Agglo-merations	No. of Towns
1	2	3	4	5	6	7
Class I						
1. Urban Agglomeration					x	x
(a) Constituent town 1					x	x
(b) Constituent town 2					x	x
..						
..						
..						
2. Town A					x	x
3. Town B					x	x
4. Town C					x	x
..						
..						
..						
Total						
Class II						
1. Town A					x	x
2. *Urban Agglomeration*					x	x
(a) Constituent town 1					x	x
(b) Constituent town 2					x	x
..						
..						
3. Town B					x	x
4. Town C					x	x
..						
..						
..						
Total						
Class III						
..						
..						
..						
Total						
Class IV						
..						
..						
..						
Total						
Class V						
..						
..						
..						
Total						
Class VI						
..						
..						
Total						

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ANNEXURE—5(c)

COMPILATION SHEET 4(C) FOR TABLE A-4

NEW URBAN AGGLOMERATION FOR 1981 CENSUS

Name of State.....Code.....

Urban Agglomeration/ Constituent Units	POPULATION							
	1901	1911	1921	1931	1941	1951	1961	1971
1	2	3	4	5	6	7	8	9
Class I (100,000 & *above*)—								
I. Urban Agglomeration								
(a) Town 1								
(b) Town 2								
(c) Urban outgrowth 1 . . .								
..								
..								
II. Urban Agglomeration								
(a) Town 1								
(b) Town 2								
..								
..								
III. Urban Agglomeration								
..								
..								
Class II (50,000—99,999)								
I. Urban Agglomeration								
(a) Town 1								
(b) Town 2								
..								
..								

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ANNEXURE—5 (d)

COMPILATION SHEET 4(D) FOR TABLE A-4

URBAN AGGLOMERATION OF 1971 CENSUS WHICH ARE NOT U. A. IN 1981

Name of State..... Code No. .....

Urban Agglomeration/ Constituent Units	POPULATION							
	1901	1911	1921	1931	1941	1951	1961	1971
1	2	3	4	5	6	7	8	9
Class I (100,000 & *above*)								
I. Urban Agglomeration								
(a) Town 1								
(b) Town 2								
(c) Urban outgrowth 1 . . .								
..								
..								
II. Urban Agglomeration								
(a) Town 1								
(b) Town 2								
..								
..								
III. Urban Agglomeration								
Class II (50, 000—99,999)								
I. Urban Agglomeration								
(a) Town 1								
(b) Town 2								
..								
..								

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ANNEXURE—5(d)

COMPILATION SHEET 4(E) GOR TABLE—4

Name of State.....Code No.....

Urban Agglomeration/Constituent Units of		Name of District	Towns added to U.A. in 1981 Census	Towns excluded from U.A. in 1981 Census	Area in Km²	POPULATION							
1981 Census	1971 Census					1901	1911	1921	1931	1941	1951	1961	1971
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Class I													
1. Urban Agglomeration ———													
(a) Town 1	(a) Town 1												
(b) Town 2	(b) Town 2												
..	..												
..	..												
2. Urban Agglomeration ———													
(a) Town 2	(a) Town 1												
(b) Town 2	(b) Town 2												
..	..												
..	..												
3. Urban Agglomeration ———													
..	..												
..	..												
Class II													
1. Urban Agglomeration ———													
(a) Town 1	(a) Town 1												
(b) Town 2	(b) Town 2												
..	..												
..	..												
Class III													
..	..												
..	..												
..	..												
Class VI													
1. Urban Agglomeration ———													
(a) Town 1	(a) Town 1												
..	..												
..	..												

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ANNEXURE– 5(f)

COMPILATION SHEET 4 (F) FOR TABLE A-4

CLASS TOTALS OF TOWNS AND URBAN AGGLOMERATION FOR CENSUS YEAR 1901-1971

Name of State.....Code No.....

Size Class	Area in Km²		POPULATION																								
	1961	1971	1901			1911			1921			1931			1941			1951			1961			1971		
			P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Class I																											
Class total in A-4 of 1971 Census																											
(a) New Urban Agglomeration . . .																											
(b) Old Urban Agglomeration . .																											
..																											
..																											
(c) U. A. of 1971 & 1981 . . .																											
as of 1981																											
as of 1971																											
....																											
.. ..																											
Net Change																											
Class Total as of 1981																											
Class II																											
Class total in A-4 of 1971 Census— . .																											
(a) New Urban Agglomeration . . .																											
..																											
(b) Old Urban Agglomeration . . .																											
..																											
(c) U.A. of 1971 & 1981 . . .																											
as of 1981																											
as of 1971																											
..																											
..																											
Net Change																											
Class Total as of 1981																											

Class III

Class total in A-4 of 1971 Census

..

..

..

Net Change . . . . . .

Class Total as of 1981 . . . . .

Class IV

..

..

..

Class V

..

..

..

..

Class VI

..

..

..

..

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ANNEXURE 6

COMPILATION SHEET 4(C) FOR TABLE A-4

NEW URBAN AGGLOMERATIONS OF 1981 CENSUS

Name of State UTTAR PRADESH Code No.

Urban Agglomeration/ Constituent Units	POPULATION							
	1901	1911	1921	1931	1941	1951	1961	1971
1	2	3	4	5	6	7	8	9
*Class III**								
Mussoorie U.A. . .	6,461	8,052	9,702	6,116	7,172	8,550	11,238	20,389
(a) Mussoorie M.B. .	4,741	6,552	8,297	4,966	5,966	7,133	9,849	18,038
(b) Landuar Cantt. .	1,720	1,500	1,405	1,150	1,206	1,417	1,389	2,351

*It is assumed that Mussoorie U.A. falls in Class III according to its 1981 Census population.

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ANNEXURE 6

COMPILATION SHEET 4(D) FOR TABLE A-4

URBAN AGGLOMERATION OF 1971 CENSUS WHICH ARE NOT U.A. IN 1981

Name of State MADHYA PRADESH Code No

Urban Agglomeration/ Constituent Units	POPULATION							
	1901	1911	1921	1931	1941	1951	1961	1971
1	2	3	4	5	6	7	8	9
Class V (5,000—9,999)								
1. Mehgaon Urban Agglomeration . .	..	..	..	..	..	..	3,581	5,378
(a) Mehgaon (M)	..	..	..	..	..	..	3,581	5,284
(b) Tor (OG)	..	..	..	..	..	..	..	93
(c) Kheria (OG)	..	..	..	..	..	..	..	1

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ANNEXURE 6

COMPILATION SHEET 4(E) FOR TABLE A-4

URBAN AGGLOMERATION COMMON TO 1971 AND 1981 CENSUS AND CHANGES IN THEIR CONSTITUTION

Name of State UTTAR PRADESH Code No.....

Urban Agglomeration/Constituent Units of		Name of District	Towns added to UA in 1981 Census	Towns excluded from UA in 1981 Census	Area in Km²	POPULATION							
1981 Census	1971 Census					1901	1911	1921	1931	1941	1951	1961	1971
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Class I													
1. Meerut Urban Agglomeration		Meerut		as in 1981	57.27	121,180	119,435	125,506	141,025	179,195	239,440	294,853	383,106
				as in 1971	55.90	118,539	116,631	122,609	136,709	169,290	233,183	283,997	367,754
(a) Meerut N.B.	(a) Meerut N.B.			..	..	..	..	..	..	..	..	..	..
(b) Meerut Cantt.	(b) Meerut Cantt.			..	..	..	..	..	..	..	..	..	..
(c) Malina	(c) Malina			..	..	..	..	..	..	..	..	..	..
(d) Kankarkhera			Kankar-khera	..	1.37	2,641	2,804	2,897	4,316	9,905	6,257	10,856	15,352

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ANNEXURE
COMPILATION SHEET 4(F)
CLASS TOTALS OF TOWNS AND URBAN

Name of State UTTAR PRADESH

Size Class	Area in sq. Km		POPULATION								
	1961	1971	1901			1911			1921		
			Persons	Males	Females	Persons	Males	Females	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10	11	12
Class I											
Class total in A-IV of 1971 Census	1,110·72	1,256·31	1,286,019	691,503	594,516	1,239,330	685,211	554,119	1,251,844	709,145	542,699
(a) New Urban Agglomeration											
(b) Old Urban Agglomeration											
(c) U.A. of 1971 and 1981											
1. Meerut U.A.											
as of 1981 . .	+59·13	+57·27	+121,180	+67,219	+53,961	+119,435	+68,188	+51,247	+125,506	+73,419	+52,087
as of 1971 . .	—55·89	—55·90	—118,539	—65,822	—52,717	—116,631	—66,542	—50,089	—122,609	—71,816	—50,793
Net change . . .	+3·24	+1·37	+2,641	+1,397	+1,244	+2,804	+1,646	+1,158	+2,897	+1,603	+1,294
Class total as of 1981 .	1,113.96	1,257·68	1,288,660	692,900	595,760	1,242,134	686,857	555,277	1,254,741	710,748	543,993
Class III											
Class total in A-IV of 1971 Census	416.08	511·43	615,560	321,798	293,762	539,893	292,804	247,089	527,220	285,841	241,379
(a) New Urban Agglomeration											
1. Mussoorie U.A. .	..	+68·17	..	..	..	..	..	..	..	..	..
Net change . . .	..	+68·17	..	..	..	..	..	..	..	..	..
Class total as of 1981 .	416·08	579·60	615,560	321,798	293,762	539,893	292,804	247,089	527,220	285,841	241,379
Class IV											
Class total in A-IV of 1971 Census.	335·15	462·33	996,268	500,007*	477,451	917,929	486,066	429,863	787,393	424,641	362,752
(a) New Urban Agglomeration.											
1. Mussoorie U.A. .	+67·65	..	..	..	..	..	..	..	..	..	..
Mussoorie M.B. .	..	—65·27	..	..	..	..	..	..	..	..	..
(c) U.A. of 1971 and 1981											
1. Kankerkhera .	—3·24	—1·37	..	..	..	..	..	..	..	..	..
Net change . . .	+64·41	—66·64	..	..	..	..	..	..	..	..	..
Class total as of 1981 .	399·56	395·69	996,268	500,007*	477,451*	917,929	486,066	429,863	787,393	424,641	362,752
Class V											
Class total in A-IV of 1971 Census	315·41	306·29	1,137,617	581,782	555,835	962,367	509,884	452,483	966,078	514,949	451,129
(a) New Urban Agglomeration.											
1. Mussoorie U.A. .	..	..	+6,461	+4,859	+1,602	+8,052	+6,095	+1,957	+9,702	+7,150	+2,552
Mussoorie M.B. .	—64·75	..	..	..	..	—6,552	—4,978	—1,574	—8,297	—6,098	—2,199
(b) Old Urban Agglomeration.											
1. Mehgaon U.A. .	..	—1·70	..	..	..	..	..	..	..	..	..
Mehgaon M .	..	+1·66	..	..	..	..	..	..	..	..	..
U.A. of 1971 and 1981											
1. Kankerkhera . .	..	..	..	..	..	..	..	..	..	..	..
Net change . . .	—64·75	—0·04	+6,461	+4,859	+1,602	+1,500	+1,117	+383	+1,405	+1,052	+353
Class Total as of 1981 .	250·66	306·25	1,144,078	586,641	557,437	963,867	511,001	452,866	967,483	516,001	451,482
Class VI											
Class total in A-IV of 1971 Census	87·39	58·40	602,009	314,429	287,580	585,245	311,607	273,638	646,489	345,386	301,103
(a) New Urban Agglomeration.											
1. Mussoorie M.B. .	..	..	—4,741	—3,612	—1,129						
2. Landaur Cantt. .	—2·90	—2·90	—1,720	—1,247	—473	—1,500	—1,117	—383	—1,405	—1,052	353
(b) Old Urban Agglomeration.											
1. Mehgaon U.A. .	—1·66	..	..	..	..	..	..	..	..	..	..
Mehgaon (M) .	+1·66	..	..	..	..	..	..	..	..	..	..
Tor (OG) . .	..	+0·02	..	..	..	..	..	..	..	..	..
Khera (OG) .	..	+0·02	..	..	..	..	..	..	..	..	..
U. A. of 1971 and 1981 .											
1. Kankerkhera . .	..	..	—2,641	—1,393	—1,244	—2,804	—1,646	—1,158	—2,897	—1,603	—1,294
Net change . . .	—2·90	—2·86	—9,102	—6,252	—2,846	—4,304	2,763	—1,541	—4,302	—2,655	—1,647
Class total as of 1981 .	84·49	55·54	592,907	308,177	284,734	580,941	308,844	272,097	642,187	342,731	299,456

* Does not include Males and Females of Gonda M.B.

6

FOR TABLE A-4

AGGLOMERATIONS FOR CENSUS YEAR 1901 TO 1971

Code No. ——————

POPULATION														
1931			1941			1951			1961			1971		
Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
1,531,044	871,894	659,150	2,621,368	1,457,893	1,123,475	3,908,056	2,187,832	1,720,274	5,159,667	2,868,954	2,290,713	7,068,893	3,897,065	3,171,828
+141,025	+82,389	+58,636	+179,195	+104,075	+75,120	+239,440	+136,538	+102,902	+294,853	+163,447	+131,406	+383,106	+211,010	+172,096
—136,709	—80,073	—56,636	—169,290	—98,829	—70,461	—233,183	—133,094	—100,089	—283,997	—157,572	—126,425	—367,754	—202,822	—164,932
+4,316	+2,316	+2,000	+9,905	+5,246	+4,659	+6,257	+3,444	+2,813	+10,856	+5,875	+4,981	+15,352	+8,188	+7,164
1,535,360	874,210	661,150	2,631,273	1,463,139	1,128,134	3,914,313	2,191,276	1,723,087	5,170,523	2,874,829	2,295,694	7,084,245	3,905,253	3,178,992
880,819	485,791	395,028	1,192,137	658,128	534,009	1,242,334	679,152	563,182	1,578,566	865,092	713,474	2,069,104	1,126,075	943,029
..	..	..	..	..	..	..	..	..	..	..	..	+20,389	+12,859	+7,530
..	..	..	..	..	..	..	..	..	..	..	..	+20,389	+12,859	+7,530
880,819	485,791	395,028	1,192,137	658,128	534,009	1,242,334	679,152	563,182	1,578,566	865,092	713,474	2,089,493	1,138,934	950,559
864,034	469,122	394,912	917,408	493,689	423,719	998,794	538,418	460,376	1,043,830	570,004	473,826	1,292,753	705,077	587,676
..	..	..	..	..	..	..	..	..	+11,238	+7,981	+3,257	..	..	..
..	..	..	..	..	..	..	..	..	..	..	..	—18,038	—11,486	—6,552
..	..	..	..	..	..	..	..	..	—10,856	—5,875	—4,981	—15,352	—8,188	—7,164
..	..	..	..	..	..	..	..	..	+382	+2,106	—1,724	—33,390	—19,674	—13,716
864,034	469,122	394,912	917,408	493,689	423,719	998,794	538,418	460,376	1,044,212	572,110	472,102	1,259,363	685,403	573,960
928,317	496,739	431,518	1,076,039	576,668	499,371	1,177,617	628,934	548,683	561,572	307,717	353,855	587,608	325,928	261,680
+6,116	+4,626	+1,490	+7,172	+5,364	+1,808	+8,550	+5,879	+2,671	..	..	..	..	..	..
..	..	..	—5,966	—4,478	—1,488	—7,133	—4,975	—2,158	—9,849	—7,079	—2,770	..	..	..
..	..	..	..	..	..	..	..	..	..	..	..	— 5,378	—3,008	—2,370
..	..	..	..	..	..	..	..	..	..	..	..	+5,284	+2,945	+2,339
..	..	..	—9,905	—5,246	—4,659	—6,257	—3,444	—2,813	..	..	..	..	..	..
6,116	+4,626	+1,490	—8,699	—4,360	—4,339	—4,840	—2,540	—2,300	—9,849	—7,079	—2,770	—94	—63	—31
934,433	501,425	433,008	1,067,340	572,308	495,032	1,172,777	626,394	546,383	551,723	300,638	351,085	587,514	325,865	261,649
571,094	310,137	260,957	450,948	240,254	210,694	519,540	280,687	238,853	21,798	14,452	7,346	28,803	1 6,526	12,277
—4,966	—3,746	—1,220	..	..	..	..	..	..	..	..	..	..	..	..
—1,150	—880	—270	—1,206	—886	—320	—1,417	—904	—513	—1,389	—902	—487	—2,351	—1,373	—978
..	..	..	..	..	..	..	..	..	—3,581	—2,007	—1,574	..	..	..
..	..	..	..	..	..	..	..	..	+3,581	+2,007	+1,574	..	..	..
..	..	..	..	..	..	..	..	..	..	..	..	+93	+62	+31
..	..	..	..	..	..	..	..	..	..	..	..	+1	+1	..
—4,316	—2,316	— 2,000	..	..	..	..	..	..	..	..	..	..	..	..
—10,432	—6,942	—3,490	—1,206	—886	—320	—1,417	—904	—513	—1,389	—902	—487	—2,257	—1,310	—947
560,662	303,195	257,467	449,742	239,368	210,374	518 123	279,783	238,340	20,409	13,550	6,859	26,546	15,216	11,330

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Serial No.	*Territorial Unit*
22	Uttar Pradesh
23	West Bengal
24	Andaman & Nicobar Islands
25	Arunachal Pradesh
26	Chandigarh
27	Dadra & Nagar Haveli
28	Delhi
29	Goa, Daman & Diu
30	Lakshadweep
31	Mizoram
32	Pondicherry

Parts and Sub-parts covering specified types of census reports of tables and the part number and types of subject including District Census Handbook should also be mentioned for your state so as to maintain uniformity for all the series. Mention may also be made about the D.C.H.

Ancillary Studies

(1) **Surveys and Monographs**

Please give a brief detail of survey of selected types and special studies if taken up by your directorate.

(2) **Census Atlas Project**

The census organisation has been the largest single producer of maps of Indian sub-continent apart from the Survey of India and the Geological Survey. But a census atlas as such was brought out only in the 1961 series. The tradition is being continued in the 1981 Census.

Annexure A—Schedules

Annexure B—Instructions to enumerator for filling up Household Schedule, Individual Slip and Population Record.

Appendix I—Principles of House-numbering.

Appendix II—List of few typical Industries that can be conducted on a household industry basis.

Appendix III—Classified list of Economic Activities

Appendix IV—Classified list of occupations i.e., Description of work.

Annexure C—The Census Act, 1948—Act No. XXXVII of 1948.

Annexure D—Post enumeration check and census evaluation studies. Give the instructions, objectives, sample design, methods of data collection and organisation of field work. If the P.E.C. & C.E.S. has been conducted in your state please give the results.

A-1—AREA HOUSES AND POPULATION

Fly-leaf

Table A-1 is the basic population table which corresponds to the general population table A-1 of the 1971, 1961 and 1951 censuses. This table gives the statistics of the area in Km^2, population per Km^2, number of villages inhabited and uninhabited separately, number of towns, number of occupied residential houses, number of households and population by sex according to the 1981 Census. Give figures in the table in the order of state, district, tehsil etc.

There are three appendices attached to this table. Please describe these appendices briefly.

Inter State/Inter district territorial transfers

Please give a brief historical account of successive changes in the area of your state.

Area Figures

Say that the statistics of area in sq. kilometre is available in column 3 of table A-1. As in 1971 Census in 1981 also area (total) figure is being presented at India/State/Union Territory and district level.

The Surveyor Generals figures are not available below district or by rural/urban break-up. Hence figures for urban areas are those supplied by the local bodies and are based on the area figures of individuals towns. Rural area figures are derived by subtracting the urban area from the total geographical area of each district. District figures thus derived were added up to give state/union territory figures.

The following statement gives the geographical area figures supplied by Surveyor General alongwith ranking of districts.

STATEMENT 1

Ranking of states/Union territories/districts in terms of area

State/U.T./ District	Area in Km^2 given by Surveyor General	Proportion to total area of India/State	Ranking of State/U.T./ District
1	2	3	4

Describe the above statement briefly.

Urban Areas

In table A-1, figures for different items for each unit are presented separately. Say that in India for the first time in 1951 all census statistics were presented separately for rural and urban areas. A fairly strict definition of an urban area started to be adopted in India from the 1961 census. For 1981 census the definition adopted for an urban area was by and large the same as that of 1961 and 1971. Mention the three criteria for treating a place as an urban area.

In the statement below the changing definition of towns between 1891 and 1981 is given.

STATEMENT 2

Test for eligibility for places to be treated at towns 1891-1981

1981	1971	1961	1951	1941	1931	1921	1911	1901	1891
1	2	3	4	5	6	7	8	9	10

Please give the following statement which will give a picture of progress in the number of towns in the state and the districts between 1901-81.

STATEMENT 3

Progress in the number of towns 1901-1981

State/U.T./ District	1981	1971	1961	1951	1941	1931	1921	1911	1901
1	2	3	4	5	6	7	8	9	10

The above statement may please be discussed briefly.

Please prepare the following statement showing the progress in urban population between 1901-1981.

STATEMENT 4

Progress in urban population of states, union territories and districts 1901-1981

State/U.T./ District	1981	1971	1961	1951	1941	1931	1921	1911	1901
1	2	3	4	5	6	7	8	9	10

The following statement will give the indices of the figures of the above statement taking 1901 as base for facility of comparison.

STATEMENT 5

Indices of growth in urban population of states, union territories and districts 1901-1981

State/U.T./ District	1981	1971	1961	1951	1941	1931	1921	1911	1901
1	2	3	4	5	6	7	8	9	10

Prepare the following statement which will give the places not treated as towns in 1971 but treated as such in 1981 arranged by state/U.T./district.

STATEMENT 6

Number & population of places not treated as towns in 1971 *but treated as such in* 1981 *arranged by State/UT/Distt. & size, class*

State/U.T./ District	Total		Class—I		Class —II	
	No.	Population	No.	Population	No.	Population
1	2	3	4	5	6	7

State/U.T.s/ District	Class—III		Class—IV		Class—V		Class—VI	
	No.	Population	No.	Population	No.	Population	No.	Population
1	8	9	10	11	12	13	14	15

Rural Areas

Please give the definition of rural areas and say that the village generally follows the limits of a revenue village which is recognized by the district administration. The revenue village need not be a single agglomeration of habitations, but the revenue village has definite surveyed boundaries.

For census purpose the village is always the revenue village which is the ultimate unit of area into which the country is divided for purposes of land revenue. The hamlets do not have defined boundaries or areas distinctly marked or allotted to them. The hamlets are situated within the areas earmarked for the village.

The entire revenue village is one unit but there may be unsurveyed villages within forests etc., which mainly comprise forest labourers and their families. Such forest villages have also been treated as village. So the inhabited villages shown under column 5 of A-I includes not only revenue villages having residential population but also inhabited forest villages. The uninhabited villages are shown under separate head which gives the number of deserted or uninhabited revenue villages.

Please prepare the following statements.

STATEMENT 7

State/U.T. and district-wise number of villages and towns in 1981

State/ District	Total No. of villages	No. of uninhabited villages	No. of village included in towns	
			Fully	Partly
1	2	3	4	5

State/ District	No. of inhabited villages	No. of towns
1	6	7

STATEMENT 8

No. of inhabited villages at each census 1901—1981

State/U.T./ District	No. of inhabited villages								
	1981	1971	1961	1951	1941	1931	1921	1911	1901
1	2	3	4	5	6	7	8	9	10

Please explain the above two tables briefly.

The following statement should also be given.

STATEMENT 9

Progress in rural population of states, union territories and districts 1901-1981

State/U.T./ District	Rural population								
	1981	1971	1961	1951	1941	1931	1921	1911	1901
1	2	3	4	5	6	7	8	9	10

Census House and Household

Columns 8 & 9 of table A-I gives the number of occupied residential houses and households for each state/union territory/district/tehsil/U.A./city/town. Occupied residential houses are census houses which are used wholly or partly for the purpose of residence by one or more households.

At the 1981 census the following definitions were adopted for census house and census household.

Census House

Reproduce the definition of census house as given in the instructions.

Census Households

Reproduce the definition as given in the instructions.

Density Per Km²

Please give the column numbers from where the density can be found out. The method how the density is worked out should also be given.

Prepare the following statement.

STATEMENT 10

Persons per 100 *occupied residential census houses and per* 100 *households, number of females per* 1,000 *males percentage of rural and urban population to total population in states, union territories and districts*

State/U.T./ District	Persons per 100 occupied census house			Persons per 100 households			No. of Females per 1000 males			Percentage of Rural and urban to total population		
	T	R	U	T	R	U	T	R	U	T	R	U
1	2	3	4	5	6	7	8	9	10	11	12	13

A-2—DECADAL VARIATION IN POPULATION SINCE 1901

Fly-leaf

This table furnishes statistics on adjusted population for the nine censuses from 1901 to 1981 for India, states, union territories and districts confirming to the present jurisdiction. The table corresponds to table A-II of 1971, 1961 and 1951.

Decadal variation in population is shown in absolute figures in column 4 and in terms of percentages in column 5. The figures given in columns 3, 6 and 7 for earlier decades have been adjusted for the present boundaries for each state, union territory and district. This table, therefore, gives much needed comparable data about growth of population for the last 80 years.

Adjustment of population

The recasting of population of districts or taluk was done by the directors of each state and union territory on the basis of instructions issued by the Registrar General's office. The method of adjustment may be described here.

STATEMENT 1

Table illustrating the method of estimation of previous censuses population for transferred territories

Description	Population									Remarks
	1901	1911	1921	1931	1941	1951	1961	1971		
1	2	3	4	5	6	7	8	9		10

The following statement should be prepared and an analysis should also be done briefly. Please explain the appendix also.

STATEMENT 2

Statement showing the percentage of decadal variation of population from 1901 *to* 181 *for total, rural and urban*

State/ U.T./ District	T R U	1901 to 1981	1971 to 1981	1961 to 1971	1951 to 1961	1941 to 1951	1931 to 1941	1921 to 1931	1911 to 1921	1901 to 1911
1	2	3	4	5	6	7	8	9	10	11

Please delete the year which is not applicable to your state.

Sex Ratio

Sex ratio is an important demographic phenomenon. Explain how the sex ratio is worked out and give the following statement.

STATEMENT 3

Changes in the sex ratio (females per 1,000 *males)* 1901-1981

State./ U.T./ District	T R U	1901	1911	1921	1931	1941	1951	1961	1971	1981
1	2	3	4	5	6	7	8	9	10	11

A-3—VILLAGES CLASSIFIED BY POPULATION

Fly-leaf

This table corresponds to table A-III of 1971, 1961 and 1951 censuses and gives the total number of inhabited villages classified by seven broad population ranges viz., (i) less than 200, (ii) 200-499, (iii) 500-999, (iv) 1,000-1,999, (v) 2,000-4,999, (vi) 5,000-9,999, (vii) 10,000 and above indicating therein the total-rural population. Describe the table in brief.

The following statements may please be prepared.

STATEMENT 1

Percentage of population living in villages of various population sizes with reference to the total rural population in 1981

State/ U.T./ District	Percentage of population living in villages of population size					
	Less than 200	200-499	500-999	1,000-1,999	2,000-4,999	5,000-9,999
1	2	3	4	5	6	7

State/U.T./ District	Percentage of population living in villages of population size
	10,000+
1	8

STATEMENT 2

Percentage of villages and population by class of villages in 1971 *and* 1981

State/U.T./ District	Year	Less than 500		500—999	
		Percentage of no. of villages in this range to total no. of villages	Percentage of population in this range to total population	Percentage of no. of villages in this range to total no. of villages	Percentage of population in this range to total population
1	2	3	4	5	6

State/U.T./ District	Year	1,000-1,999		2,000-4,999	
		Percentage of no. of villages in this range to total no. of villages	Percentage of population in this range to total population	Percentage of no. of villages in this range to total no. of villages	Percentage of population in this range to total population
1	2	7	8	9	10

State/U.T./ District	Year	5,000-9,999		10,000 +	
		Percentage of no. of villages in this range to total no. of villages	Percentage of population in this range to total population	Percentage of no. of villages in this range to total no. of villages	Percentage of population in this range to total population
1	2	11	12	13	14

These two statements may please be described in brief.

A-4—TOWNS AND URBAN AGGLOMERATIONS CLASSIFIED BY POPULATION IN 1981 WITH VARIATION SINCE 1901

Fly-leaf

This table corresponds to table A-IV of 1951, 1961 and 1971 censuses and gives the variation in urban population separated by males and females, decade variation and percentage decade variation for each town and urban agglomeration during the eighty years. The status of towns and the area figures of towns and urban agglomerations are also given in the table. The status and area figures are, however, confined to 1971 and 1981 censuses only.

The towns have been arranged in the order of population size and class of towns. As in 1971, all towns and urban agglomerations have been grouped into the following six classes according to population size. An alphabetical list of towns should also be given at the end of the fly-leaf.

Class—I —Population of 100,000 and above
Class—II —Population of 50,000 to 99,999
Class—III —Population of 20,000 to 49,999
Class—IV —Population of 10,000 to 19,999
Class—V —Population of 5,000 to 9,999
Class—VI —Population of less than 5,000

According to Indian census convention any place with a population exceeding 100,000 is called a city.

The contents of the table should be explained fully and say that where the population of a town in a previous census has had to be adjusted with reference to 1981, a footnote has been inserted explaining the procedure and extent of such adjustment.

This table has been supplemented by four appendices. These appendices should be explained fully.

The following statements should be prepared.

STATEMENT 1

Growth in the number of cities and towns and their population in India, state, union territory and district 1901-1981

Year	Class—I		Class—II		Class—III	
	No.	Population	No.	Population	No.	Population
1	2	3	4	5	6	7

Year	Class—IV		Class—V		Class—VI		All Classes	
	No.	Population	No.	Population	No.	Population	No.	Population
1	8	9	10	11	12	13	14	15

*The constituents of an urban agglomeration where the constituents were reckoned as separate towns in their own right have been classified according to their own population and not according to the population of urban agglomeration. Where however, U.As were formed with out-growth, the population of the out-growth(s) was added to the town whose out-growth it was. The combined population of town and out-growth(s) was taken for determination of the class in the above statement.

The above statement should be explained briefly.

STATEMENT 2

Percentage of town in each class to total number of towns and percentage of population in each class to total urban population from 1901-1981 *in India, state, union territory and district*

Class	1981		1971		1961	
	% of No. of towns	% of populations	% of No. of towns	% of populations	% of No. of towns	% of populations
1	2	3	4	5	6	7

STATEMENT 2—*Concld.*

Class	1951		1941		1931		1921		1911		1901	
	% of No. of towns	% of population	% of No. of towns	% of population	% of No. of towns	% of population	% of No. of towns	% of population	% of No. of towns	% of population	% of No. of towns	% of population
1	8	9	10	11	12	13	14	15	16	17	18	19

The above statement should be explained briefly.

STATEMENT 3

Percentage of area of towns in each class to total urban area of India and density of population per urban Km² in each class

Class	1981		1971	
	Percentage of area to total urban area	Density per Km²	Percentage of area to total urban area	Density per Km²
1	2	3	4	5

The above statement should be discussed.

STATEMENT 4

Number and population of cities and towns of 1971 *and* 1981 *censuses arranged in six classes I to VI*

State/Union Territory	Class of Towns	1981		1971		Increase and decrease in No. of towns	Increase and decrease in population of class	Percentage increase or decrease 1971—1981
		No. of towns	Total population	No. of towns	Total population			
1	2	3	4	5	6	7	8	9
	All classes—							
	Total Class-I							
	(a) Cities with one million and above population							
	(b) Cities with 500,000 to 999,999 population							
	(c) Cities with 100,000 to 499,999 population							
	Class—II							
	Class—III							
	Class—IV							
	Class—V							
	Class—VI							

NOTE : The above statement should be explained briefly. The constituents of an urban agglomeration have been classified according to their own population and not according to the population of the urban agglomeration except in such cases where an urban agglomeration comprises single town alongwith its outgrowth.

STATEMENT 5

Movement of cities and towns from the class to another during 1971—1981

(a) Indicates number and population of towns which a particular class of 1981 has received by a process of decrement from the next higher class range (s) of 1971.

(b) Indicates number and population of towns which a particular class of 1981 has received by a process of increment from the next lower or any other lower range of 1971.

(c) Indicates number and population of towns which a particular class of 1971 has passed down by a porcess of decrement to the next lower or any other lower range of 1981.

(Increment and decrement of towns in the statement related to their territorial content in 1981)

State/U.T./ District	Category of movement	I				II				III			
		Class	No.	1971 population	1981 population	Class	No.	1971 population	1981 population	Class	No.	1971 population	1981 population
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	(a)												
	(b)												
	(c)												

STATEMENT 5—*Contd.*

State/U.T./ District	IV				V				VI				VII (Not treated as town in 1981)			
	Class	No.	1971 population	1981 population	Class	No.	1971 population	1981 population	Class	No.	1971 population	1981 population	Class	No.	1971 population	1981 population
1	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

STATEMENT 6

Percentage variation of population 1971—1981 *of places which were not treated as towns in* 1971 *but treated as such in* 1981 *classified by state/union territory/district and size class*

Class	No. of towns	Population in 1971	Population in 1981	Percentage variation in 1981 population over 1971 *i. e.* $\frac{1981-1971}{1971} \times 100$
1	2	3	4	5

STATEMENT 7

Percentage variation of population 1971—1981 *of places treated as towns in* 1971 *but removed from the list of towns in* 1981 *classified by state/union territory/district and size class*

Class	Number of towns	Population in 1971	Population in 1981	Percentage variation in 1981 population over 1971 *i. e.* $\frac{1981-1971}{1971} \times 100$
1	2	3	4	5

STATEMENT 8

Number of towns of each class during 1901—1981

(An urban agglomeration has been classified according to total population)

State/Union Territory/ District	1981	1971	1961	1951	1941	1931	1921	1911	1901
1	2	3	4	5	6	7	8	9	10
ALL CLASSES									
..									
..									
CLASS—I									
..									
..									
CLASS—II									
..									
..									
CLASS—III									
..									
..									
CLASS—IV									
..									
..									
CLASS—V									
..									
..									
CLASS—VI									
..									
..									

GUIDELINES FOR PREPARATION OF ANALYTICAL NOTE AND FLY-LEAF FOR A-5 TABLES STANDARD URBAN AREAS OF 1981 CENSUS

Broad guidelines for the presentation of A-5 tables relating to Standard Urban Area for 1981 Census have already been provided vide Circular No. 30 of 1981. The detailed instructions for presentation of inset table, analytical note and fly-leaf thereon are given below. These may also take into consideration the history, definition, concept, etc. of the Standard Urban Area is indicated below :

Apart from providing various Census data in respect of each administrative units like states, districts, villages and towns, the Census Organisation has been endeavouring to tabulate and present Census statistics on certain well defined areas, delineated on the basis of a number of physical and demographic characteristics, in response to evergrowing demand of planners, administrators, scholars and others. As you know the concept of town group of 1961 Census was one such attempt in this direction to provide suitable data on urbanisation trends. The town group comprised independent urban units not necessarily contiguous to one another but interdependent on each other to some extent. However, the experience has shown that the concept of town group had somewhat limited relevance and the data generated thereunder could not be put to the use as envisaged earlier as it was realised that it became incomparable from one census to another owing to the boundaries of the towns getting changed and intermediate areas being left out of reckoning. One of the reasons for its limited use was that the delineation of town groups could not always be done in a uniform manner in all the States and Union Territories for various reasons. For preparing the master plans for cities and towns the Town Planners were finding it difficult to assemble census data for the urbanisable areas around the urban centres and the concept of town group and the census statistics thereon were not found of much help for preparing master plans for cities and towns or for perspective planning for urban areas. The Census Organisation was seized of this problem and contemplated replacing the concept of town group by a more suitable concept which could form the basis of a constant statistical spatial reporting unit and serve the need of preparation of master plans for cities or towns and for helping in urban development planning. It was rather fortuitous that the International Geographical Conference held its deliberations in New Delhi in 1969 and also emphasised the desirability of evolving a suitable concept which would ensure comparability over space and time and help in urban planning. This is how the idea of standard urban area was mooted which was further developed and refined in a series of meetings involving the Ministry of Works and Housing, Town and Country Planning Organisation and the Office of the Registrar General, India. Thus, for 1971 Census the concept of town group was given up and in its place two concepts were evolved, viz., the concept of urban agglomeration and the concept of standard urban area. There has been some confusion in certain quarters in distinguishing fully the concept of urban agglomeration from the concept of standard urban area. This would need some explanation. The urban agglomeration represents a contiguous urban spread constituting a town and its adjoining urban outgrowths or two or more physically contiguous towns together with contiguous well recognised urban outgrowths, which may

actually fall within the revenue limits of a village or villages. These 'urbanised' villages or outgrowths deserved to be reckoned along with the town in conformity with the contiguous urban spread. The urban agglomeration represents a spatial urban spread at a given time. The standard urban area, on the other hand, is the projected growth area of a city or town as it would be in 1991, taking into account not only the towns and villages which are expected to get merged with it but also intervening rural areas which are potentially urban. This covers all extra municipal growths such as suburbs (industrial and residential), railway colonies, civil lines, cantonments and villages and rural areas which are likely to be urbanised by 1991. Like the urban agglomeration the standard urban area is also a real unit which extends beyond the main city or town limit, municipal or otherwise. However, unlike in the case of urban agglomeration which represents the actual urban spread at a given time the standard urban area is a larger area/unit which includes not merely urban areas lying in close proximity but all surrounding and intervening rural pockets which are likely to be urbanised by 1991 and thus serve the role of a constant statistical reporting unit for three censuses, viz., 1971, 1981 and 1991 irrespective of the change in the local administrative boundaries of units within the *SUA*. In fact, the urban agglomerations involving a core town of a population of 50,000 or above are subsumed in the standard urban area involving that core town. The utility of this concept basically lies in the fact that when limits of existing towns change, the standard urban area as such is not expected to undergo any change. As a consequence, the data generated by the census for standard urban areas become more meaningful as it is comparable with different decades.

The characteristic feature of a standard urban areas is that it (i) should have a core town of a minimum population of 50,000; (ii) contiguous areas made up of other urban as well as rural administrative units should have close mutual socio-economic linkages with the core town; and (iii) the probability is that the entire area will get urbanised within a period of 2-3 decades. The standard urban area is normally identified with respect to the administrative units such as cities, towns or villages encompassed by it. The boundary of a standard urban area remains coterminous with the administrative boundaries of the peripheral units.

Prior to 1971 Census, for delineation of Standard Urban Area, the State Town and Country Planning department with the assistance of the State Directorate of Census Operations formulated tentative proposals showing the urban area, limits of cities and towns, and the villages and towns on the periphery of the core town/city which together were to constitute the Standard Urban Area tract. In identifying the units of composition of Standard Urban Area the following yardsticks were conventionally used :

(a) A core town with a population of 50,000 and above by 1971 Census.

(b) Predominant urban land use.

(c) Intensive interaction with the urban centres as reflected in commutation for the purposes of work and secondary education facilities; extension of city bus service; sale of commodities like milk, dairy products, vegetables (other than those transported by rail or truck-haul) and purchase of food-grains, cloth and general provisions, etc. by the consumers directly.

(d) Anticipated urban growth as a result of locational decisions relating to industry, market, transport and communication, administrative and servicing functions.

(e) Existence of big villages with a large proportion of working force engaged in non-agricultural industrial categories.

As is clear from the concept of the standard urban area, it is a constant areal statistical reporting unit which is not supposed to undergo any modification in terms of its boundaries after its initial delineation in the light of the concept. However, in a few cases in view of the urban policy of the State Govt. and unexpected growth of a town, it became necessary to slightly modify the boundary of a standard urban area. But this was done only in such cases where as a result of the statutory changes effected in the boundary of a town after the 1971 Census the newly added areas fell outside the standard urban area limit. The standard urban area whose one of the aims is to indicate the direction of urban spread is expected to cover a town which is a unit, fully and not partially even if the town boundaries have been enlarged subsequently.

The standard urban area being a constant statistical reporting unit for more than two decades no fresh such areas are required to be delineated at the succeeding censuses. The delineation of 28 fresh standard urban areas recently on the eve of 1981 Census or there about should not give the impression that fresh standard urban areas are required to be delineated during the succeeding census of 1981 and thereafter in respect of such core towns which exceed a population of 50,000 or above at the 1981 Census or subsequently. The task of delineation of standard urban area was basically completed before the actual enumeration of 1971 Census on the basis of population projections of towns based on 1961 Census figures. The decision to subsequently delineate the 28 fresh standard urban areas was taken recently in consultation with the Country and Town Planning Organisation in respect of only those core towns which has exceeded a population of 50,000 or more on the basis of actual census enumeration of 1971 and also satisfied the other essential features relevant for delineation of a standard urban area. However, 1981 Census data is relevant to study conversation of rural units into urban for analysis of trend of urbanisation within the standard urban area.

After the discussion on the concept and history of the standard urban area the list of standard urban areas of the state may be given. The list should sufficiently provide the locational identification of the standard urban areas. The standard urban areas delineated for the first time in 1981 may be distinguished by giving an asterisk mark against their names and a footnote to that effect. Before reproducing the inset table an introductory note may be given on the following lines :

As is obvious from the definition of the concept, a standard urban area is a dynamic areal spread. The constitutent units within the standard urban area tract, over the period of 1971-81, are supposed to undergo various changes—both physical and demographic. The nature of identifiable changes at the 1981 Census are indicated below :

(a) Annexation of village(s) wholly/partly from within the standard urban area to one of the urban components.

(b) Merger of OG(s)/any other urban component with another urban component.

(c) Formation of new town(s)/OG(s) in 1981 Census from among the rural components of the standard urban area.

(d) Declassification of constituent town(s)/OG(s).

(e) Deurbanisation of a portion of town.

[1. List out specifically if there has been any other kind of change,

2. List out the standard urban areas whose boundary has been subsequently modified slightly to accommodate the change in the statutory limits of towns cutting across the standard urban areas boundary after mergen of new areas with these.]

Thereafter, the inset table may be reproduced as illustrated in the format overleaf.

Change in constituent units of urban components in standard urban areas including change in boundary between 1971—1981 and nature and reason(s) of change

Name of Standard Urban Area	Urban components in						Nature and reason of change between 1971—81 (Specify)
	1971			1981			
	Name (status)	Area	Population	Name (status)	Area	Population	
1	2	3	4	5	6	7	8
A.	(a)			(a)			
	(b)			(b)			
	(c)			(c)			
	(d)			(d)			
				(e)			
B.	(a)			(a)			
	(b)			(b)			
	(c)			(c)			
				(d)			
C.	(a)			(a)			
	(b)						

Notes for the table

1. This table is to be prepared for only those Standard Urban Areas where change in status of the constituent units or change in boundary has taken place.
2. In Col. 1 mention the name of the Standard Urban Area in full.
3. In Columns 2 & 5 name of the urban components should be provided according to the nomenclature in 1971 and 1981 Censuses respectively. Mention the civic status of the component unit within parenthesis against the name of the unit.
4. For Columns 3 & 4 and 6 & 7 area and population figures according to the respective censuses may be provided.
5. Column 8 may provide the descriptive details of changes between 1971-1981 in Standard Urban Area.

A brief analysis of the above table may be given now. The analysis may reflect such tendencies as stagnancy, slow/rapid urbanisation trend or even deurbanisation trend within the tract. In those cases where the urbanisation trend has taken completely opposite spatial direction transending the standard urban area boundary delineated earlier the same may also be explained adequately.

Notwithstanding the above facts and figures the salient features of each *SUA* may be briefly discussed in the form of a paragraph. This discussion should take into account at least the following points :

(i) Composition of the Standard Urban Area—rural and urban units.

(ii) Locational particulars of the core town—within the Standard Urban Area tract and with reference to channels of communication.

(iii) Class, functional category and population growth pattern of the core town in 1961, 1971 and 1981.

(iv) Developmental activities within/adjacent the Standard Urban Area tract.

(v) Spatial direction of urbanisation trend (i.e., whether villages situated on either side of channel of communication show more urbanisation trend etc.) and changing nature of influence of the core town/other towns over the rural components/other urban components etc.

(vi) Overall demographic change in the rural components.

(vii) Other relevant points which seem necessary.

A-5 STANDARD URBAN AREAS

Fly-Leaf

The table provide basic data like civic status, area, density occupied residential houses, number of households and population by sex for total population, houseless population and institutional population for a Standard Urban Area and its component units. It also provides the total population of the last two censuses for such areas. (Please mention here whether the population figures in Columns 16 and 17 are adjusted or not upto 1971 Census and 1981 Census area of the unit). (Please also mention any special point which you think should be highlighted or receive attention in this fly-leaf).

The following abbreviation are used to denote the civic status of towns, in case of towns having no civic status column 3 is left blank.

1.	M. Corp., C	=	Municipal Corporation, Corporation.
2.	M.,M.C., MB., M.T., MCL.	=	Municipality, Municipal Committee, Municipal Board, Municipal Town, Municipal Council.
3.	Cantt., C.B.	=	Cantonment, Cantonment Board.
4.	N. or N. A., N.A.C.	=	Notified Area, Notified Area, Notified Area Committee.
5.	T.C., T.A., T., T.B.	=	Town Committee, Town Area, Town Board.
6.	P., V.P., G.P., T.P., N.P.	=	Panchayat, Village Panchayat, Gram Panchayat, Town Panchayat, Nagar Panchayat.
7.	S.B., S.A.	=	Sanitary Board, Special Area.
8.	N.M.	=	Non-Municipal.
9.	E.O.	=	Estate Office.
10.	C.T.	=	Census Town.
11.	S.C., U.C.	=	Station Committee, Union Committee

GUIDELINES FOR PREPARATION OF GENERAL NOTE OF PART II-B

General Note

Please mention that this is the basic table prepared on a full count basis and give all the columns in running manner. This table corresponds to PCA of the 1971 Census. Mention may also be made of nine industrial categories of workers and say that in this publication only four categories of workers are presented i.e., Cultivator, Agricultural labourer, Household Industry and Other Workers. Give the definition of worker of 1981. New Category of marginal workers should also be explained. The non-workers definition should also be given.

Census houses and households

Please mention that columns 5 and 6 of the primary census abstract give the total number of occupied residential census houses and the number of households. Give the definition of a building house, and household.

The procedure for enumeration of the houseless and institutional population must be given.

The following statement may be given explaining its salient features.

STATEMENT 1

Number of households per 1,000 *census houses and the number of households per* Km², 1981

State/U.T./District	No. of Households per 1,000 Census Houses			No. of Households per Km²		
	Total	Rural	Urban	Total	Rural	Urban
1	2	3	4	5	6	7

In case of all-India volume, only state figures will be given while in case of State/U.T. each district figures will be given.

Scheduled Castes and Scheduled Tribes

The enumeration procedure for enumeration of scheduled castes and scheduled tribes should be given and the PCA column numbers may also be mentioned for getting the figures.

A list mentioning the names of scheduled castes and scheduled tribes in the state should be given.

The statements given below may also be prepared. In case of all-India it will be given for each state and in case of States/U.T.s it will be given for each district. A brief analysis for each statement should also be made to bring out certain essential features.

STATEMENT 2

Statement showing the percentage distribution of members of scheduled castes and scheduled tribes in rural and urban areas to the total population, 1981

State/U.T./ District	Percentage of Scheduled Castes									Percentage of Scheduled Tribes								
	Total			Rural			Urban			Total			Rural			Urban		
	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

STATEMENT 3

Percentage distribution of total population of members of scheduled castes and scheduled tribes in states/union territories and districts, 1981

State/U.T./ District	Percentage of scheduled castes and scheduled tribes to total population of state/union territory/districts	Percentage of scheduled castes to total population of state/union territory/district	Percentage of scheduled tribes to total population of state/union territory/district	Distribution of 100 members of scheduled castes among districts	Distribution of 100 members of scheduled tribes among districts
1	2	3	4	5	6

STATEMENT 4

Percentage distribution of members of scheduled castes and scheduled tribes in rural and urban areas to the total population, 1981

State/U.T./ District	Percentage of scheduled castes									Percentage of scheduled tribes									Percentage of scheduled castes and scheduled tribes								
	Total			Rural			Urban			Total			Rural			Urban			Total			Rural			Urban		
	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

Literates and Educated Persons

It may be mentioned that the figures for literates and educated persons can be obtained from column numbers 16 to 18 of the PCA. The definition for treating a person as literate and educated may also be briefly discussed. The following statement should be given.

STATEMENT 5

Literacy rates in 1981

(The percentages have been calculated on the total population inclusive of the population in age-group 0—4)

State/U.T./ District	Among the total population			Among the rural population			Among the urban population		
	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10

The analysis of this table should be made and the salient features should be brought out very briefly. Include map on Literacy, 1981.

Classification of workers by Industrial Categories

Here explain the definition of workers and non-workers. The new category of marginal worker should be explained fully. Give the list for household industry. It should be mentioned that a departure has been made in the presentation of data from the 1971 Census. Only four categories of main workers figures have been given on the recommendation of the Planning Commission and Central Statistical Organisation. The following statements may please be given for each district.

STATEMENT 6

Percentage distribution of population of each sex into workers, marginal workers, non-workers and seeking/available for work in states/ UTs/districts in 1981 (*Main Workers being further distributed by broad industrial categories of* 1981 *Census*

State/ U.T./ District	Sex	Total population	Total workers	Total main workers]	Main Workers		Main Workers		Marginal workers	Non-workers	Seeking/ available for work
					Cultivators I	Agricultural labourers II	Household Industry, Manufacturing, Processing, Servicing and Repairs [V(a)]	Other Workers [III, IV, V(b) and VI to IX]			
1	2	3	4	5	6	7	8	9	10	11	12

STATEMENT 7

Distribution of 1,000 *persons, males and females of total, rural and urban areas among the main workers, marginal workers, non-workers and persons seeking or available for work for broad industrial categories of main workers*

State/U.T./District	Total population			Total workers			Total main workers			Main workers					
										Cultivators I			Agricultural labourers II		
	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

State/U.T./District	Main Workers						Marginal workers			Non-workers			Seeking/available for work		
	Household Industry—Manufacturing, Processing, Servicing and Repairs [V(a)]			Other Workers [III, IV, V(b) and VI to IX]											
	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Fly-leaf

Please give the salient features of the table explaining the type of information available. The area figures as given by the Surveyor General of India and local authorities should be explained. The abbreviations used in the table like **M.C., M.B.,M,** Cantt. etc., should be explained in this fly-leaf.

P. PADMANABHA

D.O. No. 9/13/81-CD

Government of India

Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2-A Mansingh Road,
New Delhi-110 011

CENSUS OF INDIA 1981—TABULATION CIRCULAR NO. 15

Subject :—Tabular headings indicating the units for the preparation of A-Series tables—General Population Tables including PCA.

My dear,

Please refer to Circular No 13 dated 13th April, 1981 wherein I had circulated certain formats for preparing A-Series tables. I hope by now you must have set apart a few persons for preparation of flyleaves, inset tables of the various tables to be included in this series and P.C.A. Very soon we will be having the final figures of P.C.A., the processing of which is going on in each State/Union Territory.

In order to ensure uniformity in presentation of data, I am attaching herewith the tabular headings indicating the presentation of the various units in Column I of each table prescribed for Part II-A & II-B volumes of 1981 Census. The formats have also been prepared for the various appendices prescribed for the main tables. In these appendices certain examples alongwith figures have also been given which are purely illustrative.

The reecipt of this letter may please be acknowledged.

Yours sincerely,

(P. PADMANABHA)

Encl : Five extra copies

Shri.....

Director of Census Operations,

Endt. No. 9/13/81-CD. New Delhi, the

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A-1 AREA, HOUSES AND POPULATION

State/District/Tahsil/Urban agglomerations/City/Town	Total Rural Urban	Area in Km^2	Population per Km^2	Number of villages		No.of towns	No. of occupied residential houses	No.of household	Population		
				Inhabited	Uninhabited				Persons	Males	Females
1	2	3	4	5	6	7	8	9	10	11	12
ANDHRA PRADESH . .	T										
	R										
	U										
1. Srikakulam District . .	T										
	R										
	U										
1. Ichchapuram Taluk . .	T										
	R										
	U										
Ichchapuram (P) . .	U										
2. Sompeta Taluk . .	T										
	R										
	U										
Mandasa (P) . . .	U										
Sompeta (P) . . .	U										
3. Palasa Taluk . . .	T										
	R										
	U										
Palasa (P) . . .	U										
4. Pathapatnam Taluk . .	T										
	R										
	U										
2. Vizianagaram District . .	T										
	R										
	U										
1. Kurupam Taluk . .	T										
	R										
	U										
2. Parvathipuram Taluk .	T										
	R										
	U										
Parvathipuram (M) . .	U										
3. Salur Taluk . . .	T										
	R										
	U										
Salur (M) . . .	U										
4. Bobbili Taluk . .	T										
	R										
	U										
Bobbili (M) . . .	U										
3. Vishakhapatnam District .	T										
	R										
	U										
1. Chintapalle Taluk . .	T										
	R										
	U										
Upper Sileru Project site Camp	U										

A-1 AREA, HOUSES AND POPULATION

State/District/Tahsil/Urban agglomeration/City/Town	Total Rural Urban	Area in Km²	Population per Km²	Number of villages		No. of towns	No. of occupied residential houses	No. of households	Population		
				Inhabited	Uninhabited				Persons	Males	Females
1	2	3	4	5	6	7	8	9	10	11	12
2. Paderu Taluk . . .	T										
	R										
	U										
3. Araku Taluk . . .	T										
	R										
	U										
4. Vishakhapatnam Taluk .	T										
	R										
	U										
Vishakhapatnam U. A. .	U										
(a) Vishakhapatnam .	U										
(i) Vishakhapatnam (M.C.)	U										
(ii) Gajuvaka (O. G.) .	U										
(b) Gopalapatnam (P) .	U										
and so on											

A-1 AREA, HOUSES AND POPULATION

APPENDIX I

Statement showing 1981 Territorial Units and changes during 1971—81

State/District/Tahsil	1971 Territorial Unit	Area added		Name of State/District/Tehsil, *etc*, from which area is subtracted	Area subtracted		Name of State/District/Tahsil *etc*, to which area is added	Net area change in Km² (+ or —)
		Name	Area in Km²		Name	Area in Km²		
1	2	3	4	5	6	7	8	9
ANDHRA PRADESH	ANDHRA PRADESH							
1. Srikakulam District	Srikakulam District	..	..	..	The entire Taluk of Parvathipuram, Bobbili and Salur were transferred to newly formed Vizianagaram District.	3412·4	Vizianagaram District	—3412·4
1. Cheepurupalle Taluk	Cheepurupalle Taluk	..	..	..	112 villages of Cheepurupalle Taluk were transferred to newly formed Vizianagaram District.	680·7	Vizianagaram District	—680·7
2. Vizianagaram District	Newly formed after 1971 Census	1. The entire Taluks of Parvathipuram, Bobbili and Salur transferred from Srikakulam District.	3412·4	Srikakulam District	..	..	..	+3412·4
		2. 112 villages of Cheepurupalle Taluk of Srikakulam District.	680.7	Srikakulam District	..	..	..	+680.7
		3. The entire taluks of Srungavarapukota and Vizianagaram transferred from Vishakhapatnam District.	1729.5	Vishakhapatnam District	..	..	..	+1729.5

A-1 AREA, HOUSES AND POPULATION

APPENDIX 1

Statement showing 1981 Territorial Units and changes during 1971—81

State/District/ Tahsil	1971 Territorial Unit	Area added		Name of State/District/ Tehsil *etc.*, from which area is subtracted	Area subtracted		Name of State/ District/Tehsil *etc.*, to which area is added	Net area change in Km² (+ or —)
		Name	Area in Km²		Name	Area in Km²		
1	2	3	4	5	6	7	8	9
1. Vizianagaram Taluk	Vizianagaram Taluk	1. Pedavemali 2. Pinavemali 3. Korukonda 4. Malicherla	5.8 2.1 0.7 4.2	Vishakhapatnam District	..	..	..	+12.8
3. Vishakhapatnam District.	Vishakhapatnam District	..	..	..	The entire taluks of Srungavarapukota and Vizianagaram were transferred to newly formed Vizianagaram.	1729.5	Vizianagaram	—1729.5
1. Bheemunipatnam Taluk	Bheemunipatnam Taluk	..	..	..	1. Pedavemali 2. Pinavemali 3. Kurukonda 4. Malicherla	5.8 2.1 0.7 4.2	Vizianagaram Taluk of Vizianagaram District	—12.8

*The details of these villages are given in the Annexure to Appendix I to Table A-1.

NOTE : The 1981 area figures have been shown for illustrations only.

A-1 AREA, HOUSES AND POPULATION

APPENDIX 2

Number and population of villages with population of 5,000 and over and of towns with population under 5,000

State/District/Tehsil	Villages with a population of 5,000 and over			Towns with a population of under 5,000		
	Number	Population	Percentage to total rural population of the state	Number	Population	Percentage to total urban population of the state
1	2	3	4	5	6	7
ANDHRA PRADESH	22	148,820	0.43	1	4,901	0.06
1. Srikakulam District	4	28,719	0.09	..	..	..
1. Ichchapuram Taluk	2	12,882	0.04	..	..	..
2. Sompeta Taluk	1	9,772	0.03	..	..	..
3. Palasa Taluk	..	..	..	..	..	..
4. Pathapatnam Taluk	1	6,065	0.02	..	..	..
2. Vizianagaram District	4	23,729	0.06	..	..	..
1. Kurupam Taluk	..	..	..	..	..	..
2. Parvathipuram Taluk	1	5,292	0.01	..	..	..
3. Salur Taluk	1	6,709	0.02	..	..	..
4. Bobbili Taluk	2	11,728	0.03	..	..	..
3. Vishakhapatnam District	3	16,569	0.05	1	4,901	0.06
1. Chintapalle Taluk	..	..	..	1	4,901	0.06
2. Paderu Taluk	..	..	..	..	..	..
3. Araku Taluk	..	..	..	..	..	..
4. Chodavaram Taluk	3	16,569	0.05	..	..	..
4. East Godavari District	11	79,803	0.23	..	..	..
1. Rampachodavaram Taluk	..	..	..	..	..	..
2. Yellavaram Taluk	1	5,575	0.02	..	..	..
3. Prathipadu Taluk	6	46,061	0.13	..	..	..
4. Tuni Taluk	4	28,167	0.08	..	..	..
and so on						

NOTE : The figures shown in the statement are for illustrations only.

A-1 AREA, HOUSES AND POPULATION

APPENDIX 3

Houseless and Institutional Population

State/District/Tehsil/Urban agglomeration/City/Town	Total/ Rural/ Urban	Houseless Population				Institutional Population			
		No. of house-holds	Persons	Males	Females	No. of house-holds	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10
ANDHRA PRADESH . . .	T								
	R								
	U								
1. Srikakulam District . . .	T								
	R								
	U								
1. Ichchapuram Taluk . .	T								
	R								
	U								
2. Sompeta Taluk . . .	T								
	R								
	U								
3. Palasa Taluk . . .	T								
	R								
	U								
4. Pathapatnam Taluk . .	T								
	R								
	U								
2. *Vizianagaram District* . .	T								
	R								
	U								
1. Kurupam Taluk . . .	T								
	R								
	U								
2. Parvathipuram Taluk . .	T								
	R								
	U								
3. Salur Taluk . . .	T								
	R								
	U								
4. Bobbili Taluk . . .	T								
	R								
	U								
Bobbili (M)]	U								

A-1 AREA, HOUSES AND POPULATION

APPENDIX 3

Houseless and Institutional Population

1	2	3	4	5	6	7	8	9	10
3. Vishakhapatnam District	T								
	R								
	U								
1. Chintapalle Taluk	T								
	R								
	U								
2. Paderu Taluk	T								
	R								
	U								
3. Araku Taluk	T								
	R								
	U								
4. Vishakhapatnam Taluk	T								
	R								
	U								
Vishakhapatnam U. A.	U								
(a) Vishakhapatnam.	U								
(i) Vishakhapatnam (M. C.)	U								
(ii) Gajuvaka (O. G.)	U								
(b) Gopalapatnam (P) and so on	U								

A-2 DECADAL VARIATION IN POPULATION SINCE 1901

State/District	Year	Persons	Decade variation	Percentage decade variation	Males	Females
1	2	3	4	5	6	7
ANDHRA PRADESH	1901					
	1911					
	1921					
	1931					
	1941					
	1951					
	1961					
	1971					
	1981					
1. Srikakulam	1901					
	1911					
	1921					
	1931					
	1941					
	1951					
	1961					
	1971					
	1981					

A-2 DECADAL VARIATION IN POPULATION SINCE 1901

State/District	Year	Persons	Decade variation	Percentage decade variation	Males	Females
1	2	3	4	5	6	7
2. Vizianagaram . . .	1901					
	1911					
	1921					
	1931					
	1941					
	1951					
	1961					
	1971					
	1981					
3. Vishakhapatnam . . .	1901					
	1911					
	1921					
	1931					
	1941					
	1951					
	1961					
	1971					
	1981					
and so on						

Name of districts formed after 1971 Census are to be printed in italics

A-2 DECADAL VARIATION IN POPULATION SINCE 1901

APPENDIX

State and Districts at the 1981 Census showing 1971 area and population according to Territorial jurisdiction in 1971 change in population of 1971 adjusted to jurisdiction of 1981

State/District	Area in 1981 (Km)[a]	1981 Population	Area in 1971 (Km)[a]	1971 Population according to jurisdiction prevailing in 1971	Population in 1971 adjusted to jurisdiction of 1981	Net increase or decrease between Cols. 5 and 6
1	2	3	4	5	6	7
ANDHRA PRADESH .	42,086	12,793,655	42,202	10,856,925	10,856,925	..
1. Srikakulam . .	5,837	1,902,941	9,743	2,589,991	1,769,968	—820,023
2. Vizianagaram .	6,539	1,809,688	..	..	1,589,558	+1,589,558
3. Vishakhapatnam .	11,161	2,522,313	13,739	2,805,366	2,035,831	—769,535
4. East Godavari .	10,807	3,701,714	10,940	3,087,262	3,087,262	..
5. West Godavari .	7,742	2,856,999	7,780	2,374,306	2,374,306	..
and so on						

Figures are purely illustrative

A-3 VILLAGES CLASSIFIED BY POPULATION SIZE

State/District/Tehsil	Total Number of inhabited villages	Total Rural Population			Less than 200			200—499			500—999		
		Persons	Males	Females	Number	Population		Number	Population		Number	Population	
						Males	Females		Males	Females		Males	Females
1	2	3	4	5	6	7	8	9	10	11	12	13	14
ANDHRA PRADESH . .													
1. Srikakulam District . .													
1. Ichchapuram Taluk . .													
2. Sompeta Taluk . .													
3. Palasa Taluk . . .													
4. Pathapatnam Taluk . .													
2. Vizianagaram District . .													
1. Kurupam Taluk . .													
2. Parvathipuram Taluk .													
3. Salur Taluk . . .													
4. Bobbili Taluk . . .													
3. Vishakhapatnam District .													
1. Chintapalle Taluk . .													
2. Paderu Taluk . . .													
3. Araku Taluk . . .													
4. Chodavaram Taluk . .													
and so on													

A-3 VILLAGES CLASSIFIED BY POPULATION SIZE

State/District/Tehsil	1,000—1,999			2,000—4,999			5,000—9,999			10,000 and above		
	Number	Population		Number	Population		Number	Population		Number	Population	
		Males	Females		Males	Females		Males	Females		Males	Females
1	15	16	17	18	19	20	21	22	23	24	25	26
ANDHRA PRADESH . .												
1. Srikakulam District . .												
1. Ichchapuram Taluk . .												
2. Sompeta Taluk . .												
3. Palasa Taluk . . .												
4. Pathapatnam Taluk . .												
2. Vizianagaram District . .												
1. Kurupam Taluk . .												
2. Parvathipuram Taluk .												
3. Salur Taluk . . .												
4. Bobbili Taluk . . .												
3. Vishakhapatnam District .												
1. Chintapalle Taluk . .												
2. Paderu Taluk . . .												
3. Araku Taluk . . .												
4. Chodavaram Taluk . .												
and so on												

A-4 TOWNS AND URBAN AGGLOMERATIONS CLASSIFIED BY POPULATION 1981 WITH VARIATION SINCE 1901

Sl. No.	Name of Town/Urban Agglomeration	District/State	Year	Status of Town	Area in Km²	Persons	Decade variation	Percentage Decade variation	Males	Females
1	2	3	4	5	6	7	8	9	10	11
		ALL CLASSES—URBAN AGGLOMERATION AND—TOWNS								
			1901							
			1911							
			1921							
			1931							
			1941							
			1951							
			1961							
			1971							
			1981							
		CLASS I (100,000 AND ABOVE)—URBAN AGGLOMERATIONS AND—TOWNS								
			1901							
			1911							
			1921							
			1931							
			1941							
			1951							
			1961							
			1971							
			1981							
1.	Hyderabad U. A. . . .	Hyderabad & Rangareddi	1901							
			1911							
			1921							
			1931							
			1941							
			1951							
			1961							
			1971							
			1981							
	Hyderabad	Hyderabad & Rangareddi	1901							
			1911							
			1921							
			1931							
			1941							
			1951							
			1961							
			1971							
			1981	M. Corp.						
(a)	I. Hyderabad (Portion) .	Hyderabad	1971							
			1981	M. Corp.						
	Hyderabad Division .	Do.	1971							
			1981							
	Secunderabad Division .	Do.	1971							
			1981							

A-4 TOWNS AND URBAN AGGLOMERATIONS CLASSIFIED BY POPULATION 1981 WITH VARIATION SINCE 1901—*Contd.*

1	2	3	4	5	6	7	8	9	10	11
	II. Hyderabad (Portion) .	Rangareddi	1971							
			1981							
	(i) Hyderabad (Portion) .	Do.	1971							
			1981	M. Corp.						
	(ii) Uppal Khalsa O. G. .	Do.	1971							
			1981							
	(iii) Ramanathapur Khalsa O. G.	Do.	1981							
	(iv) Saroorehagar O. G. .	Do.	1981							
	Hyderabad Division .		1971							
			1981							
	Secunderabad Division .		1971							
			1981							
(b)	Secunderabad Cantonment .	Hyderabad	1931							
			1941							
			1951							
			1961							
			1971							
			1981	Cantt.						
(c)	Osmania University . .	Hyderabad	1951							
			1961							
			1971							
			1981							
(d)	Lalaguda	Do.	1951							
			1961							
			1971							
			1981							
(e)	Malkajgiri	Rangareddi	1951							
			1961							
			1971							
			1981	P						
(f)	Qutabullapur . . .	Do.	1981	P						
(g)	Alwal	Do.	1951							
			1961							
			1971							
			1981							
	(i) Alwal	Rangareddi	1951							
			1961							
			1971							
			1981	P						
	(ii) Dommaiguda O. G. .	Do.	1981							
(h)	Fatehnagar . . .	Do.	1951							
			1961							
			1971							
			1981	P						
(i)	Balangar . . .	Do.	1971							
			1981							
	(i) Balangar . . .	Do.	1971							
			1981	P						
	(ii) Jinkalawada O. G. .	Do.	1981							

A-4 TOWNS AND URBAN AGGLOMERATIONS CLASSIFIED BY POPULATION 1981 WITH VARIATION SINCE 1901 – *Contd.*

1	2	3	4	5	6	7	8	9	10	11
(j)	*Kapra*	Rangareddi	1981	P						
(k)	Machabolaram . . .	Do.	1951							
			1961							
			1971							
			1981							
	(i) Machabolaram . .	Do.	1951							
			1961							
			1971							
			1981	P						
	(ii) Kowkur O. G. . .	Do.	1981							
(l)	Kukatpally . . .	Do.	1981							
	(i) Kukatpally . . .	Do.	1971							
			1981	P						
	(ii) Bhagameeri O. G. .	Do.	1981							
(m)	*Yapral*	Do.	1981							
(n)	Moosapet . . .	Do.	1971							
			1981	P						
(o)	Bowenpalle . . .	Do.	1951							
			1961							
			1971							
			1981	P						
2.	Vishakhapatnam U. A. .	Vishakhapatnam	1901							
			1911							
			1921							
			1931							
			1941							
			1951							
			1961							
			1971							
			1981							
(a)	Vishakhapatnam, . . .	Do.	1901							
			1911							
			1921							
			1931							
			1941							
			1951							
			1961							
			1971							
			1981							
	(i) Vishakhapatnam .	Do.	1901							
			1911							
			1921							
			1931							
			1941							
			1951							
			1961							
			1971							
			1981	M. Corp.						
	(ii) Gajuvaka O. G.	Do.	1971							
			1981							

A-4 TOWNS ND URBAN AGGLOMERATIONS CLASSIFIED BY POPULATION 1981 WITH VARIATION SINCE 1901—*Contd*

1	2	3	4	5	6	7	8	9	10	11
(b) Gopalapatnam . . .		Vishakhapatnam	1971							
			1981	M. Corp.						

M. Corp.—Municipal Corporation.

CLASS II (50,000—99,999)—TOWNS

			1901							
			1911							
			1921							
			1931							
			1941							
			1951							
			1961							
			1971							
			1981							
1. Khammam		Khammam	1911							
			1921							
			1931							
			1941							
			1951							
			1961							
			1971							
			1981	M						
and so on										

*Towns treated as such for the first time in 1971 Census which continue as town in 1981 Census will be shown with asterisk(*) on their left Towns treated as such for the first time in 1981 will be printed in Italics. Please note that in these illustrations Civic Status for previous years have not been indicated. These will have to be indicated.

M—Municipality

A-4 TOWNS AND URBAN AGGLOMERATIONS CLASSIFIED BY POPULATION IN 1981 WITH VARIATION SINCE 1901

APPENDIX 1

New Towns added in 1981 and Towns in 1971 declassified in 1981

State/District	New Towns added in 1981				Towns in 1971 which have been declassified as rural in 1981			
	Name of Town	Area in Km²	Population		Name of Town	Area in Km²	Population	
			1981	1971			1981	1971
1	2	3	4	5	6	7	8	9
ANDHRA PRADESH								
1. East Godavari . .	'A'	3.86	7,703	5,837				
	'B'	3.54	6,861	4,340				
2. Vishakhapatnam .					'C'	3.31	10,832	8,533
3. Guntur . . .					'D'	2.07	11,405	12,080
and so on								

NOTE: The figures shown above are for illustration only.

A-4 TOWNS AND URBAN AGGLOMERATIONS CLASSIFIED BY POPULATION IN 1981 WITH VARIATION SINCE 1901 - *Contd.*

APPENDIX 2

Places with a population of under 5,000 classified as Towns for the first time in 1981

	Town	District	Area in Km² in 1981	Population in 1981
	1	2	3	4
1.	'A'	Khammam	0.15	4,563
2.	'B'	East Godavari	N. A.	3,891
	and so on			

The figures shown above are for illustration only.

A-4 TOWNS AND URBAN AGGLOMERATIONS CLASSIFIED BY POPULATION IN 1981 WITH VARIATION SINCE 1901

APPENDIX 3

Places with population of under 5,000 in 1971 which were Towns in 1971 but have been declassified in 1981

	Places	District	Area in Km² in 1971	Population in 1971
	1	2	3	4
1.	'A'	Adilabad	0.10	2,439
	and so on			

A-4 TOWNS AND URBAN AGGLOMERATIONS CLASSIFIED BY POPULATION IN 1981 WITH VARIATION SINCE 1901

APPENDIX 4

Changes between 1971 and 1981 in area and population of towns and reasons for change in area

	Name of Town (District)	Area (in Km²) 1971	Area (in Km²) 1981	Population 1971	Population 1981	Reasons for the change in area
	1	2	3	4	5	6
1.	Srikakulam District :					
	Amadalavalasa (P)	16.01	18.06	13,842	18,011	(i) Computational error
	Ichchapuram (P)	6.47	9.50	15,850	19,137	(ii) Change in territorial jurisdiction
	Mandasa (P)	6.17	4.10	6,628	9,374	Do.
	Narasannapet (P)	5.18	10.63	12,453	16,065	(iii) Due to increase in habitational area.
2.	Vizianagaram District Bobbili (M)	25.33	27.04	30,649	36,230	(iv) Computational error/Jurisdictional changes.
	Cheepurupalle (P)	7.77	8.61	11,582	14,199	Do.
3.	Vishakhapatnam District :					
	Anakapalle (M)	23.28	18.45	57,273	73,182	Change in territorial jurisdiction
	Narasapatnam (P)	6.09	4.46	17,417	24,297	Change in territorial jurisdiction due to establishment of municipality.
4.	East Godavari District :					
	Amalapuram (M)	7.20	14.47	30,518	38,997	Computational error.
	Mandapeta (M)	21.65	16.90	25,316	33,590	Change in territorial jurisdiction.
	and so on					

NOTE : The information given above is only for illustrations.

A-5 STANDARD URBAN AREAS

State/District	Standard Urban area and Component Units	Civic status	Area in Km^2	Population per Km^2	Number of occupied Residential Houses	Household Population		
						No. of households	Males	Females
1	2	3	4	5	6	7	8	9
ANDHRA PRADESH	TOTAL							
	Urban Total							
	Rural Total							
1. East Godavari District	Kakinada Standard Urban Area							
	Total							
	(i) Urban Group							
	(1) Kakinada							
	(2) Ramanayyapeta							
	(3) Suryarapeta							
	Total Urban Components :							
	(ii) Rural components							
	(1) Timmapuram							
	(2) Sarpavaram							
	(3) Madhavapatnam							
	(4) Ganganapalle							
	(5) Turangi (R)							
	Total Rural Group							

A-5 STANDARD URBAN AREAS

State/District	Standard Urban area and component Unit	Institutional Population			Total Population (including Institutional and Houseless Population)			Population during 1961—81		
		No. of Households	Males	Females	No. of Households	Males	Females	1961	1971	1981
1	2	10	11	12	13	14	15	16	17	18
ANDHRA PRADESH	Total									
	Urban Total									
	Rural Total									
1. East Godavari District	Kakinada Standard Urban Area									
	Total									
	(i) Urban Group									
	(1) Kakinada									
	(2) Ramanayyapeta									
	(3) Suryarapeta									
	Total Urban Group :									
	(ii) Rural components									
	(1) Timmapuram									
	(2) Sarpavaram									
	(3) Madhavapatnam									
	(4) Ganganapalle									
	(5) Turangi (R)									
	Total Rural Group									

Urban components of S. U. A. will be shown in descending order of Population and rural components will be presented according to location code assigned in 1981 Census.

STATE PRIMARY CENSUS ABSTRACT

Sl. No.	State/District	Total Rural Urban	Area in Km²	No. of occupied Residential Houses	No. of Households	Total Population (including Institutional and Houseless Population)			Scheduled Castes			Scheduled Tribes			Literates		
						P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	ANDHRA PRADESH	T															
		R															
		U															
1.	Srikakulam	T															
		R															
		U															
2.	Vizianagaram	T															
		R															
		U															
	Vizianagaram (M)	U															
3.	Vishakhapatnam	T															
		R															
		U															
	Vishakhapatnam U.A.	U															
	(a) Vishakhapatnam	U															
	(i) Vishakhapatnam (MC)	U															
	(ii) Gajuvaka (O.G.)	U															
	(b) Gopalapatnam (P) & so on	U															

Sl. No.	State/District	Total Rural Urban	MAIN WORKERS																				
			Total Main Workers (I—IX)			Cultivators (I)			Agricultural Labourers (II)			Household Industry Manufacturing, Processing, Servicing & Repairs [V(a)]			Other workers [III, IV, V(b) & VI to IX]			Marginal workers			Non-workers		
			P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
	ANDHRA PRADESH	T																					
		R																					
		U																					
1.	Srikakulam	T																					
		R																					
		U																					
2.	Vizianagaram	T																					
		R																					
		U																					
	Vizianagaram (M)	U																					
3.	Vishakhapatnam	T																					
		R																					
		U																					
	Vishakhapatnam U.A.	U																					
	(a) Vishakhapatnam	U																					
	(i) Vishakhapatnam (MC)	U																					
	(ii) Gajuvaka (O.G.)	U																					
	(b) Gopalapatnam (P) & so on	U																					

DISTRICT PRIMARY CENSUS ABSTRACT

Sl. No.	State/District/ Tehsil/Urban Agglomeration/ City/Town	Total Rural Urban	Area in Km²	No. of Occupied Residential Houses	No. of Households	Total Population (including Institutional and Houseless Population)			Scheduled Castes			Scheduled Tribes			Literates		
						P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	ANDHRA PRADESH . .	T															
		R															
		U															
1.	Srikakulam District . . .	T															
		R															
		U															
	1. Ichchapuram Taluk . . .	T															
		R															
		U															
	Ichchapuram (P) . . .	U															
	2. Sompeta Taluk . . .	T															
		R															
		U															
	Mandasa (P) . . .	U															
	Sompeta (P) . . .	U															

Sl. No.	State/District/Tehsil/Urban Agglomeration/City/Town	Total Rural Urban	MAIN WORKERS																			Marginal workers			Non-workers		
			Total Main-Workers (I—IX)			Cultivators (I)			Agricultural Labourers (II)			Household Industry, Manufacturing, Processing, Servicing & Repairs [V(a)]			Other workers [III, IV, V(b), & VI to IX]											
			P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39			
	ANDHRA PRADESH . .	T																								
		R																								
		U																								
1.	Srikakulam District . . .	T																								
		R																								
		U																								
	1. Ichchapuram Taluk . .	T																								
		R																								
		U																								
	Ichchapuram (P) . .	U																								
	2. Sompeta Taluk . . .	T																								
		R																								
		U																								
	Mandasa (P) . . .	U																								
	Sompeta (P) . . .	U																								

DISTRICT PRIMARY CENSUS ABSTRACT

Sl. No.	State/District/Tehsil/Urban Agglomeration/City/Town	Total Rural Urban	Area in Km²	No. of occupied Residential Houses	No. of Households	Total Population (including Institutional and Houseless Population)			Scheduled Castes			Scheduled Tribes			Literates		
						P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	3. Palasa Taluk . . .	T															
		R															
		U															
	Palasa (P) . . .	U															
	4. Pathapatnam Taluk . .	T															
		R															
		U															
2.	Vizianagaram Distr . .	T															
		R															
		U															
	1. Kurupam Taluk . . .	T															
		R															
		U															
	2. Parvathipuram Taluk . .	T															
		R															
		U															
	Parvathipuram (M) . .	U															
	. Salur Taluk	T															
		R															
		U															
	Salur (M)	U															
	4. Bobbili Taluk . . .	T															
		R															
		U															
	Bobbili (M)	U															
3.	Vishakhapatnam District . .	T															
		R															
		U															
	1. Chintapalle Taluk . . .	T															
		R															
		U															
	Upper Sileru Project Site Camp	U															

DISTRICT PRIMARY CENSUS ABSTRACT

Sl. No.	State/District/Tehsil/Urban Agglomeration/City/Town	Total Rural Urban	MAIN WORKERS																				
			Total Main-Workers (I—IX)			Cultivators (I)			Agricultural Labourers (II)			Household Industry, Manufacturing, Processing Servicing & Repairs [V(a)]			Other workers [III, IV, V(b), & VI to IX]			Marginal workers			Non-workers		
			P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
	3. Palasa Taluk . . .	T																					
		R																					
		U																					
	Palasa (P)	U																					
	4. Pathapatnam Taluk . .	T																					
		R																					
		U																					
2.	Vizianagaram District . .	T																					
		R																					
		U																					
	1. Kurupam Taluk . . .	T																					
		R																					
		U																					
	2. Parvathipuram Taluk . .	T																					
		R																					
		U																					
	Parvathipuram (M) . .	U																					
	3. Salur Taluk . . .	T																					
		R																					
		U																					
	Salur (M)	U																					
	4. Bobbili Taluk . . .	T																					
		R																					
		U																					
	Bobbili (M) . . .	U																					
3.	Vishakhapatnam District . .	T																					
		R																					
		U																					
	1. Chintapalle Taluk . .	T																					
		R																					
		U																					
	Upper Sileru Project site Camp	U																					

DISTRICT PRIMARY CENSUS ABSTRACT

Sl. No.	State/District/Tehsil/Urban Agglomeration/City/Town	Total Rural Urban	Area in Km²	No. of occupied Residential Houses	No. of Households	Total Population (Including Institutional and Houseless Population)			Scheduled Castes			Scheduled Tribes			Literates		
						P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
2. Paderu Taluk		T															
		R															
		U															
3. Araku Taluk		T															
		R															
		U															
4. Vishakhapatnam Taluk		T															
		R															
		U															
Vishakhapatnam U.A.		U															
(a) Vishakhapatnam		U															
(i) Vishakhapatnam (MC)		U															
(ii) Gajuvaka (O.G.)		U															
(b) Gopalapatnam (P)		U															

DISTRICT PRIMARY CENSUS ABSTRACT

Sl. No.	State/District/Tehsil/Urban Agglomeration/City/Town	Total Rural Urban	MAIN WORKERS															Marginal workers			Non-worker		
			Total Main workers (I—IX)			Cultivators (I)			Agricultural Labourers (II)			Household Industry, Manufacturing, Processing, Servicing & Repairs [V(a)]			Other workers [III, IV, V(b), & VI to IX]								
			P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
2. Paderu Taluk		T																					
		R																					
		U																					
3. Araku Taluk		T																					
		R																					
		U																					
4. Vishakhapatnam Taluk		T																					
		R																					
		U																					
Vishakhapatnam U.A.		U																					
(a) Vishakhapatnam		U																					
(i) Vishakhapatnam (MC)		U																					
(ii) Gajuvaka (O.G.)		U																					
(b) Gopalapatnam (P)		U																					

P. PADMANABHA

D.O. No. 9/13/81-CD
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA
2/A, Mansingh Road,
New Delhi-110 011

CENSUS OF INDIA 1981— TABULATION CIRCULAR NO. 16

SUBJECT : **PCA—Presentation of Part II-B Volume Regarding**

My dear

Please refer to Tabulation Circular No. 15 issued under my D.O. of even number dated 5th February, 1982, wherein I had circulated the format of each table prescribed for Part II-A and II-B volumes of 1981 Census.

In the case of PCA, I propose to make some minor changes in the heading of the table as well as in column 2 which relates to the unit of presentation. In part II-B volume, the PCA's may be presented as indicated below :

(i) In the fly-leaf portion you may like to include a table giving the final population at Total/Rural/Urban, Persons/Males/Females level for all States and Union Territories and India for reader's use. A suitable heading may be given to this statement and this can go into descriptive portion in the fly-leaf. This statement will be sent by us but if your volume is ready for the press meanwhile, I think it would be best to drop this statement and get the publication through.

(ii) In pages 30-31 of the enclosure to Tabulation Circular No. 15, the heading of the table "Union Primary Census Abstract" may be changed to "State Primary Census Abstract". This is suggested because the term "Union" is only appropriate at the all India level.

(iii) In column 2 of the table referred to above the presentation will be State/Total/Rural/Urban followed by each District Total/Rural/Urban. The Urban Agglomerations with their constituents and Cities will not be presented in this table. This is being done since in any case, this information on UA's/Cities is being presented in the next table.

(iv) In pages 32 to 37 of the said enclosure, the heading "State Primary Census Abstract" will be substituted by "District Primary Census Abstract". There is no change in column 2.

I am enclosing the formats of the State Primary Census Abstract (former Union Primary Census Abstract) and District Primary Census Abstract (former State Primary Census Abstract).

This circular, read with Tabulation Circular No. 15 relates to the preparation of and presentation in Parts I-A, II-B only This particular circular relates to the presentation in Part II-B. The formats enclosed represent the manner in which the volume will be prepared for the press. However, you will recall my D.O. No. 9/18/81-CD (CEN) dated 15-2-1981 wherein I had indicated that the figures relating to those seeking/available for work should be added at all appropriate levels in the copy of the PCA being forwarded to us but I would also reiterate that these figures *will not be released* till further instructions. In other words, these figures, it should be ensured, do not find a place in the press copy of Part II-B.

In view of the above instructions please send two copies of the State PCA and the District PCA for scrutiny and clearance by this office. After clearance is given to the State and District PCA you may please go ahead with the preparation of the Urban/Village Primary Census Abstract.

As you are aware the special PCA on SC/ST has also to be presented in Part II-B volume. The SC/ST PCA will be presented for State/District/Tehsil/U.A./City/Town. For the prepartion of the all-India volume we would require two copies of each of these PCA's. The format of these SC/ST PCA will be the same as in Annexure 1 and 2 prescribed *vide* my D.O. No. 9/61/81-CD (CEN) dated 16 June, 1981. In this case also, please remember that the figures of Persons/seeking/available for work will not be presented in the printed volume.

Please note that in column 2 of the SC/ST PCA, all units mentioned therein must be listed, irrespective of whether there is or is not SC/ST Population.

Please acknowledge receipt.

Yours sincerely,

(P. PADMANABHA)

Ecl: Five *extra* copies.

Shri
Director of Census Operations,

Endt No. 9/13/81-CD

New Delhi
March, 1982

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STATE PRIMARY CENSUS ABSTRACT

Sl. No.	State/District	Total Rural Urban	Area in Km²	No. of occupied Residential Houses	No. of Households	Total Population (including Institutional and Houseless Population)			Scheduled Castes			Scheduled Tribes			Literates		
						P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	ANDHRA PRADESH	T															
		R															
		U															
1.	Srikakulam .	T															
		R															
		U															
2.	Vizianagaram .	T															
		R															
		U															
3.	Vishakhapatnam	T															
		R															
		U															

STATE PRIMARY CENSUS ABSTRACT

Sl. No.	State/District	Total Rural Urban	MAIN WORKERS															Marginal Workers			Non-workers		
			Total Main Workers (I—IX)			Cultivators (I)			Agricultural Labourers (II)			Household Industry Manufacturing, Processing Servicing Repairs [V (a)]			Other Workers [III, IV, V(b), & VI to IX]								
			P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
	ANDHRA PRADESH	T																					
		R																					
		U																					
1.	Srikakulam .	T																					
		R																					
		U																					
2.	Vizianagaram	T																					
		R																					
		U																					
3.	Vishakhapatnam	T																					
	and so on	R																					
		U																					

DISTRICT PRIMARY CENSUS ABSTRACT

Sl. No.	State/District/ Tehsil/Urban Agglomeration/ City/Town	Total Rural Urban	Area in Km²	No. of occupied Residential Houses	No. of Households	Total Population (including Institutional and Houseless Population)			Scheduled Castes			Scheduled Tribes			Literates		
						P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
ANDHRA PRADESH		T															
		R															
		U															
1. Shrikakulam District		T															
		R															
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	1. Ichchapuram Taluk	T															
		R															
		U															
	Ichchapuram (P)	U															
	2. Sompeta Taluk	T															
		R															
		U															
	Mandasa (P)	U															
	Sompeta (P) .	U															

DISTRICT PRIMARY CENSUS ABSTRACT

Sl. No.	State/ District/ Tehsil Urban Agglomeration/ City/Town	Total Rural Urban	MAIN WORKERS															Marginal Workers			Non-workers		
			Total Main workers (I—IX)			Cultivators (I)			Agricultural Labourers (II)			Household Industry—Manufacturing, processing Servicing & Repairs [V (a)]			Other Workers [III, IV, V(b), & VI to IX]								
			P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
ANDHRA PRADESH		T																					
		R																					
		U																					
1. Srikakulam District		T																					
		R																					
		U																					
	1. Ichchapuram Taluk	T																					
		R																					
		U																					
	Ichchapuram (P)	U																					
	2. Sompeta Taluk	T																					
		R																					
		U																					
	Mandasa (P)	U																					
	Sompeta (P) ,	U																					

DISTRICT PRIMARY CENSUS ABSTRACT

Sl. No.	State/District/ Tehsil/Urban Agglomeration/ City/Town	Total Rural Urban	Area in Km^2	No. of occupied Residential Houses	No. of Households	Total Population (including Institutional and Houseless Population)			Scheduled Castes			Scheduled Tribes			Literates		
						P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	3. Palasa Taluk .	T															
		R															
		U															
	Palasa (P) .	U															
	4. Pathapatnam Taluk	T															
		R															
		U															
	2. Vizianagaram District	T															
		R															
		U															
	1. Kurupam Taluk	T															
		R															
		U															
	2. Parvathipuram Taluk	T															
		R															
		U															
	Parvathipuram (M)	U															

DISTRICT PRIMARY CENSUS ABSTRACT

Sl. No.	State/District/ Tehsil/Urban Agglomeration/ City/ Town	Total Rural Urban	MAIN WORKERS																				
			Total Main Workers (I—IX)			Cultivators (I)			Agricultural Labourers (II)			Household Industry—Manufacturing, Processing, Servicing, Repairs [V (a)]			Other Workers [III, IV, V(b) VI to IX]			Marginal Workers			Non-workers		
			P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
	3. Palasa Taluk .	T																					
		R																					
		U																					
	Palasa (P)	U																					
	4. Pathapatnam Taluk	T																					
		R																					
		U																					
	2. Vizianagaram District	T																					
		R																					
		U																					
	1. Kurupam Taluk	T																					
		R																					
		U																					
	2. Parvathipuram Taluk	T																					
		R																					
		U																					
	Parvathipuram (M)	U																					

DISTRICT PRIMARY CENSUS ABSTRACT

Sl. No.	State/District/ Tehsil/Urban Agglomeration/ City/Town	Total Rural Urban	Area in Km^2	No. of Occupied Residential Houses	No. of Households	Total Population (including Institutional and Houseless Population			Scheduled Castes			Scheduled Tribes			Literates		
						P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
3. Salur Taluk .		T															
		R															
		U															
Salur (M) .		U															
4. Bobbili Taluk .		T															
		R															
		U															
Bobbili (M) .		U															
3. Vishakhapatnam District		T															
		R															
		U															
1. Chintapalle Taluk		T															
		R															
		U															
Upper Sileru Project Site Camp.		U															
2. Paderu Taluk .		T															
		R															
		U															
3. Araku Taluk .		T															
		R															
		U															
4. Vishakhapatnam Taluk		T															
		R															
		U															
Vishakhapatnam U.A.		U															
(a) Vishakhapatnam		U															
(i) Vishakhapatnam (MC)		U															
(ii) Gujuvaka (O.G.)		U															
(b) Gopalapatnam (P)		U															

DISTRICT PRIMARY CENSUS ABSTRACT

Sl. No.	State/District/ Tehsil/Urban Agglomeration/City/ Town	Total Rural Urban	MAIN WORKERS															Marginal Workers			Non-workers		
			Total Main Workers (I—IX)			Cultivators (I)			Agricultural Labourers (II)			Household Industry, Manufacturing, Processing, Servicing & Repairs [V (a)]			Other Workers [III, IV, V(b) & VI to IX]								
			P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
3. Salur Taluk .		T																					
		R																					
		U																					
Salur (M) .		U																					
4. Bobbili Taluk .		T																					
		R																					
		U																					
Bobbili (M) .		U																					
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		R																					
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		R																					
		U																					
3. Araku Taluk .		T																					
		R																					
		U																					
4. Vishakhapatnam Taluk		T																					
		R																					
		U																					
Vishakhapatnam U.A.		U																					
(a) Vishakhapatnam		U																					
(i) Vishakhapatnam (MC)		U																					
(ii) Gajuvaka (O.G.)		U																					
(b) Gopalapatnam (P)		U																					

CIRCULARS (NO. 1–34)

1981—Census

Immediate

No. 2/8/79-SS

Government of India

Ministry of Home Affairs

OFFICE OF THE REGISTRAR GENERAL, INDIA

Kotah House Annexe,
2/A, Mansingh Road,
New Delhi-110 011.

February 5, 1979

CENSUS OF INDIA, 1981—CIRCULAR NO. 1

Subject: Classification of Rural and Urban Units—1981 Census.

The next decennial census will be the twelfth of the series and the fourth since Independence. One of the foremost and important task that requires your personal attention for the 1981 Census is the procedure that you have to follow for demarcation as early as possible of places as rural and urban.

2. It has been the tradition of the Indian Census to present census data for rural and urban areas separately. In fact, in all the censuses throughout the world this classification of census data into rural and urban units is generally recognised and data presented accordingly. But the distinction between rural and urban is not yet amenable to a single definition which would be applicable to all countries. We have given considerable thought to the definition or criteria to be applied for demarcation of an area as urban. One view laid equal emphasis on aspects other than demographic for classification of an area as urban. Accordingly, we considered whether in addition to the usual demographic characteristics the level of infrastructural facilities in an area should also be a determinant factor for classifying an area as urban. On the other hand, a diametrically opposite view was that keeping in mind the practical problems of demarcation of rural and urban areas in the comparatively short time available before the actual census operations, it might be worthwhile to simplify even the definition adopted in 1971 Census. In respect of the first suggestion, it was appreciated that the level of infnastructural development or availability of amenities should be an important consideration for an area to be recognised as urban. But at the same time it was felt that in view of the complexity of the Indian situation and regional variations in the level of infrastructural facilities it would be rather difficult to apply this test uniformly all over the country, particularly in the short time available for the demarcation of urban areas before the actual census-taking. As regards the other suggestion, *viz.*, simplifying the present criteria, the consensus was that though, as a general rule, it might be useful and convenient to have a simple test by size only, it would not be desirable to introduce a totally new concept or criteria other than that used in the previous censuses for demarcation of urban areas because it would then be difficult to make any meaningful comparison and analysis.

3. The definition of an urban unit at the 1971 Census was as follows :—

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

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

(i) A minimum population of 5,000:

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

(iii) a density of population of at least 400 per sq. km. (1,000 per sq. mile)

The Directors were also given some discretion in respect of some marginal cases to include, in consultation with the State Governments, some places that had other distinct urban characteristics and to exclude certain areas which could not be considered as urban.

4. It is proposed to retain the same criteria at the 1981 Census. This will ensure comparability with previous censuses and provide the basis for analysis of trends of urbanisation in the country.

5. The above criteria had worked more or less satisfactorily and brought some uniformity of concept for the country as a whole. However, their utility was somewhat undermined as they were not strictly applied in some states for one reason or the other, resulting in lack of uniformity. For example, in a state some settlements were shown as villages although they were having a population of more than 20,000, with a density of more than 400 persons per sq. km. and more than 75 per cent of the male working force engaged in non-agricultural occupations. These settlements fulfilled all the criteria for being treated as urban and yet these were not classified as towns. In some cases certain places were left out despite having local authorities which corresponded to municipalities, such as sanitary boards etc., as covered by 3(a) above. On the other hand, in some states only those places were considered as urban which were having a notified town area committee or similar statutory body, i.e., just applying 3(a) and ignoring 3(b) altogether. You should consider all the criteria in 3(b) above, where 3(a) is not applicable, without the exclusion of one or the other of the three conditions laid down therein. As against this, there are cases in some states where places with such meagre population as 35 and 96 were treated as towns. The 'discretion' clause was also applied in a few states in a manner which resulted in loss of uniform applicability of the definition, as stress was laid by different states on one or the other if the criteria laid down in the definition.

6. In some states some places have a statutory body like town area committee, municipal corporation or a similar statutory body though not satisfying the demographic test of population, density and occupation. It may be emphasised that for the purpose of comparability with the 1971 Census data, irrespective of their demographic characteristics, all places which have been notified under the laws relating to the establishment of local authorities and have local bodies like municipal corporations, municipalities, municipal committees, municipal boards or municipal towns, city municipalities, municipal town committees, cantonment boards, notified areas, notified area committees, town committees, town areas, town boards, town municipalities and sanitary boards, etc. must be included in the list of towns. There may be other type of local authority which approximately correspond to the above mentioned local bodies but the terms may vary among the States. In such cases, a specific reference may be made to this office for a decision whether such a place should be treated as urban or not.

7. It may be emphasised **that it is not only necessary to apply the criteria laid down strictly but also to interprete it in a uniform manner for the purpose of comparability, both in letter and spirit.** Again, irrespective of what the treatment was in 1971, if a place satisfied the three conditions mentioned in the second criterion simultaneously, then such a place must be treated as urban. There is no discretion in this matter and even if this results in new places having to be included which were over-looked in 1971, these must be classified as urban areas. 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 1971 Census will make it easier for you to apply the criteria laid down above and determine the urban status more accurately.

8. The third criterion giving 'discretionary' powers to the Directors must be restricted in its application. You may however, include such places that have other distinct urban characteristics and amenities, such as newly founded industrial areas and large housing settlements like Pochampad Project Flank Colony of Adilabad district and Upper Silaru Project Site Camp of Visakapatnam district in Andhra Pradesh, places of tourist interest like Khajuraho of Chhatarpur district in Madhya Pradesh, pilgrimage centres like Badrinathpuri of Chamoil district in Uttar Pradesh and railway colonies, like Muthugownden Pudur Railway Colony of Coimbatore district in Tamil Nadu. These have been recently served with all civic amenities, though they do not satisfy the criteria laid down for classification as urban. But before treating these areas as urban, **each such case should be specifically referred to this office** with full particulars and justification in support of the proposal to enable us to take a suitable decision in the matter.

9. Likewise, you may also consider the cases of places which otherwise satisfy the criteria for treatment as urban units but which, in your view, should not be so classified because of special circumstances. As in the previous case, such cases should also be specifically referred to this office for a decision in the matter.

10. Normally, all places which are district headquarters should be classifiable as urban on the basis of the criteria indicated here. However, there may be some district headquarters which cannot be classified as urban since they may not satisfy the criteria. The criteria being referred to here specifically related to the demographic criteria of population size and proportion of workers. Because it may be generally desirable to classify all district headquarters places as urban we would now have to take a view regarding such places which are district headquarters but not classifiable under the criteria referred to. You are requested to review the status of all district headquarters places and refer to this office the cases of those district headquarters which cannot be classified as urban under these criteria. Since this is in fact a special case, details of such places will also have to be indicated, preferably separately in the enclosed proforma No. 1. With regard to such places the fact that these are not urban but are district headquarters places must be brought out clearly.

11. It is recognised that if these criteria are applied strictly, there would possibly be a spurt in the urban population in 1981 Census since many areas which were not treated as urban during 1971 Census will be classified as urban. The actual decadal increase in urban population would be less than what is likely to be reflected by 1981 Census. In a fly-leaf or analytical note this difference between the actual increase and apparent increase in the urban population can then be brought out. But what is important is that uniform application of the definitions must be ensured.

12. You may examine the cases of all rural units having a population of 4,000 or thereabout in 1971 Census and which may be expected to cross 5,000 population mark by 1981 and those units which had more than 5,000 population in 1971 Census but were not treated as urban. For such cases the composition of the working force, the density of population and other factors should be examined to see whether these qualify to be categorised as urban. In the General Census report or the Administration report of your state your predecessor might have already given some guidance in this matter. All such places in respect of which town area committee or the like have been notified after 1971 Census must also be listed. Similarly, jurisdictional changes in towns and villages after 1971 Census should also be taken into account and listed. Notifications issued to this effect from time to time may also be kept on record. At the same time, you may also carry out an exercise to see if there are any areas recognised as urban in the 1971 Census which do not deserve to continue as such either due to reduction in the population size or due to changes in composition of the working population or other factors. This work must also be completed as early as possible.

13. I expect that your office might have already done some exercise in this regard. You may kindly finalise your proposals and furnish the requisite particulars in the two enclosed proformae as early as possible, but before June 1979 in any case, so as to give this office sufficient time for finalisation of the urban frame at all India level.

The receipt of this circular may kindly be acknowledged.

(P. PADMANABHA)
Registrar General, India.

All Directors of Census Operations (Two copies with two proformae each, one for the file of the Director)

Copy to:—

1. Personal Section of R.G. (5 copies)
2. Census cell (5 copies)
3. Census Division (5 copies)
4. D. P. Division (5 copies)
5. Demography Division (5 copies)
6. Map Division (2 copies)
7. V. S. Division (2 copies)
8. Language Division at Calcutta (2 copies).

PROFORMA I

STATEMENT SHOWING THE DISTRICTWISE LIST OF VILLAGES WHICH QUALIFY THE EMPIRIAL TESTS PRESCRIBED FOR TREATING UNIT AS INDEPENDENT TOWN FOR 1981 CENSUS

Name of State.....

Sl. No.	District	Tehsil/Taluk/ Thana/Anchal/P.S./ Block/Island	Location Code (Village)	Name of village	1971 Area		1971 Population			Total male working population	Non-agricultural male working population (categories III to IX)	Density per Sq. km.	% of Non-agricultural male working population to total male workers	Other special characteristics, amenities, etc. if any	Remarks
					Acres	Sq. Km.	P	M	F						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Compiled by———————— Checked by————————

PROFORMA II

STATEMENT SHOWING TOWNS OF 1981 CENSUS WITH REFERENCE TO THE TOWNS OF 1971 CENSUS

Name of State.....

District/ Tehsil/P.S./ Block etc.	Towns of 1971 Census which continue in 1981 Census		New Towns added in 1981 Census		Towns of 1971 declassified in 1981	
	Towns with the same jurisdiction as that of 1971	Towns with addition of area(jurisdictional change)	Satisfying the criteria	On the basis of special criteria	Not satisfying the criteria	Merged (Partly or wholly with other town)
1	2	3	4	5	6	7
	1.	1.	1.	1.	1.	1.
	2.	2.	2.	2.	2.	2.
	3.	3.	3.	3.	3.	3.
	4.	4.	4.	4.	4.	4.
	etc.	etc.	etc.	etc.	etc.	etc.

Compiled by———————

Checked by———————

P. PADMANABHA

1981—Census

Immediate

D.O. No. 9/22/79-CD(CEN)

Government of India

MINISTRY OF HOME AFFAIRS

THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road

New Delhi-110 011

June, 1979

CENSUS OF INDIA 1981—CIRCULAR NO. 2

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

My dear,

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

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

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

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

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

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

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

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

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

(a) Houselisting operations in mid-1980.

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

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

(d) The tabulation of the data.

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

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

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

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

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

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

I must share with you our initial thinking regarding the tabulation system. In order to ensure that data are not merely tabulated quickly but that the tabulation permits cross-tabulation as well as easy retrieval stations with direct data entry devices are being established where we will be able to put the data from the individual slip or the household forms directly on to tape. Our forms and our tabulation system would ultimately depend on the establishment of the direct data entry systems. Therefore, the tabulation plan and how we intend going about it is something I shall write to you about only later. To the extent that this will influence the establishment of regional tabulation offices, we hope to be able to cut down the large offices which we had to establish last time for tabulation purposes.

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

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

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

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

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

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

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

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

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

I hope to write to you in detail on each individual aspect of these operations but do trust that this letter gives you a general background. As I mentioned earlier, it would certainly be useful for you to go through the administrative report of your predecessor and to glance through the volumes already brought out which will give you an idea of not merely the nature of the work but also its importance. We have already taken action regarding publicity for the 1981 census but I would certainly not prevent you from giving talks to local institutions, etc., regarding the census. However, except for general issues regarding the operations, I would suggest that press interviews as such should be very carefully handled.

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

Please acknowledge receipt of this letter.

Yours sincerely,

Sd/-
(P. PADMANABHA)

Encl : Organisational charts.

1981—Census
Immediate

P. PADMANABHA

D.O. No. 9/11/79-CD(CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2/A, Mansingh Road,
New Delhi-110 011
June, 1979

CENSUS OF INDIA 1981—CIRCULAR NO. 3

Subject : Appointment of Census Officers—Issue of notifications

My dear

Under Section 4 of the Census Act, 1948, the officers who will be responsible for the taking of the census have to be notified through orders of the concerned authority and these orders have to be gazetted. I am indicating here the levels and other details of such census officers who have to be notified. Similar notifications were issued at the 1971 census and I would suggest that you consult the concerned files and forward draft notifications to the State Government for their consideration and notification. This would save considerable time.

In the districts the Collectors/Deputy Commissioners would be the Principal Census Officers who would be totally responsible for the operations while in the case of cities which are under municipal corporations the Municipal Commissioner or the Chief Executive Officers, depending on the local designation, would function as the Principal Census Officers. Obviously, the officers at these levels can only function effectively if they have a suitable level of assistance. Therefore, as was done last time, it is proposed to notify officers of the appropriate level such as Headquarters Assistants to the Collectors/Deputy Commissioners (in some states referred to as personal Assistant to the Collector), Senior Deputy Collector at Headquarters or Deputy Chief Executive Officers or Deputy Municipal Commissioners as the Census Officers for the relevant area. Apart from these two levels, it would be essential that we have officers who will be incharge of specific areas which constitute part of their normal administrative jurisdiction and also develop levels for supervision. On this basis the chart which is enclosed indicates the levels and designations which would have to be notified.

In the case of areas which fall within the occupation and control of defence services, Central Reserve Police, Border Security Force and similar organisations, as was done last time, in consultation with the authorities concerned, the Director of Census Operations will determine the Census Officers for these areas and, in consultation with the Census Officers concerned, the Charge Superintendents and other levels also. While determining who would function as the Census Officers and that for other levels, it would be sufficient if internal orders are passed designating such authorities and these need not be gazetted.

It must be emphasised that areas under cantonment boards will be treated on par with municipal towns, notified area committees etc. and that the areas referred to here are those which are distinct from cantonment board areas as such.

The State Government may be requested to issue necessary notifications appointing the Principal Census Officers and in the same notification delegating to him by virtue of the power vested in the State Government under Clause 4 of Section 4 of the Act, the authority to appoint other census officers. The State Government may also be requested to issue orders authorising declarations under Clause 3 of Section 4 of the Act to be signed by the Census Officers for the local area concerned. These delegations would

enormously reduce the workload at the higher level. It will be noticed that the State Govt. would have to authorise not merely the Principal Census Officers but other levels also vesting in them the powers to sign the declaration under Clause 3 of Section 4. For example, with such a declaration, **the Tehsildar or B.D.O. can appoint Census Officers** for smaller areas and he can also issue the orders regarding supervisory officers *etc.*

As was done at the previous census, it would be necessary for the State Government to notify the DCOs/DDCOs and ADCOs as Census Officers under Section 4(2) and authorise them to appoint other Census Officers under Section 4(4).

Copies of the drafts suggested by you to the State Government for each of the appropriate levels may please be sent to us for information in due course.

Please acknowledge receipt of this circular.

Yours sincerely,

Sd/-

(P. PADMANABHA)

Encl : as above

ANNEXURE

Sl. No.	Level	Authority	Designation	Remarks
1.	District/Cities under municipal corporations	Collector/Dy. Commissioner/ Municipal Commissioner/ Chief Executive Officer	Principal Census Officer	The notification designating the Collector/ Deputy Commissioner the Principal Census Officers for his districts must specific exclude the city areas for which Municipal Commissioner or CEO in this district is to be appointed as Principal Census Officers.
2.	District/City . . .	Hqs. Asstt./Sr. Dy. Collector/ Dy. Municipal Commissioner/ Dy. CEO	District Census Officers/ City Census Officers	The notification designating Collector/Deputy Commissioner the Principal Census Officer for his district must specific exclude the city areas for which Municipal Commissioner or CEO in this district is appointed as Principal Census Officers.
3.	Sub-divisions in Assam and Bihar; S.D.Os in other states	Sub-Division Officer	Sub-Divisional Census Officers	--
4.	Tehsil/Taluk/Police Station/ Development Block	Tehsildar/Mamalatdar/BDO.	Census Charge Officer	See remarks under municipal towns below
5.	Municipal towns/Notified areas/Cantonment board/ Sanitary board and Similar areas under separate local authorities	Chief Officer/Executive Officer/Secretary	Town Census Officer	In the notifications which will be issued designation the areas for which Tehsildars/ BDOs and other in the above item as Census Charge officers specific exclusion of these municipal towns, etc. must be indicated. In the case of municipalities which have been superseded and where there are Administrators, the towns Census Officers will be the Administrator. The Town Census Officer will function under the District Census Officer and necessary under the Principal Census Officer.
6.	Divisions or wards in the larger Municipal towns/Notified area committees/Cantonment board area/Sanitary board areas and Similar such local authorities and *non-municipal towns* i.e. determined as towns by the DCOs (Ward Census Officer)	Appropriate Levels below Chief Officer/Executive Officer/Secretary	Divisional/Ward *Census Officer*	—
7.	Supervisory level/Area levels lower than the block/Tehsil/ Taluk.	Revenue Inspectors/Circle Inspectors and Equivalent levels	Circle Supervisor	—

1981 — Census
Immediate

P. PADMANABHA

D.O. No. 18/5/79-SS
Government of India
Ministry of Home Affairs
The Registrar General, India
2/A, Mansingh Road,
New Delhi 110 011

CENSUS OF INDIA 1981 — CIRCULAR NO. 4

Subject : Village and Town Directory—Compilation of.

My dear

Among the traditional documentations of the Census is the fairly comprehensive and uniform District Census Handbook (DCH) consisting of Town and Village Directories, town and village-wise Primary Census Abstract (PCA) and district tables on census.

The formats developed for the Town and Village Directories and the PCA along with the instructions are sent herewith. The task of compilation of the data for the Town and Village Directories should start as soon as possible in cooperation with the local officials of the State Government. Perhaps it will be convenient if the format for the Village Directory and the instructions for compilation of the format are translated into local languages before they are sent out for collection of the data by the village officials. The Town Directory formats would not require to be translated. It is better that these formats are filled in English and/or Hindi

as a consolidated compilation will be prepared at the all-India level. An attempt should be made to complete type posting of data before the houselisting. If for any reason information cannot be completely collected for any of the localities before the houselisting, instructions should be given to the houselisting staff to collect the data and fill in the schedules for such areas. By the time the houselisting is completed the compilation of the Town and Village Directories should have also been completed for all areas except, of course, the columns which give 1981 Census data.

The posting of the Primary Census Abstract will of course have to wait till the 1981 Census data are compiled. So also the statement giving population by religion and Scheduled Castes/Scheduled Tribes for the Town Directory.

The Village Directory should be compiled in duplicate. One copy will be kept in the Tehsil office and the other copy in the office of the Director of Census Operations. It is indispensible that a uniform format should be followed in all the States and Union Territories. Otherwise the data users cannot make the maximum use of the same. Moreover, for analysis at all-India level to study the trend it is absolutely essential the uniformity is maintained.

It is proposed to check in this office the Directory of at least one district of each State. As soon as the data have been posted in respect of one district the same may kindly be sent here.

The DCH may be printed in two volumes as follows :

Part A—Town and Village Directory and Town and Village-wise PCA.

Part B—District Census Tables.

In 1971 Census the Directories and PCA data were published in two parts. These are now being combined. The third part consisted of administrative and census statistics. It was our experience during 1971 Census that there was considerable delay in getting the administrative statistics pertaining to the various departments with the result that the publication of this part of the DCH was inordinately delayed. It has, therefore, been decided not to go in for the administrative statistics since in any case they would be available to the data users in the publications of the respective statistical bureaus/departments.

Part A—Town Directory

The Town Directory consists of seven statements. All these are almost similar to those adopted for 1971 Census. The introduction of a few new columns in the statements are with a view to facilitating analysis of the data. A significant addition is of class of town in every statement.

The infrastructure of amenities and facilities found in urban India can best be analysed by taking the class of town into consideration. The addition of the column on civic administration status in Statements III and IV and population in Statement IV, V and VII also serve the same purpose *vis-a-vis* the respective statements.

While preparing the formats of the Town Directory the Minimum Needs Programme of the Planning Commission has been kept in view. The columns on Scheduled Caste and Scheduled Tribe population in Statement IV and adult literacy classes/centres in Statement V are as equal to this programme.

Again, if the fire-fighting service as in Statement IV and medical or educational facilities as in Statement V are not available in the town, the name of the nearest town if in the same district or the name of the nearest district if in the state or other state where available along with its distance from the referrant town should be given. This is again a new feature of 1981 Census as it is necessary to identify the areas with no specific facility in every district.

You may also explore the possibility of filling up a new statement on civic and other amenities in notified slums which is enclosed separately.

Village Directory

The format of the Village Directory is also on the pattern canvassed in 1971 Census except for a few additional columns. The column on total population and number of households is added to facilitate analysis of the Village Directory data. The column on approach to village is to know how many inaccessible villages there are in a district. The column on number of households living in owned houses in the village or possessing housesites in the village is in keeping with the Minimum Needs Programme of the Planning Commission.

A feature of the format for 1981 Census is its restructuring. All the amenities except power supply in the village have been brought together with the instruction that in case any amenity is not available in the village the name of the nearest tahsil if in the same district or the name of the nearest district if in the same state or other state where it is available and its distance from the referrant village is to be given.

P.C.A.

The PCA format has been modified and is enclosed.

Part B—Census Statistics

All the census tables along with special tables on Scheduled Castes and Scheduled Tribes proposed to be prepared at district and tahsil levels during the 1981 Census may be included in Part B.

As the DCH will be a State Government publication, I am writing separately to the Chief Secretary of your State/Union Territory to do the needful in this regard. I would also like you to keep in touch with him and take necessary follow-up action.

Please acknowledge receipt of this circular.

Yours sincerely,

Sd/-

(P. PADMANABHA)

STATEMENT IV-A

Civic and other amenities in notified slums, 1979

Sl. No.	Class and name of town	Name of slum	Area of slum	Population of slum	Paved roads (in Km.)	System of sewerage	Number of latrines		
							Water borne	Private Service	Others
1	2	3	4	5	6	7	8	9	10

Community	Method of disposal of night soil	No. of tap points/public hydrants installed for supply of protected water	Electrification (No. of connection)		
			Domestic	Road lighting (points)	Others
11	12	13	14	15	16

1981 CENSUS—VILLAGE DIRECTORY

Amenities and Land Use

Notes :

1. Items 4, 5 and 12 are additional items.
2. Item 4 will be useful as ready reference for analysing the data.
3. Item 11 has been singled out as communications should be spelt out in terms of the distance of the public transport system such as bus or rail or waterway. It is against this background that item 12 has been listed separately.
4. Item 14 has been kept away from other amenities as its non-availability within the village does not involve a further probe into its availability in any other nearby place.
5. The consideration of the Minimum Needs Programme of the Planning Commission necessitated the inclusion of adult literacy class/centre under item 6 and primary health sub-centre and community health worker under item 7.

   The inclusion of some of the aspects of the Minimum Needs Programme has been considered as it is hoped that by the time 1981 Census is taken, the Sixth Five-Year Plan (1978-83) would have covered half the plan period.

1981 CENSUS—VILLAGE DIRECTORY

Amenities and Land Use

Location Code No.	Name of Village	Total area of the village (in hectares)	Total population and number of households	Number of households living in owned houses in the village or possessing house site in the village	Amenities available (if not available within the village, name of the nearest tehsil if of the same district or name of the nearest district if of the same state or other state where available and its distance from the village)					
					Educational	Medical	Drinking water (potable)	Post and Telegraph	Day or days of the market/hat, of any	Communications (Bus stop, railway station, waterway)
1	2	3	4	5	6	7	8	9	10	11

Approach to village	Nearest town & distance (in Km)	Power supply	Staple food	Land use (i.e., area under different types of land use in acres rounded to the nearest unit)					Remarks including any place of religious, historical or archaeological interest
				Forest	Irrigated by source	Unirrigated	Culturable waste (including gauchar and groves)	Area not available for cultivation	
12	13	14	15	16	17	18	19	20	21

INSTRUCTIONS FOR COMPILATION OF VILLAGE DIRECTORY

As in the past the village directory is to be prepared for all the village in the state/Union territory (henceforth referred to as state). The village directory particulars in the District Census Handbook (DCH) will be presented taluk/tehsil/police station/developed block/island-wise (henceforth referred to as tehsil).

For convenience of reference an alphabetical list of villages in respect of each tehsil should be furnished preceding the village directory of the administrative unit. Since the location codes of the villages in the village directory are to be given in ascending order, the names of the villages will not be arranged alphabetically.

At the end of the entries for each tehsil, the total in different columns for that tehsil, if given, will be an additional advantage.

In the village directory the various amenities and other data are to be indicated by codes. A note explaining the codes used in the village directory may be given in the beginning of the directory. In the same note the concepts and definitions as prevailing in the district in regard to land use data, etc. may be given.

In Appendix to the village directory, tehsil-level totals of the amenities furnished in the different columns may be provided. This Appendix should be for the district as a whole and the enclosed form may be used for this purpose.

The introductory note of DCH Part-A may contain the following:

Brief History of DCH
Scope of DCH
Notes and explanations on village and town directories
Concluding remarks
Appendix

The detailed instructions regarding each column are as follows:

1. Location Code No.

This is necessary with a view to show the contiguity of the village.

2. Name of village

The village directory furnished in the DCH during 1971 Census would form the basis for filling up this column. Wherever changes have been effected by notification, such changes will have to be reflected in this column. Forest and other villages not listed in the village list by the Revenue authorities should also be included in the village directory. These would consist of areas classified as villages by the DCO.

3. Total area of the village

The area of the village as indicated by the state Revenue department should be furnished in this column. Indicate clearly if it is in acres, hectares, sq. miles or sq. km. Even if no cadastral survey of villages has been done, estimated area of the village may be given. For the purpose of publication, however, the area of the villages may be given in hectares and for the town in sq. km.

4. Total population and number of households

This column will be filled up only after the 1981 Census. The number of households may be written in bracket below the total population.

5. Number of households living in owned houses in the village or possessing house sites in the village

This information will be based on the data collected on the basis of 1981 Census Household schedule in Q. 2 of the housing particulars in this schedule.

6. Educational (amenities)

It is to be indicated whether within village exists any of the following types of institutions:

1. Primary or elementary school (P). Schools upto class IV may be treated as primary or elementary schools. These may include Nursery school, Kindergarten school, prebasic school, pre-primary school, junior basic school upto class V and primary school upto Class IV.
2. Junior secondary or middle school (M). Schools upto class VIII may be treated as Junior secondary or middle schools upto class VIII and junior Madarsa upto class VIII.
3. Secondary or higher secondary school (H). Schools upto class XI may be considered as secondary or higher secondary schools. Schools providing Senior Cambridge course should be included under the category of secondary or higher secondary schools. These may be also included high school upto class X, high Madarsa upto class X, secondary school upto class X and higher secondary school upto class XI.

   If there are composite schools like middle schools with primary classes or secondary or higher secondary schools with middle classes these may also be included in the number of primary and middle schools respectively. For example, if in a village there are two primary schools and one middle school with primary classes the number of primary schools in the village may be given as three and that of middle school as one even though there may be only three educational institutions. So also in case of secondary schools. This may also be explained in the explanatory note to village directory.
4. College 'C'. Any college like Arts, Science, Commerce, etc.
5. Industrial school I
6. Training school . . . . . Tr
7. Adult literacy class/centre . . . . AC
8. Other educational institutions O. These may include Sanskrit Pathshala, Senior basic school, Maktab, etc.

If there are more institutions of a type in the village, indicate the number within brackets against the abbreviations, e.g. P(3), M(2), H(2), etc.

If no facility is available within the village, mention the name of the nearest tehsil if of the same district or the name of the nearest district if of the same state or other state and distance of the place where especially the primary school and middle school facilities are available and where adult literacy class/centre is held.

7. Medical (Amenities)

It is to be indicated whether within the village exists any of the following medical institutions:

Hospital	H
Maternity and child welfare centre	MCW
Maternity home	MH
Child welfare centre	CWC
Health centre	HC
Primary health centre	PHC
Primary health sub-centre	PHS
Dispensary	D
Family planning centre	FPC
T.B. clinic	TB
Nursing home	NH
Registered private practitioner	RP
Subsidised medical practitioner	SMP
Community health worker	CHW
Others	O

If there are more institutions of a type in the village, indicated the number within brackets against the abbreviations, e.g., H(2), D(3), etc.

If no facility is available within the village, mention the name of the nearest tehsil if of the same district or name

of the nearest district if of the same state or other state and distance of the place where especially dispensary, primary health centre, primary health sub-centre, registered private practitioner or community health worker is available.

8. Drinking water (Amenities)

The types of the potable drinking water supply sources available within the village should be indicated by codes as follows :

Tap water	T
Well water	W
Tank water	Tk
Tubewell water	TW
Handpump	HP
River water	R
Fountain	F
Canal	C
Lake	L
Spring	S
Nallah	N
Others	O
Information not available	NA

If there is more than one source of drinking water, these may be mentioned.

If no facility is available within the village, mention the name of the nearest tehsil if of the same district or name of the nearest district if of the same state or other state and distance of the place where it is available.

9. Post and telegraph (Amenities)

Please indicate whether within the village exists by the following codes :

Post office	PO
Telegraph office	TO
Post and telegraph office	PTO
Telephone connection	Phone

If no facility is available within the village, mention the name of the nearest tehsil if of the same district or name of the nearest district if of the same state or other state and distance of the place where it is available.

10. Day or days of the market/hat

This is to be filled up on the basis of local enquiry.

If no facility is available within the village, mention the name of the nearest tehsil if of the same district or name of the nearest district if of the same state or other state and distance of the place where it is available.

11. Communications

For purpose of this column only public transport like bus, rail and waterway is being considered. It is only to see whether the village is served by any mode of public transport. These will be indicated by the following codes :

Bus	BS
Railway station	RS
Navigable waterway (including river, canal, backwaters, etc.)	NW

If no facility is available within the village, mention the name of the nearest tehsil if of the same district or name of the nearest district if of the same state or other state and distance of the place where it is available.

If there is more than one such communications facility, these may be indicated separately by individual codes.

12. Approach to village

The approach to village refers to the state of road etc. leading to the village. This is to see whether the village is approachable both in fair and foul weather, and whether it is inaccessible for some time in the year. The approach to village is to be indicated by the following codes :

Pucca road	PR
Kuccha road	KR
Navigable river	NR
Navigable waterway (other than river of canal)	NW

If there is more than one such approach facilities these may be indicated separately by individual codes.

13. Nearest town and distance

The distance is to be given in km. This is to be filled in on the basis of local enquiry. The scope of the answer need not be restricted to the town located in the state itself. If the nearest town is located in another state, the name of the town and the state may be given.

14. Power Supply

If power is actually available, whatever may be the form of its use, the entry should be affirmative. It may, however, be indicated that the supply is released only for, say, agricultural or any other purpose. If the supply is for all purposes, details may not be given. For this the following codes may be used :

Electricity for domestic purpose	ED
Electricity for agriculture	EAg.
Electricity for other purpose like industrial, commercial, etc	EO
Electricity for all purposes listed above	EA

15. Staple food

Staple food, only in terms of grain and no other food material, of the majority population of the village during the major portion of the year should be recorded in this column, e.g., rice, wheat, jowar, maize, ragi, etc.

If it is difficult to clearly determine a particular grain as the staple food, the combination of grains mainly used as staple food, e.g., rice and jowar, wheat and maize, etc. may be indicated.

16—20. Land use

The village directory pattern conforms to the pattern of classification of land use as recommended by the Ministry of Food and Agriculture, Government of India. The Ministry of Food and Agriculture has recommended the maintenance of records of land use pattern under five categories. These are as follows :

1. Forest.
2. Not available for cultivation :
   (a) Lands put to non-agricultural uses
   (b) Barren and unculturable lands
3. Other cultivated lands excluding fallow lands :
   (a) Permanent pastures and other grazing lands
   (b) Lands under miscellaneous tree crops and groves not included in the net area sown
   (c) Culturable wastes
4. Fallow lands :
   (a) Fallow lands other than current fallows
   (b) Current fallows
5. Net area sown.

In the village directory format column 16 (Forest) is the same as category 1 above. Columns 17 (Irrigated) and 18 (Unirrigated) give break-up of agricultural land. These are a combination of categories 4 (a+b) and 5 above. Column 19 (Culturable waste) corresponds to category 3 (a+b+c) above. Column 20 corresponds to category 2 (a+b).

Since most of the state governments are maintaining their land use statistics in the categories listed above and as information in respect of each category is expected to be sepa-

rately available, it is hoped that the grouping will not pose much problem for the compilation of the data.

In some states the land use statistics at the village level may not be maintained according to the system recommended by the Ministry of Food and Agriculture. Perhaps in those cases it will be difficult to make the necessary adjustments so as to furnish the data in the form as required in the present format. In case of difficulty it will be better to furnish information according to the concepts and categories recognised by the local authorities. Such cases may, however, be brought to the notice of this officer for information.

It would be useful if the figures are given in hectares to keep to the decimal system. But in several states conversion of land use data from local system to decimal system at the village level may pose certain difficulties in addition to the work load involved. For instance, there may be only a few acres of land in a village under a particular land use. On conversion to the decimal system, the figure will be so insignificant that it would be difficult for the users of the data at the village level to make much use of the same. In view of these difficulties the village level land use data may be furnished according to the system in which the records are actually maintained. At the tehsil level, the data may, however, be furnished both in local system and the decimal system (in hectares).

It is likely to the total of the area figures in columns 16 to 20 may not tally with the total area of the village as collected in column 3. There might be various reasons for these disparities in figures. For instance, water-ways are not generally included in the land use statistics in the village. In some states these disparities may be noticed in almost all the villages. It is obvious that any attempt to reconcile the same would be futile. The land use statistics should, therefore, be included in the village directory despite the disparities of the figures, but in respect of each district, the reasons for the disparities may be ascertained by making reference to the revenue authorities. In an introductory note at the beginning of the village directory, the reasons for the disparities may be explained in a general way.

If the land use statistics in village directory are collected in terms of acres, there is no objection to furnish the same in acres provided that it is done in a uniform manner for all the villages.

Where the statistics have been collected in terms of local measures it will be necessary to convert the same either to metric system or to acres in a uniform manner for all the villages in the state.

Information is likely to be available with the village level officials of the Revenue department. In other case estimates will made in consultation with the village/block officials. Where the data have been furnished on the basis of the estimation, without support of record, asterisk marks may be given to indicate the same. The units of measurement should be acres, hectares, etc. Whatever units are adopted should be indicated in the respective columns. For the purpose of estimation the following definitions of the terms used in the different columns are suggested.

Forest

This will include all lands classed as forests under any legal enactment dealing with forest or administered as forests, whether state-owned or private and whether wooded or maintained as potential forest land. The area of crops raised in the forest and grazing lands or areas open for grazing within the forest should remain included under the forest area. If any portion of such land is not actually wooded but put to some agricultural use, that portion shall be included under the appropriate heading of cultivated or uncultivated land. In some cases there may be instances where patches of land put to agricultural use within statutory notified forests are considered as forests by the Revenue Agency. These may be treated as forests.

17-18. Irrigated by source and unirrigated (Land use)

These, two columns cover all agricultural land and will include net area sown with crops and orchards or net cropped area and also current and other fallows. The latter would imply all lands which were taken up for cultivation, but are temporarily out of cultivation for a period of not less than a year and more than five years. The columns will not include gross area sown or gross cropped area. Net area sown thus represents the area sown with crops and orchards counting areas sown more than once in the same year only once.

In column 17, if possible, please indicate the extent of irrigated land under different types of irrigation, e.g., canal (1,500 acres), tank (500 acres), wells (50 acres), tubewells (60 acres), etc.

As regards irrigated land, uniform codes in respect of the source should be adopted. These are as follows:

Government canal	GC
Private canal	PC
Well (without electricity)	W
Well (with electricity)	WE
Tube-well (without electricity)	TW
Tube-well (with electricity)	TWE
Well	W
Tank	Tk
River	R
Lake	L
Waterfall	Wf
Others	O
Total	T

All area under rain-fed crops or under dry rice cultivation should be classified as unirrigated area.

19. Culturable waste

This would include all lands available for cultivation whether not taken up for cultivation or taken up for cultivation once, but not cultivated during the current year and last five years or more in succession. Such lands may be either fallow or covered with shrub and jungles which are not put to any use. They may be assessed or unassessed and may be in isolated block or within cultivated holdings. Lands under thatching grasses, bamboo bushes and other groves for fuels, etc. which are not included under orchards or forests shall also come under this head. All grazing lands, whether they are permanent pastures and meadows or not, village common and grazing lands within forests areas shall be included in this column. Lands once cultivated but not cultivated for five years in succession shall also be included in this category at the end of the five years.

20. Area not available for cultivation

This column would include land not available for cultivation such as barren, unculturable land and land put to non-agricultural use.

Land put to non-agricultural use stands for all lands occupied by buildings, roads and railways or under water, e.g., rivers and canals and other lands put to uses other than agricultural.

Barren and unculturable lands cover all barren and unculturable lands like mountains, deserts, etc., land which cannot be brought under cultivation unless at a high cost shall be classed as unculturable, whether such land is in isolated blocks or within cultivated holdings.

21. Remarks including any place of religious, historical or archaeological interest.

This is to be filled up on the basis of local enquiry. This column is intended to record particulars of any places of importance and not just to list out all places of worship, etc

PRIMARY CENSUS ABSTRACT

Location Code No.	Name of the Village/ Town/Urban, enumerator's Block	Area of village in hectares and of town/ward in sq. km.	No. of occupied residential houses	No. of house-holds	Total population (including institutional and houseless population)			Scheduled Castes		Scheduled Tribes	
					P	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12

Literate and educated persons		WORKERS													
		Total workers		Cultivators		Agricultural labourers		Household industry		Other Workers		Non-workers		Persons seeking work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

Tehsilwise Abstract of Educational, Medical and Other Amenities

NAME OF DISTRICT

Sl. No.	Name of Tehsil	Educational												
		Primary school		Middle school		Secondary school		College		Adult literacy class/centre		Others		Villages with no. of educational facility
		Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Medical													
Dispensary		Hospital		Maternity home		Child welfare centre		Health centre		Family planning centre		Primary health centre/sub-centre	
Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions
16	17	18	19	20	21	22	23	24	25	26	27	28	29

Tehsilwise Abstract of Educational, Medical and Other Amenities—*concld.*

Medical – *Concld.*					Drinking Water							
Community health worker		Others		Villages with no medical facility	Tap	Well	Tank	Tube-well	River	Fountain	Canal	Other
Villages	Numbers	Villages	Institutions									
30	31	32	33	34	35	36	37	38	39	40	41	42

Drinking Water—*Concld.*			Postal and Telegraph							Communications			Power supply	
More than one source	Not available	Villages with no drinking water facility of any type	P.O.	T.O.	P.T.O.	P.O. & Phone	T.O.& Phone	P.T.O.& Phone	Phone	Bus stop	Railway station	Navigable waterway	Available	Not available
43	44	45	46	47	48	49	50	51	52	53	54	55	56	57

TOWN DIRECTORY

STATEMENT I

STATUS AND GROWTH HISTORY

Sl. No.	Class, name and civic administration status of town	Location Code No.	Name of Taluk/Tehsil/Police Station/Development Block/ Island	Area (in sq. km.)	Number of households (including houseless households (in 1981 Census)
1	2	3	4	5	6

Population and growth rate of the town at the censuses of									Density (1981 Census)	Sex ratio		
1901	1911	1921	1931	1941	1951	1961	1971	1981		1961 Census	1971 Census	1981 Census
7	8	9	10	11	12	13	14	15	16	17	18	19

STATEMENT II

Physical Aspects and Locational of Towns 1979

Sl. No.	Class and Name of town	Physical aspects				Name of and road distance (in km.) from						
		Altitude (in meters)	Rainfall (in mm.)	Temperature (in centigrade)		State H.Q.	District H.Q.	Sub-division/ Tehsil/Police Station/Development Block/Island H.Q.	Nearest city with population of one lakh and more	Railway Station	Bus route	Navigable river canal (if within 10 km.)
				Max.	Min.							
1	2	3	4	5	6	7	8	9	10	11	12	13

STATEMENT III

MUNICIPAL FINANCE, 1978-79

Sl. No.	Class and name of town	Civic administration status (in 1980)	Receipt (in Rs. '000)					
			Receipt through taxes, etc.	Revenue derived from municipal properties and power apart from taxation	Government grant	Loan	Advance	Other sources (Specify)
1	2	3	4	5	6	7	8	9

Expenditure (in Rs. '000)							
Total receipt	General administration	Public safety	Public health and conveniences	Public works	Public institution	Other(Specify)	Total expenditure
10	11	12	13	14	15	16	17

STATEMENT IV

CIVIC AND OTHER AMENITIES, 1979

Sl. No.	Class and name of town	Civic administration status (in 1980)	Population	Scheduled Caste and Scheduled Tribe population	Road length (in km.)	System of sewerage	Number of latrines		
							Water borne	Service	Others
1	2	3	4	5	6	7	8	9	10

Method of disposal of night soil	Protected water supply		Fire fighting service	Electrification (number of connections)				
	Source	Capacity		Domestic	Industrial	Commercial	Road lighting (Points)	Others
11	12	13	14	15	16	17	18	19

**In case this service is not available in the town mention the name of the nearest town if in the same District or the name of the nearest District if in the same state or other state where available along with Distance from the town.*

STATEMENT V

MEDICAL, EDUCATIONAL, RECREATIONAL AND CULTURAL FACILITIES IN TOWNS, 1979

Sl. No.	Class and name of town	Population	Medical facilities*				Educational facilities*		
			Hospitals/ Dispensaries/ T.B. clinics	Beds in medical institutions noted in column No. 4	Arts/ Science/ Commerce colleges	Medical colleges	Engineering colleges	Polytechnics	Recognised shorthand, typewriting and other vocational training institutes
1	2	3	4	5	6	7	8	9	10

Educational facilities *Contd.*					Recreational and cultural facilities			
Higher secondary or secondary schools	Junior secondary & middle schools	Primary schools	Adult literacy classes/centres, others(specify)	Number of working women's hostels with number of seats	Stadia	Cinema	Auditoria/ Drama/Community halls	Public libraries including reading rooms
11	12	13	14	15	16	17	18	19

**If a medical or educational facility is not available in the town mention in the name of the nearest town if in the same district or the name of the nearest district if in the same state or other state and its distance from the town where facility is available.*

STATEMENT VI

Trade, Commerce, Industry and Banking, 1979

Sl. No.	Class and name of town	Name of three most important commodities imported			Name of three most important commodities exported			Name of three most important commodities manufactured			Number of banks	Number of agricultural credit societies	Number of non-agricultural credit societies
		1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd			
1	2	3	4	5	6	7	8	9	10	11	12	13	14

STATEMENT VII

Population by Religion and Scheduled Castes and Scheduled Tribes 1981

Sl. No.	Class and name of town	Population			Religion														Religion not stated		Scheduled Castes		Scheduled Tribes	
		P	M	F	Buddhists		Christians		Hindus		Jains		Muslims		Sikhs		Others							
					M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

INSTRUCTIONS FOR COMPILATION OF TOWN DIRECTORY

The town directory is to be prepared for all the towns in the State/Union Territory. The town directory particulars in the District Census Handbook (DCH) will be presented taluk/tehsil/police station/development block/island-wise. So far as strictly military areas are concerned, no town directory need be prepared. For cantonment areas, town directories can be prepared, but strictly military areas or military establishments within the cantonment should be left out although basic statistics for the cantonment as a whole be given.

Where an urban agglomeration includes two or more independent towns, the name of the towns constituting the agglomeration may be indicated in the alphabetical arrangements of towns within the district for the purpose of the DCH and within the state for the purpose of Town Directory state volume irrespective of whether they are agglomeration or not. Their names should be repeated in the alphabetical order under the name of the agglomeration which naturally would be named after the name of the main town of the agglomeration. The particulars of the constituent units of the agglomeration need not be furnished where they occur separately. In those cases by the side of the names of the towns it may be written as follows within brackets :

(*See* name of the main town of the agglomeration).

The particulars for each constituent town of the agglomeration should be furnished separately where they occur together under the name of the agglomeration. By adoption of this method, it will be possible to get an idea of the particulars of the city agglomeration in total and also severally.

In case of outgrowths which do not qualify to be treated as towns the particulars obviously will not be separately available. In the case of the towns having such outgrowths an asterisk mark should be placed against their names in the body of the statement to indicate that they have outgrowths which are not separate towns. In an appendix the names of such outgrowths should also be furnished.

If the constituent units of an urban agglomeration are mentioned with the agglomeration it would not be correct to give it a number at all in the column for serial number, because in that case the serial number would not tally with the total number of towns in the district. The agglomeration lines need not be numbered but the constituent units as and when they occur in the alphabetical order may be numbered so that the last number agrees with the total number of towns in the district concerned.

In respect of Statements II, III and VI the relevant columns will have to be left blank in the lines relating to agglomeration because those can be given only for the constituent units; but this may not look nice in printing and would in any case require an explanation. To avoid the columns remaining blank it may be written as follows :

"*See* constituent units".

The data in respect of non-municipal towns should be included in the town directory but in an appendix to the village directory the land utilisation data for such towns may be given.

In the town directory, the various amenities and other data are to be indicated by codes. A note explaining the codes used in the town directory may be given in the beginning of the directory.

STATEMENT I

STATUS AND GROWTH HISTORY OF TOWNS

This statement should be prepared in the office of the Director of Census Operations of each state. As it provides basic information, it can be prepared immediately after the Primary Census Abstract (PCA) is completed.

1. **Serial No.**

No comment.

2. **Class, name and civic administration status of town**

Class has been introduced to facilitate analysis of town directory data at state and all-India levels. It will be given according to 1981 Census population of the core town as follows :

Population	Class
100,000 and above	I
50,000—99,999	II
20,000—49,999	III
10,000—19,999	IV
5,000—9,999	V
Below 5,000	VI

The name of the town should be shown in the column with the correct spelling as adopted in the official records.

The civic administration status of the town as in 1980 should be indicated. The following abbreviations may be used to denote the civic status of town; in case of towns which have no civic status nothing may be written :

Municipal Corporation/Corporation	M.Corp
Municipal Committee/Municipal Town Committee	M.C.
Municipality	M
Municipal Board	M.B.
Municipal Council	M.Cl.
Cantonment Board/Cantonment	C.B.
Notified Area/Notified Area Committee/Notified Committee	N.A.C.
Town Committee/Town Area Committee	T.C.
Town Board	T.B.
Gram Panchayat/Village Panchayat	G.P.
Nagar Panchayat/Town Panchayat	N.P.
Station Committee	S.C.
Sanitary Board	S.B.
Special Area	S.A.
Estate Office	E.O.
Union Committee	U.C.

The column may be filled as follows :

I. Delhi (M.C.)

The changes in the civic administration status that may have taken place before the census enumeration may be indicated.

3. **Location Code Number**

This is necessary with a view to locate the town in the map.

4. **Name of the Taluka/Tehsil/Police Station/Development Block/Island.**

This is necessary with a view to locate the town in the appropriate tehsil, etc.

5. **Area (in sq. km.)**

This is a new column which is introduced to facilitate analysis of town directory data at state and all-India levels.

The area of the town as indicated by the civic body should be furnished in this column.

6. **Number of households (1981)**

This is a new column in town directory though it does not occur in the PCA. It will also facilitate analysis of the town directory at state and all-India levels.

This column will be filled up only after the PCA is prepared and will include houseless households as well.

7 to 15. **Population and growth rate of the town at (different) censuses (from) 1901-1981**

These are to be filled up on the basis of the data in the office of the Director of Census Operations. If in a particular year the town did not have urban status, the population figure for the corresponding column need not be filled up and a dash (—) may be noted. This is also true for the growth rate which is to be written below the population figure in the brackets beginning from column 8 onwards. Growth rate has been introduced to know whether the town is growing or not. It will also facilitate analysis of the town directory. It is true that the growth rate of a town has quite often and important component in change of area. For example, when intensily populated outgrowths of cities or towns are included in the existing municipal areas, sudden spurts in population are bound to occur. This may be recognised while calculating the growth rate and the same may be explained in the fly-leaf.

16. **Density (1981)**

This is also a new column introduced to facilitate analysis of the town directory data. Density will be calculated taking into account the area given in column 5 and the population of 1981 given in column 15. It will be per sq. km.

17 to 19. **Sex ratio 1961-1981**

Sex ratio like area, number of households and density has been introduced to facilitate analysis of town directory data. Column 17 and 18 can be filled up easily as sex-wise population break-up is available. Column 18 will be filled up only after the census is taken.

STATEMENT II

PHYSICAL ASPECT AND LOCATION OF TOWNS, 1979

1. **Serial No.**

No comments.

2. **Class and name of town**

See comments on class and name given under column 2 of Statement I.

3. **Physical aspects—Altitude (in metres)**

The information is being collected from the Surveyor General, India. After the same has been obtained, it will be communicated to the Director of Census Operations.

4. to 6. **Physical aspects—Annual rainfall (in mm); temperature (in centigrade)—Maximum and Minimum.**

The information is being collected from the Director General, Meteorological Survey of India. After the same has been obtained, it will be communicated to the Directors of Census Operations.

The climatological tables of observatories in India give the annual rainfall and temperature (maximum and minimum).

The extracts in respect of the towns in the different states and Union Territories available in the climatological tables of observatories will be circulated among the Directors of Census Operations. In respect of the towns for which information could not be supplied, the Directors of Census Operations may obtain locally the available information. The appropriate procedure would be to take the periodic averages for the preceding ten years from 1979 or 1978 according to the availability of the data.

If the information is not available in respect of any town, information of the nearest town may be given. This alternative, however, may not be quite suitable and relevant in states like Himachal Pradesh because the topographic situation of the towns vary much differ from one another even though the distance between any two particular towns may be small. In such cases it is better to state "information not available".

7 to 15. **Name of road and distance (in km.) from State H.Q.; District H.Q.; Sub-division/Taluk/Tehsil/Police Station/Development Block/Island H.Q.; Nearest city with population of one lakh and more; Railway station; Bus route; Navigable river/canal (if within 10 km.).**

These columns are to be filled up on the basis of local enquiry. Column 10 will be filled up only after the 1981 Census.

7, 9 & 11 **Name of road and distance (in km) from State H.Q.; Sub-division/Taluk/Tehsil/Police Station/Development Block/Island H.Q.; Railway station.**

If the names mentioned in these columns are the same as the nearest town itself, distance will be recorded as '0' (zero).

9. **Sub-division/Taluk/Tehsil/Police Station/Development Block/Island H.Q.**

In some States or Union Territories there are tehsils as well as revenue sub-divisions consisting of several tehsils. In such cases, if in any State or Union Territory a revenue sub-division is composed of several tehsils falling within its jurisdiction, the names of both sub-divisional headquarters and taluk headquarters should be given. The name of the sub-divisional headquarters should be given first and then after an oblique (/) the name of the tehsil headquarters can be given.

10. **Nearest city with population of one lakh and more.**

In most cases for practical purposes there will not be any difference whether this column is to be filled up on the basis of 1971 Census or 1981 Census. It can be filled up on the basis of existing information even before the census operation. But after 1981 Census the entries may be finally checked and corrected.

Even if the town has a population of one lakh or more, the name of the nearest city satisfying this clause should also be recorded because it will give an idea as to whether there is a trend of clustering of big cities leading towards the information of megalopolis.

12. **Bus route**

In case the referent town is enjoying bus route (i.e., road transport) facilities, a mention of the town's name (with distance) would suffice. Names of bus route (or routes) passing through the town need not be recorded.

13. **Navigable river/canal (if within 10 km.)**

Name of the navigable river/canal and road distance is to be indicated. After the name of the river/canal 'R' for river and 'C' for canal may be given in brackets to denote whether it is a river or canal.

STATEMENT III

Municipal Finance 1978-79

Data for this statement should be collected not only in respect of statutory bodies but also in respect of non-statutory bodies managing the civic administration of the town, if they have separate budgets and accounts of their own pertaining to the town.

If both have the budgets and shown separately, in case of towns which have statutorily notified urban area as well as adjoining area which has been considered to be a census town because of its urban characteristics (even though the same is not included in the statutorily notified urban area) separate statements will have to be prepared in respect of each category, i.e., in respect of the statutorily notified town and adjoining non-statutorily identified census town.

Where a civic administrative body is not a composite one with its jurisdiction over the city as a whole (for instance, if part of the town is railway colony whose civic amenities are provided by the railways and part is under municipality) the data should be presented in the same statement independently for each body without any attempt to consolidate the same for all the bodies.

1. **Serial No.**

No comments.

2. **Class and name of town.**

See comments on class and name given under column 2 of Statement I.

3. **Civic administration status (in 1980)**

See comments on civic administration status under column 2 of Statement I. This column is introduced in this statement to analyse the data on municipal finance by civic status on state and all-India levels.

4—17. **Receipt and expenditure (details)**

These columns are to be filled up on the basis of local enquiry.

The figures should be in hundreds to save printing space and to simplify the information.

STATEMENT IV

Civic and Other Amenities 1979

1. **Serial No.**

No comments.

2. **Class and name of town.**

See comments on class and name given under column 2 of Statement I.

3. **Civic administration status (in 1980)**

See comments on civic administration status under column 2 of Statement I.

This is a new column in this statement introduced to facilitate analysis.

4. **Population.**

This column will be filled in only after the census is taken in 1981.

This column is intended to measure the amenities in respect of population.

5. **Scheduled Caste and Scheduled Tribe population.**

This column will also be filled in after the census is taken in 1981. It is introduced to know the size of population of the weaker sections of the community.

6. **Road length (in km.)**

Information will be mostly available from the municipality but for national highways, perhaps, additional information will have to be collected from the Public Works Department.

It is not known whether all the municipalities maintain their records indicating, the different categories of roads, separately. If information about kuccha and pucca roads is separately available the same may be indicated while making entries in this column by using the following abbreviations :

Pucca Road	PR
Kuccha Road	KR

It is not necessary to split up the column into sub-columns with sub-headings 'pucca' and 'kuccha' road. The length of roads maintained by the Public Works Department and municipality may be separately indicated if such data are available. Otherwise, the combined road length will be alright.

7. **System of sewerage**

Information should be available with the local body. Generally, by sewerage system is implied the network of mains and branches of underground conduits for the conveyance of sewerage to the point of disposal. Sewers that carry only household and industrial wastes are called separate sewers; those that carry storm water from roofs, street and other surfaces are known as storm water drains while those carrying both sewage and storm water are called combined sewers. However, in towns which are not provided with such underground sewerage system, it may be mentioned whether it is open surface drain, box drain, sylk pattern drain, etc. The various types of sewerage/drainage system may be indicated upto two places in order of their importance in the town, one followed by the other, in codes as given below :

Sewer	S
Open surface drains	OSD
Box surface drains	BSD
Sylk drains	SD
Cesspool method	CD
Pit system	Pt

11. **Method of disposal of night soil**

Information should be available with the local body. The various prevalent methods of disposal of night soil are given below with codes :

Head loads	HL
Baskets	B
Wheel barrows	WB

Septic tank latrines	ST
Sewerage	S

The above may be shown upto two places in order of their importance in the town, one followed by the other in codes indicated above.

This column should not be interpreted as relating to the question as to whether the night soil is disposed of in a profitable manner by the municipality or not. This interpretation does not conform to the objective of the column.

The objective providing this column is to collect information for a special purpose. The government has a programme of stopping the practice of removal of night soil as *head-load and also of minimising use of human labour* in the process of disposal of night soil at various stages. The information collected under this column is expected to indicate the magnitude of the problem.

There are three prevalent system of disposal of human wastes, namely, (i) underground sewerage, (ii) sanitary water flush latrines with individual disposal system, like septic tank, leaching cess pool and collecting well and (iii) dry type of latrines with manual scavenging.

The system of underground sewerage provides for the street sewerage with which are connected the sanitary latrines* constructed in the houses having water closets and fitted with flashing cistern (or hand flushing). Through this sewer the faecal matter (stools) is transported without the need for scavenging. This system exists in cities and big towns.

Where the streets sewer does not exist these sanitary water flush latrines are connected to a local septic tank with a sub-soil dispersion system or a leaching pit. Where the liquid wastes from the water closet could be disposed of locally in a leaching pit, a septic tank with a soil dispersion system is constructed. This dispersion requires on optimum travel through the pores of the soil which render the harmful liquid bacterially innocuous by the slow process of filteration through the soil traversed.

Where the soil is impermeable collecting wells are constructed and the sanitary water flush latrines are connected with them. These wells are cleaned at periodic intervals by means of vacuum cars or other means. The dry type of latrines are of service type latrines from where human excreta is removed by scavengers from house to house, in most cases carrying it on their heads or shouiders in this process of collection or in baskets with handle or wheel barrows. These are then collected in bullock carts or trucks or tractors and trolleys for being carried to the dumping ground.

12—13. **Protected water supply-source and capacity**

In most cases information will be available from the municipality but in some states there is a separate Water Supply department.

The following codes may be used :

Overhead tank	OHT
Service reservoir	SR
River infiltration gallery	IG
Borewell pumping system	BWP
Pressure tank	PT
Tubewell water	TW
Tap water	T
Well water	W
Tank water	Tk

*A sanitary water flush latrines is a place where deposition of human excreta is effected immediately after defection, without any human agency having to collect, carry and dispose of it. It is provided with a water closet connected to a flushing cistern. In case cisterns are not fitted, hand flushing is resorted to.

The above sources of water supply may be indicated upto two places in order of their importance in the town, one followed by the other, in codes given above.

14. **Fire fighting service**

Information will have to be collected from the municipality and other local authorities. In case this service is not available in the town, indicate the name of the nearest town if in the same district or name of the nearest district if in the same state or other state where available along with distance from the town. It should only be indicated whether there is fire-fighting station or not. Other particulars need not be included.

15—19. **Electrification (Number of connections) Domestic, industrial, commercial, rural lighting (points) and others**

Information will be available in the municipality or the State Electricity Board. In some cities there are separate electric supply corporations from where also the information can be collected.

As regards the precise meaning of the terms in columns 15 to 19 it is found that the same vary from state to state. For instance, in Bihar, domestic service includes domestic sets and household appliances and also electric supply for schools, hospitals, temples, mosques, churches and charitable institutions. Commercial supply includes trade or business shops, cinemas, offices, hotels, railway stations, etc. Industrial load is divided into different sub-categories. Among others are included irrigation, agriculture and small-scale industries. Street light service is considered as a separate category.

In Karnataka, supply for private houses, bungalows, clubs hostels and hospitals run on non-commercial lines, charitable, educational and religious institutions are included under one category. Supplies for shops, offices, railway stations, hotels, restaurants, photographic studios, X-ray installations, advertisements and exterior illuminations, are under the category of commercial supply, Cinemas are considered under a separate category. Similarly industrial supply is considered separately. Irrigation pumping is considered as separate category. Separate data are also available for public street lights.

In Kerala, domestic supply refers to bonafide domestic consumers and non-commercial institutions only. Profit making concerns are not included under this category. Commercial lighting includes display lighting, neon signs, photography, etc. for commercial and non-domestic consumers and street lighting in private colonies. Besides, there are categorisation like cinematography, motion picture studios, general purposes industrial heating and air-conditioning, public lighting, bazar-lanes, etc.

In view of the variations from state to state it would be difficult to provide precise definition of the different headings which would be applicable to all. It is, therefore, suggested that information may be compiled under the different headings as in the form and in the introduction to the compilation of each volume, the definition of each heading as valid in the state may be indicated after obtaining the same from the State Electricity Board.

18. **Road lighting**

Road lighting means the number of street lights that are maintained in the town.

STATEMENT V

Medical, Educational, Recreational and Cultural Facilities, 1979

1. **Serial No.**

No comments.

2. **Class and name of town.**

See comments on class and name given under column 2 of Statement I.

3. **Population.**

This column will be filled in only after the census is taken in 1981. It is introduced to facilitate analysis of facilities with reference to population.

4—5. **Medical facilities—Hospitals/dispensaries/T.B. Clinics/ health centres/nursing homes etc. and beds in medical institutions noted in column 4**

Information is expected to be available with district/sub-divisional Medical Officer. Local branch of the Medical Association may also have the relevant information. The institutions run by private doctors are not to be included as the collection of data would be unwieldy and may be readily available with the local bodies. The collection of data should be limited for those institutions run by or aided by government/semi-government/local bodies and charitable institutions or social service agencies like the missionaries. Where the family planning centres are attached to hospitals or maternity and child welfare centres or primary health centres, these may be treated as independent units and counted separately.

It is not necessary to show maternity and child welfare centre, veneral disease clinic, chest clinic and leprosy clinic separately. These may be indicated along with other medical institutions in column 4.

The following codes may be used :

Hospital	H
Dispensary	D
Health Centre	HC
Family Planning Centre	FC
T.B. Clinic	TB
Nursing Home	NH
Others	O

If there are more than one institutions of any type indicate within brackets the number of such institutions, e.g., municipal dispensaries (2), Maternity and child welfare centre (4), nursing home (7) etc.

If a medical facility is not available in the town mention the name of the nearest town if in the same district or nearest district if in the same state or other state and its distance from the town where the facility is available.

6—9. **Educational facilities—Arts/Science/Commerce colleges; Medical colleges; Engineering colleges; Polytechnics**

Information is likely to be available with the state Education department. The codes that may be used are as follows :

Arts only	A
Science only	S
Arts and Science only	AS
Commerce only	C
Arts and Commerce only	AC
Combined of all categories, Arts, Science and Commerce	ASC
Law	L

10. **Recognised shorthand, typewriting and other vocational training institutions**

Information may be available with District Industries Officer and Directorate of Employment and Training.

"Recognised" should mean recognised by some statutory authority like the Education Department, Commerce Department, Labour Department, etc. of the government or semi-government or autonomous bodies, public sector project like municipality, Hindustan Steel Corporation etc.

In this column the nature of the institution should also be mentioned. Where the institutions are located just beyond the present boundaries of the town but near the referent town and for all purposes are considered as belonging to the referrent town only, such marginal cases should be included in the town directory with an indication of their location in the footnote.

If there are more than one institutions of each type, number shall be given against each in brackets.

The following codes may be used :—

Shorthand	Sh
Typewriting	Type
Shorthand & Typewriting	Sh Type
Others	O

6—14. **Educational facilities (details)**

If an educational facility is not available in the town mention the name of the nearest town if in the same district or the name of the nearest district if in the same state or other state and its distance from the town where the facility is available.

11. **Higher secondary or secondary schools, junior secondary and middle schools and primary schools**

Information is likely to be available with district Education Officer. Otherwise, it should be ascertained by local enquiry. When a single school is providing tuition for standards I to XI, it should be considered as two separate units and not one single unit.

14. **Adult literacy classes/centres and others (specify)**

This column is introduced keeping in view the Minimum Needs Programme of the Planning Commission.

This information can be had from the municipality and district Education Officer or by local enquiry. "Others" would mean private academic bodies like Gurukul, Nursery schools, etc.

15. **Number of working women's hostels with number of seats**

This is also a new column. Considering the increasing employment of women in urban area, the housing need of working women has been an important problem.

This information can be had from the State P.W.D. office. In case of private organisations which have set up institutions for working women, you may like to explore the possibility whether such data can be available or not.

16—18. **Recreational and cultural facilities—Stadia, Cinema, Auditoria/Drama/Community halls**

Information is expected to be available with the local police or with the municipal authorities. Otherwise, it should be ascertained by local enquiry.

7. **Recreational and cultural facilities—Cinema**

The particulars of the touring cinema talkies of purely temporary nature may be omitted and only the number of permanent cinema theatres may be entered in this column.

18. **Recreational and cultural facilities—Auditoria/Drama/ Community halls**

Community halls have been added in this column as they are fast becoming a common feature of the urban landscape.

19. **Recreational and cultural facilities—Public libraries including reading rooms**

Information will have to be collected from various sources, including district Education Officer, Registrar of Societies municipal authorities, etc.

The following codes are suggested :

Public Library	PL
Reading Room	RR

STATEMENT VI

Trade, Commerce, Industry and Banking, 1979

1. **Serial No.**

No comments.

2. **Class and name of town.**

See comments on class and name given under column 2 of Statement I.

3—8. **Names of three most important commodities imported and name of three most important commodities exported**

In this statement it is not proposed to limit the scope of the commodities to be included either as import or export. According to the functional character of the town, in some cases the raw materials of industry may be the most important commodities imported. On the other hand, the finished products of industry may be the most important commodities exported in some towns while in some others foodgrains or agricultural products collected from the villages might be the most important items of export.

In these columns, commodities for which the town serves only as a transmission centre by importing them for being exported without any processing should not be considered as imported commodities. On the other hand, these commodities brought from outside and processed in the town or in its area of influence and then either locally consumed or exported should be included under the category of imported commodities.

3—5. **Names of three most important commodities imported—1st, 2nd and 3rd**

Names of important commodities imported may be decided in terms of the estimated volumes of the commodities transacted.

6—8. **Names of three important commodities exported—1st, 2nd and 3rd**

Names of important commodities exported may be decided in terms of estimated volume of commodities transacted.

In filling up column 3 to 8, Chamber of Commerce/Merchants Association should be consulted. Sales Tax Office may also give important advice.

9—11. **Names of three most important commodities manufactured—1st, 2nd and 3rd**

Names of most important commodities manufactured may be considered in terms of the volume of total output of the commodities concerned. The Industries department of the state may have the information in most cases. Local Manufacturers' Association, if any, may also be consulted Otherwise, attempt should be made to collect information by local enquiry.

12. **Number of Banks**

Information is available in the 'Statistical Tables Relating to Banks in India' published annually by the Reserve Bank of India. Attempts are being made to obtain the latest report. After that the relevant information will be supplied to the Directors of Census Operations. In respect of each town the list will have to be verified and made up-to-date.

13—14. **Number of agricultural credit societies and number of non agricultural credit societies**

Information will be available in the office of the Registrar of Cooperative Societies.

13. **Number of agricultural credit societies**

Information about the different types (service, Multipurpose, agricultural produce, marketing cooperative societies) should be reckoned for entry under this column.

14. **Number of non-agricultural credit societies**

Consumer cooperative societies which also allow credits may be included in this heading. Similarly, where there are credit cooperative societies of certain categories of persons, like teachers, postal workers, etc. these also may be taken into consideration.

STATEMENT VII

Population by Religion and Scheduled Castes/ Scheduled Tribes, 1981

This statement will have to be filled up on the basis of the information collected during 1981 Census

1. **Serial No.**

No comments.

2 **Class and name of town**

See comments on class and name given under column 2 of Statement I

3—25. **Population, Religion, Scheduled Castes and Scheduled Tribes (details)**

These columns will be filled up in only after the census is taken in 1981

1981—Census
Immediate

P. PADMANABHA

D. O. No. 9/33/79-CD (CEN)
GOVERNMENT OF INDIA
Ministry of Home Affairs
THE REGISTRAR GENERAL, INDIA

Kotah House Annexe
2/A, Mansingh Road,
New Delhi-110 011.
July 16, 1979

CENSUS OF INDIA 1981 — CIRCULAR NO. 5

Subject :—Location Code

My dear

During the census, every enumerator will be canvassing four essential schedules namely the houselist and the economic census schedule during April-May, 1980 and the Household schedule and individual slip in February-March, 1981. In these schedules will be listed every structure, census house, each enterprise, and every household and individual. It would be necessary to identify each of the above Census schedules with the area to which they relate. For this purpose, the minimum details necessary would be the name of the District, Taluk and the Town or Village. It is evident that writing of these details on every sheet would involve scriptory work out of proportion to its utility. An easy method of such identification has, therefore, been evolved, namely the Location Code. The Location Code is a simple device by which every area comprised in any Administrative Unit in the State can be identified by assigning specific code numbers for different levels of administrative units. Each such area can then be referred to by a combination of such numbers. The system adopted for allotment of such Code numbers to District, Taluks, Towns and Villages is explained below.

Districts

All the districts in the State will be serialised either in order of contiguity or in alphabetical order of their names, depending on convenience and previous practice. Having serialised the districts in this manner, they will be numbered continuously from number 1 onwards. This number, which will be the district number, is the first element of the location code.

Taluk/Tehsil/Police Station/etc.

Every taluk/police station etc. in a district will be serialised in a convenient manner and numbered continuously

within the district commencing from number 1. It should be noted that the serial number of taluks/police stations etc. will be limited to each district and will run continuously for the taluk/police station etc. within the district and *will not* run continuously for the entire State. Incidentally, it must be noted that each taluk/police station, etc. constitutes the rural charge within the Jurisdiction of the said taluk/police station, etc., and, therefore, the urban areas falling within this taluk/police station, etc. will be excluded therefrom. The taluk/police station etc. number thus assigned will constitute the second element of the Location Code in rural areas.

Villages

A Revenue Village *together with all its hamlets* is considered as the smallest Administrative Unit for rural areas, and accordingly every such village will have a code number. The lists of villages for all taluks are being got prepared and approved by your office for purposes of the 1981 Census. The serial numbers of the Villages appearing in these lists would constitute the Code numbers of the different villages and would be the third element of the Location Code.

It should be noted that villages will be serialised within a taluk/police station, etc. and that the serial number will be continuous only within such areas a reference to previous practice will indicate that villages have been numbered in a particular order usually beginning from the North West point of the taluk/police station, etc. and the numbering proceeding in a serpentine manner keeping to geographical contiguity, down to the South East point. In most cases, villages have been numbered in this manner within each Revenue Inspector's Jurisdiction or in equivalent Jurisdiction. It would be desirable that the same practice be retained.

Towns

Since the number of towns in a district would not be large, *all the towns within a district are numbered in one continuous series without reference to the Taluk in* which they are located. The towns in a district may be arranged in the alphabetical order of their names or in any other convenient manner and numbered accordingly. In order to distinguish between towns and villages, the code numbers for towns will be in Roman figures. The town is normally the smallest administrative unit for an urban area. But in case of big cities like Calcutta, Ahmedabad, Bangalore, etc., these units will be further sub-divided into urban charges for facility of organisation and conduct of census operations in these areas. These charges will be numbered according to the convenience of operation within the area and will be allotted numbers in Arabic numerals in a continuous series for the entire city. *Wards in the towns will also be numbered and shown by Arabic numerals.* Thus the Roman number assigned to the town will be the second element of the location code in urban areas and the ward number will be the third element.

It will be noticed that towns are given location code numbers continuously within the district in which they are located. To the extent possible, it would be desirable to retain the location code numbers assigned to the towns at the 1971 census, for comparability. If new towns have been listed, these can be given serial numbers continuing from the last serial number already assigned within the district. If due to considerable changes in the town list, it becomes difficult to retain the location code number of the 1971 census in the case of towns, it is certainly permissible to adopt new numbers.

Blocks

Each village and town will be constituted into one or more enumeration blocks, in accordance with the instructions issued for Houselisting Operations. Similarly at the time of individual enumeration in February-March, 1981, blocks will be formed for facility of census operations. All such blocks within a charge, whether rural or urban will bear continuous serial numbers. *It is important to remember that enumerator's block will be numbered continuously for each charge.* If a town or a city contains more than/charge, the block would have to be formed chargewise and numbered continuously within each charge. If a town is by itself fully one charge, the blocks would obviously be numbered continuously for the entire town, that is, the entire charge. In the case of rural areas, that is in the case of taluks/police stations, etc., it is likely that some villages will be constituted into single blocks while larger villages may have to be constituted into two or more blocks. The villages would have to be arranged according to the location code and blocks numbered continuously for the entire taluk/police station, etc. In case a hamlet of any village is large and merits being considered as a separate enumerator's block, it will obviously be given an independent block number.

The Location Code

The location code will be developed on the basis of the location code numbers determined for the district, the taluk or police station, etc., the village or the town and will also include the enumerator's block number.

Thus, for example, a location code number 1/3/49 would refer to the 49th village in the 3rd taluk of the 1st district. Similarly, a location code like 4/v/2 would refer to ward 2 of the fifth town of the 4th district. Location code number 14/VIII-2 would refer to urban charge No. 2 of the eighth town in the 14th district. Since the block numbers would be continuous for each charge as a whole, the block numbers would be indicated within brackets after the location codes referred to above. For example, 1/3/49(60), 4/v/2(B), 14/VIII-2/6(15), etc.

It is important to note here that the Jurisdiction of every Administrative Unit right upto the last level is clearly indicated and identifiable by every Census Officer having Jurisdiction over the area. Accordingly, it is clarified that when a particular village is referred to, it denotes not merely the area on which the *Gramatana* or the hamlets of that village are located, but the entire Revenue limits of the village as demarcated in the Land Records. Similarly, in the case of Towns, the Jurisdiction will be as laid down by Government through notification. It will therefore be seen that when any specific areas have been excluded from within the Jurisdiction of a Municipality etc., or when only parts of a village have been included within the limits of a Municipality, such excluded areas or the remaining parts of such villages will have to be included in the adjoining Rural Charge of which they form part, even if such areas are un-inhabited. Accordingly such areas will be alloting appropriate Code Numbers in the concerned rural charge.

It will be noticed that some of the Towns included in the list as non-municipal areas. Such areas, among others, have been treated as Towns on the principles communicated in Census Circular No. 1.

It may be noted that the Jurisdiction of the non-municipal urban areas extends over the entire Revenue limits of the villages concerned or the areas over which the concerned authorities have control.

Thus it will be seen that the whole idea is to ensure that every bit of area in the State is included either in a Rural Charge or in an urban charge, ensuring at the same time that there is neither any omission nor any overlapping of areas between the two. This becomes particularly important while distinguishing the dividing lines between the Rural and Urban Charges. It is therefore, necessary that every charge officer should verify the boundaries of his Charge with those of adjoining Charges, and submit a certificate in token of such verification. This Certificate may please be obtained by your office by the 15th of February, 1980 without fail. A similar certificate should also be recorded in the Charge Register at the end.

Yours sincerely,

Sd/-

(P. PADMANABHA)

Encl : Four Copies

1981—Census
Immediate

No. 2/8/79-SS
Government of India
Ministry of Home Affairs

OFFICE OF THE REGISTRAR GENERAL, INDIA
Kotah House Annexe,
2/A, Mansingh Road,
New Delhi-110 011.
September 11, 1979.

CENSUS OF INDIA 1981—CIRCULAR NO. 6

Subject:—Classification of Rural and Urban Units—1981 Census—Circular No. 1—Classifications thereon

The guidelines for classifications of rural and urban units in the States/Union territories were provided in connection with the 1981 Census vide circular No. 1 issued on 5th February, 1979. Some of the aspects relating to the criteria for classification of rural and urban units came up for discussion in the Conference of the Directors of Census Operations held in New Delhi from 24th to 29th August, 1979. In the light of the comments of the Directors and others the specific issues raised in regard to delineation of urban and rural areas have been reviewed again and the following decision taken in this regard:

I. Special Projects:

In certain areas some special projects on irrigation, power or other industrial projects have come up which cover one or more villages or part thereof. In many cases the area and the boundaries of the project are indicated in the notification authorising the project or it is possible to determine on the ground the boundaries and the total project area. In case where the area of the project is known, even if the project is of temporary nature, it should be treated as a census town provided it satisfies the demographic characteristics, referred to in para 3 (b) of the circular No. 1. If parts of a village or villages are not covered by the project area, the areas lying outside the project area could be retained in the list of the villages. If a special project area which was treated as a census town in 1971 for the first time does not satisfy the above stipulations, it may be declassified. If, however, such a project area is being treated as a census town since 1961 or earlier, it would be desirable not to de-classify it. In case where a project area has been conferred a municipal or equivalent status, irrespective of its demographic characteristics, it should be treated as a town under criterion (a) of para 3 of the circular No. 1.

II. District/Sub-Division/Tehsil Headquarters:

(a) A district/sub-division/tahsil headquarters should not be treated as a census town in its own right unless it satisfies the usual demographic characteristics mentioned in para 3 (b) of the Circular No. 1, or is likely to satisfy these in 1981.

(b) Those units which were treated as census towns for the first time in 1971 without satisfying the above criteria may be de-classified.

(c) All such places which have been treated as census towns since 1961 or earlier may be retained as census towns even if they do not strictly satisfy the demographic characteristics.

III. Tea Gardens:

These may now be treated as villages as the occupation of tea plantations can be treated at par with agriculture or as allied agricultural activity.

IV. Treatment with reference to Industrial Category III:

The industrial category III, comprising the occupation of fishing, livestock, hunting and plantations and orchards etc. may be treated as an allied agricultural activity and may not be treated as non-agricultural occupation while applying the test of occupation of the male population for the demographic characteristics for consideration of census towns. It may be noted that mining and quarrying (category IV) is to be treated as a non-agricultural occupation.

V. Marginal Cases:

It has been suggested to cover under census towns all such rural units which did not fully satisfy the requisite demographic characteristics in 1971 but are likely to satisfy these in 1981 on the basis of such factors as natural population growth and development orientation, etc. It was felt that places which had a population of 4000 or thereabout in 1971 and which may be expected to cross 5000 mark by 1981, besides satisfying the other two characteristics, could be examined for considering whether these could be treated as census towns. Earlier, it had come to light that some of the places which were included in the list of census towns for 1971 urban frame on similar anticipation on the basis of 1961 data, actually failed to register a population of 5000 or above or satisfy the other two characteristics of density and occupation. It is, therefore, suggested that the places having a population of 4000 or thereabout may not be treated as a town in a mechanical manner and each such place may be considered for treatment as a census town on merits in the light of the growth rate in the region and its development propensity. All such cases proposed by the census offices for inclusion as new census towns *will be reviewed at the headquarters.*

2. It may be *inter alia* noted that the industrial category III, comprising the occupation of fishing, livestock, hunting, plantations and orchards etc. will now not be treated as non-agricultural activities but will be treated on par with agricultural and allied activities. This modification has been accepted in view of the overwhelming concensus in the conference in its favour. As a result of the industrial category III being treated alongwith agriculture, as well as other minor modifications, there is likely to be a change in the list of rural and urban areas that might have already been compiled earlier in your state. You are, therefore, requested to scrutinise the list again in the light of the revised instructions and see if any change is required to be made and which of the places need to be re-classified as rural. If there are no changes in the rural-urban list sent to us earlier, we may be informed so. If the change involves only two or three units, you may send their particulars with the justification for the change suggested. However, if a number of units are affected in view of the revised instructions, you may please send us the revised particulars in prescribed proformae to facilitate scrutiny in my office. Please note that the detailed particulars of the cases falling in the five categories listed above are required for the necessary scrutiny.

3. The requisite particulars may be sent to the Assistant Registrar General (Social Studies) as early as possible.

4. The receipt of this circular may kindly be acknowledged.

(P. PADMANABHA)
Registrar General, India

Important

You will doubtless make a note in your copy of Circular No. 1 that certain clarifications have been issued by this circular.

All Directors of Census Operations (Five copies each)
(By name)

Copy to:

1. Deputy Registrar General (I) (1)
2. Personal Section RGI (5 copies)
3. Census Cell (5 copies)
4. Census Division (5 copies)
5. D. P. Division (5 copies)
6. Demographic Division (5 copies)
7. Map Division (5 copies).
8. V. S. Division (2 copies)
9. Language Division at Calcutta (2 copies).

1981—Census
Immediate

P. PADMANABHA

D.O. No. 2/1/79-SS
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

Kotah House Annexe,
2/A, Mansingh Road,
New Delhi-110 011.
22 September, 1979.

CENSUS OF INDIA 1981—CIRCULAR NO. 7

Subject: Formation of Urban Agglomerations

My dear,

I believe that the classification of settlements into rural and urban units for 1981 Census on the lines suggested in Circular No. 1 of 1981 Census and subsequent clarifications issued vide my D.O. letter of even number, dated the 11th September, 1979 (Circular No. 6), might have come to its final shape by now. The next important related item of work which requires utmost priority is the formation of urban agglomerations in respect of your State/Union Territory.

2. The concept of urban agglomeration adopted for the first time during the 1971 Census was an improvement on the concept of town group adopted in the 1961 Census. It has been decided that the concept of urban agglomeration will be followed for the 1981 Census and data presented on the sample lines as in 1971 Census. But, as explained subsequently, the concept of urban agglomeration was not followed strictly and uniformly in all the states and union territories at the 1971 Census. We have to be very precise as to *what the* urban agglomeration is. It must form a continuous urban spread constituting a town and its adjoining urban outgrowths or two or more physically contiguous towns together with continuous well recognised urban outgrowths, if any, of such towns. In several areas around a core city or statutory town have come up fairly large well recognised railway colonies, university campuses, port areas, military camps, etc. and even though they are outside the statutory limits of the corporation, municipality or cantonment, they fall within the revenue limits of the village or villages which is or are contiguous to the town. 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 to be treated as an independent urban unit. Such areas deserve to be reckoned alongwith the town and the continuous spread including such urban outgrowths would deserve to be treated as an integrated urban area. Each such agglomeration may be made up of more than one statutory town adjoining one another such as a municipality and the adjoining cantonment and also other adjoining urban growths such as a railway colony, university campus, etc. Such outgrowths which did not qualify to be treated as individual towns in their own right should be treated as urban appendages of the units to which they are contiguous.

3. The following are the possible different situations in which urban agglomerations would be constituted.

(i) a city or town with a continuous outgrowth (the part of growth being outside the statutory limits but falling within the boundaries of the adjoining village or villages);

(ii) two or more adjoining towns with their outgrowths as in (i) above; and

(iii) a city and one or more adjoining towns with their outgrowths all of which from a continuous spread.

In varying local conditions there could be similar other combinations which could be treated as agglomeration, the basic consideration of *contiguity* having been satisfied. The area constituting an urban agglomeration may keep on changing from census to census depending upon the changing boundaries of the statutorily notified main urban unit as well as the extent of other urban outgrowths.

4. Since the concept of agglomeration of 1971 Census is being adopted without modification in 1981 Census, it will be advisable to refer to the reports of the 1971 Census which may provide some guidelines in this regard taking into consideration the different situations of the administrative units in your State/Union Territory. But, as mentioned earlier, the concept of urban agglomeration was not applied strictly in all the states in the absence of proper scrutiny of the proposals in this regard and in a few states this concept was not at all adopted. There are instances where some parts of villages though not contiguous to the city/town were included in the urban agglomeration on the ground that in a few years the area would become contiguous. This is not correct as the intention in delineating the urban agglomeration is to take into account the present urban spread only. (The potentiality of development of urban growth in the next decade or two is being separately covered under the concept of Standard Urban Area). There are also cases where an area adjoining the outside statutory limit of a town had been treated as the urban outgrowth without examining its urban characteristics and infrastructure. Some such areas were treated as outgrowths and included in the agglomeration without any relation to meaningful population and territory. For instance, a few outgrowths having such meagre population as 6, 8, 16 were treated as outgrowths and included in the agglomeration without any rationale as they could not be viewed as viable urbanised area. It is difficult to understand as to how such small pockets, comprising only a few households were visualised and delineated on the ground as urban outgrowths to form part of urban agglomeration.

5. In view of the position explained above, care should be taken to fully understand the concept of urban agglomeration and such areas delineated accordingly. Particular care should be taken to determine the urban outgrowth of towns. while delineating urban agglomerations there may not be any problem in case of statutory bodies, viz. towns, which are contiguous to the main city/town. The following aspects should be kept in mind before determining urban outgrowth in relation to a town and urban agglomerations in general:

(i) If there is some uninhabited area between an urbanised village or villages and the statutory limit of a town, the villages should not be treated as an urban outgrowth to constitute an urban agglomeration with the town as they will not form a contiguous spread with the town on account of intervening uninhabited area.

(ii) If there is a town in proximity to a core town but not actually contiguous to it, being separated by an intervening rural area, these towns should not normally form and urban agglomeration. They will be considered as forming an urban agglomeration only if the intervening rural area has pronounced urban features, qualifying it to be considered as an urban outgrowth.

(iii) While determining the urban outgrowth of a town, it should be ensured that it possesses the requisite urban features in terms of infrastructure, viz., the characteristics and amenities. The outgrowth should be available unit such as a village or a hamlet or an enumeration block and identifiable in relation to its boundaries and location.

(iv) In cases of a revenue village(s) which is being treated as an outgrowth of a town the code number of the revenue village and the name may appear in the rural frame in the Primary Census Abstract for cross reference that the particulars are given under the relevant urban agglomeration. Likewise, where only a part of the village is included in the urban agglomeration as an outgrowth, the data relating to the portion which has been treated as part of the urban outgrowth will be presented under the urban agglomeration, while the data relating to the rest of the village will be presented in the usual manner in the rural frame.

(v) While framing the urban agglomeration with its constituent units including outgrowths, care should be taken to see that an enumerator block does not cut

across the boundaries of a town and its outgrowth. In other words, such outgrowths should be constituted into a separate block or blocks depending on size. The serial number of these blocks will follow the pattern adopted in the appropriate charge, and they may be assigned the serial numbers following the end of the series of the charge so that they are easily recognisable. All these blocks will be shown in the Charge Registers of the concerned city or town.

(vi) Leaving aside the urban agglomerations of some big cities like Calcutta, Madras and Bombay which have special administrative set up, and where the constituent units of the agglomeration are spread over more than one district as far as possible care should be taken to see that an urban agglomeration is not spread beyond the boundaries of the district. This is to avoid problems of tabulation specially in the case of migration tables. If any such new cases were to arise, the matter should be finalised in consultation with this office.

It will be advisable to make a personal visit to verify on the ground whether an area being considered for delineation as an agglomeration possesses the necessary characteristics and satisfies the conditions of *urbanisation, contiguity* and *viability*.

For maintaining comparability with 1971 Census data and for other reasons it would be desirable to ensure that a place included in an urban agglomeration of 1971 is not taken out of the agglomeration now, (unless it has since been merged with a city/town by statutory notification).

6. While the total agglomeration may be treated as one continuous urban spread for the purposes of overall size classification and analysis of the urban data, in exhibiting the primary population figures, it is important to give the break up for each component unit of the agglomeration. The method of presentation in 1971 Census may be followed.

7. In reckoning the total number of towns (as distinguished from agglomerations) all individual urban areas that are reckoned as towns in their own right should be treated as separate towns. The urban outgrowth which do not qualify to be treated as towns in their own right cannot be counted as individual towns but only as appendages of another recognised town forming an agglomeration, the basic figures of the main town and such appendages being invariably exhibited separately together with the total for each agglomeration.

8. An urban agglomeration as such will not have a code number. While individual towns will be allotted individual code numbers in Roman figures taking all the towns in a district as one series, the urban outgrowths not qualifying to be treated as towns in their own right need not be given independent code numbers in the town series but they may be allotted sub-numbers or alphabets to the location code number of the town to which they are appended. This may facilitate compilation of data for the integrated urban area.

9. Certain operational precautions must be taken. The urban outgrowth which would have been enumerated as part of the village to which it belongs in the normal course but which is being included within the urban agglomeration on the ground that it is an urban outgrowth of the core town or city must be enumerated by the Charge Officer of the urban area. The Charge Officer of the rural area concerned should ensure that this urban outgrowth which is included within the urban agglomeration is not inadvertently covered again as part of the rural area. It is also necessary to ensure that a reference is available in both the urban and rural charge registers concerned so that one is able to find out to which village and urban outgrowth belongs.

10. The urban agglomerations may please be delineated in your state on the lines of the instructions given in the preceding paras and the rural and urban frames finalised on this basis. The particulars should be sent to this office in the proformae accompanying this circular. It will also be useful if a notional map of each of the proposed urban agglomeration with its constituent units is prepared to indicate the juxtaposition and distribution pattern of the core towns and outgrowths and sent alongwith the proformae to facilitate scrutiny.

11. The requisite information may please be sent to Assistant Registrer General (Social Studies) as early as possible at West Block I, Wing No. I, R.K. Puram, New Delhi-110 022.

The receipt of this circular may kindly be acknowledged.

Yours sincerely,

(P. PADMANABHA)

Shri.....
Director of Census Operations,
Encl. : Proformae.

Copy to :

1. Deputy Registrar General (I) (1 copy)
2. Deputy Registrar General (C&T) (2 copies)
3. Personal Section of the RGI (5 copies)
4. Dy. DCO (Census) Census Cell (5 copies)
5. Census Division (5 copies)
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PROFORMA I

FORMATION OF EACH URBAN AGGLOMERATION OF 1971 CENSUS WHICH CONTINUES IN 1981 CENSUS

Name of the State/Union Territory.....

Sl. No.	Urban Agglomeration of 1971 Census which continues in 1981 Census									
	With no change							With Jurisdictional Changes between 1971—1981		
	Name of the U.As. with its constituent units	Status (city/town/ O.G.)	1971 Pop. of city/ town	In case of outgrowth in Col. 2 give :				Name of the U.A. with its constituent units	Status (city/ town/ O.G.)	1971 Pop. of city/ town
				L.C. No. of village(s)/sub-number in case of part village	Area (km²)	1971 Population	Name of village/ hamlet/enumerator's block included wholly or partly			
1	2	3	4	5	6	7	8	9	10	11

PROFORMA I— *Concld.*

Urban Agglomeration of 1971 Census which continues in 1981 Census						
With Jurisdictional Changes between 1971-1981						
In case of out-growth in col. 9, give :—				Name of the 1971 unit (town/O.G./village) which has been merged with the main town or other units of U.A. in 1981	U. As of 1971 dropped from 1981 due to merger of its constituent units or other reasons, if any	Remarks
L.C. No. of village(s)/sub-number in case of part village	Area (km^2)	1971 Pop.	New Village(s)/ hamlet/enumerator's block included wholly or partly			
12	13	14	15	16*	17*	18

Abbreviations used :

U.A.—Urban Agglomeration

L.C. No.—Location Code No.

O.G.—Out-Growth

*Note : The changes appearing under cols. 16 and 17 may be shown with Government Notification number in the Col. No. 18 (Remarks).

PROFORMA II

FORMATION OF EACH URBAN AGGLOMERATION PROPOSED FOR THE FIRST TIME IN 1981 CENSUS WITH THE DETAILS OF THE MAIN TOWN AND CONSTITUENT UNITS

Name of the State/Union Territory .....

Sl. No.	Urban Agglomeration proposed for the first time in 1981 Census							Remarks, if any
	Name of the U.A. with its constituent units	Status(city/ town/Out-Growth)	1971 Population of city/town	In case of out-growth in col. 2 give :—				
				L.C. No. of village(s)/ sub-number in case of part village	Area (km^2)	1971 Population	Name of village(s)/ hamlet/enumerator's block included	
1	2	3	4	5	6	7	8	9

Abbreviations used :

U.A.—Urban Agglomeration

L.C. No.—Location Code Number

1981—Census
Immediate

P. PADMANABHA

D.O. No. 18/5/79-SS(V)
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

Kotah House Annexe,
2/A, Mansingh Road,
New Delhi-110 011.
22 Sep. 1979.

CENSUS OF INDIA 1981—CIRCULAR NO. 8

Subject : Village Directory for 1981 Census—Clarifications thereon—

My dear -

I am to invite your attention to my letter of even number, dated the 16th July, 1979, (Circular No. 4) regarding compilation of village and town directory for 1981 Census. A few census offices have requested for clarification about the manner in which the information regarding an amenity, which is not available in the relevant village figuring in the directory, is to be presented and offered suggestions in this regard. This point was also raised in the conference of the Directors of Census Operations, held at New Delhi from 24th to 29th August, 1979. We have reviewed this matter as well as certain other aspects of compilation of the requisite data and taken the following decisions :—

Amenities not available in the village :

Columns 6 to 11 in the village directory which relate to educational, medical, post and telegraph, day of village market and communication amenities, provide that if an amenity is not available within the village, the name of the nearest tehsil if of the same district or name of the nearest district if of the same state or other state where available and its distance from the village may be indicated. In the separate instructions for compilation of the village directory in respect of columns 6 to 11 similar instructions have been provided. There is a suggestion that the name of the nearest place where the amenity is available should also be mentioned and not only its location by giving the name of the tehsil

or district where the place is located. It is said that this would particularly help in verification and checking of distance which is also required to be indicated. It has been further mentioned that the amenity might be available in another village or place in the same tahsil and not necessarily in another tehsil and it is further suggested that the instructions should provide for giving the name of such tehsil as well, and not merely other tehsils. The matter has been examined thoroughly. It is felt that no useful purpose will be served by giving the name of the place and its location particulars, whether in the same tehsil/district or not. These particulars would not provide any useful information and, on the other hand, are likely to cause confusion on account of representation of two sets of data in the same format one relating to the village for which particulars are required to be given and the other regarding the nearest place (which may not be located in the same tehsil or even district) where an amenity not available in the village is availed of. The compilation and tabulation of data in respect of other places in relation to the relevant village will be problematic.

It has been decided that if an amenity is not available in the village a dash (—) may be shown against the same in the relevant column. But next to it the distance of the place from the village may be given in broad ranges in brackets. The ranges being : "(—5 kms)", "(5-10 kms)" and "(10+kms)'. There is, however, no objection if at operational level the particulars of the nearest place, name and location where the facility is available are recorded for your internal scrutiny of data.

In the educational and medical fields there can be a variety of amenities as illustrated at pages 3-5 of the instructions accompanying the village directory format. In view of the constraint of space the particulars of distance by range of the nearest place(s) where any one of the educational medical amenities are available should be given if none of the medical and educational amenities is available in the concerned village. In case of medical amenities the most modest nearest available amenity, like dispensary/community health worker, should be referred. Likewise, in the case of educational amenities if any of the educational institutions like a primary school, middle school, high/higher secondary school or college is available, the distance by range of the nearest place where another type of institution is available need not be given. If a middle school is functioning in the village the distance by range of the nearest place where a primary or higher secondary school is functioning need not be provided. **In case, however, no educational amenity is available in the village figuring in the directory the distance by range of the nearest place where the most modest enducational amenity, viz., primary school, is available, should be given.**

Other Clarifications :

(i) **Educational Amenities.**—In column 6 the codes for the educational amenities available in the village are required to be indicated. In the instructions accompanying the village directory format, at page 3 it is clarified that if there are composite schools like middle schools with a primary classes or secondary or higher secondary schools with middle classes these may also be included in the number of primary and middle schools as the case may be. This has been illustrated with a suitable example. It is emphasized here that the proper compilation and presentation of this information need careful monitoring and scrutiny. It is to be ensured that in case of middle, higher secondary or equivalent schools the data providing agency examines the specific position in respect of each such institution before passing on the information. It may not be presumed in a mechanical manner that each of, say, higher secondary school is limited to high/higher secondary level and it has no lower level classes like middle and primary. On the other hand, it should not be presumed that a higher secondary or middle school has necessarily lower level classes. The relevant agency should first ascertain the position in respect of each such educational institution before furnishing the particulars. As advised earlier, if a composite school has middle and primary classes, these may also be included in the number of middle and primary schools respectively.

(ii) **Day of Village Market.**—In column 10 of the village directory format information is required for day or days of the market/**hat**, if any. It may be clarified here that this information generally relates to the weekly or bi-weekly market and, therefore, the actual day or days of the week on which the market is held may be recorded. It is, however, possible that in some interior villages, particularly the tribal villages, only a monthly or fortnightly market is held. In that case the relevant column may record 'fortnightly market' or 'monthly market', as the case may be.

(iii) **Remarks Column.**—The column 21 of the village directory format relates to remarks including any place of religious, historical or archaeological interest. In the relevant instructions accompanying the format it is mentioned that this column is required to be filled up on the basis of the local enquiries and this column is intended to record particulars of any place of importance and not to list out all the places of worships, etc.

It is felt that in this column, information on such aspects as the number of copies of newspapers coming in the village and motorcycles/scooters, cars, jeeps and tractors available in the village should also be given as was done in Bihar in the 1971 series. Since this information may take some space the appropriate codes may be given. The number of the items available in the village may also be added against the codes given below :—

N—Copies of the newspapers coming in the village.

M—Motorcycles/scooters available in the village.

C—Cars/jeeps available in the village.

T—Tractors available in the village.

The information under the remarks column pertaining to this aspect may be given as illustrated below :—

N32 : M2

(Here N 32 represents copies of newspapers, viz. 32 and M2 the number of motorcycles/scooters in the village, viz. 2.)

The above instructions may be kept in mind while compiling the data in respect of village directory.

The receipt of this letter may kindly be acknowldeged. Further correspondence in the matter may be carried on with Assistant Registrar General (Social Studies) West Block I, Wing No. I, R. K. Puram, New Delhi-110 022.

Yours sincerely,

(P. PADMANABHA)

Encl. : 4 spare copies

Shri.....

Director of Census Operations,

Copy to :

1. Deputy Registrar General (I) (1 copy)
2. Deputy Registrar General (C&T) (2 copies)
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4. Dy. DCO (Census) Census Cell (5 copies).
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1981—Census
Immediate

P. PADMANABHA

D.O. No. 9/33/79-CD(CEN)
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-110 011.
December 11, 1979.

CENSUS OF INDIA 1981—CIRCULAR NO. 9

Subject: Location Code—amendment to Circular No. 5.

My dear,

I invite your attention to my Circular No. 5 sent with my D.O. of even number dated 16 July, 1979 on the above subject.

On page 4 of the aforesaid circular, I have discussed the structure of the location code which envisaged only four elements, namely, the district, taluk/tehsil etc. or town, village or ward and Enumerator's block number within brackets. It has since been decided that the State code should also be introduced. Accordingly, the list of Code Numbers allotted to various States/Union Territories to be adopted in 1981 Census has been circulated to you by our Data Processing Division under its circular letter No. 35/35/79-DPD, dated 25 October, 1979 and since revised vide no. 35/35/79-DPD, dated 11 December, 1979. You are, therefore, requested to take note of this fact and instruct all concerned that the location code to be given on each census document will have five elements and **not** four. The State code will constitute the first element of the location code followed by the district, tehsil/taluk etc. or town, village or ward separated by oblique stroke and Enumerator's block No. within brackets. For example 02/12/6/49 (214) would mean EB. no. 214 in village no. 49 of Taluk no. 6 in District 12 of State 02 i.e. Andhra Pradesh. A copy of the revised state code is also enclosed.

Please acknowledge the receipt of this circular.

Yours sincerely,

(P. PADMANABHA)

Encl. 5 spare copies.

Shri.....
Director of Census Operations.

No. 9/33/79-DD(CEN) New Delhi-110 011 the December 11, 1979.

Copy to:

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APPENDIX I

S.No.	Name of State/Union Territory	Code No.
1	India	01
2	Andhra Pradesh	02
3	Assam	03
4	Bihar	04
5	Gujarat	05
6	Haryana	06
7	Himachal Pradesh	07
8	Jammu & Kashmir	08
9	Karnataka	09
10	Kerala	10
11	Madhya Pradesh	11
12	Maharashtra	12
13	Manipur	13
14	Meghalaya	14
15	Nagaland	15
16	Orissa	16
17	Punjab	17
18	Rajasthan	18
19	Sikkim	19
20	Tamil Nadu	20
21	Tripura	21
22	Uttar Pradesh	22
23	West Bengal	23
24	A & N Islands	24
25	Arunachal Pradesh	25
26	Chandigarh	26
27	D &N Haveli	27
28	Delhi	28
29	Goa, Daman & Diu	29
30	Lakshadweep	30
31	Mizoram	31
32	Pondicherry	32

1981—Census
Immediate

P. PADMANABHA

D.O. No. 9/30/79-CD (CEN)
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-110 011

CENSUS OF INDIA 1981—CIRCULAR NO. 10

Subject: Formation of Enumeration Blocks and preparation of the Abridged Houselist.

My dear,

The Houselisting operations provide the basic frame for the formation of the enumeration blocks for the census in 1981. However, since the Houselisting operations precede the actual count by a few months, it is essential to ensure that the coverage of the census houses and households at the time of the census is complete. This is achieved by the adoption of an intermediate form called the Abridged Houselist. The Abridged Houselist contains certain essential details from the Houselist and will be updated by the enumerator as he goes round his block in the census period. Therefore, soon after

the Houselisting operations are over, two important and essential steps have to be taken. These are :

(a) The enumeration blocks must be formed and the charge registers for the enumeration operation written up.

(b) The Abridged Houselist must be prepared.

This circular deals with these two steps. The carving out of the enumeration blocks is the responsibility of the charge officer and he will also have to get the Abridged Houselist prepared. The Abridged Houselist has to be updated by the enumerator as mentioned earlier. Therefore, for convenience use in training, these aspects have been dealt with in three separate parts in this circular as follows :—

(i) Part I deals with the general principles of formation of the enumeration blocks.

(ii) Part II contains the instructions as to how the Abridged Houselist will be prepared in the charge offices by the staff concerned. It is directed to the clerical and other staff who will do this in the offices of the charge officers.

(iii) Part III contains the instructions to the enumerator regarding use and updating of the Abridged Houselist during enumeration.

Since all these are operational aspects at the field level, you may issue the necessary circulars based on each of these parts. These aspects must be discussed in the training classes for the District Census and Charge Officers and doubtless you will train some of your own staff so that they can check on performance at the appropriate time.

The format of the Abridged Houselist is given as at the end of these instructions. Printed copies will be supplied by us.

The delineation of the enumeration blocks, the writing up of the new charge registers for the enumeration and the preparation of the Abridged Houselist are all extremely important steps. The maximum amount of supervision and verification by all supervisory officers from the District Census Officers upwards would be essential. You may like to emphasize this point and issue necessary instructions.

Please acknowledge receipt.

Yours sincerely,

(P. PADMANABHA)

Encl. : as above.

Shri.....

Director of Census Operations

No. 9/30/79-CD (CEN) New Delhi-110 011 the

Copy to :—

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PART I

(Census Circular No. 10)

Instructions for formation of Enumeration Blocks

The enumeration blocks for the count will be prepared on the basis of the houselist. Each block will be carved out on the basis of the number of houses or the number of households which are considered as an appropriate workload for the enumerator. One of the most convenient methods of carving out an enumeration block is to start from the first line of the houselist and to draw a line in red ink or red pencil after the appropriate number of census houses or households has been counted. This system of marking the area covered during houselisting operations. In demarcating blocks may be continued till the end of the houselists of cating the enumeration blocks it is absolutely essential to ensure that well known landmarks are taken into consideration which will avoid duplication or omission by the enumerators. For example, in an urban area it is necessary for the block to be identified both at the beginning and at the end with reference to the street name, a prominent building etc. and in the rural areas by any other well recognised feature on the ground. While no doubt convenient norms will be adopted for carving out the enumeration blocks, if it is noticed that a few houses or households are left over when such blocks are formed, these can as well be added to the last block even if it marginally increases the workload.

Broadly speaking, the same principles which were mentioned in the agenda notes for the first conference of the Directors of Census Operations with regard to formation of blocks for the houselisting operations will apply in this case also. It is suggested that in the rural areas a workload of about 750 persons and in urban areas a workload of about 650 persons would be appropriate. These would roughly correspond to 150 households in the rural areas and about 130 households in the urban areas respectively. Census blocks for the enumeration should be formed on the basis of these norms. Normally, the blocks formed for houselisting operations will not have conformed to these norms and it is, therefore, necessary that the houselists are completely and fully reviewed to carve out the new enumeration blocks. Even in cases where some attempt has been made to keep the block size for houselisting operations small, such a review must be made.

It will be evident that generally the enumeration blocks will be larger in number than the houselisting blocks. Consequently, the numbering of the blocks would also change and to that extent the block numbers would have to be re-serialised so that the correct number is reflected in the individual slip, the household schedule and other records relating to the actual enumeration. Obviously, having formed the enumeration blocks, it would be necessary to re-write the charge registers for the enumeration operations exclusively.

It may be added here that in the later stages of organising the houselisting operations, and during the houselisting operations themselves, quite often a number of cases of omissions in numbering of villages or parts of villages or blocks may have come up. Such cases would have been covered in the houselisting operations with assignment of ad-hoc block numbers. These are operational realities and while forming the enumeration blocks these must be taken into consideration with the proper location code element of the block number being assigned.

Some of the main points which must be kept in mind in forming enumeration blocks are the following :

(i) When a houselisting block is split into two or more enumeration blocks, care should be taken to ensure that the demarcation of such blocks is definite. In other words, the enumeration blocks should be formed so that their limit can conveniently and definitely be identifiable on the field and are such as can clearly indicated to the enumerator.

(ii) Enumeration blocks must not cut across the boundaries of wards or Municipal divisions. Similarly, no block should include portions of two village.

(iii) Each village should be constituted into a separate block or blocks. No block should cover parts of separate villages. Village means a revenue village and includes the entire revenue limits of the village and not merely the main settlement area (Gramthana, Abadi etc.) of a village.

(iv) Hamlets may be constituted into a separate blocks to the extent possible. A block should not cover parts of separate hamlets.

(v) If a main village or a hamlet has a large population, it may be constituted into more than one block so as to maintain the work norms.

(vi) Uninhabited (Bechirag) villages and forest areas not coming within the revenue limits of any village should also be constituted into separate blocks.

(vii) In forming the enumeration blocks, large institutions such as Central Jails, Hospitals, etc. may be constituted into separate blocks if the population of such institution is large enough. Otherwise, they may be included within the existing blocks.

(viii) Railway colonies, labour camps in Project Areas etc., may be constituted into separate blocks with well-identified boundaries. Such areas would normally have been formed into separate houselisting blocks. These may be retained or sub-divided but the identity of these special areas should be maintained.

(ix) Care should be taken to see that no structure is partly in one block and partly in another.

Areas designated as "strictly military areas" will be indicated to the Census Officers concerned. In such areas, the Military Census Officers will form the enumeration blocks keeping in veiw those among the principles indicated above which are relevant. Civilian and Military Census Officers must coordinate their work so as to ensure that no area is omitted or included twice-over in any block.

One Supervisor will be in charge of about 5 Enumerators. If operational factors such as distances or terrain impose limitations, the size of the supervisor's circle may be slightly varied.

After forming the blocks in the manner indicated above, the Charge Officers may also allocate the blocks to enumerators and supervisors. The number of blocks would give an indication of the number of enumerators and supervisors necessary.

The formation of the enumeration blocks on the basis of the houselisting will have to be the personal responsibility of the charge officer concerned. It is also the charge officer who will have to be responsible for ensuring that the details of each enumeration block are copied out correctly in the corresponding abridged houselist and that the charge registers are correctly prepared for the enumeration operations. To avoid any possibility of mistakes, it will be necessary for the charge officer to personally compare the new charge registers with the houselist and also the abridged houselist with the charge registers prepared for the enumeration operations. The sequence of the organisational steps would therefore be as follows :—

The enumeration blocks for the actual count will be prepared on the basis of houselist. New charge registers will be written on the basis of these enumeration blocks for each charge and then the abridged houselist for each block will be prepared.

PART II

(Census Circular No. 10)

Instructions for filling in identification Particulars and Section 2 of the Abridged Houselist in the Charge Offices

These instructions relate to the filling in of location particulars and Section 2 of the Abridged Houselist under the directions of the Charge Officer in charge offices. These sections of the abridged houselist will be filled in by such clerks or assistants to whom the work is assigned by the Charge Officer. The instructions are addressed to the latter who will fill in the abridged houselist in the intial stage.

2. As in the 1971 Census, an Abridged Houselist will have to be prepared at the 1981 Census also. The Abridged Houselist establishes an essential link between the Houselist and the population enumeration. It will serve as a frame for assigning the household serial number to each household in an enumeration block, as will be seen later, and it will also serve as a frame for post-enumeration surveys and other surveys which may be taken up in the future. The Abridged Houselist will be prepared separately for each enumeration block. It is an important document and you must fill it up carefully after reading these instructions and the instructions given in the notes to the Abridged Houselist form itself. A copy of the Abridged Houselist form is enclosed (Annexe I).

3. You should fill a separate Abridged Houselist form for each of the enumeration blocks of the charge assigned to you.

This form has three sections besides location particulars. You will have to fill in the location particulars and Section 2 of the form. Section 1 and 3 will be filled in by the enumerator of the block later. The following instructions indicate how location particulars and Section 2 will have to be filled in for each enumeration block.

4. The form starts with identification particulars of the enumeration block. You should have no difficulty in filling in this section, as you would have been given the complete identification particulars and the location code of the census enumeration blocks assigned to you by the Charge Officer.

5. Section 2 relates to certain details of census houses and households in the enumeration block as listed in the Houselist. This Section will be filled in by copying the relevant details directly from the filled in Houselist form available in the charge office. The Houselist, however, will cover an entire houselisting block. Where the enumeration block comprises the whole houselisting block, details of all census houses in the Houselist will be copied. In case the houselisting block has been broken up into more than one enumeration block, you must copy the details of only those census houses which fall in a particular enumeration block. In other words, one Abridged Houselist will be separately prepared for each enumeration block. This can be done by identifying the part of the houselist pertaining to the particular block by the red lines drawn at the time of carving out the blocks to partition the Houselist into parts relating to the enumeration blocks. It has, however, to be ensured that details of all census houses in the Houselist which fall in that enumeration block and of no other census house are copied into the Abridged Houselist form.

6. Section 2 should be filled up very carefully. The instructions that follow regarding filling up this section should be studied very carefully before this section is filled up. Section 2 must contain all entries regarding buildings, census houses and households contained in the houselist itself so far as the block you are dealing with is concerned. In other words, all entries in columns 2, 3, 5 and 6 of the Houselist must find a place in Section 2 of the Abridged Houselist of the block concerned. Therefore, in filling Section 2 you will start with the first census house in the houselist pertaining to an enumeration block. Copy only those lines which have an entry in either column 3 or column 5 or both together of the Houselist. In such cases you should fully copy the details given in columns 2 to 6 of the Houselist. You need not copy details from lines in which there is a "dash" in both columns 3 *and* 5 of the Houselist.

7. The instructions for filling up each of the columns of Section 2 of the Abridged Houselist are given below:

(i) In column 1, write the serial number starting from 1. This serial number may be different from the line number of the Houselist.

(ii) Column 2 to 6 are identical with the corresponding columns of the Houselist and the entries from the Houselist should simply be copied into these columns.

(iii) Column 8 corresponds to column 14 of Houselist and the entry in that column should be copied.

(iv) Only column 7 needs some explanation. It relates to the serial number of the household and has to be given by you. *It must be emphasised that this serial number is extremely important as it will be entered in other census documents, such as the Individual Slip, Household Schedule, etc.* Extreme care should, therefore, be taken in giving this serial number and you should read these instructions, carefully.

8. As the column heading indicates, the serial number is for households. Every household entered in column 5 should be given a serial number in column 7. Starting with the first household in column 5, this serial number will be continuous for all the households in the enumeration block. This means that all the lines in which columns 5 and 6 have '—', will be skipped for this serial number and '—' will be entered in col. 7.

9. After completing this Section, you should hand over the copy of the Abridged Houselist partly filled by you to your Charge Officer.

10. The specimen form of the Abridged Houselist which contains all the three sections has been given in Annexe I of this note. But in actual practice, this form will be split into three parts, (a) first part containing identification particulars and sections 1 fully and 2 partly, (b) second part containing section 2 alone running into several sheets and (c) part three containing section 3. This is being done to avoid wastage of forms because entries in section 2 will run into several sheets. In Annexe II, specimen entries have been shown and this has followed the pattern in which the forms will be supplied.

11. The copy will be carried to the field by the enumerator for filling in section 3 and also for updating entries in section 2, wherever necessary. Section 1 will be filled only after the enumeration is over and the enumerator's abstract has been prepared by the enumerator. The manner in which sections 1, 2 and 3 of the Abridged Houselist form will be filled by the enumerator have been discussed in part III of these instructions.

12. Please ensure that the location code number which includes the State/District/Tehsil or Town/Village or Ward and enumerator's block codes, is indicated on each page of Sections 2 and 3.

PART III

(Census Circular No. 10)

Instructions to Enumerators for updating Section 2, filling of Section 3 and fiilling of Section 1 of the Abridged Houselist

Introduction :

As in the 1971 Census, an Abridged Houselist will have to be prepared at the 1981 Census also. The Abridged Houselist establishes an essential link between the Houselist and the population enumeration. It will serve as a frame for assigning household serial number to each household in an enumeration block, as will be seen later, and it will also serve as a frame for post-enumeration surveys and other surveys which may be taken up in the future. The Abridged Houselist will be prepared separately for each enumeration block. It is an important document and you must fill it up carefully after reading these instructions given in the notes to the Abridged Houselist form itself. A copy of the Abridged Houselist form is enclosed (Annexe I).

2. You will be given one copy of the Abridged Houselist form for your block by your supervisor. You will notice that identification particulars and Section 2 of the form are already filled in. At the beginning will be given the identification particulars and location code of your block. Section 2 contains essentially a list of all census houses and households in your block copied from the Houselist. This list has to be updated by you as at the enumeration, because some changes might have taken place in your block since the houselisting operations. Some of the census houses which existed at the time of houselisting, might have been demolished and new census houses might have come up. Again some of the households might have moved out and some new households might have moved in. All these will have to be taken care of by you in updating the Abridged Houselist. The new census houses and households will have to be listed by you in Section 3. Section 1 will be filled up at the end of the enumeration.

3. While going round your block for enumeration, you will have to check whether each census house and household listed in Section 2 of the Abridged Houselist is actually there. At the same time, you will also have to look for new census houses and new households which are not listed in Section 2. It is also possible that some of the census houses or households in Section 2 are still there but their particulars might have changed.

4. The following situations may arise :—

(i) A household listed in Section 2 might have moved out leaving the census house or part occupied by it vacant,

(ii) A building or census house listed in section 2 might no longer exist,

(iii) A household listed in section 2 might have moved out and a new household might have moved in in its place,

(iv) The fully residential, partly residential or non-residential use of a census house listed in section 2 might have changed,

(v) The head of a household listed in section 2 might have changed,

(vi) A new household might have moved into a vacant or non-residential census house,

(vii) A new building which is not listed in section 2 might have come up,

(viii) A new census house might have come up in a building already listed in section 2,

(ix) A new household might have moved into an already occupied residential house.

5. In case of situations (i) and (ii), the relevant entries in Section 2 will have to be deleted; in case of (iii), (iv), (v) and (vi) the entries in Section 2 will have to be suitably amended in case of (vii), (viii) and (ix), Section 3 will have to be filled. The instructions for deleting or amending entries in Section 2 or for filling Section 3 in each of these situations are given below.

Instructions for recording changes in Section 2

6. In the case of the first six situations mentioned in Para 4 above, necessary changes or corrections will have to be made in Section 2 as follows :—

(i) If a household appearing in Section 2 has moved out leaving the census house or part occupied by it vacant then the entries in cols. 5 to 8 relating to the household have to be deleted. In column 8 write in such cases "Household left". Please note that when any census house or household is deleted in Section 2, the serial number in col. 1, house number, household number or the serial number of household in column 7 of subsequent houses and households should not be changed.

(ii) If you find that a building or census house appearing in Section 2 no longer exists, all the lines relating to the building or census house will have to be deleted. In this case also, the subsequent serial numbers in cols. 1 and 7 need not be changed.

(iii) If a household listed in Section 2 has moved out and another household has moved in its place, the name of the head of household in col. 6 will be changed in Section 2. Indicate this reason for the change in col. 8.

Annexe I—*Concld.*

SECTION 3 : Addenda to Section 2 : (To record census house/households not covered in Section 2 but found by census enumerator during enumeration)

Sl. No.	Building No.	Census house No.	Purpose for which census house is used	Household No.	Name of the head of the household	Sl. No. of the household	Remarks
1	2	3	4	5	6	7	8

Annexe II (Circular No. 10)

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification Particulars

Name of State/Union Territory UTTAR PRADESH Code No. 22 Name of village/Town BISHANPUR Code No. 136

Name of District RAMPUR Code No. 22 Name or No. of Ward/Mohalla/Hamlet BISHANPUR KHAS Code No.....

Name of Tehsil/Taluka/PS/Dev. Block/Circle etc. RAMPUR Code No. 1 Enumerator's Block No. 148

SECTION 1 : (To be filled only on completion of census enumeration)

(A) Population of Enumerator's Block..... (B) Number of occupied residential houses.....

(C) Number of households.....

SECTION 2 : *Houselist particulars* (To be initially copied from the original Houselist)

Sl. No.	Building No.	Census house No.	Purpose for which census house is used	Household No.	Name of the head of the household	Sl. No. of the household	Remarks
1	2	3	4	5	6	7	8
1	1	1(1)	Workshop-cum-residence	1(1)	Sankar	1	
2	—	1(2)	Cattleshed	—	—	—	
3	2	2(1)	Workshop-cum-residence	2(1)	Sheila Rani	2	
4	—	2(2)	Cattleshed—rearing cattle for sale of milk	—	—	—	
5	3	3	Workshop-cum-residence	3(a)	Ramesh	3	
6	—	—	—	3(b)	Gobind	4	
7	4	4(1)	Workshop-cum-residence	4(1)	Dinanath	5	
8	—	4(2)	Cattleshed	—	—	—	
9	5	5(1)	Shop-cum-residence	5(1)	Moolchand	6	
10	—	5(2)	Vacant	—	—	—	Under repair
11	6	6(1)	Shop-cum-residence	6(1) (a)	Bhola	7	
12	—	—	—	6(1) (b)	Bhikaram	8	
13	—	6(2)	Cattleshed—rearing cattle for sale of milk	—	—	—	
14	7	7(1)	Residence	7(1) (a)	Jadunath	9	
15	—	—	—	7(1) (b)	Kailash	10	
16	—	7(2)	Residence-cum-pigrearing	7(2)	Hemvati	11	

Dated Signature of Charge Office Clerk Sd/-

Checked and found correct Sd/- Charge Officer

Dated signature of Enumerator Sd/

Annexe III (Circular No. 10)

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification Particulars

Name of State/Union Territory BIHAR	Code No. 4	Name of Village/Town HAZARIBAGH	Code No. 1
Name of district HAZARIBAGH	Code No. 8	Name or No. of Ward/Mohalla/Hamlet XI	Code No. 11
Name of Tehsil/Taluka/PS/Dev. Block/ Circle etc. ————	Code No. —	Enumerator's Block No. 120	

SECTION 1 : (To be filled only on completion of census enumeration)

(A) Population of Enumerator's Block 104 (B) Number of occupied residential houses 12

(C) Number of households 16

SECTION 2 : *Houselist particulars* (To be initially copied from the original Houselist)

Sl. No.	Building No.	Census house No.	Purpose for which Census house is used	Household No.	Name of the head of the household	Sl. No. of the household	Remarks
1	2	3	4	5	6	7	8
1	182	182(1)	Residence	182(1) (a)	Bisheshar	1	
2	—	—	—	182(1) (b)	Ghanshyam	2	Household left
3	—	182(2)	Residence-cum-workshop	182(2)	Ramsaran	3	
4	183	183	Vacant	—	—	—	Incomplete construction since completed and occupied. See Sl. 26 & 27 in Sec. 3
5	184	184(1)	Shop-cum-workshop-cum-residence	184(1)	Abdul Kadar	4	
6	—	184 (2)	Laundry	—	—	—	
7	185	185(1)	Doctor's clinic—Allopathy	—	—	—	
8	—	185(2)	Book binding workshop	—	—	—	
9	—	185 (3)	Book Shop	—	—	—	
10	186	186	Shop-cum-residence	186	Bishandayal	5	
11	187	187	Shop-cum-workshop-cum-residence	187	Kishenlal	6	
12	188	188	School-cum-residence	188	Shivcharan	7	
13	189	189(1)	Community Centre	—	—	—	
14	—	189(2)	Business house	—	—	—	
15	190	190(1)	Shop-cum-residence	190(1)	Govind Singh	8	
16	—	198(2)	Baithak	—	—	—	Use changed See Sl. 29 Sec. 3
17	191	191(1)	Workshop-cum-residence	191 (1)	Ramvati	9	
18	—	191(2)	Cattle-Shed Shop	—	—	—	Use has changed
19	192	192(1)	Residence	192(1)	Chand Ram	10	
20	—	192(2)	Cattle-Shed-rearing for sale of milk	—	—	—	
21	193	193	Residence Tea Shop	193(a)	Sm. Devika	11	Use has changed and households left
22	—	—	—	193(b)	Sri Harishchandra	12	
23	194	194(1)	Workshop-cum-residence	194(1) 194(1) (a)	Hari Ram	13	Use has changed and another household moved in. See Sl. 30
24	—	194(2)	Workshop	—	—	—	
25	195	195	Residence (vacant)	195	Dukhiram	14	Household temporarily gone on pilgrimage

Dated signature of Charge Office Clerk Sd/-

Checked and found correct Sd/- Charge Officer

Dated signature of Enumerator Sd/-

21—212 R G India/ND/83

While handing over the forms in the manner indicated earlier, the supervisor will have to hand over the copy of the Circle Abstract also.

At the Charge level :

In the charge office, the Charge Houselist Abstract will have to be prepared. The Census clerk who does this work will have to carry out the following tasks :

(a) He will carry out a test check of the block totals in the Houselist Abstract and see whether the correct figures have been entered in the Supervisor's Circle Houselist Abstract. If he finds mistakes, he will have to correct these. He should check a reasonable proportion of the blocks, which you may specify.

(b) He must check the totals in the Supervisor's Circle Houselist Abstract from columns 3 to 16 of each such Abstract.

(c) Having checked these totals, he will have to enter these figures in the relevant columns of the Charge Houselist Abstract which he must prepare. It will be noticed that in this Abstract, one line will be filled up for each Supervisor's circle.

(d) Having filled up the form for all the supervisor circles in the charge, he must strike the totals of columns 2 to 16 of this form.

The Charge Abstract must be forwarded to the District Census Office.

In the District Census Office :

In the District Census Office, the Census clerk should check the arithmetical totals of the Charge Houselist Abstract and after these have been checked, he should post the entries in the District Houselist Abstract.

After the District Census Officer has got this work done, he should forward the District Houselist Abstract along with the Charge Abstract to your office where again arithmetical checks should be applied.

At Directorate level :

The format of the District Houselist Abstract may be adopted for a State level Abstract.

One copy of the State level Abstract, must be sent to this office in due course.

Please issue necessary instructions on these aspects to the various officers concerned. It may be necessary to indicate these in detail in the last last round of the training classes, if possible.

Separate instructions are being issued regarding the preparation of certain tables based on the copy of the Houselist received in your office.

It must be mentioned that in your instructions, it would be necessary to emphasise that particular care is taken with regard to the totals of columns 8 to 13 of the Houselist, columns 10 to 15 of the Houselist Abstract and columns 11 to 16 of the Supervisor's/Charge/District Abstract. These are basic control figures and are of great importance for various reasons. Firstly, they would give you a feel of the workload ahead, on the basis of which you would have to decide formation of blocks etc. Secondly, they would give us a feel of the likely size of population, and thirdly, these are the figures on the basis of which the total number of handicapped would be first determined.

Please acknowledge receipt.

Yours sincerely,

(P. PADMANABHA)

Encl: *as above.*

Shri.....
Director of Census Operations.

CENSUS OF INDIA 1981
SUPERVISOR CIRCLE HOUSELIST ABSTRACT

Rural/Urban*charge Page No.....

Name of State/Union Territory ..... Code No ..... Name of Tehsil/Taluka/P.S/Dev. Block/Circle etc .....
Name of District ..... Code No ..... Code No.....
Name of Town .....Code No.....
Supervisor's Circle No ..... Number of Enumerator blocks in Supervisor circle.....

			Number of census houses						Total population			Total No. of handicapped persons		
			Occupied residential census house											
Enumerator's Block No.	Village No./ Ward No.	Total No. of census houses	Wholly residential	Partly residential	Total	Vacant census house	Total of cols. 6&7	Census houses put to other uses (col.3 minus col.8)	Total No. of household	Males	Females	Total	Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

*Strike out whichever is inapplicable.

Checked and found correct.
Signature of Supervisor .....Date .....

CENSUS OF INDIA 1981
CHARGE HOUSELIST ABSTRACT

Rural/Urban*charge Page No.....

Name of State/Union Territory ..... Code No..... Name of Tehsil/Taluka/P.S./Dev. Block/Circle .....
Code No.....
Name of District ..... Code No..... Name of Town .....Code No.....
Number of Supervisor circles in the charge..... Number of Enumerator blocks in the charge .....

			Number of census houses							Total population			Total No. of handicapped persons		
			Occupied residential census houses												
Supervisor circle No.	Total No. of Enumerator's Block in the Supervisor's circle	Total No. of Census houses	Wholly residential	Partly residential	Total	Vacant census houses	Total of Cols. 6&7	Census houses put to other uses (Col.3 minus Col.8)	Total No.of household	Males	Females	Total	Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Checked and found correct.

Signature of District clerk.....Date..... Signature of Charge Officer.....Date.....

*Strike out whichever is inapplicable.

CENSUS OF INDIA 1981
DISTRICT HOUSELIST ABSTRACT

Rural/Urban* Page No.....

Name of State/Union Territory .....Code No..... Name of District .....Code No .....
Total number of charges.....

			Number of census houses							Total population			Total No.of handicapped persons		
			Occupied residential houses												
Serial No.	Name of charge	Total No. of census houses	Wholly residential	Partly residential	Total	Vacant census houses	Total of Cols. 6&7	Census houses put to other uses (Col.3 minus Col.8)	Total No. of household	Males	Females	Total	Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Checked and found correct.

Signature of District clerk.....Date..... Signature of District Census Officer.....Date.....

*Strike out whichever is inapplicable.

1981—Census
Immediate

P. PADMANABHA

D.O. No. 9/48/79-CD (Cen)
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-110 011.

CENSUS OF INDIA 1981—CIRCULAR NO. 13

Subject: Houselisting operations—handling and processing of forms—further instructions regarding.

Supplement to Census Circular No. 12

My dear,

Under Census Circular No. 12 we had indicated the system of handling and processing of the houselist forms. The Supervisor's circle houselist abstract was devised on the assumption that a supervisor would deal with a complete village or more than one village. However, it is noticed that there are cases where a supervisor has been placed incharge of enumerators dealing with only some of the blocks falling in different villages. This presumably has happened because of distribution of workload. In such cases, if the supervisor's abstract is prepared in the manner suggested in the said circular, villagewise data will not be available. The intention has always been to obtain villagewise data and, therefore, in all such cases it would be desirable that supervisor's circle houselist abstract should not be used for the preparation of the charge houselist abstract. On the other hand, wherever a supervisor has been placed incharge of part of a village or incharge of parts of different villages it would be essential to ensure that the villagewise data is directly generated from the enumerator's abstracts in the charge offices.

While this situation may not exist in many cases, it is essential to ensure that wherever it does, care is taken to obtain the data on the basis of each village. You may please issue further instructions on this matter to the charge officers and others, if such instructions are called for in your State/U.T.

The data which is obtained on the basis of the charge houselist abstract regarding census houses and total population is extremely important information. This point has been emphasised in the last para on page 5 of Census Circular No. 12. After the abstracts have been obtained it would be necessary for a quick check to be made in the case of each village and each urban area comparing the population as obtained in the houselisting operations with the population determined at the 1971 Census. Wherever large variations are noticed, particularly in cases where there has been a fall of population, it would be useful if staff deputed by you could check on the facts. This would give us an indication of the areas where special attention would be necessary either during training or at the enumeration stage.

It is reiterated that houselist data, whether that relating to the disabled or population figures or any other item should not be released to the press nor should it be released to any authority, official or non-official till instructions are issued in this matter.

Please acknowledge receipt of this circular.

Yours sincerely,

(P. PADMANABHA)

Shri.....
Director of Census Operations,

No. 9/48-79/CD(CEN) New Delhi-110 011 the

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2. Deputy Registrar General (C&T) . (2 copies)
3. Personal Section RGI . . . (5 copies)
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1981—Census
Immediate

P. PADMANABHA

D.O. No. 1/3/79-DD
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-110 011.
April 15, 1980.

CENSUS OF INDIA 1981—CIRCULAR NO. 14

Subject: Instructions for selection of 20% sample of enumeration blocks.

My dear,

As you are aware, at the Census we intend canvassing a universal individual slip and a sample individual slip. The universal and sample slips will be together canvassed only in certain blocks, which have to be selected by a method of sampling. It is intended to adopt a 20% sample of the enumeration blocks for this purpose. It is now necessary to specify the way in which the sample enumeration blocks will be selected and the instructions contained in the annexure to this circular indicate the manner in which sampling will be carried out and the sample enumeration blocks identified.

2. In certain states, however, it has been decided that the universal and sample slips will together be canvassed and, therefore, in these States sample selection is not necessary. The states are the following :—

1. Assam
2. Himachal Pradesh
3. Jammu & Kashmir
4. Maharashtra
5. Manipur
6. Meghalaya

7. Nagaland
8. Sikkim
9. Tripura
10. West Bengal
11. A & N Islands
12. Arunachal Pradesh
13. Chandigarh
14. D & N Haveli
15. Delhi
16. Goa, Daman & Diu
17. Lakshadweep
18. Mizoram
19. Pondicherry

3. In the states of Assam, West Bengal and Maharashtra it has been mentioned above that sampling will not be adopted at the enumeration stage and that in effect the universal and sample individual slips will be together canvassed in all areas as in the other States mentioned above. However, it is considered desirable to keep our options open for certain tabulations being made in these States on the basis of a sample. Therefore, in the case of the States of Assam, West Bengal and Maharashtra, for the purposes of such tabulation, the selection of sample blocks in the manner indicated in this circular must be made hand the sample blocks selected. Since sampling is not being adopted in these three states during the time of enumeration, it is clarified that the sample selection in these three states can be carried out on the basis of the population figures of the enumeration blocks as in the Houselist Operations in due course and not necessarily as a preliminary step to the enumeration itself. This process must however be completed well before the actual enumeration. Therefore, the Directors of Census Operations, Assam, West Bengal and Maharashtra are requested to please note these instructions in their cases.

4. In all the other states, i.e., in the States mentioned below, a 20% sample of the enumeration blocks will be selected after the houselisting operations are over and before the enumeration itself. The instructions regarding sampling are, as mentioned earlier, in the annexure to this letter. These states are as follows :—

1. Andhra Pradesh
2. Bihar
3. Gujarat
4. Haryana
5. Karnataka
6. Kerala
7. Madhya Pradesh
8. Orissa.
9. Punjab
10. Rajasthan
11. Tamil Nadu
12. Uttar Pradesh

5. The selection of sample blocks is an important stage in the entire census operations. It is essential therefore, that thorough training is given to the charge officers on the procedure to be adopted in the States referred to in para 4. It would be essential that senior officers and other staff of the Directorate with some statistical background are associated with the selection of the sample in the charges. It would be essential also to ensure that the sample selection in all the charges is verified at an adequate level completely.

6. For each operational unit, namely, city, non-city urban area, and rural charge, a random number between 1 and 5 has to be supplied by you to each charge officer or other authority concerned. Please note that in the case of charges within the cities and in the case of each rural charge one such random number must be indicated by you while, in the case of non-city urban one random number will have to be indicated by you in the case of each district separately. For your convenience a copy of table giving 7500 two digit random numbers is enclosed.

7. The treatment of blocks with no population has to be noted. It is likely that in the case of rural areas there may be uninhabited revenue villages which have come into the rural frame and have, therefore, appeared in the village list. Such villages will also have been allotted location code numbers in all probability and in consequence will have acquired an enumeration block number. It must be noted that the sample selection procedure automatically eliminates all such blocks which are uninhabited. This must be brought to the notice of charge officers.

8. In the case of cities and non-city urban areas it has been assumed that enumeration blocks are by and large uniform in size and that no block has zero population. However, in the extremely rare case of a block in such an area having no population it must be ensured that these uninhabited blocks are not taken into consideration in counting the total number of blocks in the city/town which is entered in column 2 of Form I and Form II. If numbering of such blocks is essential, they may be given sub-numbers such as 125(a), 253(a), etc.

9. It would be convenient if only the part relevant to a particular charge officer is sent to him. You may get the parts reproduced separately so that only the relevant portion need go to the charge officers in charge of cities, non-city urban areas and rural charges separately, along with the general points which are applicable to all charges.

10. When the second copy of the form is received in your office, these should be checked in all cases to ensure that the sample selection is done correctly. In the case of rural charge, the classification of the blocks by population size must also be checked.

11. I would like to again reiterate the need for extremely careful control over the sample selection and necessary methods of supervision and complete check must be developed.

Please acknowledge receipt of this circular.

Yours sincerely,

(P. PADMANABHA)

Encl :

1. *as above*
2. Five spare copies (without random number table)

Shri.....
Director of Census Operations.

No.1/3/79-DD New Delhi-110011 the

Copy to :

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ANNEXURE TO CENSUS CIRCULAR NO. 14

INSTRUCTIONS TO HEADQUARTERS STAFF ON THE SELECTION OF RANDOM NUMBER FOR IDENTIFYING STARTING ENUMERATION BLOCK IN EACH CHARGE

You will have to communicate a random start between 1 and 5 to each of the charge officers. These random numbers will be selected from the random number tables. A copy of the 'random numbers' from Fisher & Yeats table is enclosed. You may however use any other random number table, if you so choose.

As you are no doubt aware, the number of blocks selected in a charge is a random variable depending on our random start. For any given charge, the number of blocks selected can vary by one block, depending on the random start used. A run of high values of the random number may result in under sampling and the run of low value of the random number may result in over sampling. To avoid this, the random numbers m, n will be allotted in pairs in such a manner that m+n=6. The series 'm' be selected and allotted to one set of charges and series 'n' may be derived as (6−m) and allotted to another set of charges. For this purpose, it will be helpful if you maintain a record of the random numbers allotted in the proforma indicated in the following example. Suppose Districts 16, 17, 18, 19 and 20 have 5, 5, 4, 7, 7 charges respectively. Arrange the charges as shown in the table, alternate charges being entered, in column 1 and 3.

After finishing district 1, enter district 2 etc. Select a random number table and read off random numbers less than 5 and enter them one after another in column 2. The random start in column 4 is derived by subtracting the random start in col. 2 from '6'.

Selection of random numbers for each charge

State————————Rural/N.C. of city

Random no. table used	Fisher & Yeats	Page No. of the table
Starting row No.	11	Starting column No. 24

District/ Tehsil (charge)	Random number selected and allotted 'm'	District/ Tehsil table charge	Random number to be derived and allotted n=6-m
1	2	3	4
16/1	3	16/2	3
16/3	1	16/4	5
16/5	2	17/1	4
17/2	5	17/3	1
17/4	3	17/5	3
17/6	1	18/1	5
18/2	2	18/3	4
18/4	2	19/1	4
19/2	3	19/3	3
19/4	5	19/5	1
19/6	4	19/7	2
20/1	1	20/2	5
20/3	4	20/4	2
20/5	4	20/6	2
20/7	3	21/1	3

In case of cities and non-city urban areas, you may not adopt this procedure as you have to select only one random start for each stratum. In most of the districts you may have only one city and one non-city urban stratum. In these cases you select a random number between 1 and 5 from the random number table and communicate it.

CENSUS OF INDIA 1981

INSTRUCTIONS FOR SELECTION OF 20% SAMPLES OF ENUMERATION BLOCK

Part I—General Instructions

At the 1981 Census, the sample slip will be canvassed in a 20% sample of enumeration blocks in the following states:—

1. Andhra Pradesh
2. Bihar
3. Gujarat
4. Haryana
5. Karnataka
6. Kerala
7. Madhya Pradesh
8. Orissa
9. Punjab
10. Rajasthan
11. Tamil Nadu
12. Uttar Pradesh

The enumeration blocks referred to are those finally carved out for enumeration. In the sample blocks, two schedules viz., universal slip and sample slip will be canvassed for all individuals. In the non-sample areas, only the universal slip will be canvassed. The instructions for selection of sample blocks are given herein.

Stratification :—For the purpose of sample selection each district will be divided into a number of strata. The strata will be :—

(i) City i.e. areas with population one hundred thousand and above as determined in the Houselisting operations.
(ii) Urban areas other than cities within a district i.e. non-city urban areas of the district; and
(iii) Tehsil/Taluka/Circle/Police Station/Development Block etc., i.e., the rural charge.

Each city will be a separate operational unit for selection of sample blocks. If in a district, there are two or more cities, then each city will be treated as a separate operational unit and the sample blocks will be selected separately in each of the cities. If an 'urban agglomeration' has a population of 100,000 and above it will be treated as a 'city' for the purpose of sample selection.

Urban areas other than cities in a district together will constitute one stratum. To ensure that no urban area is omitted, it will be necessary to arrange the towns in the urban areas (other than cities) by location code number and then select the sample as indicated later. Outgrowths included in an urban agglomeration falling in this category will be treated as urban.

In case of rural areas, each tehsil/taluk/circle/police station/development block would constitute an operational unit.

To ensure that the systematic selection of blocks proceeds accurately, control sheets have been prescribed for each of the operational units. As the procedure of sample selection differs in different strata, the format of the control sheet also differs. Form I relates to cities. Form II to non-city urban and Form III to the rural areas. These control sheets have to be filled in duplicate. *One copy will be sent to the Office of the Director of Census Operations* and the other retained by the charge officer in case of rural areas and by the District Census Officer in case of urban areas. The control sheet relating to cities will be retained by the city census officer.

Part II—Instructions for selection of sample in a city (including U.A.)

These instructions indicate the way in which the sample blocks will be identified in the case of cities. In the case of *each city* the control sheet Form I will have to be used.

In cities there may be more than one charge, each consisting of a number of enumeration blocks. To make sure that blocks are not omitted and to ensure that the sampling is continuous within the city, you have to fill up a control sheet (Form I) Besides identification particulars, the control sheet consisting of eight columns.

In "identification particulars" you must write the name of the state, district and the city and their code numbers. The random start will be a number between 1 and 5 and will be indicated to you by the Director of Census Operations. Enter this number against "random start" at the top of the form. This number indicates the number of the enumeration block from which you will start selection of the sample blocks. Starting from this enumeration block, selection will be done systematicaly as explained further.

Col. 1 Names of Charge or Number: Enter the charge number in col. 1. If the entire city or U.A. is treated as one charge then enter the name. If the city has more than one charge, then enter the name or number of the first charge here. The name or number of the second charge will be entered in this column only after the sampling operation with respect to the first charge is over. Since, as you will see later, you may be using quite a few lines for each charge, do not enter the name or number of the second charge unless the sampling operation in the first charge is completed.

Col. 2: Total Number of blocks in the charge: Enter here the total number of blocks in the city/charge as the case may be. Since this is important information this has to be ascertained carefully.

Col. 3 : No. of the first block selected : Write down the random number which is assigned here. This indicates the starting point for sample selection. If the random number allotted for the city is 4, the first sample block will be enumeration block No. 4.

Col. 4 : List of Enumeration blocks selected : Starting with the random number in col. 3, select every 5th block till you cannot select any further block in the charge. For example, if the random number in col. 3 is 4, you must select block numbers 4, 9, 14, 19 etc. If in this charge there are 112 blocks, the last block selected will be the enumeration block number 109. All the block numbers should be entered in column 4. The entries can be made as:

[4, 9, 14, 19, 24]

[29, 34, 39, 44, 49]

[.....etc.]

Use as many lines as needed in this column. Blocks listed in this column are the sample blocks for the charge.

Col. 5: No. of blocks in the sample: After listing all the sample blocks in column 4, count the number of blocks in the sample and enter this total number in column 5. The number of blocks in the sample should be equal to the number of blocks in the charge entered in col. 2 divided by 5. If the number of blocks in col. 2 is not exactly divisable by five then the number of sample blocks in col. 5. will be equal to

(a) $\frac{\text{[The number of blocks in the charge]}}{5}$ ignoring the remainder

or

(b) $\frac{\text{[The number of blocks in the charge]}}{5}$ " ignoring the remainder + 1

The actual number of blocks in the sample will be equal to the former if the remainder is less than the starting block number. If the remainder is equal to or greater than the starting block number, the number of blocks selected will be equal to the latter i.e. the quotient plus one.

For example, let us consider a charge which has 112 enumeration blocks. In this case, if 112 is divided by 5, the result would be 22 leaving a remainder of 2. If the random start is 3 or 4 or 5 the remainder is less than the random start and, therefore, we would have 22 sample blocks as indicated in (a).

On the other hand, if the random start is 1 or 2, the remainder would be greater than or equal to the random start and therefore, we would have 23 sample blocks as indicated in (b).

Col. 6: No. of the last block selected: Enter here the serial number of the last block selected. In the above example, with 112 blocks if the random start were 4, the serial number of the last block selected would be 109. This number should be entered in col. 6.

Col. 7: No. of blocks left out Col. 2—Col. 6: The total number of blocks remaining in the charge after the last block listed in col. 6 should be entered here. In the example discussed in previous para, the number 3 should be entered here. (112−109=3). The number entered in this column will be less than five. In case this number is zero, enter zero in this column.

Col. 8: Starting block of the next charge 5—Col. 7: Subtract the entry in col. 7 from the number 5, and enter the result in this column. This number will be the serial number of the first block to be selected *in the next charge.* This number should also be copied in col. 3 against the next charge for which sample selection has now to be commenced.

After completing this charge, take up the next charge and repeat the above operations. Instead of using a fresh random start you will have to use the number indicated in col. 8 in the entry relating to the immediate previous charge as the starting point in sample selection. You would have already copied this number in col. 3 in each case. If you have not done so, do it now. The other columns will be filled up as before.

Part III—Instructions for selection of sample blocks in non-city urban areas.

These instructions indicate the way in which the sample blocks will be identified in non-city urban areas, in other words, in all towns excluding cities. Form II will be used for this purpose.

Write the name of the state and district and their code numbers in the appropriate space.

Towns will be arranged according to their location code numbers. The sample selection will start from the first town.

For each non-city urban area of a district, a random number between 1 and 5 would have been communicated to you by the Director of Census Operations. Enter this number against the random start. This number against the random start indicates the number of the enumeration block from which you will start the selection of the sample blocks. Commencing with this enumeration block, selection will be done systematically as explained further.

Col. 1 : Name of Town and its location code : Enter the name of the town and its location code in col. 1. The name and the location code of the next town will be entered only after completing the sample selection in the first town entered. Since, as you will see later, you may be using quite a few lines for each town, do not enter the name of the second town unless the sampling operation relating to the first town is completed.

Col. 2 : Total Number of blocks in the town : Enter the total number of blocks in the town here. Since this is important information this has to be ascertained carefully.

Col. 3 : Number of the first block selected : Write down the random number assigned here. This indicates the starting point for sample selection. If the random number allotted for the Non-city urban area is 4 the first sample block will be enumeration block No. 4.

Col. 4 : List of enumeration blocks selected : Starting with the random number in col. 3, select every 5th block till you cannot select any further block in the town. For example, if the random number in col. 3 is four, you must select block numbers 4. 9, 14, 19 ..... etc. If in this town there are 112 blocks, the last block selected will be the enumeration block number 109. All the block numbers should be entered in column 4. The entries can be made as :

[4, 9, 14, 19, 24]

[29, 34, 39, 44, 49]

[.....etc.]

Use as many lines as needed in this column. Blocks listed in this column are the sample blocks for the town.

Col. 5 : Number of blocks in the sample : After listing all the sample blocks in column 4. count the number of blocks in the sample and enter this total number in column 5. The number of blocks in the sample should be equal to the number of blocks in the town entered in col. 2 divided by 5. If the number of blocks in col. 2 is not exactly divisible by five then the number of sample blocks in col. 5, will be equal to

(a) $\frac{\text{[The number of blocks in the charge]}}{5}$ ignoring the remainder

or

(b) $\frac{\text{[The number of blocks in the charge]}}{5}$ ignoring the remainder+1

The actual number of blocks in the sample will be equal to the former if the remainder is less than the starting block number. If the remainder is equal to or greater than the starting block number, the number of blocks selected will be equal to the latter, i.e. the quotient plus one.

For example, let us consider a charge which has 112 enumeration blocks. In this case, if 112 is divided by 5, the result would 22 leaving a remainder of 2. If the random start is 3 or 4 or 5, the remainder is less than the random start and, therefore, we would have 22 sample blocks as indicated in (a).

On the other hand, if the random start is 1 or 2, the remainder would be greater than or equal to the random start and, therefore, we would have 23 sample blocks as indicated in (b).

Col. 6 : Number of the last block selected : Enter here the serial number of the last block selected. In the above example, with 112 blocks, if the random start were 4, the serial number of the last block selected would be 109. This number should be entered in col. 6.

Col. 7 : Number of blocks left out Co. 2—Col. 6 : The total number of blocks remaining in the charge after the last block listed in col. 6, should be entered here. In the example discussed in the previous para, the number 3 should be entered here. (112−109=3). The number entered in this column will be less than five. In case this number is zero, enter zero in this column.

Col. 8 : Starting block the next town 5—Col. 7 : Subtract the entry in col. 7 from the number 5 and write the result in this column. This number will be the serial number of the first block to be selected in the next town. This number should also be copied in col. 3 against the next town for which sample selection has now to be commenced.

After completing this town, take up the next town and repeat the above operations. Instead of using a fresh random start you will have to use the number indicated in col. 8 in the entry relating to the immediate previous town as the starting point in sample selection. You would have already copied this number in col. 3 in each case. If you have not done so, do it now. The other columns will be filled up as before.

Part IV—Instructions for Sample selection in rural areas

These instructions indicate the way in which the sample blocks will be selected in each rural charge. Form III will be used for selection of sample blocks in rural areas. This form will be filled by extracting information contained in the charge register itsef.

The names of the State, district and rural charge will have to be written in the appropriate spaces along with their location code numbers.

Col. 1 : Serial number : This is a running serial number of the enumeration blocks. For each enumeration block a separate line will be used.

Col. 2 : Circle number : The circles in the charge should be entered one after another. If they have any name (or number) enter them here.

Col. 3 : Location code of the village : Write the location code of the village.

Col. 4 : Block Number : The block number is entered in column 4. In case a particular village has more than one block for the purposes of enumeration, then separate lines should be used for each block. The block number should be continuous within each charge. This number is the number assigned to each enumeration block in the charge register prepared for the enumeration operations.

Cols. 5, 6, 8, 10 and 12 : Size of block by population : Enter the population of the block as determined at the houselinsting operations in the relevant column. If the block does not have any population, enter 0 under column 5. If the population of the block is less than 300 or between 300 and 499 or between 500 and 749 or above 750, enter the actual population in columns 6, 8, 10 or 12 as the case may be. Each block will have an entry in only one of these five columns. After entering the particulars for a block enter the particulars for the next block and so on.

Cols. 7, 9, 11 and 13 : Notional numbers : After you have exhausted all the blocks in your charge, you must now go to columns 7, 9, 11 and 13. Starting with column 7, you must allot a fresh serial number to the blocks. Thus, the first entry in column 6 will get number 1 in column 7 and the second entry number 2 and so on. After you have exhausted all the entries in column 6, continue the serial numbering in column 9 also. For example, if you have 51 blocks with population less than 300 in the particular charges, the last number in column 7 will be 51 and against the first entry in column 8 you will have to record the serial number 52 in column 9: Similarly, after exhausting column 9, you should continue the serial number in column 11 and column 13 respectively. In case you do not have a block of a particular size group in the charge, there will be no entry in the relevant column. For example, if in your charge, there are no blocks of population 750 and above then columns 12 and 13 will be blank. At the end of this re-numbering operations, each enumeration block will have a notional number given in column 7 or 9 or 11 or 13.

Selection of Sample Blocks: For each charge a random number between 1 and 5 will have been communicated by the State Director of Census Operation's Office. For example let us assume 4 as the random number given to you by your District Census Officer. Therefore, blocks having the notional number 4, 9, 14, 19 etc. ..... will be selected. The notional numbers in the relevant columns will be circled in red pencil. The corresponding block number in column 4 will also be circled with red pencil. The circled blocks will be the sample blocks in this charge.

It must be noted that the blocks with no population will not be selected. The enumeration block number of such blocks will be noted in col. 4 and the fact that they have no population will also be noted in col. 5 with the entry 'o', but it will be noticed that there is no column for the notional serial number in the case of such blocks. In other words, the sample blocks will be selected only from among those enumeration blocks which have some population.

Another very important point to be noted is that the notional number in cols. 7, 9, 11 and 13 are only meant to identify the sample blocks. This number MUST NOT BE USED FOR ANY OTHER PURPOSE. In the records of the sample blocks such as the Household Schedules, Individual Slip Pads and in all other records the number that must be used is ONLY THE LOCATION CODE NUMBER OF THE BLOCK.

Part V—Other matters

The selection of the sample blocks must be made very carefully. The information in the census records of these blocks will be used for a major part of tabulation and most of the very important tables relating to economic, fertility. migration, etc. are going to be obtained only on the basis of these sample blocks. It will, therefore, be realised how very important it is that the selection of the sample is as perfect as possible. Incidentally, it will also be noted how very important it is for us to ensure that the quality and coverage of the enumeration in the sample blocks is also as perfect as possible.

In view of the importance of the sample selection, please note that if you have any difficulty at all in this matter, you must unhesitatingly get in touch with the District Census Officer and the Director of Census Operations.

The way in which Forms I, II and III will be filled up is illustrated in Annexures IV, V and VI.

As mentioned earlier, in the sample blocks both the Universal and Sample Individual slip will be canvassed. In the non-sample blocks only the Universal Individual Slip will be canvassed. However, please note that the Household Schedule will be canvassed in both the sample and non-sample blocks, i.e. it will be canvassed for all households. The individual slips to be canvassed in the sample blocks are printed in blue.

Annexe I

FORM I

Page No.....

CENSUS OF INDIA 1981

CONTROL SHEET FOR THE SELECTION OF SAMPLE BLOCKS—CITY

State ..... District .....

City ..... Random start .....

Name of Charge or Number	Total Number of blocks in the charge	No. of the first block selected	List of Enumeration blocks selected	No. of blocks in the sample	No. of the last blocks selected	No. of blocks left out Col.2—Col.6	Starting block of the next charge 5—col.7
1	2	3	4	5	6	7	8

Annexe II

FORM II

Page No.....

CENSUS OF INDIA 1981

CONTROL SHEET FOR THE SELECTION OF SAMPLE BLOCKS—NON-CITY URBAN

State ..... District .....

Town..... Random start .....

Name of Town and its location code	Total Number of blocks in the town	Number of the first block selected	List of Enumeration blocks selected	Number of blocks in the sample	Number of last block selected	Number of blocks left out Col. 2—Col. 6	Starting block of the next town 5—col.7
1	2	3	4	5	6	7	8

Annexe III

FORM III

Page No.....

CENSUS OF INDIA 1981

CONTROL SHEET FOR SELECTION OF SAMPLE BLOCKS—RURAL

State.....District.....Random Start.....

Tehsil/Taluka/P. S./Development Block.....

Sl. No.	Circle No.	Location code of the village	Block No.	Size of block by population and pseudo-number								
				Zero	Less than 300	S.No.	300-499	S.No.	500-749	S. No.	750 & above	S.No.
1	2	3	4	5	6	7	8	9	10	11	12	13

K. K. CHAKRAVORTY
Dy. Registrar General (C&T)

D.O. No. 1/3/79-DD

Government of India

Ministry of Home Affairs

OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-110 011.
25 April, 1980.

Subject :—Instructions for selection of 20% sample of enumeration blocks—Addenda to Circular No. 14.

My dear,

This is in continuation of Registrar General's circular letter of even number dated 15th April, 1980 on the above subject.

I am enclosing herewith Annexures IV, V & VI referred to at page 11 of circular No. 14 which were left behind inadvertently.

With regards.

Yours sincerely,

(K. K. CHAKRAVORTY)

Encl : As above.

Shri.....
Director of Census Operations.

No. 1/3/79-DD

Copy to :

New Delhi-110 011 the
25th April, 1980

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(K. K. CHAKRAVORTY)
Deputy Registrar General (C&T)

Annexe IV

FORM I

CENSUS OF INDIA 1981

CONTROL SHEET FOR THE SELECTION OF SAMPLE BLOCKS—CITY

State : Karnataka — District : Bangalore

City : Bangalore — Random start : 4

Name of charge or Number	Total number of blocks in the charge	No. of the first block selected	List of enumeration blocks selected	No. of blocks in the sample	No. of last block selected	No. of Blocks left out col. 2 —col. 6	Starting block of the next charge (5—col.7)
1	2	3	4	5	6	7	8
Vidhan Soudha .	120	4	4, 9, 14, 19, 24, 29, 34, 39, 44, 49, 54, 59, 64, 69, 74, 79, 84, 89, 94, 99, 104, 109, 114, 119	24	119	1	4
Austin Town .	109	4	4, 9, 14, 19, 24, 29, 34, 39, 44, 49, 54, 59, 64, 69, 74, 79, 84, 89, 94, 99, 104, 109	22	109	0	5
Town Hall . .	112	5	5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75, 80, 85, 90, 95, 100, 105, 110	22	110	2	3
Jaya Nagar . .	121	3	3, 8, 13, 18, 23, 28, 33, 38, 43, 48, 53, 58, 63, 68, 73, 78, 83, 88, 93, 98, 103, 108, 113, 118, 123	25	123	1	4

Annexe V

FORM II

Page No.....

CENSUS OF INDIA 1981

CONTROL SHEET FOR THE SELECTION OF SAMPLE BLOCKS—NON-CITY URBAN

State : Uttar Pradesh — District : Jalaun

Town(s) : Jalaun, Kalpi, Kanch, Orai — Random start : 2

Name of town & its location code	Total number of blocks in the town	No. of the first block selected	List of enumeration blocks selected	No. of blocks in the sample	No. of the last block selected	No. of blocks left out col. 2— col. 6	Starting block of next town 5—col. 7
1	2	3	4	5	6	7	8
Oral 22/31/I .	50	2	2, 7, 12, 17, 22, 27, 32, 37, 42, 47	10	47	3	2
Konch 22/31/II .	38	2	2, 7, 12, 17, 22, 27, 32, 37	8	37	1	4
Kalpi 22/31/III .	31	4	4, 9, 14, 19, 24, 29	6	29	2	3
Jalaun 22/31/IV .	26	3	3, 8, 13, 18, 23	5	23	3	2

Annexe VI

FORM III Page No. .....

CENSUS OF INDIA 1981

CONTROL SHEET FOR SELECTION OF SAMPLE BLOCKS—RURAL

State : Gujarat
District : Junagadh
Taluka : Junagadh

Random start—4

Sl. No.	Circle No.	Location code of the village	Block No.	Size of block by population and Pseudo No.								
				Zero	300	Sl.No.	300-499	Sl. No.	500-749	Sl.No.	750 & above	Sl. No.
1	2	3	4	5	6	7	8	9	10	11	12	13
1.		5/6/1/1	1								896	72
2.		5/6/1/1	2								999	73
3.		5/6/1/2	[3]								927	74
4.		5/6/1/3	4		187	1						
5.		5/6/1/4	5	0								
6.		5/6/1/5	6								800	75
7.		5/6/1/5	7						746	26		
8.		5/6/1/6	8						525	27		
9.		5/6/1/6	9						500	28		
10.		5/6/1/7	[10]						572	29		
11.		5/6/1/7	11						500	30		
12.		5/6/1/8	12								895	76
13.		5/6/1/8	13								901	77
14.		5/6/1/8	14						680	31		
15.		5/6/1/9	15								808	78
16.		5/6/1/9	[16]								793	79
17.		5/6/1/9	17						700	32		
18.		5/6/1/10	18						703	33		
19.		5/6/1/11	19								894	80
20.		5/6/1/11	20								899	81
21.		5/6/1/11	21								897	82
22.		5/6/1/11	22								892	83
23.		5/6/1/11	[23]								988	84
24.		5/6/1/11	24								995	85
25.		5/6/1/11	25								893	86
26.		5/6/1/12	26								787	87
27.		5/6/1/12	27								796	88
28.		5/6/1/12	[28]								800	89
29.		5/6/1/12	[29]						695	34		
30.		5/6/1/13	30								898	90
31.		5/6/1/13	31								893	91
32.		5/6/1/13	32								887	92
33.		5/6/1/13	33								876	93
34.		5/6/1/13	[34]								895	94
35.		5/6/1/13	35								972	95
36.		5/6/1/14	36						557	35		
37.		5/6/1/15	37								805	96
38.		5/6/1/16	38								800	97
39.		5/6/2/16	39								881	98
40.		5/6/1/17	40				332	15				
41.		5/6/1/18	[41]								889	99
42.		5/6/1/19	42						543	36		

Annexe VI—*contd.*

1	2	3	4	5	6	7	8	9	10	11	12	13
43.		5/6/1/20	43				444	16				
44.		5/6/1/21	44								765	100
45.		5/6/1/22	45						673	37		
46.		5/6/1/23	46						558	38		
47.		5/6/1/24	[47]						531	[39]		
48.		5/6/1/24	48						600	40		
49.		5/6/1/25	49						630	41		
50.		5/6/1/25	50						579	42		
51.		5/6/1/26	51								800	101
52.		5/6/1/26	52								760	102
53.		5/6/1/26	53						735	43		
54.		5/6/1/27	[54]						653	[44]		
55.		5/6/1/28	55								813	103
56.		5/6/1/29	[56]								881	[104]
57.		5/6/1/29	57						637	45		
58.		5/6/1/30	58						594	46		
59.		5/6/1/30	59						543	47		
60.		5/6/1/31	60								995	105
61.		5/6/1/31	61								965	106
62.		5/6/1/31	62								992	107
63.		5/6/1/32	63						500	48		
64.		5/6/1/32	[64]						594	[49]		
65.		5/6/1/33	65				422	17				
66.		5/6/1/34	66								998	108
67.		5/6/1/34	[67]								940	[119]
68.		5/6/1/35	68		293	2						
69.		5/6/1/36	69						640	50		
70.		5/6/1/36	70						647	51		
71.		5/6/1/37	71						600	52		
72.		5/6/1/37	72						616	53		
73.		5/6/1/38	[73]						600	[54]		
74.		5/6/1/38	74						517	55		
75.		5/6/1/39	75		148	3						
76.		5/6/1/40	76								995	110
77.		5/6/1/40	77								968	111
78.		5/6/1/41	78								880	112
79.		5/6/1/41	79								799	113
80.		5/6/1/41	80						660	56		
81.		5/6/1/42	[81]								997	[114]
82.		5/6/1/42	82								975	115
83.		5/6/1/43	83				331	18				
84.		5/6/1/44	84						625	57		
85.		5/6/1/45	85								991	116
86.		5/6/1/45	86								990	117
87.		5/6/1/45	87								999	118
88.		5/6/1/45	[88]								960	[119]
89.		5/6/1/46	89								891	120
90.		5/6/1/46	90								982	121
91.		5/6/1/46	91						728	58		
92.		5/6/1/47	92								868	122
93.		5/6/1/48	[93]						679	[59]		
94.		5/6/1/49	[94]				445	[19]				
95.		5/6/1/49	95						600	60		

Annexe VI—*concld.*

1	2	3	4	5	6	7	8	9	10	11	12	13
96.		5/6/1/50	96						500	61		
97.		5/6/1/50	97						563	62		
98.		5/6/1/51	98								927	123
99.		5/6/1/52	[99]								840	[124]
100.		5/6/1/52	100								779	125
101.		5/6/1/53	101	0								
102.		5/6/1/54	102				441	20				
103.		5/6/1/55	103				401	21				
104.		5/6/1/56	104								877	126
105.		5/6/1/57	105				464	22				
106.		5/6/1/58	106								855	127
107.		5/6/1/59	107				350	23				
108.		5/6/1/60	[108]				449	[24]				
109.		5/6/1/61	[109]		153	[4]						
110.		5/6/1/62	110								937	128
111.		5/6/1/63	111		277	5						
112.		5/6/1/64	112						523	63		
113.		5/6/1/64	[113]						500	[64]		
114.		5/6/1/65	114						521	65		
115.		5/6/1/65	115						600	66		
116.		5/6/1/66	[116]								960	[129]
117.		5/6/1/66	117								980	130
118.		5/6/1/66	118						679	67		
119.		5/6/1/66	119				435	25				
120.		5/6/1/67	120						740	68		
121.		5/6/1/67	121								788	131
122.		5/6/1/67	[122]						559	[69]		
123.		5/6/1/68	123						728	[70]		
124.		5/6/1/69	124								750	132
125.		5/6/1/69	125								812	133
126.	*	5/6/1/70	126		7	6						
127.	*	5/6/1/71	127		3	7						
128.	*	5/6/1/72	128		7	8						
129.	*	5/6/1/73	[129]		17	[9]						
130.	*	5/6/1/74	130		24	10						
131.	*	5/6/1/75	131		150	11						
132.		5/6/1/76	132						591	71		
133.	*	5/6/1/77	133		2	12						
134.	*	5/6/1/78	134		30	13						
135.	*	5/6/1/79	[135]		20	[14]						
136.	*	5/6/1/80	136	0								

NOTE :— 1. Blocks having zero population will not be considered for sample selection.

2. In the above example, out of 136 blocks 3 blocks have zero population. Hence with random start 4 (as in this case) total number of blocks selected will be $\frac{136-3}{5} = 26.6$

3. Since the random start is 4, the number of blocks selected is 26.

* Cirner forest areas.

1981—Census
Immediate

P. PADMANABHA

D.O. No. 1/1/78-SS
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2-A Mansingh Road,
New Delhi-110 011.
April 21, 1980.

CENSUS OF INDIA 1981—CIRCULAR NO. 15

Subject: Delineation of Standard Urban Areas--1981 Census.

My dear

As you know, the concept of the 'Standard Urban Area', which was adopted for the first time in 1971, envisaged a constant statistical spatial reporting unit which was to serve as the basis of urban development planning for the concerned city or town. The standard urban area was defined as the projected growth area of a city or town having 50,000 or more population in 1971, as it would be in 1991, taking into account not only the towns and villages which will get merged into it but also the intervening areas which are potentially urban. Thus, it was a long-term planning area and was to remain as a statistical reporting unit during the three successive censuses—1971, 1981 and 1991. However it was noticed from information received from some of the Census directorates that in a few cases the Planning areas or the Master Plans have deviated from the relevant standard urban area and subsequently changes were suggested in the present boundaries of the existing urban areas. In this connection, please refer to my office circular letters of even number dated the 20th September, 1978 and 4th November, 1978, wherein certain issues relating to the delineation of fresh standard urban areas and changes in the present boundaries of the existing standard urban areas were raised. We have since then received replies from some of the Census Directorates and have had consultations with the Ministry of Works and Housing and the Chief Planner, Town and Country Planning Organisation. The latter fully subscribe to the concept of the standard urban area and share our view that the existing boundaries of the standard urban areas should not be disturbed, as far as possible, if they have to serve their basic purpose. Consequently, the Chief Planner, Town and Country Planning Organisation, has issued a circular to the Town Planning Departments in the States and the Union Territories explaining the present issues and the necessity of maintaining the concept of the standard urban area by avoiding changes in the boundary of the standard urban area except in exceptional cases (Copy enclosed for ready reference at Annexe. I). I fully endorse the views expressed and the directions given by the Chief Planner, Town and Country Planning Organisation in the aforesaid circular to the Town Planning Departments in the states.

2. The fresh standard urban areas are required to be delineated in respect of those core towns having a population of 50,000 or above for which no standard urban areas were delineated earlier for such reasons as their limited growth potential or in whose case the population projections made earlier were lower but which exceeded a population of 50,000 on the basis of the actual 1971 enumeration. I am accordingly enclosing a list of 28 such core towns along with a proforma for the recording of particulars at Annexes II & III for which it would be necessary to delineate Standard urban areas afresh now alongwith the relevant maps. You are requested to make note of the places relevant to your state with a view to their delineation in collaboration with the Town Planning Department of your State. You may please ensure that the units of urban agglomeration, if any, do not fall outside the standard urban area limits. In the light of the concept of standard urban area please note that no fresh delineations of standard urban area are to be made on the basis of 1981 population, as suggested by some of you.

3. As the standard urban area has to serve the need for urban development planning besides functioning as a constant statistical reporting unit, you may please ensure that the changes in the boundaries of the standard urban area, if any are kept to the minimum. The proposals for changes, where absolutely necessary, should be made in consultation with the Town Planning Department of your State. Further, such proposals if initiated by the Town Planning Department may please be forwarded to us after a thorough screening by you first in the light of the concept and the objectives of the 'Standard Urban Area' to satisfy yourself that the proposed changes are meaningful and necessary on such grounds as the limits of the core town of the standard urban area having been subsequently statutorily extended beyond the boundary of the present standard urban area.

4. Please send us your proposals in the matter and when you do so please forward a copy to the Chief Planner, Town and Country Planning Organisation, New Delhi.

5. For achieving the desired objectives of the concept of standard urban area as a constant spatial unit for urban planning and as a statistical reporting unit, it is necessary to maintain close liaison with the various government departments and concerned local bodies and appraise them fully of the objectives of the concept of standard urban area. This will be instrumental in soliciting their cooperation particularly in the matter of maintaining the present boundaries of the standard urban areas.

6. The receipt of this circular may kindly be acknowledged.

Yours sincerely,

(P. PADMANABHA)

Encl : as above.

Shri.....
Director of Census Operations.

No. 1/1/78-SS New Delhi-110 011 the

Copy to :

1. Chief Planner, Town and Country Planning Organisation, Government of India, Ministry of Works and Housing, Vikas Bhavan, Indraprastha Estate, E. Block, New Delhi (1 copy)
2. Deputy Registrar General (I) (2 copies)
3. Deputy Registrar General (C&T) (2 copies)
4. Deputy Registrar General (SS) (2 copies)
5. Personal Section R.G.I. (5 copies)
6. Census Cell (5 copies)
7. Census Division (5 copies)
8. Demography Division (5 copies)
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18. DD (DP) Shri S. N. Chaturvedi (1 copy)
19. DD (Shri O. P. Sharma) (1 copy)
20. DD (P) (1 copy)
21. ARG (Map) (1 copy)
22. ACTO (Shri Shrivastava) (1 copy).

Annexe I

TOWN AND COUNTRY PLANNING ORGANISATION

(Government of India, Ministry of Works and Housing)

Ref. No.
Sayed S. Shafi
Chief Planner

"Delhi Vikas Bhavan"
Indra Prastha Estate
E. Block, New Delhi.
January 22, 1980.

Subject: Delineation of Standard Urabn Area for 1981 Census.

Dear Shri

You may kindly recall that at the time of the 1971 Census, the concept of "Standard Urban Areas" was evolved for reporting Census data for spatially continuous set of urban and rural settlements. All Towns and Cities having population above 50,000 were tentatively selected to be delineated as the standard urban areas, and, in all 304 towns and cities were delineated as SUAs was jointly undertaken by the state town planning departments, the office of the state Directorates of Census Operations, office of the Registrar General of India and the Town and Country Planning Organisation. The concept of SUA as you were well aware, was intended to have "fixed areas" for at least three Census decades (1971-1991).

2. We have now received a reference from the Registrar General of India, that quite a few state Town Planning Departments have asked the Census Authorities to change the boundaries of the SUA's delineated for 1971 Census. No doubt, in some cases, due to certain unforeseen developments, the physical growth of a city or a town had led to an over-spill of *abadi areas* beyond the SUA, delineated boundaries, such development however, may be very few. As you are well aware, the SUA concept as stipulated in 1971 Census, implied that SUA boundaries, as far as possible, should be kept fixed i.e., un-changed till 1991; therefore, it is almost obligatory not to change the SUA boundary with every Census. Only in exceptional cases the changes should be brought about, otherwise the very purpose of SUA will be defeated. Further-more, I have to request you to kindly keep our organisation informed about such changes, as being the central organisation and, also, a fore-runner for the SUA Concept, it may be easier for us to take up the question of changing the SUA boundaries with the Registrar General of India.

3. We have aiso to take up the delineation of new (fresh) township for SUA's to be included in the 1981 Census. I am enclosing herewith the list of towns which qualify for being treated as SUAs in 1981 Census. In case there are some other towns as well, which in your opinion, should be delineated as SUA, the same could also be listed for inclusion in the 1981 Census. For delineating all these towns as SUA, the procedure adopted at the time of the 1971 Census could be followed. I enclose herewith the questionnaire which mav kindly be filled for each of the town and also the following information which may be furnished immediately to facilitate the work on delineation :

1. A map of each of the Standard Urban Area indicating the various urban and rural territorial units included. It will be adequate if areas and important land mark are clearly shown;
2. A list of the names of the revenue units included in the Standard Urban Area;
3. The total area in sq. Kms. of the Standard Urban Area;
4. The present estimated population in the Standard Urban Area.

4. As soon as we receive from you the above information, we shall arrange for a discussion with a view to finalise the date either at your headquarters or at a convenient place to identify the limits of the Standard Urban Area.

With greetings and regards,

Sincerely,
(Sayed S. Shafi)

Encl : as above.

Annexe II

CORE TOWNS WITH POPULATION OF 50,000 AND ABOVE EACH IN 1971 CENSUS TO BE DELINEATED AS STANDARD URBAN AREAS

I. Andhra Pradesh . .	1. Khammam
	2. Ongole
II. Bihar	3. Bettiah
	4. Bokaro Steel City
III. Gujarat	5. Kalol
	6. Mehsana
	7. Godhra*
	8. Nadiad*
IV. Karnataka . . .	9. Bidar
	10. Chitradurga
	11. Hassan
	12. Mandya
V. Maharashtra . . .	13. Latur
	14. Parbhani
	15 Batsi*
	16. Gondia*
	17. Amalner
	18. Nandurbar
	19. Pandharpur
	20. Wardha
VI. Tamil Nadu . . .	21. Valparai*
	22. Vaniyambadi
	23. Ambur
	24. Kadayanallur
	25. Neyveli
VII. Uttar Pradesh . . .	26. Banda
	27. Fatehpur
VIII. West Bengal . . .	28. Balurghat

*1961 population 50,000 and above.

Annexe III

DELIMITATION OF BOUNDARIES OF STANDARD URBAN AREAS : PROFORMA FOR INFORMATION TO BE RECORDED

Principal Town/City : State

Sl.	Type of Information	Information
1	2	3
1.	Administrative units included in the 'Standard Urban Area'.	
2.	Total area and population, (1971) in the Standard Urban Area.	
3.	Population figures, density and other criteria assumed in delimiting the SUA.	

Annexe III—*Concld.*

1	2	3
4.	Directions in which the town/city has tended to grow and whether these have been incorporated into the Standard Urban Area.	
5.	Physical constraints to development such as rivers, back-waters, marshy areas, defence areas, etc.	
6.	Area of influence of the principal city/town (core area) based upto the following criteria :	
	(a) Daily Commutation to place of work.	
	(b) Supply area for the principal town for milk, dairy products, vegetables etc. (Exclude distance truck hauls)	
	(c) Retail Trade Area covering such commodities as foodgrains, cloth and general provision.	
	(d) Extent of local bus coverage.	
	(e) Secondary Education Cantonment Area. (outside the municipal limits.)	
7.	Details of any new large-scale activity (e.g. industry, market, transport & communication link, location of administrative function, etc.) that is anticipated and which will influence the growth of town.	
8.	List of villages/towns within 10 miles/15 kilometres of the periphery of the principal city-town.	
9.	Any other information which you consider relevant to be recorded and which has influenced the identification of Standard Urban Area.	

1981—Census
Immediate

P. PADMANABHA

D.O. No. 9/16/80-CD(CEN)
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA
2-A Mansingh Road,
New Delhi-110 011.
9 May, 1980.

CENSUS OF INDIA 1981—CIRCULAR NO. 16

Subject : Management of records relating to individual Slip and Household Schedule at various levels.

My dear

Kindly refer to paragraph 255 on page 148 of the Instructions to Enumerators for filling up the Household Schedule and the Individual Slip (revised as on 22-24 January, 1980).

It will be necessary for you to issue suitable instructions down the line for management of various records that are handled. I am enclosing a note outlining the various stages where inventories of records have to be prepared and the manner in which the records should be moved. Based on these indicative guidelines, you will doubtless issue suitable instructions to your officers and others. I shall be grateful if copies of these instructions are sent to this office for our perusal and record.

Kindly acknowledge receipt of this letter.

Yours sincerely,

(P. PADMANABHA)

Shri .....
Director of Census Operations,
Encl : Five spare copies.

No. 9/16/80-CD (CEN) New Delhi 110 011 the

Copy to :

1. Deputy Registrar General (I). . (2 copies)
2. Deputy Registrar General (C& T) . (2 copies)
3. Deputy Registrar General (SS) . (2 copies)
4. Personal Section R.G.I. . . (5 copies)
5. Census Cell . . . . (5 copies)
6. Census Division . . . . (5 copies)
7. Demorgaphy Division . . . (5 copies)
8. Map Division . . . . (5 copies)
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11. D.P. Division . . . . (5 copies)
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15. Deputy Director (Printing) . . (2 copies)
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18. DD (Shri Sharma) . . (1 copy)
19. DD (P) . . . . . (1 copy)
20. ARG (Map) . . . . (1 copy)
21. ACTO (Shri Srivastava) . . (1 copy)
22. DD (Shri Majumdar) . . (1 copy)

Annexe to Census Circular No. 16

This circular deals mainly with the management at various levels of records received from the field during actual enumeration in February-March, 1981. At the end of the enumeration each Enumerator will have with him the following records in respect of EACH block that he has enumerated :

1. Notional Map ;
2. Lay-out sketch;
3. Filled-in and up-dated Abridged Houselist;
4. Filled-in Household Schedule books;
5. Filled-in Individual Slip pads;
6. Working sheets for Enumerators' Abstract in three sets tagged together;
7. Enumerator's Abstract;
8. Filled-in Degree Holder and Technical Personnel Schedules;
9. Statement showing the number of Degree Holder and Technical Personnel Schedules received, issued, filled-in schedules collected and blank schedules returned;
10. Blank Household Schedule books and Individual Slip pads;
11. Blank Degree Holder and Technical Personnel Schedules.

The Enumerator is required to hand over all these documents with an inventory to his Supervisor. The format of the inventory, to be prepared by each Enumerator, in duplicate, is enclosed with this circular as Appendix-I. One copy of the inventory will be retained by the Enumerator after taking signature of his Supervisor and the other copy will be handed over, along with records, to his Supervisor to enable him to check whether the records issued by him to all the Enumerators under his charge have been returned correctly and also to help him to prepare inventory for his Circle. The form of the inventory which each Supervisor is required to prepare, in duplicate, is given as Appendix-II.

The Supervisor will retain the copy of the inventory prepared by the Enumerators under his control for his own record. On one copy of the inventory prepared by him for his Circle he will obtain the signature of the Charge Clerk when he hands over records of his circle and retain this copy with him for record and hand over the other copy to the Charge Clerk along with records of his circle.

Before signing the inventory prepared by each Supervisor, the Charge Clerk should physically check the records relating to each block and should sign only after he has satisfied himself about the correctness of the inventory. These records will be transferred to the Regional Tabulation Officer/ Director of Census Operations. Before the records are transferred to the Deputy Director of Census Operations incharge of the Regional Tabulation Office/Director of Census Operations, the Charge Clerk will prepare inventory, in the form contained in Appendix-III, for the entire charge with the help of the inventories prepared and submitted by Supervisors at the time of handing over the records relating to their circles. The Charge Clerk will be required to prepare the inventory in triplicate. One copy will be retained for record in the Charge Office after obtaining signatures of Deputy Director of Census Operations in-charge of a Regional Tabulation office or an officer of the Census Directorate to whom records are handed over. Of the two copies, one copy will be handed over to the Regional Tabulation Office and the other will be sent to the Director of Census Operations, if the records are handed over to the Regional Tabulation Office. Where the records are not sent to any Regional Tabulation Office and despatched to the Director of Census Operations concerned, both the copies of the inventory should be handed over to the Director of Census Operations. After the receipt of the records in the Census Directorates/Regional Tabulation Offices the procedure for accounting and storage to be adopted for each schedule/form will be as indicated hereafter.

When the records are received in the Charge Office they will be having filled-in as well as blank schedules/forms. The filled-in schedules will, of course, be required for processing and generation of various tables but the blank schedules need not be sent to Regional Tabulation Offices but should be sent direct to the Office of the Director of Census Operations. The Director of Census Operations after getting blank schedules from all the charges will dispose them of in the manner which will be indicated later. However, while forwarding the blank forms/schedules etc. to the office of the Director of Census Operations the Charge Clerk should prepare an inventory for these blank schedules/ forms also, in duplicate, and one copy should be retained by him for his own record after taking signature from an officer in the Directorate and hand over the other copy to that officer along with blank Schedules/Forms. When the blank forms/schedules are received, these should be checked to ensure that no filled in forms have been inadvertently included.

The management of various records will be done as indicated hereafter :

1. Notional Map

All the Notional Maps when received in the Charge Office will be arranged in ascending order of the enumeration block numbers for the entire charge and handed over to the office of the Director of Census Operations and/or the Regional Tabulation Office as the case may be. In the Regional Tabulation office, on receipt of the Notional Maps it should be ensured, with the help of charge register, that they have received the Notional Maps for each block. Thereafter these maps should be despatched to the State Directorate. These maps should be got bound and maintained in the Directorates in the form of registers. Notional Maps should be got bound Charge wise one volume for each charge. In case the number of maps is too large and the binding in one volume is not possible than only the maps can be bound in more than one volume. Needless to say that identification particulars like location code etc. should be indicated clearly by pasting a slip on the outer cover of each volume.

2. Lay-out Sketch

Same procedure as suggested in respect of Notional Maps will be followed for Lay-out Sketches also.

3. Abridged Houselist

The Abridged Houselist alongwith filled-in Household Schedule books and filled-in Individual Slip pads will be handed over by the Charge Officer to the Regional Tabulation Office or the Office of the Director of Census Operations, as the case may be. Before handing over the filled-in Abridged Houselists to the Director of Census Operations or Deputy Director of Census Operations in-charge of Regional Tabulation Office, these should be arranged in ascending order of the enumeration block numbers in the Charge Office before handing them over to the Director of Census Operations/Deputy Director of Census Operations in-charge of Regional Tabulation Office. Since the abridged Houselists are very valuable documents, it is suggested that these should also be got bound charge wise. This can be done either in the Regional Tabulation Offices or in the Directorate Office as the Director of Census Operations deems fit. After getting them bound in convenient volumes the identification particulars should be clearly indicated by pasting slip on the outer cover.

4. Filled-in Household Schedule Books and Individual Slip pads

The Charge Officer while handing over the filled-in Household Schedule books and filled in Individual Slip pads will tie them up with thread for the entire Enumeration Block separately in two bundles. Thus, he will have two bundles for each enumeration block, one for Household Schedule books and the other for Individual Slip pads. *They should not be tied up together.* On receipt of the filled-in Household Schedule books and filled-in Individual Slip pads by the Director of Census Operations/Deputy Director of Census Operations Incharge of Regional Tabulation Offices as the case may be, a register will have to be maintained for both the schedules separately. In states where the sample slip has been canvassed in sample blocks only two separate registers will be maintained. One of these registers will be for sample blocks and other for non-sample blocks. This is necessary because processing of the Household Schedules and Individual Slips of the sample blocks will be done first and, only thereafter non-sample blocks will be processed. The format in which the movement registers will be maintained is given as Appendix-IV. It may, however, be emphasised that while entering the records received from Charge Offices it should be ensured that the record pertaining to sample blocks is kept separate from that of non-sample blocks. This will facilitate issue and receipts of the records for the compilation of the Primary Census Abstract and Table HH-XIV-SC and HH-XIV-ST.

It will be recalled that the 1971 Census a one per cent sample of slips was processed for advance tabulation. At the 1981 Census, it is proposed to do advance tabulation of data pertaining to 5 per cent the enumeration blocks. The instructions as to how this sample will be drawn for advance tabulation will be issued separately.

As you know, the sample slip, is being canvassed universally in all union territories and the States of Assam, Himachal Pradesh, Jammu and Kashmir, Maharashtra, Manipur, Meghalaya, Nagaland, Sikkim, Tripura and West Bengal. In the other States sample slip will be canvassed in 20% of the enumeration blocks. The mode of drawing 5% sample in these two sets of States/Union Territories will obviously be different. It is, however, re-emphasised that the records pertaining to sample blocks and non-sample blocks should be kept separately in the case of both categories of states.

The sequence of processing of the Household Schedule and Individual Slip will be as follows :

(1) Processing of Individual Slips and population Record pertaining to 5% enumeration blocks for PCA and

Tables HH-XIV-SC & HH-XIV-ST. After processing these pads will go to the Coding and Punching Cell for advance tabulation.

(2) Processing of the remaining slip pads and corresponding population record of sample areas in respect of the 12 states mentioned above, for PCA and Tables HH-XIV-SC and HH-XIV-ST. After processing, these pads will be sent to the coding and punching cell for further processing.

(3) In the States where sample slips have been canvassed universally, 95% of the enumeration blocks will be taken up for processing for PCA and Tables HH-XIV-SC and HH-XIV-ST. Thereafter, these records will go to the coding and punching cell for further processing.

(4) In States where Sample Slip has been canvassed in sample areas only, the slips and corresponding population records in respect of 80% non-sample area will be taken up for PCA and Tables HH-XIV-SC and HH-XIV-ST. These slips will not be sent to the coding and punching cell at this point. These will be taken up by the coding and punching cell later when 100% taping of data will be taken up.

(5) Processing of Household Schedule, Part I; Household particulars, in the coding and punching cell on 100% basis for various Household Tables.

(6) Processing of Household Schedule, Part II: Population Record, on 20% sample basis in the coding and punching cell.

(7) Processing of Household Schedule, Part II: Population Record, column 1 to 7 on 100% basis for 'own children' tabulation.

An inventory of the records sent to the coding and punching cell for processing will have to be made each time and the form suggested for this purpose is given at Appendix V.

5. Working Sheets for Enumerator's Abstract

Each Supervisor will hand over the Working Sheets relating to each enumeration block under his charge, arranged in ascending order of enumeration block numbers and handover the same to the charge office. The Working Sheets relating to the entire charge will be arranged in ascending order of block numbers before handing them over to the Director of Census Operations/Deputy Director of Census Operations, in-charge Regional Tabulation Office. On receipt of these working sheets in the office of the Director of Census Operations/Regional Tabulation Offices will be got stitched properly so that these can be consulted during the course of compilation of the data for Primary Census Abstract and Tables HH-XIV-SC and HH-XIV-ST.

6. Enumerator's Abstract

Same procedure as suggested for working Sheets will be followed for Enumerator's Abstracts.

7. Statement showing the number of Degree Holder and Technical Personal Schedules received, issued, filled-in schedules collected and blank schedules returned.

On receipt of the above statement from each Enumerator in his Circle, the Supervisor will consolidate all the Statements and handover the same to the Charge Office. In the Charge Office a consolidated statement will be prepared for the entire charge and all the statements, prepared by Enumerators, Supervisors will be handed over to the office of the Director of Census Operations and receipt obtained. The office of the Director of Census Operations will despatch these statements as well as blank Degree Holder and Technical Personnel schedules to the office of the Scientist in-charge, CSIR, C.S.I.R. Complex, Library Avenue, Pusa, New Delhi-110 012.

APPENDIX I

Rural/Urban.....

Name of State ..... Code No. .... Name of village/ Ward....Code No.....

Name of District.... Code No. ....E.B. Number.....

Name of Charge .... Code No.....

Name of Schedule/ Form	Blank Schedules/ Forms received	Filled in Schedules/ Forms returned to Supervisor	Blank Schedules/ Forms returned to Supervisor	Remarks
1	2	3	4	5
1. Notional Map				
2. Layout Sketch				
3. Abridged Houselist				
4. Household Schedule books				
25 Forms .				
10 Forms .				
5. Individual Slip pads				
50 Slips .				
25 Slips				
6. Working Sheets .				
Normal Household				
Institutional Household				
Houseless Household				
7. Enumerator's Abstract				
8 Degree Holder & Technical Personnel Schedules				

Received the above records.

Signature of Supervisor———Signature of Enumerators———

Circle No.———

APPENDIX II

Rural/Urban ———

Name of State ——— Code No.—— Name of Supervisors Circle, if any or number———

Name of District ——Code No.—— E.B. Nos——From——

Name of Charge—— —Code No.——

Name of Schedule/ Form	Blank Schedules/ Forms recived	Filled in Schedules/ Forms returned to Charge Officer	Blank Schedules/ Forms returned to Charge Officer	Remarks
1	2	3	4	5
1. Notional Map				
2. Layout sketch .				

APPENDIX II—*Concld.*

1	2	3	4	5
3. Abridged Houselist				
4. Household Schedule books				
25 Forms				
10 Forms				
5. Individual Slip pads				
50 Slips				
25 Slips				
6. Working Sheet				
Normal				
Institutional				
Houseless				
7. Enumerator's Abstract				
8. Degree Holder and Technical Personnel Schedule				

Received the above records.

Charge Clerk.....Signature of Supervisor.....

APPENDIX III

Name of State ..... Code No. ..... Rural/Urban .....

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

Name of Charge ..... Code No. .....

E.B. No.	Notional Map	Layout sketch	Abridged Houselist	Household Schedule books		Individual Slips		Working Sheets			Enumerator's Abstract
				25 Forms	10 Forms	50 Slips	25 Slips	Normal	Institutional	Houseless	
1	2	3	4	5	6	7	8	9	10	11	12

APPENDIX IV

Name of State ..... Code No. ..... Rural/Urban .....

Name of District ..... Code No. ..... Sample/Non-sample .....

Name of Charge ..... Code No. .....

E.B. No.	Receipt of record from Charge Office			Issue of record for PCA				Issue of record for HH-XIV			Details of record rent to C & P Cell		
	Date of receipt of record from Charge Office	No. of pads		Date	Name of Supervisor	Signature of Supervisor	Date of receipt of record book	Date	Name of Supervisor	Signature of Supervisor	Date of receipt of record book	Date	Reference No.
		50 Slips	25 Slips										
1	2	3	4	5	6	7	8	9	10	11	12	13	14

APPENDIX V

Name of State .....Code No....Rural/Urban.....

Name of District ....Code No....Sample/Non-sample.....

Name of Charge ....Code No....

E.B. No.	Number of Household Schedule books		Number of Individual Slip pads		Remarks
	25 Forms	10 Forms	50 Slips	25 Slips	
1	2	3	4	5	6

Forwarded to the Coding and Punching Cell————————

Signature of Officer in charge RTO————

1981—Census
Immediate

P. PADMANABHA

REGISTERED
D.O. No. 18/5/79-SS
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA
Kotah House Annexe,
2-A Mansingh Road,
New Delhi-110 011
30 May 1980

CENSUS OF INDIA 1981—CIRCULAR NO. 17

Subject:—Compilation of District Census Handbooks of 1981 Series—Clarifications thereon

My dear Lalnithanga,

Kindly refer to circular Nos. 4 and 8 sent to you vide my d.o. letters of even number, dated the 17th July, 1979 and 22nd September, 1979, regarding the compilation of District Census Handbooks of 1981 series including Village and Town Directories. I hope by now you have completed the spade work for compilation of the requisite data for the said directories. In the meanwhile my office has been exploring the possibility of bringing about Improvements in the quality and presentation of data and related issues. Some of the Directors of Census Operations have also offered a few suggestions besides seeking clarifications on some items figuring in the Village and Town directories. I am circulating the clarifications on the points raised by a few census directorates as well as supplementary instructions on a few points for information and guidance so that further compilation and tabulation of the data are carried out accordingly.

Village Directory

Column 4 Total Population and number of house-holds:

Under the instructions accompanying the Village Directory circulated vide Circular No. 4 it has been suggested that the number of households may be written in brackets below the total population. On further consideration it is felt that if the number of households is indicated in brackets below the total population the volume will become bulky as for each village two lines will be used horizontally. This is all the more undesirable as except for the column for number of households most of the spare in the second line will remain blank since the other data would be accommodated in the first line itself. It has, therefore, been decided that the number of households may be indicated in brackets against the total population in the same line to avoid wastage of paper and space.

Column 6 Educational Amenities

The necessary instructions on the compilation of data on educational amenities were provided in the circular No. 4 and supplementary instructions and modifications in this regard circulated vide my circular No. 8, of even number dated 22nd September, 1979. Since then a question was raised whether '10+2' classes should be categorised under higher secondary schools or colleges. The presentation of this information causes some problem as no standard practice is followed in this regard in different states. While in some States 10+2 classes are held in higher secondary schools in others these are held in colleges. We had earlier adviced the Census Directorates which had raised this issue that a separate code (PUC) may be shown separately for 10+2 classes irrespective of the fact whether +2 classes are held in schools or colleges. Since then the matter regarding presentation of data on different types of schools and levels of education came up for discussion with the Ministry of Education and in our tabulation plan relating to educational classifications we have made certain departures from the past in the light of the present thinking and instructions of the Ministry. It is desirable that while presenting such data in the village and town directories we should follow the same pattern as in cultural and other relevant tables on educational aspects under census series. Accordingly, the procedure indicated below may be followed:

There is a need for re-grouping of matriculation, and other categories. Now matriculation and secondary levels may be grouped in one category, while higher secondary, intermediate/pre-university/junior college levels may form another group. This would cover 10+2 classes, whether held in schools or colleges. For matriculation/secondary level, the existing abbreviation 'H' may be used and for the new category higher secondary intermediate/pre-university/junior college, which covers '10+2' classes whether held in schools or colleges, the abbreviation 'PUC' (Pre-University Course or College) may be used. There may be no change in the presentation of data regarding primary and middle schools and other levels. The same may be furnished in the light of instructions contained in the circular Nos. 4 and 8.

Column No. 7

In view of a variety of medical amenities for which a number of codes have already been suggested, it will not possible to provide too many details under each such amenity as suggested by a few Director of Census Operations. However, all registered medical practitioners—whether Ayurvedic, Unani, Homoeopathic or Allopathic—are to be covered under the code 'RP'.

It is clarified here that the term 'Community Health Worker' does not refer to workers in extension programmes like Malaria, Eradication, Agriculture etc. It refers to only those para-medical personnel who have been trained for dispensing medicines for minor ailments. This scheme was initiated only recently in some states. In case such a Community Health Worker is stationed in one or more of the villages in your State/Union Territory, the information may be given accordingly. The code for Community Health Worker, namely 'CHW' had already been provided in Circular No. 4 (Page 5 of instructions on Village Directory).

Column No. 10

If weekly markets or hats are not held in villages in your state at all, non information need be given and this column may be left blank as was done in the 1971 village directory. If these are held every fortnight or once in a month, it may be so indicated.

Column No. 11

If a bus-stop or a railway station is located within the territorial jurisdiction of a village, the village may be considered to have been served by such facility, even if it is a

little away from the actual settlement. This will be more relevant for states like Himachal Pradesh, J & K etc.

Appendices to the Village Directory. In the instructions issued vide circular No. 4 we had suggested that the following two appendices to the Village Directory may be compiled :

(i) Tahsil/Block/Thana-wise totals of the amenities of the district as a whole.

(ii) Land utilisation data in respect of non-municipal towns.

While the two appendices already suggested may be compiled for the Village Directory, two other appendices may also be compiled as follows :

(iii) Taluk/Block/Thana-wise list of villages where no educational or medical and public health facilities etc. are available.

(iv) Taluk/Block/Thana-wise population of Scheduled Castes/Scheduled Tribes in the Villages separately arranged by suitable ranges of population.

The appendix number (iii) will be helpful for planning inputs in areas/villages where basic infrastructure is lacking. The appendix (iv) will be helpful for planning of welfare programmes for Scheduled Castes and Scheduled Tribes at micro level, particularly in relation to area development oriented programmes. The villages may be arranged according to suitable ranges as shown in the appended format in respect of Scheduled Caste and Scheduled Tribe population separately, tehsil-wise or blockwise, without any relation to amenities. Separate ranges for Scheduled Castes and Scheduled Tribes have been suggested as their concentration in most parts of the country is independent of each other and varies considerably. For instance, the States/Union Territories having high concentration of Scheduled Tribe population, such as Nagaland, Arunachal Pradesh and Mizoram have very small Scheduled Caste population rendering common ranges for Scheduled Castes and Scheduled Tribes unsuitable. There is, however, no need for separate appendices for Scheduled Castes and Scheduled Tribes and the information on Scheduled Castes may be followed by that on Scheduled Tribe category in the same statement as illustrated in the enclosed format.

Tehsil-wise Abstract of Amenities : As a result of minor modifications in the presentation of data in respect of 10+2 classes the tehsil-wise abstract of the Village Directory has been slightly modified. The modification relates to slight changes in the headings of columns 7 and 8 and introduction of two new columns providing data on villages and institutions in respect of Higher Secondary, Intermediate/PUC (Pre-University Colleges)/Junior or Pre-degree Colleges. This is also in conformity with the general tabulation plan being adopted for 1981 Census in relation to cultural tables and/or other tables where data in respect of educational levels is being presented. The modified abstract format is enclosed.

Town Directory

1. The suggestions of a few Census Directorates that a brief description be given of places of tourist interest located in different towns of the district is worth pursuing and you may make a reference of these places in the introductory note of DCH.

2. In paragraph 1 of the instructions (issued vide Circular No. 4) it is stated that the town directory particulars in the DCH will be presented Taluk/Police Station//Development Block/Island-wise. These instructions contained in paragraph 1 of the said instructions may be deleted. The town directory particulars (In Statements I to VII) will be compiled for towns arranged in an alphabetical order as was done in 1971 Census.

Statement II—Column 3

3. As already intimated vide this office letter No. 19/11/79-SS(TD), dated the 22nd September, 1979, the data in respect of altitude is not required to be compiled and presented in the directory and the columns on 'altitude' may be deleted and the columns renumbered accordingly as already advised.

Statement II—Columns 7, 9 & 11

4. On page 9 of the instructions issued vide circular No. 4 for filling up the columns 7, 9 and 11 of Statement II of the Town Directory, the word 'nearest' may be substituted by 'referent' in the statement, "if the names mentioned in these columns are the same as the nearest town itself, distance will be recorded as '0' (zero)". Further, the relevant instructions are applicable not only to columns 7, 9 and 11 but 8 as well. The relevant instructions may be amended accordingly.

Statement III—Instructions

5. In the concluding paragraph of the instructions for filling up of the Statement III, appearing at page 2, (Circular No. 4) it is mentioned that the figures should be in hundreds. But in the formats circulated vide Circular No. 4 it is recorded "in 000" due to a typographical error. As this information is required to be presented in hundreds in the statement, the necessary corrections may kindly be made.

Statement III—Columns 12 and 15

6. We have been requested to spell out the information to be provided under items 'public safety' and 'Public institutions'. Under column 12 of the Statement III, the expenditure incurred on 'Public safety' is to cover such items as fire-fighting services, rescue operations during floods and fairs, etc. Likewise, column 15 of the same statement pertaining to 'Public institutions' requires particulars on expenditure incurred on maintenance of schools, colleges and other institutions like public libraries, museums, etc. The exact items covered, however, may vary from state to state and town to town. The items covered would depend on the practice followed in this regard by each local authority which is expected to maintain the records about the type and extent of services rendered under these heads. You will, therefore, have to go by the records of the relevant local body/municipality and base the figures expenditure on those two heads accordingly.

Statement IV

7. It is clarified that the information on the number of latrines-water borne, service and others in columns 8, 9 and 10 respectively is required to be collected and presented in respect of all the latrines in the towns-public as well as private. In case information in respect of private latrines is not available, the data may be given for public latrines only and either in the fly-leaf or by way of a footnote this may be clarified.

Statement IV-A

8. This statement pertains to notified slums. The recognised slums are generally notified by the local authorities such as municipalities, municipal corporations, or even local development authorities. It is possible that some of the states or local bodies may not have formally notified the slums under their jurisdiction. But in such cases they must be maintaining a list of such areas which are officially treated as slums. The intention is that in Statement IV-A information should be provided in respect of such localities as are officially recognised as slums, whether actually notified or not. Though the magnitude of slum problem is greater in relation to class I and class II towns, it is acknowledged that these are also associated with smaller towns including census towns. However, it is appreciated that the collection of data on slums in respect of smaller towns, particularly census towns which do not have such local authorities as municipalities, may be difficult and time-consuming. It has, therefore, been decided to compile and tabulate the required information on slums in respect of class I and class II towns only.

Statement V—Column 4

9. It has been suggested to us that the medical facilities should also include ayurvedic, unani, homoeopathic hospitals/dispensaries, etc. and these should be indicated by separate codes. In tention is that all types of hospitals/dispensaries, etc. should be covered under column 4, whether allopathic or ayurvedic or unani or homoeopathic. We have

no objection if these are further distinguished by providing the following **additional** codes :

A—Ayurvedic
U—Unani
H—Homoeopathic

In case of allopathic, no separate code need be given.

The information in column 4 on medical facilities may, however, be presented horizontally, in the same line as illustrated below :

H (A-1, 2), D (HOM-2, 1, U-1)

Here 'H(A-1, 2)' represents one ayurvedic and 2 allopathic hospitals and 'D(HOM-2, 1, U-1), represents 2 homoeopathic, 1 allopathic and 1 unani dispensaries.

In the relevant instructions and also in the foot-note to Statement V, it is stated "if a medical or educational facility is not available in the town, mention the name of the nearest town if in the same district..... The same type of instructions are provided for recording 'fire fighting service' in Statement IV. It is clarified here that the nearest town in such cases may not necessarily be a municipal town. It can even be a non-municipal or a census town. This point may please be kept in view while collecting information in such cases.

Statement V

In case of Statement-V of town directory relating to medical, educational and other facilities the heading of column-11 has been slightly modified to reflect the position relating to 10+2 classes and a new column relating to secondary/ matriculation level has been added to fall in line with the revised tabulation plan pertaining to tables on educational aspects in the 'C' Series or cultural tables. These are reflected in the enclosed modified statement.

Primary Census Abstract

The Primary Census Abstract has been slightly modified to present data on marginal workers as well, to fall in line with the PCA being included in the A-I series tables of 1981 Census. The modified Primary Census Abstract is enclosed for ready reference.

Other Important Directions

I take this opportunity to impress upon you the desirability of ensuring proper screening and scrutiny of the village and town directory data before presenting these in 1981 DCH Part-A. Although in 1961 district census handbook series a few particulars on amenities were given, it was for the first time in the 1971 series that the data on amenities were presented in a comprehensive manner. But notwithstanding the usual instructions about the correctness of the data and proper compilation thereof that might have been issued at your end before the requisite data were collected, it is not unlikely that the statistical data relating to the amenities were recorded without any doubt being entertained about authenticity. Now that we are collecting a parallel set of data for the 1981 Census for building a time series it is imperative to screen these in the light of the 1971 data to ensure that an erratic trend is not unnecessarily portrayed. The possibility of inexplicable fluduations in the figures of 1971 and 1981 cannot be ruled out. The 1981 series data may actually show, in some cases a decline in the extent, level, or number of amenities in relation to 1971. This could be due to various reasons such as the source of information for 1981 series data being different from that of 1971, and incomplete information recorded in either or both the series of data. It may also be possible that in some cases the 1971 data were based on targets fixed for the referent year by the concerned departments, like Education and Health, which might not have been actually achieved. Likewise, this could be true for 1981 series data thus presenting a distorted picture in relation to the other set of data. You are, therefore, advised to ensure that the requisite data are thoroughly screened and monitored at your end, in relation to the 1971 data, and an attempt is made to reconcile the discrepancies, if any, before these are tabulated and presented. It may also please be noted that the data recorded in the directories is required to reflect the actual position pertaining at the reference period and not the targets fixed by the concerned departments for the relevant period. It is for this reason that collection of requisite data, particularly in respect of the village directory is preferable through the agency of Revenue Department by utilizing the services of the tehsildars who could, in turn, collect the relevant information from the village patwaris under their jurisdiction. The information so collected, it is felt, is more likely to reflect the actual position regarding amenities available in the villages for the reference period. On the other hand, in case the information is collected through such agencies as Education and Health Departments, etc. for the village Directory, the possibility of this information reflecting the targets rather than the actual position in respect of reference period cannot be ruled out. However, in view of somewhat different position of administrative set up in various States/Union Territories, we have refrained from giving any specific direction in this regard and have largely left this matter to the discretion of the census directorates to compile the requisite particulars from the departments/agencies which are more relevant in the context of their state and/or with which they have established better rapport during the course of time.

The receipt of this circular may kindly be acknowledged.

Yours sincerely,

(P. PADMANABHA)

Encl :—As above
(with 5 spare copies)

Shri P. Lalnithanga,
Director of Census Operations,
Mizoram.

No. 18/ /79-SS New Delhi—110011 the

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Tehsilwise Abstract of Educational, Medical and other Amenities

NAME OF DISTRICT :

Sl. No.	Name of Tehsil	EDUCATIONAL									
		Primary School		Middle School		Matriculation/Secondary School		Higher Secondary/PUC/Intermediate/Junior college		College (graduate and above)	
		Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions
1	2	3	4	5	6	7	8	9	10	11	12

Sl. No.	Name of Tehsil	EDUCATIONAL—*contd.*										
		Adult literacy Class/Centre		Others		Villages with no educational facility	Dispensary		Hospital		Maternity home	
		Villages	Institutions	Villages	Institutions		Villages	Institutions	Villages	Institutions	Villages	Institutions
1	2	13	14	15	16	17	18	19	20	21	22	23

Sl. No.	Name of Tehsil	MEDICAL									
		Child Welfare centre		Health centre		Family Planning centre		Primary health centre/sub-centre		Community health worker	
		Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Numbers
1	2	24	25	26	27	28	29	30	31	32	33

Sl. No.	Name of Tehsil	MEDICAL—*contd.*			DRINKING WATER						
		Others		Villages with no medical facility	Tap	Well	Tank	Tubewell	River	Fountain	Canal
		Villages	Institutions								
1	2	34	35	36	37	38	39	40	41	42	43

Sl. No.	Name of Tehsil	DRINKING WATER				POSTAL AND TELEGRAPH			
		Others	More than one source	Not available	Villages with no drinking water facility of any type	P. O.	T. O.	P. T. O.	P. O. & Phone
1	2	44	45	46	47	48	49	50	51

Sl. No.	Name of Tehsil	POSTAL AND TELEGRAPH			COMMUNICATIONS			POWER SUPPLY	
		T.O. & Phone	P.T.O. & Phone	Phone	Bus stop	Railway Station	Navigable waterway	Available	Not available
1	2	52	53	54	55	56	57	58	59

APPENDIX IV

LIST OF VILLAGES ACCORDING TO THE PROPORTION OF SCHEDULED CASTES AND SCHEDULED TRIBES TO THE TOTAL POPULATION BY RANGES

A. SCHEDULED CASTES

Tehsil/Taluk

Ranges of Scheduled Caste Population (Percentage)											
0—5		6—10		11—15		16—20		21—30		31+	
LC No.	Name of village	LC No.	Name of village	LC No.	Name of village	LC No.	Name of village	LC No.	Name of village	LC No.	Name of village
1	2	3	4	5	6	7	8	9	10	11	12

B. SCHEDULED TRIBES

Tehsil/Taluk

Ranges of Scheduled Tribes population (Percentage)											
0—5		6—15		16—25		26—35		36—50		51+	
LC No.	Name of village	LC No.	Name of village	LC No.	Name of village	LC No.	Name of village	LC No.	Name of village	LC No.	Name of village
1	2	3	4	5	6	7	8	9	10	11	12

STATEMENT—V

MEDICAL, EDUCATIONAL, RECREATIONAL AND CULTURAL FACILITIES, 1981

Sl. No.	Class and name of town	Population	Medical* facilities	Medical	Educational Facilities					
			Hospitals/ Beds/Dispensaries in T.B. clinics	Institutions noted in column 4	Arts/Science/ Commerce colleges (of degree level and above)	Medical Colleges	Engineering Colleges	Polytechnics	Recognised shorthand, typewriting and vocational training institutions	Higher secondary, Intermediate/ PUC (Pre-university college)/ Junior college level
1	2	3	4	5	6	7	8	9	10	11

Sl. No.	Class and name of town	Population	Educational facilities (*contd.*)			Number of Recreational and cultural facilities				
			Secondary/ Matriculation	Junior Secondary and middle schools	Primary schools	Adult literacy classes/ centres, others (specify)	Working women's hostels with number of seats	Stadia	Cinema	Auditoria/ Drama/ Community halls	Public libraries including reading rooms
1	2	3	12	13	14	15	16	17	18	19	20

*If a medical or educational facility is not available in the town, mention the name of the nearest town if in the same district or the name of the nearest district if in the same state or other state and its distance from the town where facility is available.

PRIMARY CENSUS ABSTRACT

Location code No.	Name of the village/town/ urban/ enumerator's block	Area of village in hectares & of towns/ward in Sq. kms.	No. of occupied residential houses	No. of Households	Total population (including institutional and houseless population)			Scheduled Castes		Scheduled Tribes		Literate and educated persons	
					P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Location code No.	Name of the village/ town/urban/enumerator's block	MAIN WORKERS															
		Total main workers (I to IX)		Cultivators (I)		Agricultural labourers (II)		Household industry V(a)		Other workers (III, IV, V(b), VI to IX)		Marginal workers		Non-workers		Persons seeking/ available for work	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	2	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Regd.
1981—Census
Immediate

P. PADMANABHA

D.O. No. 9/16/80-CD (CEN)
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2-A Mansingh Road,
New Delhi-110 011
30 May 1980

CENSUS OF INDIA 1981—CIRCULAR NO. 18

Subject: Management of records relating to Individual Slip and Household Schedules at various levels. Supplement to Circular No. 16

My dear

Kindly refer to para 3 of my Circular No. 14 sent with D.O. No. 1/3/79-DD, dated 15 April, 1980 on the subject of selection of 20% sample enumeration blocks.

As it has since been decided to resort to 20% sampling in the States of Assam, Maharashtra and West Bengal, in addition to the 12 States mentioned in para 4 of Circular No. 14, some consequential changes in Circular No. 16 sent with my D.O. of even number dated 9 May, 1980 have become necessary.

(1) While the sample slip will be canvassed universally in the States of Assam, Maharashtra and West Bengal, for the initial tabulation, 20% sample blocks will be selected in the usual manner.

(2) As the notional maps lay-out sketch maps and Abridged Houselist will be required for the Post-Enumeration Check operations, these documents should be sent to the State Directorate only after the PEC operations are over. Items 1, 2 and 3 on page 3 of Circular No. 16 will therefore be acted upon at the appropriate stage.

(3) On page 4, para 4, line 14, the sentence 'In States where sample slip has been canvassed in sample blocks only, two separate registers will be maintained', may be replaced by 'the States where it has been decided to tabulate data on the basis of 20% sample of enumeration blocks, two separate registers will be maintained'. This would imply that in the States of Assam, Maharashtra and West Bengal also, two separate registers will have to be maintained.

(4) Page 5, first para, line 7 : The sentence 'the mode of drawing 5% sample in these two sets of States/Union Territories will obviously be different' may be replaced by 'the mode of drawing 5% sample will be different in States where data relating to 20% sample blocks are tabulated and where data are tabulated on 100% basis'. This would imply that the mode of drawing 5% sample in Assam, Maharashtra and West Bengal will be in line with that to be adopted for the 12 States mentioned in para 4 of Circular No. 14.

(5) Page 5, item (2): The sentence 'processing of the remaining slip pads and corresponding population record of sample areas in respect of the 12 States mentioned above, for PCA & Tables HH. XIV-SC and HH. XIV-ST' may be replaced by 'processing of the remaining slip pads and corresponding population record of sample areas in respect of the 15 States, namely, those mentioned in para 4 of Circular No. 14, as also Assam, Maharashtra and West Bengal for PCA and Tablets HH. XIV-SC and HH. XIV-ST'.

(6) Page 5, item (3): The first sentence 'in the States where sample slips have been canvassed universally ..... *may be read* as 'in the States where sample slips will be tabulated on 100% basis, 95% of the enumeration blocks.....'.

(7) Page 5, item (4): The first sentence 'in States where sample slip has been canvassed in sample areas only, the slips and corresponding population record.....' *may be replaced by* 'in States where sample slip will be tabulated in 20% sample areas only, the slips and corresponding population record.....'.

(8) Page 6, item (7): It has since been decided that columns 1 to 7 of Population Record, part II should be tabulated on 20% basis. Therefore, the sentence 'Processing of Household Schedule, part II: Population Record, columns 1 to 7 on 100% basis for own

children tabulation' may be replaced by 'processing of Household Schedule, Part II : Population Record, columns 1 to 7 on 20% basis for own children tabulation'.

Kindly incorporate these corrections in all copies of Circular No. 16 sent to you earlier.

Kindly acknowledge receipt of this Circular.

Yours sincerely,

Encl : Five spare copies.

(P. PADMANABHA)

Shri.....

Director of Census Operations,

No. 9/16/80-CD(CEN) New Delhi-110011 the

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1981-Census
Immediate

P. PADMANABHA

D.O. No. 1/1/79-MAP
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

Kotah House Annexe,
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New Delhi-110 011.

CENSUS OF INDIA 1981—CIRCULAR NO. 19

Subject : Preparation of District and Tehsil/Police Station/ CD Block/Circle maps for District Census Hand Books 1981 Census.

My dear

This circular incorporates instructions regarding preparation of district maps for the District Census Hand Books (DCHB) which are proposed to be produced, as was done before, in connection with the 1981 Census. The instructions refer to the preparation of these maps at the district level and the level of the Tehsil/Police Station/CD Block/ Circle. In this circular wherever a reference is made only to a tehsil it should be regarded as a reference to the corresponding levels in the State concerned, by whatever name these are called, namely tehsil/taluk/police station/CD Block/Circle.

Instructions have been issued earlier on this matter before the conference of the Directors of Census Operations held at Mysore in January, 1980. The matter was also discussed at this conference. Based on these discussions and the earlier correspondence, this circular incorporates the general instructions regarding this matter which may please be followed.

Scale of Map

While it would have been desirable to have adopted a uniform range of scales, it is appreciated that this would be extremely difficult, taking into consideration, the varying sizes of tehsils/districts etc. Therefore, the maps may be presented in varying scales as was done at the 1971 Census, depending on the local circumstances in each state. However, it would be desirable that the scales of the maps are suitably adjusted within some broad ranges so that too many folds are avoided in the publication.

The maps are expected to enhance the utility of the census maps for data analysis and reference by the users. All such categories of information must be depicted by the specified standard legands and symbols with recommended U.N.O. pen numbers as indicated in Annexures 1 and 3.

The boundaries of the districts and the tehsils as also the name, spellings and location of the district and tehsil headquarters respectively should be certified by the State/UT Governments. This authentication will have to be made on the district and tehsil maps prepared in your office by the appropriate revenue authority of the level concerned. This would mean that in the case of the district maps the certification would have to be by the Deputy Commissioner/ Collector/District Magistrate while at the tehsil level the certification would have to be by the Tehsildar/Mamlatdar/ Anchal Adhikari or appropriate revenue authority as the case may be. It is sufficient if this certification is available on one copy of the map of the district or tehsil and this authenticated copy may be retained by you in your office for future reference. I need hardly mention that authenticated or certification would imply that the seal of the authority is put on the map.

The preparation of the maps for publication will be based on the authentic map referred to above.

It must be emphasised that in the case of those districts and tehsil which have an international boundary or which lie on the coast line, the maps as authenticated by the appropriate authority will have to be further vetted for which purpose those maps may be forwarded in original to the Asstt. Registrar General (Map) of this office. For information it may be mentioned that these maps would require clearance from the Survey of India before publication and, therefore, these are to be sent to us for processing with the Survey of India.

These instructions with reference to districts and tehsils that lie on the international border or the coast line are extremely important and may be particularly noted. After they are processed with the Survey of India and other competent authorities these will be returned to the Directors of Census Operations concerned for further reproduction.

District Maps

The District Maps will contain the following information :

(i) District boundary and location of headquarters.

(ii) Tehsil boundaries and location of headquarters.

(iii) National highway, state highway with numbers.

(iv) Important metalled roads.

(v) Railway line—broad gauge, metre gauge and narrow gauge.

(vi) River and streams.

(vii) Water features—tank—natural, artificial embankment/bund.

(viii) Town and important census villages according to population size.

(ix) Post and telegraph offices, combined units.

(x) Degree college and technical institution.

(xi) Dak Bungalow, Rest house, Travelling bungalow etc. by abbreviations.

The indication of roads on district map as given in the Annexe 1 will be according to the alignment shown in the Survey of India Road Map, scale 1 : 2.5 M (1 cm = 25 km) 1977 edition. This edition is the latest one. A copy of this map may be obtained from the local sales office of the Survey of India. In case of difficulty please contact this Office. No road other than those shown on the Survey of India map should appear on the district/tehsil etc. maps.

In the Survey of India map referred to above, the classification of roads, it will be noted, does not contain a specific reference to State highways and "important metalled roads" as such. These have been grouped under "roads according to importance" while National highways, of course, have been shown independently. In the statement below we have indicated the classification according to the Survey of India map and the road classifications which we are recommending for our maps. The information with regards to State highways and important metalled roads as also roads which have to be shown in the tehsil maps would have to be obtained from the State Government authorities concerned and incorporated in the map. It may be mentioned that we are also independently verifying from the Director General, Road Development, Ministry of Shipping and Transport (Road Wing) to ensure that basic changes have not taken place in certain National and State highways. If such changes are noticed, these will be communicated to the Directors.

Survey of India 1 : 2.5 M Road Map Classification	Road classification as recommended for DCH maps	
1. All weather motorable National Highways others according to importance.	1. National Highways 2. State Highways 3. Important metalled roads (including District roads)	As per symbol for Distt. map.
2. Motorable in fair weather.	4. Unmetalled and other roads.	As per symbol of Tehsil, Taluk etc. map.
	(Roads at S. No. 1—3 will be common in District and Tehsil and roads at S. No. 4 will be additional in the Tehsil maps.)	

If there is any doubt on this matter or if any departure from these general instructions with regards to representation of roads is found necessary in individual cases, these should be referred to the Asstt. Registrar General (Map).

It may also be noted that the ARG (Map) will be shortly forwarding to the Directors a list of roads which must not be shown on the district or other maps. It need hardly be mentioned that this information, when received, should be treated as confidential.

The representation of the categories of railway lines should confirm to the Railway Map-Scale 1 : 35 M brought out by the Survey of India, Dehra Dun. A copy can be procured for reference.

As the maps will be on a reasonably small scale in the DCHB, the representation of rivers and streams may be limited to important ones. At points, mark by an arrow the flow of rivers and streams along the single lines depicting these or in mid-streams at convenient places in case of double line (major rivers).

Water features would normally ferer only to natural or artificial tanks of fairly large size and importance. This will be shown on the map in the manner depicted in the annexes to this circular. It must be noted that embankments or bunds may also be indicated but these embankments or bunds which are close to international berders should not be shown. It must also be mentioned that irrigation projects and large water reservoirs which supply water to major industrial centres will not be depicted on the maps. In this connection your reference is invited to the letter No. F-7(15)/65/D (GS III) dated 6 July 1966 (copy enclosed) from Ministry of Defence, New Delhi to Surveyor General of India, Dehra Dun which was sent to your office with this office letter No. 1/2/72-Map dated 28-4-1972.

On the district map the location of villages having a population of 5,000 and above with name may be shown by a dot. In the thinly populated areas such as Sikkim, Arunachal Pradesh, Nagaland, Mizoram, Himachal Pradesh or parts of Rajasthan, etc., the depiction may be of villages of 1,000 population or more.

The population of urban areas may be shown by five circles as indicated in Annexe 1 depending on the size class of urban areas.

Tehsil Maps

The tehsil maps are primarily meant to provide information regarding location of villages, by population size, the village boundaries and urban spread with depiction of some of the more important infrastructure facilities available. In this map, as will be seen from Annexe 4 to this circular, the location code of the villages will have to be indicated, the villages themselves being depicted in terms of population size. The symbols which are to be used in the case of these maps are also indicated in Annexe 3.

The spread of the urban areas will be marked on these maps by hatching and the location code number of the urban area will be indicated within the spread.

The tehsil maps will contain the information indicated in Annexe 3 and will include the following :

(i) Boundary of Tehsil and location of tehsil headquarters.

(ii) Village with location code number.

(iii) Forest—Reserved.

(iv) Villages with population size.

(v) Uninhabited villages with location code.

(vi) Urban area with location code by Roman numerals.

(vii) Roads, railways and water features.

(viii) Service facilities such as post/telegraph offices, Higher Secondary Schools, Hospitals, etc. and important village market/Hats and Mandis.

In drawing the boundaries of the tehsil, it will be evident that the boundaries symbols mentioned as appropriate for the district maps may have to be adopted in some cases depending on the location of the tehsil. For instances, if a tehsil has an international boundary or a State boundary, the corresponding symbol as given in the district map will have to be adopted for that portion of the boundary which is along the international border or State border.

The population size of the village will be reflected in tehsil map as will be clear from the symbol suggested.

On the tehsil map the spread of the reserved forest will be shown by the symbol as prescribed with the name of

the particular reserved forest. The boundary and name of the reserved forest will be according to that indicated by the Chief Conservator of Forests of the particular State/ UT No other class of forest need be shown on the tehsil map.

The representation of roads and railways will be the same as specified in the case of the districts. In addition, the tehsil map may indicate important unmetalled and other roads but alignment should conform to the State Government's sources. A check may also be made with the Road map of India if necessary.

Only important water features, embankments, ponds/lakes, etc. need be depicted, with the same precautions as mentioned in the case of the district map.

General points

On the district and tehsil maps it is proposed to have only one type of inset maps. It is not proposed to crowd the maps with too many insects as did happen in a few cases earlier. The inset map on the district or tehsil map concerned will refer to only additions or loss of territory. In the case of a district map the inset map will show loss or gain of territory in the case of district concerned by an inset map. This will be shown in the following manner:

(a) If the district has a complete tehsil or a part of a tehsil, the inset map will indicate the district boundary as it existed in 1971 and the area last will be shaded.

(b) If the district has gained territory, the inset map will depict the boundary of this district as in 1981 but the portions which have been added to it between 1971 and 1981 will be shaded. In effect, therefore, the non-shaded portion of the inset map will represent the district as it existed in 1971.

(c) A district which is being depicted might be a totally new district made up by incorporating tehsils from neighbouring districts. In such a case, the inset map will be a more reflection on a smaller scale of the 1981 situation and the entire inset map will be shaded indicating that there have been additions to make up this complete district.

It will be noted that the loss or gain in the case of a district would be reflected as a gain or loss in the case of the district in which such changes have taken place. In particular, it may be noted that in the case of a new district, the loss of territory in the case of the district concerned will be reflected in the inset maps of those districts.

In the case of tehsil maps also, a similar inset map would be necessary. The same principles would apply in this case also. However, it may be noted that in the inset map in the case of the tehsil maps, what is being referred to are transfer of villages.

The model maps have also been enclosed for information.

Please acknowledge receipt.

Yours sincerely,

Encl. :—Five spare copies.

(P. PADMANABHA)

Shri.....
Director of Census Operations

No. 1/1/79-MAP New Delhi-110 011, the

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21. ACTO (Shri Shrivastava) . . . . (1 Copy)
2. DD (Shri Mujumdar) . . . . (1 Copy)

COPY

Letter No. F-7(15)/65/D (GS III) dated 6th July, 1966 from the Ministry of Defence, New Delhi to the Surveyor General of India, Dehradun.

Subject : Elimination/Camouflaging of vital places in the Survey of India Maps :—Restriction on sale, publication and Distribution of Maps.

I am directed to refer to the correspondence ending with your letter No. TS-1143/1534-A, dated the 4th June, 1966, on the above subject and to say that the list furnished to you in 1954 and 1955 may continue to be treated as valid. However while making any additions to these lists, the general cirteria should be followed, which lay down that non-military installations of security importance would be of the following kinds :—

(a) Importance of power stations.

(b) Large water reservoirs for supplying major industrial centres.

(c) Petrol and oil tanks and oil refineries.

(d) Civil dockyards.

(e) Important Dams.

(f) Important industries capable of being converted at a short notice to the production of war-material or equipment.

(g) Important railway yards and workshops.

(h) All steel and Heavy machinery Factories.

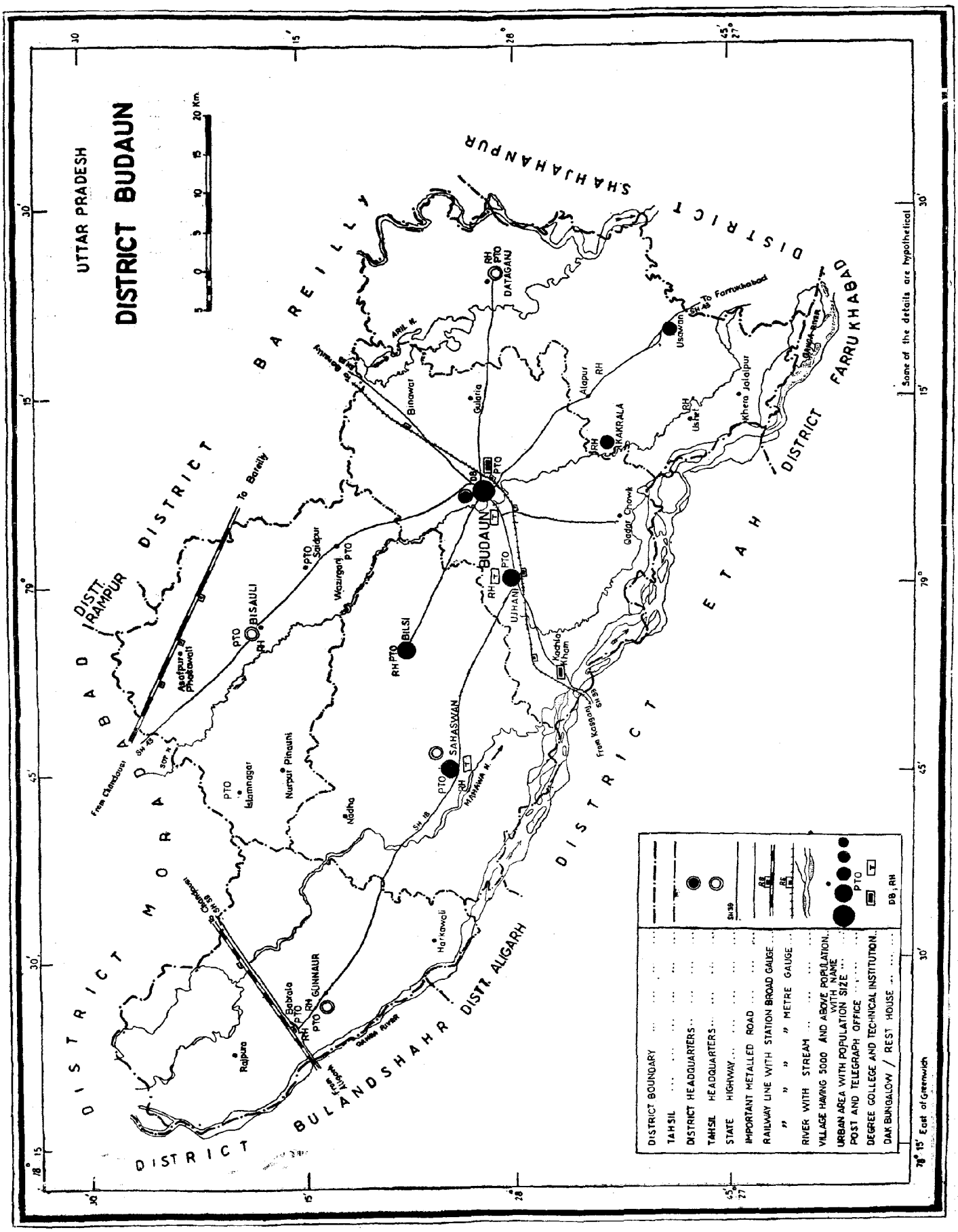
(i) Petroleum oil and lubricants installations.

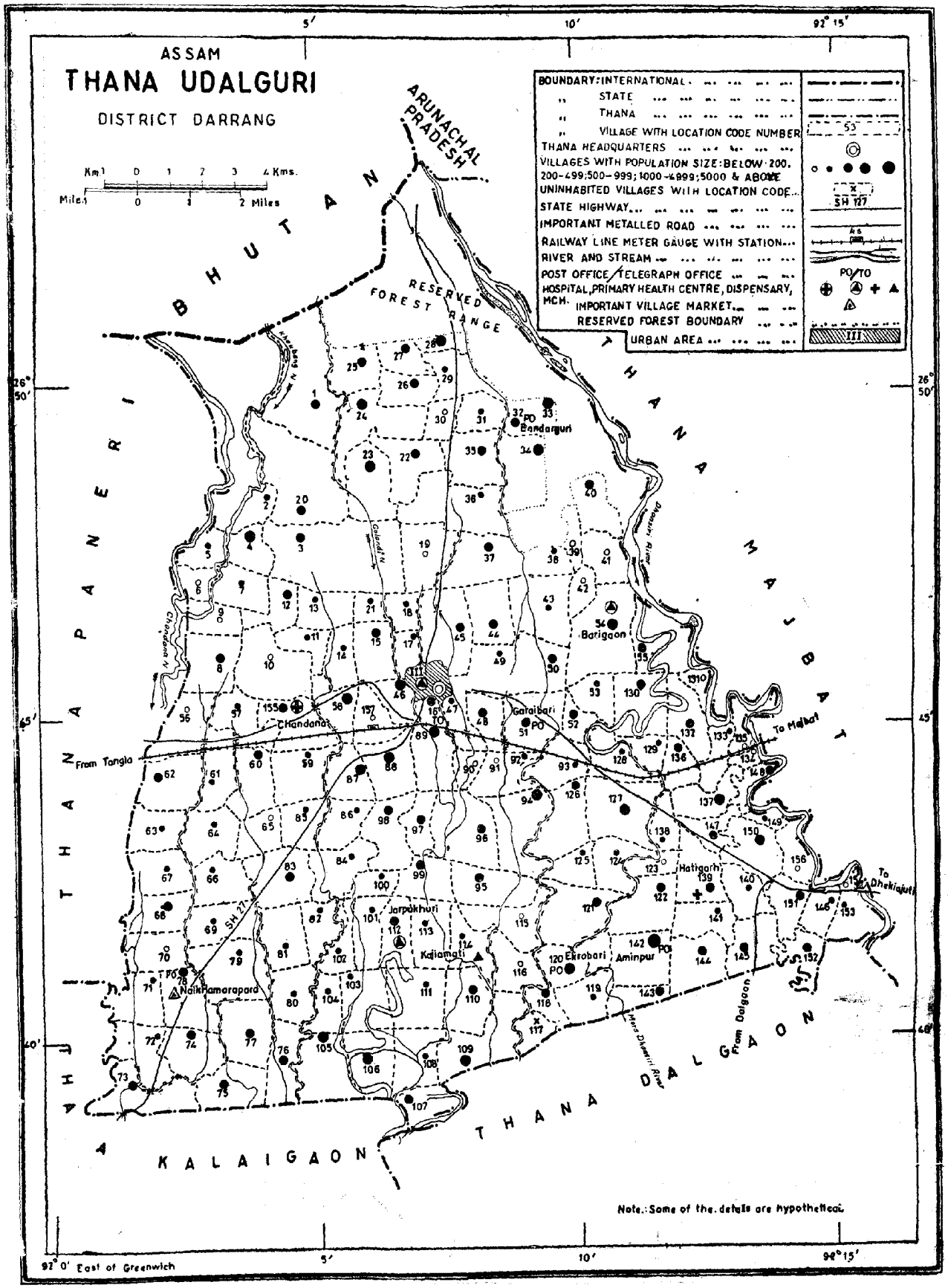
(j) Ship Building Yards.

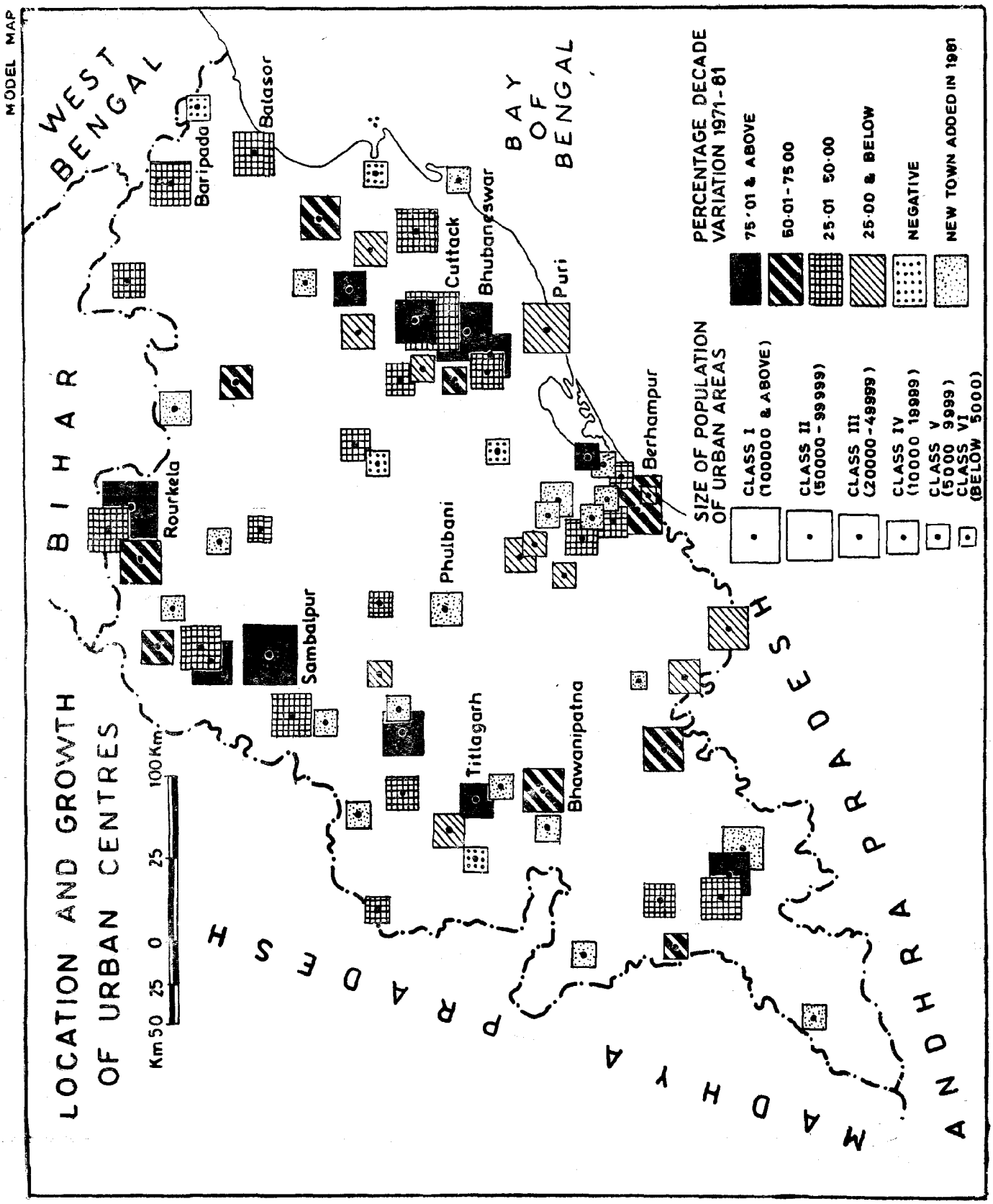
(k) Aircraft Building and Repair Workshops and

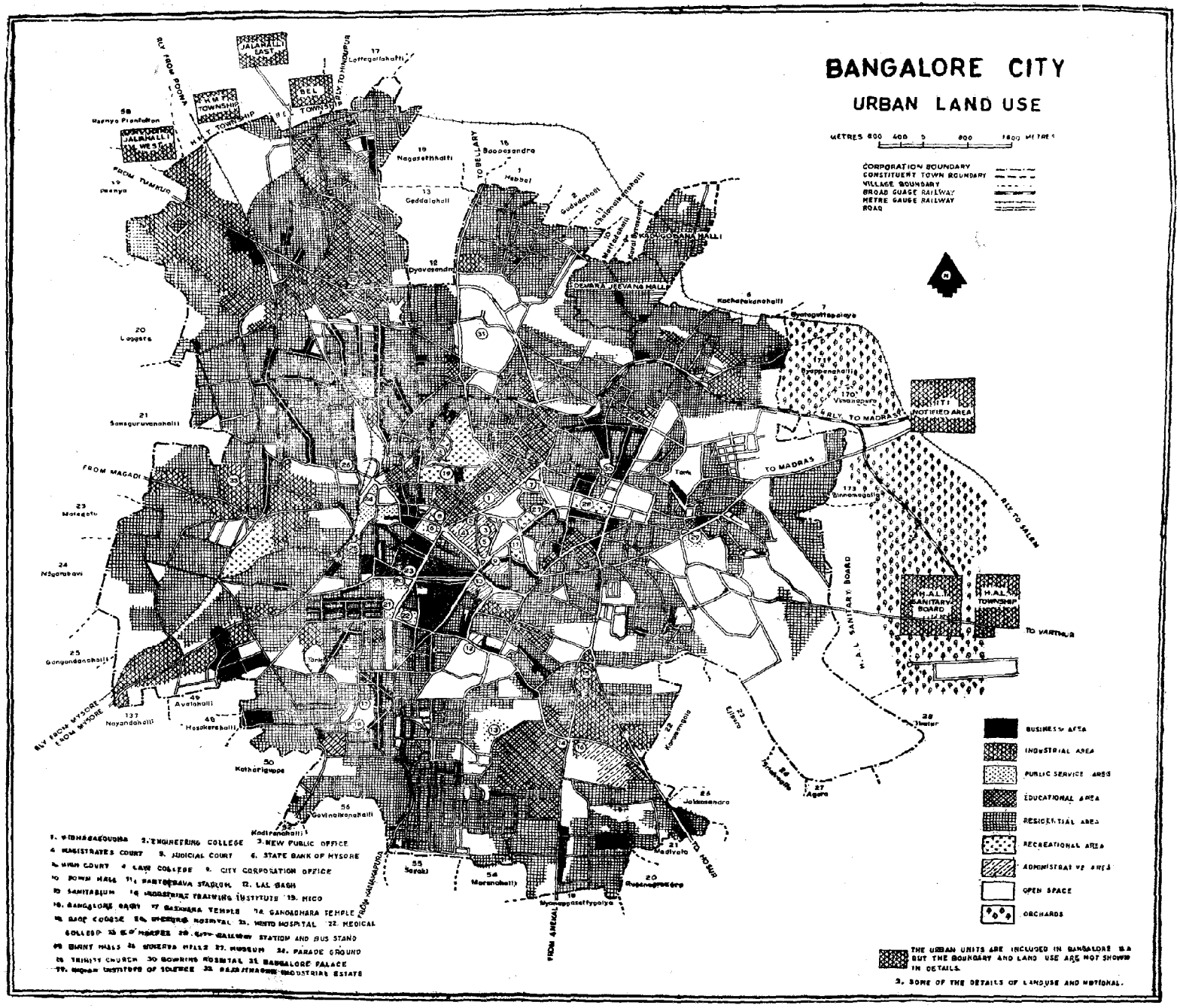
(l) All installations under the control of the Department of Atomic Energy.

2. As regards military installations, the question of depicting them in maps for open circulation does not arise.


UTTAR PRADESH
DISTRICT BUDAUN
DISTRICT BAREILLY
DISTRICT SHAHJAHANPUR
DISTRICT BADAUN
DISTT. RAMPUR
DISTRICT MORADABAD
DISTRICT ETAH
DISTRICT FARRUKHABAD
DISTRICT BULANDSHAHR
DISTT. ALIGARH
BUDAUN
BISAULI
BILSI
SAHASWAN
UJHANI
DATAGANJ
SAKRALA
GUNNAUR
Binawar
Gularia
Alapur
Usawan
Jalalpur
Kachla Kham
Gagar Chowk
Asafpur Pradhanan
Wazirganj
Islamnagar
Nurpur Pinauni
Nadha
Harkawali
Rajpura
Babrala
Ganga River
Kosi River
Aril R.
Mahawa R.
Sot R.
Ganga Canal
To Bareilly
From Kosgan
From Gandausi
To Farrukhabad
PTO
RH
DB
Some of the details are hypothetical
78° 15' East of Greenwich
DISTRICT BOUNDARY
TAHSIL
DISTRICT HEADQUARTERS
TAHSIL HEADQUARTERS
STATE HIGHWAY
IMPORTANT METALLED ROAD
RAILWAY LINE WITH STATION BROAD GAUGE
" " " METRE GAUGE
RIVER WITH STREAM
VILLAGE HAVING 5000 AND ABOVE POPULATION WITH NAME
URBAN AREA WITH POPULATION SIZE
POST AND TELEGRAPH OFFICE
DEGREE COLLEGE AND TECHNICAL INSTITUTION
DAK BUNGALOW / REST HOUSE
DB, RH


ASSAM
THANA UDALGURI
DISTRICT DARRANG
ARUNACHAL PRADESH
BHUTAN
RESERVED FOREST RANGE
THANA PANERI
THANA MAZBAT
THANA DALGAON
THANA KALAIGAON
Bandarguri
Barigaon
Gotaibari PO
Chandana
From Tangla
To Mahbal
Hatigarh
To Dhekiajuli
Jarpukhuri
Kaliamati
Ekrobari PO
Aminpur PO
Naikhamarapara PO
From Dalgaon
SH 127
BOUNDARY: INTERNATIONAL
STATE
THANA
VILLAGE WITH LOCATION CODE NUMBER
THANA HEADQUARTERS
VILLAGES WITH POPULATION SIZE: BELOW 200, 200-499; 500-999; 1000-4999; 5000 & ABOVE
UNINHABITED VILLAGES WITH LOCATION CODE
STATE HIGHWAY
IMPORTANT METALLED ROAD
RAILWAY LINE METER GAUGE WITH STATION
RIVER AND STREAM
POST OFFICE / TELEGRAPH OFFICE
HOSPITAL, PRIMARY HEALTH CENTRE, DISPENSARY, MCH
IMPORTANT VILLAGE MARKET
RESERVED FOREST BOUNDARY
URBAN AREA
Km 4 3 2 1 0 1 2 3 4 Kms.
Miles 2 1 0 1 2 Miles
Note.: Some of the details are hypothetical.
92° 0' East of Greenwich


MODEL MAP
LOCATION AND GROWTH OF URBAN CENTRES
WEST BENGAL
BIHAR
BAY OF BENGAL
ORISSA
MADHYA PRADESH
ANDHRA PRADESH
Baripada
Balasor
Rourkela
Sambalpur
Phulbani
Cuttack
Bhubaneswar
Puri
Berhampur
Titlagarh
Bhawanipatna
Km 50 25 0 25 100 Km
SIZE OF POPULATION OF URBAN AREAS
CLASS I (100000 & ABOVE)
CLASS II (50000 - 99999)
CLASS III (20000 - 49999)
CLASS IV (10000 19999)
CLASS V (5000 9999)
CLASS VI (BELOW 5000)
PERCENTAGE DECADE VARIATION 1971-81
75·01 & ABOVE
50·01-75·00
25·01 50·00
25·00 & BELOW
NEGATIVE
NEW TOWN ADDED IN 1981


BANGALORE CITY
URBAN LAND USE
METRES 800 400 0 800 1600 METRES
CORPORATION BOUNDARY
CONSTITUENT TOWN BOUNDARY
VILLAGE BOUNDARY
BROAD GUAGE RAILWAY
METRE GAUGE RAILWAY
ROAD
N
BUSINESS AREA
INDUSTRIAL AREA
PUBLIC SERVICE AREA
EDUCATIONAL AREA
RESIDENTIAL AREA
RECREATIONAL AREA
ADMINISTRATIVE AREA
OPEN SPACE
ORCHARDS
THE URBAN UNITS ARE INCLUDED IN BANGALORE U.A BUT THE BOUNDARY AND LAND USE ARE NOT SHOWN IN DETAILS.
2. SOME OF THE DETAILS OF LANDUSE AND NOTIONAL.
JALAHALLI EAST
JALAHALLI WEST
H.M.T. TOWNSHIP
B.E.L. TOWNSHIP
H.A.L. TOWNSHIP
H.A.L. SANITARY BOARD
NOTIFIED AREA
TO MADRAS
TO SALEM
TO HOSUR
TO VARTHUR
FROM MADRAS
FROM TUMKUR
FROM MYSORE
FROM HARIHARPUR
FROM AMBIKA
H.A.L. SANITARY BOARD
Lalbagh
Cubbon Park
Tank
Lottegollahalli
Nagasettihalli
Geddalahalli
Pyavasandra
Kachetakanahalli
Vinayagpura
Sunkenahalli
Sunguruvanahalli
Mareguttu
Nagarabavi
Gangondanahalli
Avalahalli
Hosakerehalli
Kathariguppe
Govindakanahalli
Kadirenahalli
Jakkasandra
Madivala
Ejipura
Agara
Koramangala
Sarakki
Marsonahalli
Ragavendra Kere
Myasandra
Hebbal
Basavanagudi
Chickpet
Cottonpet
Ulsoor
Shivajinagar
Richmond Town
Frazer Town
Cox Town
Benson Town
Banaswadi
Kammanahalli
Kaval Byrasandra
Kodihalli
Marathahalli
Doddanekundi
Varthur
Bellandur
Begur
Hulimavu
Bannerghatta
Kumaraswamy Layout
Vijayanagar
Jayanagar
Basavangudi
Padmanabhanagar
Banashankari
Uttarahalli
Kengeri
Subramanyapura
Yelahanka
Hebbal
Jalahalli
Peenya
Nagasandra
Dasarahalli
Malleswaram
Rajajinagar
Yeshwantpur
Sadashivanagar
Vasanthnagar
Shivajinagar
Ulsoor
Indiranagar
Koramangala

REGISTERED

1981--Census
Immediate

P. PADMANABHA

D.O. No. 9/36/80-CD (CEN)
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2/A Mansingh Road
New Delhi-110 011.
July 2, 1980.

CENSUS OF INDIA 1981—CIRCULAR NO. 20

Subject :—Drafting of the Administration Report.

My dear

One of the valuable documents which has always served as a guide to us in organising the census has been the Administration Report on the operations recorded by our predecessors. I am sure you have shared my experience that the administration report left by our immediate predecessor and those which were drafted by our earlier colleagues have served as very useful guides to us in our work. The census organisation has always depended upon the administration report for improving not merely its administrative organisation but also its technical skills. We, therefore, owe it to ourselves that we leave behind us an administration report which we hope will be of some use to our successors. On this matter I thought, I should write to you.

The administration report should attempt to contain as detailed an account as possible of the organisation of the census in your state/union territory and, in regard to the organisation of the census itself, in each of its various phases and aspects. It would certainly be useful if you could record your personal experiences and views on the more important aspects so that this experience will serve a useful purpose later. In drawing up the administration report it would be useful if we could draw conclusions from our experiences and also analyse and evaluate procedures and systems so that the organisation could build up on the collective experience of all of us.

While the administration report no doubt provides valuable opportunity for each one of us to express our views freely and to offer a critical and evaluatory opinion on the system as it exists now, we must at the same time remember that extravagent suggestions divorced from pragmatism would be of little assistance to our successors. Therefore, each one of us must try to achieve a balanced account of what has been done and what could have been done or might be done in future towards improving the entire census operations.

The administration report would ultimately be indicative of the role that each one of us has played in the census itself and would reflect our personalities, interest and the involvement we have had in the operations. Therefore, while I would be rather reluctant to cramp your style in the drafting of this report, it would at the same time be useful to organise the administration report in a systematic manner so that it is useful to the reader and permits comparison between the operations in the different States and Union Territories.

The administration report should deal with all phases of the census and now that the houselisting operations are over in a few states and will soon be over in others, it is appropriate that the drafting of the administration report be taken up now. Obviously, the last few chapters will be written after the enumeration is over and the PCA itself published. Therefore, by and large the administration report will be a chronological history of the organisation of the work under your direction and keeping this in view I am enclosing a tentative ordering of the chapters which you may keep in mind.

The administration report can be made interesting and informative by incorporating interesting experiences that you or your colleagues might have had in the organisation of the census. It would certainly have to highlight main organisational problems and how you solved them and it must contain information of an administrative nature. It would, however, not be worthwhile overloading the report with excessive details on minor issue or with too many maps and sketches. Except to the extent that you might like to illustrate the systems of housenumbering and preparation of notional maps or layout sketches, the report need not be over burdened with such details. As against this, it would be useful if the report could contain photographs relating to the operations in typical situations such as the enumeration of the houseless in difficult areas etc.

I would like to particularly emphasise that the administration report would have an added value if your analytical and critical comments on some of the main concepts, the schedules and operational aspects can also be incorporated. It is these that, in fact, would be very useful to our successors.

Incidentally, in framing your administration report you would doubtless have to collect some material from your charge officers and others and to help you obtain this material you might like to prescribe some simple reporting forms which they would have to send to you. If this is done now it would save considerable time.

Please send a copy of your draft report to me for perusal. You need not, however, wait for any formal clearances. The administration report can be printed and I shall be separately suggesting the number of copies and indicating the other details regarding publication later.

Please acknowledge receipt.

Yours sincerely,

(P. PADMANABHA)

Encl : Five spare copies

Shri.....

Director of Census Operations,

No. 9/36/80/-CD(CEN) New Delhi -110011, the

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19. DD (P). . . . . (1 Copy)
20. ARG (Map) . . . . . (1 Copy)
21. ACTO (Shri Srivastava) . . . . (1 Copy)
22. DD (Shri Mujumdar) . . . . (1 Copy)

ANNEXE TO CENSUS CIRCULAR NO. 20

Chapter—I : Introduction

(a) Your appointment as Director—your initial reactions, your first communication to State Government, Deputy Commissioner/Collector, etc. on your appointment, etc.

(b) A description of the office and hierarchy that you inherited and the stage at which you came in.

(c) The backlog of 1971 census and how you tackled that, suggestions regarding the appropriate time of appointment of the Director etc.

Chapter—II : Preparatory Steps

(a) Reproduce circulars issued from this office regarding preparatory steps, the circulars that you might have issued and the communications to the State Governments, if any.

(b) Describe the preparatory steps including field tests and pretests which might have been completed before you joined and reproduce the pretest schedules for information.

(c) Based on the pretest reports, summarise pretest experience.

(d) The measure taken by you to create a consciousness regarding the census in the state hierarchies—reproduce important circulars and letters.

Chapter—III : Preparations for the Census

(a) Narrate your experience in the first conference and briefly summarise the decisions of the conference.

(b) Give the census calendar of your state/UT and indicate how census operations were being watched by you.

(c) Indicate your experiences regarding the second conference and briefly summarise conclusions.

(d) Describe conferences and meetings that you might have called, the levels of participation, the places where these were held and briefly summarise the proceedings and conclusions.

Chapter—IV : Building up of the Organisation

(a) Indicate the strength of your staff when you joined, the stages over which this was built up with a description of the posts etc.

(b) Indicate when the posts of Deputy Directors and other levels were sanctioned, where they were located, how the personnel were selected and what sort of training you were able to provide for such personnel. The names of Deputy Directors and Assistant Directors should be indicated.

(c) How was the staff at the district, tehsil, municipality and other levels set up. Indicate the procedure for creation of posts, their funding, etc. Deviation from the standard patterns which might have been agreed to in your case may also be indicated.

Chapter—V : Touring and Training Programmes

(a) Indicate the touring undertaken by you with a critical comment on adequacy of touring, adequacy of vehicles, etc. In particular, evaluate the need for the Director himself to tour intensively.

(b) Arrangements made for enhancing travel facilities if any such as taking state cars on loan, etc.

(c) Describe how touring was done by your Deputy Director and other and indicate the difficulties they might have had with your views and suggestions.

(d) What special arrangements were made to help Charge Officers carry out adequate touring. Indicate difficulties in meeting such needs, etc.

Chapter—VI : Census Schedules—Translation, Printing and Distribution

(a) Indicate your requirements of the instructions and census schedules for each of these operations. How did you calculate your reserve, was there any wastage etc.? Indicate a district wise break-up of supplies of each of the types of forms. How were the requirements of the language versions arrived at? Your suggestions.

(b) Translation of schedules, how this was got done, how you ensured that the translations were simple to understand.

(c) Printing of the schedules—arrangements made for the printing of the schedules, where they were printed, difficulties if any in getting printing done, arrangements for transport, how this was done etc.

(d) Where there any last minute demands for schedules or instructions, etc. and how were these met.

Chapter—VII : Procurement of Maps

(a) Indicate the method by which district, tehsil and other maps were obtained by you and difficulties in getting these, if any.

(b) Indicate how town and city maps were obtained and difficulties regarding this matter, if any.

(c) Reproduced circulars regarding preparation of maps issued by this office and by you.

(d) Indicate the strength of the Mapping Unit with your view whether this was adequate or not.

Chapter—VIII : Preparation of Rural and Urban frame

(a) What were the difficulties in finalising the rural-urban frame-method by which you ensured that all villages were covered and that none was missed out and that all towns and municipalities were also reckoned.

(b) Changes in jurisdiction of districts, tehsils, etc. and how you tackled this in terms of obtaining information regarding jurisdictions.

(c) If there were unsurveyed areas, reserved forests, etc., how were these identified and how were maps prepared ?

(d) Urban areas—indicate criteria adopted, how you finalised the list, indicate the reasons for changes from the 1971 list, and any suggestions that you might have had regarding the concept itself.

(e) Indicate how the urban agglomerations lists were finalised and describe changes from the 1971 list with reasons for the change.

(f) Indicate the standard urban areas developed for your state with particular reference to small changes which might have taken place from the 1971 standard urban area list.

(g) Indicate instructions issued by Government of India and by the State Government for freezing of boundaries of administrative units, difficulties in actual implementation, your involvement in changes which the state Government might have made in consultation with you, etc.

(h) Explain the system of location code, reproduce the location code numbers for each district, tehsil or town for your state and indicate how the villages were depicted in the district census handbook by their location code. Evaluate whether the location code was used in all your forms or whether some enumerators tended to use any other number.

(i) Preparation of charge registers, how these were printed and distributed and how you made sure that these charge registers reflect all rural and urban areas.

Chapter—IX : Enumeration Agency

(a) How was the agency decided upon composition of the agency as teachers, village officers, officials of local bodies, etc. was there a different approach between the rural and urban areas? Your views on the agency as such.

(b) Were there organised movements by the agencies not to take up the work or were there any other difficulties of a similar nature? How were these tackled?

(c) How did this agency generally function both in house-listing and enumeration stages. Some of them have done very well and you might like to specially mention such experiences.

Chapter—X : Houselisting Operations

(a) Steps taken for the number of houses and special arrangements made if any in both rural and urban areas.

(b) Integration of the enterprise list operations—were there any problems and difficulties either in carrying out the work, training programmes, distribution of material, etc.?

(c) Publicity measures—their adequacy or inadequacy, your suggestions, etc.

(d) Generally describe the training system organised by you for various levels starting with those in your own office, the district officers, charge officers, and other such as supervisors and enumerators. Reproduce your instructions regarding the organisation of the classes, the size of the classes, how you took care of quality of training, etc.

(e) Any experiences of an interesting nature during actual houselisting ? Any difficulties in canvassing of the houselisting and establishment schedule in particular, comments on difficulties, if any, in regard to questions relating to the handicapped. Also comment on any difficulties relating to the canvassing of enterprise list.

(f) You may like to comment on the inspections carried out during the houselisting operations and the typical type of mistakes noticed.

(g) Arrangements made by you for collecting the forms, for generating primary totals, etc.

Chapter—XI : Enumeration

(a) Your instructions regarding preparation of the abridged houselist—the agency that prepared this, special arrangements made for the preparation of the AHL etc. How was the 20% sample selected—procedure etc.

(b) Describe training classes and reproduce your relevant instructions—describe how you ensured intensity and quality of training at all levels—indicate number of rounds of training and other necessary details.

(c) In organising training classes what were the side used? Any difficulties regarding payment of TA/DA?

(d) The arrangements made by you for the enumeration itself such as issue of identity cards, special instructions to supervisors, etc.

(e) Publicity measures for the census itself, special broadcasts, any VIP message, etc.?

(f) How did you ensure supervision during the enumeration—in particular you may reproduce the instructions to the supervisors which you may have issued separately.

(g) Any instances of reluctance to answer? Your views on taking recourse to the provision of the Census Act itself?

(h) Make a critical assessment of the replies received to various types of questions in the questionnaires, namely, demographic, social or economic. Was there any difficulty in putting this concept across and would this have affected the results?

(i) Special arrangements made by you to ensure total coverage? Were any complaints received by you and how were these investigated and settled?

(j) Enumeration of the houseless, those in ships, boats etc.—Any special fairs etc.

(k) Describe non-synchronous enumeration in special areas, if any, in your state.

(l) Enumeration of special areas and the defence personnel, do not quote the secret letters issued to you but indicate these are available to your successor.

(m) What special arrangement did you make for enumeration in large cities such as Calcutta, Bombay, etc.? Were separate Deputy Directors available or Assistant Directors? Was this system useful? Any suggestion.

(n) How were the provisional results arrived at? How you were able to organise reporting of provisional results so that they could be reported quickly to the headquarters?

(o) Reproduce provisional results and final population figures if available by the time the report is printed.

Chapter—XII : Directives issued by the State Govt.

(a) Indicate the various types of instructions issued by the Govt. of India, State Govt. heads of departments and others with special reference to concessions given to officials and teachers, etc. on census duty, making available of vehicles by the State Government, etc.

(b) Indicate the adequacy and utility of participation of ministers and senior officers in training classes and in publicity.

Chapter—XIII : General

(a) Briefly describe the census circulars issued by you and indicate that these have been reproduced at the appropriate points in the report. You may like to present an index of all circulars issued by you indicating the subject and the page numbers in the report so that one could refer to this, if necessary.

(b) Critically evaluate publicity measures. Indicate final arrangement or payment of honorarium. Indicate quantum of honorarium and your views there upon, why we cannot pay much, etc. and the procedures for payment.

(c) Describe census medals and certificates how performance was evaluated and how these were ultimately distributed?

(d) Indicate problems of recruitment of staff and retrenchment, if any, how the regional tabulation offices and other offices were staffed.

(e) Briefly describe accounting system in your office and indicate the yearly budget from 1978-79 to 1981-82 based on which one can calculate per capita cost—comments on accounting procedures and rules.

(f) Briefly describe other organisational aspects such as travelling allowance, telephones, indent for stores, etc., printing procedures, obtaining accommodation, etc. with your comments.

Chapter—XIV : Post Enumeration Check

(a) Indicate the method of selection and how the PEC/CES were carried out.

Chapter—XV : Conclusions and acknowledgements

REGISTERED

1981—Census
Immediate

P. PADMANABHA

D.O. No. 9/5/80-CD(Cen)
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA
2/A, Mansingh Road,
New Delhi-110 011

July, 3, 1980

CENSUS OF INDIA 1981—CIRCULAR NO. 21

Subject : Instructions to enumerations for filling up the Household Schedule and Individual Slip—Clarification.

My dear

Instructions contained in Para 181 of the Instruction booklet for filling up the Household Schedule and Individual Slip give an impression that the enumerator will start work on the 'Enumerator's Working Sheet' after the enumeration

work is over, i.e., after the revisional round. In fact each enumerator after striking totals for each household in the Population Record for those households which have been enumerated during the day, should simultaneously post the totals arrived at in the Population Record for households in the Enumerator's Working Sheets also. In other words, instructions should be issued that each enumerator should necessarily fill the Working Sheet daily and should not wait till the completion or the revisional round. However, during the revisional round if any additions or deletions are made he should make necessary changes in the Population Record as well as the Working Sheet. This will ensure that after the completion of the revisional round it will be possible for each enumerator to prepare the Enumerator's Abstract by 6 March, 1981.

These instructions should be clearly brought out and emphasised during the course of training. You must also issue written instructions to this effect. As we intend releasing the provisional population totals soon after the completion of revisional round, it would be all the more essential that the enumerators follow these instructions fuliy since otherwise the communication of the provisional population totals will be delayed. A separate circular is being issued on the communication of provisional population totals.

Please acknowledge receipt.

Yours Sincerely,

(P. PADMANABHA)

Enclo : **Five spare copies.**

Shri.....

Director of Census Operations.

REGISTERED

1981—Census

Immediate

P. PADMANABHA

D.O. No. 9/34/80-CD(Cen)

Government of India

Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-110 011

July 5, 1980

CENSUS OF INDIA 1981—CIRCULAR NO. 22

Subject : Reporting of provisional results and commencement of PEC/CES

My dear

Soon after the enumeration we would have to announce the provisional results and also get organised for the PEC and CES. The announcement of the provisional results would have to be done as soon as possible after the enumeration, as has always been the practice. In order to be able to do so it would be necessary for us to foilow a vigorous time schedule for collection of records, their checking, preparation of provisional results, etc. A separate circular is being issued regarding preparation of provisional results. Meanwhile, I am indicating here the calendar that we would have to adhere to for this purpose and also for commencement of the PEC and the CES.

The calendar for reporting of provisional results and for the commencement of PEC/CES would be as follows :—

1.	Revisional round . . .	1 to 5	March, 1981
2.	Submission of Enumerator's Abstract and other records by enumerators to supervisors.	6	March, 1981
3.	Submission of Supervisor's Abstract and all records pertaining to supervisor's jurisdiction, to Charge Officer.	7	March, 1981
4.	Preparation of Charge Abstract for provisional results by Charge Officers and communication of charge figures to District Census Officer in standard message form.	8	March, 1981
5.	Submission of all records relating to the charge, with proper inventory by Charge Officers to the Regional Tabulation Office.	9	March, 1981
6.	Preparation and communication of District Abstract for provisional results by the District Census Officers to the Director of Census Operations by telegram or signal. This message should be repeated to the Registrar General's Office simultaneously by the Distrct Census Officers.	9	March, 1981
7.	Submission of provisional results to Registrar General by Directors of Census Operations.	10	March, 1981
8.	Identification of concerned documents for PEC and CES surveys by the RTOs.	10-11	March, 1981
9.	Field work for PEC begins . .	15	March, 1981
10.	Completion of copying of Form 10 to the SRS for selected blocks.	12-13	March, 1981
11.	CES begins	15	March, 1981

It would be necessary for us to organise the collection of the census schedules from the enumerators and, thereafter, in the regional offices in order to adhere to this calendar. The logistics of collection by the Supervisor, transmission by Supervisor to the Charge Officer. Charge Officer to Regional Offices and reporting of provisional totals would call for a highly controlled system which you would have to develop. The collection of the census schedules from the enumerator's and from the supervisors should preferably be done by a team which would be provided with a vehicle. Specific points of collection would have to be indicated so that there is absolutely no confusion. It would also be necessary to make similar arrangements for the records to be delivered to the Regional Tabulation Offices by the Charge Officers.

Once the charge registers for enumeration have been prepared it is desirbale that these instructions are drawn up and communicated at the appropriate time.

Please acknowledge receipt.

Yours Sincerely,

(P. PADMANABHA)

Enclo : **Five spare copies.**

Shri.....

Director of Census Operations.

REGISTERED

1981—Census
Immediate

P. PADMANABHA

D.O. No. 9/34/80-CD(Cen)
Government of India
Ministry of Home Affairs
THE REGISTRAR GENERAL, INDIA
2/A, Mansingh Road,
New Delhi-110 011
11 July, 1980

CENSUS OF INDIA 1981—CIRCULAR NO. 23

Subject: Provisional Population Totals.

My dear

This circular deals with release of Provisional population Totals immediately after the completion of the enumeration which is scheduled to be held from 9 to 28 February 1981 followed by a revisional round between 1 and 5 March 1981.

2. According to the Instructions to Enumerators for filling up of the Household Schedule and Individual Slip, an enumerator is supposed to start work on "Working Sheet for preparing Enumerator's Abstract" soon after the completion of the revisional round. Keeping in view the urgency of releasing the provisional population totals, it would be essential that the enumerator should fill the Working Sheet each day. In other words, when the enumerator fills in Part-II—Population Record from the Individual Slip daily, he should also post the totals for the households from the Population Record in the Working Sheet the same day and he should not wait till the completion of the revisional round. However. during the revisional round if he comes across any births or deaths, he should make changes accordingly in the population records as well as the working sheet, so that immediately after completion of the revisional round the enumerator is in a position to prepare the Enumerator's Abstract. **This departure from the printed instructions for the enumerators should be clearly brought out during the course of training. You must also issue written instructions to this effect.**

3. By adopting the above procedure each enumerator will be in a position to furnish the abstract in respect of his block promptly. However, the posting and consolidation of all the data in the abstract and totalling of the data relating to each characteristic for the charge as a whole and later at the district level will require considerable time. Besides, as the Charge Officer is expected to communicate the provisional totals by the quickest means possible either through special messenger or by telegraph or wireless message to the District Census Officer and the Direction of Census Operations of the State/Union territory, there may be scope for errors creeping in if too many variables are reported in a run-on message. Similarly, the District Census Officer will be communicating the consolidated provisional totals for the district to the Director of Census Operations and to the Office of the Registrar General, India, directly by the quickest possible means, which would be normally by telegraph or wireless message or telephone. It will be cumbersome to relay a series of figures for each unit. Therefore, it has been decided that the results contained in the enumerator's abstract will be released in two stages. At the first stage only the minimum basic information relating to total population and literates are proposed to be released as Paper 1 of 1981. The formats of the tables (1 to 4) to be included in this volume are appended to this circular. At the second stage, data in respect of other variables contained in the enumerator's abstract, with rural-urban break-up will be released. The formats of the Supplement Tables (1 to 4) to be included in this part are also enclosed. This will be issued as "Supplement to Paper 1 of 1981".

4. The figures will first be released by the Registrar General and Census Commissioner of India for the country as well as states/union territories. Thereafter, the Directors of Census Operations will release the figures for their respective state/union territory down to district level. According to present thinking the Registrar General will release the Provisional Population Totals on 17 March 1981 for the country and the states/union territories. The Directors of Census Operations will release the figures at a press conference to be convened at the States Headquarters on 23 March 1981. The Directors of Census Operations will not release the figures prior to the stipulated date as the idea is that all the Directors of Census Operations will also await confirmation of the total figures from this office for each state before they release figures to the press. This is important in order to ensure that there is complete agreement between the figures released by this office and the Directors of Census Operations.

5. For reporting of provisional results, the following calendar must be followed :—

(1)	Revisional round . . .	1—5 March, 1981
(2)	Submission of Enumerator's Abstract and all other records by enumerators to supervisors.	6th March, 1981
(3)	Submission of all records pertaining to his circle by the Supervisor to the Charge Officer.	7th March, 1981
(4)	Preparation of Charge Abstract for provisional results by Charge Officers and communication of charge figures to District Census Officers in standard message form.	8th March, 1981
(5)	Preparation of District Abstract for provisional results by the District Census Officer and communication of district figures in the standard message form to the Director of Census Operations and the Registrar General, India.	9th March, 1981
(6)	Preparation of State Abstract and abstract in the case of cities/U.A. one million and above and communication in standard message form.	10th March, 1981

6. Each enumerator, after the completion of the revisional round will prepare the Enumerator's Abstract. He should be able to finalize its totals by 6 March 1981 positively because not much work will be involved as the posting in the working sheet must have been done simultaneously during the enumeration period, as suggested. He will only have to make corrections in the Working Sheets regarding births and deaths, if any, that he may observe during the revisional round.

7. The Supervisor will have to obtain all the records from the enumerator including the Working Sheets and the Enumerator's Abstracts relating to his circle and submit these to the Charge Officer by 7th March 1981. On receipt of these records the Charge Officer would have to immediately take up the Working Sheets of the enumerators for each block and the corresponding Enumerator's Abstract and process these for arriving at the provisional results for initial publication and for forwarding the figures for the Supplement also.

8. In order to be able to do so the Charge Officer can very conveniently have a register prepared on the basis of the "Enumerator's Working Sheet" itself, except that in column 2 instead of "Serial Number of Household" it could be noted as "Enumerator's Block Number". When the records are received on the 7th, the charge clerk would have to post in this register the relevant total figures which would be available from the last page of the Working Sheets of each block in the columns concerned. Since these would be posted blockwise the totals would give the figures for each of the characteristics for the entire charge. It would be convenient if the Charge Officer can ensure that this

register is written up in advance so far as the block numbers are concerned so that there is no confusion in compiling the provisional totals.

9. In order to prepare the provisional results in the formats of the messages and in the manner specified in the tables for the supplement, the Charge Officer would necessarily have to prepare for his charge a staement identical to that of the Enumerator's Abstract. This statement would have to be prepared separately for rural and urban charges. If a Charge Officer has functioned simultaneously in both the rural and urban charge, the statements would have to be prepared separately for each charge.

10. It will be noticed that for the preparation of the tables which go into the supplement, information for each town is also necessary. This would mean that the Regional Tabulation Offices would have to compile the data based on be Working Sheets of the Charge Officers of each town.

11. Immediately after the totals are struck the Charge Officer should communicate the figures to the District Census Officer as well as the Director of Census Operations by the quickest possible means. The format of the message through which the figures are to be communicated is given below :—

1981 CENSUS PROVISIONAL TOTALS

Charge..... District ..... Males .....

Females ..... Total population .....

Literate males ..... Literate females .....

Total literates .....

12. In case the figures are communicated by express telegram, a post copy must be sent both to the District Census Officer and the Director of Census Operations, in confirmation. This will obviously help in resolving discrepencies, if any, that may have arisen during communication.

13. Similarly, the District Census Officer should communicate consolidated totals in respect of all the charges in his district. The District Census Officer will simultaneously communicate the figures to the Director of Census Operations and to the Registrar General, India in the format indicated below :

1981 CENSUS PROVISIONAL TOTALS

State ..... District ..... Males .....

Females ..... Total population .....

Literate Males ..... Literate females.....

Total literates .....

14. The figures should be communicated to the Registrar General, India by express telegram, wireless message or over phone, whichever is deemed quickest. The telegraphic address of the Registrar General, India is "REGGENLIND—NEW DELHI". The figures, as said above, can also be communicated to this office over phone. Arrangements will be made to receive the messages, round the clock from the 8th to 11th March 1981 over the following telephones :

New Delhi

383761

383145

383157

386583

15. The format in which the figures are to be communicated by telegram or wireless message (para 13) will be adopted in case the information is given over the telephone.

16. Similar arrangements will have to be organised for the preparation of provisional population totals and their communication in the case of cities which have independent census authorities. There are cities where the Municipal Commissioner or other chief executive authority may have been designated as the Principal Census Authority for this area. In such cases the Charge Officers within these units would have to operate in the same manner to build up charge totals and these, in turn, would have to be consolidated by the Principal Census Authority for the city concerned and sent to the Registrar General, India and to the Director of Census Operations in the same message format specified earlier. The Director of Census Operations will also communicate separately in the same message format the provisional population figures *for the cities with a population of one million plus.* Such cities are likely to be Delhi, Bombay, Calcutta, Madras, Hyderabad, Bangalore, Ahmedaabd, Kanpur, Pune, etc.

17. In Census Circular No. 22 the calendar for reporting of provisional results has already been indicated. In item 5 of that circular it has been specified that all records relating to a charge along with inventory etc. should be sent to the Regional Tabulation Office concerned so that they reach the latter on the 9th of March, 1981. These records will have to include the Working Sheets which the Charge Officers would have prepared on the basis of the enumerator's Working Sheets and the Enumerator's Abstracts. It will be noticed that the totals of the Working Sheets prepared in the Charge Office would provide all the date necessary for preparing the material for the supplement to Paper 1 of 1981. In other words, the Charge Working Sheets would enable the compilation of the Supplement Tables 1 to 4 which go into the Supplement.

18. The Charge Working Sheets would have to be forwarded to the Regional Tabulation Offices along with other records as mentioned above. On the basis of these Working Sheets and the Charge Abstracts, the Regional Tabulation Offices must compile Supplement Tables 1 onwards in so far as the columns relate to the 1981 Census data. Having compiled these tables with regard to the 1981 Census data these tables, along with the Charge Working Sheets and Charge Abstracts, must be forwarded by special messenger by these offices to the Director of Census Operations by 21st March 1981. The Directors of Census Operations would then proceed to organise the complete preparation of these tables, including there in the relevant 1971 Census figures, computation of any ratios specified therein, etc. In order to save time it would be of great advantage if in the office of the Director of Census Operations these tables be kept ready filling in the data for 1971 so that the 1981 figures need merely be incorporated and further action taken. The Charge Working Sheets and the Charge Abstracts would serve as a cross-check and it would be necessary that arithmetic verifications are carried out wherever necessary.

19. The Director of Census Operations must post copies of the Supplement Tables, in duplicate, as soon as they are ready *but in no case later than 4th April* 1981. Since in the Supplement the rural-urban composition of population is proposed to be incorporated in some detail. the Directors of Census Operations are requested to furnish the population by sex for the state/union territory district-wise with rural-urban break up, and with the information for each urban area (town etc.) separately. Since the Directors of Census Operations will be receiving the abstracts from the Charge Officers for each of the towns, it is hoped that the Director of Census Operations will not find it difficult to furnish the figures.

20. The contents of Paper 1 of 1981 incorporating the first set of the provisional figures may be as follows for the state volume :

I. A facing sheet containing :—

Figures at a glance for the state as a whole, showing—

(i) Total population by sex ;

(ii) Decennial population growth 1971-81 ;

(iii) Density of population ;

(iv) Sex ratio ;

(v) Literacy rate for total population and by sex.

II. A very brief account of how the census was taken in the state and a short analysis highlighting the important aspects of the provisional population figures now released.

III. The following :—

1. Statement showing the ranking of states by population size (figures for all states/union territories will be furnished by this office).
2. Pie chart showing the population size of the districts.
3. Map of the state/union territory showing the district-wise decennial population growth.
4. Map of the state showing the district-wise density of population.
5. Provisional population Table 1—Distribution of population, sex ratio, growth rate, density of population.
6. Provisional population Table 2—Decadal variation in population since 1901 district-wise.
7. Provisional population Table 3—Population by sex of cities over 100,000 population in 1981 and the growth rate of population, 1971-81 Cities should be arranged in descending order of their population.
8. Provisional population Table 4—Literacy.

21. With some careful planning of the work and advance preparation it should be possible to bring out a mimeographed taxt and tables and also print the chart and maps in time to compile paper 1 of 1981 for release when the provisional population totals are announced on 23rd March, 1981.

22. Suitable cover design for the 1981 census publications is being evolved and specimen dummy booklet will be sent to the Directors of Census Operations in due course. The outer cover of Paper 1 of 1981 provisional population totals can be printed and kept ready and the moment the statements, maps etc. are ready the books could be wire stitched and got ready for release.

23. In the Supplement to Paper 1 of 1981, the following may be incorporated :

1. An introductory note indicating what has already been covered in the main Paper 1 of 1981 and what is presented in the Supplement. A brief analysis of the data presented in the Supplement. The Supplement will largely give the provisional data on rural/urban break-up, growth rate of the larger towns, economic characteristics of the population.
2. Provisional population Supplement Table-1 Rural-Urban Composition of Population.
3. Provisional population Supplement Table-2 Population of Towns.
4. Provisional population Supplement Table-3 Percentage of workers to total population.
5. Provisional population Supplement Table-4 Distribution of main working population by broad categories.

24. Necessary instructions on this matter will doubtless be issued by you. It would be useful to indicate this procedure in the training classes also.

Please acknowledge receipt.

Yours sincerely,

(P. PADMANABHA)

Enclo: *Five copies*

Shri .....

Director of Census Operations,

No. 9/34/80-CD(CEN) New Delhi-110011, the

Copy to :

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2. Deputy Registrar General (C&T) . (2 copies)
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TABLE FOR PREPARATION OF PAPER I OF 1981

(Provisional Population Totals)

TABLE 1

1981—CENSUS
(Provisional Figures)

Distribution of Population, Sex Ratio, Growth Rate and Density of Population by Districts

State/District	Population 1981			Sex-ratio (Females per 1000 males)		Density of population per sq. km.		Decennial Growth rate of population	
	Persons	Males	Females	1971	1981	1971	1981	1961-71	1971-81
1	2	3	4	5	6	7	8	9	10

TABLE 2

1981—CENSUS
(Provisional Figures)

Decadal Variation in Population since 1901

State/District	Percentage Decadal Variation in Populatoin							
	1901—1911	1911—1921	1921—1931	1931—1941	1941—1951	1951—1961	1961—1971	1971—1981
1	2	3	4	5	6	7	8	9

TABLE 3

1981—CENSUS
(Provisional Figures)

Literacy (including population in age group 0—4)

State/District	Total Population 1981			Literate Population 1981			Percentage of Literates to Total Population					
							1971			1981		
	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10	11	12	13

TABLE 4

1981—CENSUS
(Provisional Figures)

Statement showing cities with a population of one million and above

Sl. No.	Name of City/State	Provisional Population 1981			Sex Ratio	Total Literates			Literacy Rate			Remarks
		Persons	Males	Females		Persons	Males	Females	Persons	Males	Females	
1	2	3	4	5	6	7	8	9	10	11	12	13

SUPPLEMENT TABLES
FOR PREPARATION OF SUPPLEMENT TO
PAPER I OF 1981
(Provisional Population Totals)

26—212 RG India/ND/83

SUPPLEMENT TABLE 1

1981—CENSUS
(Provisional Figures)

Rural and Urban Composition of Population

State/District	Population 1981			Percentage of Urban to total population		Decennial Growth Rate 1971—81		
	Total	Rural	Urban	1971	1981	Total	Rural	Urban
1	2	3	4	5	6	7	8	9

SUPPLEMENT TABLE 2

1981—CENSUS
(Provisional Figures)

Population of Towns

Total of each size Class/ Town of Population size 20,000 +	Population 1981			Proportion of population in each size class to total urban population		Growth Rate		Sex-Ratio 1981 (Females per 1000 Males)
	Persons	Males	Females	1971	1981	1961—71	1971—1981	
1	2	3	4	5	6	7	8	9
ALL CLASSES								
(No. of towns.....)								
A. Total Class I								
(1000.000 +)								
(No. of towns.....)								
Town AB								
Town BC								
Town CD								
B. Total Class II								
(50,000—99,999)								
(No. of towns.....)								
Town FG								
Town GH								
Town HI								
C. Total Class III								
(20,000—49,999)								
(No. of towns.....)								
Town KL								
Town LM								
Town MN								
D. Total Class IV								
(10,000—19,999)								
(No. of towns.....)								
E. Total Class V								
(5,000—9,999)								
(No. of towns.....)								
F. Total Class VI								
(Less than 5,000)								
(No. of towns.....)								

SUPPLEMENT TABLE 3

1981—CENSUS
(Provisional Figures)

Percentage of workers to total population

State/District	Persons Males Females	Total population	Workers	Percentage of workers to total population	
				1971	1981
1	2	3	4	5	6
	Persons				
	Males				
	Females				

SUPPLEMENT TABLE 4

1981—CENSUS
(Provisional Figures)

Distribution of working population by cultivators, agricultural labourers, household industry and other workers

State/District	Persons Males Females	Total workers	Cultivators	Agricultural labourers	Household industry	Other workers	Percentage of workers in Agriculture, Household Industry and other work to total workers								Seeking/ available for work 1981
							Cultivators		Agricultural labourers		Workers in household industry		Other workers		
							1971	1981	1971	1981	1971	1981	1971	1981	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Persons														
	Males														
	Females														

1981—Census
Immediate

D.O. No. 1/3/79-DD
Government of India
Ministry of Home Affairs

P. PADMANABHA
REGISTRAR GENERAL INDIA

2/A, Mansingh Road,
New Delhi-110 011
July 11, 1980.

CENSUS OF INDIA, 1981—CIRCULAR NO. 24

Subject: Instructions for selection of 20% sample of enumeration blocks—clarification.

My dear,

We have been considering how best the presentation of data of cities can be made and while considering this matter, an aspect which we have gone into in detail, is the classification of urban areas which are now very close to one lakh population limit, on the basis of the 1971 Census, but may across 1 lakh population, as recorded during the Houselisting Operations. In such cases, these would doubtless logically have to be classified as cities, i.e., places with population above 1 lakh.

If an urban area, whether it is a census town in its own right or an agglomeration, records a population of 1 lakh or above during the Houselisting operations, such places must be listed out separately and sent to us as soon as you have received the abstracts relating to the Houselisting operations. At this stage, reference is invited to my Circular No. 14 sent with D.O. No. 1/3/79-DD dated 15 April, 1980, dealing with the instructions for selection of 20% sample of enumeration blocks. It has been stipulated therein that for the purpose of sample selection, each district will be divided into a number of strata. The strata will be:

(i) City, i.e., areas with population 1,00,000 and above, *as determined in the Houselisting operations;*

(ii) Urban areas other than cities within a district, i.e., non-city urban areas of district; and

(iii) Tehsil/taluk/circle/police station/development block etc., the rural charge.

This scheme of stratification applied to urban agglomeration also. Thus, an urban area which has 1 lakh or above population, as recorded during the Houselisting Operations, would normally get included in the city stratum. However, there will be some problem in the case of Urban Agglomerations whose constituent units cut across district boundaries, as in the case of Calcutta, Madras and Ahmedabad Urban Agglomerations. Separate instructions for these areas will be issued a little later.

Those states where Houselisting Operations have been completed and where sampling is to be resorted to may, therefore, please send the list of cities/UAs with population of one lakh and above immediately for our perusal and finalisation. If these are designated as cities, it would be necessary that the selection of the 20% sample for H-I Table and also the drawing of the 20% sample of enumeration blocks are *done for each of these individually* (treating each of them as city stratum) and *not* as part of the non-city stratum.

It may be noted that even if this shift to city stratum is carried out on the basis of the houselisting operations there will be no change in the location code structure and there is no disturbance so far as the charge registers for the actual operations are concerned. I would like to mention that at this stage we need not raise the point about census staff merely because the urban unit has crossed one lakh population.

I would request you to immediately forward to me a list of places including agglomerations, which were not cities at the 1971 census but have now reached a population of one lakh and above during the houselisting operations. In those states where the houselisting operations are still to be conducted, this list may be sent immediately after houselisting operations are over. This is extremely urgent.

Please acknowledge receipt.

Yours sincerely,

(P. PADMANABHA)

Encl :—Five spare copies.

Shri.....

Director of Census Operations,

No. 1/3/79-DD New Delhi-110011, the July 11, 1980

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P. PADMANABHA

1981—Census
Immediate
D.O. No. 9/16/80-CD(Cen)
Government of India
Ministry of Home Affairs

REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-110 011
August 29, 1980.

CENSUS OF INDIA 1981—CIRCULAR NO. 25

Subject : Management of records relating to Individual Slip and Household Schedule at various levels.

Second Supplement to Circular No. 16

My dear

Please refer to Census Circular No. 16. In my D.O. letter of even number dated 1st July, 1980 certain amendments were suggested with regard to filling up of Appendix III. The matter has been reconsidered in the light of comments received from some of our colleagues and certain other issues have also come up which need clarification. This circular incorporates these changes and clarifications.

2. In modification of my letter of even number dated 1st July, 1980 it would seem best if Appendix III is prepared enumerator blockwise. In other words, column 1 of Appendix III should be filled for each enumeration block and the other columns will refer to that particular enumeration block. This will ensure better control on the receipt of records and also facilitate filling up of Appendix IV in the regional tabulation offices. In order to enable the charge office to fill in Appendix III blockwise, it would be necessary to collect from the supervisor the copy of Appendix I in original, as filled in by the enumerator. You may, therefore, add one more item in Appendix II. viz., 9." Filled-in Appendix I as submitted by enumerator" and enter the appropriate figures in column 3 Appendix III with the help of filled in Appendix I thus obtained from the supervisors. A revised format of Appendix II is enclosed.

3. On pages 4 and 5 of Annexe to Census Circular No. 16, the sequence of processing of the Household Schedule and the Individual Slip has been indicated. It has now been decided that Table HHXIV, SC and HHXIV, ST will not be processed manually. These tables will be prepared on the computor alongwith other Household tables. You may kindly note this change.

4. Under sub-item 4 on page 5 of the Annexe to Census circular No. 16 it has been stated that in the states referred to therein, the 80% slips of the non-sample areas will not be sent to the coding and punching cells at the given point of time referred to therein. It has also been said that these slips will be taken up by the coding and punching cell later when 100% taping of data will be taken up. We have reviewed the system of processing and, as a consequence, these instructions would need modification. The coding cells are being set up in the offices of the Directors and, therefore, even the 80% non-sample area slips would have to be sent to the coding cells for coding and preparation for data entry. Therefore, soon after the generation of the PCA, when the regional tabulation offices are wound up, these records will have to be sent to the coding cells for coding and further action. Incidentally, it may be mentioned that from the coding cells these coded slips will be sent to the Data Entry Regional Station concerned in convenient lots for further data entry processing. It is possible that in some of the bigger states the coding units will be located not only in the office of the Director but in other convenient locations also. In such cases, of course, the schedules concerned will be with those units in the manner as the Director may indicate.

5. On page 7 of the Annexe of Census Circular No. 16 it has been mentioned that the office of the Director of Census Operations will despatch the statements as well as blank Degree Holder and Technical Personnel Schedules to the Scientist-in-charge, CSIR, New Delhi. Nothing was said about the filled-in schedules in that circular. It has now been decided that the processing of the DHTP schedules will be the responsibility of the CSIR. Hence, the filled in DHTP schedules alongwith the statements as well as the blank DHTP schedules will have to be sent to the CSIR to the address indicated in Census Circular No. 16.

6. Previously, the intention was that the DHTP schedules will be canvassed universally. However, cost and other factors have been taken into consideration and very recently it has been decided that the DHTP schedules will be canvassed only in sample areas. In other words these schedules will be canvassed only in those blocks where the sample slip is also being canvassed. The instructions to the enumerators, however, were developed on the assumption that this schedule will be canvassed universally. Therefore, we would now have to issue instructions to enumerators in the non-sample areas that they do not have to worry about this schedule and, correspondingly we would have to emphasise this aspect so far as the enumerators in the sample blocks are concerned. You would have to issue instructions on this matter so that this is brought out in the training classes. In any case, operationally there should be no problem since the blank DHTP schedules will be issued only to enumerators dealing with the blue slips which incorporates the sample slip also.

7. For our recollection I am indicating the states in which the sample slip is being canvassed on the basis of area sample. These are the following :—

1. Andhra Pradesh
2. Bihar
3. Gujarat
4. Haryana
5. Karnataka
6. Kerala
7. Madhya Pradesh
8. Orissa
9. Punjab
10. Rajasthan
11. Tamil Nadu
12. Uttar Pradesh.

8. In addition it will be recalled that in the following states and union territories the universal and sample slip will be canvassed together in all areas, and this would mean that in these states/union territories the DHTP schedule will also be canvassed universally :—

1. Assam
2. Himachal Pradesh
3. Jammu and Kashmir
4. Maharashtra
5. Manipur
6. Meghalaya
7. Nagaland
8. Sikkim
9. Tripura
10. West Bengal
11. A&N Island
12. Arunachal Pradesh
13. Chandigarh
14. Dadra & Nagar Haveli
15. Delhi
16. Goa, Daman & Diu
17. Lakshadweep
18. Mizoram
19. Pondicherry

This is an important change which may please be noted. The receipt of this circular may please be acknowledged.

Yours sincerely,

(P. PADMANABHA)

Encl : five spare copies

Shri.....

Director of Census Operations,

APPENDIX II

Rural/Urban .....

Name of State .....Code No. .....Name of Supervisors Circle, if any or number .....

Name of District .....Code No. .....E.B. Nos. .....From.....To .....

Name of Charge .....Code No. .....

Name of Schedule/Form	Blank Schedules/ Forms received	Filled in Schedules/ Forms returned to Charge Officer	Blank Schedules/ Forms returned to Charge Officer	Remarks
1	2	3	4	5
1. Notional Map				
2. Lay out Sketch				
3. Abridged Houselist				
4. Household Schedule Books				
25 Forms 10 Forms				
5. Individual Slip pads				
50 Slips				
25 slips				
6. Working Sheet				
Normal				
Institutional				
Houseless				
7. Enumerator's Abstract				
8. Degree Holder and Technical Personnel Schedule				
9. Filled-in Appendix-I as submitted by enumerator				

Received the above records.

Charge Clerk .....

Signature of Supervisor .....

P. PADMANABHA

1981—Census
Immediate
D.O. No. 1-3/79-DD
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA
2-A, Mansings Road,
New Delhi-110 011
September 20, 1980

CENSUS OF INDIA 1981—CIRCULAR NO. 26

Subject: Instructions for selection of 20% sample of enumeration blocks—Clarification regarding treatment of urban agglomerations.

My dear

Please refer to Census Circular No. 14 dated the 15th April, 1980 and Census Circular No. 24 dated the 11th July, 1980, the former dealing with the selection of 20% sample of blocks and the latter with the determination of stratum on the basis of House-listing population. We have had certain references as to the treatment to be accorded to Urban Agglomerations which consist of more than one city or a city and other towns. This circular clarifies some of the main issues.

2. An urban agglomeration may consist of one core city and one or more towns which do not qualify to be a city in their own right. In such cases, the entire agglomenration must be treated as one single stratum for sample selection.

3. An urban agglomeration may have a population of one lakh or above but may be made up of towns with or without out-growths, none of which is above one lakh by itself i.e. its population is one lakh or above only when all the constituent units are taken together. In such a case, the urban agglomeration will be treated as one city and will be considered as a city stratum in its own right. This will be clear from what has been said on page 2 of circular No. 24.

4. If an urban agglomeration consists of two or more constituent units and each of these happen to have a population of more than one lakh, the question is whether each such city which is part of the agglomeration should be treated as a seperate stratum for sample selection or whether the entire urban agglomeration should be treated as one single stratum. In such cases, each city will have to be treated as a separate stratum. This is necessary because we are anxious to obtain data for each city seperately. The data for the agglomeration would be obtained by aggregation in any case. Therefore, in such cases, it may be noted that each city, though a constituent unit of the agglomeration, would be treated seperately as a city stratum.

5. We can have variations of such situations. For example, if there is an urban agglomeration which consists of two cities and one or more towns which are not cities, the manner in which the sample strata will be decided would be a little different. Our uniform stand is that cities will have to form seperate strata since we want the data for cities. Therefore, in this case, each of the cities which are part of the agglomeration will form two separate strata for sample selection. All the other towns will together form a seperate stratum.

6. If there are out-growths associated with the city or a town included in an agglomeration, these outgrowths will be associated with the city or town with which they can be assumed to have contiguity etc.

7. To make the position clear, it would be necessary to mention that in the case of an urban agglomeration where the population does not exceed one lakh, this urban agglomeration will be included in the non-city stratum of the district concerned. If there are any outgrowths i.e. rural pockets, included in the agglomeration, these will be combined with the towns with which they can be associated.

8. The situations mentioned here relate only to cases where the urban agglomeration lies totally within the same district. As mentioned in circular No. 24 itself, the treatment of urban agglomerations whose constituent units cut across district boundries would be different. Such cases are only Calcutta, Erode, Bhavani, Hyderabad and Madras. In these cases, the Directors are being addressed seperately.

Please acknowledge receipt.

Yours sincerely,

(P. PADMANABHA)

Encl : five spare copies

Shri.....

Director of Census Operations,

P. PADMANABHA

1981—Census
Immediate
D.O. No. 15/2/80-Map
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA
2-A, Mansingh Road,
New Delhi-110 011
21 Nov. 1980

CENSUS OF INDIA 1981—CIRCULAR NO. 27

Subject: Preparation of Standard Urban Area Maps—1981 Census

My dear

In Circular No. 15 of 21st April, 1980, the concept of Standard Urban Area adopted for the first time in 1971 has been explained. The need for delineation of additional 28 SUAs for the first time in 1981 Census has also been indicated. I believe that by this time you have been able to delineate the areas and also identify the rural and urban constituents of each SUA. The present circular outlines the procedure for the depiction of these areas on maps for subsequent inclusion in the Part II-A volume alongwith the A-V table.

2. Since this exercise relates to urban and rural settlements forming a definite areal spread, the approach to mapping should lay emphasis on physical environs of the concerned SUA. The elements of a given environs would project a mosaic of landscape indicating the internal structure of the rural and urban settlements and their neighbourhood in the light of the administrative set up.

3. On the SUA maps, village boundaries are to be marked alongwith the administrative boundary of towns and census boundary of the urban agglomerations. Code numbers as adopted in 1981 for villages are to be indicated alongwith the actual habitation site (*abadi* area). Similarly, boundary of the urban areas comprising a town and its Outgrowth(s) if any, is to be marked on the SUA map alongwith the code number in roman numerals. If more than one town constitute the urban components of the SUA, their administrative identification should be clearly brought out on the map with added emphasis on the core town. The actual built-up area within the boundary of the urban areas is to be shown by a definite symbol to indicate the settlement sprawl. It is also desirable to show the nature of the remaining areas such as areas under arable use and open space put to other uses, which may be distinguished by shading by specific symbols. This system will not only portray the nature of land use pattern within the boundary of an urban area but will also reflect the nature of urbanisation trend within the SUA boundary. It is possible that

in a few SUAs there may be significant areas under plantations and orchards and in some cases the SUA boundary may end at the margin of a forest (reserved or unreserved). These should also be reflected in the maps. There may be areas under scrub, small or large in extent, within SUA limits which needs identification with characteristic symbols. Water bodies, such as rivers, tributaries and tanks, etc., which are encompassed by the SUA are to be shown with definite design on the SUA maps.

4. For compilation of SUA maps in the above perspective it is felt that scale Map of 1:50,000 (1 cm=500m or approximately 1"=1 mile) may be helpful to initially work out the details at the compilation stage which could be conveniently reproduced in an appropriate manner in the demi-quarto size of the publication. In processing such maps, the boundary symbology of international, State/Union Territories/districts is to be given as specified in the standard legend of SUA (Annexure I). However, the standard urban area boundary is to be given prominence the boundary of the core town, other municipal town areas and the boundary of the urban agglomeration is to be given by pen No. 2, dash-double dot symbol. The boundaries of other subsidiary towns, which form component units of the SUA, are to be indicated by pen No. 2, dash lines, with code numbers in roman numerals. Villages with boundary and location code number are to be depicted by pen No. 0 by dash lines. A distinct symbol is to be used for built-up areas in towns. The transportation net work may be shown by the specified symbols of railways, national highways, state highways and other roads by specified pen Nos. Other areas, such as arable/open land, forests, scrubs, plantations, orchards are to be shown by the symbol as specified in the annexure. Similarly, water bodies classified into main rivers, tributaries, tanks, etc., within the SUA are to be shown appropriately.

5. It will facilitate coordination with the State Town Planning Department, with whose collaboration the SUA project is being implemented, for determining the SUA boundaries and their components—rural as well as urban—if an outline map in 1:50,000 scale, as referred to above, serves as an appropriate base map. This map can be used for plotting the rural components, urban built up, transportation net-work and habitation sites including the Census location code numbers. Such outline maps may be forwarded to the Assistant Registrar General (Map) in my office so that the other details, such as alignments of forest, scrub, plantations, etc. could be compiled quickly from the latest maps and serial photographs as far as possible and transmitted to the Directorates of Census Operations for fair drawing as per the standard legend. A sample map of Karaikudi SUA (Annexure 2) is attached for ready reference in this context.

6. The receipt of this circular may kindly be acknowledged.

Yours sincerely,

(P. PADMANABHA)

Encl: five spare copies

Shri

Director of Census Operations,

Endt. No. 15/2/80-Map New Delhi-110011 dated the

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P. PADMANABHA

1981—Census
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D.O. No. 18/4/80-SS
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA
2/A, Mansingh Road,
New Delhi-110 011.
8 Dec. 1980

CENSUS OF INDIA 1981—CIRCULAR NO. 28

Subject: State Level Town Director, 1981 Census

My dear

Under the publication programme for 1981 series, as in 1971, it is *inter alia* proposed to bring out all-India Town Directory and State Level Town Directory, besides the town directories that would be included in the District Census Handbook for the relevant district. In the state Town Directory volume all the seven statements pertaining to the town directory included in the District Census Handbook, viz. statements I—VI and IV(A) will be incorporated. A copy each of the formats of the relevant statements is enclosed for ready reference. These statements also incorporate the minor amendments and modifications communicated from time to time in respect of the town directory, figuring in the District Census Handbook of 1981 series. The data in the State Level Town Directory will be presented after arranging the towns in the alphabetical order for the State as a whole and not district-wise. The detailed instructions incorporating the relevant modifications/amendments communicated so far in respect of the town directory included in the district census handbook as well as the explanations for abbreviations or codes used therein are also enclosed for ready reference.

2. The state level Town Directory will also have the following appendices:

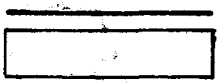
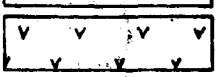
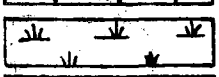
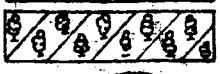
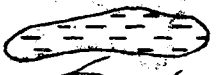
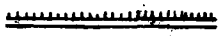
(i) The location of the towns in the State, i.e. district and tahsil.

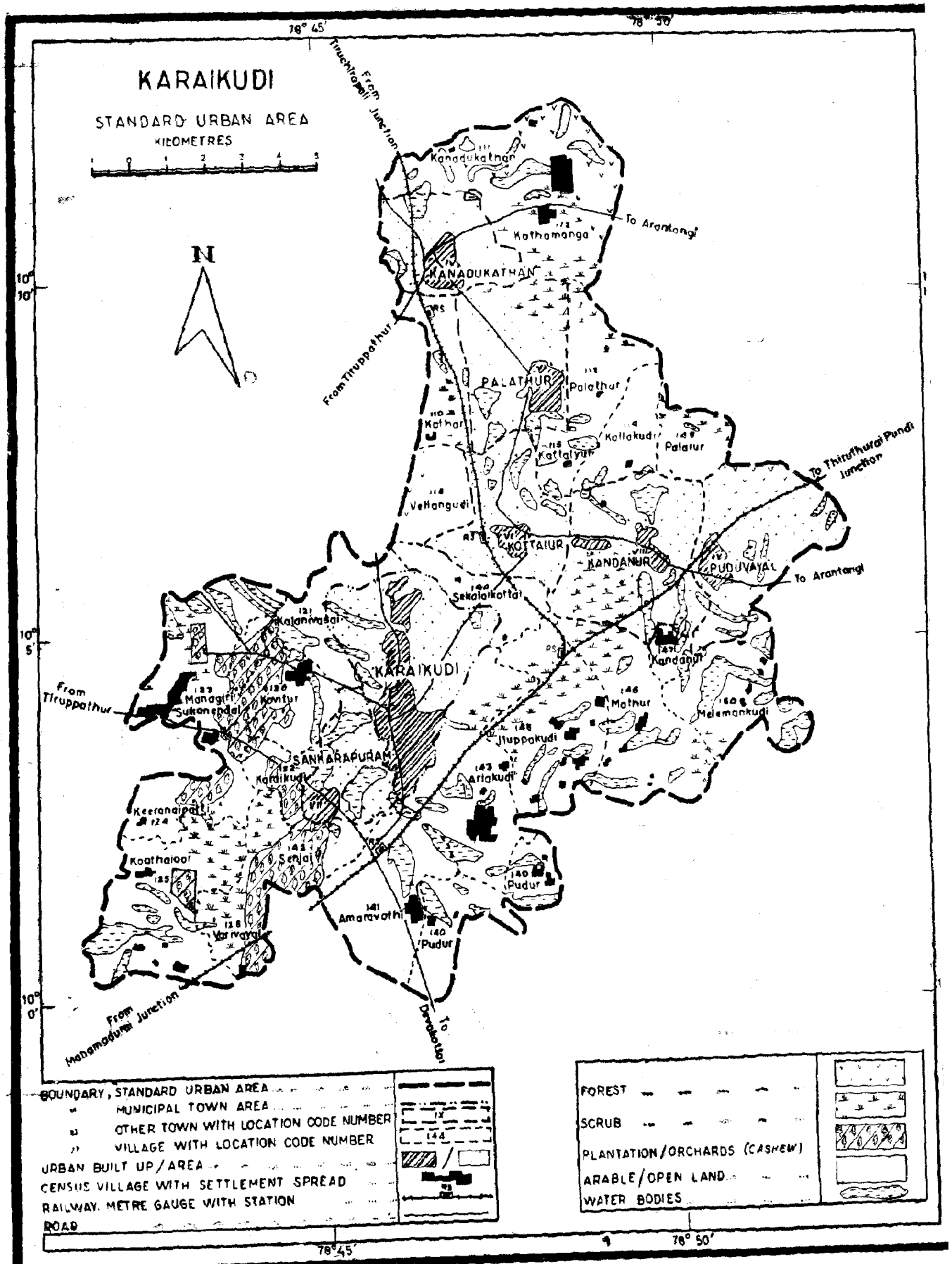
(ii) Towns arranged in the order of population size and the alphabetical order shown against each.

(iii) Towns arranged district-wise and within each district in order of population size.

(iv) List of towns having outgrowths with their population figures, and

LEGEND FOR STANDARD URBAN AREA MAPS

	Pen No.	
Boundary . International	5	
,, State/Union Territory	3	
,, District	2	
,, Taluk /Police Station /Tahsil	1	
,, Standard Urban Area	4	
,, Municipal Town Area	2	
,, Other Town with Location Code Number ...	2	
,, Village with Location Code Number... ...	0	
Urban Built up /Area	2&0/3	
Uninhabited Village		
Census Village with Settlement Spread		
Railway, Broad Gauge		
,, Metre Gauge	2	
,, Narrow Gauge	0	
National Highway	2	
State Highway...	2	
Other Roads	1	
Arable /Open land		
Forest		
Scrub		
Plantation /Orchards		
Water Bodies		
Rivers and Tributaries...		
Embankment		


KARAIKUDI
STANDARD URBAN AREA
KILOMETRES
0 1 2 3 4 5
N
78° 45'
78° 50'
10° 10'
10° 5'
10° 0'
From Tiruchirapalli Junction
From Tiruppathur
From Tiruppathur
From Madamadurai Junction
To Arantangi
To Thiruthurai Pundi Junction
To Arantangi
To Devakottai
KANADUKATHAN
Kanadukathan
Kathamanga
PALATHUR
Palathur
Kathar
Kattalyur
Kallakudi
Palatur
Vellangudi
KOTTAIUR
KANDANUR
PUDUVAYAL
Sekalaikottai
Kalanivasal
KARAIKUDI
Kandanur
Managiri
Sukanendal
Kovilur
Mathur
Melamankudi
Jiuppakudi
SANKARAPURAM
Kadikudi
Artakudi
Keeranaipatti
Koothaloor
Senjai
Pudur
Amaravathi
Pudur
Karaiyal
BOUNDARY, STANDARD URBAN AREA
MUNICIPAL TOWN AREA
OTHER TOWN WITH LOCATION CODE NUMBER
VILLAGE WITH LOCATION CODE NUMBER
URBAN BUILT UP/AREA
CENSUS VILLAGE WITH SETTLEMENT SPREAD
RAILWAY, METRE GAUGE WITH STATION
ROAD
FOREST
SCRUB
PLANTATION/ORCHARDS (CASHEW)
ARABLE/OPEN LAND
WATER BODIES

(v) Names of places of tourist interest in different towns of the state.

The formats of the five appendices listed above, are also enclosed.

3. The state Town Directory volume will also present the totals of the Primary Census Abstract for each town as was done in 1971. However, whereas in the Town Directory included in the District Census Handbook, the Primary Census Abstract provides for furnishing ward-wise data in respect of each town, the state Town Directory volumes will provide data in respect of the *town as a whole and not ward-wise*. In the state Town Directory volume the Primary Census Abstract for the state as a whole (urban) will appear first followed by that for towns arranged in alphabetical order as per the Primary Census Asbtract format enclosed herewith.

4. The order of the arrangement of the data contained in the Town Directory at the state level will be as follows :—

(i) Analytical **Note.**
(ii) Statements I—VI and IV-A.
(iii) Primary Census Abstract town-wise.
(iv) Appendices and
(v) Maps.

5. The analytical note, the statements, the Primary Census Abstract and the appendices may be brought out under section 'A' and the maps, for whose preparation separate instructions will follow may be brought out under section 'B' at the end, with the content sheets. The analytical note of the State Town Directory may cover the following aspects :

(i) General introduction.
(ii) Census concept of urban area.
(iii) Scope of the state town directory, and
(iv) Detailed analysis of items covered in the statements incorporated in the Town Directory including urbanisation trends, in the order indicated above.

6. For facilitating the analysis of data contained in the tables and to highlight the urbanisation and other trends, formats of a number of inset table(s) have been prepared which are enclosed. The relevant data contained in the statements will form the basis for the preparation of inset tables, which may be used for analysis. The data abstracted in the in-set table Nos. 1—10 may be particularly useful for the analysis of urbanisation trends.

7. As mentioned above, a Town Directory at all-India level will also be brought out on the basis of 1981 data. As this volume will be based on the compilation of the information available in the state level Town Directory volumes, as soon as the data relating to the state town volume are consolidated, two copies thereof may please be sent to the Deputy Registrar General (Social Studies) for scrutiny. One of the copies will be returned to you after scrutiny and the other copy will be retained in Social Studies Division for being used for the compilation of the all-India volume.

8. 500 copies each may be printed in respect of Andhra Pradesh, Assam, Bihar, Gujarat, Haryana, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Orissa, Punjab, Rajasthan, Tamil Nadu, Uttar Pradesh and West Bengal. In case of Himachal Pradesh, Jammu and Kashmir and Manipur, however, 300 copies should suffice. For the other States and the Union Territories separate state level Town Directory may not be brought out.

9. I hope you will take the necessary steps immediately to bring out the State Level Town Directory in respect of your State as early as possible, preferably before December, 1982.

Kindly acknowledge the receipt of this circular.

Yours sincerely,

(P. PADMANABHA)

Encl: as above (with 5 spare copies)

Shri————

Director of Census Operations,

Endt. No. 18/4/80-SS New Delhi-110 011 the

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1981 Census—Town Directory

STATEMENT I

Status and Growth History

Sl. No.	Class, name and civic administration status of town	Location Code No.	Name of Taluk/ Tehsil/Police Station/ Development Block/Islands	Area (in sq. Kms)	Number of households including houseless households (in 1981 census)	Population and growth rate of the town at the censuses of									Density 1981 Census	Sex ratio		
						1901	1911	1921	1931	1941	1951	1961	1971	1981		1961 Census	1971 Census	1981 Census
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

1981 Census—Town Directory

STATEMENT II

Physical Aspect and Location of Town, 1979

Sl. No.	Class and Name of town	Physical aspects			Name of road and distance (in kms.) from				Name of road and distance (in kms.) from		
		Rainfall (in mm)	Temperature (in centi-grade)		State HQs	District HQs	Sub-division/Taluk/Tehsil/ Police Station/ Development Block/Island HQs.	Nearest city with Population of one lakh and more	Railway Station	Bus Route	Navigable river/ canal (if within 10 kms.)
			Maximum	Minimum							
1	2	3	4	5	6	7	8	9	10	11	12

1981 Census—Town Directory

STATEMENT III

Municipal Finance, 1978—1979

Sl. No.	Class and name of town	Civil administration status (in 1980)	Receipt (in Rs. '00)							Expenditure (in Rs. '00)						
			Receipt through taxes etc.	Revenue derived from municipal properties and power apart from taxation	Government grant	Loan	Advance	Other sources (specify)	Total receipt	General administration	Public safety	Public health and conveniences	Public works	Public Institutions	Others (specify)	Total expenditure
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

STATEMENT IV

Civic and other amenities, 1979

Sl. No.	Class and name of town	Civic administration status (in 1980)	Population	Scheduled Castes and Scheduled Tribes population	Road length (in kms.)	System of sewerage	Number of latrines			Method of disposal of night soil	Protected water		Fire fighting service*	Electrification (Number of connections)				
							Water borne	Service	Others		Source of supply	System of storage with capacity in litres (in brackets)		Domestic	Industrial	Commercial	Road lighting (points)	Others
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

* In case this service is not available in the town mention the name of the nearest place if in the same district or the name of the nearest district if in the same state or other state where available along with distance from the town.

STATEMENT IV-A

Civic and other amenities in notified slums, 1979

Sl. No.	Class* and name of town	Name of slum	Area of slum	Population of slum	Paved roads (in kms.)	System of sewerage	Number of latrines				Method of disposal of night soil	No. of tap points/ public hydrants installed for supply of protected water	Electrification (No. of connections)		
							Private			Community			Domestic	Road lighting (points)	Others
							Water borne	Service	Others						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

*For class I and class II towns only.

1981 Census—Town Directory

STATEMENT V

Medical, Educational, Recreational and Cultural Facilities, 1979

Sl. No.	Class and name of town	Population	Medical facilities		Educational facilities *						
			Hospitals/ Dispensaries/ T.B. clinics etc.	Beds in medical institutions noted in column 4	Arts/Science/ Commerce colleges (of degree level and above)	Medical colleges	Engineering colleges	Polytechnic	Recognised shorthand, typewriting and vocational training institutions	Higher Secondary Intermediate /PUC (Pre University college/Junior college level)	Secondary Matriculation
1	2	3	4	5	6	7	8	9	10	11	12

Sl. No.	Class and name of town	Educational facilities*				Number of recreational and cultural facilities			
		Junior secondary and middle schools	Primary schools	Adult literacy classes/ centres, others (specify)	Working women's hostels with number of seats	Stadia	Cinema	Auditoria/Drama/ Community halls	Public libraries including reading rooms
1	2	13	14	15	16	17	18	19	20

* If a medical or educational facility is not available in the town, mention the name of the nearest place if in the same district or the name of the nearest district if in the same state or other state and its distance from the town where facility is available.

1981 Census—Town Directory

STATEMENT VI

Trade, Commerce, Industry and Banking, 1979

Sl. No.	Class and name of town	Name of three most important commodities imported			Name of three most important commodities exported			Name of three most important commodities manufactured			Number of banks	Number of agricultural credit societies	Number of non-agricultural credit societies
		1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd			
1	2	3	4	5	6	7	8	9	10	11	12	13	14

PRIMARY CENSUS ABSTRACT

Location Code No.	Name of the town	Area of town in sq. kms.	No. of occupied residential houses	No. of households	Total population (including Institutional and houseless population)			Scheduled Caste		Scheduled Tribe		Literate and educated persons	
					P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Location code No.	Name of the town	MAIN WORKERS															
		Total main workers (I to IX)		Cultivators (I)		Agricultural labourers (II)		Household industry V(a)		Other workers (III, IV, V (b) VI to IX)		Marginal workers		Non-workers		Persons seeking/ available for work	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	2	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

APPENDIX I

Location of towns arranged in alphabetical order

Sl. No.	Name of town with location code	Taluk/Tahsil/Police Station/Block	District
1	2	3	4

APPENDIX II

Towns arranged according to population size (1981)

Sl. No.	Name of the town	Sl. No. in State alphabetical order	Population
1	2	3	4

APPENDIX III

Towns arranged district-wise according to population size (1981)

Sl. No.	Name of the town	Population
1	2	3
	1. District A.	
1	.	
2	.	
.	.	
.	.	
.	.	
.	.	
.	.	
	2. District B.	
	.	
	.	
	.	
	.	
	.	

APPENDIX IV

Towns showing their outgrowths with population

Sl. No.	Name of the town with location code	Population of core town	Outgrowth	Population of outgrowth
1	2	3	4	5
1.	Town A		(i) ..	
			(ii) ..	
			(iii) ..	
			.	
			.	
			.	
			.	
2.	Town B		(i) ..	
	.		(ii) ..	
	.		.	
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APPENDIX V

Places of tourist interest in the towns of the State

Sl. No.	Name of the town	Place(s) of tourist interest
1	2	3
	1. District A	
1		
2		
.		
.		
.		
	2. District B	
.		
.		
.		
.		
.		
.		
.		

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31.	Percentage distribution of main workers by size-class of towns.

TABLE 1

Growth of population in.....(State) in relation to the country

Census Year	State					All India				
	Total Population	Rural		Urban		Total Population	Rural		Urban	
		Population	Decadal percentage variation	Population	Decadal percentage variation		Population	Decadal percentage variation	Population	Decadal percentage variation
1	2	3	4	5	6	7	8	9	10	11
1901 . . .										
1911 . . .										
1921 . . .										
1931 . . .										
1941 . . .										
1951 . . .										
1961 . . .										
1971 . . .										
1981 . . .										

(To be compiled from Census Reports)

TABLE 2

Proportion of Urban population in each State (arranged in descending order of percentage of Urban population)

India/ State	Total population	Urban population	Percentage of urban population to total population
1	2	3	4
All India			
States			
1.			
2.			
3.			
4.			
..			
..			
..			
..			

(To be compiled from Census Reports)

TABLE 3

New towns added in 1981 Census

Name with status of town	Population
1	2

('Status' in col. 1 is to be given in brackets and in the prescribed abbreviations).

TABLE 4

Towns declassified in 1981 Census

Name with status of the town	Population
1	2

('Status' in col. 1 is to be given in brackets and in the prescribed abbreviations).

TABLE 5

District-wise proportion of urban population in descending order

Name of district	Total population	Urban population	Percentage of urban pupulation to total population
1	2	3	4
1.			
2.			
3.			
4.			
•			
•			
•			
•			
State total			

(To be compiled from 1981 Census PCA)

TABLE 6

Distribution of towns by population size—1971 and 1981 Censuses

Size class of town	Number of towns in 1971	1971 population	Percentage of population of this category of towns to total urban population	No. of towns in 1981	1981 population	Percentage of population of this category of towns to total urban population
1	2	3	4	5	6	7
I						
II						
III						
IV						
V						
VI						
Total			100			100

(To be compiled from Census Reports and Statement I, col. 15).

TABLE 7 (A)

Distribution of statutory and non-statutory towns by size-class

Size-class of town	Total number of towns	Number of towns having statutory bodies	No. of non-Municipal Census and project towns
1	2	3	4
I			
II			
III			
IV			
V			
VI			
Total			

(Non-Municipal means non-statutory towns)

TABLE 7 (B)

Town by civic status

Size class of town	Total number of towns	Number of towns having				
		Municipal Corpn.	Municipal Committee	Cantt. Board Committee	Notified/ town area committee	Others (Specify each separately)
1	2	3	4	5	6	7
I						
II						
III						
IV						
V						
VI						
Total						

(To be compiled from Statement I, col. 2)

TABLE 8

Density by size-class of towns, 1981 Census

Class of town	Number of towns	Density (Population per sq. km)
1	2	3
I		
II		
III		
IV		
V		
VI		
Total		

(To be compiled from Statement I, cols. 2, 5, and 15)

TABLE 9

Sex-ratio by size class of towns, 1981 census

Class of towns	Number of towns	Sex-ratio (number of females per thousand males)
1	2	3
I		
II		
III		
IV		
V		
VI		
Total		

(To be compiled from Statement I, col. 2 and PCA, cols. 7 and 8)

TABLE 10

Average number of households per census house by size-class of towns, 1981 census

Size-class of towns	Number of towns	Average number of households per census house
1	2	3
I		
II		
III		
IV		
V		
VI		
Total		

(To be compiled from Statement I, col. 2 and PCA)

TABLE 11

Rain-fall and temparature at district headquarters town

Name of the district headquarters town	Average annual rainfall (mm)	Temperature (C)	
		Maximum	Minimum
1	2	3	4

(To be compiled from Statement II, cols. 3—5)

TABLE 12 (A)

Distance of towns from the nearest city

Name of city	Class of towns	Total number of towns	Number of towns which are within a distance of				
			10 Kms.	11-25 Kms	26-50 Kms.	51-100 Kms.	100 kms. and above
1	2	3	4	5	6	7	8
1.	Class I						
	Class II						
	Class III						
	Class IV						
	Class V						
	Class VI						
	Total						
2.							
.							
.							
.							

(To be compiled from Statement II, cols. 2 and 9. In case of class I towns (which will be cities) the information may be given as in case of the others to examine clustering aspect)

TABLE 12 (B)

Distance of towns from the district headquarters

Name of district headquarters town	Number of towns within				
	10 kms	11—25 kms	26—50 kms	51—100 kms	100 kms & above
1	2	3	4	5	6
1					
2					
3					
4					
.					
.					
.					
.					

(To be compiled from Statement II, col. 7)

TABLE 13 (A)

Towns not connected by rail

Distance from the nearest rail heads	No. of towns
1	2
Up to 1 km	
2 to 5 kms	
6 to 10 kms	
11 to 15 kms	
16 to 25 kms	
26 kms and above	

(To be compiled from Statement II, col. 10)

TABLE 13 (B)

Towns not connected by bus-route

Distance from the nearest bus-route	Name, status and population of the town (not connected by bus-route)
1	2
Up to 1 km	1
	2
	3
	4
	.
	.
	.
	.
2—5 kms	1
	2
	3
	4
	.
	.
	.
	.
6 —10 kms	1
	2
	3
	4
	.
	.
	.
	.
11—15 kms . . .	.
	.
	.
	.
	.
16—25 kms	.
	.
	.
	.

TABLE 13 (B)—*Concld.*

1	2
26 kms and above . .	.
	.
	.
	.
	.

(To be compiled from Statement II, cols. 2 and 11 and Statement I, col. 2. In col. 2 the 'status' of town may be given in brackets in prescribed abbreviations after the name of the town and then its population)

TABLE 13 (C)

Towns having navigable river/canal within 10 kms.

S.No.	Name of navigable river/canal	Name of town
1	2	3

(To be compiled from Statement II, col. 12)

TABLE 14

Per capita receipt and expenditure by size-class of towns

Size-class of town	Civic Status	No. of towns	Per capita								
			Receipt (Rs.)			Expenditure (Rs.)					
			Total receipt	Receipt through taxes	Receipt from all other sources	Total Expenditure	General Administration	Expenditure on public health and conveniences	Public works	Expenditure on public institutions	Expenditure on all other aspects
1	2	3	4	5	6	7	8	9	10	11	12
I											
II											
III											
IV											
V											
VI											
Total											

(To be compiled from Statement III, cols. 2—17)

TABLE 15

Road length by area and population

Size-class of town	Per 100 Sq. Km.			Per 1000 population		
	Pucca road length	Kutcha road length	Total road length	Pucca road length	Kutcha road length	Total road length
1	2	3	4	5	6	7
I						
II						
III						
IV						
V						
VI						
Total						

(To be compiled from Statement I, col. 5 and Statement IV cols. 2, 4 and 6)

TABLE 16 (A)

Distribution of towns by type of sewerage and size-class of towns

Type of sewerage/ drainage	Size-class of towns					
	I	II	III	IV	V	VI
1	2	3	4	5	6	7

(To be compiled from Statement IV, cols. 2 and 7)

TABLE 16 (B)

Laterines by type and size-class of towns

Size-class of towns	Total number of towns	Percentage distribution of		
		Water borne laterines	Service laterines	Others
1	2	3	4	5
I				
II				
III				
IV				
V				
VI				
Total				

(To be compiled from Statement IV, cols. 2 and 9)

TABLE 16 (C)

Distribution of towns by method of disposal of night soil and size-class of towns

Method of disposal of night soil	Size class of towns					
	I	II	III	IV	V	VI
1	2	3	4	5	6	7
HL						
B						
WB						
T						
S						
Others						

(To be compiled from Statement IV, cols. 2 and 11)

TABLE 17 (A)

Protected water supply by size-class of towns

Size-class of towns	Total No. of towns	Distribution of towns as per the two most common combination of protected water supply					
		TW, T	TW, W	TW, TK	T, W	T, TK	W, TK
1	2	3	4	5	6	7	8
I							
II							
III							
IV							
V							
VI							
Total							

(To be compiled from Statement IV, cols. 2 and 12)

TABLE 17 (B)

System of storage of water supply by size-class of towns

Size-class of towns	Total number of towns	Distribution of towns as per the two most common combination of water storage systems										
		OH T, SR	OH T, IG	OH T, BW P	OH T, PT	SR, IG	SR, BW P	SR, PT	IG, BW P	IG, PT	BW P, PT	
1	2	3	4	5	6	7	8	9	10	11	12	
I												
II												
III												
IV												
V												
VI												
Total												

(To be compiled from Statement IV, cols. 2 and 12)

TABLE 18 (A)

Fire fighting services by size-class of towns

Size-class of towns	Total number of towns	Number of towns where service is	
		Available	Not available
1	2	3	4
I			
II			
III			
IV			
V			
VI			
Total			

(To be compiled from Statement IV, cols. 2 and 14)

TABLE 18 (B)

Availability of fire-fighting service at other places by towns not having it

Size-class of towns	Total number of towns	Number of towns where fire-fighting service is not available and available at distance of				
		1—5kms	5—10 kms	10—20 kms	20+ kms	Total (col. 3-6)
1	2	3	4	5	6	7
I						
II						
III						
IV						
V						
VI						
Total						

(To be compiled from Statement IV, col. 14)

TABLE 19

Towns not providing electricity for domestic consumption

Sl. No.	District	Name and status of the town	Population
1	2	3	4

(To be compiled from Statement IV, cols. 3, 4 and 15. In col. 3, 'status' is to be given in brackets in the prescribed abbreviations after the name of the town)

TABLE 20 (A)

Towns having slums

Class of towns	Total No. of towns	No. of towns having slums	No. of slums
1	2	3	4
I			
II			
III			
IV			
V			
VI			
Total			

(To be compiled from Statement IV A, cols. 2 and 3)

TABLE 20 (B)

Proportion of slum population in towns having slum areas

Class of towns	Name of towns	Population of towns	Population of slums	Proportion of slum population to total population of the town	Total area of slums in sq. kms	Density in slums per sq. km.
1	2	3	4	5	6	
I						
II						
III						
IV						
V						
VI						
Total						

(To be compiled from Statement IV, col. 4 and Statement IVA cols. 2, 4 and 5).

TABLE 20 (C)

Availability of civic services in slum areas

Class of towns	No. of towns having slums	No. of slums	No. of slums having: Paved roads	Community latrines (with number)	Tap points and public hydrants (with number)	Road lighting points (with number)
1	2	3	4	5	6	7
I						
II						
III						
IV						
V						
VI						
Total						

(To be compiled from Statement IV A, cols. 2, 3, 6, 11, 13 and15)

TABLE 20 (D)

Types of sewerage in slum areas

Class of towns	No.of towns having slums	Total No. of slums	No. of slums having: S	OSD	BSD	SD	OD	PT
1	2	3	4	5	6	7	8	9
I								
II								
III								
IV								
V								
VI								
Total								

(To be compiled from Statement IV A, cols. 2, 3 and 7)

TABLE 20 (E)

Types of methods of disposal of night soil in slum areas

Class of towns	No. of towns having slums	Total No. of slums	Slums classified by the method of disposal of night soil: HL	B	WB	ST	S
1	2	3	4	5	6	7	8
I							
II							
III							
IV							
V							
VI							
Total							

(To be compiled from Statement IV A, cols. 2, 3 & 12)

TABLE 21 (A)

Type of Medical facilities by size-class of towns

Size-class of towns	No. of towns	Population of towns in each size-class	No. of institutions						
			Hospital	Dispensary	Health centre	Family Planning centre	T.B. Clinic	Nursing Home	Others
1	2	3	4	5	6	7	8	9	10
I									
II									
III									
IV									
V									
VI									
Total									

(To be compiled from Statement V, cols. 2 and 4)

TABLE 21 (B)

Use of medical facilities at other places by towns not having these facilities

Size-class of towns	No. of towns	Type of medical facilities	No. of towns where the medical facility mentioned in col. 3 is not available, but available at a distance of				
			—5 kms	5—10 kms	10—20 kms	20+ kms	Total cols. 4—7
1	2	3	4	5	6	7	8
I		(i) Hospital					
		(ii) Dispensary					
		(iii) Health Centre					
		(iv) Family Planning Centre					
		(v) T. B. Clinic					
		(vi) Nursing Home					
II		(i) ..					
		(ii) ..					
		(iii) ..					
		(iv) ..					
		(v) ..					
		(vi) ..					
III		(i)					
		•					
		•					
		(vi)					
IV		,,					
V		,,					
VI		,,					
Total							

(To be compiled from Statement V, cols. 2 and 4)

TABLE 21 (C)

No. of beds in medical institutions

Size-class of towns	No. of towns	No. of beds per 1000 population
1	2	3
I		
II		
III		
IV		
V		
VI		
Total		

(To be compiled from Statement V, cols. 3 and 5)

TABLE 22 (A)

Schools per 1000 population

Size-class of towns	No.of towns	Number per 1000 population			
		Higher Sec./ Inter/PUC/ Junior College	Secondary/Matriculation	Junior Secondary and Middle	Primary
1	2	3	4	5	6
I					
II					
III					
IV					
V					
VI					
Total					

(To be compiled from Statement V, cols. 2 & 11 to 14)

TABLE 22 (B)

Adult literacy centres

Size-class of towns	No. of towns	No. of towns having adult literacy centre
1	2	3
I		
II		
III		
IV		
V		
VI		
Total		

(To be compiled from Statement V, cols. 2 and 15)

TABLE 23

Distribution of Women's hostels, stadia, cinema, auditoria/drama/community halls and public libraries by size-class of towns

Size-class of towns	Total No. of towns	No. of towns having				
		Working Women's Hostels (No.)*	Stadia (No.)*	Cinema (No.)*	Autitoria etc. (No.)*	Public libraries (No.)*
1	2	3	4	5	6	7
I						
II						
III						
IV						
V						
VI						
Total						

(To be compiled from Statement V, cols. 2, 16, 17, 18, 19 and 20)

*The number of these public places is to be shown in brackets after showing the number of towns having the relevant facility.

TABLE 24 (A)

Important commodities manufactured by size-class of towns and industrial category (First Important commodity)

Industrial category	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 9)

TABLE 24 (B)

Important commodities manufactured by size-class of towns and industrial category (Second important commodity)

Industrial category	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 10)

TABLE 24 (C)

Important commodities manufactured by size-class of towns and industrial category (Third important commodity)

Industrial category	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 11)

TABLE 25 (C)

Important commodities imported by size-class of towns and industrial category (Third important commodity)

Industrial category	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 5)

TABLE 25 (A)

Important commodites imported by size-class of towns and industrial category (First important commodity)

Industrial category	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 3)

TABLE 26 (A)

Important commodities exported by size-class of towns and industrial category (First important commodity)

Industrial category	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 6)

TABLE 25 (B)

Important commodities imported by size-class of towns and industrial category (Second important commodity)

Industrial category	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 4)

TABLE 26 (B)

Important commodities exported by size-class of towns and industrial category (Second important commodity)

Industrial catagory	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 7)

TABLE 26 (C)

Important commodities exported by size-class of towns and industrial category (Third important commodity)

Industrial category	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 8)

TABLE 27

Distribution of banking services agricultural and non-agricultural credit societies by size-class of towns

Size-class of towns	Total No. of towns	No. of towns having		
		Banks (No.)*	Agricultural credit societies (No.)*	Non-agricultural credit societies (No.)*
1	2	3	4	5
I				
II				
III				
IV				
V				
VI				
Total				

(To be compiled from Statement VI, cols. 12, 13 and 14)

*The number of these institutions is to be shown in brackets after showing the number of towns having the relevant facility.

TABLE 28

Average household size by size-class of towns

Size-class of towns	Average household size
1	2
I	
II	
III	
IV	
V	
VI	
Total	

(To be compiled from PCA)

TABLE 29

Proportion of literates by sex and size-class of towns

Size-class of towns	Population			Literates			Percentage of literates to total population		
	Total	Males	Females	Total	Males	Females	Total	Males	Females
1	2	3	4	5	6	7	8	9	10
I									
II									
III									
IV									
V									
VI									
Total									

(To be compiled from PCA)

TABLE 30

Distribution of Scheduled Castes and Scheduled Tribes population by size-class of towns

Size-class of towns	Total Population	Scheduled Caste population	Percentage of Scheduled Caste population to total population	Scheduled Tribe population	Percentage of Scheduled Tribe population to total population
1	2	3	4	5	6
I					
II					
III					
IV					
V					
VI					
Total					

(To be compiled from PCA)

TABLE 31

Percentage distribution of main workers by size-class of towns

Industrial Category of main workers	Size-class of towns					
	I	II	III	IV	V	VI
1	2	3	4	5	6	7
I						
II						
V(a)						
[III+IV+V(b)+ (VI to IX)]						
Total						

(To be compiled from PCA)

INSTRUCTION FOR COMPILATION OF STATE TOWN DIRECTORY

These instructions are based on the instructions already provided in respect of the Town Directory statements included in the District Census Handbook series of 1981. These instructions take into consideration the minor modifications and the amendments which have been introduced subsequent to the issue of the original circular for the town directory included in the district census handbook series of 1981 vide the census circular No. 4. The instructions regarding the presentation of data and filling of the statements included in the State town Directory and explanations for the codes used are, however, given below for ready reference and guidance.

The State Town Directory is required to cover all the towns in the State statutorily notified as well as non-municipal or census towns. It will have seven statements which have been incorporated in the town directory included in the district census handbook of 1981 series, viz. statements I-VI and IV-A. The towns are required to be arranged in the alphabetical order for the state as a whole and not districtwise. The town directory may not cover strictly military areas. It may, however, cover cantonment areas but not strictly military areas or military establishments within the cantonment which are required to be left out, as usual. However, basic statistics of the cantonment as a whole could be provided. In the State town directory, like the town directory included in the district census handbook series of 1981, the data on amenities and other aspects may be presented in codes for want of space. The relevant explanations for the codes adopted may be given in the beginning of the directory.

Where an urban agglomeration includes two or more independent towns, the name of the towns constituting the agglomeration may be indicated in the alphabetical arrangements of towns within the State irrespective of whether they form agglomerations or not. Their names should be repeated in the alphabetical order under the name of the agglomeration which naturally would be named after the name of the main town of the agglomeration. The particulars of the constituent units of the agglomeration need not be furnished where they occur separately. In these cases by the side of the name of the town the following may be recorded within brackets.

"(See the name of the main town of the agglomeration)".

The particulars for each constituent town of the agglomeration should be furnished separately where they occur together under the name of the agglomeration. By adoption of this method, it will be possible to get an idea of the particulars of the city agglomeration in total and also severally.

In case of outgrowths which do not qualify to be treated as towns, the particulars obviously will not be separately available. In the case of the towns having such outgrowths an asterisk mark should be placed against their names in the body of the statement to indicate that they have outgrowths which are not separate towns. The directory particulars relating to the outgrowth(s) will be merged with referrent town and will not be shown separately. The population of the outgrowth(s) will also be included in the population of the referrent towns as in case of other particulars. The population of the outgrowths will also be taken into account while calculating the sex-ratio etc. for the referrent town. In an appendix/annexure the names of such outgrowths should also be furnished.

If the constituent units of an urban agglomeration are mentioned with the agglomeration, it would not be correct to give it a number at all in the column for serial number, because in that case the serial number would not tally with the total number of towns in the state. In fact, while presenting primary census abstract data, these are not given any location code. The agglomeration lines need not be numbered but the constituent units as and when they occur in the alphabetical order may be numbered so that the last number agrees with the total number of towns in the State.

In respect of Statements II, III and VI the relevant column will have to be left blank in the lines relating to agglomeration because these can be given only for the constituent units: but these may no look nice in printing and would in any case require an explanation. To avoid the columns remaining blank it may be written as follows:

"See constituent units".

In the state town directory, like the town directory included in the district census handbook, the data on amenities and other aspects are to be presented in codes for want of space. A note explaining the codes used in the town directory may be given in the beginning of the directory with relevant explanations. The instructions in respect of each statement are as follows:—

STATEMENT I

STATUS AND GROWTH HISTORY

This statement provides some basic data based on the Primary Census Abstract (PCA).

1. Serial No.

Needs no clarification.

2. Class, name and civic administration status of town

Class has been introduced to facilitate analysis of town directory data at the State and all-India levels. It will be presented according to 1981-Census, Population of the core town as follows:—

Population	*Class*
100,000 and above	I
50,000—99,999	II
20,000—49,999	III
10,000—19,999	IV
5,000— 9,999	V
Below 5,000	VI

The name of the town should be shown in the column with the correct spellings as adopted in the official records.

The civic administration status of the town as in 1980 should be indicated. The following abbreviations may be used to denote the civic status of town; in case of census town the appropriate code may be given in brackets as illustrated below and it may be clarified in the introductory note that census towns have no civic bodies:

Municipal Corporation/Corporation	M. Corp.
Municipal Committee/Municipal Town Committee	M.C.
Municipality	M.
Municipal Board	M.B.
Municipal Council	M.Cl.
Cantonment Board/Cantonment	C.B.
Notified Area/Notified Area Committee/Notified Committee	N.A.C.
Town Committee/Town Area Committee	T.C.
Town Board	T.B.

Gram Panchayat/Village Panchayat . . .	G.P.
Nagar Panchayat/Town Panchayat . . .	N.P.
Station Committee	S.C.
Sanitary Board	S.B.
Special Area	S.A.
Estate Office	E.O.
Union Committee	U.C.
Census Town	C.T.

The column may be filled in as illustrated:

II Ambala Cantt.	(C.B.)
V Begun	(C.T.)
I Delhi	(M. Corp.)
V Naraingarh	(N.A.C.)

The change in the civic administration status that may have taken place after the finalisation of the urban frame but before the census enumeration may be indicated in the footnote:

3. Location Code Number

This is necessary with a view to locate the town in the map.

4. Name of the Taluks/Tahsil/Police Station/Development Blocks/Island

This is necessary with a view to locate the town in the appropriate tahsil/taluk/police station/block etc. as the case may be.

5. Area (Sq. Kms.)

This is a new column which is introduced to facilitate analysis of town directory data as state and all-India levels.

The area of the town as indicated by the civic body should be furnished in this column for statutorily notified towns and settlement records in respect of census towns.

6. Number of households (1981)

This is a new column introduced in the town directory though it did occur in the PCA. It will also facilitate analysis of the town directory at the State and all-India levels.

This column will include houseless households as well.

7. to 15. Population and growth rate of the town at (different) Censuses (from) 1901-1981

These are to be filled up on the basis of the data in the office of the Directors of Census Operations and old Census Reports. If in a particular year the town did not have urban status, the population figure for the corresponding column need not be filled up and a dash (—) may be noted. This is also true for the growth rate which is to be written below the population figure in the brackets beginning from column 8 onwards. Growth rate has been introduced to know whether the town is growing or not. It will also facilitate analysis of the town directory. It is true that the growth rate of a town has quite often an important component in change of 'area.' For example when intensely populated outgrowths of cities or towns are included in the existing municipal areas, sudden spurts in the population are bound to occur. This may be recognised while calculating the growth rate and the same may be explained in the fly-leaf.

16. Density (1981)

This is also a new column introduced to facilitate analysis of the town directory data. Density will be calculated taking into account the area given in column 5 and the population for 1981 given in column 15. It will be presented per sq. km.

17. to 19. Sex ration 1901—1981

Sex ratio, like area, number of honuseholds and density has been introduced to facilitate analysis of town directory data. Columns 17 and 18 can be filled up easily as sex-wise population breakup is available.

STATEMENT II

PHYSICAL ASPECTS AND LOCATION OF TOWNS, 1979

1. Serial No.

No comments.

2. Class and name of town

See comments on class and name given under column 2 of Statement I.

3. to 5. Physical aspects—Annual rainfall (in mm) : temperature (in centigrade)—Maximum and minimum.

The climatological tables of observatories in India give the annual rainfall and temperature (maximum and minimum). The information is being collected from the Director General, Meteorological Survey of India. After the same has been obtained the extracts in respect of the towns in the different States and Union Territories available in the climatological tables of observatories will be circulated among the Directors of Census Operations. In respect to the towns for which information could not be supplied, the Directors of Census Operations may obtain locally the available information. The appropriate procedure would be to take the periodic averages for the proceeding ten years from 1979 or 1978 according to the availability of the data.

If the information is not available in respect of any town, the same may be taken in relation to the narest town and it be, so clarified. This alternative, however, may not be quite suitable and relevant in states like Himachal Pradesh because the topographic situation of the towns very much differ from one another even though the distance between any two particular towns may be small. In such cases it is better to state 'information not available'.

6. to 12. Name of and road distance (in Kms.) from state H. Q. : District H.Q./Sub-Division/Taluk/Tahsil/Police Station/Development Block/Island H.Q./Nearest city with Population of one lakh and more; Railway Station/ Bus route; Navigable river/canal (if within 10 Kms).

These columns are to be filled up on the basis of local enquiry.

6. 7. and 10. Name of and road distance (in kms.) from State Hq; District; Sub-Division/Taluk/Tahsil/Police Station/ Development Block/Island H.Q. Railway Station.

If the names mentioned in these columns are the same as the referrent town itself, distance will be recorded as '0' (zero).

8. Sub-division/Taluk/Tahsil/Police Station/Development Block/Island Hq.

In some states or Union Territories there are talukas/ tahsils as well as revenue sub-divisions consisting of several tahsils. In such cases, if in any State or Union Territory a revenue sub-division is composed of several tahsils falling within its jurisdiction, the names of both sub-divisional headquarters and taluk headquarters should be given. The name of the sub-divisional headquarters should be given first and then after an oblique (/) the name of the tahsil headquarters can be given.

9. Nearest city with population of one lakh and more

This column is to be filled up on the basis of 1981 Census population data.

Even if the town has a population of one lakh or more the name of the nearest city satisfying this clauses should also be recorded because it will give an idea as to whether there is a trend of clustering of big cities leading towards the formation of megalopolis.

11. Bus route

In case the referrent town is enjoying bus route (i.e. road transport) facilities, a mention of the town's name (with distance) would suffice. Names of bus route or (routes) passing through the towns need not be recorded. We are also not trying to determine in terms of local conveyance whether it is served by bus route or not.

12. Navigable river/canal (if within 10 Kms.)

Name of the *navigable* river/canal and its distance is to be indicated below. It may be noted that we are interested in such river/canals which are *navigable and not other located within 10 Kms. of the town.* After the name of the river/canal 'R' for river and 'C' for canal may be given in brackets to denote whether it is a river or canal as illustrated below :

"Cauvery (R) —5". In this case, 5 is the distance in Kms. of the navigable river Cauvery from the referrent town.

STATEMENT III

MUNICIPAL FINANCE, 1978-79

Data for this statement should be collected not only in respect of statutory bodies but also in respect of non-statutory bodies managing the civic administration of the town, if they have separate budgets and accounts of their own pertaining to the town.

If both have the budgets and shown separately, in case of towns which have statutorily notified urban area as well as adjoining area which has been considered to be a census town because of its urban characteristics (even though the same is not included in the statutorily notified urban area) separate statements will have to be prepared in respect of each category, i.e. in respect of the statutorily notified town and adjoining non-statutorily identified census town.

Where a civic administrative body is not a composite one with its jurisdiction over the city as a whole (for instance. if part of the town is railway colony whose civic amenities are provided by the railways and part is under municipality) the data should be presented in the same statement independently for each body without any attempt to consolidate the same for all the bodies.

1. Serial No.

No comments.

2. Class and name of town.

See comments on class and name given under column 2 of Statement I.

3. Civic administration status (in 1980).

See comments on civic administration status under column 2 of Statement I. This column is introduced in this statement to analyse the data on municipal finance by civic status at the State and all-India levels.

4. to 17. Receipt and expenditure (details)

These columns are to be filled up on the basis of local enquiry.

The figures should be in hundreds to save printing space and to simplify the information.

12. & 15. Public safety and Public institutions

Under column 12, the expenditure incurred on 'Public safety' is to cover such items as fire-fighting services, rescue operations during floods and fairs, etc. Likewise, column 15 pertaining to 'Public institutions' requires particulars on expenditures incurred on maintenance of schools, colleges and other institutions like public libraries, museum, etc. The exact items covered, however, may vary from state to state and town to town. The items covered would depend on the practice followed in this regard by each local authority which is expected to maintain the records about the type and extent of services rendered under these heads. You will, therefore, have to go by the records of the relevant local body/municipality and base the figures on expenditure on these two heads accordingly.

STATEMENT IV

CIVIC AND OTHER AMENITIES, 1979

1. Serial No.

No comments.

2. Class and name of town

See comments on class and name given under column 2 of Statement I.

3. Civic administration status (in 1980)

See comments on civic administration status under column 2 of Statement I.

It is a new column introduced in this statement to facilitate analysis.

4. Population

The information will be based on 1981 Census population data. It is intended to measure the amenities in respect of population.

5. Scheduled Caste and Scheduled Tribe population

This will also be based on 1981 Census. It is introduced to know the size of population of the weaker section of the community in the town.

6. Road length (in kms.)

The information in this column is required for all kinds of roads. This informations will be mostly available from the municipality but for national highways, perhaps, additional information will have to be collected from the Public Works Department.

It is not known whether all the municipalities maintain their records indicating the different categories of roads separately. If information about kutcha and pucca road is separately available, the same may be indicated while making entries in this column by using the following abbreviations :

Pucca road	PR
Kutcha road	KR

It is not necessary to split up the column into sub-columns with sub-headings 'pucca' and 'kutcha' road. The length of roads maintained by Public Works Department and municipality may be separately indicated if such data are available. Otherwise, the combined road length will do.

7. System of severage

Information should be available with the local body. Generally, by sewerage system is implied the network of mains and branches of underground conduits for the conveyance of sewerage to the point of disposal. Sewers that carry only household and industrial wastes are called separate sewers; those that carry storm water from roofs, streets and other surfaces are known as storm water drains, while those carrying both sewerage and storm water are called combined sewers. However, in towns which are not provided with such underground sewerage system, it may be mentioned whether it is open surface drain, box drain, sylk pattern drain, etc. The various types of sewerage/drainage system may be indicated upto two places in order of their importance in the town, one followed by the other, in codes as given below :

Sewer	S
Open surface drains	OSD
Box surface drains	BSD
Sylk drains	SD
Cesspool method	CD
Pit system	Pt

8. 9. and 10. Number of latrines

The information on the number of latrines—water borne, service and others in columns 8, 9 and 10 respectively is required to be collected and presented in respect of all the latrines in the towns—public as well as private. In case

information in respect of private latrines is not available, the data may be given for public latrines only and either in the fly-leaf or by way of a footnote this may be clarified. This information, is, in fact, required for an assessment of the problem of carrying night soil as head loads and the prevalance of service type of latrines. This will help in undertaking programmes on the progressive replacement of service type of latrines by water/flush borne system.

11. Method of disposal of night soil

Information should be available with local body. The various prevalent methods of disposal of night soil are given below with codes:

Head loads	HL
Baskets	B
Wheel barrows	WB
Septic tank latrines	ST
Sewerage	S

The above may be shown upto two places in order of their importance in the town, one followed by the other in codes indicated above.

This column should not be interpreted as relating to the question as to whether the night soil is disposed of in a profitable manner by the municipality or not. This interpretation does not conform to the objective of the column.

The objective of providing this column is to collect information for a special purpose. The government have a programme of steeping the practice of removal of night soil as head-load and also of minimising the use of human labour in the process of disposal of night soil at various stages. The information collected under this column is expected to indicate the magnitude of the problem.

There are three prevalent systems of disposal of human wastes, viz. (i) underground sewerage, (ii) sanitary water flush latrines with individual disposal systems, like septic tank, leaching cess pool and collecting well, and (iii) dry type of latrines with manual scavenging.

The system of underground sewerage provides for the street sewerage which are connected to the sanitary latrines* constructed in the houses having water closets and fitted with flushing cistern (or hand flushing). Through this sewer the faecal matter (stools) is transported without the need for scavenging. This system generally exists in cities and big towns.

Where the streets sewer does not exist these sanitary water flush latrines are connected to a local septic tank with a sub-soil dispersion system or a leaching pit. Where the liquid wastes from the water closet could be disposed of locally in a leaching pit, a septic tank with a soil dispersion system is constructed. This dispersion requires an optimum travel through the pores of the soil which renders the harmful liquid bacterically innocuous by the slow process of filtration through the soil traversed.

Where the soil is impermeable, collecting wells are constructed and the sanitary water flush latrines are connected with them. These wells are cleaned at periodic intervals by a suitable device. The dry type of latrines are of service type latrines from where human excreta is removed by scavengers from house to house, in most cases carrying it on their heads or shoulders in this process of collection or in baskets with handle or wheel barrows. These are then collected in bullock carts or trucks or tractors and trolley for being carried to the dumping ground.

12 and 13. Protected water supply—Source and capacity of storage systems

In most cases information will be available from the municipality but in some states there is a separate Water Supply Department. The following codes may be used :

Overhead tank	OHT
Service reservoir	SR
River infiltration gallery	IG
Borewell Pumping system	BWP
Pressure tank	PT
Tubewell water/Handpump	TW
Tap Water	T
Well Water	W
Tank Water	TK

The first five codes, stated above, relate to the system of 'storage' of water in the town and the remaining four codes represent the different "sources" of water supply to the inhabitants of a town. The information on two major sources of water supply will be given in column 12 and on two major sources of storage and capacity against each in litres (in brackets) will be presented in column 13. The term 'capacity' has its usual meaning namely, the capacity to stores/contain.

14. Fire fighting service

Information will have to be collected from the municipality and other local authorities. In case this service is not available in the town, indicate the name of the nearest place if in the same district or name of the nearest district if in the same state or other state where available along with distance from the town. It should only be indicated whether there is a fire fighting station or not. Other Particulars need not be included.

15 to 19. Electrification (Number of connections)—Domestic, Industrial, Commercial, Road lighting (points) and others

Information will be available in the municipality or the State Electricity Board. In some cities there are separate electric supply corporations from where also the information can be collected.

As regards the precise meaning of the terms in columns 15 to 19, it is found that the same vary from state to state. For instance, in Bihar, domestic service included domestic sets and household appliances and also electric supply for schools, hospitals, temples, mosques, churches and charitable institutions. Commercial supply includes trade or business shops, cinemas, offices, hostels, railway stations, etc. Industrial loads is divided into different categories. Among others are included irrigation, agriculture and small scale industries. Street light service is considered as a separate category.

In Karnataka, supply for private houses, bungalows, clubs, hostels and hospitals run on non-commercial lines, charitable, educational and religious institutions are included under one category. Supplies for shops, offices, railway stations hostels, restaurants, photographic studies, X-ray installations, advertisements and exterior illuminations are under the category of commercial supply. Cinemas are considered under a separate category. Similarly industrial supply is considered separately. Irrigation pumping is considered as a separate category. Separate data are also available for public street lights.

In Kerala, domestic supply refers to bonafide domestic consumers and non-commercial institutions only. Profit making concerns are not included under this category. Commercial lighting includes display lighting, neon signs, photography, etc. for commercial and non-domestic consumers and street lighting in private colonies. Besides, there are categorisations like cinematography, motion picture studios, general purposes, industrial heating and air-conditioning, public lighting, bazar, lanes, etc.

In view of the variations from state to state it would be difficult to provide precise definition of the different headings which would be applicable to all. It is, therefore, suggested that information may be compiled under the different headings as in the form and in the introduction to the compilation, the definition of each heading as valid in the state may be indicated after obtaining the same from the State Electricity Board.

* A sanitary water flush latrines is placed where deposition of human excreta is affected immediately after defecation, without any human agency having to collect, carry and dispose of it. It is provided with a water closet connected to a flushing cistern. In case cisterns are not fitted, hand flushing is resorted to.

18. Road lighting

Road lighing means the number of street lights that are maintained in the town.

STATEMENT IVA

CIVIC AND OTHER AMENITIES IN NOTIFIED SLUMS, 1979

This is a new statement on civic and other amenities in notified or recognised slums of Class I and II towns only.

Generally, in cities or towns having slums, the local authority, such as municipality or municipal corporation or even the development authority notified the recognised slums. It is linked up with the availability of funds from the State Government for slum clearance. It is possible that some of the states or local bodies may not have formally notified slums under their jurisdiction. But in such cases, they may be maintaining a list of such areas which are officially treated as slums. The intention is that the information should be provided in respect of such localities as are officially recognised as slums, whether actually notified or not. Though the magnitude of slum problem is greater in relation to Class I and Class II towns, it is acknowledged that these are also associated with smaller towns including census towns. However, it is appreciated that the collection of data on slums in respect of smaller towns, particularly census towns which do not have such local authorities as municipalities, may be difficult and time-consuming. The information on slums in this statement will, therefore, be compiled in respect of Class I and Class II towns only.

1. Serial No.

No comments.

2. Class and name of town

See comments on class and name given under column 2 of statement I. The information will be compiled for class I and class II towns only.

3. Name of slum

The name of slum(s), if any will be given in an alphabetical order in separate lines under the town to which they belong.

4. Area of slum

The area of each slum will be given in sq. kms.

5. Population of slum

The population figures will be based on 1981 Census.

7—12. System of Sewerage, number of latrines and Method of disposal of night soil.

These columns will be filled up as per the instructions on columns 7—11 of Statement IV.

STATEMENT V

MEDICAL, EDUCATIONAL, RECREATIONAL AND CULTURAL FACILITIES, 1979

1. Serial No.

No comments.

2. Class and name of town

See comments on class and name given under column 2 of Statement I.

3. Population

This column is introduced to facilitate analysis of amenity facilities with reference to population of 1981.

4.—5. Medical Facilities—Hospitals/dispensaries/T.B. clinic/health centre/nursing homes etc. and beds in medical institutions noted in column 4.

Information is expected to be available with district/sub-divisional Medical Officers. Local branch of the Medical Association may also have the relevant information. The institutions run by private doctors are not to be included as the collection of the data would be unwieldy and may not be readily available with the local bodies. The collection of data should be limited for those institutions as are run by or aided by Govt./Semi-Govt./local bodies and charitable institutions or social service agencies like the missionaries. Where the family planning centres are attached to hospitals or maternity and child welfare centres or primary health centres, these may be treated as independent units and counted separately.

It is not necessary to show maternity and child welfare centre, venereal disease clinic, chest clinic and leprocy clinic separately. These may be indicated along with other medical institutions in column 4. The following codes may be used :

Hospital	H
Dispensary	D
Health Centre	HC
Family Planning Centre	FC
T. B. Clinic	TB
Nursing Home	NH
Others	O

If there are more than one institutions of any type indicate within brackets the number of such institutions, e.g., dispensaries (2) nursing homes (7), etc.

Under column 4, the intention is that all types of hospitals/dispensaries etc., whether allopathic or ayurvedic or unani or homoeopathic are covered. We have no objection if these are further distinguished by providing the following additional codes:

A	Ayurvedic
U	Unani
Hom	Homoeopathic

In case of allopathic, no separate code may be given. The information in column 4 on medical facilities may, however, be presented horizontally in the same line as illustrated below:

H (A-1, 2), D (Hom-2, U-1).

Here H (A-1, 2) represents one ayurvedic and 2 allopathic hospital and D (Home-2, 1, U-1) represents 2 homoeopathic, 1 allopathic and 1 Unani dispensaries.

If a medical facility is not available in the town mention the name of the nearest place, if in the same district or nearest district if in the same state or other state and its distance from the town where the facility is available in Col. 4. The information on number of beds in such cases will also be provided in Col. 5.

6—9. Education facilities—Arts/Science/Commerce Colleges (or degree level and above); Medical colleges; Engineering colleges; Polytechnics.

Information is likely to be available with the state Education department.

The codes that may be used for the column are as follows :

Arts only	A
Science only	S
Arts and Science only	AS
Commerce only	C
Arts and Commerce only	AC
Combined for all categories—Arts, Science and Commerce	ASC
Law	L

If there are more than one institutions of each type, number shall be given against each in brackets.

10. Recognised shorthand, typewriting and other vocational training institutions

Information may be available with district Industries Officer and Directorate of Employment and Training.

"Recognised" should mean recognised by some statutory authority like the Education department, Commerce department, Labour department, etc. of the Govt. or semi-Govt. or autonomous bodies, public sector projects like municipality, Hindustan Steel Corporation, etc.

In this column the nature of the institution should also be mentioned. Where the institutions are located just beyond the present boundaries of the town but near the referent town and for all purposes are considered as belonging to the referent town only, such marginal cases should be included in the town directory with an indication of their location in the foot note.

If there are more than one institutions of each type, number shall be given against each in brackets.

The following codes may be used :

Shorthand	SH
Typewriting	Type
Shorthand & Typewriting	Sh Type
Others	O

The vocational institutions like Applied Art/Painting college, Pharmacy College, B.Ed. College, Teacher's Training Institutes, Music/Dancing School, Nursing School, etc. will be covered under "Others" group. However, the type of institutions included under "Others" may be spelt out in the introductory note. We are not showing such type of institutions separately as our objective is to focus attention on main educational institutions only in this statement.

11—14. Higher Secondary/Intermediate/PUC (Pre-University College)/Junior College Level/Secondary, Matriculation, Junior Secondary and Middle Schools and Primary Schools

Information is likely to be available with district Education Officer, otherwise, it should be ascertained by local enquiry. The following codes may be used :

Primary School	P
Junior Secondary or middle School	M
Matriculation or Secondary	H
Higher Secondary/Intermediate Pre-University/ Junior College/'10+2' system whether held in schools or colleges	PUC

School upto Class IV may be treated as Primary or elementary schools. These may include nursery schools, kinder garten schools, pre-basic schools, pre-primary schools, junior basic school upto class V and primary school upto class IV.

Schools upto class VIII may be treated as junior secondary or middle school upto class VIII and junior Madrasa upto class VIII.

Schools upto Class X may be considered as Matriculation or secondary schools.

Schools or colleges upto class XI or XII may be considered in the group of Higher Secondary/Intermediate/Pre-University/ Junior College etc. This would cover '10+2' classes whether held in schools or colleges.

If there are composite schools like middle schools with primary classes, or secondary schools with middle classes. these may also be included in the number of primary and middle schools respectively. For example, if in a town, there are two primary schools and one middle school with primary classes, the number of primary schools in the town may be given as three and that of middle school as one even though there may be only three educational institutions. So also in case of secondary or higher secondary schools.

If there are more institutions of a type in the town indicate the number within brackets against the abbrevations e.g. P(3), M(2), H(2), PUC(4) etc.

15. Adult literacy classes/centres and others (specify).

This column is introduced keeping in view the Minimum Needs Programme of the Planning Commission. In this column, the classes run by regular centres can only be indicated.

This information can be had from the municipality and district Education Officer or by local enquiry. "Others" would mean private academic bodies like Gurukul, etc.

6—15. So far as, the institutions where both day and evening classes are held are concerned, what we are interested in is the number of such institutions in relation to a particular level of education and not the number of shifts. For example, if a college were to run in two shifts and each provides graduate art courses, so far as we are concerned, it is one college (and not two). However, if it handles a different level altogether in each shift, it would be two colleges in relation to that college building. For instance, say, if PUC classes are held in one shift and degree in another. Likewise, if in two shifts of a school, classes of different levels are held, these should be shown accordingly.

If an educational facility is not available in the town, mention the name of the nearest place if in the same district or the name of the nearest district if in the same state or other state and its distance from the town where the facility is available.

16. Number of working women's hostels with number of seats

This is also a new column. Considering the increasing employment of women in urban areas, the housing need of single working women has been an important problem.

This information can be had from the State P.W.D. office or Social Welfare Department. In case of private organisation which have set up institutions for working women you may like to explore the possibility whether such data can be available or not.

17—19. Recreational and cultural facilities—Stadia, Cinema, Auditoria/Drama/Community halls

Information is expected to be available with the local municipal authorities. Otherwise, it should be ascertained by local enquiry.

18. Recreational and cultural facilities/Cinemas

The particulars of the touring cinema talkies of purely temporary nature may be omitted and only the number of permanent cinema theatres may be entered in this column.

19. Recreational and cultural facilities—Auditoria/Drama/ Community halls

Community halls have been added in this column as they are fast becoming a common feature of the urban landscape.

20. Recreational and cultural facilities—Public Libraries including reading rooms

Information will have to be collected from various sources, including district Education Officer, Registrar of Societies, Municipal authorities, etc.

The following codes may be used :

Public Library	PL
Reading Room	RR

STATEMENT VI

TRADE, COMMERCE, INDUSTRY AND BANKING *1979*

1. Serial No.

No comments.

2. Class and name of town

See comments on class and name given under column 2 of Statement I.

3—8. Names of three most important commodities imported and names of three most important commodities exported

In this statement it is not proposed to limit the scope of the commodities to be included either as imports or exports. According to the functional character of the town, in some cases the raw materials of industry may be the most important commodities imported. On the other hand, the finished products of industry may be the most important commodities exported in some towns.

In these columns, commodities for which the town serves as a transmission centre by importing them from being exported without any processing should not be considered as imported commodities. In case the agricultural produce is brought from the neighbouring villages to the town with this objective, it may not be considered as commodity imported. On the other hand, those commodities brought for outside and processed in the town or in its area of influence and then either locally consumed or exported should be included under the category of imported commodities.

3—5. Names of three most important commodities imported—1st, 2nd and 3rd.

Names of important commodities imported may be decided in terms of estimated volume of commodities transacted.

6—8. Names of three important commodities exported—1st, 2nd and 3rd.

Names of important commodities exported may be decided in terms of estimated volume of commodities transacted.

In filling up of column 3 to 8, Chambers of Commerce/ Merchants Association should be consulted. Sales Tax Office may also give important advice.

9—11. Names of three most important commodities manufactured—1st, 2nd and 3rd

Names of most important commodities manufactured may be considered in terms of the volume of total output of the commodities concerned. The industries department of the state may have the information in most cases. Local Manufacturers Association, if any, may also be consulted. Otherwise, attempt should be made to collect information by local enquiry.

12. Number of banks

Information is available in the "Directory of Bank Offices" published annually since 1975 by the Reserve Bank of India. Attempts are being made to obtain the latest report. On receipt the relevant information will be supplied to the Directors of Census Operations.

13—14. Number of agricultural credit societies and number of non-agricultural credit societies

Information will be available in the office of the Registrar of Cooperative Societies.

13. Number of agriculture credit societies

Information about the different types (service, multipurpose, agricultural produce, marketing cooperative societies) should be reckoned for entry under this column. Agriculture is an important means of livelihood for a number of persons in town and they are more amenable to organisation under cooperative system. The agricultural credit societies do exist in towns as is borne out by the town directory of 1971 series. This column has also been retained in the town directory of 1981 series for purposes of comparison with the 1971 data to show trends in this regard.

14. Number of non-agricultural credit societies

Consumer cooperative societies, which also allow credits, may be included in this heading. Similarly, where there are credit cooperative societies of certain categories of persons, like teachers, postal workers, etc. these also may be taken into consideration. There are a variety of cooperative societies in a town and for want of space, separate columns for each one of them have not been provided. The number of all such non-agricultural societies will therefore be shown under this column.

P. PADMANABHA

D.O. No. 18/4/80-SS
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2-A, Mansingh Road,
New Delhi-110 011.

21 January, 1981.

Subject: State Level Town Directory, 1981 Census—Circular No. 28—Corrigenda

My dear

Kindly refer to my demi-offical letter of even number dated the 8th December, 1980, pertaining to Census Circular No. 28 on the subject of compilation of State Level Town Directory. A few typographical errors have been noticed. These may please be corrected as explained in the enclosed statement.

2. The receipt of this letter may kindly be acknowledged.

Yours Sincerely,

(P. Padmanabha)

Encl: As above (with 5 spare copies)

Shri.....
Director of Census Operations.

Endt. No. 18/4/80-SS New Delhi—110011 the

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Enclosure to d.o. letter No. 18/4/80-SS, *dated the 21st January* 1981, *regarding corrigenda to Circular No.* 28.

Corrigenda—Census Circular No. 28

Page No.	*Nature of Correction to be carried out*
44 (Table 20(A)—Col 1)	Delete "Class III to Class VI"
45 (Table 20(B)—Col 1)	Do
46 (Table 20(C)—Col 1)	Do
47 (Table 20(D)—Col 1)	Do
48 (Table 20(E)—Col 1)	Do
50 (Table 21—(B)—Cols. 4 to 8)	For : "No. of towns where the medical facility mentioned in col 3 is not available at a distance of" Read : "No. of towns where the medical facility mentioned in col 3 is not available, but available at a distance of"
53 (Foot-note)	For : "To be completed from ....." Read "To be compiled from....
54. (Table 23—Col 6) .	For : "Autitoria" Read : "Auditoria"
72.	The manner of illustration for showing class, name and civic administration status in col 2 of statement—I is appropriate but the abbreviations on civic status have been typed too far off from the class and name of the towns. These should be given closer to the respective names of the towns, as indicated below:— II Ambala Cantt . (C.B.) V Begun . . . (C.T.) I Delhi . . . (M. Corp.) V Naraingarh . . (N.A.C.)
80 (line 3 from above) .	For : "Steepping" Read : 'Stopping"
84 (line 10, from below)	Delete the word "amenity"
86 (line 8, from above)	For : "Education" Read : "Educational"
86 (line 9, from above)	For : "or" Read : "of"
88 (line 7, from below) .	For : "Particular" Read : "particular"

1981—Census
Immediate

D.O. No. 18/1/80-SS (Genl.)
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

P. PADMANABHA

2/A, Mansingh Road,
New Delhi-110 011.

CENSUS OF INDIA 1981—CIRCULAR NO. 29

Subject : Compilation of Village Directory (DCH, 1981)—Circular No. 4—Clarification regarding—

My dear

Kindly refer to this office Circular No. 4 wherein the instructions for the compilation of village Directory of 1981 DCH series were issued. In these instructions, it was stated that the particulars in Village Directory may be given in respect of all the areas that are included in the rural frame as villages by the Director of Census Operations.

It has been observed that there was no complete uniformity in the presentation of data in the PCA (rural) and Village Directory, DCH of 1971 series, in different states. This led to serious difficulties in reconciliation of Village Directory data with the PCA (Rural) while generating computerised tables based thereon for part C Volumes of District Census Handbooks of 1971 series. In order to ensure uniformity and comparability in the presentation of data in Village Directory and PCA (rural) for 1981 series, the following instructions may please be followed on a uniform basis.

1. Villages wholly or partly treated as 'outgrowths' of Urban Agglomerations

This office Circular No. 7 dealing with urban agglomerations provides relevant instructions for making a cross-reference of villages treated as outgrowths in the PCA (rural). The same procedure may be followed for the Village Directory also. Thus, in case of village is treated as an outgrowth of an urban agglomeration, the code number and the name of the village may appear in the Village Directory but *no data* be presented with regard to amenities and land use particulars and it may merely be recorded against the name of the village that it is treated as an outgrowth of such and such Town/U.A. In case of such villages where only a part has been included in the UA as an outgrowth, the data relating to the portion which has been treated as part of the urban outgrowth may be presented under the UA in the Town Directory while the data relating to the rest of the village may be presented in the usual manner in the Village Directory and necessary cross reference and explanation to this effect may be given as explained at page 2 of the instructions for Town Directory contained in Circular No. 4.

2. Villages wholly merged in Towns (which are borne on the rural jurisdictional lists pending revisional settlements)

As explained in my d.o. letter No. 9/33/79-CD (CEN), dated the 5th October, 1979, villages which have been wholly merged in the towns may be retained in the Village Directory, provided they continue to be borne on the jurisdictional lists pending revisional settlement survey in the state. As stated in my aforesaid letter, against such villages in the Village Directory no data may be presented and it may be merely stated that the village is wholly merged in the specific town. Such type of villages may also be listed for cross reference in the PCA (Rural). This will ensure matching of villages figuring in the PCA (rural) and in the Village Directory and may also be in conformity with the revenue or settlement records of the State Government.

3. Villages treated as Census Towns

The villages treated as Census Towns (urban) will be listed in the PCA (rural) for cross reference. According to the instructions issued for the compilation of Village Directory of 1981 DCH series, only the land-utilization data will be given in respect of such areas in a separate Appendix. Our experience of 1971 has been that while in some states the amenity data was provided in respect of such areas in the Village Directory, in some other states those did not even figure in the Village Directory at all. In order to match the Village Directory information with PCA (rural) and obviate this kind of discrepancy in presentation, such villages may be listed uniformity in the PCA as well as Village Directory, without providing any data on amenities.

4. Villages wholly merged with other villages pending revisional settlements

In case of village(s) which has wholly been merged with other village(s) pending revisional settlements, the location code and the name of the village which has merged may also be given in PCA (rural) and also in the Village Directory at the appropriate place with the explanatory note to the effect that the village in question has merged in such and such village. The data in respect of the two may be presented together against the village with which the other village has

merged, both in the PCA (rural) and Village Directory, to indicate the position after merger.

5. Un-inhabited/De-populated Villages

In case of un-inhabited/de-populated villages, the location code, name and area of village may be given universally in the PCA and Village Directory. The columns relating to amenities and land use patterns etc. may be left blank and it may be noted against the name of the village that it is un-inhabited/de-populated.

Kindly acknowledge the receipt of this circular.

Yours Sincerely,

(P. PADMANABHA)

Encl : five spare copies.

Shri.....

Directors of Census Operations.

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P. PADMANABHA **D.O. No. 1/1/80-SS (General)**
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-110 011.
December 23, 1980.

CENSUS OF INDIA 1981—CIRCULAR NO. 30

Subject: Presentation of Standard Urban Area data—1981 Census

My dear

In Circular No. 15, dated the 21st April, 1980 the procedure for delineation of the 28 new Standard Urban Areas, being treated so far the first time for 1981 Census, was indicated. Certain specific issues relating to the delineation of Standard Urban Areas for the purpose of 1981 Census have also been referred to vide our letter No. 1/1/80-SS, dated the 14th November, 1980. Subsequently, the instructions for the preparation of maps for the Standard Urban Areas have been communicated vide Circular No. 27, dated the 21st November, 1980. I am now writing to you about the presentation of data in relation to the relevant Census Volume pertaining to the 1981 Census.

This time, it has been decided, that there will be no separate Part II-A (Supplement) relating to Standard Urban Areas tables as was brought out in a few states after the 1971 Census. The necessary data are, therefore, to be presented in the A-5 table which is one of the component tables of Part II-A, General Population Tables. I am to accordingly advise you to compile this table on a priority basis to provide the necessary data along with the maps, fly-leaf, etc. for the Part II-A Volume. It has also been decided to discontinue the Primary Census Abstract of the component units of the SUAs as an appendix to table A-5 as was brought out by a few states in connection with 1971 Census. Accordingly, you need not include PCA data of the component units of the SUAs along with A-5 table for the purpose of 1981 Census. However, the relevant data may be compiled separately and sent to the Deputy Registrar General (SS) for internal use in the office.

2. In the 1971 volume the data pertinently related to 1971 SUAs as no time series as such was involved. But between 1971-1981 significant changes, of endogenous as well as exogenous nature, are likely to have occured in the standard urban areas which need to be reflected suitably in the data. While some of these changes are inherent in the concept of Standard Urban Areas itself and are required to be highlighted to show the trend of urbanisation by showing the decadal transformation of the rural units into urban units, a few others have come up in view of certain new developments like change in the statutory limits of Municipal town forming the core town of the SUA, etc. This has already been discussed at some length in Circular No. 15 and the circular letter of even number dated the 14th November, 1980. Table A-5 included in the Part II-A series of the 1981 Census Volume will present the basic data on the SUAs and will not be able to give any indication of the above trends. We have designed in simple format at Annexure-I which may be included in the fly-leaf/analytical write-up to Table A-5 in the form of an inset table for the needful. The necessary instructions for the compilation and presentation of the data for this table have been given in the annexure itself below the format. It will be seen that column 8 of this format is very important and should be able to bring out in detail the various changes within Standard Urban Areas and their component units.

3. For the 1971 A-V table, it was envisaged that the area figures columns 16 and 17 will be adjusted to 1971 area of the units. However, due to operational problems this could be done in only a few states. Therefore, for 1981 Census we are not insisting on adjustment of the population figures to the area unit of 1981. However, in case of those States/Union Territories where the population figures in column 17 of the A-V table of 1971 Census was adjusted to 1971 Census area of the units, the same may be reproduced in 1981. It may, however, be clarified in the fly-leaf that the population figures are adjusted upto 1971 Census area of the unit and not upto the 1981 Census area of the unit. For States/Union Territories where the population figures were not adjusted in these two columns a mention may be made that figures in columns 16 and 17 are not adjusted according to 1981 area and relate to the areas as per the respective censuses.

4. Table A-5 of 1981 Census may distinguish the new SUAs delineated for the first time in 1981 by giving an asterik against their names. A footnote may clarify that the SUA has been delineated for the first time.

The fly-leaf/analytical write-up to A-5 table may contain brief particulars of the information on following aspects :

(i) history and definition of the Standard Urban Area, concept including criteria for delineation of the SUAs,

(ii) list of standard urban areas of the States/Union Territories (asterik shown against the SUAs delineated for the first time in 1981 Census).

(iii) the inset tables as shown at Annexure-I with explanatory note thereon.

(iv) any other special information/analysis deemed necessary including details of the urbanisation trends noticed in each SUAs.

(v) explanatory note to A-5 table.

5. The manner of presentation of data in Table A-5 will remain the same as in 1971 Census. The sequence of total/urban/rural may be followed uniformly throughout the table by first indicating the urban units and then the rural units as shown in the format of Table A-5 included in the tabulation plan for 1981. The detailed instructions for presentation of particulars of standard urban areas and their units are provided at Annexure-II.

6. Kindly acknowledge the receipt of this circular letter.

Yours sincerely,

(P. PADMANABHA)

Encl : five spare copies

Shri.....

Director of Census Operations.

Endt. No. 1/1/80-SS(General) New Delhi the 23rd December'80

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ANNEXURE I

Change in constituent units of Urban component in Standard Urban Areas including change in boundary between 1971-1981 and nature and reason (s) of change

Name of Standard Urban Area	Urban Components in						Nature and reason of change between 1971-1981 (specify)
	1971			1981			
	Name (Status)	Area	Population	Name (Status)	Area	Population	
1	2	3	4	5	6	7	8
A.	(a)			(a)			
	(b)			(b)			
	(c)			(c)			
	(d)			(d)			
				(e)			
B.	(a)			(a)			
	(b)			(b)			
	(c)			(c)			
				(d)			
C.	(a)			(a)			
	(b)						

Notes for the table

1. This table is to be prepared for only those Standard Urban Areas where change in status of the constituent units or change in boundary has taken place.
2. In column 1 mention the name of the Standard Urban Area in full.
3. In columns 2 & 5 the name of the urban components should be provided according to the nomenclature in 1971 and 1981 Census respectively. Mention the civic status of the component unit within parentheses against the name of the unit.
4. For columns 3 & 4 and 6 & 7 area and population figures according to the respective censuses may be provided.
5. Column 8 may provide the descriptive details of changes between 1971-81 in Standard Urban Area. Some of the likely changes in the SUAs during the decade have been tentatively identified below :—
   (a) Annexation of village(s) (give name, area and locational particulars) wholly/partly (specify) from within and/or outside (specify) the Standard Urban Area to one of the urban components.
   (b) Merger of OG(s) (give name and area) any other urban component (give name and area) to another urban component (give name).
   (c) Formation of new town(s)/OG(s) in 1981 Census from the rural components of the SUA of 1971 Census or from areas lying outside the SUA boundary (specify).
   (d) Declassification of town(s)/OG(s) of 1971.
   (e) Deurbanisation of a portion of town.
   (f) Delineation error in 1971 Census.
   (g) Others (specify).

ANNEXURE II

Instruction for presentation of A-5 table in 1981 Census

1. In column 1 of the A-5 table name of district will appear. *The districts here may be arranged in order of location code number.*

2. The name of the Standard Urban Areas (in column 2), if more than one, within the district, *may be arranged in alphabetical order.*

3. The name of the urban components (in col. 2) *will appear in order of numerical strength.*

4. *The name of the rural components (in col. 2) will appear in order of location code number.*

5. In a few SUAs of 1971 Census, in the States of Andhra Pradesh, Himachal Pradesh, Maharashtra, Rajasthan, Tamil Nadu and West Bengal the constituent units are spread over in more than one districts. In such cases the pattern should be as follows :
   (a) Where the SUA had only one urban component and the rural components are distributed in two districts i.e. some in the district to which the urban component belongs and the remaining in another district, the SUA should be shown with reference to the district to which the urban component belongs.
   (b) In some cases there are two or three urban components belonging to different districts. In these cases, the numerically dominant town after which the SUA is known would be the referent town for assigning the district at first place. After indicating the urban components of the SUA concerned in the same district in order of numerical strength the urban components of the other district(s) within the same SUA should be indicated in order of numerical strength. The rural components should be presented districtwise and may be arranged in the sequence of location code number within the district.

In case of Chandigarh SUA where there is inter state spill over, the pattern of presentation should be same as was in 1971 census. A dummy presentation pattern is given below for ready reference :

State/UT/District	Standard Urban Area and Component Units
1	2
State/UT	Total
	Urban
	Rural
District-I (To be arranged in order of L.C. number)	*Standard Urban Area*—Total (To be arranged in alphabetical order, if more than one)
	Urban Components
	(In order of (i)
	numerical (ii)
	strength) (iii)
	Total Urban Group
	Rural Components
	(In order of (i)
	location (ii)
	code number) (iii)
	Total Rural Group
District-II . . . and District III	Standard Urban Area-Total
District II . . .	*Urban Components*
	(i)
	(ii)
District-III . . .	(iii)
	(iv)
	Total Urban Group
District-II . . .	*Rural Components*
	(i)
	(ii)
	(iii)
District-III . . .	(iv)
	(v)
	(vi)

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1981—Census
Immediate

P. PADMANABHA

D.O. No. 9/26/81-CD(Cen)
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA
2/A, Mansingh Road,
New Delhi-110 011.
February 23, 1981.

CENSUS OF INDIA 1981—CIRCULAR NO. 31

Subject :—Provisional Population Totals Supplement to Paper 1 of 1981

My dear

The presentation of data in the Supplement to Paper 1 has been under consideration after the issue of our circular

No. 23 and I am writing to you for certain additional information.

In Circular No. 23 you will recall that in para 18 certain formats for the Supplement had been indicated and it was also mentioned in para 19 that these details should be sent to us by 4th April, 1981. In order to present a little more detail to the user we are expanding this volume at the national level and I am indicating in this letter the type of information and the manner in which it would have to be forwarded to us. To avoid any confusion with what has been mentioned in circular No. 23, please treat what is mentioned here as totally superseding the instructions issued in Circular 23 so far as the Supplement to Paper 1 is concerned in relation to material to be sent to us. The instructions in the circular would continue to operate for the Supplement that you would have to produce but I would welcome the incorporation of the information how being sent to us for the State right down to Tahsil and Town levels in your Supplement. In particular, I would like to emphasise that the PCA element which I am referring to hereafter must be incorporated in your Supplement also.

The following completed tables would have to be forwarded to us by 4th of April 1981. The formats of these tables are enclosed with this letter.

(a) Table 1 — Rural and Urban composition of population (It will be noticed that this is the same as what was indicated in Circular 23).

(b) Table 2 — Population and Growth Rate of Cities, Urban Agglomerations and Towns.

(c) Table 3 — Urban Population by size class of towns.

(d) Table 4 — Workers and their percentage to total population (This is the same as table 3 of Circular 23).

(e) Table 5 — Distribution of Working Population by Cultivators, Agricultural Labourers, Household Industry, and other Workers (This is the same as table 4 of Circular 23).

(f) Primary Census Abstract — Parts I and II

The information for all these tables would be available from the charge working sheets and charge abstracts. The manner in which data would have to be arranged in the tables is indicated hereafter.

Table 1 is the same as what was specified earlier. There should be no difficulty in compiling this table.

Table 2 will be generated as follows :

(i) Table 2 would have to provide data mentioned therein in the case of all towns.

(ii) The first line would in effect give total urban population and corresponding details. The rest of the table will contain information of towns arranged by size class starting with class I and ending with class VI. In each class, the towns may be arranged in descending order of population.

(iii) In the case of urban agglomerations one line will be taken up for the population and other details of the UA as such. Below that should be given the corresponding details for each of the constituent units of the UA arranged in descending order including rural outgrowths. Please note that in the case of UAs, therefore, the constituent units will not be repeated in the other size class into which they may individually fall according to their population.

(iv) Against each town the civic status of the town should be given, such as municipal corporation, municipality, cantonment etc.

(v) In the case of towns treated as such for the first time in 1971 and continuing as such in 1981 an asterisk (*) mark should prefix the name of the town.

(vi) Names of towns treated as such for the first time in 1981 should be underlined.

(vii) In column 2 the name of the district within which the UA or the town falls should be repeated against each town and "ditto" mark (") should be avoided.

(viii) In the case of constituent unit of an urban agglomeration happens to fall in a different district, the name of that district must be mentioned against the corresponding constituent unit.

The PCA format is also enclosed. For convenient handling and entering of data it has been split into two parts. Also, we have had to split this into two parts because, apart from the basic PCA information which would be available with you, we have incorporated within the formats certain ratio etc. In providing the information in these two forms the following points must be kept in mind :

(i) The first three lines will be the State totals for total, rural and urban.

(ii) This will be followed by information for each district, with three lines being taken for each district for total, rural and urban.

(iii) After the PCA for all the districts has been given, please leave a little space and then give this information separately in the case of those cities/UAs with a total population of one lakh or more. It may be noted that in the case of UAs we only want the figures relating to the total UA and not the constituent Units.

(iv) Please note that Part I contains among other variables details of scheduled castes and scheduled tribes and Part II also contains details of those working/available for work. It is not intended to publish this data at this stage and we are asking for it only for internal information. In the Supplement to be published by you also, this information *should not be published* at this stage.

(v) In column 4 of PCA (Part I) it is sufficient if the area is indicated against total. The area figures for rural and urban need not be given. Similarly, in the case of cities/urban agglomerations, unless you are able to provide area in all cases, this information need not be provided.

Please acknowledge receipt of this letter in the form enclosed.

Yours sincerely,

(P. PADMANABHA)

Encl : Five spare copies

Shri .....

Director of Census Operations,

TABLE 1

Rural and Urban Composition of Population

Sl. No.	State/District	Population 1981			Percentage of urban to total population		Decennial Growth Rate 1971-81		
		Total	Rural	Urban	1971	1981	Total	Rural	Urban
1	2	3	4	5	6	7	8	9	10

TABLE 2

Population and Growth-rate of Cities, Urban Agglomerations and Towns

Name of State/UT———————

Sl. No.	Size class/City/ UA/Town	District	Population 1981			Growth Rate	
			Persons	Males	Females	1961—71	1971—81
1	2	3	4	5	6	7	8
ALL CLASSES . . .							
Class I							
A							
B							
C							
Class II							
D							
E							
F							
Class III							
G							
H							
I							
Class IV							
J							
K							
L							
Class V							
M							
N							
O							
Class VI							
P							
Q							
R							

TABLE 3

Urban population by size-class of towns

Name of State/UT———————

Size-class	No. of UAs/ Towns	Population 1981			Proportion of population in each size-class to total urban population		Growth Rate		Sex ratio 1981 (Females per 1000 males)
		Persons	Males	Females	1971	1981	1961—71	1971—81	
1	2	3	4	5	6	7	8	9	10
ALL CLASSES									
Class I									
Class II									
Class III									
Class IV									
Class V									
Class VI									

TABLE 4

Workers and their percentage to total population

Sl. No.	State/District	Persons Males Females	Total Population 1981	Main Workers 1981	Percentage of workers to total Population	
					1971	1981
1	2	3	4	5	6	7
		Persons Males Females				

PRIMARY CENSUS ABSTRACT—PART I

Sl. No.	State/District/ City/UA	Total Rural Urban	Area in Km^2	Occupied Residential Houses	No. of Households	Total Population (including Institutional and Houseless Population)			Scheduled Castes		
						Persons	Males	Females	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10	11	12

PART I—*Concld.*

Scheduled Tribes			Density of population per Km^2	Females per 1000 Males	Percentage growth rate of population 1961-71	Literate Population			Literates as per cent of total population		
Persons	Males	Females				Persons	Males	Females	Persons	Males	Females
13	14	15	16	17	18	19	20	21	22	23	24

PRIMARY CENSUS ABSTRACT—PART II

Sl. No.	State/District/ City/UA	Total Rural Urban	MAIN WORKERS											
			Total main workers (I—IX)			Total main Workers as percent of total population			Cultivators (I)			Agricultural Labourers (II)		
			Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females
1	2	3	25	26	27	28	29	30	31	32	33	34	35	36

PART II—*Concld*.

MAIN WORKERS														
Household Industry—Manufacturing, Processing, Servicing and Repairs [V (a)]			Other Workers [III, IV, V(b) & VI to IX]			Marginal workers			Non-workers			Seeking/ Available for work		
Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females
37	38	39	40	41	42	43	44	45	46	47	48	49	50	51

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P. PADMANABHA

1981—Census
Immediate
D.O. No. 18/1/81-SS
Government of India
Ministry of Home Affairs

REGISTRAR GENERAL, INDIA

2-A, Mansingh Road,
5 May 1981

CENSUS OF INDIA—1981 CIRCULAR NO. 32

Subject:—District Census Handbook, Parts A and B—Coverage and presentation of data

My dear

In circular No. 4 issued under my d.o. letter No. 18/5/79-SS, dated the 16th July, 1979, I had indicated the coverage of the 1981 series of District Census Handbooks. I had *inter alia* explained therein that for 1981 series the District Census Handbooks will be brought out in two parts only. Part-A will comprise Village and Town Directory besides townwise and village-wise Primary Census Abstract and Part-B will be confined to district census tables. You would, however, have noticed from page 258 of the Tabulation Plan for 1981 Census, recently circulated to you, that we have deviated from the above scheme and Part XIII-A will now comprise Village and Town Directory, while Part XIII-B will contain the Village and Town Primary Census Abstract of the district. This reversion was necessitated for two reasons, viz., (i) the district and tahsil level census tables which earlier were envisaged for inclusion in Part-B are likely to be delayed due to different priorities given to various series of tables involved in the computerisation programme and (ii) in larger states, in particular, it may not always be possible to bring out village and town-wise primary census abstract, etc. along with Village and Town Directory in one book due to the publication becoming unwidely on account of a large number of villages and towns involved in the directory for which data are being provided. Therefore, please note that Part-A will now comprise only the Village and Town Directory and Part-B the Village and Town-wise Primary Census Abstract. It will be noted that the A-Series Tables of each district will in any case be included in Part II-A. As far as possible both Parts A and B may be included in the same book or volume. The grouping of Parts A and B may be included in the same book or volume. The grouping of Parts A and B will enhance the value of the publication as the data given therein are closely inter-related. But as indicated above, I do appreciate that in respect of some of the districts of a few large states it may not be possible to bring out Parts A & B together because of the sheer volume of the data involved. You may decide for which districts it will be necessary to publish Part-A and Part-B separately.

2. The relevant instructions regarding compilation of Village and Town Directory, which will be no covered under Part-A, and PCA of villages and towns, to be included under Part-B, have already been detailed in Circular Nos. 4, 8 and 17. I am enclosing formats of Village and Town Directory and consolidated instructions (Annex. IV) for compilation of the Directory issued vide the aforesaid circulars as well as a few minor modifications endorsed to you in the light of suggestions received from some of you from time to time.

Please note that there is no new instruction or modification of the instructions already communicated to you. I have merely consolidated the instructions issued so far for your ready reference at one place.

3. I am now only to provide you the instructions about the frame of the District Census Handbooks of 1981 Series. The relevant frame and instructions regarding presentation of data may kindly be seen at Annex I of this Circular. It will be seen there from that Parts A and B will have a foreword from the Registrar General, India, followed by your preface, including acknowledgements. This may be followed by the district map. It will be desirable to prepare two or three copies of the district map as wherever parts A and B are being brought out at separate volumes each may contain a district map. The third copy of the district map may be subsequently useful if we decide to have another series of DCH in some other aspect. Thereafter, an abstract of the important statistics for the district may be provided in a tabulation form as 'Important Statistics', as illustrated at Annex II. This can, however, be modified to include some other important statistics, if so desired. This time the heading 'Analytical Note' has been substituted for the section 'Introductory Note'. The scope of analysis has been enlarged by devising a number of inset tables based on Village and Town Directory data as well as their PCA as shown at Annex III. In case Part-A and Part-B are published separately it would be desirable to repeat in Part-B the items 1 to 5(i) and reserialise the topics appropriately to make each volume self-contained. In the preface, however relevant cross reference may be given about the Part-A or Part-B, as the case may be. In such cases, the inset tables will also have to be divided into two groups. Tables 11 to 24 based on the Village and Town Directory may be included in Part-A and Tables 1 to 10, which are primarily based on PCA, in Part-B. In such cases, the tables may be renumbered as Table 1 onwards in each volume separately.

4. My Office has undertaken an important plan scheme, "Study on Distribution of Infrastructural facilities in Different Regions and levels and Trends of Urbanisation". For facilitating analysis and computerisation of the data, we would need one copy of the DCH. You are requested to ensure that one copy is prepared for this purpose. It may be recalled that in my Circular No. 4, I had advised that the data on area of the village (Column 3 of the Village Directory format) and, as far as possible, on land-use pattern (Columns 15 to 19) may be provided in hectares and only in such cases it may be given in acres where the records are not maintained in hectares. However, for generation of a few tables on PCA and Village Directory it will be necessary to convert the other unit of measures like acre into hectares in the extra copy. I am also to invite your attention to the format of the Village Directory wherein in the column No. 12, the name and distance of the nearest town is to be recorded. For the purpose of publication of the DCH no other particulars are required. It would, however, be necessary to note the size-class of each town, based on its population, for the purpose of a few tables that will be generated on the basis of PCA and Village Directory data. You are, therefore, requested to note the size-class of the nearest town in the extra copy that will be prepared. This work may be started now to save time so that the conversion of local unit like acre to hectares and noting the size-class of the relevant towns for Column 12 of Village Directory format is available well in time, say by early next year.

It may be necessary to code the entries in this extra copy for computerisation. Instructions on this will follow.

5. The manuscripts of Parts A and B of any one district of your State may kindly be sent to the Deputy Registrar General (Social Studies Division) for scrutiny. In the light of the comments thereon, the same pattern may be followed for compilation of tables and presentation of data for other districts. It will not be necessary to send the other manuscripts for vetting to the Social Studies Division.

6. I hope by now you must have done the necessary spade work for collection and compilation of data from different villages and towns for Village and Town Directory in the relevant formats. You may please now take urgent steps to consolidate Parts A and B in the light of the Annexe I of this Circular pertaining to the frame of the District Census Handbooks, Parts A and B, as well as other relevant instructions.

Kindly acknowledge receipts.

Yours Sincerely,

(P. PADMANABHA)

Encl. as above (with five spare copies)

Shri,

Director of Census Operations,

Endt. No. 18/1/81-SS, New Delhi-110 011

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ANNEXE—I

Frame of District Census Handbook

Part 'A' & 'B' 1981 Series

PART A—VILLAGE AND TOWN DIRECTORY

1. Foreword
2. Preface including acknowledgements
3. Map of the district.
4. Abstract of the Important Statistics of the district (Annexe II).
5. Analytical Note
   (i) Census concepts of rural and urban areas and other terms namely census house, household, scheduled castes/scheduled tribes, literates, main worker, marginal worker, non-worker, etc.
   (ii) Brief History of the district and the District Census Handbook.
   (iii) Scope of Village Directory, Town Directory Statements and PCA.

(iv) Physical Aspects Highlights on the changes in the jurisdiction of the district during the decade including its boundaries and any important event on geographic or geophysical aspect.

(v) Major characteristics of the district particularly in relation to the economic resources namely forestry, minerals and mining, electricity and power, land and land-use pattern, tenancy, agriculture, animal husbandry, fishery, industry, trade and commerce transport, etc.

(vi) Major social and cultural events, natural and administrative developments and miscellaneous activities of note during the decade.

(vii) Brief description of places of religious, historical or archaeological importance in villages and places of tourist interest in the towns of the district.

(viii) Brief analysis of the Village and Town Directory and PCA data based on inset tables (Annexe III).

6. Section I—Village Directory

(a)

(i) Note explaining the codes used in the Village Directory

(ii) Village Directory

(b)

For each C.D.

(i) C.D. Map

(ii) Alphabetical list of villages.

(c) Appendices (I—IV) to the Village Directory

7. Section II—Town Directory

(i) Note explaining the codes used in the Town Directory.

(ii) Town Directory statements (I to VI and IV-A).

(iii) Appendix to the Town Directory.

PART B—PRIMARY CENSUS ABSTRACT

(i) District PCA

(a) C.D. wise—Total, Rural, Urban.

(ii) C.D. wise P.C.A.

(a) Village-wise.

(b) Town-wise (within the town, ward-wise).

ANNEX-II

Important Statistics

POPULATION	TOTAL	Persons	State	District
		Males		
		Females		
	RURAL	Persons		
		Males		
		Females		
	URBAN	Persons		
		Males		
		Females		

DECENNIAL PUPOLATION GROWTH RATE 1971-81

AREA (Sq. Km.) . . .

DENSITY OF PUOPLATION (Per Sq. Km.)

SEX RATIO (Number of Females per 1000 males)

LITERACY RATE — Persons / Males / Females

PERCENTAGE OF URBAN POPULATION TO TOTAL POPULATION

PERCENTAGE TO TOTAL POPULATION

(i) Main Workers . . . — Persons / Males / Females

(ii) Marginal Workers . — Persons / Males / Females

(iii) Non-workers . . . — Persons / Males / Females

(iv) Persons seeking/available for work — Persons / Males / Females

Break-up of Main Workers :

PERCENTAGE AMONG MAIN WORKERS

(i) CULTIVATORS . . — Persons / Males / Females

(ii) AGRICULTURAL LABOURERS — Persons / Males / Females

(iii) HOUSEHOLD INDUSTRY — Persons / Males / Females

(iv) OTHER WORKERS . — Persons / Males / Females

PERCENTAGE OF SCHEDULED CASTES POPULATION TO TOTAL POPULATION — Persons / Males / Females

PERCENTAGE OF SCHEDULED TRIBES POPULATION TO TOTAL POPULATION — Persons / Males / Females

NUMBER OF OCCUPIED RESIDENTIAL HOUSES

NUMBER OF VILLAGES . — Total / Inhabited / Uninhabited

NUMBER OF TOWNS

NOTE :—The above list is illustrative and can have information on more aspects.

ANNEX—III

Inset Table—DCH (Parts A & B)

TABLE 1

POPULATION, NUMBER OF VILLAGES AND TOWNS, 1981

Sl. No.	Name of Taluk/ Tahsil	Population									No. of villages		No. of towns
		Total			Rural			Urban			Total	Inhabited	
		P	M	F	P	M	F	P	M	F			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Total District												

TABLE 2

DECADAL CHANGE IN DISTRIBUTION OF POPULATION

Taluk/Tahsil	Population						Percentage decadal variation (1971-1981)		
	1971			1981					
	Total	Rural	Urban	Total	Rural	Urban	Total	Rural	Urban
1	2	3	4	5	6	7	8	9	10
A									
B									
C									
District									

TABLE 3

DISTRIBUTION OF VILLAGES BY POPULATION RANGES

Range of population	No. of villages in each range	Percentage of villages in range
1	2	3
— 199		
200— 499		
500—1,999		
2,000—4,999		
5,000—9,999		
10,000+		
Total		100.00

TABLE 4

DISTRIBUTION OF VILLAGES BY DENSITY

Range of density (per sq. km.)	Total No. of villages in each density range	Percentage of villages in each density range
1	2	3
—10		
11—20		
21—50		
51—100		
101—200		
201—300		
301—500		
501+		
Not known		
Total		100.00

TABLE 5

PROPORTION OF SCHEDULED CASTES POPULATION TO TOTAL POPULATION IN THE VILLAGES

Percentage range of Scheduled Castes population to total population	No. of villages in each range	Percentage of villages in each range
1	2	3
0— 5		
6—10		
11—15		
16—20		
21—30		
31 and above		
Total		100.00

TABLE 6

PROPORTION OF SCHEDULED TRIBES POPULATION TO TOTAL POPULATION IN THE VILLAGES

Percentage range of Scheduled Tribe population to total population	No. of villages in each range	Percentage of villages in each range
1	2	3
0— 5		
6—15		
16—25		
26—35		
36—50		
51 and above		
Total		100.00

TABLE 7

PROPORTION OF SCHEDULED CASTES/SCHEDULED TRIBES POPULATION IN TOWNS

Name of the town*	Total Population	Total Scheduled Caste population	Total Scheduled Tribe population	Percentage of Scheduled Caste population to total population	Percentage of Scheduled Tribe population to total population
1	2	3	4	5	6
All Towns					

*To be arranged in alphabetical order.

TABLE 8

LITERACY RATES BY POPULATION RANGES OF VILLAGES

Range of Population	No. of villages in each range	Literacy Rate
1	2	3
— 199		
200— 499		
500—1,999		
2,000—4,999		
5,000—9,999		
10,000+		
Total		

TABLE 9

LITERACY RATES FOR TOWNS

Name of the Town*	Literacy Rate
1	2
All Towns	

*To be arranged in alphabetical order.

TABLE 10

LITERATES, WORKERS, NON-WORKERS, SCHEDULED CASTES/TRIBES POPULATION IN THE DISTRICT

Name of Taluk/Tahsil	Total Rural Urban	Total population			Percentage of																				
					S.C. population to total population		S.T. population to total population			Literates to total population			Main workers to total population			Marginal workers to total population			Total workers to total population			Non-workers to total population			Persons seeking/available for work to total population		
		P	M	F						P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6		7			8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
A	Total																										
	Rural																										
	Urban																										
B	Total																										
	Rural																										
	Urban																										
Total district	Total																										
	Rural																										
	Urban																										

TABLE 11

DISTRIBUTION OF VILLAGES ACCORDING TO THE AVAILABILITY OF DIFFERENT AMENITIES

Sl. No.	Name of Taluk/Tahsil	No. of inhabited villages	No. (with percentage) of villages having one or more of the following amenities							
			Education	Medical	Drinking water	Post and telegraph	Market/ Hat	Communications	Approach by Pucca Road	Power Supply
1	2	3	4	5	6	7	8	9	10	11
	Total District									

TABLE 12

PROPORTION OF RURAL POPULATION SERVED BY DIFFERENT AMENITIES

Sl. No.	Name of Taluk/Tahsil	Total population of inhabited villages in the Taluk	Proportion of Rural Population served by the amenity of							
			Education	Medical	Drinking water	Post and telegraph	Market/ Hat	Communication	Approach by Pucca Road	Power Supply
1	2	3	4	5	6	7	8	9	10	11
	Total District									

TABLE 13

DISTRIBUTION OF VILLAGES NOT HAVING CERTAIN AMENITIES, ARRANGED BY DISTANCE RANGES FROM THE PLACES WHERE THESE ARE AVAILABLE

Villages not having the amenity of	Number of villages where the amenity is not available and available at distance of			
	—5Kms.	5—10Kms	10+ Kms	Total(cols. 2—4)
1	2	3	4	5
1. Education				
2. Medical				
3. Drinking water				
4. P & T				
5. Market/Hat				
6. Communication				

TABLE 14

DISTRIBUTION OF VILLAGES ACCORDING TO THE DISTANCE FROM THE NEAREST TOWN AND AVAILABILITY OF DIFFERENT AMENITIES

Distance Range from the nearest town(in Kms.)	No. of inhabited villages in each range	No.(with percentage) of villages having the amenity of							
		Education	Medical	Drinking water	Post and Telegraph	Market/ Hat	Communication	Approach by Pucca Road	Power Supply
1	2	3	4	5	6	7	8	9	10
0—5									
6—15									
16—50									
51+									
Unspecified									
Total									

TABLE 15

DISTRIBUTION OF VILLAGES ACCORDING TO POPULATION RANGE AND AMENITIES AVAILABLE

Population range	No. of inhabited villages in each range	Number (with percentage) of villages having the amenity of							
		Education	Medical	Drinking water	Post and Telegraph	Market/ Hat	Communication	Approach by Pucca Road	Power Supply
1	2	3	4	5	6	7	8	9	10
— 499									
500—1,999									
2000—4,999									
5000 +									
Total									

TABLE 16

MAIN STAPLE FOOD IN THE MAJORITY OF VILLAGES IN EACH TALUK

Sl. No.	Name of Taluk/Tahsil	Main Staple Food
1	2	3

TABLE 17

DISTRIBUTION OF VILLAGES ACCORDING TO LAND USE

Sl. No.	Name of Taluk/Tahsil	No. of inhabited villages	Total area	Percentage cultivable area to total area	Percentage of irrigated area to total cultivable area
1	2	3	4	5	6
Total District					

TABLE 18

GROWTH, DENSITY AND SEX-RATIO OF URBAN POPULATION IN THE DISTRICT IN RELATION TO THE STATE

Census Year	District						State					
	Total population	Urban population	% Urban population	Decadal percentage variation in urban population	Density (population per sq. km.)	Sex ratio (No. of females per 1,000 males)	Total population	Urban population	% Urban population	Decadal percentage variation in urban population	Density (population per sq. km.)	Sex ratio (No. of females per 1,000 males)
1	2	3	4	5	6	7	8	9	10	11	12	13
1951												
1961												
1971												
1981												

TABLE 19

NEW TOWNS/TOWNS DECLASSIFIED IN 1981 CENSUS

Name of Towns	Population 1981 Census
1	2
(a) *Added*	
(i)	
(ii)	
(iii)	
(b) *Declassified*	
(i)	
(ii)	
(iii)	

TABLE 20

PER CAPITA RECEIPT AND EXPENDITURE IN TOWNS

Class, name and civic status of the town*	Per capita								
	Receipt				Expenditure				
	Total	Receipt through taxes	Receipt from all other sources	Total expenditure	General administration	Expenditure on public health and conveniences	Public works	Expenditure on public institutions	Other aspects
1	2	3	4	5	6	7	8	9	10
Total									

*To be arranged in alphabetical order.

TABLE 21

SCHOOLS PER TEN THOUSAND POPULATION IN TOWNS

Class, name and civic status of Town*	No. per ten thousand population			
	Higher Secondary/Inter/ PUC/Junior College	Secondary/ Matriculation	Junior Secondary/ Middle	Parimary
1	2	3	4	5
Total				

*To be arranged in alphabetical order.

TABLE 22

NO. OF BEDS IN MEDICAL INSTITUTIONS IN TOWNS

Class, name and civic status of the Town*	No. of beds in medical institutions per 1,00,000 population
1	2
Total	

*To be arranged in alphabetical order.

TABLE 23

PROPORTION OF SLUMS POPULATION IN TOWNS

Class, name and civic status of the town*	Proportion of the slums population to total population of the town	Density in slums (per sq. km.)
1	2	3
Total		

*To be arranged in alphabetical order. For Class I & II towns only.

TABLE 24

MOST IMPORTANT COMMODITY MANUFACTURED, IMPORTED AND EXPORTED IN TOWNS

Class, name and civic status of the town*	Most important commodity		
	Manufactured	Exported	Imported
1	2	3	4
Total			

*To be arranged in alphabetical order.

ANNEXURE IV

1981 CENSUS—VILLAGE DIRECTORY

AMENITIES AND LAND USE

Notes:

1. Items 4 and 11 are additional items which were not covered in Village Directory included in the DCH of 1971 Series.
2. Item 4 will be useful as ready reference for analysing the data.
3. Item 10 has been singled out as communications should be spelt out in terms of the distance of the public transport system such as bus or rail or waterway. It is against this background that item 11 has been listed separately.
4. Item 13 has been kept away from other amenities as its non-availability within the Village does not involve a further probe into its availability in any other nearby place.
5. The consideration of the Minimum Needs Programme of the Planning Commission necessitated the inclusion of adult literacy class/centre under item 5 and Primary health sub-centre and community health worker under item 6.
6. The inclusion of some of the aspects of the Minimum Needs Programme has been considered as by the time 1981 Census is taken, the revised Sixth Five-Year Plan (1980-85) would have commenced.
7. In case of villages, we are interested to know the overall infrastructure in terms of amenities however modest or from whatever source it may have been provided. thus, the privately run institutions (educational or medical) will also be covered in the Village Directory.

INSTRUCTIONS FOR COMPILATION OF VILLAGE DIRECTORY

The Village Directory particulars in the District Census Handbook (DCH) will be presented taluk/tahsil/police station/development block/island-wise (henceforth referred to as tahsil).

For convenience of reference an alphabetical list of villages in respect of each tahsil should be furnished preceding the village directory of that administrative unit. Since the location codes of the villages in the village directory are to be given in ascending order, the names of the villages will not be arranged alphabetically.

In case a village is treated as an 'outgrowth' of an urban agglomeration, the code number and the name of the village will appear in the Village Directory but *no data* will be presented with regard to amenities and land use particulars and it will merely be recorded outgrowth of such and such Town/U.A. In case of such villages where only a part has been included in the U.A. as an outgrowth, the data relating to the portion which has been treated as part of the urban outgrowth will be presented under the U.A. in the Town Directory, while the data relating to the rest of the village will be presented in the usual manner in the Village Directory and necessary explanation to this effect will be given therein.

The villages which have been wholly merged in the town will be retained in the Village Directory, provided they continue to be borne on the jurisdictional lists pending revisional settlement survey in the state. Against such villages in the Vilage Directory, no data will be presented and it will be merely stated that the village is wholly merged in the specific town. Such type of villages will also be listed for cross reference in the PCA (rural). This also ensure matching of villages figuring in the PCA (rural) and in the Village Directory and will also be in conformity with the revenue or settlement records of the State Government.

The villages treated as census towns (urban) will be listed in the PCA (rural) for cross reference. In order to match information on Village Directory with PCA (rural), such villages will be listed uniformly in the PCA (rural) as well as Village Directory, without providing any data on amenities. The land utilisation data will, however, be given in respect of such areas in a separate Appendix.

In case of village(s) which has wholly been merged with other village(s) *Pending revisional settlements*, the location code and the name of the village which has merged will also be given in PCA (rural) and also in the Village Directory at the appropriate place with the explanatory note to the effect that the village in question has merged in such and such village. The data in respect of the two will be presented together against the village with which the other village has merged, both in the PCA (rural) and Village Directory, to indicate the position after merger.

In case of un-inhabited/depopulated villages, the location code, name and area of the village will be given universally in the PCA (rural) and Village Directory. The columns relating to the amenities and land use pattern, etc. will be left blank and it will be noted against the name of the village that it is un-inhabited/depopulated.

At the end of the entries for each tahsil, the totals given in different columns for that tahsil will be an additional advantage.

In the Village Directory the various amenities and other data are to be indicated by codes. A note explaining the codes used in the village directory and explained at relevant places in this circular be given in the beginning of the directory. In the same note the concepts and definitions as prevailing in the district in regard to land use data, etc. may be given.

The following four appendices to the village directory, may be compiled :—

(i) Tehsil/Block/Thana-wise abstract of educational, medical and other amenitits.

(ii) Land utilisation data in respect of census towns.

(iii) Taluk/Block/Thana-wise list of villages where no amenities are available and.

(iv) Taluk/Block/Thana-wise list of villages according to the proportion of SC/ST population by ranges.

The formats of appendices (i), (ii) and (iv) are enclosed.

Appendix (iii) is only a list of villages where no amenities relating to education, medical, drinking water, P & T. communications, power supply and market/hat are available. However, in some states, the drinking water facility is generally available in the villages. In such cases, a list of villages where no amenity other than the drinking water is available may be compiled. The heading of this appendix will also be suitably amended to indicate the correct position. It is also possible that in a few villages among those listed in this appendix on the consideration that other than drinking water no other relevant amenity is available, the drinking water facility may also be not available. In that case, these villages will be distinguished by giving asterisk mark and the position explained appropriately.

The first two appendices were also suggested for the Village Directory of 1971 series. The other two appendices have been added this time. The appendix (iii) will be helpful for planning inputs in areas/villages where basic infrastructure is lacking. The appendix (iv) will be helpful for planning of welfare programmes for SC/ST at micro level, particularly in relation to area development oriented programmes.

A brief description of places of tourist interest in different towns of the district will also be given in the analytical note of DCH.

The detailed instructions regarding each column of the Village Directory are as follows :

1. Location Code No.

This is necessary with a view to show the identity of the village.

2. Name of village

The Village Directory furnished in the DCH for 1971 Census would form the basis for filling up this column. Wherever changes have been effected by notification, such changes will have to be reflected in this column. Forest and other villages not listed in the village list by the Revenue Authorities should also be included in the Village Directory. These would consist of areas classified as villages by the DCO.

3. Total area of the village

The area of the village as indicated by the State Revenue Department should be furnished in this column indicating clearly if it is in acres, hectares, sq. miles or sq. kms. Area in hectares is preferable. If the area figures are not available, "N.A." may be indicated in this column. If cadastral survey of villages has not been done, estimated area figures of the villages will not be given in this column unless the estimates are fairly reliable as it will not be worthwhile presenting very rough figures in the Village Directory. For the purpose of publication, however, the area of the Villages may be given in hectares and for the town in sq. kms.

4. Total population and number of households

This column will be filled up only after the 1981 Census. The number of households will be written in brackets against the total population in the same line.

5. Educational (amenities)

It is to be indicated whether within the village exists any of the following types of institution as per the codes given in Brackets.

1. Primary or elementary school (P). Schools upto class IV may be treated as primary or elementary schools. These may include nursery school, kindergarten school pre-basic, pre-primary school, junior basic school upto class V and primary school upto class IV.

2. Junior secondary or middle school (M). Schools upto class VIII may be treated as junior secondary or middle schools upto to class VIII and junior Madarsa upto class VIII.

3. Matriculation or Secondary (H). Schools upto class X may be considered as matriculation or secondary schools.

4. Higher Secondary/Intermediate/Pre-university/Junior college (PUC). Schools or Colleges upto class XI or XII may be considered in this group. This would cover 10+2 classes whether held in schools or colleges.

If there are composite schools like middle schools with primary classes, or secondrary schools with middle classes, these may also be included in the number of primary and middle schools respectively. For example, if in a village there are two primary schools and one middle school with primary classes, the number of primary schools in the village may be given as three and that of middle school as one even though there may be only three educational institutions. So also in case of secondary schools. This may also be explained in the explanatory note to village directory.

It is to be ensured that the data providing agency examined the specific position in respect of each middle, high, higher secondary schools or equivalent schools before passing on the information. It may not be presumed in a mechanical manner that each of, say, higher secondary school is limited to higher secondary level and it has no lower level classes like high, middle and primary. On the other hand it should not be presumed that a higher secondary

or middle school has necessarily lower level classes. The relevant agency should first ascertain the position in respect of each such educational institution before furnishing the particulars.

5. College: Any college (graduate level and above) like Arts, Science, Commerce etc.	C
6. Industrial school.	I
7. Training school	Tr
8. Adult literacy class/centre	Ac
9. Other educational institutions. These may include Sanskrit Pathshala, Senior basic school, Makhtab, etc.	O

If there are more than one institution of a type in the village, indicate the number within brackets against the abbreviations e.g., P(3), M(2), H(2), etc.

If no facility is available within the village a dash (—) will be shown in the column. But next to it in brackets, the distance in broad ranges, viz. 5 kms; 5-10 kms and 10+ kms of the nearest place where the most modest educational facility, viz primary school is available will be given. There is, however, no objection if at operational level such particulars of the nearest place as name and location where the facility is available are recorded for your internal scrutiny of data.

6. Medical (Amenities)

It is to be indicated whether within the village exists any of the following medical institutions :

Hospital	H
Maternity and child Welfare Centre . .	MCW
Maternity Home	MH
Child Welfare Centre	CWC
Health Centre	HC
Primary Health Centre	PHC
Primary Health Sub-centre . . .	PHS
Dispensary	D
Family Planning Centre	FPC
T.B. Clinic	TB
Nursing Home	NH
Registered Private Practitioner . . .	RP
Subsidised Medical Practitioner . .	SMP
Community Health Worker . . .	CHW
Others	O

If there are more than one institution of a type in the village, indicate the number within brackets against the abbreviations, e.g. H(2), D(3), etc.

In view of a variety of medical amenities for which a number of codes, as indicated above, have already been suggested, it will not be possible to provide too many details under each such amenity. However, all registered medical practitioners—whether ayurvedic, Unani, Homoeopathic or Allopathic are to be covered under the code 'RP'.

It is also clarified that the term 'Community Health Worker' does not refer to workers in extension programmes like Malaria eradication, Agriculture, etc. It refers to only those para-medical personnel who have been trained for dispensing medicines for minor ailments. This scheme was initiated only recently in some states. In case such a Community Health Workers is stationed in one or more of the villages in your state the information may be given accordingly.

If no facility is available within the village, a dash (—) will be shown in the column. But next to it in brackets, the distance in broad ranges, viz.—5 kms; 5—10 kms and 10+ kms of the nearest place where the most modest medical amenity like dispensary/community health worker is available will be given.

7. Drinking Water (Amenities)

The types of the potable drinking water supply sources available within the village should be indicated by codes as follows :

Tap Water	T
Well Water	W
Tank Water	Tk
Tubewell Water	TW
Hand Pump	HP
River Water	R
Fountain	F
Canal	C
Lake	L
Spring	S
Nallah	N
Others	O
Information not available . . .	NA

If there is more than one source of drinking water, these may be mentioned.

If no facility is available within the village, a dash (—) will be shown in the column. But next to it in brackets, the distance in broad ranges, viz.—5 kms, 5—10 kms and 10+ kms, of the nearest place where the facility is available will be given.

8. Posts and Telegraph (Amenities)

Please indicated by codes as shown below whether within the village exists the following amenities :

Post Office	PO
Telegraph Office	TO
Post and Telegraph Office . . .	PTO
Telephone Connection	Phone

If no facility is available within the village, a dash (—) will be shown in the column. But next to it in brackets, the distance in broad ranges viz.—5 kms; 5—10 kms and 10+ kms of the nearest place where the facility is available will be given.

9. Day or days of the market/hat

This is to be filled up on the basis of local enquiry. This information will generally relate to the weekly or bi-weekly market and, therefore, the actual day or days of the week on which the market is held may be recorded. It is, however, possible that in some interior village, particularly the tribal villages, only a monthly or fortnightly market is held. In that case, the relevant column will record 'fourtnightly market' or 'monthly market' as the case may be.

If no facility is available within the village, a dash (—) will be shown in the column. But next to it in brackets, the distance in broad ranges viz.—5 kms; 5—10 kms and 10+ kms of the nearest place where the facility is available will be given.

If markets or hats are not held in villages in your state or a region of the state at all, no information need be given and this column may be left blank.

10. Communications

For purpose of this column only public transport. like bus, rail and waterway is being considered. It is only to see whether the village is served by any mode of public transport. These will be indicated by the following codes :

Bus	BS
Railway Station	RS
Navigable waterway (including river, canal, backwaters, etc.).	NW

If a bus stop or a railway station is located within the territorial jurisdiction of a village, the village may be considered to have been served by such facility even if it is little away from the actual settlement. This will be more relevant for states like Himachal Pradesh, J & K, etc.

If no facility is available within the village, a dash (—) will be shown in the column. But next to it in brackets, the distance in broad ranges viz.—5 kms; 5—10 kms and 10+ kms of the nearest place where the facility is available will be given.

If there is more than one such communications facility these may be indicated separately by individual codes.

11. Approach to village

The approach to village refers to the state of road etc. leading to the village. This is to see whether the village is approachable both in fair and foul weather, and whether it is inaccessible only for some time in the year.

The approach to village is to be indicated by the following codes :

Pucca Road	PR
Kaccha Road	KR
Navigable River	NR
Navigable Canal	NC
Navigable waterway (other than river or canal)	NW

If there is more than one such approach facility these may be indicated separately by individual codes.

12. Nearest town and distance

The distance is to be given in kms in brackets. This is to be filled in on the basis of local enquiry. The scope of the answer need not be restricted to the town located in the state itself. If the nearest town is located in another state the name of the town and the state may be given. The information in this column may be filled as illustrated below :—

Palaakonda	(8)
Tekkali	(14)
Agra, U.P.	(7)

13. Power supply

If power is actually available, whatever may be the form of its use, the entry should be in affirmative. It may, however, be indicated that the supply is released only for, say agricultural or any other purpose. If the supply is for all purposes, details may not be given. For this the following codes may be used :

Electricity for Domestic purpose	ED
Electricity for Agriculture	EAG
Electricity for other purpose like industrial commercial, etc.	EO
Electricity for all purpose listed above	EA

14. Staple food

Staple food, only in terms of grain, and no other food material, of the majority population of the village during the major portion of the year should be recorded in this column, e.g. rice, wheat, jowar, maize, ragi, etc.

If it is difficult to clearly determine a particular grain as the staple food, combination of grains mainly used as staple food, e.g., rice and jowar, wheat and maize, etc may be indicated.

15—19. Land use

The land use pattern in the Village Directory conforms to the pattern of classification of land use as recommended by the Ministry of Food and Agriculture, Government of India. The Ministry of Food and Agriculture has recommended the maintenance of records of land use pattern under five categories. These are as follows :

1. Forests.
2. Not available for cultivation.
   (a) Lands put to non-agricultural uses.
   (b) Barren and unculturable lands.
3. Other uncultivated lands excluding fallow lands :
   (a) Permanent pastures and other grazing lands.
   (b) Lands under miscellaneous tree crops and groves not included in the net area shown.
   (c) Cultural wastes.
4. Fallow lands :
   (a) Fallow lands other than current fallows.
   (b) Current fallows.
5. Net area sown.

In the vallage directory format column 15 (Forest) is the same as category 1 above. Columns 16 (Irrigated) and 17 (Unirrigated) give break-up of agricultural land. These are a combination of categories 4 (a+b) and 5 above. Column 18 (Culturable waste) corresponds to category 3 (a+b+c) above. Column 19 (Area not available for cultivation) corresponds to category 2 (a+b).

Since most of the state governments are maintaining their land use statistics in the categories listed above and as information in respect of each category is expected to be separately available, it is hoped that the grouping will not pose much problem for the compilation of the data.

In some states the land use statistics at the village level may not be maintained according to the system recommended by the Ministry of Food and Agriculture. Perhaps in those cases it will be difficult to make the necessary adjustments so as to furnish the data in the form as required in the present format. In case of difficulty it will be better to furnish information according to the concepts and categories recognised by the local authorities. Such cases may, however, be brought to the notice of this office for information

It would be useful if the figures are given in hectares to keep to the decimal system. But in several states conversion of land use data from local system to decimal system at the village level may pose certain difficulties in addition to the work-load involved. For instance, there may be only a few acres of land in a village under a particular land use. On conversion to the decimal system, the figure will be so insignificant that it would be difficult for the users of data at the village level to make much use of the same. In view of these difficulties the village level land use data may be furnished according to the system in which the records are actually maintained. At the tahsil level, they may, however, be furnished both in local system and the decimal system (in hectares).

It is likely that the total of the area figures in columns 15 to 19 may not tally with the total area of the village as collected in column 3. There might be various reasons for these disparities in figures. For instance, waterways are not generally included in the land use statistics in the village. In some states these disparities may be noticed in almost all villages. It is obvious that any attempt to reconcile the same would be futile. The land use statistics should, therefore, be included in the village Directory despite the disparities of the figures but in respect of each district the reasons for the disparities may be ascertained by making reference to the revenue authorities. In the analytical note at the beginning of the Village Directory, the reasons for the disparities may be explained in a general way.

If the land use statistics in the village Directory are collected in terms of acres, there is no objection to furnish the same in acres provided that it is done in a uniform manner for all the villages.

Where the statistics have been collected in terms of local measures it will be necessary to convert the same either to metric system or to acres in a uniform manner for all the villages in the state.

Information is likely to be available with the village level officials of the Revenue department. In other cases estimates will be made in consultation with the village/block officials. Where the data have been furnished on the basis of the estimation, without support of record, asterisk marks may be given to indicate the same. The units of measurements should be acres, hectares, etc. Whatever units are adopted should be indicated in the respective columns. For the purpose of estimation the following definitions of the terms used in the different columns are suggested.

15. Forest

This will include all lands classed as forests under any legal enactment dealing with forests or administered as forests, whether state-owned or private, and whether wooded or maintained as potential forest land. The area of crops raised in the forest and grazing lands or areas open for grazing within the forest should remain included under the forest area. If any portion of such land is not actually wooded but put to some agricultural use, that portion shall be included under the appropriate heading of cultivated or uncultivated land. In some cases there may be instances where patches of land put to agricultural use within statutorily notified forests are considered as forests by the Revenue agency. These may be treated as forests.

16-17. Irrigated by source and unirrigated (Land use)

These two columns cover all agricultural land and will include net area sown with crops and orchards or net cropped area and also current and other fallows. The latter would imply all lands which were taken up for cultivation, bit are temporarily out of cultivation for a period of not less than a year and more than five years. The columns will not include gross area sown or gross cropped area. Net area sown thus represents the area sown with crops and orchards counting areas sown more than once in the same year only once.

In column 16, if possible, please indicate the extent of irrigated land under different types of irrigation, e.g., canal (1,500 acres), tank (500 acres), wells (50 acres), tubewells (60 acres) etc.

As regards irrigated land, uniform codes in respect of the source should be adopted. These are as follows :

Government Canal	GC
Private Canal	PC
Well (without electricity)	W
Well (with electricity)	WE
Tube-well (without electricity)	TW
Tube-well (with electricity)	TWE
Tank	Tk
River	R
Lake	L
Waterfall	Wf
Others	O
Total	T

All area under rain-fed crops or under dry rice cultivation should be classified as unirrigated area.

18. Culturable waste

This would include all lands available for cultivation whether not taken up for cultivation or taken up for cultivation once, but not cultivated during the five years or more in succession. Such lands may be either fallow or covered with shrubs and jungles which are not put to any use. These may be assessed or unassessed and may be in isolated blocks or within cultivated holdings. Lands under thatching grasses, bamboo bushes and other groves for fuels, etc. which are not included under orchards or forests shall also come under this head. All grazing lands, whether they are permanent pastures and meadow or not, village common and grazing lands within forests areas shall be included in this column.

19. Area not available for cultivation

This column would include land not available for cultivation such as barren, unculturable land and land put to non-agricultural use.

Land put to non-agricultural use stands for all lands occupied by buildings, roads and railways or under water, e.g., rivers and canals and other lands put to uses other than agricultural.

Barren and unculturable lands cover all barren and unculturable lands, like mountains, deserts, etc. Land which cannot be brought under cultivation, except at a very high cost, shall be classed as unculturable, whether such land is in isolated blocks or within cultivated holdings.

For some states/Union Territories in North East India like Manipur, Nagaland, Arunachal Pradesh and Mizoram a different format for land use has been suggested separately. In their case, Appendix II of the Village Directory will also be modified accordingly.

20. Remarks including any place of religious, historical or archaeological interests

This is to be filled up on the basis of local enquiry. This column is intended to record particulars of any place of importance and not just to list out all places of worship, etc.

Information on such aspects as the number of copies of newspapers coming in the village and motor-cycles/scooters, cars/jeeps and tractors available in the village should also be given. Since this information may take some space the appropriate codes may be given. The number of the items available in the village may also be added against the codes given below :

N—Copies of the newspapers coming in the village.

M—Motorcycles/scooters available in the village.

C—Cars/jeeps available in the village.

T—Tractors available in the village.

The information under the remarks column pertaining to this aspect may be given as illustrated below :

N32 : M2

(Here N32 represents copies of newspapers, viz 32, and M2 the number of motorcycles/scooters in the village viz 2).

1981 CENSUS—VILLAGE DIRECTORY

AMENITIES AND LAND USE

Location code No.	Name of village	Total area of the village (in hectares)	Total population and number of households	Amenities available (if not available within the village, a dash(—) may be shown in the column and next to it in brackets, the distance in broad ranges viz.—5 kms 5—10 kms; and 10+kms of the nearest place where the facility is available may be given).					
				Educational	Medical	Drinking water (potable)	Post and Telegraph	Day or days of the market/hat, if any	Communications (Bus stop, railway stations, waterway)
1	2	3	4	5	6	7	8	9	10

Approach to village	Nearest town & distance (in kms)	Power Supply	Staple Food	Land Use (i.e., area under different types of land use in acres/hectares rounded to the nearest unit)					Remarks including any place of religious, historical or archaeological interest
				Forest by source	Irrigated	Unirrigated	Culturable waste (including gauchar and groves)	Area not available for cultivation	
11	12	13	14	15	16	17	18	19	20

APPENDIX I—VILLAGE DIRECTORY

TAHSILWISE ABSTRACT OF EDUCATIONAL, MEDICAL AND OTHER EMENITIES

Sl. No.	Name of Tahsil	EDUCATIONAL											
		Primary School		Middle School		Matriculation/Secondary School		Higher Secondary/PUC/Intermediate/Junior College		College (Graduate and above)		Adult literacy class/centres	
		Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions
1	2	3	4	5	6	7	8	9	10	11	12	13	14

EDUCATIONAL			MEDICAL								
Others		Villages with no educational facilities	Dispensary		Hospital		Maternity and Child Welfare Centre/Maternity home/Child Welfare Centre		Primary Health Centre/Health		Family Planning Centre	
Villages	Institutions		Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions
15	16	17	18	19	20	21	22	23	24	25	26	27

APPENDIX I—*concld.*

MEDICAL							DRINKING WATER						
Primary health sub-centre		Community health workers		Others		Villages with no medical facility	Tap	Well	Tank	Tube-well	River	Fountain	Canal
Villages	Institutions	Villages	Numbers	Villages	Institutions								
28	29	30	31	32	33	34	35	36	37	38	39	40	41

DRINKING WATER			COMMUNICATIONS										Power Supply	
Others	More than one source	Villages with no drinking water facility of any type	P.O.	T.O.	P.T.O.	P.O. & Phone	T.O. & Phone	P.T.O. & Phone	Phone	Bus stop	Railway station	Navigable waterway	Available	Not available
42	43	44	45	46	47	48	49	50	51	52	53	54	55	56

APPENDIX II—VILLAGE DIRECTORY

Land Utilisation data in respect of non-municipal towns (census towns)

District *Chhimtuipui*

Sl. No.	Name of town and name of Block within brackets	Land Use (i.e., area under different types of land use in heactares rounded to the nearest unit)					
		Total	Forest	Irrigated	Unirrigated	Period of main rotation crops under jhum cultivation	Area not available for cultivation
1	2	3	4	5	6	7	8

APPENDIX IV—VILLAGE DIRECTORY

List of villages according to the proprotion of scheduled castes and scheduled tribes to the total population by ranges

A—SCHEDULED CASTES

C.D. Block.....

Ranges of Scheduled Caste population(Percentage)

0—5		6—10		11—15		16—20		21—30		31+	
LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages
1	2	3	4	5	6	7	8	9	10	11	12

B—SCHEDULED TRIBES

Tahsil/Taluk.....

Ranges of scheduled tribes population (Percentage)

0—5		6—15		16—25		26—35		36—50		51+	
LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages
1	2	3	4	5	6	7	8	9	10	11	12

INSTRUCTIONS FOR COMPILATION OF TOWN DIRECTORY

The Town Directory is required to cover all the towns in the district statutorily notified as well as non-municipal or census towns. It will have seven statements viz. statements I-VI and IV-A. The towns are required to be arranged in the alphabetical order for the district. The Town Directory may not cover strictly military areas. It may, however, cover cantonment areas but not strictly military areas or military establishments within the cantonment which are required to be left out. However, basic statistics of the cantonment as a whole could be provided. In the town Directory, the data on amenities and other aspects may be presented in codes for want of space. The relevant explanations for the codes adopted may be given in the beginning of the directory.

Where an urban agglomeration includes two or more independent towns, the names of the towns constituting the agglomeration may be indicated in the alphabetical arrangements of towns within the district irrespective of whether they form agglomerations or not. Their names should be repeated in the alphabetical order under the name of the agglomeration which naturally would be named after the name of the main town of the agglomeration. The particulars of the constituent units of the agglomeration need not be furnished where they occur separately. In these cases by the side of the name of the town the following may be recorded within brackets :

"See the name of the main town of the agglomeration"

The particulars for each constituent town of the agglomeration should be furnished separately where they occur together under the name of the agglomeration. By adoption of this method, it will be possible to get an idea of the particulars of the city agglomeration in total and also severally.

In case of outgrowths which do not qualify to be treated as towns, the particulars obviously will not be separately available. In the case of the towns having such outgrowths an asterisk mark should be placed against their names in the body of the statement to indicate that they have outgrowths which are not separate towns. The directory particulars relating to the outgrowth(s) will be merged with referrent town and will not be shown separately. The population of the outgrowth(s) will also be included in the population of the referrent town, as in case of other particulars. The population of the outgrowths will also be taken into account while calculating the sex-ratios, etc. for the referrent town. In an apendix/annexure the names of such outgrowths should also be furnished.

If the constituent units of an urban agglomeration are mentioned with the agglomeration, it would not be correct to give it a number at all in the column for serial number, because in that case the serial number would not tally with the total number of towns in the state. In fact, while presenting primary census abstract data, these are not given any location code. The agglomeration lines need not be numbered but the constituent units as and when they occur in the alphabetical order may be numbered so that the last number agrees with the total number of towns in the district.

In respect of Statements II, III and VI the relevant column will have to be left blank in the lines relating to agglomeration because these can be given only for the constituent units, but this may not look nice in printing and would in any case require an explanation. To avoid the columns remaining blank it may be written as follows :

"See constituent units".

In the town directory, the data on amenities and other aspects are to be presented in codes for want of space. A note explaning the codes used in the town directory may be given in the beginning of the directory with relevant explanations. The instructions in respect of each statement are as follows :—

STATEMENT I

STATUS AND GROWTH HISTORY

This statement provides some basic data based on the Primary Census Abstract (PCA).

1. Serial No.

Needs no clarification.

2. Class, name and civic administration status of town

Class has been introduced to facilitate analysis of town directory data at the State and all India levels. It will be presented according to 1981—Census Population of the core town as follows :

Population	*Class*
100,000 and above	I
50,000—99,999	II
20,000—49,999	III
10,000—19,999	IV
5,000—9,999	V
Below 5,000	VI

The name of the town should be shown in the column with the correct spellings as adopted in the official records.

This civic administration status of the town as in 1980 should be indicated. The following abbreviations may be used to denote the civic status of town; in case of census town the appropriate code may be given in brackets as illustrated below and it may be clarified in the introductory note that census towns have no civic bodies :

Municipal Corporation/Corporation	M. Corp.
Municipal Committee/Municipal Town Committee	MC
Municipality	M
Municipal Board	MB
Municipal Council	MCl.
Cantonment Board/Cantonment	CB
Notified Area/Notified Area Committee/ Notified	NAC
Town Committee/Town Area Committee	TC
Town Board	TB
Gram Panchayat/Village Panchayat	GP
Nagar Panchayat/Town Panchayat	NP
Station Committee	SC
Sanitary Board	SB
Special Area	SA
Estate Office	EO
Union Committee	UC
Census Town	CT

The column may be filled in as illustrated :

II	Ambala Cantt.	(CB)
V	Begun	(CT)
I	Delhi	(M. Corp.)
V	Naraingarh	(NAC)

The change in the civic administration status that may have taken place after the finalisation of the urban frame but before the census enumeration may be indicated in the footnote.

3. Location Code Number

This is necessary with a view to locate the town in the map.

4. Name of the Taluk/Tahsil/Police Station/Development Block/Island, H. Q.

This is necessary with a view to locate the town in the appropriate tahsil/taluk/police station/Dev. block/Island H.Q. as the case may be.

5. Area(sq.Kms.) :

This is a new column which is introduced to facilitate analysis of town directory data at state and all-India levels.

The area of the town as indicated by the civic body should be furnished in this column for statutorily notified towns and settlement records in respect of census towns.

6. Number of households (1981)

This is a new column introduced in the town directory through it did occur in the PCA. It will also facilitate analysis of the town directory at the State and all-India levels.

This column will include houseless households as well.

7 to 15. Population and growth rate of the town at (different) Censuses (from) 1901—1981

These are to be filled up on the basis of the data in the office of the Directors of Census Operations and old Census Reports. If in a particular year the town did not have urban status, the population figures for the corresponding column need not be filled up and a dash (—) may be noted. This is also true for the growth rate which is to be written below the population figure in the brackets beginning from column 8 onwards. Growth rate has been introduced to know whether the town is growing or not. It will also facilitate analysis of the town directory. It is true that the growth rate of a town has quite often an important component in change of area. For example when intensely populated outgrowths of cities or towns are included in the existing municipal area, sudden spurts in the population are bound to occur. This may be recognised while calculating the growth rate and the same may be explained in the fly-leaf.

16. Density (1981)

This is also a new column introduced to facilitate analysis of the town directory data. Density will be calculated taking into account the area given in column 5 and the population for 1981 given in column 15. It will be presented per sq. Km.

17 to 19. Sex ratio 1961—1981

Sex ratio, like area, number of households and density has been introduced to facilitated analysis of town directory data. Columns 17 and 18 can be filled up easily as sex-wise population breakup is available.

STATEMENT II

Physical Aspects and Location of Towns, 1979

1. Serial No.

No comments.

2. Class and name of town

See comments on class and name given under column 2 of Statement I.

3 to 5. Physical aspects—Annual rainfall (in mm) : temperature (in centigrade)—Maximum and minimum

The climatological tables of observatories in India give the annual rainfall and temperature (maximum and minimum). The information is being collected from the Director General, Meteorological Survey of India. After the same has been obtained the extracts in respect of the towns in the different State and Union Territories available in the climatological tables of observatories will be circulated among the Directors of Census Operations. In respect of the towns for which information could not be supplied, the Directors of Census Operations may obtain locally the available information. The appropriate procedure would be to take the periodic averages for the preceding ten years from 1979 to 1968 according to the availability of the data.

If the information is not available in respect of any town, the same may be taken in relation to the nearest town, and it be, so clarified. This alternative, however, may not be quite suitable and relevant in states like Himachal Pradesh because the topographic situation of the towns very much differ from one another even though the distance between any two particular towns may be small. In such cases it is better to state 'information not available'.

6 to 12. Name of and road distance (in Kms.) from State H. Q.; District H. Q.; Sub-Division/Taluk/Tahsil/Police Station/Development block/Island H.Q./Nearest City with population of one lakh and more; Railway Station; Bus route; Navigable river/canal (if within 10 Kms.)

These column are to be filled up on the basis of local enquiry.

6, 7, 8 & 10. Name of and road distance (in Kms.) from State H.Q; District H.Q; Sub-divisional/Taluk/Tahsil/Police Station/Development Block/Island H.Q.; Railway Station

If the names mentioned in these columns are the same as the referrent town itself, distance will be recorded as '0' (Zero).

8. Sub-division/Taluk/Tahsil/Police Station/Development Bolck/Island H.Q.

In some States or Union Territories there are talukas/Tahsils as well as revenue sub-divisions consisting of several tahsils. In such cases, if in any State or Union Territory a revenue sub-division is composed of several tahsils falling within its jurisdiction, the names of both sub-divisional headquarters and taluk headquarters should be given. The name of the sub-divisional headquarters should be given first and then after an oblique(/) the name of the tahsil headquarters can be given.

9. Nearest city with population of one lakh and more

This column is to be filled up on the basis of 1981 Census population data.

Even if the town has a population of one lakh or more, the name of the nearest city satisfying this clause should also be recorded because it will give an idea as to whether there is a trend of clustering of big cities leading towards the formation of megalopolis.

11. Bus route

In case the referrent town is enjoying bus route (i.e. road transport) facilities, a mention of the town's name (with distance) would suffice. Names of bus route (or routes) passing through the town need not be recorded. We are also not trying to determine in terms of local conveyance whether it is served by bus route or not.

12. Navigable river/Canal (if within 10 Kms.)

Name of the *navigable* river/canal and its distance is to be indicated below. It may be noted that we are interested in such rivers/canals which are *navigable and not others located within* 10 *Kms. of the town.* After the name of the river/canal, 'R' for river and 'C' for canal, may be given in brackets to denote whether it is a river or canal as illustrated below :—

"Cauvery (R)-5". In this case, 5 is the distance in Kms. of the navigable river Cauvery from the referrent town.

STATEMENT III

MUNICIPAL FINANCE, 1978-79

Data for this statement should be collected not only in respect of statutory bodies but also in respect of non-statutory bodies managing the civic administration of the town, if they have separate budgets and accounts of their own pertaining to the town.

If both have the budgets and shown separately, in case of towns which have statutorily notified urban area as well as adjoining area which has been considered to be a census

town because of its urban characteristics (even though the same is not included in the statutorily notified urban area) part f the town is railway colony whose civic amenities are provided by the railways and part is under munipicapitly) the and adjoining non-statutorily identified census town.

Where a civic administrative body is not a composite one with its jurisdiction over the city as a whole (for instance, if part of the town is railway colony whose civic amenities are provided by the railways and part is under munipality) the data should be presented in the same statement independently for each body without any attempt to consolidate the same for all the bodies.

1. Serial No.

No comments.

2. Class and name of town

See comments on class and name given under column 2 of Statement I.

3. Civic administration status (in 1980)

See comments on civic administration status under column 2 of statement I. This column is introduced in this statement to analyse the data on municipal finance by civic status at the state and all-India levels.

4 to 17. Receipts and expenditure (details)

These columns are to be filled up on the basis of local enquiry.

The figures should be in hundreds to save printing space and to simplify the information.

12 & 15. Public safety and Public institutions

Under column 12, the expenditure incurred on 'Public safety' is to cover such items as fire-fighting services, rescue operations during floods and fairs, etc. Likewise, column 15 pertaining to 'public institutions' requires particulars on expenditures incurred on maintenance of schools, colleges and other institutions like public libraries, museums, etc. The exact items covered, however, may vary from state to state and town to town. The items covered would depend on the practice followed in this regard by each local authority which is expected to maintain the records about the type and extent of services rendered under these heads. You will, therefore, have to go by records of the relevant local body/municipality and base the figures on expenditure on these two heads accordingly.

STATEMENT IV

CIVIC AND OTHER AMENITIES, 1979

1. Serial No.

No comments.

2. Class and name of town

See comments on class and name given under column 2 of Statement I.

3. Civic administration status (in 1980)

See comments on civic administration status under column 2 of Statement I.

It is a new column introduced in this statement to facilitate analysis.

4. Population

The information will be based on 1981 Census population data. It is intended to measure the amenities in respect of population.

5. Scheduled caste and Scheduled Tribe population

This will also be based on 1981 Census. It is introduced to know the size of population of the weaker sections of the community in the town.

6. Road length (in kms.)

The information in this column is required for all kinds of roads. This information will be mostly available from the municipality but for national highways, perhaps, additional information will have to be collected from the Public Works Department.

It is not known whether all the municipalities maintain their records indicating the different categories of roads separately. If information about Kutcha and Pucca roads is separately available, the same may be indicated while making entries in this column by using the following abbreviations :

Pucca Road	PR
Kutcha Road	KR

It is not necessary to split up the column into sub-columns with sub-headings 'pucca' and 'kutcha' road. The length of roads maintained by Public Works Department and municipality may be separately indicated if such data are available. Otherwise, the combined road length will do.

7. System of sewerage

Information should be available with the local body. Generally, by sewerage system is implied the network of mains and branches of underground conduits for the conveyance of sewerage to the point of disposal. Sewers that carry only household and industrial wastes are called separate sewers; those that carry storm water from roofs, streets and other surfaces are known as storm water drains, while those carrying both sewage and storm water are called combined sewers. However, in towns which are not provided with such underground sewerage system, it may be mentioned whether it is open surface drain, box drain, sylk pattern drain, etc.

The various types of sewerage/drainage system may be indicated upto two places in order of their importance in the town, one followed by the other, in codes as given below :

Sewer	S
Open Surface Drains	OSD
Box Surface Drains	BSD
Sylk Drains	SD
Cesspool method	CD
Pit system	Pt

8, 9 and 10. Number of latrines

The information on the number of latrines—water borne, service and others in columns 8, 9 and 10 respectively is required to be collected and presented in respect of all the latrines in the towns—public as well as private. In case information in respect of private latrines is not available, the data may be given for public latrines only and either in the fly-leaf or by way of a footnote this may be clarified. This information, is, in fact, required for an assessment of the problem of carrying night soil as head loads and the prevalance of service type of latrines. This will help in undertaking programmes on the progressive replacement of service type of latrines by water/flush borne system.

11. Method of disposal of night soil

Information should be available with local body. The various prevalent methods of disposal of night soil are given below with codes :

Head Loads	HL
Baskets	B
Wheel Barrows	WB
Septic Tank Latrines	ST
Sewerage	S

The above may be shown up two places in order of their importance in the town, one followed by the other in codes indicated above.

This column should not be interpreted as relating to the question as to whether the night soil is disposed of in a profitable manner by the municipality or not. This interpretation does not conform to the objective of the column.

The objective of providing this column is to collect information for a special purpose. The government have a programme of stopping the practice of removal of night soil as head-load and also of minimising the use of human labour in the process of disposal of night soil at various stages. The information collected under this column is expected to indicate the magnitude of the problem.

There are three prevalent systems of disposal of human wastes, viz. (i) underground sewerage, (ii) sanitary water flush latrines with individual disposal systems, like septic tank, leaching cess pool and collecting well, and (iii) dry type of latrines with manual scavenging.

The system of underground sewerage provides for the street sewerage with which are connected the sanitary latrines* constructed in the houses having water closets and fitted with flushing cistern (or hand flushing). Through this sewer the faecal matter (stools) is transported without the need for scavenging. This system generally exists in cities and big towns.

Where the streets sewer does not exist these sanitary water flush latrines are connected to a local septic tank with sub-soil dispersion system or a leaching pit. Where the liquid wastes from the water closet could be disposed of locally in a leaching pit, a septic tank with a soil dispersion system is constructed. This dispersion requires an optimum travel through the pores of the soil which renders the harmful liquid bacterially innocuous by the slow process of filteration through the soil traversed.

Where the soil is inpermeable, collecting wells are constructed and the sanitary water flush latrines are connected with them. These wells are cleaned at periodic intervals by a suitable device. The dry type of latrines are of service type latrines from where human excreta is removed by scavengers from house to house, in most cases carrying it on their heads or shoulders or in baskets with handle or wheel barrows. These are then collected in bullock carts or trucks or tractors and trolleys for being carried to the dumping ground.

12 and 13. Protected water supply—Source and capacity of storage systems

In most cases information will be available from the municipality but in some states there is a separate water Supply Department. The following codes may be used :

Overhead Tank	OHT
Service reservoir	SR
River Infiltration Gallery	IG
Borewell Pumping System . . .	BWP
Pressure Tank	PT
Tubewell Water/Hand Pump . . .	TW
Tap Water	T
Well Water	W
Tank Water	TK

The first five codes, stated above, relate to the system of "storage" of water in the town and the remaining four codes represent the different "sources" of water supply to the inhabitants of a town. The information on two major sources of water supply will be given in column 12 and on two major sources of storage and capacity against each in letters (in brackets) will be presented in column 13. The term 'capacity' has its usual meaning, namely, the capacity to store/contain.

14. Fire fighting service

Information will have to be collected from the municipality and other local authorities. If the fire-fighting service is available in the town, 'yes' will be recorded in this column.

In case this service is not available the name of the nearest place if in the same district or name of the nearest district if in the same state or other state where available along with distance from the town may be given as illustrated below :

Agra (5 Kms)

15-19. Electrification (Number of connections)—Domestic, Industrial, Commercial, Road lighting (points) and others.

Information will be available in the municipality or the State Electricity Board. In some cities there are separate electric supply corporations from where also the information can be collected.

As regards the precise meaning of the terms in columns 15 to 19, it is found that the same vary from state to state. For instance, in Bihar, domestic service included domestic sets and household appliances and also electric supply for schools, hospitals, temples, mosques, churches and charitable institutions. Commercial supply includes trade or business shops, cinemas, offices, hotels, railway stations, etc. Industrial load is divided into different sub-categories. Among others are included irrigation, agriculture and small-scale industries. Street light service is considered as a separate category.

In Karnataka, supply for private houses, bungalows, clubs, hostels and hospitals run on non-commercial lines, charitable, educational and religious institutions are included under one category. Supplies for shops, offices, railway stations, hotels restaurants, photographic studios, X-ray installations, advertisements and exterior illumination are under the category of commercial supply. Cinemas are considered under a separate category. Similarly industrial supply is considered separately. Irrigation pumping is considered as a separate category. Separate data are also available for public street lights.

In Kerala, domestic supply refers to bonafide domestic consumers and non-commercial institutions only. Profit-making concerns are not included under this category. Commercial lighting includes display lighting, neon signs, photography, etc. for commercial and nondomestic consumers and street lighting in private colonies. Besides, there are categorisations like cinematography, motion picture studios, general purposes, industrial heating and airconditioning, public lighting, bazar-lanes, etc.

In view of the variations from state to state it would be difficult to provide precise definition of the different headings which would be applicable to all. It is, therefore, suggested that information may be compiled under the different headings as in the form and in the introduction to the compilation, the definition of each headings as valid in the state may be indicated after obtaining the same from the State Electricity Board.

18. Road lighting

Road lighting means the number of street lights that are maintained in the town.

STATEMENT IV-A

Civic and other amenities in notified slums, 1979

This is a new statement on civic and other amenities in notified or recognised slums of class I and II towns only.

Generally, in cities or towns having slums, the local authority, such as municipality or municipal corporation or even the development authority notifies the recognised slums. It is linked up with the availability of funds from the State Government for slum clearance. It is possible that some of the states or local bodies may not have formally notified slums under their jurisdiction. But in such cases, they may

*A sanitary water flush latrine is a place where deposition of human excreta is affected immediately defection, without any human agency having to carry and dispose of it. It is provided with a water closet connected to a flushing cistern. In case cisterns are not fitted, hand flushing is restored to.

be maintaining a list of such areas which are officially treated as slums. The intention is that the information should be provided in respect of such localities as are officially recognised as slums. whether actually notified or not. Though the magnitude of slum problem is greater in relation to Class I and Class II towns, it is acknowledged that these are also associated with smaller towns including census towns. However, it is appreciated that the collection of data on slums in respect of smaller towns, particularly census towns which do not have such local authorities as municipalities, may be difficult and time-consuming. The information on slums in his statement will, therefore, be compiled in respect of Class I and Class II towns only.

1. Serial No.

No comments.

2. Class and name of town

See comments on class and name given under column 2 of statement I. The information will be compiled for class I and class II towns only.

3. Name of slum

The names of slum(s), if any, will be given in alphabetical order in separate lines under the town to which they belong.

4. Area of slum

The area of each slum will be given in Sq. Kms.

5. Population of slum

The population figures will be based on 1981 Census.

7—12. System of Sewarage, number of latrines and Method of disposal of night soil.

These columns will be filled up as per the instructions on columns 7—11 of Statement IV.

STATEMENT V

MEDICAL, EDUCATIONAL, RECREATIONAL AND CULTURAL FACILITIES, 1979

1. Serial No.

No comments

2. Class and name of town

See comments on class and name given under column 2 of Statement I.

3. Population

This column is introduced to facilitate analysis of facilities with reference to population of 1981.

4-5. Medical facilities-Hospitals/dispensaries/T. B. Clinics/ health centres/nursing homes etc. and beds in medical institutions noted in column 4

Information is expected to be available with district/ subdivisional Medical Officers. Local branch of the Medical Association may also have the relevant information. The institution run by private doctors are not to be included as the collection of data would be unwieldy, and may not be readily available with the local bodies. The collection of data should be limited for those institutions as are run by or aided by Govt./ Semi-Govt./Local bodies and charitable institutions or social service agencies like the missionaries Where the family planning centres are attached to hospitals or maternity and child welfare centres or Primary health centres, these may be treated as independent units and counted separately.

It is not necessary to show maternity and child welfare centre, venereal disease clinic, chest clinic and leprosy clinic separately. These may be indicated along with other medical institutions in column 4. The following codes may be used:

Hospital	H
Dispensary	D
Health Centre	HC
Family Planning Centre	FC
T.B. Clinic	TB
Nursing Home	NH
Others	O

If there are more than one institutions of any type indicate within brackets the number of such institutions, e.g., dispensaries (2) nursing homes (7), etc.

Under column 4, the intention is that all types of hospitals/ dispesaries etc., whether allopathic or ayurvedic or unani or homoeopathic are covered. We have no objection if these are further distinguished by providing the following additional codes :

A	Ayurvedic
U	Unani
Hom.	Homoeopathic

In case of allopathic, no separate code may be given. The information in column 4 on medical facilities may, however, be presented horizontally in the same line as illustrated below :

H(A—1, 2) D(Hom-2, U-1)

Here H(A-1, 2) represents one ayurvedic and 2 allopathic hospitals and D (Hom-2. 1, U-1) represents 2 homoeopathic, 1 allopathic and 1 Unani dispensaries. If a medical facility is not available in the town mention the name of the nearest place, if in the same district or nearest district, if in the same State or other State and its distance from the town where the facility is available in Col. 4. The information on number of beds in such cases will also be provided in Col. 5.

6-9. Educational facilities—Arts/Science/Commerce Colleges (of degree level and above); Medical colleges; Engineering colleges; Polytechnics

Information is likely to be availble with the state education department.

6. The codes that may be used for the column are as follows :

Arts only	A
Science only	S
Arts and Science only	AS
Commerce only	C
Arts and Commerce only	AC
Combined for all Categories—Arts, Science and Commerce.	ASC
Law	L

If there are more than one institutions of each type, number shall be given against each in brackets.

10. Recognised shorthand, typewriting and other vocational training institutions

Information may be available with district Industries Officer and Directorate of Employment Training.

"Recognised" should mean recognised by some statutory authority like the Education department, Commerce department, Labour department, etc. of the Govt. or semi-Govt. or autonomous bodies, public sector projects like municipality, Hindustan Steel Corporation, etc.

In this column the nature of the institution should also be mentioned. Where the institutions are located just beyond the present boundaries of the towns but near the referrent town and for all purposes are considered as belonging to the referrent town only, such marginal cases should be included in the town directory with an indication of their location in the footnote.

If there are more than one institutions of each type, number shall be given against each in brackets.

The following codes may be used:

Shorthand	SH
Typewriting	Type
Shorthand & Typewriting	Sh. Type
Others	O

The vocational institutions like, Applied Art/Painting college, pharmacy College, B. Ed. College, Teacher's Training Institutes, Music/Dancing School, Nursing School, etc. will be covered under "Others" group. However, the type of institutions included under "Others" may be spelt out in the introductory note. We are not showing such type of institutions separated as our objective is to focus attention on main educational institutions only in this statement.

11-14. Higher Secondary/Intermediate/PUC (Pre-University College) Junior College Level/Secondary, Matriculation, Junior Secondary and Middle Schools and Primary schools

Information is likely to be available with district Education Officer, otherwise, it should be ascertained by local enquiry.

The following codes may be used:

Primary School	P
Junior Secondary or Middle School	M
Matriculation or Secondary	H
Higher Secondary/Intermediate/Pre-University/Junior College/'10+2' System whether held in schools or colleges.	PUC

Schools upto Class IV may be treated as Primary or elementary schools. These may include nursery schools, kinder garten schools, pre-basic schools, pre-primary schools junior basic school upto class V and primary school upto class IV.

Schools upto class VIII may be treated as junior secondary or middle schools upto class VIII and junior madarsa upto class VIII.

School upto Class X may be considered as Matriculation or Secondary schools.

Schools or colleges upto class XI or XII may be considered in the group of Higher Secondary/Intermediate/Pre-University/Junior College etc. This would cover '10+2' classes whether held in schools or colleges.

If there are composite schools like middle schools with primary classes, or secondary schools with middle classes, these may also be included in the number of primary and middle schools respectively. For example, if in a town, there are two primary schools and one middle school with primary classes, the number of primary schools in the town may be given as three and that of middle school as one even though there may be only three educational institutions. So also in case of secondary or higher secondary schools.

If there are more institutions of a type in the town, indicate the number within brackets against the abbreviations e.g. p(3), M(2), H(2), PUC(4) etc.

15. Audit literacy classes/centres and others (specify)

This column is introduced keeping in view the Minimum Needs Programme of the Planning Commission. In this column, the classes run by regular centres can only be indicated.

This information can be had from the municipality and District Education Officer or by local enquiry. "Others" would mean private academic bodies like Gurukul, etc.

6.15. So far as, the institutions where both day and evening classes are held are concerned, what we are interested in, is the number of such institutions in relation to a particular level of education and not the number of shifts. For example, if a college were to run in two shifts and each provides graduate art courses, so far as we are concerned, it is one college (and not two). However, if it handles a different level altogether in each shift it would be two colleges in relation to that college building. For instance, say, if PUC classes are held in one shift and degree in another. Likewise, if in two shifts of a school, classes of different levels are held, these should be shown accordingly.

If and educational facility is not available in the town, mention the name of the nearest place if in the same district or the name of the nearest district if in the same state or other state and its distance from the town where the facility is available.

16. Number of working women's hostels with number of seats

This is also a new column. Considering the increasing employment of women in urban areas, the housing need of single working women has been an important problem.

This information can be had from the State P.W.D. office or Social Welfare Department. In case of private organisations which have set up institutions for working women you may like to explore the possibility whether such data can be available or not.

17-19. Recreational and cultural facilities—Stadia, Cinema, Auditoria/Drama/Community halls

Information is expected to be available with the local municipal authorities. Otherwise, it should be ascertained by local enquiry.

18. Recreational and Cultural facilities/Cinemas

The particulars of the touring cinema talkies of purely temporary nature may be omitted and only the number of permanent cinema theatres may be entered in this column.

19. Recreational and cultural facilities—Auditoria/Drama/community halls

Community halls have been added in this column as they are fast becoming a common feature of the urban landscape.

20. Recreational and cultural facilities—Public Libraries *including reading rooms*

Information will have to be collected from various sources, including district Education Officer, Registrar of Societies, Municipal authorities, etc.

The following codes may be used:

Public Library	PL
Reading Room	RR

STATEMENT VI

Trade, Commerce, Industry and Banking, 1979

1. Serial No.

No comments.

2. Class and name of town

See comments on class and name given under column 2 of Statement I.

3-8. Names of three most important commodities imported and names of three most important commodities exported

In this statement it is not proposed to limit the scope of the commodities to be included either as imports or exports. According to the functional character of the town, in some cases the raw materials of industry may be the most important commodities imported. On the other hand, the finished products of industry may be the most important commodities exported in some towns.

In these columns, commodities for which the town serves only as a transmission centre by importing them for being exported without any processing should not be considered as imported commodities. In case the agricultural produce is brought from the neighbouring villages to the town with this objective, it may not be considered as commodity imported. On the other hand, those commodities brought from outside and processed in the town or in its area of influence

STATEMENT IV-A

Civic and other amenities in notified slums, 1979

Sl. No.	Class* and name of town	Name of slum	Area of slum	Population of slum	Paved roads (in kms.)	System of sewerage	Number of latrines			
							Private			Community
							Water	Service	Others	
1	2	3	4	5	6	7	8	9	10	11

Method of disposal of night soil	No. of tap points/public hydrants installed for supply of protected water	Electrification (No. of connections)		
		Domestic	Road lighting (Points)	Others
12	13	14	15	16

*For Class I and Class II towns only.

STATEMENT V

Medical, Educational, Recreational and Cultural Facilities, 1979

Sl. No.	Class and name of town	Population	Medical facilities*		Educational facilities*			
			Hospitals/ Dispensaries/ T.B. Clinics etc.	Beds in medical institutions noted in column 4	Arts/Science/ Commerce colleges (of degree level and above)	Medical colleges	Engineering colleges	Polytechnics
1	2	3	4	5	6	7	8	9

Educational facilities* (contd.)							Number of recreational and cultural facilities			
Recognised shorthand, typewriting and vocational training institutions	Higher Secondary/Intermediate/ PUC (Pre-university) College/ Junior college level	Secondary/ Matriculation	Junior secondary and middle schools	Primary schools	Adult literacy class/ centres/ others (specify)	Working women's hostels with number of seats	Stadia	Cinema	Auditoria/ Drama/ Community halls	Public libraries including reading rooms
10	11	12	13	14	15	16	17	18	19	20

*If a medical or educational facility is not available in the town, mention the name of nearest place if in the same district or the name of the nearest district if in the same state or other state and its distance from the town where facility is available.

1981 CENSUS—TOWN DIRECTORY

STATEMENT VI

Trade, Commerce, Industry and Banking, 1979

Sl. No.	Class and name of town	Name of three most important commodities imported			Name of three most important commodities exported			Name of three most important commodities manufactured			Number of banks	Number of agricultural credit societies	Number of non-agricultural credit societies
		1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd			
1	2	3	4	5	6	7	8	9	10	11	12	13	14

APPENDIX

Towns showing their outgrowths with population

Sl. No.	Name of the town with location code	Population of core town	Outgrowth	Population of outgrowth
1	2	3	4	5
1	Town A		(i)	
			(ii)	
			(iii)	
2	Town B		(i)	
			(ii)	

PRIMARY CENSUS ABSTRACT

Location Code No.	Name of the village/ town/urban ward	Area of village in hectares & of town/ward in sq. Kms.	No. of occupied residential houses	No. of house-holds	Total population (including institutional and houseless population)			Scheduled castes		Scheduled tribes	
					P	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12

Literate and educated persons		MAIN WORKERS															
		Total main workers (I—IX)		Cultivators (I)		Agricultural labourers (II)		Household industry [V(a)]		Other workers [III, IV, V(b), VI to IX]		Marginal workers		Non-workers		Persons seeking/ available for work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

REGISTERED

P. PADMANABHA

1981—Census
Immediate

D.O. No. 15/1/80-Map
Government of India
Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA
2/A, Mansingh Road,
New Delhi,
September, 1981.

CENSUS OF INDIA 1981—CIRCULAR NO. 33

Subject : Instructions on the preparations of the Landuse and other maps for the State Level Town Directory, 1981

My dear

In this Circular, instructions regarding preparation of maps to be published in the State Level Town Directory, 1981 have been included. During 1971 Census, a comprehensive scheme of landuse pattern maps in different categories of towns was worked out and the landuse maps were published in the State Town Directory of the respective states/union territories.

2. In the State Level Town Directory of 1981, the following maps may be included:—

(1) Administrative divisions of the state/union territory.

(2) (a) Location and growth of the towns having population 50,000 and above.

(2) (a) Location and growth of the towns below 50,000 population.

(3) Percentage of urban population to total population.

(4) Urban landuse maps.

The map on administrative divisions of the respective states/union territories would depict the lowest administrative units with headquarters and names. This would be a reference map.

Two maps are to be incorporated in the Town Directory, wherever large number of towns/UAs are existing in states, one giving location and growth of towns/UAs having population 50,000 and above and the other of towns/UAs below 50,000 so that congestion in reproduction of the maps is minimised. These maps may be represented by square symbol as shown in Annexure I.

The percentage of the urban population to total population may be calculated at the lowest administrative level of tahsil/taluk etc. and data thus obtained may be grouped into suitable categories and plotted by choropleth techniques of the map referred to at serial number 3 above.

Landuse Maps : The urban centres with 50,000 population and above will be taken up for landuse mapping. Besides, some selected towns of low population sizes may also be taken up on the consideration of their importance in local areas, service or economic significance generated by such towns. However, the number should be restricted in such classes.

3. In the process of preparing urban landuse maps, we have to take into consideration certain specific points of elimination/camouflaging of 'vital places' if they come within the jurisdiction of towns/UAs for which landuse maps are to be made. In this connection, I may bring again to your notice my D.O. No. 1/1/79-Map, dated 13th June, 1980 Census of India Circular No. 19, para 4 on page 5 and its related letter No. F-7(15)65/D(GSIII), dated 6th July, 1966 from Ministry of Defence of which a copy is also enclosed with instruction as Annexure II. I may further draw your attention regarding the precaution to be taken in the depiction of restricted roads circulated vide this office letter No. 1/3/80-Map, dated 18-4-81 in the preparation of urban landuse maps.

4. With this view, "vital areas" have to be grouped in the landuse category subject to its location within the boundary of UA/towns in the appropriate class of the major head without specifying the correct location of nucleous and functioning units without name. To cite a few an example, oil refinery and associated industrial area, railway factories, such as coach factory, Diesel locomotive factories etc., heavy machinery factories etc. are to be camouflaged by classifying these in the specific zones of main function in sub-head 2(d) "Other industrial or manufacturing areas" representing the totality of industrial landuse. Similarly water works areas servicing the need of the town/UA may be classified in 3(i) 'other public service areas'. However, large water reservoirs for supplying water to major industrial centres, important power stations etc. may not be given on maps and reclassified as an alternative option.

The detailed landuse categories in urban areas are as below with sub-heads for urban agglomerations/towns.

1. Business Area

It may include all the activities connected with trade and commerce in a city or town. This may be grouped into the following sub-functions and shown by suitable hatching pattern under the major head "Business Area". Sometimes, due to mixed distribution of sub-heads of business area, it is difficult to identify and hence only business area may be shown with appropriate hatching in such cases.

(a) Wholesale business (specify grain, cloth, drugs, jewellery, furniture, etc.).

(b) Retail trade business areas (no specific business may be demarcated).

(c) Mixed business/commercial area other than (b) above.

2. Industrial Area

Industrial areas into the following sub-functions may be taken into consideration for depicting this category.

(a) Areas of mixed industries.

(b) Areas of specific industries, e.g., chemical industry, cotton textile and rayon industry, oil refineries, railway workshop (if separately established covering large area e.g. workshop of Gorakhpur, diesel locomotive workshop factory at Madusdih, Varanasi).

(c) Areas of small-scale industries.

(d) Other inudstrial or manufacturing areas.

3. Public Service Area

This may be include the following service areas :

(a) Municipal Corporation areas dealing with administration, octroi and other associated activities.

(b) Hospitals, dispensaries, maternity and child welfare centres etc.

(c) Banks of all classes, share markets.

(d) Water works.

(e) Miscellaneous public service areas such as important places of worship, dharmasala, sarai, etc.

(f) Mental asylum, leprosy homes, homes for waifs and handicapped, community centres etc.

(g) Big hotels.

(h) Post offices and general post office areas.

(i) Other public service areas.

4. Educational Area

(a) All educational institutions like university, colleges, research centres with names of prominent institutions.

(b) Archives, museums or such areas of importance.

(c) Libraries (name libraries of importance).

5. Recreational Area

(a) Parks, Zoo, aquariums.

(b) Playgrounds, stadia.

(c) Theatres, cinemas and other associated areas.

(d) Cultural centre like rangsalas/auditoriums, planetoriums, art centres, clubs etc.

6. Residential Area

(a) Residential Areas.

(b) Slums and associated areas.

7. Administrative Area

(a) Courts/Jails.

(b) Government buildings like state assembly, secretariat, Raj Bhavan and other associated areas.

(c) Government offices of all classes excluding offices and areas of public services as grouped in 3(a) to (i).

(d) Circuit House, dak bungalow etc. The name of important building may be given on the map.

8. Miscellaneous

This category will include the following areas :

Historical and old monuments, centre, air port or landing strip, sea harbour, cantonments barracks, tanks and reservoirs of importance serving the major industrial centres as referred to above and other 'vital places'.

9. Open spaces/arable areas/other areas

(a) Arable areas.

(b) Areas proposed forfuture development (specify the proposed use, e.g. industrial, residentials and others).

(c) Revines/derelict areas/brick kilns.

(d) Coastal marsh.

(e) Mounds, excavations or similar areas.

(f) Tanks, ponds, lakes, etc.

(g) Roads and railways, according to the symbol shown in the sample maps.

(h) Bus/roadways (private or public) transport area including depots and terminus centres—showing location.

(i) Railway station and yards—by symbols.

(j) River Ghat (used for river transport) by names.

5. The information on landuse classification specified above may be collected on a general scale of 1:8000 or 1:5000 or any suitable scale from the respective state/union territory's Town and Country Planning Department or the respective Local Authorities. The maps collected from the concerned departments need field checking before final drafting of the map as per the above classifications to bring it preferably to the Census date of 1st March, 1981.

6. The model maps of Bangalore (Annexure III) and Lucknow (Annexture IV) are enclosed for your information and suggestive pattern hatching. However, you may select hatching in view of main areas as well as sub-classifications as given. A few sample maps selecting various towns may be sent to ARG(M) for checking and scrutiny from the point of view of vital significance. The sample maps of your state/union territory where you have vital places may be sent to him to enable him to scrutinise or modify the classifications in view of these instructions. Towns/UAs situated along coastline or international border need clearance from appropriate authority of the Govt. of India through this office. All those landuse maps in particular are to be sent to RAG(M) for necessary action.

Please acknowledge receipt.

Yours sincerely,

(P. PADMANABHA)

Encl : As above
(with 5 spare copies)

Shri.....
Director of Census Operations,

ANNEXURE II

Copy

Letter No. F. 7/(15)/65/D(DG III). dated 6th July, 1966 from the Ministry of Defence, New Delhi to the Surveyor General of India, Dehradun

Subject : Eliminatin/camouflaging of vital places in the Survey of India Maps—Restriction on scale, Publication and Distribution of maps.

I am directed to refer to the correspondence ending with your letter No. TS-1143/1534-A, dated the 4th June, 1966 on the above subject and to say that the list furnished to you in 1954 and 1955 may continue to be treated as valid. However while making any additions to these lists, the general criteria should be followed, which lay down that non-military installations of security importance would be of the following kinds :—

(a) Important power stations.

(b) Large water reservoirs for supplying major industrial centres.

(c) Petrol and oil tanks and oil refineries.

(d) Civil dockyards.

(e) Important Dams.

(f) Important industries capable of being converted at a short notice to the production of war-material or equipment.

(g) Important railway yards and workshops.

(h) All Steel and Heavy machinery Factories.

(i) Petroleum oil and lubricants installations.

(j) Ship building Yards.

(k) Aircraft Building and Repair Workshop and

(l) All installations under the control of the Department of Atomic Energy.

2. As regards military installations, the question of depicting them in maps for open circulation does not arise.

P. PADMANABHA

D.O. No. 9/16/80-CD(Cen)

Government of India

Ministry of Home Affairs

THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-110 011,
November 5, 1981.

CENSUS OF INDIA 1981—CIRCULAR NO. 34

Subject : Management of records—National Maps and Lay-out sketch—regarding.

Third Supplement to Circular No. 16.

My dear,

Please refer to annexe to Circular No. 16, enclosed to my D.O. No. 9/16/80-CD(CEN), dated 9th May, 1980 on management of records.

As regards items 1 and 2 on page 3 thereof, it has since been decided that it would be of advantage to keep Notional Maps and Lay-out Sketches together in the same volume, the Notional Map coming first followed by the Lay-out sketch of the concerned enumeration block. As already mentioned in the circular referred to, these Notional Maps and Lay-out Sketches should be got bound and maintained in the Directorates in the form of registers. This may be got bound charge-wise with one volume for each charge. In case the number of Lay-out Sketches and Notional Maps is too large and the binding in one volume is not possible then only the Lay-out Sketches and Notional Maps should be bound in more than one volume. Identification particulars like location code should be indicated clearly on the outer cover of each volume by pasting a slip.

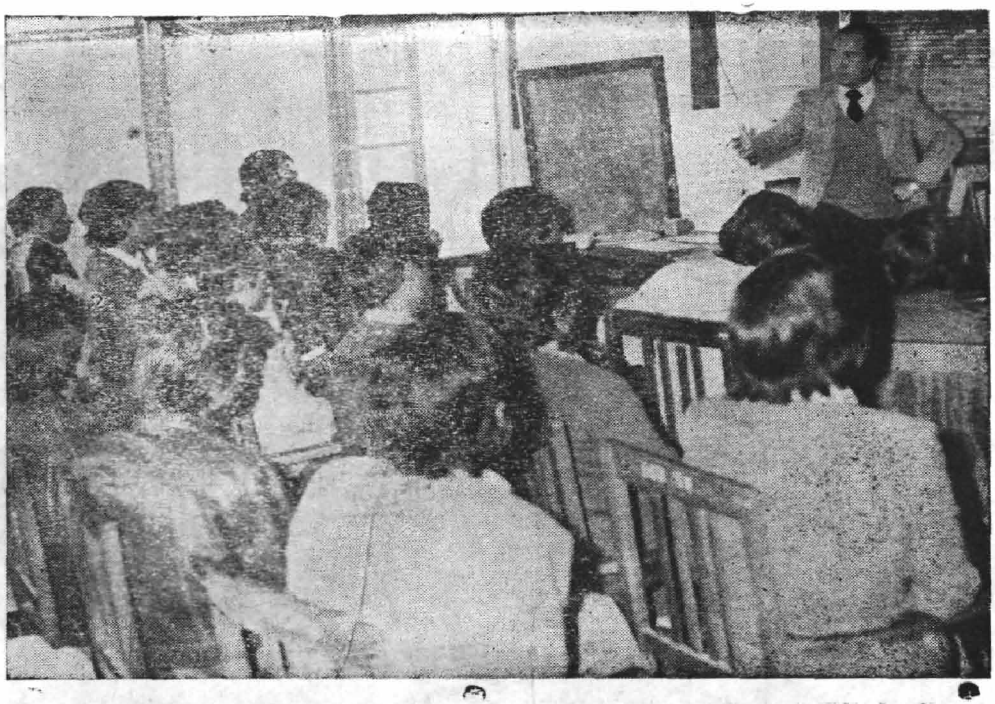
If, however, the work has been completed in your Directorate with the Notional Maps and Lay-out Sketches having been bound separately, it need not be disturbed at this stage. Even if this has been done in the case of one or two districts, the same procedure may be continued for the remaining districts for the sake of uniformity. In other words, the present instructions would apply only if you have not commenced binding the Notional Maps and Lay-out Sketches.

Please acknowledge receipt.

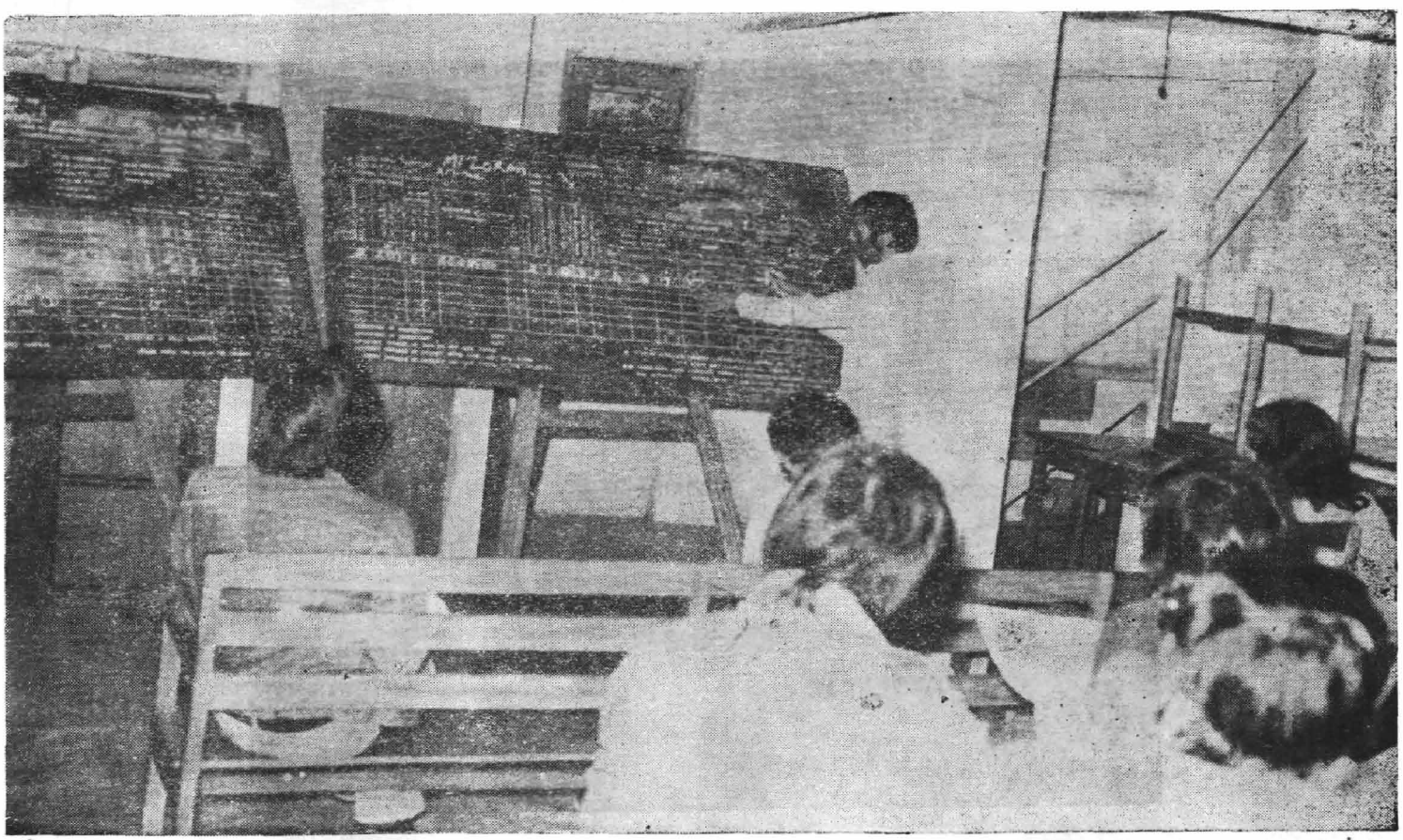
Yours sincerely,
(P. PADMANABHA)

Encl : Five extra Copies.

Shri.....
Director of Census Operations.



1. *D.C.O. giving lectures at the Charge Officers training held at D.C.O. Office.*



2. *Shri Sailo, Investigator giving lecture at the Charge Officers training at Aizwal.*



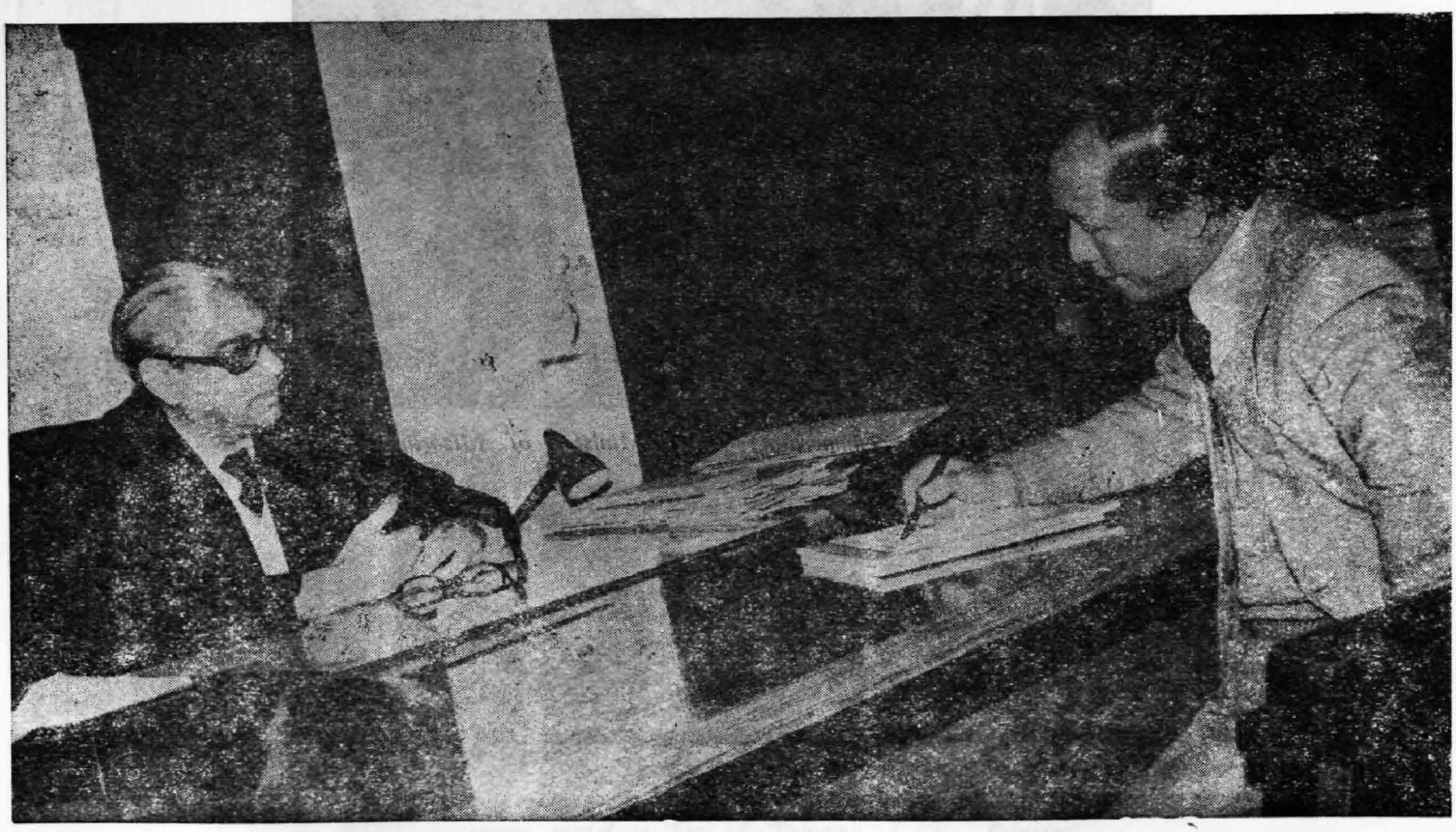
3. *Section of Charge Officers at Charge Officers training of Aizwal Distt. at D.C.O. Office.*



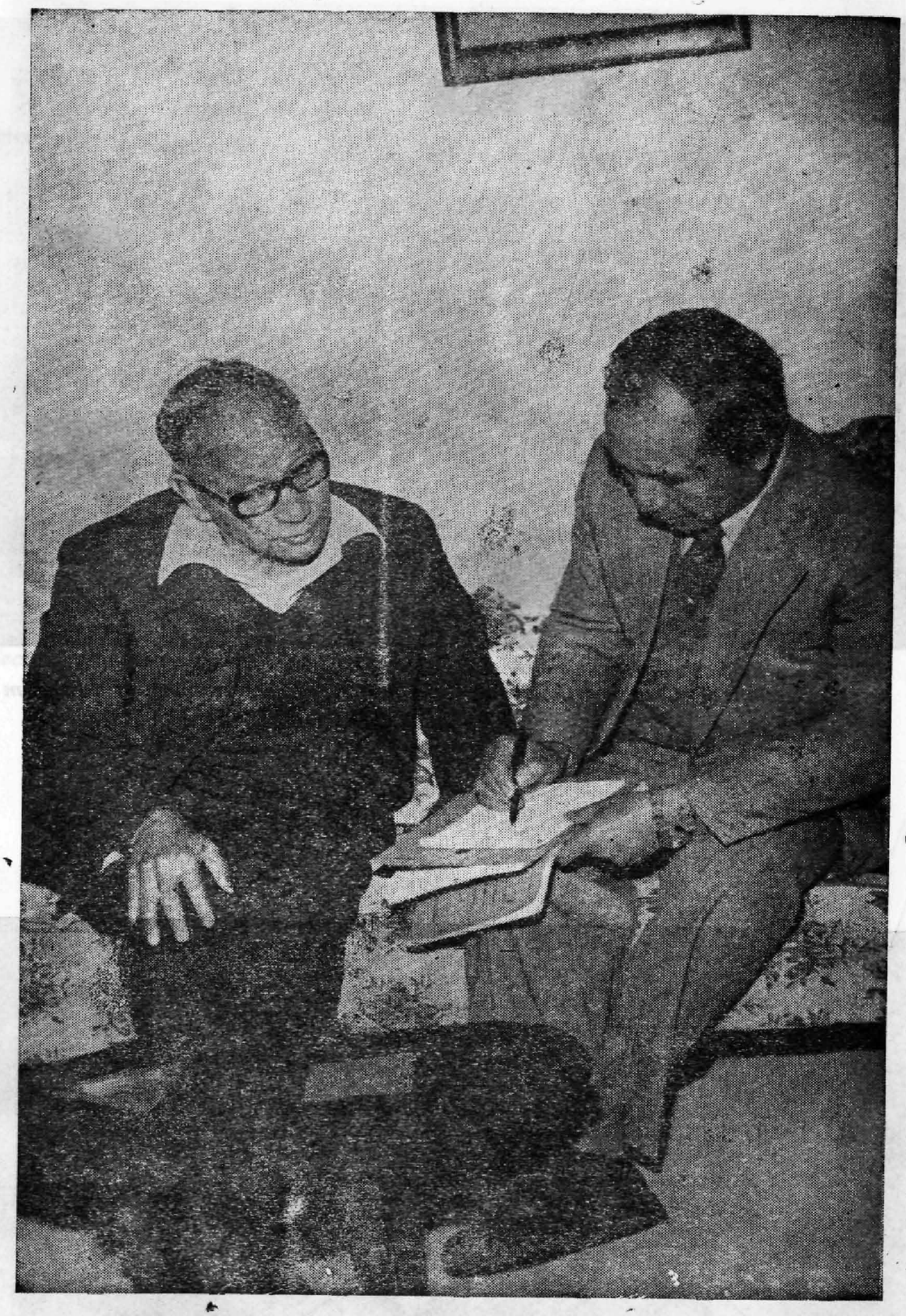
4. *Section of Charge Officers at the Charge Officers training of Aizwal Distt. held at D.C.O. Office.*



5. *Section of Charge Officers at the Charge Officers training of Mizoram held at D.C.O. Office.*



6. *D.C.O. enumerating Shri N.P. Mathur, Lieutenant Governor.*



7. D.C.O. enumerating Chief Minister of Mizoram.



8. *Shri P. Lalnithanga, I.A.S., Director of Census Operations, delivering speech on the occasion of the distribution of medals at Aizwal club on 5th November,* 1982.



9. *Shri Lalhmingthanga, Finance Minister, Government of Mizoram, giving medal to Shri F. Pahnuna, I.A.S., Principal Census Officer, Lunglei District.*



10. *Shri H. Lalthlamunana, I.A.S., Principal Census Officer, Chhimtinpui District, receiving medal from Shri. Lalhmingthanga, Finance Minister.*



11. *Shri B. Sanghnuna, District Census Officer, Chhimtinpui District, receiving medal from Shri Lalhmingthanga, Finance Minister.*



12. *D.C.O. with Senior Staff.*



13. *Staff of Establishment Section.*



14. *Staff of Census Section.*



15. *Staff of Cartography & Map Division.*



16. *Shri Lalhmingthanga, Finance Minister, Government of Mizoram giving award meda! to Census worker.*



17 *Shri Lalhmingthanga, Finance Minister, Government of Mizoram, giving award medal to Census workers.*



18. *Shri Lalhmingthanga, Finance Minister, Government of Mizoram, giving away medal to Census workers.*

GIPN—S6—212 R.G. India(N.D.)/83—23-6-86—300.