

CENSUS OF INDIA 1981

SERIES-10
KERALA

PART I

ADMINISTRATION REPORT

ENUMERATION AND TABULATION

M. VIJAYANUNNI
OF THE INDIAN ADMINISTRATIVE SERVICE
DIRECTOR OF CENSUS OPERATIONS
KERALA

CENSUS COMMISSIONERS/SUPERINTENDENTS/DIRECTORS

(CAPTAINS OF THE CENSUS TEAM THROUGH OVER A HUNDRED YEARS)

KERALA AREA			INDIA	
1872	Malabar	: W. R. Cornish, FRCS	1872	India : No one appointed
1875	Cochin	: A. Sankariah		
1875	Travancore	: V. Nagam Aiya		
1881	Malabar	: Lewis Mc Iver, Bar-at-Law, MCS	1881	India : W.C. Plowden, ICS
	Cochin	: A. Sankariah		
	Travancore	: V. Nagam Aiya		
1891	Malabar	: H. A. Stuart, ICS, FRSS, MRAS	1891	India : J. A. Bains, ICS
	Cochin	: C. Thiruvenkitachariar		
	Travancore	: V. Nagam Aiya, FRHS		
1901	Malabar	: W. Francis ICS	1901	India : H. H. Risley, ICS
	Cochin	: M. Sankara Menon		
	Travancore	: N. Subrahmanya Aiyar		
1911	Malabar	: J. Chartres Molony, ICS	1911	India : E. A. Gait, ICS
	Cochin	: C. Achyutha Menon		
	Travancore	: N. Subrahmanya Aiyar		
1921	Malabar	: G. T. Boag, ICS	1921	India : J. T. Marten, ICS
	Cochin	: P. Govinda Menon		
	Travancore	: Murari S. Krishnamurthi Ayyar FRSS		
1931	Malabar	: M. W. M. Yeatts, ICS	1931	India : J. H. Hutton ICS
	Cochin	: T. K. Sankara Menon		
	Travancore	: N. Kunjan Pillai, Ph. D (Leipzig)		
1941	Malabar	: D. H. Elwin, OBE. ICS	1941	India : M. W. M. Yeatts, ICS
	Cochin	: B. V. K. Menon		
	Travancore	: A. Narayanan Tampi, Bar-at-Law		
1951	Malabar	: S. Venkateswaran, CIE, ICS	1951	India : R.A. Gopalaswamy, ICS
	Travancore-Cochin	: U. Sivaraman Nair, Ph.D.FASC,FNI		
1961	Kerala	: M. K. Devassy, IAS	1961	India : Asok Mitra, ICS
1971	Kerala	: K. Narayanan, IAS	1971	India : A. Chandrasekhar, IAS
1981	Kerala	: M. Vijayanunni, IAS	1981	India : P. Padmanabha, IAS

PREFACE

The Administration Report prepared at the end of each census has been traditionally regarded as a useful guide to the successors in census-taking operations and as a valuable historical document which can provide vivid and telling glimpses into contemporary conditions for posterity. For instance, is it not interesting to learn from the 1875 Census of Travancore report that the census then cost just Rs. 42,000 whereas a hundred years later the census expenditure has ballooned a hundred-fold and that the then pay of the Superintendent of Census Operations which was Rs. 120 p. m. (that has not increased a hundred-fold though) would not be enough even for a part-time sweeper now.

In the words of the Registrar General, India, the census organization has always depended upon the administration report for improving not merely its administrative organization but also its technical skills and therefore we owe it to ourselves to leave behind an administration report. The administration report of every Director is basically a chronological history of the organization of the census work under his direction and it is expected to contain as detailed an account as possible of the work in its various phases and aspects. It is also envisaged as a valuable opportunity for each Director to express his views freely and to offer a critical and evaluatory opinion on the system and procedures. It is also considered useful if he records his personal experiences in the course of the operations and highlights the main organizational problems and how they were solved. This briefly is the scope of this report. Regarding its voluminousness I need only quote the observation of Mr. E. A. Gait, ICS, Census Commissioner, India for the 1911 census, that "a census report is, in the main, a work of reference, and completeness is more important than brevity". In the 1961 and 1971 censuses the pattern was to bring out the Administration Report in two separate volumes one on Enumeration and the other on Tabulation. In the 1961 census both the volumes were published. In the 1971 census the Administration Report on Enumeration was published but the Report on Tabulation was ultimately dropped. This time the pattern provided for combining the two reports in one volume though in separate parts. Considering the fact that by the time this Administration Report was drafted, the entire tabulation work had been completed, I have taken the liberty of making a single homogeneous report which provides an uninterrupted continuity in the narrative and makes for greater ease of reference and better presentation.

I acknowledge the assistance rendered to me in drafting this Report by S. Jayashanker, Assistant Director (Technical) and K.V. Ramaswami, Assistant Director (Administration), who assiduously compiled the materials relating to their respective fields and Mrs. E. C. Philomina, Senior Stenographer who neatly and diligently typed out the entire report.

I also place on record the exemplary dedication, zeal and application displayed by S. Jayashanker, Assistant Director. who painstakingly corrected the proof of every page of this volume and took care of its layout, presentation and printing at every stage from beginning to end.

TRIVANDRUM,
MAY 31, 1984.

M. VIJAYANUNNI,
DIRECTOR OF CENSUS OPERATIONS, KERALA.

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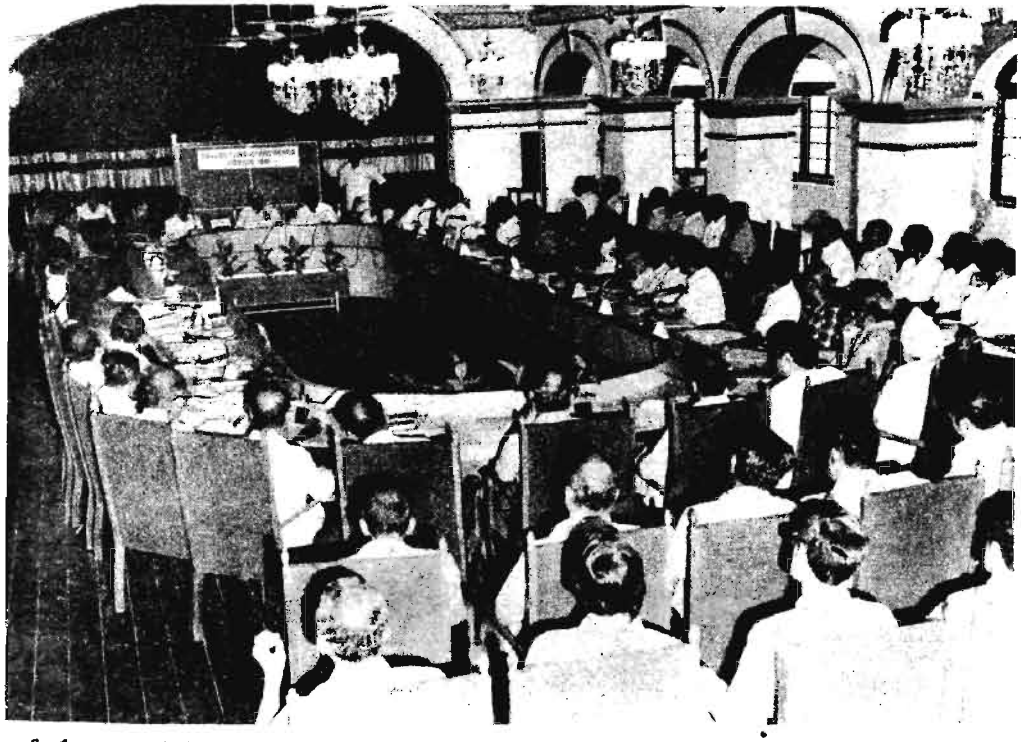
CENSUS 1981
A PICTORIAL RECORD

PREPARATORY MEASURES FOR THE CENSUS OF INDIA 1981

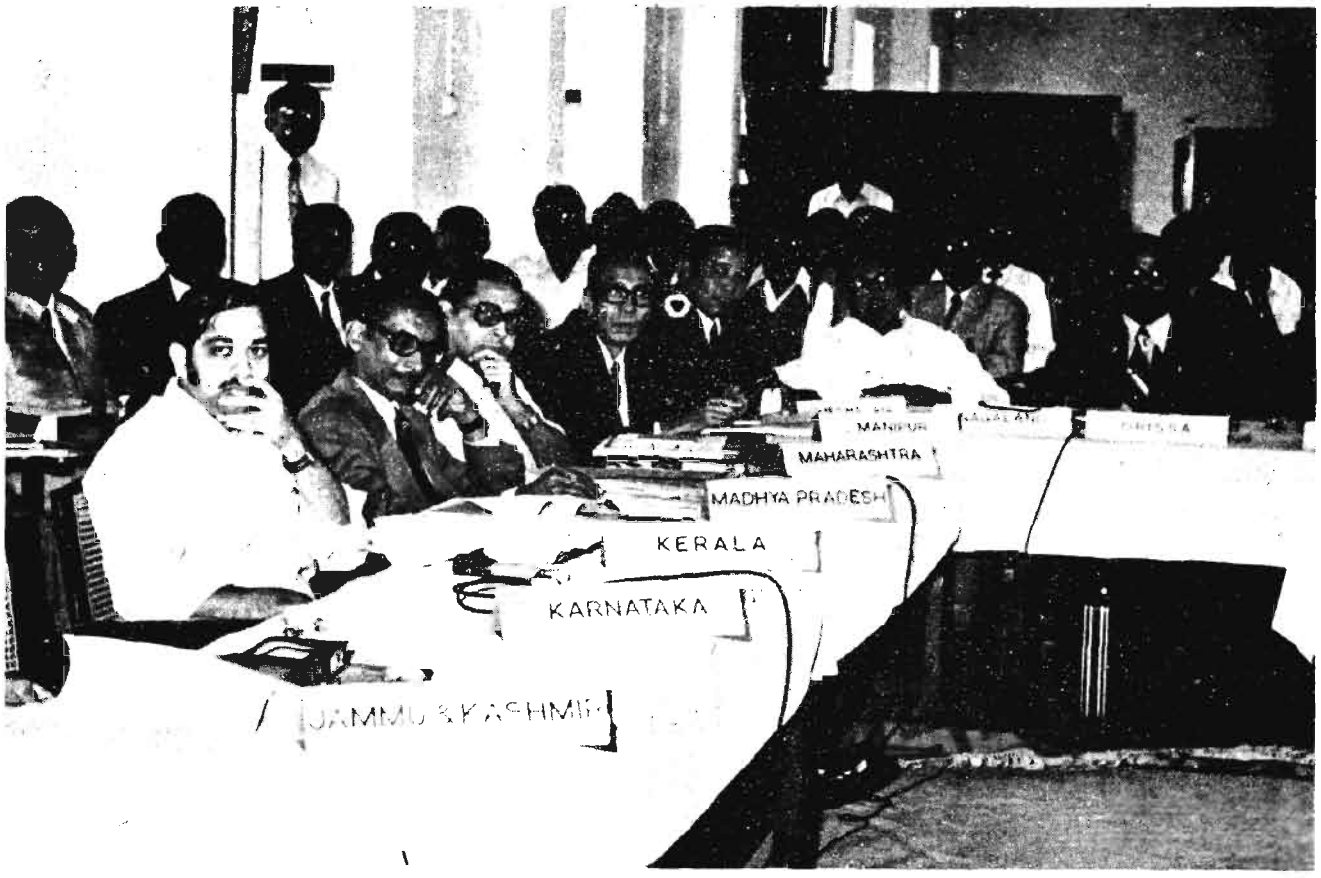
COLLECTORS' CONFERENCE ON CENSUS 1981



Sitting left to right : M. Vijayanunni (D C O Kerala), Chief Secretary, E. K. Nayanar (Chief Minister) who inaugurated, P. S. Srinivasan (Revenue Minister) who presided. Ministers K. R. Gowri and A Subba Rao, K. C. Sankaranarayanan (First Member, Board of Revenue)



A view of the participants at the opening session which was attended by Secretaries to Government, Members of the Board of Revenue, Heads of Departments and District Collectors



All India Directors' Conference, Mysore, 1980

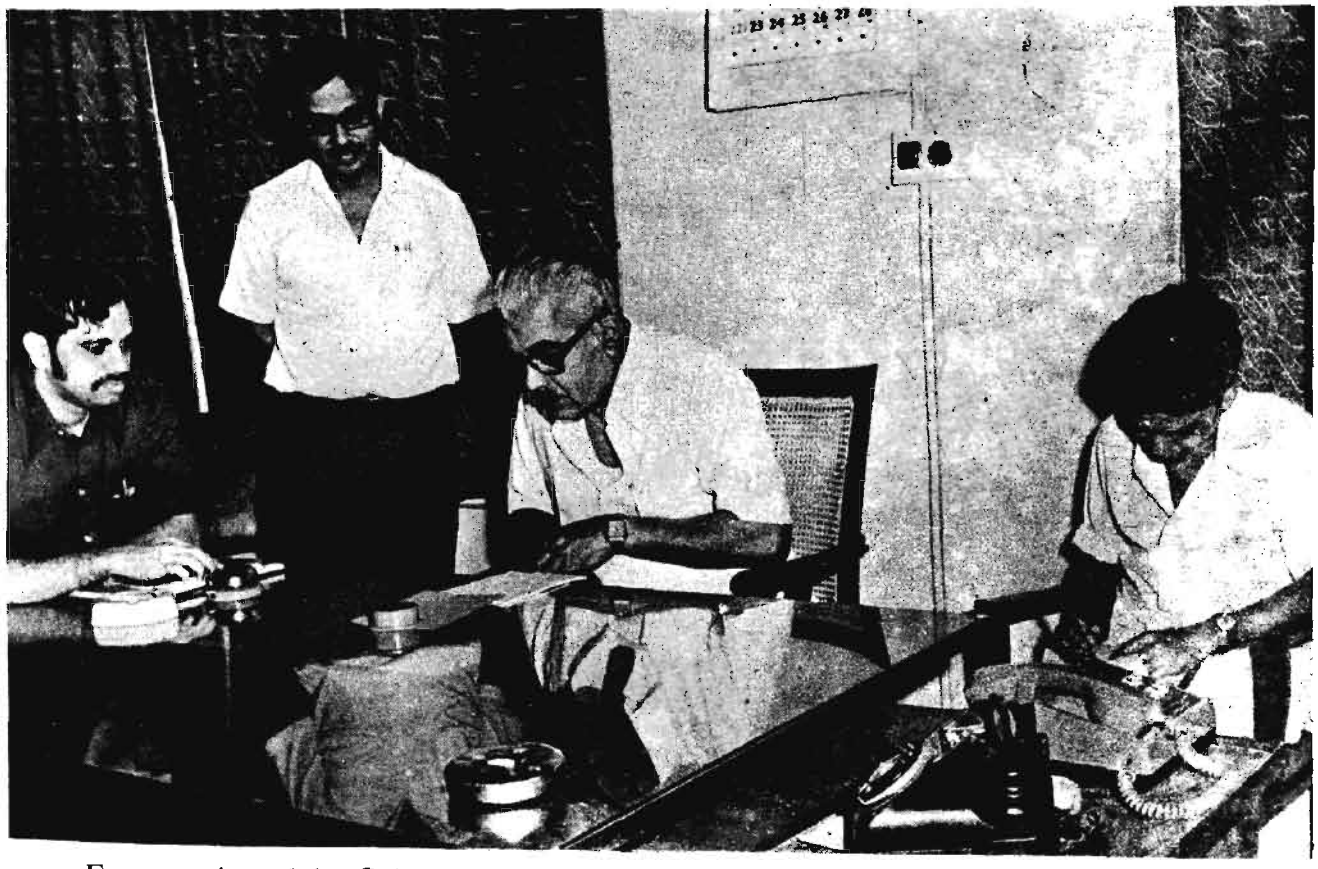


A typical census training class for enumerators and supervisors

ENUMERATION



Enumeration of the Governor of Kerala Jothi Vencatachellum at the Raj Bhavan, Trivandrum



Enumeration of the Chief Minister of Kerala E. K. Nayanar at the Cantonment House, the Chief Minister's official residence

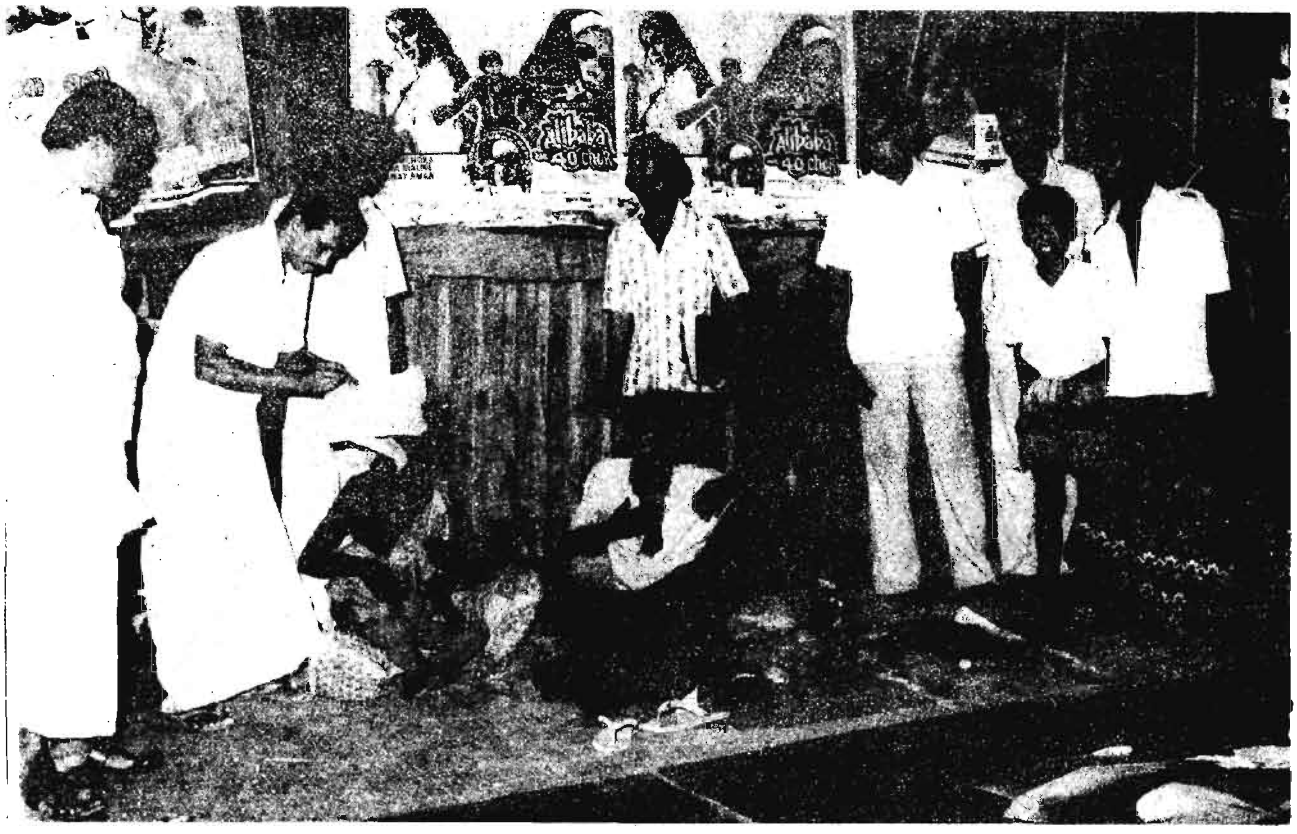
SOME SPECIAL ENUMERATION SITUATIONS



Tribals being enumerated in the Nilambur Forests by Forest guard enumerators



Enumeration of the shifting population of agricultural labourers during the harvesting season in Kuttanad



Enumeration of the houseless pavement dwellers on the night of 28 February 1981



Discussing the arrangements for the census in the Naval Station, Cochin, with Vice Admiral O. S. Dawson, Flag Officer Commanding in Chief, Southern Naval Command, Cochin

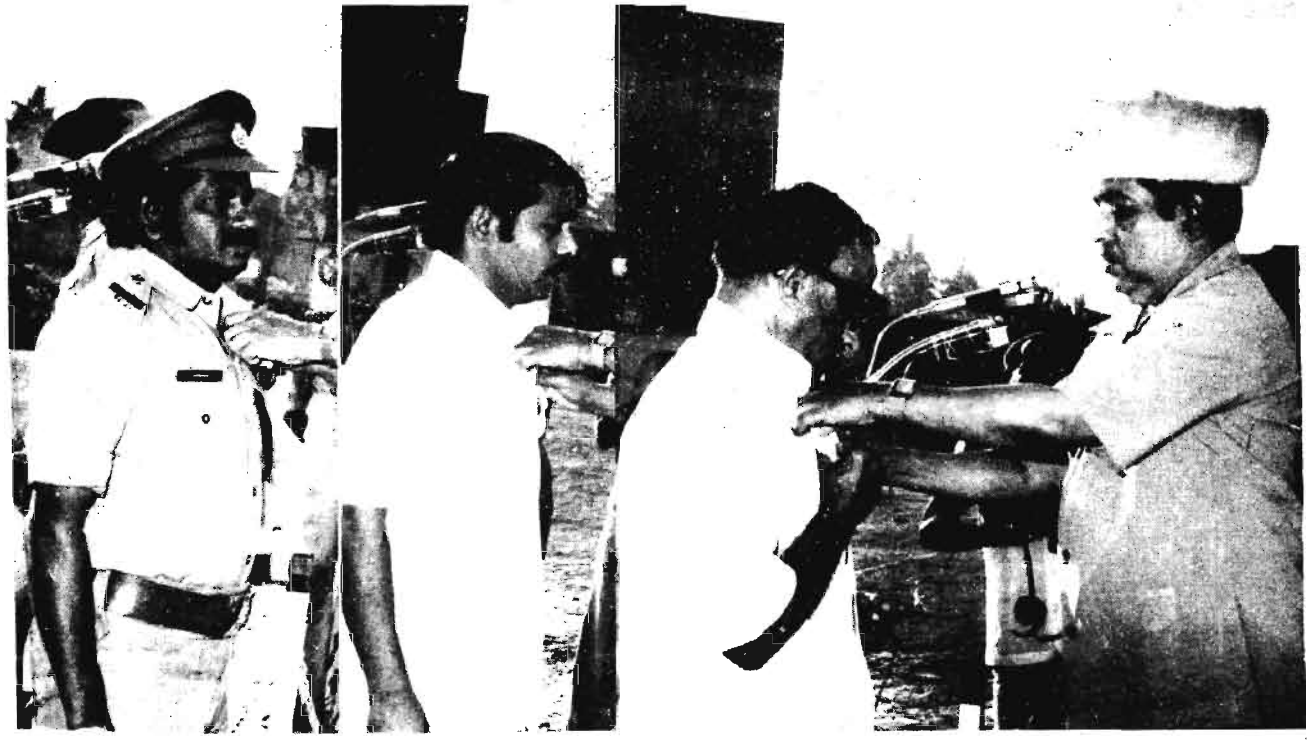


The enumerator in the Cochin Port warily making his way up a rope-ladder to the deck of a Very Large Crude Carrier anchored off the Cochin Port in the outer roads

PRESENTATION OF CENSUS MEDALS

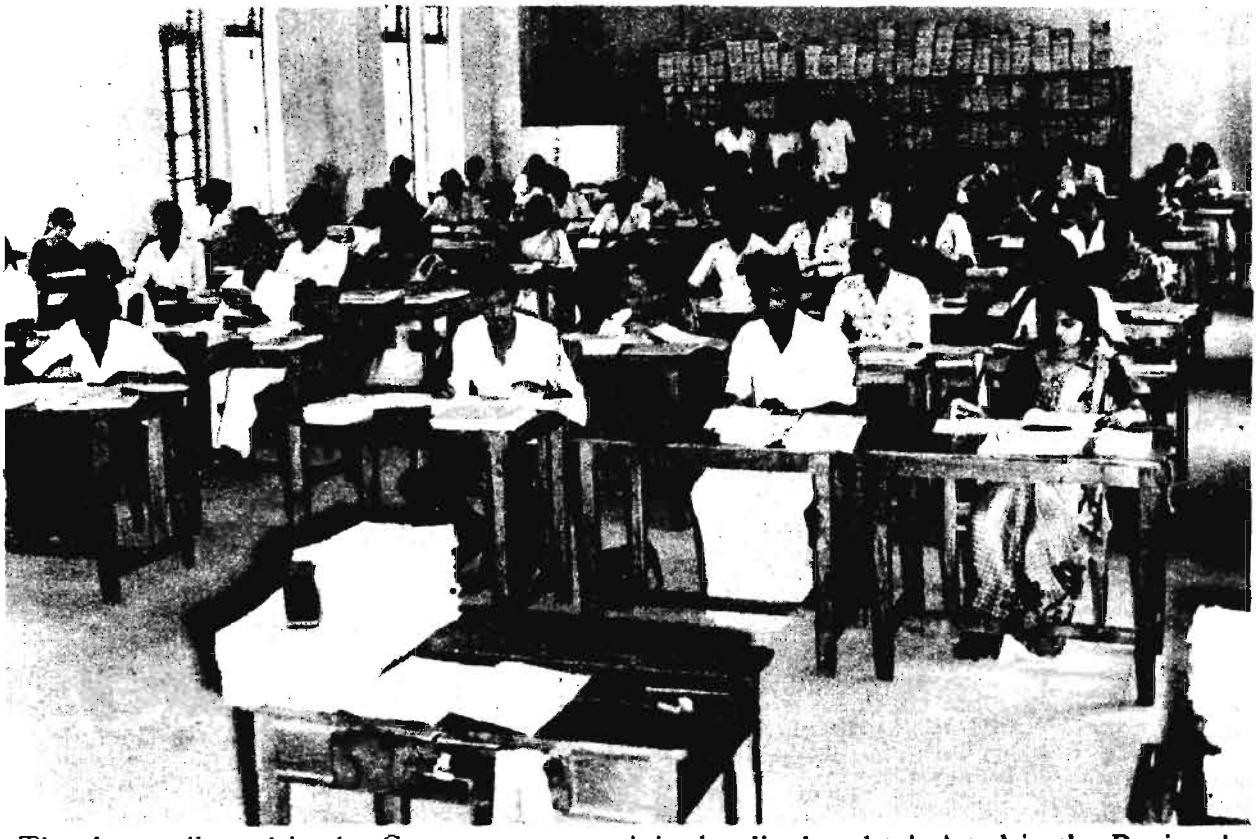


Governor of Kerala Jothi Venkatachellum presenting the President's Census Medal and Certificate to K. M. Balakrishnan, District Collector, Kozhikode, who was the best Principal Census Officer



Deputy Chief Minister of Kerala C. H. Mohammed Koya, presenting the Census Medals to the best census officials of Kozhikode district at the Republic Day Parade at Calicut

TABULATION OF CENSUS DATA

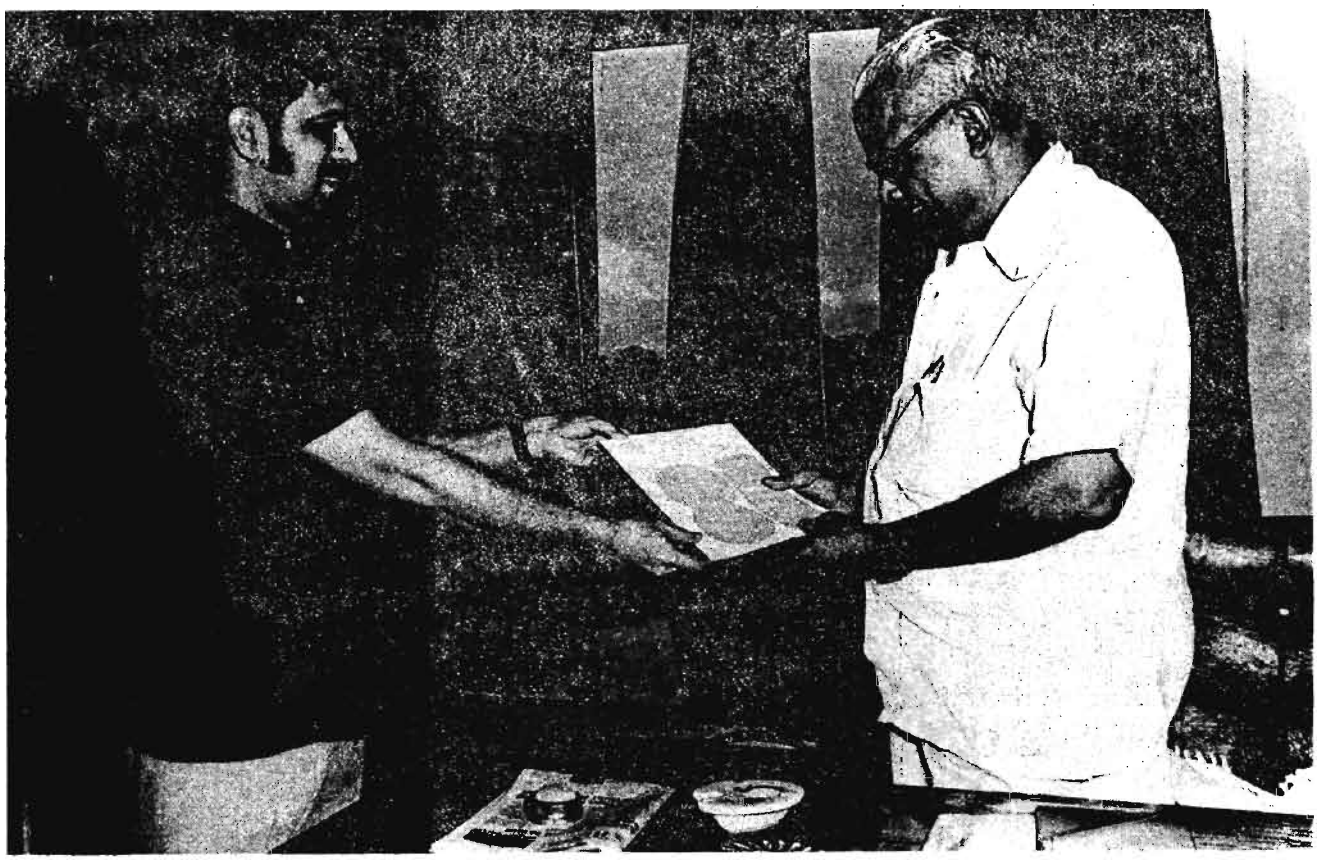


The data collected in the Census were scrutinised, edited and tabulated in the Regional Tabulation Offices by engaging a staff of over 1300 persons consisting of tabulators, checkers and supervisors

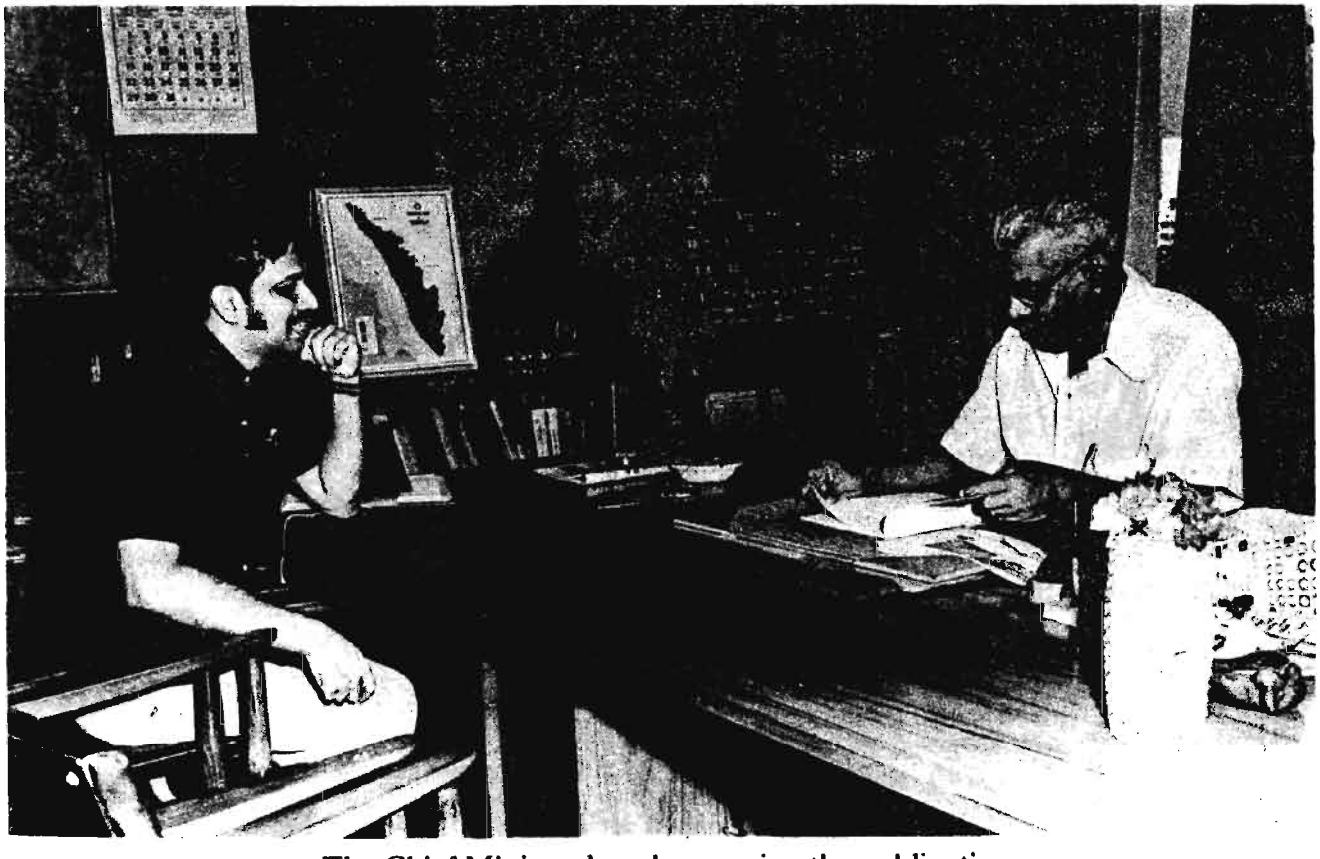


Two views of the tabulation work and the census records

RELEASE OF THE CENSUS PUBLICATIONS



Paper 1 of 1981 — Provisional Population Totals being presented to the Chief Minister of Kerala E. K. Nayanar by the D C O, Kerala



The Chief Minister keenly scanning the publication



Paper 2 of 1981 being presented to the Governor of Kerala Jothi Vencatachellum by the D C O, Kerala



Souvenir 1981 Census Kerala being presented to the Kerala Minister for Industries E. Ahamed by the D C O, Kerala



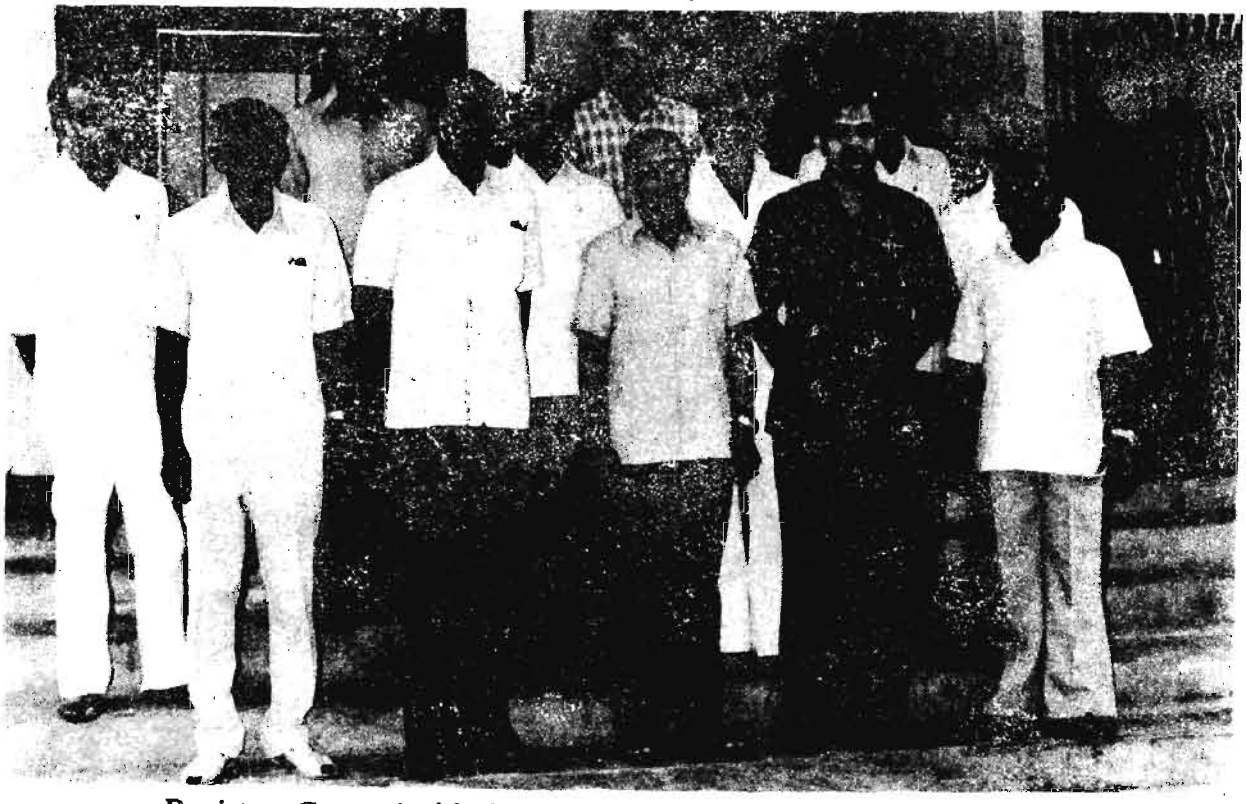
Paper 3 of 1981 — Final Population Totals being presented to the Governor of Kerala P. Ramachandran by the D C O, Kerala



The Governor glancing through the Final Totals

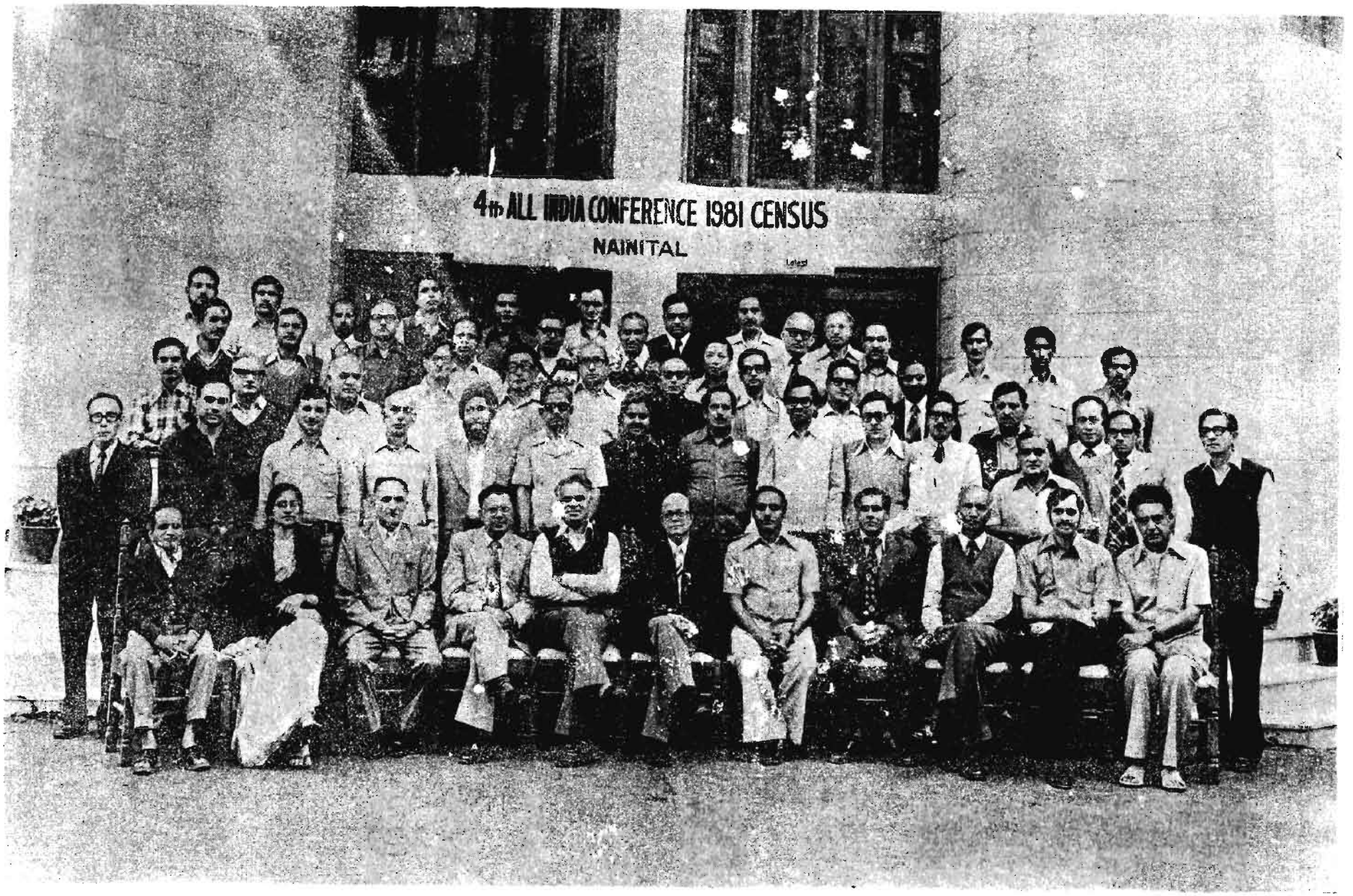


Director of Census Operations, Kerala M. Vijayanunni and the Registrar General & Census Commissioner, India P. Padmanabha during the latter's visit to the Kerala Census Directorate in August 1981



Registrar General with the officers of the Kerala Census Directorate

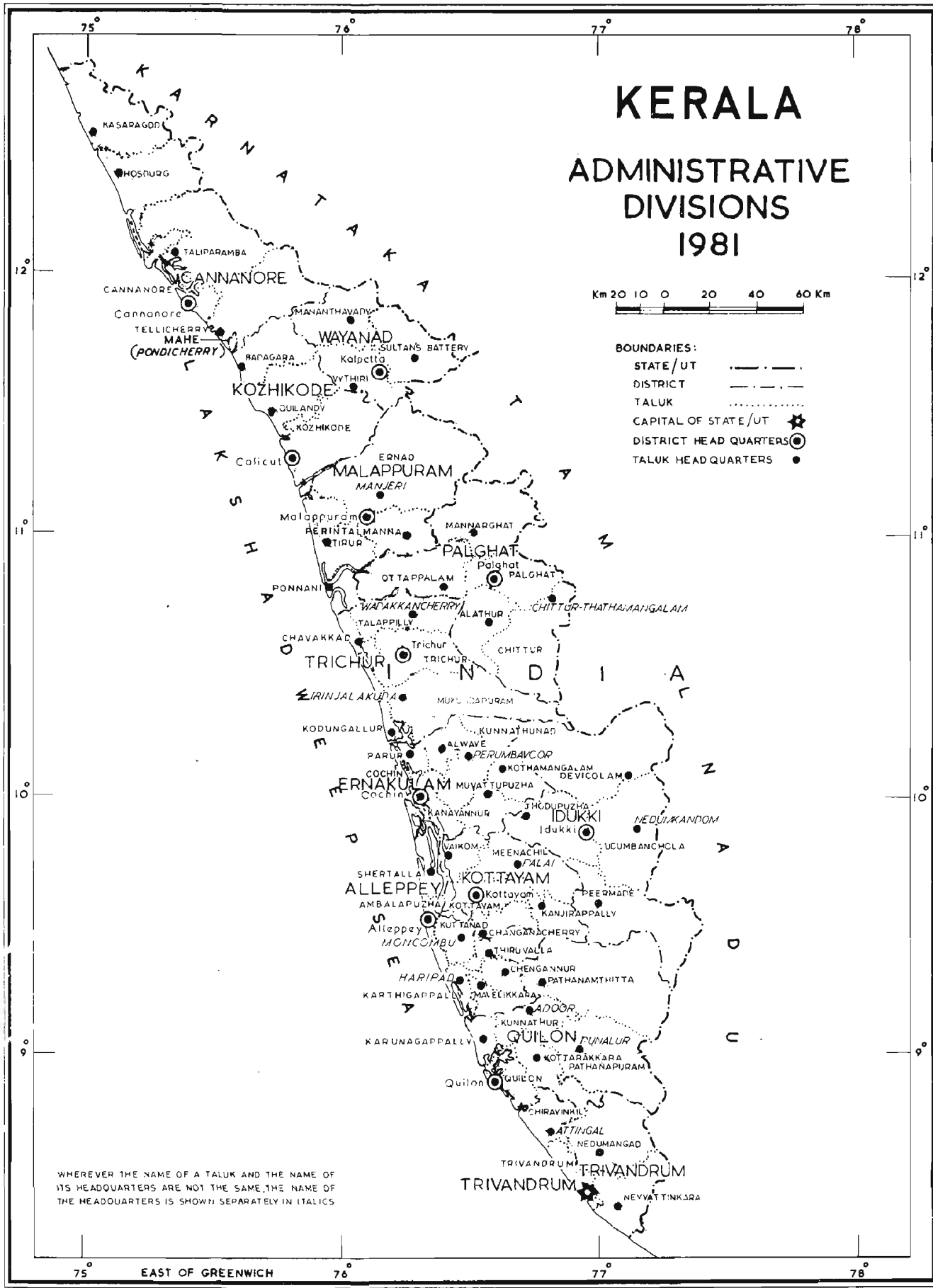
Left to right : P. Gopalakrishnan Nair (RDD, Muvattupuzha), K. K. Muhammed (RDD, Calicut), K. Gopinathan (Investigator), B. T. Pillai (JD), M. Krishnamoorthi (RDD, Trivandrum), S. Jayashanker (AD), P. Padmanabha (RG), T. K. Balakrishnan Nambiar (RDD, Trichur), M. Vijayanunni (DCO), K. S. Vellodi (DD), P. Bhaskaran Nair (RDD, Kottayam) and K. V. Ramaswami (A. D.)



ALL INDIA DIRECTORS' CONFERENCE, NAINITAL, MAY 1981



M. Vijayanunni, (DCO, Kerala) receiving the Census Silver Medal from N. R. Laskar, Union Minister of State for Home at the Srinagar Conference, August 1982



Based upon Survey of India map with the permission of the Surveyor General of India.

The territorial waters of India extend into the sea to a distance of twelve nautical miles measured from the appropriate base line.

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ON THE SELECTION OF DIRECTORS OF CENSUS

As regards the qualification for the post of Director of Census (Superintendent of Census earlier), Yeatts, the Census Commissioner for India for the 1941 Census observed:

> "The Indian Administrative Service and the Indian Civil Service in their time play many parts and one of the most strenuous, difficult and important is that of a Superintendent of Census. Selection is not made on grounds of statistical interest or attainment but on a general basis of administrative ability and this and drive are really vital. It is a platitude, indeed a truism, that a force is required to overcome inertia and the circumstances of a Census Superintendent's life place him up against the inertia of a decade which has to be removed within a year. To produce a force of this dimension in such a time implied heavy expenditure of energy and that is why for a Census Superintendent one requires men of, to continue the physical analogy, high potential".

Hutton, the Census Commissioner for the 1931 Census said:

> "It cannot be too strongly emphasized that the physical fitness of the officer to be appointed is of the greatest importance. The duties of the Census Superintendent are extremely strenuous and are likely to cause a breakdown in any one of poor physique..... The intellectual ability of the officers to be selected is perhaps an even more important consideration than their bodily health, since the cost of the census will be largely determined by the speed with which the Provincial Units complete their work. The amount of work to be got through in different units varies very greatly but generally speaking, it is obvious that the more able the officer, the more quickly and cheaply will he finish his work..... 'Drive' is also an important consideration in selecting a Census Superintendent and comparative youth is, therefore, a recommendation rather than a handicap".

CHAPTER 1

INTRODUCTION

1.1. I was working as Additional Secretary to Government, Industries Department at Trivandrum in 1979 after finishing my tenure as District Collector, Cannanore, when I was sounded by the General Administration Secretary regarding my willingness to be appointed as Director of Census Operations, Kerala for the 1981 census to which my response was affirmative. The convention is to select a local officer for this post to meet its job requirements which call for an intimate knowledge of the state's geography, physiography, society, polity, official hierarchy and other characteristics for successful functioning. The posts of Directors of Census Operations carry pay in the senior scale or selection grade of the IAS and carry a special pay and have been included in Schedule III-C of the IAS (Pay) Rules. The process of selecting a suitable officer for Kerala had been on for some time and the search ended with my acceptance. Even before assuming charge of the post I made use of one of my periodical visits to Delhi to call on the Registrar General & Census Commissioner, India Sri P. Padmanabha who received me warmly. Sri Padmanabha of the IAS (Karnataka 1955½) who had been the Director of Census Operations, Mysore for the 1971 census, had taken over as Registrar General and Census Commissioner, India in October 1977 and he headed the Census Organization till he completed a total tenure of 6 years in October 1983 after which Sri V.S. Verma, IAS (Rajasthan 1960) took over in December 1983.

1.2. The State Government placed my services at the disposal of the Government of India for appointment as Director of Census Operations, Kerala by its order G.O. Ms. No. 359/79/GAD dated 30-6-1979. I got relieved and assumed charge as Director on 30-6-1979 AN itself the next day being a Sunday. My appointment was notified in the Gazette of India by the Registrar General in his Notification No. 11/87/79-Ad. I dated 16-7-1979. The statutory notification of my appointment as Director of Census Operations, Kerala for the 1981 census by the Central Government under subsection (1) of section 4 of the Census Act, 1948 was issued in S.O. No. 11/87/79-Ad. I dated 26-9-1979.

1.3. In the 1971 census, the Superintendent of Census Operations (as the post was designated earlier) for Kerala had assumed office on 4-11-1968 while in the 1961 census it was on 5-3-1959. In the 1951 census in Travancore-Cochin the appointment was even later on 24-11-1949 in a part-time capacity till 1-4-1950 when it was made full-time. This time the Pilot study (June 1978), the First pretest (September-October 1978) and the Second pretest (June 1979) were already completed before I took over. Association with these preliminary surveys might have been useful but lack of it did not in any way handicap my preparation for the census proper since there was enough time to acquire sufficient

familiarity with the operations. While in the 1971 census, as many as 8 Directors had joined before March 1969, this time all full-time Directors joined in and after March 1979 only. The dates of joining and relinquishment of the Directors who were in charge during the peak census work in 1981 in the different states and union territories are given in Appendix 1.1.

1.4. Sri M.K. Devassy IAS, the 1961 Superintendent had functioned in a full-time capacity for 6 years from 5 March 1959 to 5 May 1965 when he became Special Secretary (Home), Government of Kerala, and then in an ex-officio capacity till 14 July 1967 when he finally relinquished the census charge consequent on his appointment as the Chairman of the Kerala Public Service Commission. Sri. K. Narayanan IAS, the 1971 Director had functioned in a full-time capacity for just over 4 years from 4 November 1968 to 1 February 1973 when he joined as Secretary (Industries), Government of Kerala, and then in an *ex-officio* capacity till 5 November 1976 when he finally relinquished the census charge consequent on his appointment as Joint Secretary (Civil Supplies and Cooperation), Government of India. Thus both the 1961 Superintendent and the 1971 Director in Kerala were in charge of the census office for 8 years. But this time the practice of holding charge in an *ex-officio* capacity was not followed and the full-time posting of Census Directors extended only for the maximum tenure period of 4 or 5 years pursuant to a general direction of the Prime Minister against liberal extensions of deputations. In my case the Chief Secretary wanted me to return to the State Government even in 1983 and had moved the Government of India accordingly, but at the request of the Registrar General I agreed to continue in the Census Organization and [illegible] my deputation extended by one year upto June 1984. In April 1984 the Chief Secretary again moved the Government of India for my immediate return to the State Government to which the Government of India finally agreed. I left charge at the end of May 1984 to take over my new posting under the State Government. Since the tenures of almost all Directors ended by 1984 and the computer tables required for most of the 1981 table volumes were not available till then, the number of table volumes and publications that could be drafted and brought out during the tenures of the Directors under their personal direction was also correspondingly less this time compared to the previous censuses. Further, the bottleneck of printing has persisted as before. Though the response of the State Government Presses was fairly satisfactory for all our initial publications, the response of the Government of India Press, Coimbatore was pathetically poor having taken full two years to print and bring out our very first table volume Part II-A General Population Tables. Though this is a malady afflicting every census, I have brought it to the personal notice of the Registrar General for what it is worth so that some satisfactory solution could be found at least for future.

1.5. The ignorance about the census among many is rather amusing. While there are people who confuse census with the (Film) Censors, many confuse it with election probably because of the work of enumeration common to both and

whenever a general election was announced people used to greet us with the comment that we must be getting very busy with it. But well-informed people are aware of the role and importance of the census as the richest single source of data relating to myriad characteristics of the nation. The census is a fascinating field and offers a job with an intellectual content fit for a 'scholar administrator' as a senior officer remarked. It is also a challenging administrative task and provides a unique opportunity to plan, organize and execute a massive operation in the whole state synchronising it with the operation in the entire country of India's sub-continental dimensions. It gives one an opportunity which is rare even for senior positions in the state government to mobilize and wield the entire field machinery of the Revenue, Municipal and Forest departments under the District Collectors in the entire state which is not very much unlike leading a huge army to a victorious battle or conducting a symphony orchestra to play a grand opera. Its successful completion provides one a rare job satisfaction. One can also delve deep into the rich and varied census literature and also exercise the privilege of contributing and adding to it. The range and variety of subjects covered in census publications are really incredible and the access one has in the census job to the diversity and variety of the country is not only figurative but also physical. For instance, just an enumeration of the names of the venues of the various all-India and Zonal Census Conferences (Delhi, Mysore, Trivandrum, Goa, Kanyakumari, Darjeeling, Shillong, Jaipur, Nainital and Srinagar) would show how it took the participants across the length and breadth of this vast country literally from north to south and east to west.

1.6 The major and immediate problem that I had to tackle on asssuming charge as Director was to set right the staff relations and morale which were at a low ebb due to personnel management problems that had accumulated during the intercensal period particularly in the absence of a Director and to bring back the office on an even keel for the massive operations looming ahead. This was effected within a short while and thereafter there were no problems on the Directorate staff front and there was unstinted co-operation and dedicated teamwork from all sections contributing to the unqualified success of the operations.

APPENDIX 1.1

LIST OF DIRECTORS OF CENSUS OPERATIONS, 1981

State/ Union Territory	Name of Director	Date of assumption	Date of relinquishment
States			
1. Andhra Pradesh	Sri S. S. Jaya Rao IAS	22-6-1979 AN	30-4-1984
2. Assam	Sri N. K. Chaudhury IAS	20-4-1979	31-1-1983
3. Bihar	Sri B. B. Lal IAS	14-5-1979 AN	30-9-1984
4. Gujarat	Sri R. S. Chhaya IAS	17-7-1979	19-5-1983
5. Haryana	Sri O. P. Bharadwaj IAS	14-11-1979 AN	24-1-1983
6. Himachal Pradesh	Sri K. L. Negi IAS	9-7-1979	30-4-1983
7. Jammu & Kashmir	Sri A. H. Khan IAS	1-6-1979	8-3-1983
8. Karnataka	Sri B. K. Das IAS	6-6-1979 AN	9-4-1984
9. Kerala	Sri M. Vijayanunni IAS	30-6-1979 AN	31-5-1984
10. Madhya Pradesh	Sri K. C. Dubey IAS	1-8-1979	30-7-1983
11. Maharashtra	Sri P. P. Mahana IAS	2-7-1979	14-12-1982
12. Manipur	Sri R. K. Birendra Singh IAS	30-6-1979 AN	1-12-1983
13. Meghalaya	Sri J. Tayeng IAS	23-4-1979	22-4-1983
14. Nagaland	Sri Daniel Kent IFAS	4-1-1980 AN	7-10-1983
15. Orissa	Sri A. R. Nanda IAS	1-6-1979	8-8-1983
16. Punjab	Sri D. N. Dhir IAS	31-3-1979 AN	28-2-1983
17. Rajasthan	Sri I. C. Srivastava IAS	9-7-1979	6-7-1983
18. Sikkim	Sri J. K. Thapa IAS	16-5-1979	31-1-1983
19. Tamil Nadu	Sri A. P. Muthuswami IAS	19-3-1979 AN	11-8-1983
20. Tripura	Sri S. R. Chakraborty IAS	7-4-1979 AN	31-3-1984
21. Uttar Pradesh	Sri Ravindra Gupta IAS	24-4-1979	30-4-1983
22. West Bengal	Sri S. N. Ghosh IAS	24-4-1979	2-5-1983
Union Territories			
1. Andaman & Nicobar	Sri Ashok Joshi IAS	20-11-1979	21-7-1980
(Chief Secretary *Ex-officio*)	Sri B. K. Singh IAS	22-7-1980	20-12-1982
2. Arunachal Pradesh	Sri M. B. Rai IAS	9-7-1979	4-8-1984
3. Chandigarh	Sri U. S. Srivastava IAS	21-8-1979	25-1-1980
	Sri Ardaman Singh	6-2-1980 AN	31-12-1984
4. Goa, Daman & Diu Dadra, Nagar Haveli	Sri S. K. Gandhe IES	2-8-1979	20-9-1982
5. Delhi	Sri V. K. Bhalla IAS	25-6-1980	31-7-1983
6. Lakshadweep (Administrator *Ex-officio*)	Sri P. M. Nair IAS	22-6-1979	15-6-1981
7. Mizoram	Sri P. Lalnithanga IAS	12-6-1979	11-6-1984
8. Pondicherry (Revenue Secretary *Ex-officio*)	Sri P. L. Samy IAS	28-6-1979	16-6-1983

APPENDIX 1.2

FIRST LETTER FROM THE REGISTRAR GENERAL TO THE DIRECTOR OF CENSUS OPERATIONS, KERALA

P. PADMANABHA

D. O. No. 18/11/78-Ad. I
MINISTRY OF HOME AFFAIRS
THE REGISTRAR GENERAL, INDIA
2/A, Mansingh Road
NEW DELHI-110011

July 6, 1979

Let me first welcome you to the Census Organization of India. We are all privileged to be members of this great organization and the years which you will spend in this work will be, I am confident, a period which you would look back upon with both pride and satisfaction. It is true that in your new assignment you may at times find that the comforts and privileges which one normally would have had are not available but this is a small price to pay for the extremely important task which has to be discharged. The work which will be done by you will be one of the most enduring and of lasting value in the country and will be of paramount importance to the state in which you are functioning.

Much of the satisfaction that we can all draw from our participation in this great activity is related to the fact that the work is quite exacting and calls for an attention to detail which normal operation of the Government do not require. We function through agencies over which we have no direct control and we would have to win the confidence and co-operation of the State Government from the highest level to the field functionaries and in this process you would have to get to know and carry with you a vast host of State Government Officers, those of local bodies and various other individuals whom you would be able to command only by ensuring their goodwill so that one can get the best out of them. It has been a tradition of the census that it developes a dedicated band of workers who do not spare any effort to ensure the success of the operations and in this manner the reputation built up over the last century is added to in abundant measure.

The census is among the most important sources of basic information about the country and each one of us would be privileged to contribute to this information. I shall be writing to you further in greater detail but at this point I thought I should mention that you may find it useful to refer to the administrative reports of your State for the previous censuses, the information booklets relating to the census and the tabulation plan of 1971 Census, and Part II A–General Population Tables of the State of the 1971 Census which would give you a full picture of the type of data we have to produce. It would also be rewarding if you can read through all the census circulars issued both from this office and by your predecessor in the state for the 1971 census.

I have also issued various instructions regarding the first and second pretest and a recent circular on the determination of urban areas. These also, I would suggest, should be gone through carefully and fully assimilated. As I mentioned earlier, I shall be writing to you in far greater detail shortly. May I once again welcome you to this organization and look forward to the coming years of happy cooperation in carrying out the census of India 1981? I would like to add one last remark and that is that we have had a tradition of free exchange of ideas and would, therefore, always encourage you to write to me or to other colleagues at headquarters if you do have any particular problem or suggestion to make. After most of the Directors are in position, I intend calling a conference when we can get to know each other and finalise the operations ahead.

With regards,

Yours sincerely,
Sd.
(P. Padmanabha)

CHAPTER 2

PILOT STUDY AND PRETESTS

Introduction

2.1. The preliminary preparations for the 1981 census could be said to have begun as early as in 1974 which was observed as the World Population Year under the auspices of the United Nations and many seminars were conducted in the country to evaluate the 1971 census data and suggest various qualitative improvements both in content and coverage for the next census in 1981.

First Data Users' conference

2.2. Soon after the assumption of charge of Shri P. Padmanabha as Registrar General and Census Commissioner, India, he convened the First Data Users' Conference at New Delhi during 13th to 15th February 1978. This Conference was attended by the representatives of Central and State Governments, Planning Commission, Central Statistical Organization, Universities and Research Organizations who constitute the principal users of census data. The deliberations of this conference paved the way for conducting the Pilot study in nine selected states in the country.

Pilot study

2.3. The Pilot study can, in no way, be considered as a miniature census. The enormous problems associated with the actual census operation are absent in the Pilot study. Its objective was limited to the testing of schedules, particularly the economic questions. Just before the actual field operations, a conference of Deputy Directors/Assistant Directors of Andhra Pradesh, Gujarat, Haryana, Jammu & Kashmir, Karnataka, Kerala, Rajasthan, Uttar Pradesh and West Bengal was convened by the Registrar General, India at Trivandrum during 25th to 26th May 1978. Representatives of all states except Haryana attended the meeting. At the conference, the Registrar General explained the new approach to the economic questions, its main intention being to obtain comparable economic data in 1981 with 1961 and 1971 censuses.

2.4. Initially it was envisaged that two schedules viz. Individual Slip and Population Record were to be canvassed in 20 rural enumerator blocks falling in 2 districts in each state. In the case of urban areas 10 urban blocks were also to be selected of which 5 were to be in the capital city and the other 5 distributed in towns of predetermined size. The lists of villages and towns were also supplied by the Registrar General. However, after the conference at Trivandrum, the rural size was reduced to 10 samples and the selection of samples was left to the discretion of the concerned Directorates. The samples thus selected for the Pilot study are as follows:

District	Taluk	Village/Town	Desom or kara/ward (with number of enumerator blocks selected in brackets)		Enumerators	
			Rural Areas			
Palghat	Alathur	Mathur II	Vallikkode	(1)	Computor	1
			Anikkode	(2)	Asst. Compiler	4
			Thachangad	(1)		
			Viswalam	(1)		
	Palghat	Puthuppa-riyaram	Kavalppad	(5)	Computor	1
					Asst. Compiler	4
Ernakulam	Alwaye	Manicka-mangalam	Kalady	(5)	Computor	1
					Asst. Compiler	4
	Kanayannur	Mulanthuruthy	Kureecad	(3)	Computor	1
			Thuruthykara	(2)	Asst. Compiler	4
			Urban Areas			
Cannanore	—	Cannanore (Municipal)	Temple	(1)	Statistical Asst.	3
			Talap	(1)		
			Payyambalam	(1)		
Palghat	—	Chittur-Thatha-mangalam (Municipal)	Ward V	(1)	Statistical Asst.	2
			Ward IX	(1)		
Trivandrum	—	Trivandrum (Corporation)	Kesavadasa-puram	(1)	Statistical Asst.	2
					Computor	1
			Kuravankonam	(1)	Asst. Compiler	2
			Sastha-mangalam	(1)		
			Jagathy	(1)		
			Manacaud	(1)		

2.5. The field work was conducted during the period 12–21 June 1978 with the reference time as the sunrise of 19th March 1978. The enumeration period was from 12th to 18th June 1978 followed by the revisional round from 9th to 21st June 1978. The State Government issued directions to the concerned officers for extending co-operation. A press release was also issued by us.

2.6. According to the decision of the Registrar General, the staff for the field work of the Pilot study were drawn from the Census Directorate. 30 enumerators comprising of 4 Computors and 16 Assistant Compilers in the rural areas and 7 Statistical Assistants, 1 Computor and 2 Assistant Compilers in the urban areas were posted for field work. Of the 5 Supervisors appointed, one was an Investigator, 2 were Tabulation Officers and 2 Senior Technical Assistants. Training to the field personnel was imparted by the Assistant Director (Tech.). The field work in Trivandrum and Ernakulam districts were intensively supervised by the Deputy Director and the samples in Palghat and Cannanore districts by the Assistant Director (Tech.).

2.7. Only 2 schedules were canvassed in the pretest ie. Individual Slip and Population Record. In Kerala the enumerators were additionally provided with the lay-out sketch of the selected enumerator block and abridged houselist. The lay-out sketch of the enumerator block was traced from the lay-out sketch of the desom/kara/ward prepared for the 1971 census. The abridged houselist consisted of 3 parts. Part I gave the location particulars viz. name of district, taluk, village/town, desom/kara, enumerator block number (1971), territorial block number, complete location code, population in 1970 and limits of houses falling in the block. Part II comprised of the extract of some of the relevant columns of the 1970 houselist ie. serial number, census house number, purpose for which census house is used, household number and name of the head of household. Part III covered census houses not included in the 1970 houselist ie. house number assigned, purpose for which used and name of head of household. The supply of lay-out sketches and abridged houselists to the enumerators were quite rewarding. The enumerators, from their experience, suggested that in the houselist one more column viz. name of the house can be added, as it will greatly help to identify the house. The instruction booklets were supplied by the Registrar General. All documents were printed/stencilled in English.

2.8. Individual Slip (Universal) contained 14 questions. The slips were printed at the Government of India Photo Litho Press, Faridabad and 650 pads of 50 slips each were airlifted by the Registrar General for our use. 8,000 sheets of Population Record were printed at the State Government Press, Trivandrum and they were bound in books of 50 and 10 forms. The requirement of Population Record included those for Karnataka State also. Since the Registrar General wanted to note the time required for totalling columns 1,4,5 and 7 to 50, a seperate schedule was designed in this office and filled up. It contained 6 columns ie. Sl. no., household number, number of persons in the household, time taken in minutes for filling up Individual Slip, Population Record and both. For tracking the field work, a Daily Progress Report covering items like date, number of households and time taken for filling up the Individual Slip and Population Record was also filled up. Except Individual Slip and Population Record all the other forms were stencilled in the Directorate.

2.9. The entire schedules were scrutinized and edited in the Directorate, for which seperate scrutiny and edit instructions were prepared. Then the schedules were put to manual processing for which the Registrar General prescribed 9 compilation tables and 7 final tables. While finalizing the first pretest schedules, an additional table was also presented for collecting details from the Pilot Study. The tabulation was done at the Directorate and the entire manual tabulation work was over by the end of August 1978. A preliminary report on the Pilot study was submitted to the Registrar General highlighting the difficulties experienced in the conduct of field work, with particular stress on the economic questions.

First Pretest

2.10. Immediately after the results of the Pilot study were made available, the work of the first pretest was taken up. The first pretest was conducted in all the states and union territories in the country, except Lakshadweep, Mizoram, Dadra and Nagar Haveli and Pondicherry during September-October 1978. The purpose of the pretest was mainly two-fold—firstly it was a full drill of all operations viz. housenumbering, houselisting, preparation of notional maps, canvassing of Household Establishment schedule and Individual Slip and filling up on the Population Record form; and secondly to make methodological and sampling studies. For facilitating sampling studies 12 states were selected, classified under the head Group I. They comprised of Andhra Pradesh, Assam, Bihar, Gujarat, Haryana, Kerala, Madhya Pradesh, Maharashtra, Punjab, Tamil Nadu, Uttar Pradesh and West Bengal. Four union territories viz. Dadra & Nagar Haveli, Lakshadweep, Mizoram and Pondicherry were excluded from the first pretest. The remaining states/union territories where Individual Slip (Universal) alone was canvassed were classified under Group II.

2.11. The selection of blocks for the first pretest in Kerala was based on the following guide-lines given by the Registrar General.

(i) Some of the blocks may be selected in such a manner as would ensure sufficient influence of urbanization for the generation of tables based on each topic canvassed in the pretest.

(ii) It was not proposed to put any locational constraint and there should be no harm in selecting a block which is convenient to visit and where communications are adequate. This will reduce organizational problems.

In Group I states, 20 rural and 10 urban enumerator blocks were selected whereas in Group II 5 rural and 3 urban samples were selected. Group I states had to undertake all the rigours of census-taking. After fresh housenumbering and houselisting, the enumerator had to select sample households according to the specific procedure laid down in the instruction booklet and then canvass the Individual Slip (Sample) in these households in addition to the Individual Slip (Universal) which was canvassed in all the households. In Group II states only Individual Slip (Universal) was canvassed. The selection of samples was done at the Directorate, keeping in view the criteria laid down by the Registrar General. The samples were selected from Quilon municipal town and from Chirayinkil and Neyyattinkara taluks.

2.12. Originally it was decided to conduct the first pretest in Kerala during the period 15th to 30th September 1978 but owing to the Onam festival it was post-poned to the period from 22nd September to 7th October 1978. However, the field operations in Kerala were conducted as follows:

1.	Housenumbering and preparation of lay-out sketches for desom or kara/ward	21st August 1978 to 4th September 1978
2.	(i) Filling up of Houselist, Household Establishment Schedule and preparation of Houselist Abstract	22nd September 1978 to 5th October 1978
	(ii) Filling up of Population Record, Individual Slip (Universal), Individual Slip (Sample), Degree Holders & Technical Personnel Survey form, preparation of Enumerator's Compilation Sheets and Enumerator's Abstract	
3.	Reference time	Sunrise of 6th October 1978
4.	Revisional round	6th and 7th October 1978

2.13. Though, at the all-India level, the instruction was to conduct housenumbering and filling up of houselist together, in Kerala, the housenumbering and preparation of lay-out sketches were done first so that the enumerator blocks could be formed. For this purpose, a separate Listing Schedule with columns for panchayat/municipal number (if any), building number, census house number, purpose for which the house is used, household number and name of the head of the household was also filled up. This change in procedure was done to assess the difficulties in the formation of blocks. Further, the formation of enumerator blocks afresh for the First Pretest helped to determine the stationery and forms requirments of each enumerator, besides enabling to allot equal work load to the enumerators and ensuring complete coverage of all houses within the desom or kara/ward selected for the pretest. With the help of the lay-out sketches and the Listing Schedule, 10 enumerator blocks each in rural and urban areas were formed. For the convenience of enumerators, separate sketch for each enumerator block was prepared. The second phase comprising of filling up the Houselist, the Household Establishment Schedule and the Houselist Abstract was commenced on 22nd September 1978 and it took 3–4 days for an enumerator block. After houselisting, a separate 'List of Households and Record of selection' was prepared for selecting sample households for filling up Individual Slip (Sample). The Household list contained three sections viz. Section I containing identification particulars of the enumerator blocks comprising of name of district, taluk, village/town and desom or kara/ward, Enumerator block number, complete location code; Section II containing record of selection of households ie. random number selected, total number of households according to houselist and total number of selected households; and Section III containing the Houselist which covered serial number, building number, census house number, household number, name of the head of the household and details of selected household. The supervisor checked the accuracy of each entry of this form. Then the final phase comprising of the filling up of the Population Record, Individual Slip,

Enumerator's Compilation Sheet and Enumerator's Abstract was done and completed by 7th October 1978. All the schedules were filled up in English.

2.14. The following instruction booklets and schedules and forms were used for the field operation of the first pretest.

Instruction booklets

(i) Instructions to Enumerators for filling up the Houselist and Household Establishment Schedule

(ii) Instructions to Enumerators for the sampling of households

(iii) Instructions to Enumerators for filling up the Individual Slips

Schedules

(i) Houselist

(ii) Household Establishment Schedule

(iii) Houselist Abstract

(iv) List of households and record of selection

(v) Individual Slip (Universal) and Individual Slip (Sample)

(vi) Population Record

(vii) Enumerator's Compilation Sheet

(viii) Enumerator's Abstract

(ix) Degree Holders & Technical Personnel Survey form

In addition, two brief 'Guide-lines to Enumerators' were prepared and issued by this office—one for the houselisting operations and the other for the subsequent enumeration. These guidelines basically covered the various stages of operations and the steps to be followed in each stage. As stated earlier, 'Listing Schedule' was also introduced in Kerala.

2.15. During the First pretest wide publicity measures were taken. Press releases were issued at the all-India level and state level. The State Government, at our instance, issued directions to the concerned officers for their co-operation.

2.16. The schedules were centrally printed and supplied by the Registrar General. The nodal point of distribution for Kerala and Tamil Nadu was at Madras and this office took delivery of the schedules on 9th September 1978 from the Research Officer of the Registrar General's office who brought them from New Delhi. The schedules which were centrally printed were Individual Slip (English & Hindi version) in pads of 100 and 50 slips, Population Record in books of 50 and 10 leaves and loose sheets of Enumerator's Compilation Sheet, Enumerator's Abstract, Houselist, Household Establishment Schedule form and Houselist Abstract. In addition, stencilled Degree Holder and Technical Personnel Survey forms were also supplied separately by the Registrar General, India, just before the survey. All other forms were stencilled at the Directorate.

2.17. The list of blocks and deployment of personnel are given hereunder.

District	Taluk	Village/ Town	Desom or kara/ ward (with number of enemurator blocks selected)	Enumerators for: House numbering	Enumerators for: Houselisting & canvassing of schedules
			Rural Areas		
Trivandrum	Chirayinkil	Sarkara-Chirayinkil	Vayaluveed (1)	Assistant Compiler –1	Assistant Compiler –1
		Kizhuvilam-Koonthalloor	Shrampu (1)	Assistant Compiler –1	Computor –1
		,,	Parambu (3)	Assistant Compiler –2	Computor –1 Assistant Compiler –2
	Neyyattinkara	Pallichal	Thengara-thalakkal (2)	Assistant Compiler –2	Assistant Compiler –2
		Chenkal	Udiyanku-langara (3)	Assistant Compiler –2	Assistant Compiler –3
			Urban Areas		
Quilon	—	Quilon (Municipal Town)	Palace (5)	Assistant Compiler –2	Computor –1
			Thevally (5)	Assistant Compiler –2	Assistant Compiler –9

6 officials in the grade of Investigator/Tabulation Officer/Senior Technical Assistant assisted by 7 Statistical Assistants were deployed for on-the-spot supervision of field work. The three rounds of training to field personnel were imparted by the Assistant Director (Technical). The Assistant Director (Tech.) was given over-all charge of the field operations. At every stage, the Deputy Director also inspected the work.

2.18. The processing of the first pretest data was done under three priorities. Under Priority I editing of schedules was done followed by manual tabulation and mechanical processing. 10 economic tables and 6 fertility tables based on Individual slips were prepared under manual tabulation. Then the entire data from the individual slips were punched and the punched cards were sent to the Data Processing Division of the Registrar General's office for further processing. The Punching Unit of Kerala Census Directorate also undertook the punching of data of the Individual Slips of Maharashtra State. A preliminary report was prepared and given to the Registrar General, apart from the tables.

2.19. The final figures obtained from the Pilot study and the First pretest were presented as Agenda papers of the Second Data Users' Conference which was held at Vigyan Bhavan, New Delhi during 21st to 23rd December 1978. Shri B.T. Pillai, Deputy Director and Shri S. Jayashanker, Assistant Director represented the Kerala Census Directorate and participated in the deliberations. The

experiences of the Pilot study and First pretest were discussed in detail and the questionnaires to be adopted in the 1981 census were considered. Consequently the contents of the schedules were rearranged and revised. The Houselist was made simple. Except building number, census house number, purpose for which census house is used, whether the house is used wholly or partly as an establishment, household number, name of head of household, population by sex and number of physically handicapped persons, all the remaining items were included in the Part I of the Household Schedule. The Population Record was considered as Part II of the Household Schedule. One additional question viz. attending school/college was added to the Individual Slip (Universal), besides including the question 'Any other language known' which was canvassed in the Individual Slip (Sample) during the First pretest. A new question ie. reason for migration from place of last residence, was introduced in the Individual Slip (Sample).

Second Pretest

2.20. The preliminary steps for the Second pretest were started during February 1979. The salient features of this pretest were that all the instructions and schedules were translated into Malayalam and all the enumerators were drawn from the personnel proposed to be utilized for the actual census operations. The Second pretest was conducted in all the states and union territories in the country in June 1979, except in the case of Lakshadweep and Andaman & Nicobar Islands where it was held in the first fortnight of May 1979 due to the severity of the south-west monsoon.

2.21. Considering the climatic conditions of the country, it was decided to restrict the conduct of the Second pretest to 5 rural and 7 urban blocks in each state/union territory. The selection of samples was done at the Census Directorate. The centres were spread over in 5 taluks of 5 districts in the state. For the convenience of supervisors 2 centres (one urban and one rural) each were selected from each taluk. Details of the selected areas are as follows:

Taluk	Town/Village	Ward/Desom or kara(1971 census)	Territorial Block No. (1971)	Location of the centre
Kozhikode	Calicut (corporation)	Ward 19	207	Eastern side of Calicut–Madras Road and southern side of Native High school road
	Kakkodi village	Moorikkara	558	Western side of Calicut-Balusseri road and northern side of Kakkodi Malikkadavu road
Perintal-manna	Perintalmanna census town	Perintalmanna	8	Western side of Perintalmanna–Melattur road and northern side of Perintalmanna-Calicut road
	Angadippuram village	Angadippuram	276	Southern side of Perintalmanna-Calicut road and eastern side of Shoranur-Nilambur railway line

contd.

Taluk	Town/Village	Ward/Desom or kara(1971 census)	Territorial Block No. (1971)	Location of the centre
Chavakkad	Guruvayur Township	Ward 2	12	Northern side of East Nada-Chovvallur padi road and south of Mallisseri road (Guruvayur Township office area)
	Elavally village	Chittattukara	258	Northern side of Pavaratty–Kadavallur road and western side of Chittattukara-Brahmakulam road
Kottayam	Kottayam (municipal)	Temple XIV	41	Western side of Srinivasa Iyer road and northern side of Tirunakkara temple
	Nattakom village	Mulamkuzha	484	Western side of M. C. road and northern side of Cement Factory road
Mavelikkara	Mavelikkara (municipal)	Kottarakkavu Ward VII	14	Northern side of Buddha Junction-Kattanam road and eastern side of Buddha junction to Mitchal Junction road
	Perungala village	Nadakkavu	89 and part of 88	Eastern side of Kayamkulam Mannar road and north-western side of Kakkanad-Koippally road

2.22. Considering the delay in getting the instruction booklets the Registrar General agreed to postpone the second pretest in Kerala from the first fortnight to the second fortnight of June 1979, as per the following programme.

1. Housenumbering in chalk and filling up of houselists and houselist abstract	15th to 18th June 1979
2. Preparation of Abridged Houselist	19th June 1979
3. Filling up of household schedule Individual Slip (Universal) Individual Slip (Sample) and Degree Holder and Technical Personnel form	20th June 1979 to 30th June 1979
4. Reference time	Sunrise of 1st July 1979
5. Revisional round	1st July 1979 and 2nd July 1979

2.23. For the Second pretest, school teachers were appointed as enumerators, while the supervisory staff were drawn from the Census Directorate. One enumerator was appointed for each rural/urban block. Reserve enumerators were also nominated for every block. During field operations it became necessary to utilise the services of reserve enumerators also. Statistical Assistants were posted as Supervisors and Investigators/Tabulation Officers were posted as Charge Officers. The Assistant Director (Technical) was put in overall charge of the training and field work of the pretest operation.

2.24. The training of Supervisors was imparted on 4th June 1979 by the Assistant Director (Tech.) in the presence of the Deputy Director. The enumerators were given training during the period 6th to 14th June 1979 at the respective taluk headquarters followed by a field training on the succeeding day. The supervisors were posted at the centres during the training period and also during the entire period of enumeration and revisional round. The charge officers (Investigator/Tabulation Officer) were present in the field at the commencement of housenumbering and houselisting operations and preparation of Abridged Houselist and also at the initial stages of actual operation, wherever the work required intensive supervision, it was resorted to. The teachers (enumerators) were treated as on duty on all the 20 days of census work (2 days for training, 5 days for housenumbering and houselisting and 11 days for enumeration and 2 days for revisional round).

2.25. The following schedules were canvassed in the Second pretest operations.

(i) Houselist

(ii) Individual Slip (Universal) and Individual Slip (Sample)

(iii) Household Schedule (Part-I Household particulars and Part-II Population Record)

2.26. The first major item of work in the conduct of the Second pretest was to translate the above four schedules into Malayalam and prepare art-pulls. Art-pulls were prepared for all the schedules except the Houselist. Houselists were only stencilled. For preparing art-pulls, the translated questions in Malayalam were first printed in art paper in bigger types and they were cut and pasted in a large drawing paper following the design of the questionnaire supplied by the Registrar General. The measurements of the art-pulls and of the final printed schedules are as follows for getting an idea about it.

Schedule	Actual size of the matter in the art-pull	Reduction size of the matter	Untrimmed size of the schedule including margin	Trimmed size of the schedule including margin
1. Individual Slip (Universal)	20.5 cm × 26.0 cm	13.2 cm × 17.5 cm	14.8 cm × 21.0 cm	14.5 cm × 20.7 cm
2. Individual Slip (Sample)	20.0 cm × 15.0 cm	13.2 cm × 20.0 cm	14.8 cm × 21.0 cm	14.5 cm × 20.7 cm
3 Household Schedule				
Page 1	38.5 cm × 26.0 cm	26.0 cm × 18.5 cm	29.7 cm × 21.0 cm	29.4 cm × 20.4 cm
Page 2	38.0 cm × 26.2 cm	25.7 cm × 17.7 cm		
Page 3	38.0 cm × 26.5 cm	25.7 cm × 17.7 cm		
Page 4	38.0 cm × 26.7 cm	26.2 cm × 18.0 cm		

After taking blocks of the required size, all these schedules were printed at the state government Stamp Manufactory Press, Trivandrum. The Individual Slip (Sample) was printed on the reverse of the Individual Slip (Universal). The Individual Slips were bound on 420 pads of 50 slips each. Similarly Household Schedules were wire-stitched consisting of 80 books of 50 forms each. We also supplied 130 pads of 50 slips and 28 books of 50 forms of Household Schedule to the Directorate of Lakshadweep. Hindi versions of schedules were supplied by the Registrar General, India but it was not used as there was no necessity of the same. The translation of instructions to enumerators for filling up the Houselist and the Individual Slip was a major task undertaken by the Directorate and it took more than a month to complete this item of work. Since the instructions to enumerators in English were prepared keeping in view the situations for the actual census to be taken in 1981, slight alterations had to be made to suit the pretest operations while preparing the Malayalam version. While translating the instructions, this point was particularly observed.

2.27. The pretest schedule were edited and tabulated as per the instructions of the Registrar General. Unlike the Pilot study and First pretest, data were tabulated and tables generated from the Houselist, besides resorting to the tabulation of Household data and sorting of Individual Slips. 19 tables including appendices were prepared from the pretest data and sent to the Registrar General. A report on the Second pretest based on the experiences of the supervising personnel was also prepared and sent on the first week of July 1979.

2.28. An honorarium of Rs. 25/-was paid to the enumerators appointed for the Second pretest, in addition to T.A. and D.A. admissible under the rules of their parent departments for attending the training classes. At the end of each training classes, T. A. particulars of enumerators were also got prepared by them and collected by the concerned Charge Officer. Duty certificates were also issued to the enumerators. There was general complaint from the enumerators that the honorarium was inadequate and very low considering the amount they have to spent for 20 days. There was more than 3 month delay in obtaining State Government's sanction for the payment for honorarium to teachers. Consequently the disbursed honorariun was considerably delayed.

2.29. As in the case of Pilot study and First pretest, a press release was issued highlighting the salient features of the Second Pretest and the centres selected for the pretest. All the All-India Radio Stations in Kerala gave adequate coverage of the pretest operations.

In Retrospect

2.30. On a review of the conduct of the Pilot study and the two pretests, certain shortcomings have been noticed and the following suggestions are made in this regard in order to overcome these difficulties in future operation.

2.31. First, Pilot study and pretests were conducted in more than one district. This approach did not yield any additional benefit either on the organizational side or in the content of the questionnaire. It is advisable to conduct the test in centres which are convenient and suitable for organization, as the main purpose is the testing of the questionnraire for assessing the reliability of data obtained and changes which are necessary in the wording or sequence of questions and instructions.

2.32. Secondly, the honorarium has to be increased appropriately since otherwise the quality of the data and enthusiasm of the enumerator are considerably affected. Apart from this prompt payment of honorarium is also essential, as was done during the actual census enumeration. If necessary, general sanction from the State Government has to be taken in advance instead of referring names of enumerators and getting separate sanction for the payment of honorarium as was done for the Second pretest.

2.33. Thirdly, similar to the conferences preceding the pretests, departmental conferences after the pretest should also be conducted as it will help to share the experiences and suitably change the concepts and instructions.

APPENDIX 2.1

SCHEDULES USED IN THE PILOT STUDY

I

UNIVERSAL | CENSUS OF INDIA 1981 | CONFIDENTIAL

INDIVIDUAL SLIP | Pad No.....

(Pilot) | Slip No. .....

Location Code.....( ) Household No. [ ]

1 Name..... 2 Relationship to head.....

3 Male (1)..... Female(2)..... 4 Age..... 5 Marital status .....

6 Mother tongue ..... 7 Nationality .....

8 Religion ..... 10 Literate (1) ..... Illiterate (2) .....

9 S.C. ..... 11 Educational attainment .....

or S.T. .....

12 Worked any time last year? Yes(1)..... No (2) ..... H/ST/D/B/ R/ I/ O/ .....

13A If yes in 12, whether worked major part last year? Yes (C/AL/HHI/OW) .....

If yes in 13 A, No(H/ST/D/B/R/I/O).....

(i) Name of establishment.....

(ii) Industry, trade, profession or service .....

(iii) Description of work .....

(iv) Class of worker .....

13B Any other work any time last year ? Yes (C/AL/HHI/OW)..... No.....

(i) Name of establishment .....

(ii) Industry, trade, profession, or service .....

(iii) Description of work .....

(iv) Class of worker .....

13C If no in 12 or 12 A, Seeking work? Yes (1)..... No(2).

14A If yes in 12, worked at least one day in last week? Yes (C/AL/HHI/OW) .....

If yes in 14 A, No.....

(i) Name of establishment .....

(ii) Industry, trade, profession or service .....

(iii) Description of work .....

(iv) Class of worker .....

14B If no in 14 A, Seeking work during last week? Yes (1)..... No (2).....

CONFIDENTIAL

CENSUS OF POPULATION

APPENDIX 2.1—*contd.*

State.....

Name of Village/Town.....

Sl. No.	Name	Relationship to head	Sex		Age	Marital status				Literate	Illiterate	Scheduled Caste	Scheduled Tribe	Worked any time at all during last (Question 12)								
			M	F		NM	M	W	S					Yes	No	H	ST	D	B	R	I	O
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
0																						

Signature of Enumerator.....

Date.....

INDIA 1981

RECORD (PILOT)

Name/No. of Hamlet/Desom/Kara/Ward..... ..... Location code..... Household No.....

Sl. No.	If Yes in column 15, whether worked major part of last year/any season (Question 13 A)													Whether Yes or No in 13 A, any other work/any work any time last year (Question 13 B)						If No in column 16 or 29, seeking work? (Question 13C)		If Yes in column 15, worked atleast one day in last week? (Question 14A)					
	Yes	C	AL	HHI	OW	No	H	ST	D	B	R	I	O	Yes	C	AL	HHI	OW	No	Yes	No	Yes	C	AL	HHI	OW	No
1	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
1																											
2																											
3																											
4																											
5																											
6																											
7																											
8																											
9																											
0																											

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

Date.....

APPENDIX 2.1—*concld.*

CENSUS OF INDIA 1981 (First Pre-Test)

HOUSELIST

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

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

Sl. No.	Building No. (municipal or local authority census No.)	Census house No.	Predominant Construction material of census house			Purpose for which census house is used	Facilities in the house			Facilities in the house (Urban areas only)	Is this house used wholly or partly as an establishment	
			Wall	Roof	Floor		Electricity Available 1 Not Available 2	Drinking water supply Available 1 Not Available 2	Well 1 Tap 2 Hand Pump/ Tube well 3 River/ Canal 4 Tank 5 Other 6	Toilet Available 1 Not available 2	If yes, describe	If household activity go to Estt. Sch. and note its serial No. (from col. 1)
1	2	3	4	5	6	7	8	9	10	11	12	13

IF USED WHOLLY OR PARTLY AS A RESIDENCE

Household No.	Name of the head of household	If S.C. or S.T. write name of caste/tribe	Is there a physically handicapped person in the house hold? If so, indicate no. within brackets for each Category Totally blind 1 Totally dumb 2 Totally disabled 3	No of living rooms in the occupation of census household	अन्य 2 Does the household live in owned or not owned house Owned 1 Not Owned 2	No. of persons normally residing in census household on day of visit of the enumerator			Does the household cultivate land ? Owned 1 Rented 2 Owned and rented 3 Does not cultivate 4	No. of married couples in the household (both spouses usually living in the household)	REMARKS
						M	F	T			
14	15	16	17	18	19	20	21	22	23	24	25

Signature of Enumerator .....

Date .....

Signature of Supervisor .....

Date .....

CENSUS OF INDIA 1981 (First Pre-Test)

HOUSEHOLD ESTABLISHMENT SCHEDULE

(For household type activity only)

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

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

Serial Number	Serial No. in house list	Census house No.	Name of the establishment/ head of household	Average No. of persons daily working last week/ last season preceding date of your visit		Type of fuel/power used	Description of the products, processing, servicing done, or goods bought and sold or bought for sale	In case of manufacturing Seasonal 1 Perennial 2 In case of trade Wholesale 3 Retail 4	Financial assistance Government 1 Bank credit 2 Coop. Societies 3 Private 4 Others 5 Not available 6
				Total	Hired				
1	2	3	4	5	6	7	8	9	10

Signature of Enumerator .....

Date .....

Signature of Supervisor .....

Date .....

APPENDIX 2.2—*contd.*

APPENDIX 2.2—*contd.*

III

(Obverse)

FIRST PRETEST — CENSUS OF INDIA 1981 — CONFIDENTIAL

INDIVIDUAL SLIP
(Universal)

Pad No.....
Slip No. .....

Location Code.....( ) Household No. [ ]

1 Name .....
.....

2 Relationship to head.....
.....

3 Male (1)☐ Female (2)☐ 4 Age.....

5 Marital Status .....

6 Mother tongue .....
.....

7 Nationality .....

8 Religion .....

10 Literate (1)☐ Illiterate (2)☐

9 Name of S.C. or S.T. .....

11 Educational attainment .....
.....

12 Worked any time at all last year? Yes(C/AL/HHI/OW).....; No(H/S/T/D/B/R/I/O)...

13A If yes in 12, was this your main work last year/season?.... Yes (C/AL/HHI/OW)
No (H/ST/D/B/R/I/O)

If HHI/OW in 13 A,

(i) Name of establishment .....

(ii) Nature of industry, trade, profession of service .....
.....

(iii) Description of work.....
.....

(iv) Class of worker.....

13B Any other work (13 A 'Yes')/work (13A 'No')/any time last year? Yes (C/AL/HHI/OW)
No

If HHI/OW in 13B,

(i) Name of establishment .....

(ii) Nature of industry, trade, profession or service .....
.....

(iii) Description of work .....
.....

(iv) Class of worker .....

13C If no in 12 or 13A, seeking work? .....Yes (1)☐ No (2)☐

14A If yes in 12, worked at least one day in last week? .....Yes (C/AL/HHI/OW)
No

If HHI/OW in 14A,

(i) Name of establishment .....

(ii) Nature of industry, trade, profession or service .....
.....

(iii) Description of work.....
.....

(iv) Class of worker .....

14B If no in 14A, seeking work during last week? .....Yes (1)☐ No (2)☐

(Reverse)

FIRST PRETEST — CENSUS OF INDIA 1981 — CONFIDENTIAL

INDIVIDUAL SLIP
(Sample)

1 Any other language known .....
.....

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

3 Last residence
(a) Place of last residence .....
(b) Rural (1) Urban (2) .....☐
(c) District .....
(d) State/Country .....

4 Duration of residence at the village or town of enumeration .....

5 For all ever-married women only
(a) Age at marriage .....
(b) Number of children ever born
Male..... Female.....
(c) Number of children living
Male..... Female.....

6 For currently married women only
(a) Any child born during last one year Yes (1)/No (2) .....☐
(b) Has this birth been registered? Yes (1) / No (2) .....☐

IV

(First Pre-Test)

POPULATION RECORD

Location Code .....

Name of Village or Town .....

Enumerator's Block No.....

Household No.....

MALE

Sl. No.	Name Q-1	Relationship to head Q 2	Sex Q. 3 M	Sex Q. 3 F	Age Q4	Marital status Q-5	S C Q. 9	S.T. Q. 9	Literate Q. 10	Illiterate Q. 10	Worked any time at all during last year ? Q 12 — Yes — C	AL	HHI	OW	No	If yes in Q. 12, was this your main work last year/season ? (Q. 13 A) ? — Yes — C	AL	HHI	OW	No	Seeking work? Q. 13C (Check No in col. 16 or 21) — Yes	No
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

MALE

Sl. No.	If yes in Q. 12, worked at least one day in last week ? (Q. 14 A) — Yes — C	AL	HHI	OW	No.	S.C. Q. 9	S T. Q. 9	Literate Q. 10	illiterate Q. 10
1	24	25	26	27	28	29	30	31	32

FEMALE

Worked any time at all during last year ? Q 12 — Yes — C	AL	HHI	OW	No	If yes in Q. 12, was this your main work last year/season ? (Q. 13A) — Yes — C	AL	HHI	OW	No	Seeking Work ? (Q 13 C) Check No in col. 37 or 42 — Yes	No	If yes in Q. 12, worked at least one day in last week ? Q. 14A — Yes — C	AL	HHI	OW	No
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49

Total of all columns except cols. 2, 3, 6 and 7

Signature of Enumerator .....

Date .....

Signature of Supervisor .....

Date .....

APPENDIX 2.2—*concld.*

APPENDIX 2.3
MAIN SCHEDULES USED IN THE SECOND PRETEST
I
വീടുകളുടെ പട്ടിക

1. ജില്ലയുടെ പേര്‌..... കോഡ്‌ നമ്പർ .....
2. താലൂക്കിന്റെ പേര്‌..... കോഡ്‌ നമ്പർ .....
3. വില്ലേജിന്റെ/പട്ടണത്തിന്റെ/ദ്വീപിന്റെ പേര്‌..... .....കോഡ്‌ നമ്പർ .....
4. വാർഡിന്റെ പേരോ നമ്പറോ/കരയുടെയോ, മുറിയുടെയോ, ദേശത്തിന്റേയോ പേര്‌ } .... കോഡ്‌ നമ്പർ .....
5. ബ്ലോക്ക്‌ നമ്പർ.....

ക്രമ നമ്പർ	കെട്ടിടത്തിന്റെ നമ്പർ	സെൻസസ്‌ വീടിന്റെ നമ്പർ	സെൻസസ്‌ വീട്‌ എന്തിന്‌ ഉപയോഗിക്കുന്നു?	കുടുംബത്തിന്റെ നമ്പർ	കുടുംബത്തലവന്റെ പേര്‌	കുടുംബത്തിൽ വികലാംഗരുണ്ടോ? ഉണ്ടെങ്കിൽ ഓരോ വികലാംഗ വിഭാഗത്തിനും യോജിച്ച കോഡും ബ്രാക്കറ്റിൽ എണ്ണവും എഴുതുക	എന്യൂമറേറ്ററുടെ സന്ദർശന ദിവസം കുടുംബത്തിൽ പതിവായി താമസിക്കുന്നവരുടെ എണ്ണം			റിമാർക്‌സ്‌
							പുരുഷൻ	സ്‌ത്രീ	ആകെ	
1	2	3	4	5	6	7	8	9	10	11

II

(Obverse) രഹസ്യം

വ്യക്തിവിവര പട്ടിക

SECOND PRETEST (Universal)

വാർഡ് നമ്പർ .....

പട്ടിക നമ്പർ .....

സ്ഥല സൂചന..... .....( ) കുടുംബത്തിന്റെ ക്രമനമ്പർ [ ]

1 പേര്.....

2 കുടുംബത്തലവനോടുള്ള ബന്ധം.....

3 പുരുഷൻ (1)/സ്ത്രീ(2).....

4 വയസ്സ് .....

5 വൈവാഹികാവസ്ഥ .....

6 മാതൃഭാഷ .....

7 അറിയാവുന്ന മറ്റു രണ്ടു ഭാഷകൾ.....

8 സ്വരാഷ്ട്രം .....

9 മതം .....

പട്ടികജാതിയുടെ പേര്.....

10 അഥവാ

പട്ടികവർഗ്ഗത്തിന്റെ പേര് .....

12 നിരക്ഷരൻ (1) /അക്ഷരജ്ഞാനി (2)

12 സ്കൂളിലോ കോളേജിലോ പോകുന്നുണ്ടോ? ഉണ്ട്(1)/ഇല്ല(2)

13 വിദ്യാഭ്യാസയോഗ്യത .....

14A കഴിഞ്ഞ വർഷത്തിൽ എപ്പോഴെങ്കിലും ജോലി ചെയ്തിട്ടുണ്ടോ? ഉണ്ട് ഇല്ല (H/ST/D/R/B/I/O) .....

14B 14A-യിൽ 'ഉണ്ട്' എങ്കിൽ കഴിഞ്ഞ വർഷത്തിന്റെ ഭൂരിഭാഗവും നിങ്ങൾ ജോലി ചെയ്തിരുന്നുവോ? ഉണ്ട്(1)/ഇല്ല(2).....

15A കഴിഞ്ഞവർഷത്തെ പ്രധാന പ്രവർത്തനം 14B യിൽ 'ഉണ്ട്' എങ്കിൽ (C/AL/HHI/OW) / 14B യിൽ 'ഇല്ല' എങ്കിൽ (H/ST/D/R/B/I/O)

15 Aയിൽ HHI അഥവാ OW എങ്കിൽ

(i) സ്ഥാപനത്തിന്റെ പേര്.....

(ii) ജോലിയുടെ വിവരണം .....

(iii) വ്യവസായത്തിന്റെയോ വ്യാപാരത്തിന്റെയോ സേവനത്തിന്റെയോ സ്വഭാവം.....

(iv) ജോലി ചെയ്യുന്ന ആളിന്റെ ഇനം.....

15 B കഴിഞ്ഞ വർഷം എപ്പോഴെങ്കിലും—

മറ്റേതെങ്കിലും ജോലി ചെയ്തിട്ടുണ്ടോ (14B—യിൽ 'ഉണ്ട്' എങ്കിൽ) ഉണ്ട്(C/AL/HHI/OW)/

ഏതെങ്കിലും ജോലി ചെയ്തിട്ടുണ്ടോ (14B—യിൽ 'ഇല്ല' എങ്കിൽ) ഇല്ല.....

15 B—യിൽ HHI അഥവാ OW എങ്കിൽ

(i) സ്ഥാപനത്തിന്റെ പേര് .....

(ii) ജോലിയുടെ വിവരണം .....

(iii) വ്യവസായത്തിന്റെയോ വ്യാപാരത്തിന്റെയോ സേവനത്തിന്റെയോ സ്വഭാവം .....

(iv) ജോലിചെയ്യുന്ന ആളിന്റെ ഇനം .....

16 14 A യിലോ B-യിലോ 'ഇല്ല' എങ്കിൽ ജോലി അന്വേഷിക്കുന്നുണ്ടോ അല്ലെങ്കിൽ ജോലി ചെയ്യാൻ തയ്യാറുണ്ടോ? ഉണ്ട് (1)/ഇല്ല(2).....

APPENDIX 2.3– *contd.*

II

(Reverse) രഹസ്യം

SECOND PRETEST

വ്യക്തിവിവര പട്ടിക

(Sample)

1 ജനനസ്ഥലം

(a) ജനിച്ച സ്ഥലം .....

(b) ഗ്രാമം (1)/പട്ടണം (2) .....

(c) ജില്ല .....

(d) സംസ്ഥാനം/രാജ്യം.....

2 മുമ്പുള്ള താമസം

(a) ഇതിനുമുമ്പു താമസിച്ച സ്ഥലം .....

.....

(b) ഗ്രാമം (1)/പട്ടണം (2) .....

(c) ജില്ല.....

(d) സംസ്ഥാനം/രാജ്യം .....

3 മുമ്പുള്ള താമസ സ്ഥലത്തു നിന്നും ഇവിടെ താമസമാക്കാനുള്ള കാരണങ്ങൾ

*(നമ്പരുകളിൽ സൂചിപ്പിക്കുക) .....

കണക്കെടുക്കുന്ന വില്ലേജിൽ/പട്ടണത്തിൽ എത്ര കൊല്ലമായി താമസിക്കുന്നു?.....

4 വിവാഹിതരായ സ്ത്രീകൾക്കു മാത്രം

(a) വിവാഹസമയത്തെ വയസ്സ്.....

(b) ഇപ്പോൾ ജീവിച്ചിരിക്കുന്ന കുട്ടികളുടെ എണ്ണം

ആൺ ☐ പെൺ ☐ ആകെ ☐

(c) ജീവനോടെ ജനിച്ച എല്ലാ കുട്ടികളുടേയും എണ്ണം

ആൺ ☐ പെൺ ☐ ആകെ ☐

5 വിവാഹബന്ധം നിലവിലുള്ള സ്ത്രീകൾക്ക് മാത്രം

കഴിഞ്ഞ ഒരു കൊല്ലത്തിനിടയ്ക്ക് കുട്ടി ജീവനോടെ ജനിച്ചിട്ടുണ്ടോ?.....

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*തൊഴിൽ—1 വിദ്യാഭ്യാസം—2 കുടുംബത്തിന്റെ താമസമാറ്റം—3 വിവാഹം—4 മറ്റുള്ളവ—5

APPENDIX 2.3—*contd.*

SECOND PRETEST

III

കുടുംബവിവര പട്ടിക

ഭാഗം I കുടുംബവിവരങ്ങൾ

രഹസ്യം

1 സ്ഥലസൂചന.....( ) 2 കുടുംബത്തിന്റെ ക്രമ നമ്പർ (വീടുകളുടെ സംഗ്രഹ പട്ടികയിലെ 6–ാം കോളം)..... 3 കുടുംബത്തിന്റെ തരം: സാധാരണ/സ്ഥാപന/ഭവനരഹിതകുടുംബം.....

4 കുടുംബത്തലവന്റെ പേര് .....

5 കുടുംബത്തലവൻ പട്ടികജാതിയിലോ പട്ടികവർഗ്ഗത്തിലോ ഉൾപെടുന്നുണ്ടോ? (ഉണ്ടെങ്കിൽ SC അല്ലെങ്കിൽ ST എന്ന് എഴുതുക).....

6 പട്ടികജാതി/പട്ടികവർഗ്ഗമാണെങ്കിൽ $\frac{\text{പട്ടികജാതിയുടെ പേര്*}}{\text{പട്ടികവർഗ്ഗത്തിന്റെ പേര്*}}$ .....

7 കുടുംബത്തിൽ മുഖ്യമായി സംസാരിക്കുന്ന ഭാഷ .....

8 കുടുംബത്തലവന്റെ മതം .....

9 ആകെ ജനസംഖ്യ (ഭാഗം II–ജനസംഖ്യാ പട്ടികയുടെ 2–ാം കോളത്തിലെ ആകെ എണ്ണം).....

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1 കുടുംബം സ്വന്തം വീട്ടിലാണോ താമസിക്കുന്നത്? അതെ(1)/അല്ല(2).....

2 1–ൽ 'അല്ല' എന്നാണെങ്കിൽ കണക്കെടുക്കുന്ന വില്ലേജിൽ/പട്ടണത്തിൽ കുടുംബത്തിന് സ്വന്തമായി ഒരു വീടോ വീടു പണിയാനുള്ള സ്ഥലമോ ഉണ്ടോ? ഉണ്ട്(1)/ഇല്ല(2).....

3 കുടുംബം താമസിക്കുന്ന വീട് നിർമ്മിക്കുന്നതിനുപയോഗിച്ചിട്ടുള്ള പ്രധാന സാധനം:
(a) ഭിത്തി ഓല, പുല്ല്, ഇല, ഈറ അഥവാ മുള (1) മണ്ണ് (2) ചുടാത്ത ഇഷ്ടിക (3) മരം (4) ചുട്ട ഇഷ്ടിക (5) GI ഷീറ്റുകളും അഥവാ മറ്റു ലോഹത്തകിടുകളും (6) കല്ല് (7) സിമൻറ് കോൺക്രീറ്റ് (8) മറ്റുള്ളവ (9).....
(b) മേൽക്കൂര ഓല, പുല്ല്, ഇല, ഈറ, വയ്ക്കോൽ, മരം, മണ്ണ് ചുടാത്ത ഇഷ്ടിക അഥവാ മുള (1) ഓട്, സ്ലേറ്റ് അഥവാ ഷിംഗിൾസ് (2) ഇരുമ്പ്, തുത്തനാകം മുതലായവയിലുള്ള ചുളുക്കു തകിടുകളും (3) ആസ്ബസ്റ്റോസ് സിമൻറ് ഷീറ്റ് (4) ഇഷ്ടിക, കല്ലും കുമ്മായവും (5) കല്ല് (6) RBC അല്ലെങ്കിൽ RCC കോൺക്രീറ്റ് (7) മറ്റുള്ളവ (8) .....
(c) നിലം മണ്ണ് (1) മരം/പലക (2) മുള അഥവാ മരത്തടി (3) ഇഷ്ടിക, കല്ലും കുമ്മായവും (4) സിമൻറ് (5) മൊസൈക്/തറയോട് (6) മറ്റുള്ളവ (7) .....

4 കുടുംബത്തിന് ലഭ്യമായ സൗകര്യങ്ങൾ:
(a) കുടിക്കാനുള്ള വെള്ളം: (i) ലഭിക്കുന്ന സ്ഥലം കിണർ (1) പൈപ്പ് (2) കൈപ്പമ്പ്/കുഴൽക്കിണർ (3) പുഴ/തോട് (4) കുളം (5) മറ്റുള്ളവ(6).....
(ii) വീടിന്റെ പരിസരത്ത് (1)/വീടിന്റെ പരിസരത്തിനകലെ (2).....
(b) വിദ്യുച്ഛക്തി: ഉണ്ട്(1)/ഇല്ല(2)..... (c) കക്കൂസ് (പട്ടണങ്ങൾക്കു മാത്രം): ഉണ്ട് (1)/ഇല്ല (2).....

5 കുടുംബം താമസത്തിന് ഉപയോഗിക്കുന്ന മുറികളുടെ എണ്ണം.....

6 കുടുംബത്തിൽ പതിവായി താമസിക്കുന്ന ദമ്പതികളുടെ എണ്ണം.....

7 കുടുംബം കൃഷി ചെയ്യുന്നുണ്ടോ? ഉണ്ട്(1)/ഇല്ല(2).....

8 7–ൽ 'ഉണ്ട്' എന്നാണെങ്കിൽ സ്വന്തം (1) പാട്ടം, വാരം മുതലായവ (2) സ്വന്തവും പാട്ടം, വാരം മുതലായവയും കൂടി (3) .....

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*നിങ്ങൾക്കു തന്നിട്ടുള്ള ലിസ്റ്റ് നോക്കുക. പട്ടികജാതിയിലോ പട്ടികവർഗ്ഗത്തിലോ ഉൾപ്പെടുന്നില്ലെങ്കിൽ രണ്ടു വരികളിലും × എന്നെഴുതുക.

ക്രമനമ്പർ	പേര്	കുടുംബത്തലവനോടുള്ള ബന്ധം (അമ്മ കുടുംബത്തിൽ താമസമുണ്ടെങ്കിൽ അമ്മയുടെ ക്രമനമ്പരും സൂചിപ്പിക്കുക)	പുരുഷനോ സ്ത്രീയോ		വയസ്സ്	വൈവാഹികാവസ്ഥ	പുരുഷൻ					
							പട്ടികജാതിയോ പട്ടികവർഗ്ഗമോ ആണെങ്കിൽ ജാതിയുടെ/വർഗ്ഗത്തിന്റെ പേര്		സാക്ഷരത		14A-യിലെ ഉത്തരം	
			പുരുഷൻ	സ്ത്രീ			പട്ടികജാതി*	പട്ടികവർഗ്ഗം*	നിരക്ഷരൻ	അക്ഷരജ്ഞാനി	ഉണ്ട്	ഇല്ല
1	2	3	4	5	6	7	8	9	10	11	12	13
ആകെ	× × ×	× × ×			× ×	× ×						

വ്യക്തിവിവര പട്ടികയുമായി ഒത്തുനോക്കി

കമ്പയിലർ .....

*എല്ലാ ഉത്തരങ്ങളും എണ്ണി ആകെയുടെ നേരെ എഴുതുക

പുരുഷൻ									സ്ത്രീ													
	14B—യിലെ ഉത്തരം		15A— യിലെ ഉത്തരം				ജോലി അന്വേഷിക്കുന്നുണ്ടോ അഥവാ ജോലി ചെയ്യാൻ തയ്യാറുണ്ടോ?		പട്ടികജാതിയോ പട്ടിക വർഗ്ഗമോ ആണെങ്കിൽ ജാതിയുടെ/വർഗ്ഗത്തിന്റെ പേര്		സാക്ഷരത		14A—യിലെ ഉത്തരം		14B—യിലെ ഉത്തരം		15A—യിലെ ഉത്തരം				ജോലി അന്വേഷിക്കുന്നുണ്ടോ അഥവാ ജോലി ചെയ്യാൻ തയ്യാറുണ്ടോ	
ക്രമനമ്പർ	ഉണ്ട്	ഇല്ല	C	AL	HHI	OW	ഉണ്ട്	ഇല്ല	പട്ടികജാതി*	പട്ടിക വർഗ്ഗം*	നിരക്ഷരൻ	അക്ഷരജ്ഞാനി	ഉണ്ട്	ഇല്ല	ഉണ്ട്	ഇല്ല	C	AL	HHI	OW	ഉണ്ട്	ഇല്ല
1	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35

ഒത്തുനോക്കി ശരിയാണെന്നു കണ്ടു

സൂപ്പർവൈസർ..... എന്യൂമറേറ്ററുടെ ഒപ്പ്.....

ഭാഗം II (തുടർച്ച)

ജനസംഖ്യാ പട്ടിക സംഗ്രഹം

രണ്ടാം കോളത്തിന്റെ ആകെ..... (SECOND PRETEST)

പുരുഷൻ	സ്ത്രീ	മൊത്തം ആളുകൾ
1	2	3
1. 4—ാം കോളത്തിലെ ആകെ എണ്ണം.....	18. 5—ാം കോളത്തിലെ ആകെ എണ്ണം.....	35. ജനസംഖ്യ .....
2. 8—ാം കോളത്തിലെ ആകെ ഉത്തരങ്ങൾ.....	19. 22—ാം കോളത്തിലെ ആകെ ഉത്തരങ്ങൾ....	36. പട്ടിക ജാതിക്കാർ.....
3. 9—ാം കോളത്തിലെ ആകെ ഉത്തരങ്ങൾ.....	20. 23—ാം കോളത്തിലെ ആകെ ഉത്തരങ്ങൾ....	37. പട്ടിക വർഗ്ഗക്കാർ.....
4. 10—ാം കോളത്തിലെ ആകെ എണ്ണം.....	21. 24—ാം കോളത്തിലെ ആകെ എണ്ണം.....	38. നിരക്ഷരർ .....
5. 11—ാം കോളത്തിലെ ആകെ എണ്ണം.....	22. 25—ാം കോളത്തിലെ ആകെ എണ്ണം.....	39. അക്ഷരജ്ഞാനികൾ .....
6. 12—ാം കോളത്തിലെ ആകെ എണ്ണം.....	23. 26—ാം കോളത്തിലെ ആകെ എണ്ണം.....	40. ഏതെങ്കിലും ജോലിചെയ്യുന്നവർ.....
7. 13—ാം കോളത്തിലെ ആകെ എണ്ണം.....	24. 27—ാം കോളത്തിലെ ആകെ എണ്ണം.....	41. യാതൊരുവിധ ജോലിയും ചെയ്യാത്തവർ .....
8. 14—ാം കോളത്തിലെ ആകെ എണ്ണം.....	25. 28—ാം കോളത്തിലെ ആകെ എണ്ണം.....	42. പ്രധാന ജോലിയുള്ളവർ.....
9. 15—ാം കോളത്തിലെ ആകെ എണ്ണം	26. 29—ാം കോളത്തിലെ ആകെ എണ്ണം.....	43. അപ്രധാനജോലിയുള്ളവർ.....
10. 16—ാം കോളത്തിലെ ആകെ എണ്ണം.....	27. 30—ാം കോളത്തിലെ ആകെ എണ്ണം.....	44. കൃഷിക്കാർ.....
11. 17—ാം കോളത്തിലെ ആകെ എണ്ണം.....	28. 31—ാം കോളത്തിലെ ആകെ എണ്ണം.....	45. കർഷകത്തൊഴിലാളികൾ .....
12. 18—ാം കോളത്തിലെ ആകെ എണ്ണം.....	29. 32—ാം കോളത്തിലെ ആകെ എണ്ണം.....	46. കുടുംബവ്യവസായത്തിലേർപ്പെട്ടവർ .....
13. 19-ാം കോളത്തിലെ ആകെ എണ്ണം	30. 33-ാം കോളത്തിലെ ആകെ എണ്ണം.....	47. മറ്റു ജോലിക്കാർ.....
14. 16 മുതൽ 19 വരെ കോളങ്ങളുടെ ആകെ (പ്രധാന പ്രവർത്തനമനുസരിച്ച് ജോലി ചെയ്യുന്നവർ).....	31. 30 മുതൽ 33 വരെ കോളങ്ങളുടെ ആകെ (പ്രധാന പ്രവർത്തനമനുസരിച്ച് ജോലി ചെയ്യുന്നവർ)	48. പ്രധാന പ്രവർത്തനമനുസരിച്ച് ആകെ ജോലി ചെയ്യുന്നവർ.....
15. (1) ന്യൂനം (14) (പ്രധാന പ്രവർത്തനമനുസരിച്ച് ജോലി ചെയ്യാത്തവർ).....	23. (18) ന്യൂനം (31) (പ്രധാന പ്രവർത്തനമനുസരിച്ച് ജോലി ചെയ്യാത്തവർ).....	49. പ്രധാനപ്രവർത്തനമനുസരിച്ച് ജോലിചെയ്യാത്തവരുടെ ആകെ എണ്ണം .....
16. 20-ാം കോളത്തിലെ ആകെ എണ്ണം	33. 34-ാം കോളത്തിലെ ആകെ എണ്ണം.....	50. തൊഴിൽ അന്വേഷിക്കുന്നവർ.....
17. 21-ാം കോളത്തിലെ ആകെ എണ്ണം	34. 35-ാം കോളത്തിലെ ആകെ എണ്ണം.....	51. തൊഴിൽ അന്വേഷിക്കാത്തവർ.....

(പ്രധാനപ്രവർത്തനം)

ഒത്തുനോക്കി ശരിയാണെന്നു കണ്ടു.

കമ്പയിലറുടെ ഒപ്പ്..... .....

CHAPTER 3

PREPARATION FOR THE CENSUS

First Conference of Directors of Census Operations

3.1 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 organizational matters pertaining to the 1981 census operations. Shri Dhanik Lal Mandal, Minister of State in the Ministry of Home Affairs inaugurated the conference. Shri T.C.A. Sreenivasa Varadan, Home Secretary and Shri M.L. Kampani, Additional Secretary, Ministry of Home Affairs, in charge of census, were also present. The conference gave us an opportunity of meeting each other and discussing problems of common interest. In his welcome speech the Registrar General Shri P. Padmanabha, stated, among other things, that the Census Organization had agreed to integrate the economic census with the Census Operations which would apart from relieving the same enumeration agency of doing the task twice, save a lot of money in independently conducting the economic census. He also 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".

3.2 The conference discussed in detail the organizational and other matters pertaining to the 1981 census. The important decisions on the various points are briefly summarized below:

The Census hierarchy

3.3 An enumeration block should normally cover about 750 persons ie. 150 households in the rural areas and about 600 persons ie. 120 households in the urban areas. At my request the Registrar General agreed to have smaller rural blocks of 600 persons in Kerala in view of the fact that the rural areas in this state had several urban characteristics. School teachers or village or revenue officials will be appointed as enumerators. There should be a supervisor who would check the work of five enumerators and above him there would be a charge officer who will be in charge of the census operations in the whole taluk/town or

city. The Tahsildar will be the charge officer for the taluk, the Municipal Commissioner or the Corporation Commissioner will be in charge of the municipal town or city and the Divisional Forest Officer will be the charge officer for the forest areas. Above the charge officers the Deputy Collector (General) will function as the district census officer of the respective district. The District Collector will be designated as the principal census officer who will be in overall charge of the census operations in the district. Revenue Divisional Officers would also be brought into the census hierarchy as sub-divisional census officers to supervise the census work within their respective jurisdiction.

Reference date, enumeration method and period

3.4 The reference date would be the first of 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.

Rural and urban areas

3.5. The criteria adopted for urban classification in the 1971 census would be followed for 1981 census also. Marginal cases should be referred to the Registrar General.

Preparation of notional maps

3.6. The urban frame survey maps of the National Sample Survey Organization should be adopted to the extent possible for carving out Census Enumerators' Blocks. Notional maps would be prepared separately for houselisting and separately for final enumeration.

Main phases of the census

3.7. There are two phases viz. houselisting and enumeration.

I. HOUSELISTING OPERATIONS: This should be completed well in advance of the main census. The tentative programme of training and operation for this state would be as follows:

(a)	Training of Officers	—	January 1980
(b)	Training of Supervisors	—	February 1980
(c)	Period of houselisting	—	March-May 1980
(d)	Agency for houselisting	—	Revenue Village Staff

II. ENUMERATION: This important phase of the census would be between 9th February and 28th February, 1981 followed by a revisional round of five days from 1st March 1981.

Preparation of lists of villages/urban areas/military and defence areas

3.8. The 1971 census list of villages should be the starting point for preparing the uptodate list of villages. The lists received from the local administrative authorities should be subjected to a rigorous scrutiny as the lists might not always be complete. It would be desirable to have a small cell set up in the Directorate to monitor information on jurisdictional changes.

Preparation of lists of military and defence areas

3.9. In Cantonment areas, the houselisting and census-taking would be on the same pattern as in many other areas except that the charge officer or other census officer would be appointed from the staff of the Cantonment Board. In the case or defence areas the census operation would be under the control of the Military Census Officer. There would also be no houselisting operations in the defence areas.

Location code

3.10. The location code would include the elements of state, district, taluk, town or village, ward or kara/muri and enumerator's block.

Delineation of houselisting blocks

3.11. After the finalisation of lists of villages and urban areas, blocks for housenumbering and houselisting operations would be constituted on the basis of reasonable distribution of work load among enumerators.

Preparation of charge registers/circle registers

3.12. Charge registers should be prepared for each charge separately and must contain the following basic particulars:

(1) Location code number of the village
(2) Name of village
(3) Names of karas/muris, if any
(4) Sl. No. of the enumerator's block
(5) Description of the boundaries of the census block
(6) Name and other details of the enumerators

Selection/appointment of enumerators and supervisors

3.13. Supervisors would generally be of the level of Revenue Inspectors or Bill Collectors in the municipal areas. Enumerators would be the school teachers, village or revenue officials or municipal staff.

Training

3.14. Enumerators and supervisors selected for houselisting operations should be given adequate training before taking up the work. Two rounds of training should be given to the enumerators/supervisors. The District Census Officers and the Charge Officers should be trained so as to make them fully qualified for imparting training to the enumerators and supervisors.

Printing

3.15. The progress made regarding the indenting of paper and printing of census materials was explained. The main census forms such as houselist, houselist abstract, household schedule and individual slip in English and regional language would be printed through the Government of India Presses located at various

places. Printing of instructions for Houselist and Individual Slip and the manuals would be arranged through the State Government by the Directors.

System of supervision of operations

3.16. Effective supervision should be exercised at all stages of the operations and more particularly at the following stages:

(a) Preparation of charge registers
(b) Selection and appointment of enumerators and supervisors during the training and during actual operations

Economic Census

3.17. It was decided to canvass the Enterprise List along with the Houselist during the houselisting operations. Combined training classes would be held for houselisting and for canvassing the Enterprise List. The staff and officers of the Bureau of Economics and Statistics in the State would be associated with the training for canvassing the Enterprise List and in the supervision of houselisting operations.

Setting up of Regional Offices

3.18. Regional Offices would be set up to assist the Director with a norm of one for every 5 million population. The mode of appointment of officers to man the posts of Deputy Directors and the number and nature of subordinate staff to be allowed for them would be decided by the Registrar General later.

Enumeration: Preparatory and organizational steps

3.19. Preparatory work for the enumeration should start immediately after the houselisting operations. The enumerator's blocks would be carved out on the basis of the Houselists and the Abridged Houselists. Unlike in the 1971 census when location code provided the identification, the serial number of the household as can be had from the Abridged Houselist would provide the identification in the 1981 census.

Sampling in the Census

3.20. Sampling in enumeration would be attempted for the first time in Census. Instead of household sampling, area sampling would be adopted. The operational units for sampling in a district would be the taluk for rural areas. Each city or non-city urban district would form the operational unit in urban areas. Printing of Individual Slips in Universal and Sample areas would be in different colours.

Post Enumeration Check 1981

3.21. Post Enumeration Check (PEC) should be carried out immediately after the census to find out the extend of errors in (1) population count and (2) the

recording of particulars of individuals. PEC would be carried out by the staff of the Census Department in the selected sample blocks.

Census Evaluation Study

3.22. An evaluation study of the census age returns would be made in a sub sample of the SRS sample blocks. The census returns of children would be compared with the list of children prepared from the SRS records after eliminating the dead and migrated children as on the date of census.

3.23. In addition to the specific items in the agenda the conference also discussed several organizational and administrative matters and clarified the doubts raised by the participants.

Calendar of operations

3.24. Consistent with the census tradition and also in accordance with the directions of the Registrar General a calendar of operations was drawn up for this state. The calendar prescribes the time or more precisely dates for the performance of each item of work, starting with the publication of notification in the Kerala Gazette regarding the taking of census as on the sunrise of 1st March 1981 till the completion of Post Enumeration Check. The calendar has served as a very useful guide to watch and enforce the compliance of time schedule in respect of each stage of work without allowing even very minor items to escape notice. Some unforeseen problems have necessitated the revision of the calendar, for example the delay in printing, delay in getting final versions of booklets from the Registrar General etc. The calendar is reviewed and revised periodically to adjust to the changes in circumstances from time to time.

Second Conference of Directors of Census Operations

3.25. The second conference of Directors of Census Operations was held at Mysore during 16th-19th January 1980 to review the arrangements for houselisting operations and to finalise the instructions for filling up the Abridged Houselist, Household Schedule and Individual Slip and for the preparation of enumerator's working sheets and abstracts. The conference was inaugurated by Shri R. A. Naik, Revenue Commissioner of the Government of Karnataka.

3.26. Initiating the discussions the Registrar General dealt with the importance of touring by the Directors to acquaint themselves with the prevailing special situations if any, in any part of the state. On his own part the Registrar General said that he would be touring the country extensively and would be meeting the various State Government Officers connected with the census. The importance of proper and effective training for the census officers, supervisors and enumerators could not also be over emphasized. He pointed out the need to use roll up boards in the training classes as was done for 1971 census. With respect to houselisting operations the Registrar General cautioned that close suspervision was essential to ensure complete coverage of all buildings in all areas.

3.27. There was also a thorough and useful discussion on the following subjects :

1. Instructions for filling up the Abridged Houselist
2. Instructions for filling up Household Schedule
3. Instructions for filling up Individual Slip
4. Enumeration of Houseless Population
5. Instructions for filling up Enumerator's Working Sheet
6. Revisional round
7. Printing of Household Schedule and Individual Slip in local languages
8. Preparation of Maps
9. Social Studies

3.28. Progress relating to houselisting operations was also discussed. According to the calendar for houselistitng operations the work was to be done in Kerala during 1st March to 31st May 1980.

Conferences of Census Officers held by the Director

3.29. For preparing the officers to perform their duties and functions efficiently I held several Regional and District-level conferences of the principal census officers, district census officers, sub divisional census officers and charge officers well before the commencement of each stage of operation. Besides the officers referred to above, I. A. S. probationers and probationary Deputy Collectors undergoing training in the districts were also asked to attend the conferences so that the trainee-officers could familiarise themselves with the census operations as part of their training since many of them would also have to function as census officers later in their official career. The Assistant Collectors and Deputy Collectors undergoing training were also given copies of census circulars, instruction booklets census schedules and form etc. for study and reference.

First Conference of Census Officers

3.30. The first conference of census officers at the district level was held at all the District Headquarters in July 1979 as per the following programme:

3–10–1979	10.30 a.m.	Trichur
	3.30 p.m.	Palghat
4–10–1979	10.30 a.m.	Malappuram
	3.30 p.m.	Kozhikode
5–10–1979	10.30 a.m.	Cannanore
10–10–1979	11.00 a.m.	Kottayam
16–10–1979	10.30 a.m.	Quilon
17–10–1979	11.00 a.m.	Ernakulam
18–10–1979	10.30 a.m.	Alleppey
22–10–1979	10.30 a.m.	Trivandrum
24–10–1979	11.00 a.m.	Idukki

This conference discussed different important subjects like recognition of places as towns, special areas, freezing of jurisdiction changes, housenumbering and houselisting operations, preparation of the town and village directory and preparation of notional maps etc. This conference was very useful in creating awareness about the oncoming census operations among all the state government officials and orienting them in the nuances of the job.

Second Conference of Census Officers

3.31 The second conference of the senior census officers was held on a regional basis in January 1980 as per the following programme:

Date	*Venue*	*Participants*
25-1-1980	Trivandrum	Census Officers of Quilon and Trivandrum districts
28-1-1980	Kottayam	Census Officers of Alleppey, Kottayam and Idukki districts
29-1-1980	Cochin	Census Officers of Ernakulam, Trichur and Palghat districts
30-1-1980	Calicut	Census Officers of Malappuram, Kozhikode and Cannanore districts

The main object of this conference was to impart training to the senior census officers and charge officers in matters pertaining to the ensuing housenumbering and houselisting operations. Instructions for housenumbering and houselisting and the schedules were read and explained. The conference was also made use of for imparting training in canvassing enterprise lists. The Director, Bureau of Economics and Statistics and other senior officers of the Bureau of Economics and Statistics Department also attended the conference. The opportunity was also taken to review the progress of preparation of notional maps and the town and village directory at this conference.

Third Conference of Census Officers

3.32 The third conference of senior census officers was held at regional level as per the following programme:

Date	*Venue*	*Participants*
25-4-1980	Quilon	Census Officers of Quilon, Kottayam and Trivandrum districts
28-4-1980	Calicut	Census Officers of Calicut, and Cannanore districts
29-4-1980	Trichur	Census Officers of Trichur, Malappuram and Palghat districts
30-4-1980	Cochin	Census Officers of Ernakulam, Alleppey and Idukki districts

This conference was convened to review critically the progress of housenumbering and houselisting operations which was scheduled to be completed by the end of May 1980. The defects noticed in the training schedules were explained at the conference. Matters pertaining to the processing and forwarding of the houselist and the enterprise list schedules and the delimitation of Enumerator Blocks and Supervisor Circles were also discussed. The conference provided a complete picture of the progress of the houselisting and housenumbering operations in all parts of the state and the officers in areas where the progress was not quite satisfactory were alerted and pulled up. This ensured the timely and satisfactory completion of the housenumbering and houselisting operations.

Fourth Conference of Census Officers

3.33 I thought it desirable to hold a training conference exclusively for the district census officers on the instruction booklet and schedules relating to the enumeration in order to make sure that these senior officers who were in charge of the census operations in the districts fully understood the census concepts and the implications of the several items included in the household schedule and individual slip. Accordingly a training conference for the district census officers was held by me in my office at Trivandrum for two days on 4th and 5th October 1980. All the Deputy Directors of Census Operations also attended the conference. The instruction booklet was read out para by para and all the salient points explained in detail. After the theoretical training, the district census officers were given training schedules and they were required to fill in all schedules including working sheets and abstracts. The schedules filled in by them were scrutinised in their presence and the defects noticed were explained. Since the district census officers were summoned to Trivandrum, away from their headquarters, they were completely relieved of their normal duties for two days and as such, they could concentrate on learning the instruction booklet, schedules etc. and attend to the practical training carefully. This exclusive training given to the district officers helped greatly in the success of enumerators since the district census officers could effectively guide and supervise the training classes for supervisors and enumerators arranged by the respective charge officers.

Fifth Conference of Census Officers

3.34 The fifth conference was that of the District Collectors (principal census officers) arranged at the Kanakakkunnu Palace, Trivandrum on 6–10–1980. This Collector's conference was convened by the State Government at my instance and the morning session of the first day was set apart exclusively for discussions on the census operations. The conference was inaugurated by the Chief Minister Shri E. K. Nayanar and presided over by Shri P. S. Srinivasan, Revenue Minister. Besides other Ministers, the Chief Secretary, Secretaries to Govt., Members of the Board of Revenue and other senior officers of the State Government attended the inaugural session of the conference. The Chief Minister and the Minister (Revenue) who addressed the conference emphasized the importance of population

census and the great importance the State Government attached to this national task. They observed that the data collected through census would form the basis for formulating and implementing plan schemes and other welfare schemes by the Central and State Governments. They exhorted the Collectors to devote personal attention to the census operations with the importance and seriousness the work deserved. This conference, I must say, was extremely helpful to create a consciousness regarding census at all levels in the state administration, apart from its publicity aspect. The conference also reviewed the progress achieved in the formation of enumerator's blocks and supervisor's circles, preparation of block maps, abridged houselists etc. This unique Collectors' conference on census provided a tremendous boost to the operations.

Sixth Conference of Census Officers

3.35 The next round of conferences of the principal census officers, district census officers, sub divisional census officers, charge officers, etc. was held for the main purpose of imparting training to these officers in the instruction booklet for enumerators and the various schedules to be canvassed during enumeration. This was a district level training conference held at the headquarters of each district attended by all census officers upto and including deputy charge officers as per the following programme:

Date	*Venue*	*Participants*
7-10-1980	Trivandrum	All census Officers upto and including the level of Deputy Charge Officers of the concerned district.
8-10-1980	Quilon	
9-10-1980	Alleppey	
10-10-1980	Kottayam	
11-10-1980	Cochin	
13-10-1980	Trichur	
14-10-1980	Palghat	
15-10-1980	Malappuram	
16-10-1980	Calicut	
17-10-1980	Cannanore	

3.36 All the training classes for the census officers down to the level of deputy charge officers were conducted by me. The training conferences were very effective because I was able to pay particular attention to each of the participant officers, the number of participants in each conference being less than 25. All the important instructions in the instruction booklet from the definition of buildings, census buildings and households to the completion of revisional rounds and the

handing over of records were gone through in detail. The doubts raised by the officers on each and every point were cleared then and there. Enlarged copies or training schedules and forms were used as training aids. After the theoretical training, training forms and schedules were supplied to the officers and they were instructed to enumerate some households and fill in all the schedules and forms and to hand over the filled-in schedules to the respective district census officers for scrutiny. The completion of the important preparatory items of work such as the formation of enumerator's blocks and supervisor's circles, preparation of block maps and abridged houselists and the appointment of enumeration personnel was also critically reviewed at the conference.

Seventh Conference of Census Officers

3.37 A follow-up training conference was also held subsequently in each district to give further instructions and clarify doubts in the lifth of the difficulties if any, experienced by the trainer-officers while doing enumeration themselves and filling up of the training forms and schedules. As pointed out earlier the filled-in schedules were scrutinized by the district census officers and the concerned Regional Deputy Directors. The mistakes noticed and the doubts expressed were explained at the follow-up conferences conducted as per the programme below:

Date	*Time*	*Venue*
9–10–1980	9.30 a.m.	Trivandrum
10–10–1980	9.30 a.m.	Quilon
15–10–1980	9.30 a.m.	Alleppey
13–10–1980	9.30 a.m.	Kottayam
15–10–1980	9.30 a.m.	Idukki
13–10–1980	9.30 a.m.	Cochin
17–10–1980	9.30 a.m.	Trichur
22–10–1980	9.30 a.m.	Cannanore
23–10–1980	9.30 a.m.	Kozhikode
24–10–1980	9.30 a.m.	Malappuram
25–10–1980	9.30 a.m.	Palghat

An Officer (Deputy Director/Assistant Director/Investigator) from the Directorate was deputed to assist the District Census Officer to handle the follow-up training class efficiently. Four rounds of training classes for the district census officers and two rounds of training classes for other officers were thus held to make the trainer-officers thorough with all the census concepts and the instructions contained in the instruction booklet for enumerators.

Eighth Conference of Census Officers

3.38 The eighth and last conference of the principal census officers, district census officers, charge officers etc. was held by me in January 1981.

This conference was held at the regional level as per the following programme:

Date	*Time*	*Venue*	*Participants*
31-1-1981	10.15 a.m.	Calicut	Census Officers — Cannanore, Kozhikode and Wayanad districts
31-1-1981	3.00 p.m.	Malappuram	Census Officers — Malappuram, Palghat and Trichur districts
1-2-1981	11.30 a.m.	Cochin	Census Officers–Ernakulam, Idukki and Kottayam districts
3-2-1981	10.30 a.m.	Trivandrum	Census Officers–Trivandrum, Quilon and Alleppey districts

The object of the conference was to review the completion of all the preparatory arrangements prior to enumeration and also to discuss matters pertaining to the collection of records and relay of provisional figures. These conferences held just a week before the commencement of the actual enumeration enabled me to ensure that all the preliminary arrangements were completed in all parts of the state and that the enumeration would start without any hindrance on the scheduled date viz. 9th February 1981.

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APPENDIX 3.1

CALENDAR OF CENSUS OPERATIONS 1981 KERALA

1974 World Population Year—Seminars and symposiums held on 1971 census data with suggestions for 1981 census

1976 Seminar on 1981 census held at Bangalore under the auspices of the Indian Association for the Study of Population (IASP), Central Statistical Organization (SCO) and Indian Statistical Institute

1977 Sympcsium held at New Delhi on 1981 census

1978 January Collection of preliminary data for 1981 Census viz. Jurisdictional changes since 1971 census, list of villages etc.

February First Data Users' Conference at New Delhi (13th to 15th February)

May Conference on Pilot Study for 1981 Census at Trivandrum (25–26 May)

June Pilot Study conducted in Kerala in 20 rural and 10 urban units along with Andhra Pradesh, Gujarat, Harvana, Jammu & Kashmir, Karnataka, Rajasthan, Uttar Pradesh and West Bengal

Enumeration of Pilot Study as per the following programme:

Enumeration	:	12th to 18th June 1978
Reference time	:	Sunrise of 19th June 1978
Revisional round	:	19th to 21st June 1978

July Report on Pilot Study prepared
Preliminary measures for First Pretest initiated

August Tabulated results of Pilot Study sent to the Registrar General, India
Houselisting operations conducted in the units selected for First Pretest

September-October Enumeration of First Pretest as per the following programme:

Enumeration	:	22nd September to 5th October 1978
Reference time	:	Sunrise of 6th October 1978
Revisional round	:	6th and 7th October 1978

Preliminary report on First Pretest prepared

November Detailed compilation tables on First Pretest sent to the Registrar General

December Second Data Users' Conference (21st to 23rd December)

1979 March Second Pretest—Selection of samples and preliminary work done

1979 April Preparation of questionnaires in Malayalam for the Second Pretest

May Translation of instructions on Second Pretest into Malayalam

June-July Enumeration of Second Pretest as per the following programme:

Enumeration	:	20th to 30th June 1979
Enumeration of houseless persons	:	Night of 30th June 1979
Reference time	:	Sunrise of 1st July 1979
Revisional round	:	1st and 2nd July 1979

Report on Second Pretest sent to the Registrar General
Director assumed charge (30th June AN)
Notification on taking census as on the sunrise of 1st March 1981 published in the Gazette (7th July)

APPENDIX 3.1—*contd.*

1979 August	First All-India Conference of Directors of Census Operations at New Delhi (24th to 29th August)
	Notification of various Census Officers (Principal Census Officers, District Census Officers, Sub-Divisional Census Officers, Charge Officers by the State Government (31st August)
September	Circular No. 1 issued by the Director to all Census Officers on the general features and outline of plan of operations of the 1981 census (18th September)
October	First Conference of Census Officers at the District headquarters (3rd to 24th October)
November	Circular No. 2A/2B/2C issued by the Director on Notional maps of villages/towns/ forest divisions and lay-out sketches of desoms/karas/wards/forest ranges (23rd November)
	List of census towns for the 1981 census finalized
December	Circular No: 3 issued by the Director on the preparation of Village and Town Directory (13th December)
	Finalization of instruction booklet on housenumbering and houselisting operation
	Circular No. 4 issued by the Director on housenumbering and houselisting operations (20th December)
	Circular No. 5 issued by the Director on distribution of forms schedules, book lets etc. and maintenance of accounts etc. (20th December)
	Location codes of districts, taluks, villages and desoms/karas, town and ward forest divisions and forest ranges finalized
1980 January	Second All-India Conference of Directors of Census Operations at Mysore (16th to 19th January)
	Second Conference (Regional Training Conference) of Census Officers to impart training on housenumbering and houselisting operations at Trivandrum, Kottayam Cochin and Calicut (25th to 30th January)
	Instruction booklets and forms for Housenumbering and Houselisting and Econmic Census issued to Charge Officers (January and February)
February	Publicity on houselisting operations commenced (continued till May)
March	Circular No. 6 issued by the Director on defects in Training schedules of houselisting operations (1st March)
	Houselisting operation commeneed (1st March)
April	Circular No. 7 issued by the Director on processing and collection of records (10th April)
	Third Conference of Census Officers at Quilon, Calicut, Trichur and Cochin to review the progress of housenumbering and houselisting operations and also to discuss the preliminary work on the formation of enumerator blocks (25th to 30th April)

APPENDIX 3.1—*contd.*

1980 June	Circular No. 8 issued by the Director on delimitation of blocks and circles and preparation of registers of Enumerators and Supervisors and B & C Register (16th June)
	Circular No. 9 issued by the Director on the preparation of Abridged Houselist and Block maps for actual enumeration (17th June)
	Circular No. 10 issued by the Director on the appointment of Enumerators and Supervisors (17th June)
	Training on PEC & CES at New Delhi (23rd to 25th June)
July	Training classes at Trivandrum, Cochin and Calicut on the formation of Enumerator Blocks and Supervisor Circles and preparation of Block & Circle Register
August	Zonal meeting of Directors of Census Operations at Trivandrum (11th and 12th August)
1980 September	Tabulation circular No. 1 issued by the Director on editing of houselist schedules and selection of 20% sample census houses (29th September)
	Circular letter issued by the Director exclusively for Military Census Officers and Charge Officers on actual enumeration (19th September)
	Zonal meeting of Directors of Census Operations at Panaji, Goa (25th and 26th September)
	Circular No. 11 issued by the Director on the training of enumeration personnel for the census enumeration (30th September)
	Instructions issued to Charge Officers for the withdrawal and disbursement of honorarium to the houselisting personnel
October	Fourth Conference of District Census Officers held by the Director at Trivandrum on actual enumeration (5th October)
	Fifth Conference at Trivandrum on census enumeration inaugurated by the Chief Minister of Kerala under the Presidentship of the Revenue Minister for District Collectors (6th October)
	Sixth Conference of Census Officers at district headquarters to impart training for actual census and review progress of preparatory measures (7th to 17th October)
	Seventh Conference of Census Officers at district headquarters, as follow-up training conference for scrutinizing the filled-in training schedules (9th to 25th October)
	First round of training classes for Supervisors by Charge Officers
November	Third All-India Conference of Directors of Census Operations at New Delhi (15th to 18th November)
	1981 Census Questionnaire notified (Gazette dated 18th November)
	Letter issued to the Director of Ports on the arrangements for enumeration in ships and vessels
	First round of combined training class for Supervisors and Enumerators by Charge Officers

APPENDIX 3.1—*contd.*

1980 December Circular No. 12 issued by the Director on distribution of forms for enumeration (12th December)

Circular letter No. 12-A issued by the Director on further instructions on the distribution of forms.

Second round of combined training class for Supervisors and Enumerators by Charge Officers

Regional Conference on PEC/CES at Madras (29th to 31st December)

List of 20% sample blocks selected for actual census communicated to Charge Officers

Distribution of schedules and forms for actual enumeration to Charge Officers

1981 January Circular issued by the Director on enumeration of sea and ocean going vessels, boats etc. (8th January)

Distribution of publicity materials like slides and documentary film on Census all over the State

Circular No. 13 issued by the Director on collection of records from the enumeration personnel and handing them over to the Regional Tabulation Offices (15th January)

Circular No. 14 issued by the Director on relay of Provisional Population Totals (15th January)

Arrangements made for the enumeration of inmates of jails, police lock-ups etc. Eighthconference of census officers at Calicut, Malappuram, Ernakulam and Trivandrum (31st January to 3rd February)

February Final round of training for enumeration personnel commenced (completed before 9th February)

Tabulation circular No. 2 issued by the Director on coding of houselists (27th January)

Seventh Conference of Census Officers at Calicut, Malappuram, Cochin Trivandrum (31st January to 3rd February)

Publicity on census over All India Radio commenced (continued till 5th March)

Distribution of schedules completed (9th February)

Actual Enumeration as per the following programme:

Period of enumeration	:	10th to 28th February 1981
Enumeration of houseless persons	:	Night of 28th February 1981
Reference time	:	Sunrise of 1st March 1981
Revisional round	:	1st to 5th March 1981

March Relay of Provisional Population Totals from Charge Officers to the District Census Officers (First 5.30 p.m. on 2nd March; last 10.20 a.m. on 8th March)

Relay of Provisional Population Totals from District Census Officers to the Director of Census Operations (First 11 p.m. on 6th March; last 10.20 a.m. (on 8th March)

APPENDIX 3.1—*concld.*

1981 March	Relay of State Totals to the Registar General, India over Telephone (10.30 a.m. on 8th March 1981)
	Field work on PEC/CES commenced (18th March)
	Paper 1 of 1981 – Provisional Population Totals released (19th March)
	Tabulation circular No. 3 issued by the Director on Compilation of Primary Census Abstract (26th March)
	Drawal and disbursement of honorarium to Enumerators and Supervisors engaged in actual census enumeration
April	Training of tabulation staff on compilation of Primary Census Abstracts
May	Fourth All-India Conference of Directors of Census Operations at Nainital (28th to 30th May)
June	PEC & CES coded schedules sent to the R.G.
July	Tabulation Circular No. 4 issued by the Director on compilation of SC/ST PCA (9th July)
	Tabulation Circular No. 5 issued by the Director on Post-PCA editing and coding of Individual Slips (24th July)
August	Regional Conference of Directors at Shillong (1st to 3rd August)
September	Regional Conference of Directors at Kanyakumari (10th September)
	Regional Conference on coding at Hyderabad (31st August to 18th September)
October	Appreciation Course for Directors of Census Operations on Electronic Data Processing at New Delhi (12th–14th October)
November	Regional Conference of Directors at Jaipur (12th and 13th November)
December	Award of Census Medals announced
	Disbursement of honorarium to District Census Officers, Charge Officers and Deputy Charge Officers
1982 February	Completion of Tabulation work
November	Completion of coding work and winding up of Regional Tabulation offices

CHAPTER 4

BUILDING UP OF THE ORGANIZATION

Initial staff strength

4.1. At the time I assumed charge as Director, the Directorate of Census Operations had an almost full fledged strength with a sanctioned staff of 152, and with 1 Deputy Director, 2 Assistant Directors, 3 Investigators, 1 Office Superintendent and the required lower staff in position. The preliminary work relating to the 1981 census had already commenced and it gathered steady momentum after my assuming charge.

Expansion of staff strength

4.2. Commensurate with the increase in work a few additional posts were sanctioned by the end of 1979 in connection with the 1981 census work. A few posts were also sanctioned during the year 1980 to strengthen the different sections in office. One post of Joint Director of Census Operations was sanctioned during the year 1980 upgrading an existing post of Deputy Director. The maximum expansion of staff was obtained during the year 1980 and the position remained the same during the subsequent years till the peak census work was over. The total sanctioned staff strength during the peak census period is given in Appendix 4.1.

Appointment of Regional Deputy Directors

4.3. It was considered necessary to appoint the Regional Deputy Directors much in advance of the commencement of tabulation of census data as their services in the initial stage can be utilized for organizing the census work at the field level. Kerala was entitled to 5 posts of Regional Deputy Directors at the prescribed norm of one per 5 million population. 2 posts of Regional Deputy Directors were created during September 1979 and the remaining 3 posts of Regional Deputy Directors were created from November 1979. But some major hurdles had to be crossed before these posts could be filled up. First, the conditions of deputation prescribed by the Government of India restricted the pay plus deputation allowance to the maximum of the scale of pay of the deputation post (Rs. 1,100–1,600) ie. Rs. 1,600. But the scale of the Higher Grade Deputy Collectors in this state being Rs. 1,300–1,900, no senior Deputy Collector would be willing to come on deputation because of the monetary loss. This was overcome by getting Government of India orders to the effect that there will be no ceiling at all on the pay plus deputation allowance admissible to officers appointed on deputation to the posts of Deputy Directors and Assistant Directors of Census Operations during the period from 1–10–1979 to 31–12–1982, as a special case in connection with the 1981 census operations. These relaxation orders were received only by the end of December 1979 so that the proposals for deputation could be drawn up only thereafter. The second difficulty was the long drawn out and time-consuming procedures in getting the deputations sanctioned this time because we had to forward the biodata and confidential dossiers of the selected officers to the Registrar General who in

turn had to get the approval of the UPSC and the Ministry before communicating the sanction and then we had to get the state government to issue formal orders sanctioning the deputation and relief of the officers concerned.

4.4. The selection of personnel for the posts of Regional Deputy Directors is most crucial in the successful conduct of census as the persons so selected and appointed have to play a very important role in the field in organizing and conducting the housenumbering and census enumeration and thereafter in organizing the Regional Tabulation Offices and carrying through the time bound tabulation work. For the housenumbering and census enumeration the idea was to put each Deputy Director in charge of a few districts. The centres for the establishment of the Regional Tabulation Offices were also decided before hand. The attempt for locating suitable persons as Deputy Directors was made with these ideas in mind. If local persons could be selected they would be familiar with the locality and the local state govenment officers which will highly help them in the smooth discharge of their official duties during the houselisting and census enumeration and in the organization of census tabulation offices. Shri P. Bhaskaran Nair, Revenue Divisional Officer, Alleppey and Shri K. K. Muhammed, Deputy Collector (General), Cannanore were the first to join duty as Regional Deputy Directors on deputation basis on 17–3–1980 and 19–3–1980 respectively. These two Deputy Directors looked after the houselisting operations in the field. While Shri K. K. Muhammed was put in charge of the 5 northern districts (Cannanore, Kozhikode, Malappuram, Palghat and Trichur), Shri P. Bhaskaran Nair was given the remaining 6 districts (Ernakulam, Idukki, Kottayam, Alleppey, Quilon and Trivandrum). The next batch of 4 Deputy Directors against the 3 posts of Regional Deputy Directors and 1 vacant post of Deputy Director in the headquarters joined duty during June/July 1980. The incumbents were Shri K.S. Vellodi, Deputy Collector posted as Appellate Authority (Land Reforms) Alleppey, Shri T. K. Balakrishnan Nambiar, Deputy Collector, then working on deputation as District Manager, Food Corporation of India, Trichur, Shri P. Gopalakrishnan Nair, Deputy Collector (Land Reforms), Trichur and Shri M. Krishnamoorthy, Deputy Collector (General), Trivandrum. The dates of joining duty of the Deputy Directors, their headquarters and the area assigned to them for field supervision are as follows:

	Name of officer	*Date of joining duty*	*Headquarters*	*Area allotted for field supervision*
1.	Sri P. Bhaskaran Nair	17-3-1980	Kottayam	Kottayam and Alleppey districts
2.	Sri K.K. Muhammed	19-3-1980	Calicut	Cannanore and Malappuram districts and Calicut corporation

contd.

	Name of officer	*Date of joining duty*	*Headquarters*	*Area allotted for field supervision*
3.	Sri K.S. Vellodi	9-6-1980	Trivandrum	Kozhikode and Wayanad districts except Calicut corporation
4.	Sri M. Krishnamoorthy	1-7-1980	Trivandrum	Quilon and Trivandrum districts
5.	Sri P. Gopalakrishnan Nair	7-7-1980	Muvattupuzha	Ernakulam and Idukki districts
6.	Sri T.K. Balakrishnan Nambiar	11-7-1980	Trichur	Palghat and Trichur districts

The headquarters of Sri T.K. Balakrishnan Nambiar which was initially fixed at Trivandrum was later changed to Trichur for opening the Regional office there and the headquarters of Sri M. Krishnamoorthy which was initally fixed at Quilon was changed to Trivandrum to take the place of Sri Balakrishnan Nambiar, with the approval of the Registrar General with effect from 1-9-1980.

4.5. Among the above six officers taken on deputation from the Government of Kerala S/Sri K.K.Muhammed, P.Bhaskaran Nair, P. Gopalakrishnan Nair and M. Krishnamoorthy retired from state service on superannuation while they were working as Deputy Directors in this Department ie. on 30-6-1980, 30-11-1980, 31-10-1980 and 31-1-1981 respectively. In order to ensure continuity of incumbency throughout the census work the above officers were re-employed as Deputy Directors their following retirement in the parent department. As there were only 3 Regional Tabulation offices in Kerala the services of only 3 Deputy Directors ie. S/Sri K.K. Muhammed, P. Bhaskaran Nair and T.K.Balakrishnan Nambiar were required to be in charge of those offices. The services of the other 3 Deputy Directors were dispensed with as and when the necessity ceased. On completion of the enumeration and PEC/CES operations, S/Sri P. Gopalakrishnan Nair, M. Krishnamoorthy and K.S.Vellodi were entrusted with the pending backlog of 1971 village and town study reports. With the completion of this work the services of S/Sri P. Gopalakrishnan Nair and M. Krishnamoorthy, both on re-employment after superannuation, were terminated on 30-9-1981 and 31-10-1981 respectively. Sri K.S. Vellodi was then entrusted with the work of drafting some chapters of the administration report on Enumeration utilising his first hand field experience in the conduct of the Census. He was due for and awaiting his promotion to the IAS and I had agreed to relieve him as soon as it materialised. Accordingly he was relieved on 20-3-1982 on his appointment to the IAS cadre post of Deputy Secretary to the Government of Kerala in the Planning and Economic Affairs Department. The services of the Deputy Directors in charge of the Regional Tabulation offices were dispensed with the winding up of the respective regional office under their control.

Clerical assistance to State census officers

4.6. Clerical assistance was provided to the district census officers and charge officers as shown below:

1. *Collectorates*	1 U.D. Clerk 1 L.D. Clerk 1 Peon	From 1-8-1979 or from the date of entertainment till 31-5-1981
2. All Taluk Offices Corporations of Trivandrum, Cochin and Calicut	1 L.D. Clerk 1 U.D. Clerk 2 L.D. Clerks	
3. Municipal Offices Quilon, Alleppey and Palghat	1 U.D. Clerk	
4. Taluk Offices except North Wayanad, Mannarghat, Cochin, Kothamangalam, Devicolam, Peermade, Kanjirappally, Ambalapuzha, and Kuttanad		Special allowance of Rs. 25/- per month to the clerk who attended census duty for 18 months from 1-1-1980 to 30-6-1981
5. Municipal offices except Quilon, Alleppey and Palghat		Honorarium of Rs. 25/- per month to the clerk who attended census duty for 18 months from 1-12-1979 to 30-5-1981

4.7. As regards the forest divisions the clerical assistance of 1 L.D. Clerk was got sanctioned following the 1971 census pattern. However some Divisional Forest Officers reported that as the volume of census work was not much, there was no necessity for an additional post of L.D. Clerk in the Divisional Forest Offices for this purpose and suggested that in lieu of a full time L.D. Clerk an honorarium of Rs. 25/- per month may be paid to the clerk for attending to the census work in addition to his normal duties. The suggestion was communicated to all Divisional Forest Officers for offering their specific views for taking a decision in the matter. A number of Divisional Forest Officers preferred the payment of honorarium to the clerk attending to census work in addition to their normal duties instead of an additional post of L.D. Clerk exclusively for the census work. However some of the Divisional Forest Officers preferred full time post exclusively for census work on the ground that they had not the adequate strength of clerical staff in their offices. Even in their cases they requested the payment of honorarium to the clerk who attended census work in addition to his normal duties till the full time L.D. Clerk exclusively for the census work was in position. After examining the reports received the sanction of the Registrar General, India was taken for the payment of honorarium at the rate of Rs. 25/- per month for a period of 18 months from 1-12-1979 to 31-5-1981 to the clerk who attended to the 1981 census work in addition to his normal duties in the Divisional Forest Offices where no full time post of L.D. Clerk was created. In the case of Divisional Forest Offices where a post of L.D. Clerk was created exclusively for census work, the honorarium at the rate of Rs. 25/- per month would be paid to the clerk who attended to the census work in addition

to his normal duties from 1–12–1979 till the date of joining duty of the incumbent in the post of full time L.D. Clerk created exclusively for census work. The sanction for honorarium would automatically cease with the engagement of a full time census clerk. Subsequently it was decided to discontinue the Special Forest Division, Tellicherry, Kozhikode, Nilambur and Palghat as separate charges for the 1981 census enumeration and to entrust the enumeration work to the Tahsildars having jurisdiction over the areas since the census work in these areas was very little and this work had actually been looked after by the concerned Tahsildar during the 1971 census when the present Special Forest Divisions had not come into existence. So the clerical assistance sanctioned to the above Forest Divisions was discontinued from 30-6-1980 AN. There was no uniform pattern of clerical assistance in the Forest Division. A few Divisional Forest offices had full time L.D.Clerk and the majority of the Divisional Forest Offices paid honorarium to the clerk attending to census work in addition to their normal duties. The Divisional Forest Offices having extensive area fell under the latter group. Considering these it was felt that there was no justification in providing a full time L.D. Clerk only to a few minor Forest Divisions. So the post of full time L.D.Clerk sanctioned to the Divisional Forest Offices for census work was abolished with effect from 6–9–1980 and an honorarium was sanctioned uniformly in all Forest Divisions to the clerk attending to the census work at the rate of Rs. 25/– per month from 1–2–1979 to 31–5–1981. Necessary orders to this effect was issued by the state government in G.O.(MS) 410/80/GAD dated 6–9–1980.

APPENDIX 4.1

SANCTIONED STAFF STRENGTH AND WORKING STRENGTH BEFORE, DURING AND AFTER THE 1981 CENSUS

Sl. No.	Post and scale of pay	Sanctioned strength prior to the 1981 census (as on 1-6-79)		Sanctioned strength at the peak level for the 1981 census (as on 1-6-81)			Sanctioned strength after the abolition of temporary posts created for the 1981 census (as on 1-3-84)				
		Directorate (Head office)	Working strength (as on 1-6-79)	Directorate (Head Office)	RTOs (Tabulation and Coding)	Total Sanctioned strength	Working strength (as on 1-6-81)	Directorate (Head Office)	D.D.E. Unit	Total sanctioned strength	Working strength (as on 1-3-84)
1	2	3	4	5	6	7	8	9	10	11	12
1.	Director	1	1	1	..	1	1	1	..	1	1
2.	Joint Director (Rs. 1300—1700)	..	..	1	..	1	1	1	..	1	1
3.	Deputy Director (Rs. 1100—1600)	2	2	1	5	6	6	1	..	1	1
4.	Assistant Director (Rs. 700—1300)	2	1	2	..	2	2	2	2	4	4
5.	Office Superintendent (Rs. 550—900)	1	1	1	..	1	1	1	..	1	..
6.	Head Assistant (Rs. 550—750)	1	1	1	..	1	1	1	..	1	1
7.	Assistant (Rs. 425—700)	..	..	2	..	2	2	2	..	2	2
8.	Head Clerk (Rs. 425—700)	..	..	..	5	5	5	..	..	..	..
9.	Accountant (Rs. 425—640)	1	1	1	..	1	..	1	..	1	
10.	U.D. Clerk (Rs. 330—560)	5	5	6	5	11	8	5	..	5	5
11.	L.D. Clerk (Rs. 260—400)	4	3	7	15	22	6	5	..	5	5
12.	Senior Stenographer (Rs. 425—700)	1	1	1	..	1	1	1	..	1	1
13.	Junior Stenographer (Rs. 330—560)	1	..	2	5	7	3	2	..	2	2
14.	Hindi Translator (Rs. 425—700)	1	..	1	..	1	1	1	..	1	1
15.	Investigator (Rs. 550—900)	3	3	10	7	17	17	10	..	10	10
16.	Tabulation Officer (Rs. 550—900)	7	7	..	..	..	..	..	..	..	..
17.	Statistical Assistant (Rs. 425—700)	14	14	14	23	37	37	21	..	21	21
18.	Computor (Rs. 330—560)	23	23	41	..	41	41	41	..	41	34
19.	Assistant Compiler (Rs. 260—400)	55	50	55	..	55	5	55	..	55	3
20.	Cartographer (Rs. 550—900)	1	..	2	..	2	..	1	..	1	1
21.	Artist (Rs. 425—700)	1	1	2	..	2	2	2	..	2	2

contd.

APPENDIX 4.1—*concld.*

Sl. No.	Post and scale of pay	Sanctioned strength prior to the 1981 census (as on 1-6-79)		Sanctioned strength at the peak level for the 1981 census (as on 1-6-81)				Sanctioned strength after the abolition of temporary posts created for the 1981 census (as on 1-3-84)			
		Directorate (Head office)	Working strength (as on 1-6-79)	Directorate (Head Office)	RTOs (Tabulation and Coding)	Total Sanctioned strength	Working strength (as on 1-6-81)	Directorate (Head Office)	D.D.E. Unit	Total sanctioned strength	Working strength (as on 1-3-84)
1	2	3	4	5	6	7	8	9	10	11	12
22.	Draftsman (Rs. 330—560)	2	1	5	..	5	2	4	..	4	4
23.	Printing Inspector (Rs. 425—700)	1	1	1	..	1	1	1	..	1	1
24.	Proof Reader (Rs. 330—480)	2	1	2	..	2	1	2	..	2	1
25.	Senior Supervisor (Rs. 550—900)	..	..	..	..	..	..	..	2	2	2
25.	Junior Supervisor (Rs. 425—700)	..	..	..	..	..	..	..	6	6	5
27.	Operator (Rs. 330—560)	..	..	..	..	..	..	..	36	36	25
28.	Senior Gestetner Operator (Rs. 260—350)	1	1	1	..	1	1	1	..	1	1
29.	Driver (Rs. 260—350)	1	1	2	..	2	2	2	..	2	2
30.	Record Keeper (Rs. 225—308)	..	..	..	..	..	..	1	..	1	1
31.	Daftry (Rs. 200—250)	3	3	3	..	3	3	3	..	3	3
32.	Senior Grade Peon (Rs. 200—240)	..	..	2	..	2	1	2	..		2
33.	Peon (Rs. 196—232)	11	8	9	5	14	11	9	..	9	5
34.	Loader (Rs. 196—232)	..	..	..	..	..	..	..	4	4	4
35.	Farash (Rs. 196—232)	..	..	3	..	3	..	3	..	3	..
36.	Chowkidar (Rs. 196—232)	4	4	6	5	11	3	6	..	6	2
37.	Mali (Rs. 196—232)	1	1	1	..	1	..	1	..	1	..
38.	Sweeper (Rs. 196—232)	2	2	3	..	3	2	3	..	3	2
	Total	**152**	**137**	**189**	**75**	**264**	**166**	**192**	**50**	**242**	**156**

CHAPTER 5

TOURING

Touring by the Director

5.1. Touring by the Director of Census operations was necessary for the following purposes:

(i) To acquaint himself with the places in the state to have some background knowledge,

(ii) To create consciousness and awareness of the importance about census operations in the officers concerned,

(iii) To hold conferences of census officers and for the purpose of imparting training in respect of each item of work at the appropriate time,

(iv) To review the progress of work done at each stage of the operations and locate charges where special attention is required and lastly,

(v) To undertake test checks in some selected areas to ascertain the correctness of work done in the field.

5.2. Having worked in various capacities in the state most of the places were fairly known to me and there was not much need to undertake tours merely for the sake of acquainting myself with the state. All the principal census officers (District Collectors), most of the district census officers and some of the charge officers were personally known to me. Apart from the circulars issued by me and those got issued by the state Government, the tours made by me had helped to create consciousness and a feeling of importance about the census in the principal census officers and other senior officers and to keep the tempo going throughout the entire operations lasting for about one and a half years.

5.3. The first round of tours within the state was undertaken by me in October 1979 when I visited all the District Headquarters in connection with the finalization of the list of census towns. Discussions with the District Collectors, Revenue Divisional officers, Tahsildars etc. were very useful to finalise the list of census towns. The second round of tours was made to the selected district headquarters viz. Trivandrum, Kottayam, Ernakulam and Calicut during January 1980 when I held conference of those and adjoining districts for imparting detailed training to them in matters relating to the housenumbering and houselisting operations. When the houselisting operations were in progress I visited a few districts and checked the correctness of the operations in some localities to find out whether there were omissions in numbering houses or areas. This sort of field check made by the senior district officers had helped to create an impression in the minds of the village staff (enumerators and supervisors) that the work done by them in the field would be subjected to rigorous check by the higher officers. Subsequently I made another series of tours to Quilon, Ernakulam, Trichur and Calicut in the last week of April 1980 when the senior census officers of these and adjoining

districts were required to meet me for a review of the progress of housenumbering and houselisting operations which were scheduled to be completed before the end of May 1980. The next state-wide tour was undertaken by me in October 1980 when I held training classes for the principal census officers, district census officers, charge officers and deputy charge officers in the instruction booklet for enumerators regarding the census enumeration. Meanwhile I made surprise visits to some charge offices which were found to be lagging behind and personally checked the progress of important items of work such as formation of enumerator's blocks and supervisor's circles and also the preparation of Block maps, Abridged houselists etc. The last series of tours were undertaken by me in January-February 1981 for a critical reveiw of the completion of all items of work to ensure that all the preparatory arrangements had been duly completed and that all were ready to start enumeration on 9th February 1981. The tours undertaken by me just on the eve of enumeration had made me confident that the officers did not have any serious problems and that the enumeration would be completed successfully in all areas as per schedule. Apart from touring I constantly monitored the progress of work at every stage and whenever there was lacunae it was immediately attended to either by contacting over phone or by writing demi-official letters. Since Kerala is a small state there was not much difficulty in keeping a watch on every step.

5.4. All my touring was done in the new Ambassador car of my Office, which was bought in 1979. I could fully rely on my office car and there were no breakdowns and consequent cancellation or postponement of my tours. The driver proved to be a conscientious, punctual and totally reliable man at the wheel throughout the gruelling tours and I rewarded him with a census bronze medal for his sincere services during the census period.

Touring by the Regional Deputy Directors

5.5. To ensure maximum supervision of and involvement in training classes and the various stages of the operations, the Regional Deputy Directors had also to tour very extensively. They visited the charge offices periodically, checked the correctness of the work done and the entries made in the various registers and records, reviewed the progress of work at each stage and gave necessary instructions to the charge officers for rectification of mistakes and supply of omissions. The Deputy Directors also participated in as many training classes as possible in each charge and themselves handled several training classes. In order to avoid duplication of touring, instructions were issued by me to allocate the charges between the Deputy Directors and the District Census Officers in respect of each round of training and to exchange the charges during the subsequent rounds of training so that maximum number of training classes in each charge could be attended by one or the other of the senior officers with the added advantage that the supervisory officers at the Regional and District levels could have a clear idea about the adequacy or otherwise of the training imparted

by each charge officer and could assess the need to supplement them, if necessary. I used to get regular detailed tour notes from the Deputy Directors on the results of their touring which helped me to assess the progress of work done in each of the Charge Offices. The Deputy Directors travelled either in their own vehicles or in hired vehicles or in public conveyance and also in vehicles occasionally provided by the principal census officers.

5.6. The quality of the census data collected and complete coverage could be ensured only by imparting thorough training to the field staff, by conducting intensive field inspection during the course of the actual operation covering as much area as possible and by establishing close liaison between the field staff and state census officers and between the state census officers and the Directorate. To achieve these it was necessary for the Deputy Directors to conduct continuous tours throughout the state keeping strict time schedule. This is not possible if public conveyance is depended upon. To enable them to perform journeys in their own car even to places connected by rail and to claim full road mileage for such journeys I addressed the Registrar General, India to delegate powers. The Registrar General, India authorised the Directors in their capacity as controlling officers to permit the Deputy Directors and Assistant Directors upto the end of 1982 to perform journeys on duty in their own transport even between places connected by rail and to claim road mileage as per rules. The Registrar General, India also permitted the Directors themselves to claim road mileage for the journeys performed in their own vehicle between places connected by rail and to refer such cases to the Registrar General for *ex post facto* sanction. This permission was in force for the period upto 30th June 1983.

5.7. Most of the Deputy Directors had their own car. As they could perform their journeys even between places connected by rail in their own vehicle and claim road mileage they could perform intensive tour during houselisting and enumeration keeping the time schedules fixed for the conduct of training classes and for field inspection. But for this permission this could not have been done.

Travelling Allowance to Census Officers

5.8. The principal census officers, district census officers, charge officers and deputy charge officers had also to conduct intensive tours and field visits during the training and the actual field operations thereby improving the quality of work and ensuring smooth and successful completion of the work. It was thought that the purpose will be best served if some incentive to by way of T.A. and D.A. were given to them and necessary proposals were sent to the Registrar General, India in this connection. The Registrar General, India informed that he had no objection in the matter if the state government agreed to the proposals. Accordingly the state Government was addressed and they agreed to my following proposals:

(i) The principal census officers, district census officers and sub divisional census officers will be paid T.A. and D.A. from census funds at the rates applicable to them under state government rules for their journeys within and outside their jurisdiction exclusively for census work.

(ii) The charge officers and deputy charge officers will be paid T.A. and D.A. from census funds at the rates applicable under the rules of their parent department for their journeys outside their jurisdiction exclusively for census work. For journeys within their jurisdiction the Tahsildars, Divisional Forest Officers and Commissioners of Corporations will be paid fixed special travelling allowance at the rate of Rs. 125/- per month for 7 months (2 months during houselisting and 5 months during census enumeration). The Commissioners of municipalities and the Executive Officer of Guruvayoor Township will be paid fixed special travelling allowance at the rate of Rs. 100/- per month for 7 months as above.

(iii) The state officers specifically designated as deputy charge officers in the taluk offices and corporation offices will be paid a fixed special travelling allowance at the rate of Rs. 100/- per month for a total period of 5 months from October 1980 to February 1981 for their journeys within their jurisdiction.

5.9. To ensure effective control in the T.A. claims of the state census officers necessary instructions were issued by me to the concerned officers according to which the T.A. claims of census staff in the districts and charges for journeys performed exclusively for census work outside their jurisdiction should be preferred in separate T. A. bills and passed and claimed by the concerned charge officers or controlling officers as the case may be. Before passing the bills the controlling officers should ensure that the tour to which the claim related was conducted under orders of the controlling officer and exclusively for census purpose and that the debit head was correctly noted in the bill. The T.A claims of charge officers and deputy charge officers should also be preferred in separate T.A. bills and got countersigned by the concerned district census officer. As far as the special travelling allowance sanctioned to the charge officers and deputy charge officers was concerned these should be classified as travelling allowance and drawn by preferring claims in T.A. bill form after getting the bill countersigned by the concerned district census officers.

Allotment of vehicles

5.10. Apart from these facilities the Tahsildars were also provided with government vehicles during the period from 1-1-1981 to 8-3-1981. For this the state government authorised the District Collectors to requisition vehicles from all departments of the Government of Kerala except essential services. As per the government orders in this matter the departments concerned should make available the vehicles in this department to the concerned census officer

immediately on receipt of the requisition from the District Collectors. The Government of Kerala also instructed the Heads of Departments to issue necessary instructions to their subordinates who were in possession of vehicles to release the same to the District Collectors when requisition was made to that effect. The above facility to the Tahsildars was of immense use enabling them to conduct intensive tour for conducting training classes, distribution of schedules and forms and for extensive field inspections during the actual census count.

5.11. Some of the Tahsildars made request for the allotment of vehicles for a few days for attending to the work connected with the service of appointment orders and instruction booklets to the large number of enumerators and supervisors. As their request was found genuine I requested the District Collectors to allot vehicles to them for a few days in October, November and December 1980 for attending to the above work in anticipation of state government orders. This was readily ratified by the state government later. The Collectorate, Trivandrum had no vehicle at the census period as their vehicle was heavily damaged. When the state government was addressed in the matter they accorded sanction to the District Collector, Trivandrum to requisition a vehicle from other department for his use till the 1981 census was over.

5.12. The above facilities were quite sufficient to the state census officers for the efficient discharge of their census duties. It deserves mention here that the state government extended all necessary assistance and co-operation and readily agreed to my proposals for granting the above facilities to the state census officers for the efficient discharge of their census duties. During 1971 census the state government had insisted that hire charges should be paid for the vehicles allotted for census work and in spite of protracted correspondence requesting to realise only the cost of petrol and oil the government did not reconsider their earlier decision and ultimately the hire charges had to be paid. During this time however the state government readily agreed to the payment of only the cost of petrol and oil for the vehicles requisitioned for census work.

5.13. Some District Collectors reported that the vehicles requisitioned from various departments may not be sufficient to provide conveyance to all charge officers and requested orders to authorise the Tahsildars to hire private vehicles for their use, if found absolutely necessary in case government vehicle was not provided to them. During the Directors' Conference the Registrar General indicated that there would be no objection to the state census officers hiring private vehicles at the approved rates meeting the expenditure from contingencies wherever government vehicle was not available. On the basis of the above indication given by the Registrar General the concerned District Collectors were informed that if it was found absolutely necessary to hire private vehicles for census duty it may be done according to scheduled scales of charges for the conveyance hired or at competitive rates. They were also cautioned that hiring of private vehicles might be kept as the last resort when all attempts to get departmental vehicles failed.

5.14. There were a few instances of reluctance or refusal on the part of certain departmental officials to place their departmental vehicles at the disposal of the District Collectors when requisitioned. When these were brought to the notice of the StateGovernment prompt directives were issued to the concerned officers to release the vehicles for census work as required by the District Collector and to report compliance to the government in 2 days. They were also warned that disobedience of orders of the government would entail action against the officers responsible.

5.15. Some District Collectors sought clarification regarding the payment of T.A. and D.A. to the Drivers of the government vehicles allotted for census work for their journeys for census purpose. They were informed that the Drivers may be paid T.A. and D.A. for their journeys exclusively for census purpose meeting the expenditure from the Census head "265 (L) 1 Census". The District Collector, Trichur allotted a vehicle belonging to K.L.D.C. Trichur to the Tahsildar, Chavakkad for census purpose. As this was not a government vehicle and belonged to a Corporation the hire charges were paid in respect of this vehicle.

5.16. The Ministiy of Defence conveyed sanction to the moves of service/civilians personnel paid from the Defence service establishment in order to contact the respective officials of the census operations for instructions and guidance in connection with the 1981 census being treated as on duty and for the grant of TA/DA where admissible. The Director, Defence Lands and Cantonments, Ministry of Defence, Southern Command issued instructions to all C. P. Os in Southern Command that the expenditure in connection with the 1981 census in cantonments should be met by the Cantonment Boards as in the previous census. As such the payment of T.A. and D.A. to the census officers in Cantonments from census fund did not arise and the expenditure was debited to the relevant head of the Defence service establishments.

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CHAPTER 6

CENSUS SCHEDULES — REQUIREMENTS, TRANSLATION, PRINTING AND DISTRIBUTION

Requirements of schedules

6.1. The census schedules were given final shape after the First Conference of Directors of Census Operations held at New Delhi in August 1979. The calculation of requirements of schedules, forms and instruction booklets have to be done most carefully, as any flaw in calculation will jeopardize the functioning of the whole machinery. The requirements of various schedules, as worked out at the office of the Registrar General, India, was intimated to us during the last week of September 1979. They included schedules and forms for both actual use and for training separately. The language-wise break up of the requirements worked out by them for Kerala is given below:

Item		Language			
		Malayalam	Kannada	Tamil	English
1		2	3	4	5
1. Individual Slip	A	31,814,428	170,363	325,150	140,184
	T	6,059,718	32,449	61,932	26,701
2. Household Schedule	A	6,362,886	34,073	65,030	28,037
	T	1,211,944	6,490	12,386	5,340
3. Houselist	A	1,136,197	6,084	11,612	5,007
	T	132,556	710	1,355	584
4. Abridged Houselist	A	946,831	5,070	9,677	4,172
5. Houselist Abstract	A	113,620	608	1,162	500
6. Enumerator's Abstract	A	113,620	608	1,162	500
7. Notional Map/Layout Sketch	A	284,049	1,521	2,903	1,252
8. Instruction Booklet—Individual Slip and Household Schedule	A	66,279	355	677	292
9. Instruction Booklet-Houselist	A	56,210	304	581	250
10. Training Manual	A	66,279	355	677	292
11. Supervisor's Manual	A	15,149	81	155	67

A—Actual Census (Printed in Black ink) T—Training (Printed in Red ink)

It is necessary to record here how those estimates have been arrived at. The following procedure was adopted in estimating the requirements.

INDIVIDUAL SLIP: Based on projected population as on 1st March 1981 with an addition of 25% margin to cover wastage and emergency reserve.

HOUSEHOLD SCHEDULE: The total projected population for 1981 was divided by 5 (average size of a household). This number was further raised by 25% to cover wastage and emergency reserve.

HOUSELIST: The total projected population or 1981 was divided by 5 to get estimated number of households. 1971 census houses used as 'non-dwellings' and 'vacant' were inflated by 25% and added to the estimated number of households to get the total number of entries during houselisting. The total number of entries was further enhanced by 45% to provide for multiple entries, blank entries and rapid growth of construction activities. Total number of entries was then divided by 20 (number of lines in one form) to get estimated number of forms which was further inflated by 20% to cover wastage and emergency reserve. Since the houselist was to be prepared in duplicate, the estimate thus worked out was doubled.

ABRIDGED HOUSELIST: Since the Abridged Houselist will only indicate each census house irrespective of multiple uses of census house, its requirement was pegged at a little less than that of the Houselist.

HOUSELIST ABSTRACT: The work load for each enumerator was fixed at 250 units for houselisting as 25% of the houses in 1971 census were found to be 'non-dwelling' and 'vacant'. As the Abstract has to match the houselist, the number was kept equal to the number of Houselists.

ENUMERATOR'S ABSTRACT: The number was worked out at the rate of 3 copies of abstract for each enumerator to provide for all eventualities.

INSTRUCTION BOOKLETS FOR FILLING UP INDIVIDUAL SLIP AND HOUSEHOLD SCHEDULE: On an average 650 person for an enumerator was taken for enumeration, taking into consideration 150 households in rural area and 120 households in urban area. This number was raised by 20% to provide for supervisors. Further 55% was provided for district officers, charge officers and also officers at the headquarters, westage and emergency requirements etc.

INSTRUCTION BOOKLETS FOR FILLING UP OF HOUSELIST AND HOUSELIST ABSTRACT: The number was estimated equal to the number of enumerators plus supervisors and another 30% for district officers, charge officers and also officers at headquarters, wastage and emergency.

TRAINING MANUAL: This was estimated at the same rate as the number of Instruction booklets for filling Individual Slip and Household Schedule.

SUPERVISOR'S MANUAL: The number of supervisor's manuals has been estimated equal to $\frac{1}{5}$ th of the number of enumerators inflated by 50% to provide for different levels of census officers, charge officers and also officials in the Census Directorate, wastage and emergency reserve etc.

NOTIONAL MAP: There would be six maps per block taking into consideration both the operation.

6.2. The estimated requirements were re-examined at our end based on our experience in the pretest operations and also taking into account the special conditions of the state. The estimation done by us differed from the estimates of the Registrar General on the following major points:

(i) The requirements of Tamil and Kannada schedules were not calculated by the Registrar General on the basis of the actual linguistic break-up of the population of the state. Therefore, the requirements were re-worked.

(ii) The estimates of instruction booklets on houselisting were on the higher side as the Registrar General's calculation was based on the number of enumeration blocks whereas actually in Kerala enumeration blocks were formed only after the houselisting operations.

(iii) The estimates for the working sheet for enumerator's abstract and training forms of Houselist Abstract and Enumerator's Abstract were not provided for in the estimates of the Registrar General.

6.3. The requirements as estimated by us are reproduced below:

	Item	A/T	Malayalam	Kannada	Tamil	English	Total
	1	2	3	4	5	6	7
1.	Individual Slip	A	31,815,000	243,000	365,000	140,000	32,563,000
		T	6,059,700	40,500	61,900	26,700	6,188,800
2.	Household Schedule	A	6,363,000	49,000	74,000	28,000	6,514,000
		T	1,211,900	8,100	12,300	5,300	1,237,600
3.	Houselist	A	1,136,000	9,000	13,000	5,000	1,163,000
		T	50,000	1,000	1,000	500	52,500
4.	Abridged Houselist	A	947,000	7,000	11,000	4,000	969,000
5.	Houselist Abstract	A	113,600	900	1,300	500	116,300
		T	50,000	1,000	1,000	500	52,500
6.	Enumerator's	A	146,600	1,200	1,700	500	150,000
	Abstract	T	105,000	800	1,200	400	107,400
7.	Working sheet for Enumerator's	A	1,272,600	9,800	14,800	5,600	1,302,800
	Abstract	T	105,000	800	1,200	400	107,400
8.	Notional Map/ Layout Sketch	A	284,000	2,000	3,000	1,200	290,200
9.	Instruction Booklet for filling up Individual Slip and Household Schedule	A	68,300	600	800	600	70,300
10.	Instruction Booklet for filling up Houselist	A	12,500	350	300	600	13,750
11.	Training Manual	A	68,300	600	800	600	70,300
12.	Supervisor's Manual	A	15,800	150	200	600	16,750

A—For actual census T—For training

The above estimates pertain only to the requirements for Kerala. In addition, we had to meet the requirements of the Census Directorates of Tamil Nadu, Lakshadweep and Pondicherry. We intimated our final requirements to the Registrar General on 22nd October 1979.

Translation

6.4. The translation of schedules and instructions supplied by the Registrar General's office in English into Malayalam is an important task. It is not an easy job particularly in view of the various technical terms and concepts adopted in the census. Many words used in census have special meanings and significance. At the same time, the translated versions have to be easily understood by the ordinary enumerator drawn from the lowest rungs of government staff and teachers like village staff in the case of houselisting operations and primary teachers in the case of actual census taking. The instruction booklets in English were first translated into Malayalam during the Second Pretest, as mentioned earlier. However, the Second Pretest was a limited exercise while the actual houselisting and enumeration is a gigantic operation. A flaw in the schedule or in the instructions will affect the quality and coverage of the data.

(*a*) *For houselisting operations*

6.5. The houselisting operations involved two sets of instructions and schedules, the first set relating to the houselist and houselist abstract and the second set relating to the enterprise list and enterprise list abstract. The translation and printing of the schedules of the second set were arranged by the Director, Bureau of Economics and Statistics on whose behalf the enterprise list was canvassed. However, they consulted us in finalising the schedules and instructions as the instructions were interlinked.

6.6. The Registrar General, India forwarded the final instruction booklet on housenumbering and houselisting on 28th September 1979. Within two months the translation of the booklet was completed and finalised. We made the following changes in the Malayalam version.

(i) 'Area assigned to you' or 'Your area' was used instead of 'blocks' used in the English version, since unlike the all-India pattern enumeration blocks are not formed in Kerala at the houselisting stage.

(ii) Desom/kara was used instead of hamlet mentioned in the booklet in English.

(iii) Since we took separate steps as per Director's Circular letter No. 2A/2B/2C on the preparation of notional maps and lay-out sketches, the instructions also underwent some consequent changes.

(iv) Since fresh housenumbering was done in this state, the instruction on adoption of housenumbers assigned by the Local Bodies was deleted. Instead instructions for fresh housenumbering were incorporated in the booklet.

(v) Considering the special situation of forest ranges falling in different taluks the instruction booklet was modified to cover all the points relating to it.

(vi) Instructions were also given to record the name, if any, of the house for easy identification of the house. The heading of column 3 of the houselist was suitably modified.

(vii) Wherever English words were found more familiar the same was used instead of resorting to unnecessary and ambiguous vernacular translations.

All the above changes paid rich dividends, as the scope for confusion and ambiguity in understanding the all-India pattern was totally eliminated and the entire instruction became comprehensive and clear.

6.7. The translation of schedules on houselisting was taken up first. The Deputy Registrar General had forwarded the English version of art-pulls and we were asked to prepare similar art-pulls in Malayalam following the same size and width of columns. It was also instructed that the art-pulls in Malayalam had to be taken by an official of this Directorate to New Delhi for final vetting. This was totally unnecessary. At every stage we had minutely looked into the preparation of the art-pulls, particularly headings, foot-notes, lay-out and types. There was no special expertise available at the Registrar General's office, New Delhi either in the matter of Malayalam translation or in refining the lay-out of the art-pull. Therefore, I felt that it was unnecessary to send the art-pulls all the way to New Delhi to the Deputy Registrar General at considerable waste of time, energy and money for final vetting. Instead one camera-ready copy each of the Houselist and Houselist Abstract were sent. The Directors are better judges in such matters and over-centralization of such purely operational details is not conducive to efficient and smooth conduct of work, particularly in the crucial period of census work.

(*b*) *For actual enumeration*

6.8. The translation of schedules and preparation of art-pulls were the earlier steps taken. At the time of translation of questions, I found that the wording and presentation of question 15B of the Individual Slip (Universal) has to be slightly modified and this was taken up with Registrar General and he readily agreed to our suggestion. In the lay-out of schedules the following important changes were made.

(i) In the English schedules the questions were of two types. One type is that enumerator has to indicate codes within the thick-line box. For other questions he has to write the entries on dotted lines, while the dotted boxes were intended to be coded later at the Tabulation Offices. To avoid any confusion in the minds of the enumerators, I changed the dotted line as full lines so that only dotted-line boxes remained which were not be touched by the enumerator.

(ii) The brackets given against location code in the schedules were omitted.

(iii) In the foot-note to the Individual Slip (Sample), the code numbers for reason of migration have been given before the words since otherwise there is confusion in regard to reasons (2), (3) and (4) because of their proximity to the matter on either side.

(iv) In the Household Schedule (Part I) the foot-notes were avoided and the matter was incorporated in the questions themselves as there was sufficient space for the same and the questions became self-contained.

(v) One additional item relating to household number was given in part of the Household Schedule without affecting the general lay-out. In Part II an additional foot-note was added.

The above changes were found very useful while giving training to enumerators as they could easily follow the rationale in the adoption of thick-line boxes, dotted line boxes, thick lines and dotted lines.

6.9. The translation of the Instructions to Enumerators for filling up the Household Schedule and Individual Slip had to be done carefully as it was the most important item of work. The order of presentation of chapters in the Malayalam version was changed in line with the sequence of steps followed in actual census taking. A Preface to the instruction booklet was added by me. It contained some of the interesting episodes of earlier censuses, besides highlighting the significance of dedicate work on the part of enumerators. Additional paragraph headings were also provided in the Malayalam instruction booklet for clarity. In the contents the paragraph numbers were also added for easy accessibility to the instructions by anyone who reads it. The Grand Total Working Sheet was an innovation compared to the all-India pattern. The enumerator's working sheet gives figures for normal, institutional and houseless persons separately and, therefore, it became necessary to have a separate working sheet for totalling these figures. This has helped the enumerators considerably in striking totals quickly and conveniently and in ensuring accuracy in arriving at totals. Looking back I feel that the instructions on Grand Total Working Sheet should have been shifted from chapter VI of the Malayalam Translation Booklet to chapter VIII, just before the instruction for filling up the Enumerator's Abstract. However the re-arranging of chapters were found extremely useful at the training classes, as it followed the sequence of actual enumeration procedure. In regard to Appendices, I had not made any drastic changes but I feel that the list of occupations and list of economic activities have little use for the enumerators. These appendices can very well be dropped in the coming census. Instead more examples can be given to distinguish occupation with industry under the relevant economic questions. At the time of finalising the list of scheduled castes and scheduled tribes I found that there was no authentic notified Malayalam version available.

The lists of SCs and STs appearing regularly in the State Gazette under the notifications of the Kerala Public Service Commission contained many mistakes in the actual Malayalam names. I obtained and authentic list in Malayalam from the state government in the Development (Harijan Welfare) Department and incorporated it in the instruction booklet. While translating the instruction booklet, I felt the English term census is more appropriate and easily understood if used as such when compared to the Persian word *Kaneshumari* which is equally alien but less popular.

6.10. Apart from the main instruction booklets, the Abridged Houselist, Supervisor's Manual and Additional Instructions to Enumerators were also prepared in Malayalam. The Supervisor's Manual was the amplified version of the Manual issued by the Registrar General in English, while the booklet on Additional Instructions to Enumerators contained certain important clarifications and illustrations including a chart on the economic questions and instructions for rectifying the common errors noticed in the filled-in training schedules.

Printing

6.11. The arrangement proposed by the Registrar General, India for the printing of schedules and forms was that main schedules would be got printed by the Directorate of printing and the printing of the instruction booklets, charge register, circle register and other miscellaneous forms would be printed by the Census Directorate either through the state government press or through private presses. The printing of the census schedules in Malayalam was initially entrusted by the Registrar General, India with the Government of India Press, Koratty. The paper supplied for these items was in rolls and the above press had no facility to use roll paper without first converting it into flat paper. The press did not also have the required facility for taking blocks for printing the census schedules. It therefore became necessary to make alternate arrangements to get the schedules printed. The Kerala Books and Publications Society Press, Thrikkakara which is a Government of Kerala concern having large capacity and photo offset printing facilities in their modern Text Book Press at Thrikkakara was agreeable to undertake the work. So the work was entrusted to this press. The then Managing Director of the Kerala Books and Publication Society Mr. V. Joseph Thomas IPS took personal interest in the census printing well assisted by Mr. K.O. Antony, Technical Assistant of the above Press which helped in getting the census items printed well in time. In order to get the printing of emergent items done through private presses quotations were also invited from local private presses. 8 presses responded and quoted rates. Three presses viz. M/S L.J. Fernandez & Sons, City Press, M/S Vijaya Printers and M/S Vasantha Printers expressed their willingness to take up the printing work at the lowest rates. The approval of the Registrar General, India was also taken to entrust the printing to the above presses at the accepted lowest rates. Among these three presses the City Press, Trivandrum did the bulk of the printing of the miscellaneous census

forms for 1981 census. This press extended all possible assistance and co-operation by giving top priority to census printing. The other two presses though initially agreed to do the census printing at the lowest rates communicated virtually backed out when they were approached with emergent items of census printing.

(*a*) *Printing for houselisting operations*

6.12. The Registrar General, India in consultation with the Directorate of Printing, Government of India decided to print the Houselist form for the 1981 census in various regional languages at the Government of India Presses and the instruction booklets at the State Government Presses. Though the work was allotted to the Government of India Press, Koratty, they expressed difficulty in arranging blocks and timely completion of printing the schedules and instructions. Since that Press did not have offset printing facility large number of zinc blocks were necessary to print lakhs of schedules. This was a time-consuming and uneconomical proposition. Moreover at the Government of India Press, Koratty, the maximum print area that can be accommodated for the houselist was 28cm x 19cm only. In offset printing the availability of printing space is 30cm x 21cm. Considering the above points, we entrusted the printing of houselisting schedules and instructions to the Kerala Books and Publication Society Press at Thrikkakara, Cochin on 28th December 1979. The details of the forms are given below:

Item	*Size*	*Number of copies printed in*	
		Black ink (Lakhs)	*Red ink (Lakhs)*
1. Houselist (printed on both sides)	21 cm x 30 cm	13.00	0.52
2. Houselist Abstiact (printed on both sides)	21 cm x 25.5 cm	1.25	0.51

The entire copies were printed and delivered by the press within a fortnight precisely on 14th January 1980.

6.13. Apart from the main houselisting schedules mentioned above, the following other forms were also printed.

Form	*Paper size*	*No. of copies printed*
1. Appointment Order of Supervisors	A–4	3,000
2. Appointment Order of Enumerators	A-4	9,000
3. Appointment Order of Assistants to Enumerator	A–4	9,000
4. Charge Register	A–3	2,000 (Both sides)

..contd.

Form	Paper size	No. of copies printed
5. Weekly Progress Report (from the Supervisors to the Charge Officers)	A–5	3,000
6. Weekly Progress Report (from Charge Officers to the Director of Census Operations)	A–5	3,000
7. Weekly Progress Report (Revised) with provision to send copies to Principal Census Officer Sub-Divisional Census Officer and Regional Deputy Director	A–4	8,000
8. Weekly Progress Report with additional details	A–4	13,000
9. Supervisors' Houselist Abstract	A–3	6,000
10. Charge Houselist Abstract	A–3	1,000 (Both sides)

Size: A–3 30 cm x 42 cm; A–4 21 cm x 30 cm; A–5 21 cm x 15 cm.

All the above forms were printed at the State Government Press, Trivandrum.

6.14. The schedules and instruction booklets printed in other languages were also supplied to us as follows:

Item		English	Kannada	Tamil
1. Instructions to Enumerators		1,000	450	800
2. Houselist	Total	7,000	11,000	16,000
	Black	6,000	10,000	15,000
	Red	1,000	1,000	1,000
3. Houselist Abstract	Total	2,000	2,450	3,000
	Black	1,000	2,000	1,000
	Red	1,000	450	2,000

The Tamil schedules were received on 14th February 1980 after the first round of training was over. The instruction booklets in Tamil did not reach us at all in time. Though they sent the booklets on 16th April 1980 by train, it reached us only on 12th June 1980 ie. after the houselisting operations were over. In the case of Kannada, the Registrar General had to supply the schedules and instruction booklets through the Director of Census Operations, Karnataka. The training schedules were received here only on 22nd February 1980 and the instruction booklets on 28th February 1980. In effect, we had to depend on the Malayalam instruction booklets and schedules for training purposes, as the houselisting operations had to commence on 1st March 1980. However, this was quite adequate for the purpose of training and did not give rise to any difficulty.

(*b*) *Printing for actual enumeration*

6.15. The camera-ready copies of Individual Slip and Household Schedules were sent to the Registrar General on 23rd May 1980 and we got the clearance on 13th June 1980. The printing was entrusted to the Kerala Books and Publication Society Press on 17th June 1980. The details of the forms printed are given below:

Item	*Size*	*Colour*	*Number printed*	*Details of pads/ books made*
1. Individual Slip (Universal)	A–5	Black	268 lakhs	(i) 482, 400 pads of 50 slips
				(ii) 107, 200 pads of 25 slips
2. Individual slip (Universal) with Individual Slip (Sample) on the reverse	A–5	Blue	68 lakhs	(i) 122, 400 pads of 50 slips
				(ii) 27, 200 pads of 25 slips
		Red (Training)	62 lakhs	124,000 pads of 50 slips
3. Household Schedule	A–4	Black	67 lakhs	(i) 226,250 books of 24 schedules each
				(ii) 158,750 books of 8 schedules each
		Red (Training)	13 lakhs	130,000 books of 10 schedules each

Besides the above schedules, their cover pages were also printed from art-pulls. The priority for printing was given to 'Red' schedules, as they were required first for training purposes.

6.16. In addition to the main schedules the following forms were also printed at the Kerala Books and Publication Society Press, Thrikkakara.

Item	*Size*	*Colour*	*Number of copies*
1. Enumerator's Working Sheet	A–3 (print on both sides)	Black	375,000
		Red	75,000
2. Grand Total Working Sheet	A–4 (print on one side only)	Black	75,000
		Red	75,000
3. Enumerator's Abstract	A–4 (print on one side only)	Black	75,000
		Red	75,000
4. Statement showing distribution of DHTP schedules	A–5 (print on one side only)	Black	75,000

contd.

Item	*Size*	*Colour*	*Number of Copies*
5. Acknowledgement form for census records of enumerators	A–4	Black	190,000
6. Acknowledgement form for census records of enumerator's sample block	A–4	Blue	55,000
7. Acknowledgement form for census records of supervisor	A–4	Violet ink	50,000
8. Appointment order-cum-identity card for supervisors	A–5	Blue	15,000
9. Appointment order-cum-identity card for enumerators	A–5	Red	60,000
10. Abridged houselist (all 16 pages together)	A–4	Black	70,000
Abridged houselist (continuation sheet for section 2 (4 pages)	A–4	Black	75,000
Abridged houselist (continuation sheet for section 3 (4 pages)	A–4	Black	70,000
Abridged houselist for training (4 pages)	A–4	Red	70,000
11. Supervisor's Circle Summary	A–4	Black	40,000
12. Block label	A–5	Black Blue	60,000 15,000
13. Supervisor's Report of commencement of enumeration	Post card	Black	20,000

Apart from the above forms 70,000 copies of 'Instructions to Enumerators for filling up Household Schedule and Individual Slip' and 20,000 copies of 'Supervisors Manual' were printed at the Kerala Books and Publication Sociey Press, Thrikkakara. The Additional Instruction to Enumerators were however, printed at a local private press in Trivandrum, the number of copies being 60,000.

Estimation of requirements for distribution

6.17. For the supply of forms and schedules for houselisting operations, the estimation was done in the following way:

INSTRUCTION BOOKLET: The number of supervisors for housenumbering and houselisting in each charge was taken from the list prepared for sending appointment orders as detailed in Circular No. 4. One instruction booklet was provided for each enumerator and supervisor. Three copies of the instruction booklets were given for each charge officer one for his personal use one for the file and one spare copy.

HOUSELIST AND HOUSELIST ABSTRACT: Estimation of the Houselist and Houselist Abstract was based on the projected number of households and non-residential and vacant census houses raising the population figures available in the Individual Slip and Houselist Abstract of 1970. In the case of special forest divisions, the number was equal to the neighbouring territorial forest division as separate figures for special forest divisions are not available. In the case of the new Parambikulam division, the figures for Nemmara division was taken. In regard to newly formed municipality the figures relating to respective old panchayats, constituent to these municipalities were taken. In respect of Idukki Township, it was assumed that there would be 15000 population or 300 households in the township. Considering the number of lines in the houselist, with reference to the number of lines and number of households and population, the estimation of schedules was done. For training purposes, three copies of training forms were given to each charge officer, supervisor and enumerator. The estimation was little on the higher side. Each charge officer was given an additional 10 per cent of their requirements as reserve, while district census officer was given some reserve forms at the rate of 5,000 houselists and 500 houselist abstracts. The remaining forms were kept as reserve in the Directorate. We have also distributed the instruction booklets and training forms to the principal census officer, district census officers, sub-divisional census officers and trainees Assistant Collectors and Deputy Collectors. The distribution was that for the district census officers and sub-divisional census officers three booklets and 3 copies of the training forms each while to the principal census officer two books each and 3 set of training forms. The trainee Assistant Collectors and Deputy Collectors, one copy of the instruction booklet and 3 copies of the training forms were given.

INDIVIDUAL SLIP: The average population size of a block was estimated as 650 persons. To fill up the details of a block on an average 14 pads of 48 slips were found necessary. Each of the supervisors were given 5 pads of 24 slips ie. 4 pads of black and one pad of blue slips. The charge officers were given additional quantity for reserve and wastage at the rate of one pad of 24 slips for each enumerator block and pads of 48 slips equal to one-third of the number of enumerator blocks in the charge. Each Regional Deputy Director was given 500 pads of black and 100 pads of blue each of 48 slips and 24 slips.

HOUSEHOLD SCHEDULES: Assuming that there were about 110 households in a block of 650 population five household schedule books of 24 schedules were provided for each block. The supervisors were given 5 books of 8 schedules, while

charge officers were given a reserve at the rate of one book of household schedule per enumerator block. Half of the household schedules for charge officers were supplied in books of 24 schedules and half in book of 8 schedules. Each Regional Deputy Director was provided with a reserve of 300 books each of 24 household schedules and 8 household schedules.

ENUMERATOR'S WORKING SHEET: Three sheets were required to record the details of 120 households. One sheet each was required for recording the particulars of houseless and institutional households. These 5 sheets were required for an average block. Therefore 6 sheets were given for each enumeration block. Each supervisor was provided with 5 sheets. The charge officers were given reserve forms at the rate of one sheet per block. Each Regional Deputy Director had 1,000 sheets with him.

ENUMERATOR'S GRAND TOTAL WORKING SHEET AND ENUMERATOR'S ABSTRACT AND BLOCK LABEL: In the case of all the above three items, one copy each was required for a block. Each supervisor was given one form. The charge officer was provided with the reserve stock equal to one sheet of the total number of blocks in the charge. The Regional Deputy Director was supplied with 300 forms each.

DHTP SCHEDULES: Each enumerator was given 100 schedules in urban blocks and 50 schedules in rural blocks. Each Supervisor was given five schedules. Though it was decided earlier to supply five schedules per sample block in each charge, it was not distributed initially as there were not sufficient stock of the same. Ultimately they were distributed to them through the district census officers. 300 schedules were also given for each district census officers as reserve stock. The statement of distribution of DHTP schedules was also distributed at the rate of one form per sample block Supervisors were not given any form while the charge officer was supplied with reserve form equal to 3/4th of the sample blocks in his charge. Regional Deputy Director was provided with 100 forms.

THE SUPERVISORS' CIRCLE SUMMARY AND SUPERVISOR'S REPORT POSTCARD: One form each of the above items were given to each supervisor. The charge officers were to be given reserve stock equal to 3/4th number of supervisor's circles in his charge. 200 forms were meant for each Regional Deputy Director as emergency reserve.

Transport of schedules and booklets

6.18. As stated above the bulk of the booklets, schedules and forms required for the 1981 census was got printed through the Kerala Books and Publication Society Press, Thrikkakara. These items were got transported from Thrikkakara to Trivandrum in hired lorries after inviting quotation and accepting the lowest rates. The transporting agent to whom the work was entrusted was exceptionally prompt and punctual. This made the transportation very smooth without causing any anxiety at any stage.

Storage of schedules and forms

6.19. A building with sufficient storage space was kept available exclusively for storing the census schedules and forms. The different items of schedules and forms were arranged separately distinct from each other. The foresight with which these items were arranged and labelled facilitated easy handling at the time of the despatch of these items to the districts and charges and there was no confusion at any stage.

Despatch of schedules, forms etc.

6.20. Instructions were issued from this Directorate in Circular No. 5 dated 20-12-1979 to all district census officers and charge officers to ensure proper storage of these items and to maintain proper accounting of the receipt and distribution of these items by them. Specimens of the register for accounting these items and the acknowledgements to be obtained from the supervisors and enumerators while issuing these items to them were also prescribed. The census schedule and forms for houselisting operation and the actual census enumeration were despatched in different stages adopting different modes. For the economic census conducted by the State Bureau of Economics and Statistics which was integrated with the houselisting operations, the schedules etc. were also sent along with the schedules etc. for the houselisting operation.

(*i*) *For houselisting*

6.21. Specimen copies of the Instruction booklets for filling up the houselist and enterprise list and the training schedules were first sent to the census officers at district and charge levels by post by the middle of January, 1980 to enable them to go through these in advance and to get themselves prepared for the training of the houselisting personnel. The next stage was the despatch of the training schedules and instructions meant for the houselisting personnel. In respect of the small charges like the forest divisions and minor municipalities the total quantity of the above items to be sent was not too bulky. In such cases these were sent by post as registered parcel. In all other cases these items were packed in suitable sized bundles using gunny bags or mats and sent through various parcel agencies. This work was commenced on 19th January and completed by 24th January 1980.

6.22. This was immediately followed by the despatch of the schedules for the actual houselisting and canvassing of the enterprise list. The quantity of schedules to be handled was more bulky. Apart from the manual and physical labour involved in the packing of the schedules the most important part of this job was to ensure the correctness of the quantity of each item to be sent to each charge without any excess or deficit to avoid any shortage of schedules at the final stage at the despatching end and uneven distribution to the charges resulting in excess accumulation in certain places and shortage of schedules in other places. For the despatch of the schedules etc. for actual houselisting and canvassing of enterprise list an Investigator was put in full charge for the supervision of this

work and he was assisted by the Head Assistant, a few Statistical Assistants and Assistant Compilers. The actual counting of the schedules and earmarking the schedules meant for each charge were done by the Statistical Assistants and Assistant Compilers and the Head Assistant played the main role in the supervision work. The packing was done by Group D employees. The bundles addressed to each charge officer were sent through Lorry Parcel services.

(*ii*) *For enumeration*

6.23. The next item taken up was the despatch of instruction booklets and training schedules and forms for the census enumeration followed by the despatch of the schedules and forms for the actual census count. The items of schedules and forms involved were many and the quantity of each item to be handled was also bulky when compared to the houselisting schedules and forms. In the arrangements for the census enumeration the despatch of the schedules and forms in one of the most important items of work to be done in a most systematic manner with much advance planning to ensure the accuracy in the number of schedules and forms in the bundles earmarked for each charge and the delivery of the correct bundles to the correct addressee.

6.24. The training classes to the supervisors and enumerators were scheduled to commence after 20th October 1980. In order that the charge offices received the instruction booklets and training schedules well in time the arrangements for the distribution of the Instruction booklets and red training schedules was commenced by the middle of September 1980.

6.25. To ensure correct delivery it was decided to pack the items required for each charge in suitable sized bundles using mat or gunny to facilitate easy handling and send such bundles for the charges in each district to the concerned district census officers. The Head Assistant, one Statistical Assistant, two Assistant Compilers and half a dozen Group D employees were put on this job on full time basis and the entire work was guided and supervised by the Assistant Director (Admn), who had practical experience in this item of work during the previous censuses. Forgetting their official rank and status the entire team worked as one man. It was a sight which could not be seen in a normal office. They worked from early morning till late in the night. There was occasions when they stayed at night in the office. Considering the nature of the work, they often removed their clean dress and worked in a soiled working dress of banian and lungi. This arduous task was completed through the dedicated and tireless labour by all those involved.

6.26. During the 1971 census the schedules and forms to be distributed to the charge officers in a particular route were loaded in closed lorries without packing them charge-wise. The person who accompanied the vehicle had to count each item and deliver these to the charge officers according to the list entrusted to him. During transist the items in the vehicle would get mixed up resulting in

difficulty to sort out and deliver the required quantities of each item. To obviate this was decided to pack separately in suitable sized bundles the books and schedules and forms to be distributed to each charge with the addresses distinctly written on each bundle.

6.27. The schedules and forms were transported in hired lorries. The vehicles loaded with census records began to move on 14-12-1980. The bundles were loaded on the vehicle charge-wise separated by mats for easy identification at the time of unloading. The bundles to be unloaded in the last destination were loaded first and those to be unloaded in the first destination were loaded last so that the person accompanying the vehicle could arrange the unloading of the bundles easily at the charge offices according to the itinerary given to him. When each vehicle left Trivandrum, the concerned charge officers were informed telegraphically about the despatch of the census schedules and forms so that they would be ready to unload the bundles meant for them and release the vehicle without unnecessary halt. The charge officers accordingly made arrangements in pursuance of the advance intimation given to them to unload the vehicles even during very late at night where necessary, thereby avoiding unnecessary detention of the vehicles at any point.

6.28. The bundles containing census schedules and forms were despatched according to the following schedule.

Date of despatch	*Lorry*	*Name of Office to which the records sent*
14-12-1980	I	Tahsildar, Taliparamba ,, Hosdurg ,, Kasaragod Municipal Commissioner, Kasaragod
14-12-1980	II	Tahsildar, Tellicherry Municipal Commissioner, Tellicherry Tahsildar, Cannanore Municipal Commissioner, Cannanore Executive Officer, Cannanore Cantonment Record Officer, DSC Records, Cannanore
15-12-1980	I	Commissioner, Calicut Corporation N.C.C. Unit, West Hill Barrackes, Calicut Tahsildar, Quilandy ,, Badagara Municipal Commissioner, Badagara

Date of despatch	*Lorry*	*Name of Office to which the records sent*
15–12–1980	II	Regional Deputy Director of Census Operations, Calicut
		Tahsildar, Kozhikode
		Divisional Forest Officer, Kozhikode
		Tahsildar, Vythiri
		,, Sultan's Battery
		,, Mananthavady
		Divisional Forest Officer, Mananthavady
	III	Tahsildar, Perintalmanna
		Municipal Commissioner, Malappuram
		,, ,, Manjeri
		Tahsildar, Ernad, Manjeri
		Divisional Forest Officer, Nilambur
16–12–1980	I	Executive Officer, Guruvayur Township,
		Special Officet, Chavakkad Municipality
		Tahsildar, Chavakkad
		Municipal Commissioner, Kunnamkulam
		Tahsildar, Ponnani
		Municipal Commissioner, Ponnani
		Tahsildar, Tirur
		Municipal Commissioner, Tirur
	II	Regional Deputy Director of Census Operations, Trichur
		Tahsildar, Talappilly
		Municipal Commissioner, Shoranur
		Tahsildar, Ottappalam
		,, Mannarghat
	III	Divisional Forest Officer, Nemmara
		Tahsildar, Alathur
		Municipal Commissioner, Chittur–Thathamangalam
		Tahsildar, Chittur
		Municipal Commissioner, Palghat
		Tahsildar, Palghat
		Divisional Forest Officer, Palghat
		,, ,, ,, Special Forest Division, Palghat
17–12–1980	I	Municipal Commissioner, Chalakkudy
		Divisional Forest Officer, Chalakkudy
		Municipal Commissioner, Irinjalakuda
		Tahsildar, Mukundapuram, Irinjalakuda
		,, Trichur
		Municipal Commissioner, Trichur
		Divisional Forest Officer, Trichur
		Tahsildar, Kodungallur
		Municipal Commissioner, Kodungallur

Date of despatch	*Lorry*	*Name of Office to which the records sent*
17-12-1980	II	Tahsildar, Muvattupuzha
		Municipal Commissioner, Muvattupuzha
		Tahsildar, Kothamangalam
		Special Officer, Kothamangalam Municipality
		Tahsildar, Kunnathunad, Perumbavoor
		Divisional Forest Officer, Kodanad, Perumbavoor
		Special Officer, Angamali Municipality
	III	Tahsildar, Kanayannur, Ernakulam
		Tahsildar, Alwaye
		Municipal Commissioner, Alwaye
		Naval Aramament Depot, Alwaye
		Tahsildar, Parur
		Municipal Commissioner, Parur
18-12-1980	I	Tahsildar, Meenachil, Palai
		Municipal Commissioner, Palai
		Tahsildar, Thodupuzha
		Special Officer, Thodupuzha Municipality
		Town Planner, Idukki
		Divisional Forest Officer, Munnar
		Tahsildar, Devicolam
19-12-1980	I	Tahsildar, Kanjirappally
		,, Peermade
		Wild Life Preservation Officer, Thekkady
		Tahsildar, Udumbanchola
	II	Tahsildar, Changanacherry
		Municipal Commissioner, Changanacherry
		Divisional Forest Officer, Kottayam
		Tahsildar, Kottayam
		Regional Deputy Director of Census Operations, Kottayam
		Municipal Commissioner, Kottayam
		Tahsildar, Vaikom
		Municipal Commissioner, Vaikom
	III	Tahsildar, Ambalapuzha
		Municipal Commissioner, Alleppey
		,, ,, Shertalai
		Tahsildar, Shertalai
		,, Cochin
		INS Dronacharaya Naval Base, Cochin Port
		Commissioner, Cochin Corporation
		Municipal Commissioner, Trippunithura

Date of despatch	*Lorry*	*Name of Office to which the records sent*
19-12-1980	IV	Tahsildar, Kunnathur, Adoor
		,, Chengannur
		Municipal Commissioner, Chengannur
		Tahsildar, Thiruvalla
		Municipal Commissioner, Thiruvalla
		Tahsildar, Kuttanad, Mancombu
20-12-1980	I	Tahsildar, Karunagappally
		Municipal Commissioner, Kayamkulam
		Tahsildar, Mavelikkara
		Municipal Commissioner, Mavelikkara
		Tahsildar, Karthigappally, Haripad
	II	Municipal Commissioner, Attingal
		Tahsildar, Chirayinkil, Attingal
		Special Officer, Varkala Municipality
		Municipal Commissioner, Quilon
		Tahsildar, Quilon
		,, Kottarakkara
22-12-1980	I	Tahsildar, Nedumangad
		Special Officer, Nedumangad Municipality
		Divisional Forest Officer, Thenmala
		,, ,, ,, Punalur
		Municipal Commissioner, Punalur
		Tahsildar, Pathanapuram, Punalur
		Divisional Forest Officer, Konni
		Tahsildar, Pathanamthitta
		Special Officer, Pathanamthitta Municipality
		Divisional Forest Officer, Ranni
	II	Divisional Forest Officer, Trivandrum
		Military Area, Pangode
		Commissioner, Trivandrum Corporation
		Tahsildar, Trivandrum
		,, Neyyattinkara
		Municipal Commissioner, Neyyattinkara

6.29. A small booklet captioned 'Additional Instructions to Enumerators' was printed subsequently covering the doubts raised in the training classes and incorporating some later clarifications received from the Registrar General, India, the quantity of Supervisor's Manual and Supervisor's Circle Summary already supplied to the charge officers along with other materials was also found to be not adequate to distribute to the reserve supervisors also. Therefore it was decided to distribute additional quantities of Supervisor's Manual and Supervisor's Circle Summary along with the Additional Instructions to Enumerators. All the District Census Officers were requested over phone to depute a messenger from

their offices to take delivery of these items required for the charge officers in their district and to distribute them to the concerned charge officers. The Additional Instructions to Enumerators, the Supervisor's Manual and the Supervisor's Circle Summary to be supplied to the charge officers were bundled separately with necessary markings. The bundles to be distributed to the charge officers in a district were taken together and packed in mat bundle. Therefore the only thing to be done by the District Census Officers was just to distribute the bundles to each charge officer in their district according to the markings on the bundles.

6.30. In spite of all these foolproof arrangements shortages were reported by some charge officers. It may so happen that some charge officers might have received stock of certain items in excess of what was required by them while some other charge officers may require additional quantities of certain items. The district census officers were requested to make internal adjustments as far as possible by withdrawing excess quantity from the charges where excess was reported and to supplement the additional requirements with these excess quantities withdrawn. They were also requested to instruct the charge officers to take extra care to avoid any wastage or spoilage of the schedules and forms. The Regional Deputy Directors of Census Operations were also provided with nominal reserve stock to meet any last minute emergency. All these arrangements were found quite sufficient and there was no difficulty on this account. The entire distribution was completed by the end of January 1981.

6.31. In order to ensure timely completion of the distribution of schedules and forms to the supervisors and enumerators by the charge officers they were requested in this office circular No. 12 to send telegraphic report to this Directorate regarding the completion of distribution of schedules and forms. They were also requested to send a report on the completion of the distribution of forms to the District Collector and the Regional Deputy Director of Census Operations and also to indicate the number of forms left as reserve at the charge level. This information was required by the District Collectors and Regional Deputy Directors of Census Operations for diverting forms from one charge to another during enumeration if there arose any necessity to rush schedules to any charge due to unanticipated circumstances. The charge officers furnished the completion certificate to this office by telegrams and this was closely followed up till the completion report from the last charge was received. Bacause of all these well thought out plans and precautions the distribution of schedules was over smoothly without any untoward incidents.

APPENDIX 6.1

METHOD USED FOR CALCULATING THE REQUIREMENT OF SCHEDULES FOR KERALA BY THE DIRECTORATE

	Item		*Estimated for* 1981	*Rounded*
1.	Population	:	25,767,000	25,767,000
2.	Konkani, Tulu and Kannada population (Kasaragod and Hosdurg taluks) (145,069 in 1971, 33.33% increase)	:	193,420	194,000
3.	Tamil population estimated 1971— Chittur 79,707 (15.3% increase) Devicolam 71,821 (9.09) Udumbanchola 36,814 (70.27) Peermade 53,697 (9.88)		291,952	292,000
4.	English 1971-63,225 25%	:	79,031	79,000
5.	Malayalam & other languages (for which Malayalam schedules can be used)	:		25,202,000

			Households	
		Population	*Number* (5 *per h. h.*)	*Rounded off*
	Total	**25,767,000**	**5,153,400**	**5,154,000**
1.	Malayalam	25,202,000	5,040,400	5,040,000
2.	Konkani	194,000	38,800	39,000
3.	Tamil	292,000	58,400	59,000
4.	English	79,000	15,800	16,000

Language	*No. of households*	* *No. of enumerators* @ 120 *households*	**Supervisors* @ 1 *supervisor for* 4 *Enumerators* (*rounded to nearest* 5 *or* 0)
Total	**5,154,000**	**42,950**	**10,740**
Malayalam	5,040,000	42,000	10,500
Kannada	39,000	325	80
Tamil	59,000	490	125
English	16,000	135	35

1. INDIVIDUAL SLIP

Language	*Estimated population* 1981	25% *to cover wastage*	*Rounded*	*Total*	*R. G.'s estimates*
Total	**25,767,000**	**6,441,750**	**6,442,000**	**32,209,000**	**32,450,125**
Malayalam	25,202,000	6,300,500	6,300,000	31,502,000	31,814,428
Kannada	194,000	48,500	49,000	243,000	170,363
Tamil	292,000	73,000	73,000	365,000	325,150
English	79,000	19,750	20,000	99,000	140,184

* R.G. has taken 120 households in urban area and 150 households in rural area for an enumerator. But we have assumed 120 households per enumerator in both rural and urban areas. Similarly we have assumed 4 enumerators per Supervisor instead of 5 taken by the R.G.

The requirement is, therefore, estimated as follows:

Total	**32,563,000**
Malayalam	31,815,000
Kannada	243,000
Tamil	365,000
English	140,000

2. HOUSEHOLD SCHEDULE

Language	*Estimated household*	25% *wastage*		*Total*	*R,G's estimates*
		Actual	*Rounded*		
Total	**5,154,000**	**1,288,500**	**1,289,000**	**6,443,000**	**6,490,026**
Malayalam	5,040,000	1,260,000	1,260,000	6,300,000	6,362,886
Kannada	39,000	9,750	10,000	49,000	34,073
Tamil	59,000	14,750	15,000	74,000	65,030
English	16,000	4,000	4,000	20,000	28,037

The requirement is, therefore, estimated as follows:

Total	**6,514,000**
Malayalam	6,363,000
Kannada	49,000
Tamil	74,000
English	28,000

3. HOUSELIST

Language	*Estimated households*	*Estimated Non-dwelliness & vacant in* 1981	*Total*	*Enhanced by* 45 %	*No. of sheets (20 lines in a sheet)*
Total	**5,154,000**	**1,500,000**	**6,654,000**	**9,648,300**	**482,416**
Malayalam	5,040,000	1,466,000	6,506,000	9,433,700	471,685
Kannada	39,000	12,000	51,000	73,950	3,698
Tamil	59,000	17,000	76,000	110,200	5,510
English	16,000	5,000	21,000	30,450	1,523

Language	*No. of sheets inflated by* 20%	*Double (Estimated sheets)*	*Rounded*	*R.G.'s Estimated*
Total	**578,900**	**1,157,800**	**1,158,000**	**1,158,900**
Malayalam	566,022	1,132,044	1,132,000	1,136,197
Kannada	4,438	8,876	9,000	6,084
Tamil	6,612	13,224	13,000	11,612
English	1,828	3,656	4,000	5,007

The requirement is, therefore, estimated as follows:

Language	*No. of sheets to be printed excluding Training*
Total	**1,163,000**
Malayalam	1,136,000
Kannada	9,000
Tamil	13,000
English	5,000

If Malayalam schedules are used for houselisting in Kasaragod and other areas, then the total may be revised by printing additional schedules in Malayalam to the tune of 18,000* (ie. Malayalam 1,154,000).

*6084 + 11,612 = 17,692 rounded off to 18,000

APPENDIX 6.1—*contd.*

4. ABRIDGED HOUSELIST

Abridged houselist had to be prepared block-wise. Its calculation was be based on number of blocks. The approximate number of enumerator was 43,000. If territorial blocks are also taken into account, it may increase to 50,000. This is distributed in the proportion of enumerators to get language-wise figures. The exact design of the Abridged houselist is not indicated. However, considering that in one page 10 entries can be accommodated, for each block 15 sheets are required. The break-up is given below.

Language	*No. of territorial blocks (round to nearest 5 or 0)*	*No. of sheets (@15 sheets per block)*	*Inflated by 25%*	*Rounded*	*R.G's estimates*	*To be printed*
Total	**50,000**	**750,000**	**937,500**	**938,000**	**965,750**	**969,000**
Malayalam	48,895	733,425	916,781	917,000	946,831	947,000
Kannada	380	5,700	7,125	7,000	5,070	7,000
Tamil	570	8,550	10,688	11,000	9,677	11,000
English	155	2,325	2,906	3,000	4,172	4,000

5. HOUSELIST ABSTRACT

Since one line is intended to note entries relating to a page the total requirement of houselist abstract will be 10% of the total houselists, as indicated below:

Total	116,300
Malayalam	113,600
Kannada	900
Tamil	1,300
English	500

6. ENUMERATOR'S ABSTRACT

Language	*No. of territorial blocks*	*3 sheets per block*	*Rounded*	*R.G's estimates*
Total	**50,000**	**150,000**	**150,000**	**115,890**
Malayalam	48,895	146,685	146,600	113,620
Kannada	380	1,140	1,200	608
Tamil	570	1,710	1,700	1,162
English	155	465	500	500

The requirement is, therefore, estimated as follows:

Total	**150,000**
Malayalam	146,600
Kannada	1,200
Tamil	1,700
English	500

7. WORKSHEETS FOR ENUMERATOR'S ABSTRACT*

Language	*Household schedules*	*1/5th of the number of households*
Total	**6,514,000**	**1,302,800**
Malayalam	6,363,000	1,272,600
Kannada	49,000	9,800
Tamil	74,000	14,800
English	28,000	5,600

*10 lines in one page and 20 households in one sheet. It has been assumed that it be wide enough to include columns for both sexes, If only 10 households can be entered in one sheet then the estimate will have to be doubled.

8. NOTIONAL MAP AND LAY-OUT SKETCHES

The estimates given by the Registrar General, was accepted after rounding off the figures.

Total	**290,200**
Malayalam	284,000
Kannada	2,000
Tamil	3,000
English	1,200

9. INSTRUCTIONS TO ENUMERATORS FOR FILLING UP INDIVIDUAL SLIP

Language	*Enumerators and Supervisors*	*30% increase*	*Rounded*	*R.G.'s estimates*
Total	**53,690**	**69,797**	**70,000**	**67,603**
Malayalam	52,500	68,250	68,300	66,279
Kannada	405	526	600	355
Tamil	615	800	800	677
English	170	221	300	292

R.G. has inflated the number of instruction booklets by 55%. We have reduced this to 30%. 300 additional copies of English instructions are required for distribution to charge officers etc. Therefore, the requirement is estimated as follows:

Total	**70,300**
Malayalam	68,300
Kannada	600
Tamil	800
English	600

10. INSTRUCTIONS FOR FILLING UP HOUSELIST

Language	*No. of wards of towns*	*No. of kara/ muri/ desom*	*Supervisor*		*Spl. areas*	*Total*	*30% inflated*	*Rounded*	*R.G's estimates*
			No. of Villages	*No. of wards*					
Total	**1,200**	**6,370**	**1,300**	**1,200**	**100**	**10,170**	**13,220**	**13,300**	**57,945**
Malayalam	1,150	6,100	1,210	1,150	..	9,610	12,492	12,500	56,810
Kannada	50	100	60	50	..	260	338	350	304
Tamil	..	170	30	..	..	200	260	300	581
English	..	..	..	..	100	100	130	150	250

The requirement is, therefore, estimated as follows:

Total	**13,750**
Malayalam	12,500
Kannada	350
Tamil	300
English	600

In the 1971 census only Malayalam and English instruction booklets were used. In the 1981 census Kannada and Tamil Instruction can also be obtained from the concerned census Directorates.

11. TRAINING MANUAL

Same as instruction booklet for filling up Individual Slip.

Total	**70,300**
Malayalam	68,300
Kannada	600
Tamil	800
English	600

APPENDIX 6.1—*concld.*

12. SUPERVISOR'S MANUAL

Language	*No. of Supervisors*	*50% inflated*	*Rounded*	*R.G's estimates*
Total	**10,740**	**16,110**	**16,210**	**15,452**
Malayalam	10,500	15,750	15,800	15,149
Kannada	80	120	120	81
Tamil	125	187	190	155
English	35	53	100	67

The number of English copies of the manual as fixed at 600. Therefore, the following copies have to be printed.

Total	**16,750**
Malayalam	15,800
Kannada	150
Tamil	200
English	600

13. TRAINING FORMS

Item	*Total*	*Malayalam*	*Kannada*	*Tamil*	*English*
1. Houselist					
Estimated (3 per each person)	52,500	50,000	1,000	1,000	500
R.G.'s figure	135,205	132,556	710	1,355	584
To be printed	52,500	50,000	1,000	1,000	500
2. Houselist Abstract					
Estimated	52,500	50,000	1,000	1,000	500
R.G.'s figure	..	..	..	..	..
To be printed	52,500	50,000	1,000	1,000	500
3. Individual Slip					
Estimated pads of 50 slips (2 pads for persons)	107,380	105,000	810	1,230	340
Total slips	5,369,000	5,250,000	40,500	61,500	17,000
R.G.'s figure	6,180,800	6,059,718	32,419	61,932	26,701
To be printed	6,188,800	6,059,700	40,500	61,900	26,700
4. Household Schedule					
Estimated (1/5th of Individual Slip)	1,073,800	1,050,000	8,100	12,300	3,40
R.G.'s figure	1,236,160	1,211,944	8,490	12,368	5,340
To be printed	1,237,600	1,211,900	8,100	12,300	5,300
5. Enumerator's Abstract					
Estimated (2 per person)	107,380	105,000	810	1,230	340
R.G.'s figure	..	..	..	..	..
To be printed	107,400	105,000	800	1,200	400
6. Working sheet for Enumerator's Abstract					
To be printed	107,400	105,000	800	1,200	400

APPENDIX 6.2
SPECIMEN FOR SCHEDULES AND FORMS
I
വീടുകളുടെ പട്ടിക

പേജ് നമ്പർ .....

സംസ്ഥാനത്തിന്റെ/കേന്ദ്രഭരണ പ്രദേശത്തിന്റെ പേര് ..... (കോഡ് നമ്പർ.....)
വില്ലേജിന്റെ/പട്ടണത്തിന്റെ/ വനം ഡിവിഷന്റെ/ദ്വീപിന്റെ പേര് ..... (കോഡ് നമ്പർ.....)
ജില്ലയുടെ പേര് ..... (കോഡ് നമ്പർ).....
കരയുടേയോ മുറിയുടേയോ ദേശത്തിന്റേയോ പേര്/.....വാർഡിന്റെ പേരോ നമ്പരോ/വനം റേഞ്ചിന്റെ പേര് .....
താലൂക്കിന്റെ പേര് ..... (കോഡ് നമ്പർ).....)
എന്യൂമറേറേറർ ബ്ലോക്കിന്റെ നമ്പർ ..... (കോഡ് നമ്പർ).....

വരി നമ്പർ	കെട്ടിടത്തിന്റെ നമ്പർ	സെൻസസ് വീടിന്റെ നമ്പരും വീടിന് പേരുണ്ടെങ്കിൽ പേരും	സെൻസസ് വീട് ഏതാവശ്യത്തിനുപയോഗിക്കുന്നു? (മുഴുവൻവീടും താമസത്തിന് ഉപയോഗിക്കുന്നില്ലെങ്കിൽ എൻറർ പ്രൈസ് ലിസ്റ്റ് കൂടി പൂരിപ്പിക്കുക)	കുടുംബത്തിന്റെ നമ്പർ	കുടുംബത്തലവന്റെ പേര്	ഈ കുടുംബം ഈ സെൻസസ് വീട്ടിനു പുറത്ത് വേറൊരു സെൻസസ് വീട്ടിലല്ലാതെ ഏതെങ്കിലും എൻറർപ്രൈസ് നടത്തുന്നുണ്ടോ? (ഉണ്ടെങ്കിൽ എൻറർ പ്രൈസ് ലിസ്റ്റ് കൂടി പൂരിപ്പിക്കുക)	കുടുംബത്തിൽ പതിവായി താമസിക്കുന്നവരുടെ എണ്ണം			ഈ കുടുംബത്തിൽ പരിപൂർണ്ണ അന്ധരോ, ഊമകളോ, ഇരുകൈയോ ഇരുകാലോ ഉപയോഗശൂന്യമായവരോ ഉണ്ടെങ്കിൽ അവരുടെ എണ്ണം			റിമാർക്സ്
							ആണ്	പെണ്ണ്	ആകെ	അന്ധർ	ഒരു കാൽ ഇല്ലാത്തവർ	ഊമകൾ	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
ആകെ	x x x	(a)	x x x x x x x	(a)	xxxxxxxxxx	x x x x x x	*	*	*	*	*	*	xxx xxxx

എന്യൂമറേറേറുടെ പേര്.....ഒപ്പും തിയതിയും..... സൂപ്പർവൈസറുടെ പേര് ..... ഒപ്പും തീയതിയും .....

കുറിപ്പ് : (a) ഈ കോളത്തിലെ പൂരിപ്പിച്ച വരികളുടെ ആകെ എണ്ണം എഴുതുക.
*8 മുതൽ 13 വരെയുള്ള ഓരോ കോളത്തിലും താഴെ ആകെ എണ്ണം കൂട്ടിയെഴുതുക.

ആഫീസിലെ കമ്പയിലറുടെ പേര്.....ഒപ്പും തീയതിയും.....

APPENDIX 6.2—*contd.*

II

വീടുകളുടെ പട്ടികയുടെ സംഗ്രഹം

സംസ്ഥാനത്തിന്റെ/
കേന്ദ്രഭരണ പ്രദേശത്തിന്റെ പേര്.....(കോഡ് നമ്പർ.....)

ജില്ലയുടെ പേര്.....(കോഡ് നമ്പർ.....)

താലൂക്കിന്റെ പേര്... ... .(കോഡ് നമ്പർ.....)

വില്ലേജിന്റെ/പട്ടണത്തിന്റെ/
വനം ഡിവിഷന്റെ/ദ്വീപിന്റെ പേര്.....(കോഡ് നമ്പർ.....)

കരയുടേയോ മുറിയുടേയോ ദേശത്തിന്റേയോ പേര്/വാർഡിന്റെ പേരോ
നമ്പരോ/വനം റേഞ്ചിന്റെ പേര്..... .....(കോഡ് നമ്പർ.....)

എന്യൂമറേറ്റർ ബ്ലോക്കിന്റെ നമ്പർ.....

വീടുകളുടെ പട്ടികയുടെ പേജ് നമ്പർ	സെൻസസ് വീടുകളുടെ ആകെ എണ്ണം (വീടുകളുടെ പട്ടികയിലെ 3-ാം കോളത്തിൽ നിന്ന്)	ഉപയോഗമനുസരിച്ച് സെൻസസ് വീടുകളുടെ എണ്ണം						കുടുംബങ്ങളുടെ ആകെ എണ്ണം	ആകെ ജനസംഖ്യ			വികലാംഗരുടെ എണ്ണം		
		ആംശികമായുള്ള സെൻസസ് വീടുകളും			ഒഴിഞ്ഞുകിടക്കുന്നവ	ആകെ col.5+col.6	മറ്റാവശ്യങ്ങൾക്കുപയോഗിക്കുന്നവ col.2 minus col.7		ആൺ	പെൺ	ആകെ col.10+col.11	അന്ധർ	കൈകാൽ ഇല്ലാത്തവർ	ഊമകൾ
		താമസത്തിനു മാത്രം ഉപയോഗിക്കുന്നവ	ഭാഗികമായി താമസത്തിന് ഉപയോഗിക്കുന്നവ	ആകെ col.3+col.4										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ആകെ														

പരിശോധിച്ചു ശരിയാണെന്നു ബോധ്യപ്പെട്ടു.

എന്യൂമറേറ്ററുടെ പേര്..... ഒപ്പും തീയതിയും..... സൂപ്പർവൈസരുടെ പേര്..... .....ഒപ്പും തീയതിയും.....

III
(സാമ്പത്തിക സെൻസസ്)
സംരംഭപ്പട്ടിക (Enterprise List)

പേജ് നമ്പർ.....

1. സംസ്ഥാനത്തിന്റെ/കേന്ദ്ര ഭരണപ്രദേശത്തിന്റെ പേര്..... (കോഡ് നമ്പർ.....)
2. ജില്ലയുടെ പേര്..... (കോഡ് നമ്പർ.....)
3. താലൂക്കിന്റെ പേര്..... (കോഡ് നമ്പർ.....)
4. വില്ലേജിന്റെ/പട്ടണത്തിന്റെ/വനംഡിവിഷന്റെ/ ദ്വീപിന്റെ പേര്..... (കോഡ് നമ്പർ.....)
5. കരയുടെയോ മുറിയുടെയോ ദേശത്തിന്റെയോ പേര്/വാർഡിന്റെ പേരോ നമ്പരോ/ വനംറേഞ്ചിന്റെ പേര്..... (കോഡ് നമ്പർ.....)
6. എന്യൂമറേറ്റർ ബ്ലോക്കിന്റെ നമ്പർ.....
7. സി. ഡി. ബ്ലോക്കിന്റെ പേര്..... .....
8. ഗ്രാമപ്രദേശം (1)/പട്ടണപ്രദേശം (2)

വീടുകളുടെ പട്ടിക 1–ാം കോളത്തിലെ വരിനമ്പർ	സെൻസസ് വീടിന്റെ നമ്പർ (വീടുകളുടെ പട്ടികയിലെ കോളം 3)	സംരംഭങ്ങളുടെ ക്രമനമ്പർ		സംരംഭത്തിന്റെ (എൻറർപ്രൈസിന്റെ) പ്രവർത്തനത്തെ കുറിച്ചുള്ള വിവരണം	കോഡ്	സംരംഭത്തിന്റെ വിഭാഗം (കാർഷികം–1, കാർഷികേതരം–2)	പ്രവർത്തനത്തിന്റെ സ്വഭാവം സ്ഥിരമായുള്ളത് (Perennial)-1 ഋതുപരമായുള്ളത് (Seasonal)-2	ഉടമസ്ഥത *	ഉടമസ്ഥതയിലുള്ള വിഭാഗം (പ: ജന്മി-1, പ: വർഗ്ഗം-2, മറ്റുവിഭാഗം-3)	പ്രവർത്തനത്തിനുപയോഗിക്കുന്ന ശക്തി/ഇന്ധനം **	സാധാരണ ഒരു ദിവസം പണിയെടുക്കുന്നവരുടെ എണ്ണം								
											കാർഷികേതരസംരംഭങ്ങളിൽ (കോളം 5-ൽ കോഡ്-2)						കാർഷികസംരംഭങ്ങളിൽ (കോളം 5-ൽ കോഡ്-1)		
											ആകെ പണിയെടുക്കുന്നവർ (വേതനം/കൂലി വാങ്ങാത്തവരുൾപ്പെടെ)			വേതനം/കൂലി വാങ്ങുന്നവർ മാത്രം			കുടുംബത്തിലെ അംഗങ്ങളല്ലാതെ വേതനം/കൂലി വാങ്ങുന്നവർ മാത്രം	കുടുംബത്തിലെ അംഗങ്ങൾ മാത്രം	
		വീടുകളുടെ പട്ടികയിലെ കോളം 4	വീടുകളുടെ പട്ടികയിലെ കോളം 7								ആൺ	പെൺ	ആകെ	ആൺ	പെൺ	ആകെ			
1	1 (i)	2	3	4	4 (i)	5	6	7	8	9	10	11	12	13	14	15	16	17	18
ആകെ	* * *	(a)	(a)	* * * * * * * *	* * *	(b)	(b)	(b)	(b)	(b)			(c) ( )			(c) ( )		(c) ( )	* * *

എന്യൂമറേറ്ററുടെ പേര്.....ഒപ്പും തീയതിയും.....സൂപ്പർവൈസറുടെ പേര്.....ഒപ്പും തീയതിയും.....

(a) ആകെ സംരംഭങ്ങളുടെ എണ്ണം എഴുതുക. (b) കോഡ്–1 ഉള്ളവയുടെ ആകെ എണ്ണം എഴുതുക. (c) ആകെ സംരംഭങ്ങളുടെ എണ്ണം ബ്രാക്കറ്റിൽ എഴുതുക.

* ഉടമസ്ഥത:– സ്വകാര്യം–1, സഹകരണസംഘം–2; കേന്ദ്ര ഗവ.–3; സംസ്ഥാന ഗവ.–4; തദ്ദേശസ്വയംഭരണ സ്ഥാപനം–5; മറ്റുള്ളവ–6.

** ശക്തി/ഇന്ധനവിനിയോഗം:– ശക്തി/ഇന്ധനം ഉപയോഗിക്കാത്തവ–1; വിദ്യുച്ഛക്തി–2; കല്ക്കരി/കരി/വിറക്–3; പെട്രോൾ/ഡീസൽ–4; ഗ്യാസ്–5; മൃഗശക്തി–6; മറ്റുള്ളവ–7

IV
(സാമ്പത്തിക സെൻസസ്)

സംരംഭപ്പട്ടിക—സംഗ്രഹം (Enterprise List Abstract)

സംരംഭപ്പട്ടികയുടെ ആകെ ഉപയോഗിച്ച പേജുകളം.....

1. സംസ്ഥാനത്തിന്റെ/കേന്ദ്ര ഭരണ പ്രദേശത്തിന്റെ പേര്..... (കോഡ് നമ്പർ.....)
2. ജില്ലയുടെ പേര്..... (കോഡ് നമ്പർ.....)
3. താലൂക്കിന്റെ പേര്..... (കോഡ് നമ്പർ.....)
4. വില്ലേജിന്റെ/പട്ടണത്തിന്റെ/വനംഡിവിഷന്റെ/ ടീപ്പിന്റെ പേര് ..... (കോഡ് നമ്പർ.....)
5. കരയുടെയോ മുറിയുടെയോ ദേശത്തിന്റെയോ പേര്/വാർഡിന്റെ പേരോ നമ്പരോ/ വനംറേഞ്ചിന്റെ പേര്..... (കോഡ് നമ്പർ.....)
6. എന്യൂമറേറ്റർ ബ്ലോക്കിന്റെ നമ്പർ.....
7. സി.ഡി. ബ്ലോക്കിന്റെ പേര്.....
8. ഗ്രാമപ്രദേശം (1)/പട്ടണപ്രദേശം (2)

സംരംഭപ്പട്ടികയിലെ ക്രമ നമ്പർ	ആകെ സംരംഭങ്ങളുടെ എണ്ണം		ആകെ കാർഷിക സംരംഭങ്ങളുടെ എണ്ണം (സംരംഭപ്പട്ടികയിലെ കോളം 5)	ആകെ സംരംഭങ്ങളുടെ എണ്ണം			കാർഷികേതര സംരംഭങ്ങളിൽ സാധാരണ ഒരു ദിവസം പണി എടുക്കുന്നവരുടെ എണ്ണം (വേതനം/കൂലി വാങ്ങാത്തവരുൾപ്പെടെ)			ആകെ കാർഷികേതര സംരംഭങ്ങളുടെ എണ്ണം (സംരംഭപ്പട്ടികയിലെ കോളം 12)	കാർഷികേതര സംരംഭങ്ങളിൽ സാധാരണ വേതനത്തിനോ/കൂലിക്കോ പണിയെടുക്കുന്നവരുടെ എണ്ണം			കാർഷിക സംരംഭങ്ങളിൽ സാധാരണ പണിയെടുക്കുന്നവരുടെ എണ്ണം		സംരംഭപ്പട്ടികയിലെ ക്രമ നമ്പർ
	സെൻസസ് വീട്ടിലുള്ള സംരംഭങ്ങൾ (സംരംഭപ്പട്ടികയിലെ കോളം 2)	സെൻസസ് വാണിജ്യകേന്ദ്രത്തിലുള്ള സംരംഭങ്ങൾ (സംരംഭപ്പട്ടികയിലെ കോളം 3)		ഏതും കാലത്തും ഉള്ളവ (Perennial) (സംരംഭപ്പട്ടികയിലെ കോളം 6)	ഉടമസ്ഥത: സ്വകാര്യം (സംരംഭപ്പട്ടികയിലെ കോളം 7)	ഉടമസ്ഥത: പൊതുമേഖല (സംരംഭപ്പട്ടികയിലെ കോളം 8)	ശരാശരി ഉപയോഗിക്കുന്നവരുടെ എണ്ണം (സംരംഭപ്പട്ടികയിലെ കോളം 9)	ആൺ (സംരംഭപ്പട്ടികയിലെ കോളം 10)	പെൺ (സംരംഭപ്പട്ടികയിലെ കോളം 11)	ആകെ (സംരംഭപ്പട്ടികയിലെ കോളം 12)		ആൺ (സംരംഭപ്പട്ടികയിലെ കോളം 13)	പെൺ (സംരംഭപ്പട്ടികയിലെ കോളം 14)	ആകെ (സംരംഭപ്പട്ടികയിലെ കോളം 15)	സ്ഥിരം/സ്ഥായം	താൽക്കാലികം/കരാർ	സ്ഥിരം/സ്ഥായം	താൽക്കാലികം/കരാർ	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
ആകെ																			

പരിശോധിച്ച് ശരിയെന്ന് ബോദ്ധ്യപ്പെട്ടു.

എന്യൂമറേറ്ററുടെ പേര്. .....ഒപ്പും തീയതിയും.....

സൂപ്പർവൈസറുടെ പേര്.....ഒപ്പും തീയതിയും.....

APPENDIX 6.2—*contd.*

V

സംക്ഷിപ്ത വീടുപട്ടിക

സ്ഥലസൂചനാവിവരങ്ങൾ

പേജ് നമ്പർ.....1.....

സംസ്ഥാനത്തിന്റെ പേര്..... കോഡ് നമ്പർ..... വില്ലേജിന്റെ/പട്ടണത്തിന്റെ/ വനംഡിവിഷന്റെ പേര്.....കോഡ് നമ്പർ.....

ജില്ലയുടെ പേര്..... കോഡ് നമ്പർ..... കരയുടേയോ ദേശത്തിന്റേയോ പേര്/വാർഡിന്റെ പേരോ നമ്പറോ/ വനംറേഞ്ചിന്റെ പേര്.....കോഡ് നമ്പർ.....

താലൂക്കിന്റെ പേര്..... കോഡ് നമ്പർ..... എന്യൂമറേറ്റർ ബ്ലോക്കിന്റെ നമ്പർ.....

എന്യൂമറേറ്റർ ബ്ലോക്കിന്റെ പൂർണ്ണ സ്ഥലസൂചനാ കോഡ്.....

ഭാഗം 1: എന്യൂമറേറ്റർ ബ്ലോക്കിനെപ്പറ്റിയുള്ള പൊതുവിവരങ്ങൾ (എന്യൂമറേഷൻ പൂർത്തിയായതിനുശേഷം മാത്രമേ ഇത് പൂരിപ്പിക്കുവാൻ പാടുള്ളൂ.)

(A) ജനസംഖ്യ..... (B) ആകെ താമസമുള്ള വീടുകളുടെ എണ്ണം..... (C) കുടുംബങ്ങളുടെ എണ്ണം.....

ഭാഗം 2: വീടുകളുടെ പട്ടികയിലെ വിവരങ്ങൾ

എന്യൂമറേറ്റർ ബ്ലോക്കിൽ ഉൾപ്പെട്ട കെട്ടിടങ്ങളം.....മുതൽ.....വരെ

ക്രമ നമ്പർ	കെട്ടിടത്തിന്റെ നമ്പർ	സെൻസസ് വീടിന്റെ നമ്പറും വീടിന് പേരുണ്ടെങ്കിൽ പേരും	സെൻസസ് വീട് ഏത് ആവശ്യത്തിനുപയോഗിക്കുന്നു?	കുടുംബത്തിന്റെ നമ്പർ	കുടുംബത്തലവന്റെ പേര്	കുടുംബത്തിന്റെ ക്രമനമ്പർ	റിമാർക്സ്
1	2	3	4	5	6	7	8

സംക്ഷിപ്ത വീടുപട്ടിക

സ്ഥലസൂചനാവിവരങ്ങൾ

പേജ് നമ്പർ.....1.....

സംസ്ഥാനത്തിന്റെ പേര്.....കോഡ് നമ്പർ..... വില്ലേജിന്റെ/പട്ടണത്തിന്റെ/ വനംഡിവിഷന്റെ പേര്.....കോഡ് നമ്പർ. .....

ജില്ലയുടെ പേര്.....കോഡ് നമ്പർ..... കരയുടേയോ ദേശത്തിന്റേയോ പേര്/വാർഡിന്റെ പേരോ നമ്പറോ/ വനംറേഞ്ചിന്റെ പേര്.....കോഡ് നമ്പർ.....

താലൂക്കിന്റെ പേര്.....കോഡ് നമ്പർ..... എന്യൂമറേറ്റർ ബ്ലോക്കിന്റെ നമ്പർ.....

എന്യൂമറേറ്റർ ബ്ലോക്കിന്റെ പൂർണ്ണ സ്ഥലസൂചനാ കോഡ്.....

ഭാഗം 3: (ഭാഗം 2-ന്റെ അനുബന്ധം)

(ഭാഗം 2-ൽ രേഖപ്പെടുത്തിയിട്ടില്ലാത്തതും എന്യൂമറേറ്റർ കണക്കെടുപ്പിനിടയിൽ കാണാനിടയാകുന്നതുമായ കെട്ടിടങ്ങളം/സെൻസസ് വീടുകളം/ കുടുംബങ്ങളം ഇവയുടെ വിവരങ്ങളം താഴെ പേർക്കുക)

ക്രമ നമ്പർ	കെട്ടിടത്തിന്റെ നമ്പർ	സെൻസസ് വീടിന്റെ നമ്പറും വീടിന് പേരുണ്ടെങ്കിൽ പേരും	സെൻസസ് വീട് ഏത് ആവശ്യത്തിനുപയോഗിക്കുന്നു?	കുടുംബത്തിന്റെ നമ്പർ	കുടുംബത്തലവന്റെ പേര്	കുടുംബത്തിന്റെ ക്രമനമ്പർ	നിരീക്ഷണങ്ങൾ
1	2	3	4	5	6	7	8

പരിശോധിച്ചു ശരിയാണെന്ന് ബോധ്യപ്പെട്ടു.

എന്യൂമറേറ്ററുടെ പേര്.....

ഒപ്പും തീയതിയും.....

സൂപ്പർവൈസറുടെ പേര്.....

ഒപ്പും തീയതിയും.....

APPENDIX 6.2—*contd.*

H. State		SC		M	Sex

	Lvl		Subject		Div
1.					
	Year		Univ.		
2.	Lvl		Subject		Div
	Year		Univ.		
3.	Lvl		Subject		Div
	Year		Univ.		
4.	Lvl		Subject		Div
	Year		Univ.		

Trg.	Year		Durn.		Inst

Stat	Durn.	

	Sect	Orgn.		Work	
Pr.					
Pv.					
Fr.					

P	Count		Stay		Year	

Census of India-1981
Confidential

Location Code

DEGREE HOLDERS AND TECHNICAL PERSONNEL SURVEY

(Please see instructions overleaf)

1. Name: _____ 2. Date of birth: _____
3. Designation & Address: _____
4. Sex* : Male/Female 5. Are you married*: Yes/No 6. Scheduled Caste/Tribe* : Yes/No 7. Home State: _____
8. *All Academic and Professional Qualifications*

Degree/Diploma/ Certificate	Subject	Class or Division	Year of Passing	Course Duration	University/Institution/ Professional Body
			19.....		
			19.....		
			19.....		
			19.....		
9. Training Undergone		Apprentice/others.*	19.....		Academic/Industrial/ In service*
		Apprentice/others.*	19.....		Academic/Industrial/ In service*

10. Postgraduate Academic Specialisations: _____
11. Professional Specialisations/Technical Skills through experience: _____
12. Present Status*: Employee/Self Employed/Student/Trainee/Apprentice/Retired/Unemployed trying for job/ Unemployed not trying for job/Others. *13. Duration of present unemployment (if any).....months.*

14.

Employ-ment	Organisation		Main activity of the organisation	Nature of Your Work	Year of		Total Salary (Rs. p. m.)	
	Name	Sector*	Enter Serial Number as given overleaf		Joining	Leaving	at entry	last drawn
Present		Public/Pvt*			19..			
Previous		Public/Pvt*			19..	19..		
First		Public/Pvt*			19..	19..		

15. Visits abroad for Study, Training, & Employment (Exclude all other types of visits).

	Purpose	Country	Duration (months)	Year of Return
(i)				19...
(ii)				19...
(iii)				19...

Signature with date.....

*Please tick (√) appropriate answers in items 4, 5, 6, 9, 12 & 14. For example if female Male/Female

APPENDIX 6.2—*contd.*

APPENDIX 6.2—*contd.*

(Obverse)

വ്യക്തിവിവരപട്ടിക

(Universal)

രഹസ്യം

പാഡ് നമ്പർ _____

പട്ടികനമ്പർ _____

സ്ഥലസൂചനാകോഡ് _____ കുടുംബത്തിന്റെ ക്രമനമ്പർ [ ]

1. പേരു് _____

2. കുടുംബത്തലവനുമായുള്ള ബന്ധം _____

3. ആണോ(1)/പെണ്ണോ (2) .....

4. വയസ്സു് .....

5 വൈവാഹികാവസ്ഥ _____

6. മാതൃഭാഷ _____

7. അറിയാവുന്ന മറ്റു രണ്ടു ഭാഷകളും _____

8. മതം _____

9. പട്ടികജാതി (1)/ പട്ടികവർഗ്ഗം (2) .....

10. ജാതിയുടെ/വർഗ്ഗത്തിന്റെ പേരു് _____

11. അക്ഷരജ്ഞാനം ഉണ്ടു് (1)/ഇല്ല (2) .....

12. വിദ്യാഭ്യാസ യോഗ്യത _____

13. സ്കൂളിലോ കോളേജിലോ പഠിയ്ക്കുന്നുണ്ടോ?

ഉണ്ടു് (1)/ഇല്ല (2) ...

14A. കഴിഞ്ഞ വർഷത്തിൽ എപ്പോഴെങ്കിലും ജോലി ചെയ്തിട്ടുണ്ടോ? ഉണ്ടു് / ഇല്ല (H/ST/D/R/B/I/O) _____

14B. 14A –യിൽ 'ഉണ്ടു്' എങ്കിൽ കഴിഞ്ഞ വർഷത്തിന്റെ മുഴുഭാഗവും ജോലി ചെയ്തിട്ടുണ്ടോ? ഉണ്ടു് (1)/ഇല്ല (2) ....

15A. 14B –യിൽ 'ഉണ്ടു്' എങ്കിൽ കഴിഞ്ഞ വർഷത്തെ പ്രധാന പ്രവൃത്തി (C/AL/HHI/OW) / 14B –യിൽ 'ഇല്ല' എങ്കിൽ കഴിഞ്ഞവർഷത്തെ പ്രധാന പ്രവൃത്തി (H/ST/D/R/B/I/O) _____

15A –യിലെ ഉത്തരം HHI എന്നോ OW എന്നോ ആണെങ്കിൽ താഴെ പറയുന്ന വിവരങ്ങൾ പൂരിപ്പിക്കുക.

(i) സ്ഥാപനത്തിന്റെ പേരു് _____

(ii) ജോലിയുടെ വിവരണം _____

(iii) വ്യവസായത്തിന്റെയോ, വ്യാപാരത്തിന്റെയോ, സേവനത്തിന്റെയോ സ്വഭാവം _____

(iv) ജോലി ചെയ്യുന്ന ആളുടെ ഇനം _____

15B. 14B –യിൽ 'ഉണ്ടു്' എങ്കിൽ കഴിഞ്ഞവർഷം എപ്പോഴെങ്കിലും മറ്റേതെങ്കിലും ജോലി ചെയ്തിട്ടുണ്ടോ? ഉണ്ടു് (C/AL/HHI/OW)/ഇല്ല / 14B –യിൽ 'ഇല്ല' എങ്കിൽ കഴിഞ്ഞവർഷം എപ്പോഴെങ്കിലും ചെയ്തിട്ടുള്ള ജോലി ഏതാണു്? (C/AL/HHI/OW) _____

15B –യിലെ ഉത്തരം HHI എന്നോ OW എന്നോ ആണെങ്കിൽ താഴെ പറയുന്ന വിവരങ്ങൾ പൂരിപ്പിക്കുക.

(i) സ്ഥാപനത്തിന്റെ പേരു് _____

(ii) ജോലിയുടെ വിവരണം _____

(iii) വ്യവസായത്തിന്റെയോ, വ്യാപാരത്തിന്റെയോ, സേവനത്തിന്റെയോ സ്വഭാവം _____

(iv) ജോലി ചെയ്യുന്ന ആളുടെ ഇനം _____

16. 14A –യിലോ 14B –യിലോ 'ഇല്ല' എങ്കിൽ ജോലി അന്വേഷിക്കുന്നുണ്ടോ / ജോലി ചെയ്യാൻ തയ്യാറുണ്ടോ? ഉണ്ടു് (1) / ഇല്ല (2) .....

APPENDIX 6.2—*contd.*

VIII

വ്യക്തിവിവരപട്ടിക

രഹസ്യം

(Sample)

1. ജനനസ്ഥലം

(a) ജനിച്ച സ്ഥലം _____

(b) ഗ്രാമം (1)/പട്ടണം (2) ..... ☐

(c) ജില്ല _____ ☐☐

(d) സംസ്ഥാനം/രാജ്യം _____ ☐☐☐

2. മുമ്പത്തെ താമസസ്ഥലം

(a) ഇതിനു മുമ്പ് താമസിച്ച സ്ഥലം _____

(b) ഗ്രാമം (1)/പട്ടണം (2) ..... ☐

(c) ജില്ല _____ ☐☐

(d) സംസ്ഥാനം/രാജ്യം _____ ☐☐☐

3. മുമ്പത്തെ താമസസ്ഥലത്തു നിന്നും മാറി ഇവിടെ താമസമാക്കാനുള്ള കാരണം*

(ഉചിതമായ നമ്പർ എഴുതുക) ..... ☐

4. ഈ വില്ലേജിൽ/പട്ടണത്തിൽ എത്രകൊല്ലമായി താമസിയ്ക്കുന്നു? ..... ☐☐

5. വിവാഹിതരായ സ്ത്രീകൾക്കു മാത്രം

(a) വിവാഹസമയത്തെ വയസ്സ് ..... ☐☐

(b) ഇപ്പോൾ എത്ര കുട്ടികൾ ജീവിച്ചിരിക്കുന്നു?

ആൺ ☐ പെൺ ☐ ആകെ ☐

(c) എത്ര കുട്ടികൾ ജീവനോടെ ജനിച്ചു?

ആൺ ☐ പെൺ ☐ ആകെ ☐

6. വിവാഹബന്ധം നിലവിലുള്ള സ്ത്രീകൾക്കു മാത്രം

കഴിഞ്ഞ ഒരു കൊല്ലത്തിനിടയ്ക്ക് ജീവനോടെ കുട്ടി (കൾ) ജനിച്ചിട്ടുണ്ടോ? _____ ☐☐

*1-തൊഴിൽ; 2-വിദ്യാഭ്യാസം; 3-കുടുംബത്തിന്റെ താമസമാറ്റം; 4-വിവാഹം; 5-മറ്റുള്ളവ

IX
കുടുംബവിവരപട്ടിക

രഹസ്യം

ഭാഗം I : കുടുംബവിവരങ്ങൾ

ബുക്ക് നമ്പർ _____

ഫാറം നമ്പർ _____

സ്ഥലസൂചനാകോഡ് _____

കുടുംബത്തിന്റെ നമ്പർ _____

കുടുംബത്തിന്റെ ക്രമനമ്പർ _____
(സംക്ഷിപ്തവീട് പട്ടികയിലെ 7–ാം കോളം)

ഈ കുടുംബം സ്ഥാപനകുടുംബമോ ഭവനരഹിതകുടുംബമോ ആണെങ്കിൽ
സ്ഥാപനകുടുംബത്തിന് I എന്നും ഭവനരഹിതകുടുംബത്തിന് O എന്നും എഴുതുക.
സാധാരണ കുടുംബത്തിന് ഒന്നും എഴുതേണ്ടതില്ല _____

1. കുടുംബത്തലവന്റെ പേര് _____

2. കുടുംബത്തലവന്റെ മതം _____

3. കുടുംബത്തലവൻ പട്ടികജാതിയിലോ പട്ടികവർഗ്ഗത്തിലോ പെട്ട ആളാണോ? (പട്ടികജാതിയെങ്കിൽ 1 എന്നും പട്ടിക വർഗ്ഗമെങ്കിൽ 2 എന്നും രണ്ടിലുംപെടാത്തവരെങ്കിൽ X എന്നും ചതുരത്തിൽ എഴുതുക) .....

4. കുടുംബത്തലവന്റെ ജാതിയുടെ/വർഗ്ഗത്തിന്റെ പേര് _____

5. കുടുംബത്തിൽ മുഖ്യമായി സംസാരിക്കുന്ന ഭാഷ _____

6. കുടുംബം സ്വന്തം വീട്ടിലാണോ താമസിക്കുന്നത്? അതെ(1)/അല്ല(2) .....

7. സ്വന്തംവീട്ടിലല്ല താമസിക്കുന്നതെങ്കിൽ ഈ വില്ലേജിൽ/പട്ടണത്തിൽ കുടുംബത്തിന സ്വന്തമായി ഒരു വീടോ വീട് പണിയാനുള്ള സ്ഥലമോ ഉണ്ടോ? ഉണ്ട്(1)/ഇല്ല (2) .....

8. കുടുംബം താമസിക്കുന്ന വീട് നിർമ്മിക്കുന്നതിന് മുഖ്യമായി ഉപയോഗിച്ചിട്ടുള്ള സാമഗ്രികം

(a) ഭിത്തി — ഓല/പുല്ല്/ഇല/ഈറ/ മുള (1) | മണ്ണ് (2) | ചുടാത്ത ഇഷ്ടിക (3) | മരം (4) | ചുട്ട ഇഷ്ടിക (5) | GI ഷീറ്റോ മറ്റു ലോഹത്തകിടോ (6)

വെട്ടുകല്ല്/കരിങ്കല്ല് (7) | സിമൻറ് കോൺക്രീറ്റ് (8) | സിമൻറു പൂശിയ മുളയും പട്ടികയും (9) | മറ്റുള്ളവ (0) .....

(b) മേൽക്കൂര — ഓല/പുല്ല്/ഇല/ഈറ/വയ്ക്കോൽ/മരം/മണ്ണ്/ചുടാത്ത ഇഷ്ടിക/മുള (1) | ഓട് /സ്ലേറ്റ്/ഷിംഗിൾസ്(2) | ഇരുമ്പ്ഷീറ്റ്/സിങ്ക്ഷീറ്റ്/മറ്റു ലോഹത്തകിടുകൾ (3)

ആസ്ബസ്റ്റോസ് സിമൻറ് ഷീറ്റ് (4) | ഇഷ്ടിക, കല്ലും കുമ്മായവും (5) | കല്ല് (6) | RBC അല്ലെങ്കിൽ RCC കോൺക്രീറ്റ് (7) | മറ്റുള്ളവ(8) .....

(c) നിലം — മണ്ണ് (1) | മരം/പലക (2) | മുള/മരത്തടി (3) | ഇഷ്ടിക, കല്ലും കുമ്മായവും (4) | സിമൻറ് (5) | മൊസൈക്/തറയോട് (6) | മറ്റുള്ളവ (7) .....

9. കുടുംബത്തിന് ലഭ്യമായ സൗകര്യങ്ങൾ:

(a) കുടിയ്ക്കാനുള്ള വെള്ളം: (i) ലഭിക്കുന്നസ്ഥലം — കിണർ (1) | പൈപ്പ് (2) | കൈപ്പമ്പ്/കുഴൽകിണർ (3) | പുഴ/തോട് (4) | കുളം (5) | മറ്റുള്ളവ (6) .....

(ii) വീടിന്റെ പരിസരത്ത് (1)/വീടിന്റെ പരിസരത്തിനകലെ (2) .....

(b) വിദ്യുച്ഛക്തി: ഉണ്ട് (1)/ഇല്ല (2) .....

(c) കുളിമുറി (പട്ടണങ്ങൾക്കുമാത്രം) ഉണ്ട്(1)/ഇല്ല(2) .....

10. കുടുംബം താമസത്തിനുപയോഗിക്കുന്ന മുറികളുടെ എണ്ണം .....

11. കുടുംബത്തിൽ സ്ഥിരമായി താമസിക്കുന്ന ദമ്പതികളുടെ എണ്ണം .....

12. കുടുംബം കൃഷിചെയ്യുന്നുണ്ടോ? ഉണ്ട്(1)/ഇല്ല(2) ..... 13. കൃഷിചെയ്യുന്നുണ്ടെങ്കിൽ — സ്വന്തം (1) | പാട്ടം, വാരം മുതലായവ (2) | സ്വന്തവും,പാട്ടം വാരം മുതലായവയുംകൂടി (3) .....

14. സ്വന്തമല്ലെങ്കിൽ കൃഷിചെയ്യുന്ന ഭൂമിയിന്മേലുള്ള അവകാശം _____

15. കുടുംബത്തിലുള്ള ആകെ ആളുകളം (ഭാഗം II ജനസംഖ്യാപട്ടികയുടെ 2–ാം കോളത്തിലെ ആകെ എണ്ണം) .....

APPENDIX 6.2—*contd.*

ഭാഗം II : ജനസംഖ്യാ

ക്രമനമ്പർ	പേര്	കുടുംബമുഖ്യനുമായുള്ള ബന്ധം (10 വയസ്സുപൂർത്തിയുള്ള കുട്ടികളുടെ കാര്യത്തിൽ അമ്മ കുടുംബത്തിൽ താമസമെങ്കിൽ അമ്മയുടെ പേര് നൽകണം ഇപ്രകാരത്തിൽ സൂചിപ്പിക്കുക)	ആണോ പെണ്ണോ		വയസ്സ്	മതവും ജാതിയും	താമസം		അക്ഷരജ്ഞാനം		14A -ന്റെ ഉത്തരം	
			ആൺ	പെൺ			പട്ടികജാതി	പട്ടികവർഗ്ഗം	ഉണ്ട്	ഇല്ല	ഉണ്ട്	ഇല്ല
	2	3	4	5	6	7	8	9	10	11	12	13
ആകെ	(a)	x x x x x x x x x x x x	(b)	(b)	x x x	x x x	(a)	(a)	(b)	(b)	(b)	(b)

(a) ഈ കോളങ്ങിലെ എണ്ണിത്തീർന്ന വരികളുടെ ആകെ എണ്ണമെഴുതുക

(b) ഈ കോളങ്ങിലെ ശരി അടയാളം (tick marks) ഇട്ടതിന്റെ ആകെ എണ്ണം

വിവരശേഖരണം നടത്തിയതാര്

കണക്കെടുത്തയാളുടെ പേര്, തസ്തിക _____

പട്ടിക

		ആൺ								പെൺ													
		14 B -യിലെ ഉത്തരം		15A -യിലെ ഉത്തരം				ജോലി അന്വേഷിക്കുന്നുണ്ടോ? / ജോലി ചെയ്യാൻ തയ്യാറുണ്ടോ?		പട്ടികജാതിയോ പട്ടികവർഗ്ഗമോ ആണെങ്കിൽ ജാതിയുടെ/ വർഗ്ഗത്തിന്റെ പേര്		അക്ഷരജ്ഞാനം		14A -യിലെ ഉത്തരം		14B -യിലെ ഉത്തരം		15A -യിലെ ഉത്തരം				ജോലി അന്വേഷിക്കുന്നുണ്ടോ? / ജോലിചെയ്യാൻ തയ്യാറുണ്ടോ?	
	ക്രമനമ്പർ	ഉണ്ട്	ഇല്ല	C	AL	HHI	OW	ഉണ്ട്	ഇല്ല	പട്ടികജാതി	പട്ടികവർഗ്ഗം	ഉണ്ട്	ഇല്ല	ഉണ്ട്	ഇല്ല	ഉണ്ട്	ഇല്ല	C	AL	HHI	OW	ഉണ്ട്	ഇല്ല
	1	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
	ആകെ	(b)	(b)	(b)	(b)	(b)	(b)	(b)	(b)	(a)	(a)	(b)	(b)	(b)	(b)	(b)	(b)	(b)	(b)	(b)	(b)	(b)	(b)

(a) ഈ കോളത്തിലെ പൂരിപ്പിച്ച വരികളുടെ ആകെ എണ്ണമെഴുതുക

(b) ഈ കോളത്തിലെ ശരി അടയാളങ്ങൾ (tick marks) എണ്ണി ആകെ എഴുതുക

സൂപ്പർവൈസറുടെ പേരും ഒപ്പും _____

എന്യൂമറേറ്ററുടെ പേരും ഒപ്പും _____

മുഴുവനാക്കി ശരിയാണെന്നു കണ്ടു

APPENDIX 6.2—*contd.*

APPENDIX X

എന്യൂമറേറ്ററുടെ

(കുടുംബവിവര പട്ടികയുടെ ഭാഗം II

പൂർണ്ണസ്ഥലസൂചനാകോഡ് .....

വരി നമ്പർ	കുടുംബത്തിന്റെ ക്രമനമ്പർ	ആകെ			ആൺ											
									14 A-യിൽ		14 B-യിൽ		15 A-യിലെ ഉത്തരം			
		ആളുകൾ (col. 2)	ആൺ (col. 4)	പെൺ (col. 5)	പട്ടികജാതി (col. 8)	പട്ടികവർഗ്ഗം (col. 9)	അക്ഷരജ്ഞാനമുള്ളവർ (col. 10)	അക്ഷരജ്ഞാനമില്ലാത്തവർ (col. 11)	ഉണ്ട് (col. 12)	ഇല്ല (col. 13)	ഉണ്ട് (col. 14)	ഇല്ല (col. 15)	C (col. 16)	AL (col. 17)	HHI (col. 18)	OW (col. 19)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
ആകെ	(a)															

(a) 2-ാം കോളത്തിലെ പൂരിപ്പിച്ചവരികൾ എണ്ണി ആകെ കുടുംബങ്ങളുടെ എണ്ണം ഇവിടെ എഴുതുക.

സൂപ്പർവൈസറുടെ പേര് .....

ഒപ്പും തീയതിയും. .....

6.2—*contd.*

പേജ് നമ്പർ.....

വർക്കിംഗ് ഷീറ്റ്

സാധാരണ / സ്ഥാപന / വേനരഹിത
കുടുംബം / കുടുംബം / കുടുംബം

ജനസംഖ്യാ പട്ടികയിൽനിന്നും എടുത്തെഴുതേണ്ടത്)

(ബാധകമല്ലാത്തത് വെട്ടിക്കളയുക)

എന്യൂമറേറ്റർ ബ്ലോക്കുനമ്പർ.....

		പെൺ													
16-ൽ						14 A-യിൽ		14 B-യിൽ		15 A-യിലെ ഉത്തരം				16-ൽ	
ഉണ്ട് (col. 20)	ഇല്ല (col. 21)	പട്ടിക ജാതി (col. 22)	പട്ടിക വർഗ്ഗം (col. 23)	അക്ഷര ജ്ഞാന മുള്ളവർ (col. 24)	അക്ഷര ജ്ഞാനമി ല്ലാത്തവർ (col. 25)	ഉണ്ട് (col. 26)	ഇല്ല (col. 27)	ഉണ്ട് (col. 28)	ഇല്ല (col. 29)	C (col. 30)	AL (col. 31)	HHI (col. 32)	OW (col. 33)	ഉണ്ട് (col. 34)	ഇല്ല (col. 35)
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33

3 മുതൽ 33 വരെയുള്ള കോളങ്ങളുടെ മുകളിൽ ബ്രാക്കറ്റിൽ കൊടുത്ത കോളം നമ്പറുകളം ജനസംഖ്യാപട്ടിക യിലേതാണ്. ആ കോളങ്ങളിലെ എണ്ണമാണ് ഈ വർക്കിംഗ് ഷീറ്റിൽ എടുത്തെഴുതേണ്ടത്.

എന്യൂമറേറ്ററുടെ പേര്.....

ഒപ്പും തീയതിയും.....

XI

എന്യൂമറേറ്ററുടെ Grand Total Working Sheet

(എന്യൂമറേറ്ററുടെ വർക്കിംഗ് ഷീറ്റിൽനിന്നു പൂരിപ്പിക്കേണ്ടത്)

പൂർണ്ണസ്ഥലസൂചനാകോഡ് ..... എന്യൂമറേറ്റർ ബ്ലോക്ക് നമ്പർ .....

കുടുംബത്തിന്റെ തരം	കുടുംബങ്ങളുടെ എണ്ണം	ആകെ			ആൺ												പെൺ	
		ആളുകൾ	ആൺ	പെൺ	പട്ടികജാതി	പട്ടികവർഗ്ഗം	അക്ഷരജ്ഞാനമുള്ളവർ	അക്ഷരജ്ഞാനമില്ലാത്തവർ	14 A-യിൽ ഉണ്ട്	14 A-യിൽ ഇല്ല	14 B-യിൽ ഉണ്ട്	14 B-യിൽ ഇല്ല	15 A-യിലെ ഉത്തരം C	AL	HHI	OW	16-ൽ ഉണ്ട്	16-ൽ ഇല്ല
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
സാധാരണ കുടുംബം																		
സ്ഥാപന കുടുംബം (I)																		
വേനരഹിത കുടുംബം (O)																		
Grand Total																		

(ബാക്കി കോളങ്ങൾ താഴെ)

(മുകളിൽ നിന്നും തുടർച്ച)

കുടുംബത്തിന്റെ തരം	പെൺ													
	പട്ടികജാതി	പട്ടികവർഗ്ഗം	അക്ഷരജ്ഞാനമുള്ളവർ	അക്ഷരജ്ഞാനമില്ലാത്തവർ	14 A-യിൽ ഉണ്ട്	14 A-യിൽ ഇല്ല	14 B-യിൽ ഉണ്ട്	14 B-യിൽ ഇല്ല	15 A-യിലെ ഉത്തരം C	AL	HHI	OW	16-ൽ ഉണ്ട്	16-ൽ ഇല്ല
1	20	21	22	23	24	25	26	27	28	29	30	31	32	33
സാധാരണ കുടുംബം														
സ്ഥാപന കുടുംബം (I)														
വേനരഹിത കുടുംബം (O)														
Grand Total														

സൂപ്പർവൈസറുടെ പേര് .....

ഒപ്പും തീയതിയും .....

എന്യൂമറേറ്ററുടെ പേര് .....

ഒപ്പും തീയതിയും .....

APPENDIX 6.2—*contd.*

XII

എന്യൂമറേറ്ററുടെ സംഗ്രഹം

(എന്യൂമറേറ്ററുടെ Grand Total Working Sheet-ൽ നിന്ന് തയ്യാറാക്കേണ്ടത്)

പൂർണ്ണ സ്ഥല സൂചനാ കോഡ് .....

എന്യൂമറേറ്റർ ബ്ലോക്കുനമ്പർ .....

ആകെതാമസമുള്ള വീടുകളുടെ എണ്ണം .....

സാധാരണ കുടുംബങ്ങളുടെ എണ്ണം .....

സ്ഥാപനകുടുംബങ്ങളുടെ എണ്ണം .....

ഭവനരഹിത കുടുംബങ്ങളുടെ എണ്ണം .....

ആകെ കുടുംബങ്ങളുടെ എണ്ണം .....

ക്രമ നമ്പർ	ഇനം (ബ്രാക്കറ്റിൽ കൊടുത്തിരിക്കുന്നത് Grand Total Working Sheet-ലെ കോളം നമ്പറുകളാണ്)	ആകെ ആളുകൾ	ആണുങ്ങൾ	പെണ്ണുങ്ങൾ
1	2	3	4	5
1	സ്ഥാപനകുടുംബാംഗങ്ങളും ഭവനരഹിതരും ഉൾപ്പെടെയുള്ള ആകെ ജനസംഖ്യ (cols. 3, 4&5)			
2	പട്ടികജാതിക്കാർ (cols. 6&20)			
3	പട്ടികവർഗ്ഗക്കാർ (cols. 7&21)			
4	അക്ഷരജ്ഞാനമുള്ളവർ (cols. 8&22)			
5	അക്ഷരജ്ഞാനമില്ലാത്തവർ (cols. 9&23)			
6	14A-യിൽ ഉണ്ട് (cols. 10&24)			
7	14A-യിൽ ഇല്ല (cols. 11&25)			
8	14B-യിൽ ഉണ്ട് (cols. 12&26)			
9	14B-യിൽ ഇല്ല (cols. 13&27)			
10	15A-യിൽ C (cols. 14&28)			
11	15A-യിൽ AL (cols. 15&29)			
12	15A-യിൽ HHI (cols. 16&30)			
13	15A-യിൽ OW (cols. 17&31)			
14	16-ൽ ഉണ്ട് (cols. 18&32)			
15	16-ൽ ഇല്ല (cols. 19&33)			
16	സ്ഥാപനകുടുംബാംഗങ്ങൾ-I (cols. 3, 4&5—സ്ഥാപന കുടുംബങ്ങളുടെ വരിയിൽനിന്ന്)			
17	ഭവനരഹിതർ-O (cols. 3, 4&5—ഭവനരഹിത കുടുംബങ്ങളുടെ വരിയിൽനിന്ന്)			

കുറിപ്പ്: (i) ക്രമനമ്പർ 1 മുതൽ 15 വരെയുള്ള ഇനങ്ങളിൽ Grand total working sheet-ലെ 'Grand total' വരിക്കെതിരെ പൂരിപ്പിച്ചിട്ടുള്ള വിവരങ്ങളാണ് ഇവിടെ എടുത്തെഴുതേണ്ടത്. എന്നാൽ 16-ഉം 17-ഉം ഇനങ്ങളിൽ സ്ഥാപന കുടുംബത്തി(I)ന്റെയും ഭവനരഹിത കുടുംബത്തി(O)ന്റെയും വരിക്കെതിരെ പൂരിപ്പിച്ചിട്ടുള്ള വിവരങ്ങളാണ് എഴുതേണ്ടത്.

(ii) ക്രമനമ്പർ 2 മുതൽ 15 വരെയുള്ള ഇനങ്ങളിൽ 4-ഉം 5-ഉം കോളങ്ങൾ Grand total working sheet-ൽ നിന്ന് പകർത്തിയെഴുതിയതിനുശേഷം അവ കൂട്ടി 3-ാം കോളം പൂരിപ്പിക്കേണ്ടതാണ്.

പരിശോധിച്ചു ശരിയാണെന്ന് ബോധ്യപ്പെട്ടു.

സൂപ്പർവൈസറുടെ പേര് .....

ഒപ്പും തീയതിയും .....

എന്യൂമറേറ്ററുടെ പേര് .....

ഒപ്പും തീയതിയും .....

XIII
APPENDIX

SUPERVISOR'S

(എന്യൂമറേറ്ററുടെ

ചാർജ്ജിന്റെ പേര്.....

സൂപ്പർവൈസറുടെ സർക്കിൾ നമ്പർ.....

എന്യൂമറേറ്റർ ബ്ലോക്ക് നമ്പർ	ആകെ ജനസംഖ്യ			പട്ടിക ജാതിക്കാർ			പട്ടിക വർഗ്ഗക്കാർ			അക്ഷര
	ആകെ ആളുകൾ	ആൺ	പെൺ	ആകെ	ആൺ	പെൺ	ആകെ	ആൺ	പെൺ	ആകെ
1	2	3	4	5	6	7	8	9	10	11
Circle Total										

എന്യൂമറേറ്റർ ബ്ലോക്ക് നമ്പർ	14 B.യിൽ ഉണ്ട്			14 B.യിൽ ഇല്ല			15 A.യിൽ C			15 A.യിൽ AL		
	ആകെ	ആൺ	പെൺ	ആകെ	ആൺ	പെൺ	ആകെ	ആൺ	പെൺ	ആകെ	ആൺ	പെൺ
1	23	24	25	26	27	28	29	30	31	32	33	34
Circle Total												

6.2—*contd.*

CIRCLE SUMMARY

സംഗ്രഹത്തിൽനിന്ന് തയ്യാറാക്കേണ്ടത്)

സൂപ്പർവൈസറുടെ സർക്കിളിൽ ഉൾപ്പെട്ട
എന്യൂമറേറ്റർ ബ്ലോക്ക് നമ്പറുകൾ.....

ജ്ഞാനമുള്ളവർ		അക്ഷരജ്ഞാനമില്ലാത്തവർ			14 A.യിൽ ഉണ്ട്			14 A.യിൽ ഇല്ല		
ആൺ	പെൺ	ആകെ	ആൺ	പെൺ	ആകെ	ആൺ	പെൺ	ആകെ	ആൺ	പെൺ
12	13	14	15	16	17	18	19	20	21	22

(ബാക്കി കോളങ്ങൾ താഴെ)

15 A.യിൽ HHI			15 A.യിൽ OW			16.ൽ ഉണ്ട്			16.ൽ ഇല്ല		
ആകെ	ആൺ	പെൺ	ആകെ	ആൺ	പെൺ	ആകെ	ആൺ	പെൺ	ആകെ	ആൺ	പെൺ
35	36	37	38	39	40	41	42	43	44	45	46

സൂപ്പർവൈസറുടെ പേര്.....

ഒപ്പും തീയതിയും.....

സ്ഥലം.....

APPENDIX 6.2—*concld.*

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DHTP ഷെഡ്യൂളുകൾ വിതരണം ചെയ്തതിന്റെയും തിരിച്ചു വാങ്ങിയതിന്റെയും കണക്ക്

വില്ലേജിന്റെ/പട്ടണത്തിന്റെ/
വനം ഡിവിഷന്റെ പേര് .....

പൂർണ്ണ സ്ഥലസൂചനാകോഡ് .....

എന്യൂമറേറ്റർ ബ്ലോക്കുനമ്പർ .....

	ഇനം	എണ്ണം
1.	എനുമറേറ്റർക്ക് തന്നിട്ടുള്ള ആകെ ഷെഡ്യൂളുകൾ	
2.	അർഹരായ കുടുംബാംഗങ്ങൾക്ക് വിതരണം ചെയ്ത ഷെഡ്യൂളുകൾ	
3.	കുടുംബാംഗങ്ങളിൽ നിന്ന് തിരിച്ചു വാങ്ങിയ പൂരിപ്പിച്ച ഷെഡ്യൂളുകൾ	
4.	വിതരണം ചെയ്യാതെ ബാക്കിവന്ന ഷെഡ്യൂളുകൾ	

എന്യൂമറേറ്ററുടെ പേര് .....

ഒപ്പും തീയതിയും .....

പരിശോധിച്ചു ശരിയാണെന്ന് ബോധ്യപ്പെട്ടു.

സൂപ്പർവൈസറുടെ പേര് .....

ഒപ്പും തീയതിയും .....

APPENDIX 6.2—*contd.*

XV

CENSUS OF INDIA 1981

ACKNOWLEDGEMENT FORM FOR CENSUS RECORDS OF ENUMERATORS

SAMPLE BLOCK

Name of Charge.....Enumerator Block Number

Complete location code.....Name of Enumerator.....

Name of item (Schedules/slips/forms)	Number of books/pads/forms		
	Issued to the Enumerator	Returned by the Enumerator	
		Filled-in	Unused
1	2	3	4
1. Household schedule { Books of 24 forms / Books of 8 forms }			
2. Individual slip – Blue { Pads of 48 slips / Pads of 24 slips }			
3. Enumerator's Working sheet			
4. Enumerator's Grand Total Working sheet	1		×
5. Enumerator's Abstract	1		×
6. Abridged Houselist (filled-in)	1		×
7. Continuation sheet of Section 3 of Abridged Houselist	1		×
8. Block map	1		×
9. DHTP schedules			
10. Statement showing distribution and collection of DHTP schedules	1		×
11. Block Label–Blue	1		×
12. Acknowledgement form for Census Records of Enumerators (1 filled-in to be returned to Charge Office, 1 form for use as Supervisor's receipt and 1 form as Enumerator's receipt)	3		×

Received from the Charge Officer the schedules/slips/forms shown in column 2

Name of Enumerator..... Signature..... .....Date .....

(To be filled in when the schedules/slips/forms are issued from the Charge Office to the Enumerator)

Received from the Enumerator the records shown in columns 3 and 4

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

(To be filled in when the records are handed over by the Enumerator to the Supervisor after enumeration)

(Received from the Supervisor the records shown in columns 3 and 4

Name of Official in the Charge Office.....Signature .....Date.....

(To be filled in when the records are handed over by the Supervisor to the Charge Office after enumeration)

Received from the Charge Officer the records shown in columns 3 and 4

Name of Official in the Regional Dy. Director's Office.....Signature.....Date.....

(To be filled in when the records are handed over by the Charge Officer to the RDD's Office)

APPENDIX 6.2—*contd.*

XVI

CENSUS OF INDIA 1981

ACKNOWLEDGEMENT FORM FOR CENSUS RECORDS OF ENUMERATORS

NON-SAMPLE BLOCK

Name of Charge.....Enumerator Block Number

Complete location code.....Name of Enumerator.....

Name of item (Schedules/slips/forms)	Number of books/pads/forms		
	Issued to the Enumerator	Returned by the Enumerator	
		Filled-in	Unused
1	2	3	4
1. Household schedule — Books of 24 forms			
Household schedule — Books of 8 forms			
2. Individual slip-Black — Pads of 48 slips			
Individual slip-Black — Pads if 24 slips			
3. Enumerator's Working sheet			
4. Enumerator's Grand Total Working sheet	1		×
5. Enumerator's Abstract	1		×
6. Abridged Houselist (filled-in)	1		×
7. Continuation sheet of Section 3 of Abridged Houselist	1		×
8. Block map	1		×
9. Block Label-Black	1		×
10. Acknowledgement form for Census records of Enumerators (1 filled-in to be returned to Charge Office, 1 form for use as Supervisor's receipt and 1 form as Enumerator's receipt)	3		×

Received from the Charge Officer the schedules/slips/forms shown in column 2

Name of Enumerator.....Signature..... Date.....

(To be filled in when the schedules/slips/forms are issued from the Charge Office to the Enumerator)

Received from the Enumerator the records shown in columns 3 and 4

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

(To be filled in when the records are handed over by the Enumerator to the Supervisor after enumeration.)

Received from the Supervisor the records shown in columns 3 and 4

Name of Official in the Charge Office.....Signature.....Date.....

(To be filled in when the records are handed over by the Supervisor to the Charge Office after enumeration)

Received from the Charge Officer the records shown in columns 3 and 4

Name of official in the Regional Dy. Directors' Office.....Signature.....Date....

(To be filled in when the records are handed over by the Charge Officer to the RDD's Office)

APPENDIX 6.2—*contd.*

XVII

CENSUS OF INDIA 1981

ACKNOWLEDGEMENT FORM FOR CENSUS RECORDS OF SUPERVISORS

Name of Charge.....Supervisor Circle number

Name of Supervisor.....

Name of item (Schedules/slips/forms)		Number of books/pads/forms		
		Issued to the Supervisor	Given by the Supervisor to Enumerators	Returned unused by Supervisor
1		2	3	4
1. Household schedule books of 8 forms (Reserve stock)		10		
2. Individual slip pads of 24 slips (Reserve stock) (*Issue only if there are sample blocks)	Black	8		
	*Blue	2		
3. Enumerator's Working Sheet (Reserve stock)		5		
4. Enumerator's Grand Total Working Sheet (Reserve stock)		1		
5. Enumerator's Abstract (Reserve stock)		1		
6. *DHTP Schedules (Reserve stock) (*Issue only if there are sample blocks)		5		
7. Supervisor's Report Card		1	×	
8. Supervisor's Circle Summary		1	×	
9. Acknowledgement form for Census Records of Supervisor (1 filled-in to be returned to Charge Office and 1 form for use as Supervisor's receipt)		2	×	

Received from the Charge Officer the schedules/slips/forms shown in column 2

Name of Supervisor.....Signature..... Date.....
(To be filled in when the schedules/slips/forms are issued from the charge Office to the Supervisor)

Received from the Supervisor the records shown in column 4

Name of Official in the Charge Office.....Signature..... Date.....
(To be filled in when the records are returned by the Supervisor to the Charge Office after enumeration)

Received from the Charge Officer the records shown in column 4

Name of Official in the Regional Dy. Director's Office.....Signature.....Date.....
(To be filled in when the records are handed over by the Charge Officer to the RDD's Office)

XVIII

Obverse

IMPORTANT

1. This card should be posted on 9th February 1981 itself after affixing postage stamp.

2. If, by any chance, enumeration has not commenced in any of the Enumerator blocks in your circle it should be reported to the Charge Officer at once along with your suggestions. If no instruction is received from the Charge Officer within three days, you should seek instruction from the Charge Officer in person and act according to his directions.

ON I.G.S

20 Paise stamp

To

.....

.....

.....

Reverse

CENSUS OF INDIA 1981

SUPERVISORS' REPORT OF COMMENCEMENT OF ENUMERATION

(To be reported on 9th February 1981)

* Enumeration has commenced in all the Enumerator blocks included in my Supervisor circle

---

*The Enumerator block number(s) in which enumeration did not commence on 9th February 1981, the reasons therefore and the action to be taken in the matter are indicated below:

(*Score off the sentence which is not applicable)

Name of Supervisor

.....Signature.....

Supervisor circle number.....Date .....

XIX

CENSUS OF INDIA 1981

BLOCK LABEL

(To be affixed on the bundle of census records of each enumerator block)

Name of charge.....

Complete location code..... .....

ENUMERATOR BLOCK NUMBER

Name of Enumerator .....

Signature and date.....

APPENDIX 6.3

BREAK-UP OF THE NUMBER OF SCHEDULES AND FORMS DISTRIBUTED TO CHARGE OFFICERS DURING HOUSELISTING OPERATIONS

Name of Charge Officer (Taluk/Town Forest Division)	*Houselist*			*Houselist Abstract*		
	Actual use	*Reserve*	*Total*	*Actual use*	*Reserve*	*Total*
1	2	3	4	5	6	7
CANNANORE DISTRICT						
1. Tahsildar, Kasaragod	12,755	1,300	14,055	725	75	800
2. ,, Hosdurg	13,655	1,375	15,030	730	75	805
3. ,, Taliparamba	16,300	1,650	17,950	995	100	1,095
4. ,, Cannanore	15,750	1,575	17,325	910	100	1,010
5. ,, Tellicherry	19,900	2,000	21,900	1,230	125	1,355
6. Municipal Commissioner, Kasaragod	1,580	175	1,755	105	15	120
7. ,, Cannanore	2,395	250	2,645	155	15	170
8. ,, Tellicherry	2,440	250	2,690	155	20	175
9. Executive Officer, Cannanore Cantonment	125	25	150	15	5	20
10. Divisional Forest Officer, Special Forest Division, Tellicherry	90	10	100	10	5	15
KOZHIKODE DISTRICT						
1. Tahsildar, Badagara	13,350	1,350	14,700	815	85	900
2. ,, North Wayanad	5,135	525	5,660	295	30	325
3. ,, South Wayanad	11,090	1,125	12,215	595	60	655
4. ,, Quilandy	17,770	1,800	19,570	1,105	110	1,215
5. ,, Kozhikode	21,710	2,175	23,885	1,280	130	1,410
6. Municipal Commissioner, Badagara	2,135	225	2,360	140	15	155
7. Commissioner, Calicut Corporation	11,095	1,110	12,205	605	65	670
8. Divisional Forest Officer, Wayanad	90	10	100	10	5	15
9. ,, Kozhikode	115	15	130	15	5	20
10. ,, Special Forest Div. Kozhikode	115	15	130	15	5	20
MALAPPURAM DISTRICT						
1. Tahsildar, Ernad	24,345	2,450	26,795	1,390	140	1,530
2. ,, Perintalamanna	9,740	975	10,715	610	65	675
3. ,, Tirur	21,705	2,175	23,880	1,290	130	1,420
4. ,, Ponnani	6,640	675	7,315	435	45	480
5. Municipal Commissioner, Malappuram	1,255	150	1,405	90	10	100
6. Special Officer, Manjeri Municipality	1,590	175	1,765	110	15	125
7. ,, Tirur Municipality	1,175	125	1,300	85	10	95
8. ,, Ponnani Municipality	1,225	125	1,350	90	10	100
9. Divisional Forest Officer, Nilambur	20	5	25	5	5	10
10. ,, Special Forest Division Nilambur	20	5	25	5	5	10
PALGHAT DISTRICT						
1. Tahsildar, Ottapalam	18,380	1,850	20,230	1,175	120	1,295
2. ,, Mannarghat	7,640	775	8,415	430	45	475
3. ,, Palghat	11,535	1,175	12,710	655	70	725
4. ,, Chittur	12,110	1,225	13,335	670	70	740
5. ,, Alathur	13,005	1,325	14,330	720	75	795
6. Special Officer, Shornaur Municipality	1,355	150	1,505	95	10	105
7. Municipal Commissioner, Palghat	3,945	400	4,345	230	25	255
8. ,, Chittur-Thathamangalam	1,280	150	1,430	85	10	95
9. Divisional Forest Officer, Palghat	50	10	60	10	5	15
10. ,, Nemmara	720	75	795	40	5	45
11. ,, Parambikkulam	720	75	795	40	5	45
12. ,, Special Forest Division, Palghat	50	10	60	10	5	15

—contd.

APPENDIX 6.3—*contd.*

Name of Charge Officer (Taluk/Town Forest Division)	Houselist			Houselist Abstract		
	Actual use	Reserve	Total	Actual use	Reserve	Total
1	2	3	4	5	6	7
TRICHUR DISTRICT						
1. Tahsildar, Chavakkad	10,390	1,125	11,515	610	65	675
2. ,, Talappilly	15,215	1,525	16,740	1,030	105	1,135
3. ,, Trichur	17,785	1,800	19,585	1,195	120	1,315
4. ,, Kodungallur	7,015	725	7,740	395	40	435
5. ,, Mukundapuram	18,655	1,875	20,530	1,185	120	1,305
6. Special Officer, Chavakkad Municipality	1,085	125	1,210	70	10	80
7. ,, Kodungallur Municipality	1,035	125	1,160	75	10	85
8. Municipal Commissioner, Kunnamkulam	825	100	925	60	10	70
9. ,, Trichur	3,075	325	3,400	190	20	210
10. ,, Irinjalakuda	1,050	125	1,175	75	10	85
11. ,, Chalakudy	1,410	150	1,560	95	10	105
12. Executive Officer, Guruvayur Township	610	75	685	35	5	40
13. Divisional Forest Officer, Trichur	1,255	150	1,405	70	10	80
14. ,, Chalakudy	560	75	635	35	5	40
ERNAKULAM DISTRICT						
1. Tahsildar, Parur	9,715	975	10,690	600	60	660
2. ,, Alwaye	9,370	950	10,320	555	55	610
3. ,, Kunnathunad	11,925	1,200	13,125	730	75	805
4. ,, Kothamangalam	4,665	475	5,140	295	30	325
5. ,, Muvattupuzha	9,150	925	10,075	565	60	625
6. ,, Kanayannur	10,070	1,025	11,095	610	65	675
7. ,, Cochin	6,610	675	7,285	365	40	405
8. Municipal Commissioner, Parur	1,000	100	1,100	70	10	80
9. Municipal Commissioner, Alwaye	1,145	125	1,270	70	10	80
10. Municipal Commissioner, Perumbavoor	960	100	1,060	70	10	80
11. Special Officer, Kothamangalam Municipality	1,130	125	1,255	70	10	80
12. Municipal Commissioner, Muvattupuzha	915	100	1,015	70	10	80
13. Special Officer, Angamaly Municipality	875	100	975	65	10	75
14. ,, Trippunithura Municipality	1,430	150	1,580	100	10	110
15. Commissioner Cochin, Corporation	16,205	1,625	17,830	865	90	955
16. Divisional Forest Officer, Malayattoor	390	50	440	25	5	30
IDUKKI DISTRICT						
1. Tahsildar, Devicolam	6,485	650	7,135	390	40	430
2. ,, Udumbanchola	11,040	1,125	12,165	600	60	660
3. ,, Thodupuzha	6,695	675	7,370	440	45	485
4. ,, Peermade	6,340	650	6,990	355	40	395
5. Special Officer, Thodupuzha Municipality	1,475	150	1,625	100	10	110
6. Town Planner, Idukki Township	650	75	725	40	5	45
7. Divisional Forest Officer, Munnar	265	50	315	20	5	25
8. Wild Life Preservation Officer, Thekkady	145	25	170	10	5	15
KOTTAYAM DISTRICT						
1. Tahsildar, Vaikom	8,765	900	9,665	525	55	580
2. ,, Meenachil	12,110	1,225	13,335	745	75	820
3. ,, Kottayam	15,555	1,575	17,130	880	90	970
4. ,, Changanacherry	7,875	800	8,675	435	45	480

—contd.

APPENDIX 6.3—*concld.*

Name of Charge Officers (Taluk/Town Forest Division)	*Houselist*			*Houselist Abstract*		
	Actual use	*Reserve*	*Total*	*Actual use*	*Reserve*	*Total*
1	2	3	4	5	6	7
5. Tahsildar, Kanjirappally	8,520	875	9,395	455	45	500
6. Municipal Commissioner, Vaikom	930	100	1,030	70	10	80
7. ,, Palai	760	100	860	60	10	70
8. ,, Kottayam	2,575	275	2,850	165	20	185
9. ,, Changanacherry	1,925	200	2,125	125	15	140
10. Divisional Forest Officer, Kottayam	850	100	950	50	5	55
ALLEPPEY DISTRICT						
1. Tahsildar, Shertalai	24,850	1,500	16,350	795	80	875
2. ,, Ambalapuzha	6,940	700	7,640	375	40	415
3. ,, Kuttanad	6,855	700	7,555	425	45	470
4. ,, Thiruvalla	12,790	1,300	14,090	770	80	850
5. ,, Chengannur	8,400	850	9,250	525	55	580
6. ,, Karthigappally	11,190	1,125	12,315	670	70	740
7. ,, Mavelikkara	12,540	1,275	13,815	745	75	820
8. Municipal Commissioner, Shertalai	1,970	200	2,170	125	15	140
9. ,, Alleppey	6,680	675	7,355	370	40	410
10. ,, Thiruvalla	1,145	125	1,270	80	10	90
11. ,, Kayamkulam	2,265	250	2,515	150	15	165
12. ,, Mavelikkara	1,220	125	1,345	85	10	95
13. Special Officer, Chengannur Municipality	1,135	125	1,260	80	10	90
QUILON DISTRICT						
1. Tahsildar, Karunagappally	13,375	1,350	14,725	785	80	865
2. ,, Kunnathur	13,685	1,375	15,060	805	80	885
3. ,, Pathanamthitta	14,210	1,425	15,635	820	85	905
4. ,, Pathanapuram	11,050	1,125	12,175	655	65	720
5. ,, Kottarakkara	18,870	1,900	20,770	1,140	115	1,255
6. ,, Quilon	22,845	2,300	25,145	1,305	130	1,435
7. Special Officer, Pathanamthitta Municipality	1,255	150	1,405	85	10	95
8. Municipal Commissioner, Punalur	1,815	200	2,015	115	15	130
9. ,, Quilon	4,860	500	5,360	280	30	310
10. Divisional Forest Officer, Ranni	390	50	440	25	5	30
11. ,, Konni	60	10	70	10	5	15
12. ,, Punalur	90	10	100	10	5	15
13. ,, Thenmala	25	10	35	10	5	15
TRIVANDRUM DISTRICT						
1. Tahsildar, Chirayinkil	18,390	1,850	20,240	1,030	105	1,135
2. ,, Nedumangad	16,470	1,650	18,120	905	95	1,000
3. ,, Trivandrum	13,190	1,325	14,515	750	75	825
4. ,, Neyattinkara	22,020	2,225	24,245	1,295	130	1,425
5. Municipal Commissioner, Attingal	1,380	150	1,530	90	10	100
6. ,, Neyyattinkara	1,135	125	1,260	80	10	90
7. Special Officer, Nedumangad Municipality	1,480	150	1,630	100	10	110
8. Commissioner, Corporation Trivandrum	15,690	1,575	17,265	835	85	920
9. Divisional Forest Officer, Trivandrum	400	50	450	25	5	30

Each District census officer was given 5,000 forms of Houselist and 500 forms of Houselist abstract as reserve.

APPENDIX

BREAK-UP OF THE NUMBER OF SCHEDULES AND ACTUAL

Charge	Individual Slip				Household schedule		Enumerator's Working Sheet
	Black		Blue				
	Pads of 48	Pads of 24	Pads of 48	Pads of 24	Books of 24	Books of 8	
1	2	3	4	5	6	7	8
CANNANORE							
1. Kasaragod taluk Mal.	3,470	745	870	190	1,602	1,132	2,430
Kan.	3,470	745	870	190	1,515	930	2,430
2. Hosdurg ,, Mal.	8,375	1,745	2,095	440	3,755	2,424	5,835
3. Taliparamba ,, ,,	11,010	2,330	2,755	585	4,938	3,230	7,695
4. Cannanore ,, ,,	9,690	2,080	2,425	520	4,346	2,877	6,790
5. Tellicherry ,, ,,	12,730	2,650	3,185	665	5,709	3,680	8,870
6. Kasaragod municipality Mal.	805	180	205	45	360	243	565
Kan.	175	70	45	20	75	85	140
7. Cannanore ,, Mal.	1,265	290	320	75	566	397	895
8. Tellicherry ,, ,,	1,495	305	375	80	669	424	1,035
9. Cannanore Cantonment ,,	60	20	15	5	26	27	45
10. Cannanore Military Area ,,	75	15	..	..	25	15	40
KOZHIKODE							
1. Badagara taluk Mal.	9,175	1,920	2,295	480	4,115	2,667	6,400
2. Quilandy ,, ,,	11,410	2,400	2,855	600	5,118	3,332	7,965
3. Kozhikode ,, ,,	14,220	2,955	3,555	740	6,378	4,104	9,905
4. Badagara municipality ,,	1,320	295	330	75	592	404	930
5. Calicut Corporation ,,	6,480	1,375	1,620	345	2,906	1,904	4,530
6. Divisional Forest Office, Kozhikode ,,	230	60	60	15	103	77	165
7. Kozhikode Military Area ,,	30	10	..	..	10	15	20
8. R.D.D. Kozhikode ,,	1,500	1,500	300	300	900	900	3,000
WAYANAD							
1. Mananthavady taluk Mal.	3,330	675	835	170	1,492	937	2,305
2. Vythiri ,, ,,	3,330	715	835	180	1,492	987	2,330
3. Sultan's Battery ,, ,,	3,555	770	890	195	1,595	1,064	2,495
4. Wayanad D.F.O. ,,	345	65	90	20	155	90	235
MALAPPURAM							
1. Ernad taluk Mal.	15,370	3,235	3,845	810	6,891	4,487	10,730
2. Perintalmanna ,, ,,	6,595	1,340	1,650	335	2,958	1,867	4,575
3. Tirur ,, ,,	14,335	2,960	3,585	740	6,429	4,117	9,975
4. Ponnani ,, ,,	4,300	900	1,075	225	1,929	1,250	3,000
5. Manjeri municipality ,,	1,090	240	275	60	489	327	765
6. Malappuram ,, ,,	805	180	205	45	360	244	565
7. Tirur ,, ,,	860	180	215	45	386	250	600
8. Ponnani ,, ,,	805	180	205	45	360	224	565
9. Nilambur D.F.O. ,,	60	20	15	5	26	28	45

6.4

FORMS DISTRIBUTED TO CHARGE OFFICERS DURING ENUMERATION

Grand Total working sheet	Enumerator's Abstract	Block label (English) Black	Block label (English) Blue	D.H.T.P. schedules (English)	Statement of Distribution of D.H.P.T. schedules	Acknowledgement form (English) For enumerators Black	Acknowledgement form (English) For enumerators Blue	For Supervisor's	Supervisor's circle summary	Supervisor's report card	Supervisor's Manual
9	10	11	12	13	14	15	16	17	18	19	20
DISTRICT											
940	470	750	190	2,805	110	2,585	650	565	110	220	140
(X)	470	..	..	..	110	..	..	..	110	..	..
1,120	1,120	900	225	3,355	260	3,115	780	655	255	255	165
1,475	1,475	1,180	295	4,435	340	4,100	1,025	880	345	235	220
1,305	1,305	1,045	265	3,920	300	3,610	905	790	310	310	200
1,700	1,700	1,360	340	5,100	390	4,740	1,185	990	385	385	250
110	110	90	25	850	25	300	75	70	30	30	25
*	30	..	..	..	10	..	..	..	13	..	..
175	175	140	35	1,385	40	470	120	115	45	45	35
200	200	160	40	1,610	50	555	140	115	45	45	35
10	10	10	5	100	5	25	10	25	5	5	5
10	10	5	..	..	..	30	..	10	5	5	5
DISTRICT											
1,230	1,230	985	250	3,680	280	3,415	855	720	280	280	185
1,530	1,530	1,225	310	4,585	350	4,250	1,065	900	350	350	225
1,900	1,900	1,520	380	5,690	435	5,295	1,325	1,105	430	430	275
180	180	145	40	1,400	45	495	125	115	45	45	35
870	870	700	175	12,670	200	2,415	605	520	205	205	135
35	35	30	10	100	10	90	25	25	10	10	10
5	5	5	..	..	..	15	..	10	5	5	5
900	900	500	100	500	300	500	200	500	500	500	200
DISTRICT											
445	445	360	90	1,320	105	1,240	310	250	100	100	65
450	450	360	90	1,345	105	1,235	310	270	105	105	70
480	480	385	100	1,445	110	1,325	335	295	115	115	75
45	45	40	10	135	15	130	35	25	10	10	10
DISTRICT											
2,060	2,060	1,650	415	6,175	470	5,720	1,430	1,215	475	475	305
880	880	705	180	2,620	205	2,455	615	495	195	195	125
1,915	1,915	1,535	385	5,425	440	5,335	1,335	1,105	430	430	275
575	575	460	115	1,725	135	1,600	400	340	135	135	85
150	150	120	30	1,150	35	410	105	90	35	35	25
110	110	90	25	850	25	300	75	70	30	30	25
115	115	95	25	900	30	320	80	70	30	30	20
110	110	90	25	85	25	300	75	70	30	30	20
10	10	10	5	45	5	25	10	25	5	5	5

APPENDIX

Charge	Individual Slip				Household schedule		Enumerator's Working Sheet
	Black		Blue				
	Pads of 48	Pads of 24	Pads of 48	Pads of 24	Books of 24	Books of 8	
1	2	3	4	5	6	7	8
PALGHAT							
1. Ottappalam taluk Mal.	10,725	2,150	2,685	540	4,809	2,997	7,420
2. Mannarghat ,, ,,	4,760	1,015	1,190	255	2,135	1,437	3,330
3. Palghat ,, ,,	6,020	1,260	1,505	315	2,700	1,750	4,200
4. Chittur ,, ,,	6,080	1,345	1,520	340	2,726	1,857	4,285
Tam.	575	120	145	30	250	150	400
5. Alathur ,, Mal.	6,310	1,320	1,580	330	2,829	1,834	4,400
6. Shoranur municipality	860	180	215	45	386	250	600
7. Palghat ,, ,,	1,950	420	490	105	875	577	1,365
8. Chittur-Thathamangalam municipality Mal.	750	175	190	45	335	237	530
9. Palghat D.F.O. ,,	115	50	30	15	52	65	95
10. Nenmara ,, ,,	290	60	75	15	129	84	200
11. Palghat Special Forest Division ,,	345	65	90	20	155	90	235
TRICHUR							
1. Chavakkad taluk Mal.	5,910	1,255	1,480	315	2,649	1,737	4,130
2. Talappilly ,, ,,	8,775	1,735	2,195	435	3,935	2,420	6,055
3. Trichur ,, ,,	11,295	2,310	2,825	580	5,066	3,214	7,845
4. Kodungallur ,, ,,	4,075	845	1,020	215	1,826	1,174	2,835
5. Mukundapuram taluk ,,	10,725	2,190	2,685	550	4,809	3,047	7,445
6. Kunnamkulam municipality ,,	460	115	115	30	206	154	30
7. Chavakkad ,, ,,	750	175	190	45	335	237	530
8. Trichur ,, ,,	1,980	300	345	75	618	410	965
9. Kodungallur ,, ,,	635	125	160	35	283	174	435
10. Irinjalakuda ,, ,,	575	120	145	30	258	167	400
11. Chalakudy ,, ,,	920	185	230	50	412	257	635
12. Guruvayur Township ,,	405	110	105	30	180	147	295
13. Trichur D.F.O. ,,	635	125	160	35	283	174	435
14. Chalakudy ,, ,,	460	115	115	30	206	154	330
15. R. D. D. Trichur ,,	1,500	1,500	300	300	900	900	3,000
ERNAKULAM							
1. Parur taluk Mal.	5,220	1,125	1,305	285	2,340	1,557	3,660
2. Alwaye ,, ,,	5,965	1,180	1,495	295	2,675	1,644	4,115
3. Kunnathunad ,, ,,	6,135	1,270	1,535	320	2,752	1,764	4,270
4. Kothamangalam taluk ,,	2,525	540	635	135	1,132	744	1,765
5. Muvattupuzha taluk ,,	4,820	900	1,205	225	2,160	1,260	3,290
6. Kanayannur ,, ,,	5,680	1,240	1,420	310	2,546	1,710	3,990
7. Cochin ,, ,,	3,730	780	935	195	1,672	1,084	2,600
8. Cochin Corporation ,,	8,600	1,800	2,150	450	3,857	2,500	6,000

6.4—*contd.*

Grand Total working sheet	Enumerator's Abstract	Block label (English) Black	Block label (English) Blue	D.H.T.P. schedules (English)	Statement of Distribution of D.H.P.T. schedules	Acknowledgement form (English) For enumerators Black	Acknowledgement form (English) For enumerators Blue	For Supervisor's	Supervisor's circle summary	Supervisor's report card	Supervisor's Manual
9	10	11	12	13	14	15	16	17	18	19	20
DISTRICT											
1,425	1,425	1,140	285	4,245	330	3,990	1,000	790	310	310	200
640	640	515	130	1,920	150	1,775	445	385	150	150	100
805	805	645	165	2,415	185	2,240	560	565	185	185	120
825	825	660	164	2,486	190	2,265	570	520	205	205	130
..	80	..	..	..		..	..	..		..	..
845	845	680	170	2,530	195	2,350	590	495	195	195	125
115	115	95	25	900	30	320	80	70	30	30	20
265	265	215	55	2,115	60	730	185	160	65	65	40
105	105	85	25	800	25	280	70	70	30	30	20
20	20	20	5	65	5	45	15	25	10	10	10
40	40	35	10	115	10	110	30	25	10	10	10
45	45	40	10	135	15	130	35	25	10	10	10
DISTRICT											
795	795	640	160	4,140	185	2,200	550	475	185	185	120
1,160	1,160	930	235	6,055	270	3,265	820	630	245	245	160
1,505	1,505	1,205	305	7,845	345	4,205	1,055	855	335	335	215
545	545	440	110	2,835	125	1,515	380	320	125	125	80
1,430	1,430	1,145	290	7,445	330	3,990	1,000	810	315	315	205
65	65	55	15	910	15	175	45	45	20	20	15
105	105	85	25	1,470	25	280	70	70	20	30	20
185	185	150	40	2,695	45	515	130	115	45	45	30
85	85	70	20	1,230	20	235	60	45	20	20	15
80	80	65	20	1,120	20	215	55	45	20	20	15
125	125	10025	25	1,790	30	345	90	70	30	30	20
60	60	50	15	800	15	150	40	45	20	20	15
85	85	70	20	440	20	235	60	45	20	20	15
65	65	55	15	330	15	175	45	45	20	20	15
900	900	500	100	500	300	500	200	500	500	500	200
DISTRICT											
705	705	565	145	3,680	160	1,945	490	430	170	170	110
790	790	635	160	4,115	185	2,220	555	430	170	170	110
820	820	660	165	4,270	190	2,285	575	475	185	185	120
340	340	275	70	1,770	80	940	235	205	80	80	55
630	630	505	130	3,290	150	1,795	450	315	125	125	80
765	765	615	155	4,020	175	2,115	530	475	185	185	120
500	500	400	100	2,600	115	1,390	350	295	115	115	75
1,150	1,150	920	230	17,250	265	3,200	800	675	265	265	170

APPENDIX

Charge		Individual Slip				Household schedule		Enumerator's Working Sheet
		Black		Blue				
		Pads of 48	Pads of 24	Pads of 48	Pads of 24	Books of 24	Books of 8	
1		2	3	4	5	6	7	8
9. Alwaye municipality	Mal.	520	120	130	30	232	160	365
10. Parur ,,	,,	635	125	160	35	283	174	435
11. Perumbavoor ,,	,,	520	120	130	30	232	160	365
12. Muvattupuzha ,,	,,	575	120	145	30	258	167	400
13. Tripunithura ,,	,,	805	180	205	45	360	244	565
14. Angamaly ,,	,,	750	135	190	35	335	187	505
15. Kothamangalam ,,	,,	635	125	160	35	283	174	435
16. Malayattoor D.F.O.	,,	635	165	160	45	283	224	460
17. I N S Venduruthy	,,	290	60	..	..	100	70	165
18. I N S Dronacharya	,,	30	10	..	..	10	15	20
19. Cochin Port	,,	75	15	..	..	25	15	40
	Eng.	290	60	..	..	100	70	165
20. N. A. D. Alwaye	Mal.	30	10	..	..	10	15	20
								IDUKKI
1. Devicolam taluk	Tamil	2,065	425	520	110	900	530	1,435
	Mal.	1,435	340	355	85	669	527	1,025
2. Udumbanchola ,,	Tamil	175	65	45	15	75	65	130
	Mal.	6,825	1,440	1,710	360	3,060	1,994	4,765
3. Peermade ,,	Tamil	635	125	160	35	275	155	435
	Mal.	2,865	640	715	160	1,294	902	2,025
4. Thodupuzha ,,	Mal.	4,245	900	1,065	225	1,903	1,244	2,965
5. Thodupuzha municipality	Mal.	805	180	205	45	360	237	565
6. Idukki Township	Mal.	230	60	60	15	103	77	165
7. Munnar D.F.O.	,,	405	110	105	30	180	147	295
8. Wild Life Preservation Officer, Thekkadi	,,	230	60	60	15	103	77	165
								KOTTAYAM
1. Vaikom taluk	Mal.	4,820	1,020	1,205	255	2,160	1,410	3,365
2. Meenachil ,,	,,	6,995	1,490	1,750	375	3,138	2,064	4,895
3. Kottayam ,,	,,	8,430	1,750	2,110	440	3,780	2,430	5,870
4. Changanacherry ,,	,,	4,415	950	1,105	240	1,980	1,314	3,095
5. Kanjirappally ,,	,,	3,785	785	950	200	1,698	1,090	2,635
6. Vaikom municipality	,,	575	120	145	30	258	167	400
7. Kottayam ,,	,,	1205	285	305	75	540	394	860
8. Palai ,,	,,	575	120	145	30	258	167	400
9. Changanacherry	,,	1150	240	290	60	513	333	800
10. Kottayam D.F.O.	,,	520	120	130	30	232	160	365
11. R.D.D. Kottayam	,,	1,500	1,500	300	300	900	900	3,000
								ALLEPPY
1. Shertallai taluk	Mal.	6,880	1.440	1,720	360	3,086	2,000	4,800
2. Ambalapuzha ,,	,,	3,730	780	935	195	1,672	1,084	2,600
3. Kuttanad ,,	,,	4,300	900	1,075	225	1,929	1,250	3,000

6.4—*contd.*

Grand Total working sheet	Enumerator's Abstract	Block label (English) Black	Block label (English) Blue	D.H.T.P. schedules (English)	Statement of Distribution of D.H.P.T. schedules	Acknowledgement form (English) For enumerators Black	Acknowledgement form (English) For enumerators Blue	For Supervisor's	Supervisor's circle summary	Supervisor's report card	Supervisor's Manual
9	10	11	12	13	14	15	16	17	18	19	20
70	70	60	15	1,015	20	195	50	45	20	20	15
85	85	70	20	1,230	20	235	60	45	20	20	15
70	70	60	15	1,015	20	195	50	45	20	20	15
80	80	65	20	1,120	20	215	55	45	20	20	15
110	110	90	25	1,575	25	300	75	70	30	30	20
100	100	80	20	1,445	25	280	70	45	20	20	15
85	85	70	20	1,230	20	235	60	45	20	20	15
90	90	75	20	460	20	235	60	70	30	30	20
35	35	30	..	..	..	110	..	25	10	10	10
5	5	5	..	..	..	15	..	5	5	5	5
45	10	..	..	..	..	..	..	..	5	5	5
..	35	45	..	..	..	140	..	30	10	10	10
5	5	5	..	..	..	15	..	5	5	5	5
DISTRICT											
475	275	..	..	1,565	65	..	..	..	115	115	80
..	200	380	95	..	45	1,305	330	295	..	..	..
..	25	..	..	2,985	10	..	..	..	210	210	135
915	915	735	185	..	210	2,540	635	540	..	..	..
..	85	..	..	1,565	20	1,305	330	295	115	115	80
475	390	380	95	..	90	..	..	..	..	..	..
570	570	460	115	1,860	130	1,580	395	340	135	135	90
110	110	90	25	875	25	300	75	70	30	30	20
35	35	30	10	255	10	90	25	25	10	10	10
60	60	50	15	190	15	150	40	45	20	20	15
35	35	30	10	105	10	90	25	25	10	10	10
DISTRICT											
645	645	520	130	3,370	150	1,795	450	385	150	150	100
940	940	755	190	4,910	215	2,605	655	565	220	220	145
1,125	1,125	900	225	5,870	260	3,140	785	655	255	255	165
595	595	480	120	3.110	135	1,645	415	360	140	140	95
505	505	405	105	2,635	120	1,410	355	295	115	115	75
80	80	65	20	1,120	20	215	55	45	20	20	15
165	165	135	35	2,435	40	450	115	115	45	45	30
80	80	65	20	1,120	20	215	55	45	20	20	15
155	155	125	35	2,240	35	430	110	90	35	35	25
70	70	60	15	365	20	195	50	45	20	20	15
900	900	500	100	500	300	500	200	500	500	500	200
DISTRICT											
920	920	740	185	4,800	210	2,560	640	540	210	210	140
500	500	400	100	2,600	115	1,390	350	295	115	115	80
575	575	460	115	3,000	135	1,600	400	340	135	135	90

APPENDIX

Charge			Individual Slip				Household schedule		Enumerator's Working Sheet
			Black		Blue				
			Pads of 48	Pads of 24	Pads of 48	Pads of 24	Books of 24	Books of 8	
1			2	3	4	5	6	7	8
4. Thiruvalla		Mal.	6,425	1,290	1,610	325	2,880	1,797	4,445
5. Chengannur	,,	,,	4,530	840	1,135	210	2,032	1,177	3,090
6. Karthigappally	,,	,,	5,450	1,100	1,365	275	2,443	1,534	3,775
7. Mavelikkara	,,	,,	6,250	1,240	1,565	310	2,803	1,727	4,315
8. Shertallai Municipality		,,	1,035	195	260	50	463	270	705
9. Alleppey	,,	,,	2,925	645	735	165	1,312	890	2,060
10. Thiruvalla	,,	,,	750	135	190	35	335	187	505
11. Mavelikkara	,,	,,	690	130	175	35	309	180	470
12. Kayamkulam	,,	,,	1,380	260	345	65	618	360	940
13. Chengannur	,,	,,	690	130	175	35	309	180	470
									QUILON
1. Karunagappally taluk		Mal.	6,710	1,470	1,680	370	3,009	2,030	4,720
2. Kunnathur	,,	,,	6,425	1,370	1,610	345	2,880	1,897	4,495
3. Pathanamthitta	,,	,,	8,375	1,745	2,095	440	3,755	2,424	5,835
4. Pathanapuram	,,	,,	6,080	1,265	1,520	320	2,726	1,757	4,235
5. Kottarakkara	,,	,,	9,120	1,920	2,280	480	4,080	2,660	6,365
6. Quilon	,,	,,	12,385	2,545	3,100	640	5,555	3,540	8,610
7. Pathanamthitta Municipality		,,	600	170	175	45	309	230	495
8. Punalur	,,	,,	860	180	215	45	386	250	600
9. Quilon	,,	,,	2,470	535	620	135	1,106	737	1,730
10. Ranni D.F.O.	,,	,,	345	105	90	30	155	140	260
11. Konni	,,	,,	115	50	30	15	52	65	95
12. Punalur	,,	,,	230	60	60	15	103	77	165
13. Thenmala	,,	,,	115	50	30	15	52	64	95
									TRIVANDRUM
1. Chirayinkil taluk		Mal.	8,145	1,730	2,040	435	3,652	2,397	5,695
2. Nedumangad	,,	,,	8,490	1,795	2,125	450	3,806	2,487	5,930
3. Trivandrum	,,	,,	7,400	1,560	1,850	390	3,318	2,160	5,165
4. Neyyattinkara	,,	,,	11,240	2,425	2,810	610	5,040	3,357	7,885
5. Trivandrum Corporation			8,145	1,730	2,040	435	3,652	2,397	5,695
6. Attingal Municipality		,,	635	165	160	45	283	224	460
7. Neyyattinkara	,,	,,	635	125	160	35	283	174	435
8. Nedumangad	,,	,,	920	185	230	50	412	257	635
9. Varkala	,,	,,	805	180	205	45	360	244	565
10. Trivandrum D.F.O.		,,	405	70	105	20	180	97	270
11. Military Area		,,	90	15	..	..	35	35	55
Reserves to the Regional Deputy Director of Calicut, Trichur, Kottayam and Trivandrum (for each)			1,500	1,500	300	300	900	900	3,000

(*) Grand Total Working sheet in Kannada supplied by the DCO, Cannanore

Mal.—Malayalam; Kan.—Kannada.

6.4—*contd.*

Grand Total working sheet	Enumerator's Abstract	Block label (English) Black	Block label (English) Blue	D.H.T.P. schedules (English)	Statement of Distribution of D.H.P.T. schedules	Acknowledgement form (English) For enumerators Black	Acknowledgement form (English) For enumerators Blue	For Supervisor's	Supervisor's circle summary	Supervisor's report card	Supervisor's Manual
9	10	11	12	13	14	15	16	17	18	19	20
855	855	685	175	4,445	200	2,390	600	475	185	185	120
595	595	480	120	3,090	140	1,690	425	295	115	115	80
725	725	580	145	3,775	170	2,030	510	405	160	160	105
830	830	665	170	4,315	195	2,330	585	450	175	175	115
135	135	110	30	2,005	35	385	100	70	30	30	20
395	395	320	80	5,885	90	1,090	275	250	100	100	65
100	100	80	20	1,480	25	280	70	45	20	20	15
90	90	75	20	1,335	25	260	65	45	20	20	15
180	180	145	40	2,670	45	515	130	90	35	35	25
90	90	75	20	1,335	25	260	65	45	20	20	15
DISTRICT											
905	905	725	185	4,760	205	2,500	625	565	220	220	145
865	865	695	175	4,510	200	2,390	600	520	205	205	135
1,120	1,120	900	225	5,835	260	3,115	780	655	255	255	165
815	815	655	165	4,235	190	2,265	570	475	185	185	120
1,220	1,220	980	245	6,370	280	3,395	850	720	280	280	180
1,650	1,650	1,320	330	8,610	380	4,610	1,155	945	370	370	235
95	95	80	20	1,360	25	260	65	70	30	30	20
115	115	90	25	1,680	30	320	80	70	30	30	20
335	335	270	70	4,955	80	920	230	205	80	80	55
50	50	40	10	260	15	130	35	45	20	20	15
20	20	20	5	95	5	45	15	25	10	10	10
35	35	30	10	165	10	90	25	25	10	10	10
20	20	20	5	95	5	45	15	25	10	10	10
DISTRICT											
1,095	1,095	880	220	5,710	250	3,030	760	655	255	255	165
1,140	1,140	915	230	5,940	260	3,160	790	675	265	265	170
990	990	795	200	5,170	230	2,755	690	585	230	230	150
1,515	1,515	1,215	305	7,930	345	4,185	1,050	925	360	360	230
1,095	1,095	880	220	16,345	250	3,030	760	655	255	255	160
90	90	75	20	1,255	20	235	60	70	30	30	20
85	85	70	20	1,230	20	135	60	45	20	20	15
125	125	100	25	1,790	30	345	90	70	30	30	20
110	110	90	25	1,575	25	300	75	70	30	30	20
55	55	45	15	270	15	150	40	25	10	10	10
10	10	10	..	..	..	35	..	10	5	5	5
900	900	500	100	500	300	500	200	500	500	500	200

APPENDIX 6.5

NUMBER OF SCHEDULES AND FORMS IN MALAYALAM DISTRIBUTED TO OTHER STATES/UNION TERRITORIES

	Item	*Colour*	*Number of schedules/forms given by the Census Director, Kerala to*		
			Lakshadweep UT	*Pondicherry UT*	*Tamil Nadu*
I.	**Houselisting Operations**				
	1. Houselist	Black	5,000	2,000	10,000
		Red	200	300	1,500
	2. Houselist Abstract	Black	300	200	1,500
		Red	300	200	500
	3. Instruction Booklet		300	100	500
II.	**Actual Enumeration**				
	1. Individulal Slip	Black	..	..	166,000
		Blue	54,000	47,000	42,000
		Red	10,000	10,000	42,000
	2. Household Schedule	Black	11,000	10,000	44,000
		Red	3,000	3,000	10,000
	3. Enumerator's Working Sheet	Black	..	..	..
		Red	..	..	..
	4. Grand Total Working Sheet	Black	..	..	..
		Red	..	..	..
	5. Enumerator's Abstract	Black	..	..	..
		Red	..	..	..
	6. Circle Summary	Black	.	..	..
	7. Appointment Order forms to Supervisors		.	..	..
	8. Instruction booklet for filling up Individual Slip & H.H. Schedule		.	..	..
	9. Supervisors Manual		.	..	.
	10. Additional instructions to Enumerators		..	..	..

CHAPTER 7
PROCUREMENT OF MAPS

Introduction

7.1. Perhaps few people realise that the census of India is the largest producer of maps apart from the Survey of India and the Geological Survey of India. Till the 1941 census, only provincial or state maps were included in census publications. In the 1951 census, when the District Census Handbooks were introduced, maps of districts were also published. Though in our state taluk maps were not published, a few states brought out good taluk maps in their District Census Handbooks. The 1961 census was a landmark in the history of cartographic work in census. Apart from the preparation of maps for regular census volumes, a Census Atlas was also published containing major topics like orientation physical conditions, demographic structure and trends, economic aspects and socio-cultural aspects. Around 170 maps were included in the Atlas volume of the 1961 census. In the 1971 census the same pattern as in 1961 was followed.

7.2. The preparation of maps in the census is intended to achieve three aims. First, to update all the jurisdictional changes that have taken place since the last census. Secondly it helps to revise the list of all cities and towns and inhabited and uninhabited villages, which enables to ensure complete coverage of census count. Thirdly, the maps thus produced serve to strengthen the study of geography at official and academic levels.

Procurement of maps in the 1981 Census

7.3. The first initiative on the procurement and updating of maps was taken by the Registrar General in his letter dated 11th January 1978. It was highlighted in this letter that the maps procured in the 1971 census have to be updated taking into account all changes of boundaries that might have occurred since the 1971 census. Wherever the maps had to be revised or new maps had to be redrawn the same were also done. Based on this general directive, the Census Directorate took up the matter with the Director of Survey and Land Records, Trivandrum. The maps were not readily available with the Director of Survey and Land Records but at our initiative, they agreed to provide district maps, taluk maps and village maps in a phased manner. In respect of some of the administrative units, we had to be satisfied with the blue print copies, as printed copies were not available.

(*i*) *State map*

7.4. There was no change in the state boundary since the 1971 Census. However, two copies of the latest map of the state (scale: 1 inch = 16 miles) was obtained from the Director of Survey and Land Records on 29th November 1980 and one was sent to the Registrar General.

(*ii*) *District maps*

7.5. The district maps of Cannanore, Kozhikode, Malappuram, Palghat, Trichur, Ernakualm, Idukki, Kottayam, Alleppey, Quilon and Trivandrum were supplied on 14th December 1978 and all of them were blue print copies. Since Wayanad district was formed on 1st November 1980, a blue print copy of this district map was also obtained from the Director of Survey and Land Records on 29th November 1980. All these maps were in the scale of 1 inch equals 4 miles.

(*iii*) *Taluk maps*

7.6. The taluk maps (in the scale of 1 inch equals 1 mile) were also obtained from the Director of Survey and Land Records and except one (Mannarghat taluk) all the rest were printed copies. The map of Mannarghat taluk was a blue print. Altogether 57 taluk maps were obtained, forty maps on 14th December 1978, two maps on 12th February 1980, five maps on 7th May 1980 and the rest on 16th September 1980. The map of the newly formed Sultan's-Battery taluk was not obtained from them as the same could be prepared in this Directorate itself from the taluk map of South Wayanad which they had supplied earlier. 8 taluk maps viz. Kasaragod, Hosdurg, Quilandy, Tirur, Kottayam, Shertallai, Chengannur and Neyyattinkara were classified under restricted category maps.

(*iv*) *Village maps*

7.7. Village maps were also obtained from the Central Survey office in four phases viz. on 12th December 1978, 29th January 1979, 30th June 1979 and 12th February 1980.

(*v*) *Town maps*

7.8. Maps of statutory towns were supplied by the concerned commissioners of corporations and municipalities and the Executive Officer of the Guruvayur Township. The map of the Idukki Township was supplied by the Junior Town Planner of the Idukki Township. In all these blue print maps it was ensured that the latest ward-wise boundaries were marked. For census towns the village maps supplied by the Director of Survey and Land Records were utilised.

7.9. It has to be stated in this context that some of the maps maintained by the Central Survey Office, Trivandrum were not uptodate, as they had not fully effected the changes of jurisdiction either due to non-receipt of details of these changes from the District Collectors or due to slackness.

Notional Maps and lay-out sketches

7.10. Apart from the maps for state, district, taluk, town and village which are drawn to scale and maintained by the Director of Survey & Land Records and local bodies, notional maps were also prepared for each village and census town. The preparation of notional maps is also a legacy of the 1961

census. It may be worthwhile to recall the directions issued by the then Census Commissioner Sri Asok Mitra in his first circular letter of March 1959 which reads as follows:

> "It will be very useful to have a map of every village and ward of a town showing the broad lay-out of the village and housenumbers shown therein. The map need not be drawn to scale but a map large enough to show the house numbers would be sufficient. A map of this kind, if prepared, will also help the maintenance of housenumbers."

Accordingly notional maps were prepared in the 1961 census. However, it has to be admitted that the quality of maps varied considerably, depending on the sincerity and dedication of the workers. In the 1971 census further elaborate instructions were issued on the preparation of these maps and even then it had the same pitfalls. Based on the experience of the previous census a detailed circular (No. 2A/2B/2C) on the preparation of notional maps and lay-out sketches was issued separately for Tahsildars, Commissioners/Executive Officers and for Divisional Forest Officers. The circular also contained model notional maps of a village/town for guidance. Two copies of the notional maps were prepared by the concerned officers and one copy was sent to this office while the other copy was retained by the concerned charge officers. The second copy was later collected after the 1981 actual census count was over. The notional maps received in the Directorate were put to detailed scrutiny in the office to ensure complete coverage of the area so that no area was left out from the enumeration of the 1981 census. In the circular to Tahsildars it was also specifically instructed to prepare a proforma statement of survey numbers which constitute each kara/ desom of a village and ward of a census town. The intention in preparing this statement was to ascertain the exact jurisdiction of each kara/desom, especially for the erstwhile Travancore state where no such details are available. This exercise gave very rewarding results and will be of great use for the next census. At the time of houselisting operations lay-out sketches were prepared and they were utilised for the formation of enumerator blocks and supervisor circles. Maps for each enumerator block were then retraced for the use of each enumerator appointed for the actual census enumeration. These maps were also collected back from the enumerators after the actual census count.

Procedure of preparation and utility of maps

7.11. The state map showing district and taluk boundaries was utilised for the preparation of the base map for the 1981 census. The base map was drawn and vetted by the Map Division of the office of the Registrar General, India in consultation with the Surveyor General of India and the Ministry of Defence. The original drawings were authenticated by the competent authority and given to us for adoption in the census volumes. Base maps were prepared

twice. One base map was finalised in January 1981 for incorporation in the Provisional Population Totals and another in July 1982 for inclusion in final volumes.

7.12. The Second Conference of Directors of Census Operations held at Mysore during 16th to 20th January 1980 discussed in detail the procedures to be adopted in the presentation of district and taluk maps and their contents. Based on the recommendation of the conference and detailed circular letter No. 19 was issued by the Registrar General on 13th June 1980 which covered topics on scale of maps of districts and taluks, contents of these maps and general points to be remembered in preparing these maps. Accordingly the contents of district and taluk maps are given below:

District maps	Taluk maps
1. District boundary and location of headquarters	1. Taluk boundary and location of headquarters
2. Taluk boundaries and location of headquarters	2. Villages with location code number
3. National Highway, State Highway with numbers	3. Forest (reserved)
4. Important metalled roads	4. Villages with population size
5. Railway line (broadguage, metre gauge, narrow guage)	5. Uninhabited villages with location code
6. Rivers and streams	6. Urban area with location code by Roman numerals
7. Water features (tank, artificial embankment, bund)	7. Roads
8. Town and important census villages according to population size	8. Railways
9. Degree college and technical institutions	9. Water features
10. Dak bungalow, rest house travelling bungalow, by abbreviations	10. Service facilities such as post/telegraph office, higher/secondary schools, hospitals etc. important market

Of these, the names of villages with population size were not marked in district maps as in this state village size being big all the villages would have had to be marked. In the taluk map also the population size of villages was not indicated as most of the villages exceeded the population size of 5,000. The number of institutions under amenities was indicated along side the symbol/abbreviation keeping to the mode of presentation in the Town/Village Directory. All these

district and taluk maps were to be included in the District Census Handbooks and hence they had to be redrawn. The maps supplied by the Director of Survey & Land Records were used only as the outlines giving boundaries of the concerned units.

7.13. Village/Town maps as such were not published but were utilised for reference purposes.

7.14. In addition to District/Taluk maps Standard Urban Area maps were also prepared for which the Registrar General issued a separate circular No. 27 dated 21st November 1980. All the maps which were thus prepared were vetted by the competent authority and are published in Part II-A General Population Tables.

7.15. The preparation of maps for the project "Regional Division of India — A Cartographic Analysis" was also taken up. For this purpose the Deputy Registrar General (Map) supplied topographic sheets of the Survey of India.

Staffing pattern

7.16. The Map section of the Census Directorate was started in December 1959 with 2 deputationists from the State Survey Office but they continued here only for 3 months. Two persons were again taken on deputation from May to June 1961. At the time of the 1971 census there were 3 posts of Draftsmen. At present there are one Cartographer, two Artists and 5 Draftsmen in the Directorate. Of these, three persons were taken on deputation from the State Directorate of Survey. The nature of the work of the Cartographic unit requires special mention. Census publications have to be brought out in time and most of them have charts and diagrams which have to be prepared on time bound basis. Apart from this all the district and taluk maps procured from the Central Survey office have to be redrawn based on the guidelines issued by the Registrar General's office and they have to be vetted by the concerned authority. In addition, we have also to cater to the needs of the Lakshadweep administration in preparing their maps, charts and diagrams. Besides, the Atlas volumes and the Regional Division of India-A Cartographic Analysis have also to be taken as special projects, all of which necessitates revamping of the section with additional staff. Each State has different pattern of staff and no uniformity is noticed.

In retrospect

7.17. There was no difficulty in obtaining maps from the Director of Survey and Land Records, Commissioners and Executive Officers. However, it is felt that the procurement of maps should have started much earlier and finished before the assigning of the location codes ie. by January 1980. The preparation of notional maps was also extended beyond the stipulated period. In the coming census the updating and procurement of maps and drawing of notional maps for each village based on exact boundaries of the constitutent units can be done during

the intercensal period. The jurisdictional changes can be effected at periodical intervals and all the maps made uptodate. Ferro-print copies of notional maps can also be taken so that much of the time lag can be avoided.

7.18. At the time of clearance of district and taluk maps it was noticed that the scrutiny was done in the office of the Registrar General in a peculiar way. We prepared all the drawings based on the maps received from Central Survey Office and they were checked with reference to the Survey of India sheets. Had this been pointed out earlier the maps could have been drawn on the basis of Survery of India Topographic Sheets and villages marked on them by the Central Survey Office, Trivandrum. Unless this exercise is done early in the next census much difficulty will come in finalising the maps, apart from protracted correspondence.

CHAPTER 8
PREPARATION OF RURAL-URBAN FRAME

Procedure adopted for classifying urban areas in 1981

8.1. The criteria for classifying a place as urban in the 1981 census were prescribed by the Registrar General in his circular No. 1. In this circular it was indicated that the following definition adopted in the 1971 census was to be followed in the 1981 census also.

(a) All places with municipality, corporation, cantonment board and notified town area committee.

(b) All other places which satisfy the following criteria:

  (i) a minimum population of 5,000

  (ii) a density of population of at least 400 persons per sq.km (1,000 persons per sq.mile) and

  (iii) at least 75 per cent of male working population engaged in non-agricultural pursuits

In the 1971 census, the Directors had also been given some discretion in respect of some marginal cases to include some places which do not satisfy the criteria as towns on the recommendation of the state government. However, in 1981 the Registrar General in his circular pointed out that this discretion of the state government was not uniformly adopted in the whole country with the result that the utility of census data was undermined.

8.2. Before finalizing the rural-urban frame, the first step which this office undertook was the finalization of the list of villages and their constituent units in addition to the list of statutory towns and their constituent divisions/wards. In respect of statutory towns the jurisdiction is well-defined. The villages which fall wholly or partly in these towns were listed out and the jurisdiction of each town was finalized. All the changes of jurisdiction of the statutory towns of 1971 and new statutory towns which were formed during 1971–81 were taken into account. It was also ascertained with the help of the notional maps, prepared in pursuance of my circular letter number 2A/2B/2C that the entire area of the state has been covered for determining rural and urban areas.

8.3. The changes in jurisdiction of districts, taluks, statutory towns and forest areas were obtained by corresponding with the District Collectors, Tahsildars, Commissioners of Corporations and Executive Officers of Cantonment/Township and Divisional Forest Officers. The Junior Town Planner, Idukki Township furnished the details relating to that Township. For effecting all the changes that have taken place since 1971, the location code lists of 1971 were forwarded to these officers for scrutiny and vetting. It was specifically directed that each change in jurisdiction had to be substantiated with the relevant notification. In

our state, the forest areas are a special feature and the enumeration in these areas are done by the Divisional Forest Officers. Therefore, obtaining of lists of forest areas falling in each taluk and village was done from the concerned Divisional Forest Officers. But my experience was that the lists supplied by the Divisional Forest Officers are seldom prepared correctly and we had to correspond with them over and over again before finalizing the list. Wherever there were doubts, they were verified with reference to the maps and other documents available in this office. Once the list was finalized there was no difficulty in determining the places as towns as it involved only the application of criteria with reference to the figures available in respect of these units in the District Census Handbooks of 1971.

8.4. In pursuance of the directions of the Registrar General, two proformae were filled and sent to them. Proforma I contained details of all revenue villages satisfying the criteria. Proforma II showed details of (i) towns of 1971 which were proposed to be continued in 1981 with change in jurisdiction (ii) towns which did not satisfy the criteria when the whole revenue village was taken and (iii) revenue villages which could be treated as towns in 1981 census. While forwarding these proformae, we pointed out some of the special factors in Kerala for the consideration of the Registrar General. They are summarized below:

(i) Most of the villages in Kerala have a population of 5,000 and above with high density of population and, therefore, almost all of them satisfy the first two criteria for treating a place as a town ie. population and density.

(ii) Kerala has a long sea coast with fishing as the main occupation. Fishing is treated as a non-agricultural occupation which indirectly results in treating unimportant villages as towns. Large cases of such instances are seen in Cannanore, Kozhikode and Ernakulam districts.

(iii) Almost all villages in Kerala have good amenities like schools, hospitals etc.

(iv) In earlier decades, the census towns were formed by restricting their boundaries to the lowest revenue unit ie. desom/kara except in a few cases. In some cases, the boundaries of such towns were even demarcated by identifiable landmarks. Sometimes the taluk headquarters or an important locality, which was not a statutory town, had jurisdiction falling in more than one revenue village. Therefore, if the revenue village alone had to be taken for consideration as non-municipal towns, portions of such headquarters will satisfy the criteria. Such a contingency could be overcome by treating a desom/kara or group of desom/kara within a town limit.

(v) The average size of a revenue village in Kerala, as per the 1971 Census was 26 square kilometres with an average population of 14,078 persons whereas the average area and population of a desom/kara was 5.53 sq.km. and 2,989 respectively and, therefore, it is the latter that are more comparable with the villages of other states.

8.5. The Registrar General had visited Kerala in April 1979 before my assumption of charge and he discussed the application of the criteria for determining of urban areas in this state with particular reference to desom/kara. The desoms/karas which were units of a village were differently treated in rural-urban classification in the 1961 and 1971 censuses. The desom or kara was treated as more or less an independent unit in its own right which often resulted in part of village being treated as urban and the rest as rural. Therefore, it was decided to do some analytical study and accordingly some details were sent to the Registrar General for his use. The matters relating to the classification of rural-urban units were discussed in the First Conference of Directors held at New Delhi in August 1979. I also had personal discussions with the Registrar General on the special problems relating to the delineation of urban areas in Kerala. According to my suggestion it was decided to treat the industrial category III comprising of the occupations of fishing, livestock, hunting, plantation and orchards etc. as an allied agricultural activity. Category III was thus excluded from the non-agricultural sector for calculating the third criterion for treating a place as urban. Consequently the Registrar General issued a revised circular No. 6 dated 11th September 1979 incorporating some clarifications including the shifting of fishing from non-agricultural to agricultural sector for the purpose of determining towns. While classifying urban areas for the 1981 census our intention was not to follow the procedure adopted in the 1971 census when contiguous desoms/karas in a village satisfying the criteria were taken up and gouped together to form towns. In this procedure some desoms/karas in these villages were completely left out of the towns so formed. The intention in the 1981 census was to consider all the revenue villages as a whole which satisfy the criteria and not by excluding such of the constituent units viz. desom/kara, which did not satisfy the criteria. With this object in view we examined all the relevant data in a very exhaustive way. Details of all the towns which were in existence in earlier censuses were also individually examined. Whole villages were taken up for examining whether each of them satisfied the three-fold criteria.

8.6. All rural units (village and desom/kara) and constituent units of census towns having a population of 4,000 or above in the 1971 census and which were expected to have 5,000 population by 1981 were listed out from the District Census Handbooks of 1971. Worksheets were prepared with relevant details ie., area, population by sex, density, male agricultural working population and percentage of male agricultural working population. Though it was required to take the non-agricultural population for determining the urban area, for convenience in taking figures from the District Census Handbook, the agricultural population were taken which comprised of those under male cultivators (Category I) and male agricultural labourers (Category II). After the decision was taken to treat fishing etc. (Category III) as an allied agricultural activity, the figures had to be reworked. The percentage of male workers in the non-agricultural sector were reduced from these figures. The next step was the preparation of the following

three statements for consideration at the First Conference of Census Officers at the district level held between 3rd to 24th October 1979.

Statement I : Villages satisfying the criteria and proposed as census (non-municipal) towns in 1981

Statement II : Towns declassified as rural in 1961 census

Statement III : (i) Towns of 1971 proposed to be declassified as rural in 1981 and

(ii) Towns of earlier censuses continued in 1971 but not satisfying the criteria for 1981

Apart from the above statements a brief note was also prepared and circulated well ahead of the conference ie. in September 1979 requesting them to examine these statements and offer their comments on the following points.

(i) Whether any of the towns declassified in 1961 census given in Statement II deserve to be considered as towns in 1981. If any of these towns deserve consideration it may be examined whether the jurisdiction of the towns should be the same as given in Statement II or with some addition or deletion in area. In such cases their present jurisdiction in terms of kara/desom may be indicated.

(ii) As per the instructions all towns which were treated as towns in 1971 and which do not satisfy the criteria have to be declassified as rural in 1981 (names of such towns given in statement III). It may be examined whether any of these towns have any exceptional grounds for being retained as towns in 1981 census

(iii) Whether any other places deserve to be considered as towns in 1981 census, even though their names do not find a place in these statements. If there is any such place, the name and jurisdiction of such place(s) to be indicated.

In the First Conference of Census Officers at the district level, the recognition of places as towns was discussed in detail. These deliberations helped us to finalize the lists by the middle of November 1979. Revenue village was taken as the basis for determining census towns and the three criteria, viz. population of 5,000 and above, density of 400 persons per sq.km. and 75.00 per cent male workers engaged in non-agricultural pursuits, were strictly applied. No other criteria like amenities etc. was considered. No deviation was made except in the case of Paravoor in Quilon District which was treated as a town since the State Government informed us that they proposed to constitute it as a municipal town immediately after the census was over. Except Cannanore Cantonment all the towns in the State satisfy the population criteria. All towns have the required density of population. In regard to the third criteria 24 municipal towns and one census town do not satisfy

the criterion. They are Malappuram, Manjeri, Tirur, Ponnani, Shoranur, Chittur-Thathamangalam, Kunnamkulam, Kodungallur, Chalakudy, Angamaly, Kothamangalam, Thodupuzha, Palai, Vaikom, Thiruvalla, Chengannur, Mavelikkara, Kayamkulam, Pathanamthitta, Punalur, Attingal, Nedumangad, Neyyattinkara and Varkala municipal towns and Paravoor census town. Consequent on the strict application of the definition 32 towns of 1971 were declassified as rural and 50 towns were newly added. 2 towns of 1971 (Hemambikanagar and Kilikollur) became part of urban agglomerations as their urban outgrowths. Part of Ollur town was included in Edakkunny town of 1981.

Urban Agglomeration

8.7. The concept of urban agglomeration adopted for the first time in the 1971 census was an improvement of the concept of *town group* adopted in the 1961 census. The same concept of urban agglomeration has been continued in the 1981 census. An urban agglomeration is a continuous urban spread consisting of a town and its adjoining urban outgrowths or two or more physically contiguous towns together with contiguous well-recognized urban outgrowths, if any, of such towns. For example, around a core city of statutory town there might have come up sizable and well-established urban appendages like railway colonies, university campuses, ports, military camps etc. which are part of a continuous urban spread though outside the statutory limits of the core city or town. While such outgrowths will fall in the adjoining revenue village, it will not be realistic to treat such urban outgrowths as rural units. At the same time, each such individual area by itself may not satisfy the minimum population limit to qualify to be treated as an independent urban unit. Such areas deserve to be reckoned along with the core town and the continuous urban spread including the core town and such urban outgrowths are treated as an urban agglomeration. The constituents of an urban agglomeration should satisfy the conditions of urbanization, contiguity and viability. These are the general principles based on which urban agglomerations are formed.

8.8. The following are the possible different situations in which urban agglomerations would be constituted:

(i) A city or town with a continuous outgrowth which is outside the statutory town limits but coming within the boundaries of the adjoining village or villages (Eg. Quilon urban agglomeration consisting of Quilon municipal town and the adjoining Kilikollur urban outgrowths).

(ii) Two or more adjoining towns with their outgrowths (Eg. Guruvayur urban agglomeration consisting of the adjoining towns of Guruvayur Township, Chavakkad municipal town and Iringaprom census town).

(iii) A city and one or more adjoining towns with their outgrowths all of which form a continuous spread (Eg. Cochin urban agglomeration consisting of Cochin city, the adjoining Trippunithura municipal town, the adjoining

census towns of Eloor and Kalamassery and the Thrikkakara urban outgrowth).

8.9. The area constituting the 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. However, only those areas which are actually contiguous are treated as part of an agglomeration and not areas which are not contiguous now but which are expected to form a continuous urban spread some time in the future. 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 covered separately under the concept of *Standard Urban Area*).

8.10. Urban agglomerations were formed for the first time in Kerala in the 1981 Census since no urban agglomeration had been formed in 1971. The formation of urban agglomerations was done based on the instructions given in Circular No. 7 of the Registrar General, India. The urban agglomerations were finalized in consultation with the Chief Town Planner of the Government of Kerala. The yardsticks of urbanization, contiguity as well as the criterion of continuity of urban spread from the core town, were strictly applied with the help of maps and other data available in this office. The procedure for the formation of urban agglomeration was further discussed at the Second Conference of Directors of Census Operations held at Mysore in January 1980. In this conference it was clarified by the Registrar General that it was not obligatory that every contiguous group of census towns should automatically be formed into an urban agglomeration. It was further clarified that urban agglomerations might be formed only on a conservative basis. Though initially it was proposed to form 12 urban agglomerations in the state, based on the above clarifications 3 were subsequently dropped ie. Kodungallur (Kodungallur municipal town and Methala census town), Parur (Parur municipal town and Vadakkekara, Chendamangalam, Kottuvally and Eloor census towns) and Alleppey (Alleppey municipal town and Pathirappally census town). Accordingly 9 urban agglomerations were formed which satisfied the criteria. Of the 9 urban agglomerations, five have rural components treated as urban outgrowths. These urban outgrowths are Palghat Railway Colony, Peringavu, Thrikkakara, Kilikollur and Thumba, which were appendages to Palghat, Trichur, Cochin, Quilon and Trivandrum statutory towns. The names of the urban agglomerations along with the constituent units of each are given below:

Urban Agglomeration	*Constituent units*
1. Cannanore	(i) Cannanore Municipal Town
	(ii) Valapattanam (NM)
	(iii) Chirakkal (NM)
	(iv) Pallikunnu (NM)
	(v) Puzhathi (NM)
	(vi) Cannanore Cantonment

Urban Agglomeration	*Constituent units*
2. Tellicherry	(i) Tellicherry Municipal Town (ii) Dharmadom (NM)
3. Calicut	(i) Calicut Corporation (ii) Olavanna (NM) (iii) Cheruvannur (NM) (iv) Beypore (NM) (v) Feroke (NM)
4. Palghat	(i) Palghat Municipal Town (ii) *Palghat Railway Colony (OG)
5. Guruvayur	(i) Guruvayur Township (ii) Chavakkad Municipal Town (iii) Iringaprom (NM)
6. Tiichur	(i) Tiichur Municipal Town (ii) Viyyur (NM) (iii) Vilvattam (NM) (iv) Mannuthy (NM) (v) Ayyanthole (NM) (vi) Ollur (NM) (vii) Peringavu (OG)
7. Cochin	(i) Cochin Corporation (ii) Trippunithura Municipal Town (iii) Eloor (NM) (iv) Kalamassery (NM) (v) Thrikkakara (OG)
8. Quilon	(i) Quilon Municipal Town (ii) Kilikollur (OG)
9. Trivandrum	(i) Trivandrum Corporation (ii) Kadakampally (NM) (iii) Thumba (OG)

NM—Non-municipal Census Town
OG—Urban Outgrowth
*Known as Hemambikanagar in the 1971 census

8.11. There was no problem in finalizing the urban agglomerations of the 1981 census. However, I feel that it may become necessary to change the jurisdiction of the urban agglomerations in 1991 in view of the growth of infrastructural facilities in the periphery of the core towns. More peripheral areas can be included within the urban agglomerations.

Standard Urban Area

8.12. One of the innovations of census was the town group concept adopted in 1961 census. It is expressed as a group of towns situated so close together that in course of time the intervening rural areas are likely to be gradually merged in the urban areas to form ultimately a single city or town comprising the various units of the group and intervening rural areas. Towns situated within reasonable proximity of a municipal town or where more municipal towns than one are closely situated. All such towns and such census towns as lie close to them had been taken into account for the purpose of this grouping. Continuity of urban characteristics, communications, possibility of satisfactory condition and economic interdependence of functions were also some of the considerations in determining where a town should be incorporated in a town group. One of the objects in delineating these areas was to focus the necessity or viewing them as a group rather than as an individual unit in matters of planning and development. In short the intention of forming town groups was to identify functionally linked urban areas, urban spreads beyond administrative boundaries and metropolitan connections. No strict application of this criteria was followed in the 1961 census for the entire country. Moreover the rural area falling in between the constituent units of the town group were not included in the town group concept. Therefore, it was emphasized by the International Geographical Conference held at New Delhi in 1969 that a suitable concept which would ensure comparable figures over a period of time would help urban development planning. After a series of deliberations which involved the Ministry of Works and Housing, Town and Country Planning Organization and Office of the Registrar General, India a new concept viz. Standard Urban Area was formed. It is apt here to point out the distinctions between the urban agglomerations and the standard urban areas which were evolved in the 1971 census. "Urban agglomeration represents a contiguous urban spread constituting a town and its adjoining urban outgrowths or two or more physically contiguous towns together with contiguously well recognized urban outgrowths which may actually fall within the revenue limits of a village or villages. These urbanized villages or outgrowths deserve to be reckoned along with the town in conformity with the continuous urban spread. Thus the urban agglomeration represents a spatial urban spread at a given time. The standard urban area, on the other hand, was defined as a projected growth area of city or town 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 rural areas which are potentially urban. Such a tract covers all extra-municipal urban outgrowths, such as suburbs which are likely to be urbanized by 1991. The standard urban area will thus be a larger areal unit which will extend beyond the main city or town and would contain all developments upto 1991.

8.13. The characteristic features of a standard urban area as explained in Circular No. 15 of the Registrar General, India are as follows:

(i) It should have a core town of a minimum population of 50,000

(ii)Contiguousareas made up of other urban as well as rural administrative units should have close and mutual socio-economic linkages of the core town and

(iii) The probability is that the entire area will get urbanized within a period of two or three decades.

The demarcation of the standard urban area in the 1971 Census was jointly done by the Town Planning Department of Kerala, office of the Director of Census Operations of Kerala and the office of the Registrar General, India and the Central Town and Country Planning Organization in Delhi. Thirteen standard urban areas were formed in the 1971 census. They were Cannanore, Tellicherry, Badagara, Calicut, Palghat, Trichur, Cochin, Kottayam, Changanacherry, Alleppey, Kayamkulam, Quilon and Trivandrum. Of these, Changanacherry had a population of slightly less than 50,000 in 1971. But this shortfall being marginal, it was allowed to continue as a standard urban area as a special case. In the 1981 census there is no addition or deletion from the list eventhough there is one more town (Manjeri) with a population of over 50,000. Manjeri became a municipal town only on 1st April 1978 and it was not considered necessary to form a separate standard urban area for this town at present. It is worthwhile to mention here the changes which have been effected in the limits of standard urban area since the 1971 census. The boundaries of the standard urban areas as delineated in the 1971 census were continued in the 1981 census also except in the case of Cannanore, Calicut, Trichur, Kottayam and Trivandrum standard urban areas. In the case of Trivandrum standard urban area, it became necessary to revise the boundary owing to Thumba being treated as an outgrowth of Trivandrum urban agglomeration. The principle adopted was that the unit of an urban agglomeration should not fall outside the limits of the standard urban area. Accordingly the boundary of Trivandrum standard urban area was redelineated by including Thumba urban outgrowtth. Three newly added towns of 1981 viz. Edakkad (Cannanore district), Olavanna (Kozhikode district), Edakkunny (Trichur district) lie partly in the concerned standard urban areas and partly outside. Since the standard urban area does not permit part of a town to remain outside the standard urban area, Edakkad, Olavanna and Edakkunny towns were entirely included within Cannanore, Calicut and Trichur standard urban areas respectively. A small bit of Thiruvarppu village lying between Meenachil river and Illickal-Alumood road was added to the Kottayam municipal town and its standard urban area boundary has been changed accordingly. It was also examined whether any fresh standard urban area is required to be delineated in respect of those core towns having a population of 50,000 and above for which no standard urban area delineated in the 1971 census. As per Circular No. 27 separate maps of the standard urban areas were also prepared.

8.14. The figures in the standard urban area and the maps prepared were scrutinized and checked by the office of the Registrar General, India and they have been included in Part-II-A General Population Tables. There was no difficulty in regard to the formation of the standard urban areas.

Freezing of boundaries of administrative units

8.15. Before approaching the State Government for freezing the boundaries and jurisdiction of administrative units, the Registrar General, India addressed the State Government to collect details of all the changes of jurisdiction of districts, taluks, towns and villages as per the Registrar General's letter dated 11-1-1978 addressed to all Chief Secretaries with copy to the Directors of Census Operations. As soon as we received the copy of the letter, we addressed all Collectors to give instructions to Tahsildars for furnishing the details of the jurisdictional changes that have taken place after 1st April 1971 ie. the reference date of the last census. For this purpose a list of revenue villages and their constituent units in duplicate was sent to them with the request to scrutinize the list and to confirm

(i) whether the list covers all the areas in his jurisdiction,

(ii) whether there was any change in the jurisdiction of villages and their constituent units since 1st April 1971 and

(iii) if so, what were the changes.

Details of orders and notifications effecting the changes were also asked to be furnished. Collection of these details was a time-consuming process and we had to make protracted correspondence with the Tahsildars for a long period. Details of municipalities and panchayats were also collected. On 10th May 1979, the Registrar General, India wrote a letter to all Chief Secretaries highlighting the importance of the undisturbed nature of the administrative units on the basis of which the census data had to be collected. Therefore, the State Governments were requested not to effect any change after 1st October 1979. It was further suggested that the State Government should freeze the changes in the boundaries of these administrative units during the period from 1st January 1980 to 30th June 1980. On 12th July 1979 I wrote a letter to the Chief Secretary to the Government of Kerala requesting to take immediate decision on all the pending cases of jurisdictional changes of municipalities, panchayats, forest divisions, revenue villages, taluks, revenue division and districts before 1st October 1979. I also requested him that no jurisdictional change be effected between 1st January 1980 and 30th June 1981. The State Government in their Circular No. 63263/ Pol/C1/79/GAD dated 11th June 1979 circulated the letter received from the Additional Secretary, Government of India dated 10th May 1979 on freezing of jurisdiction for strict compliance. Government in another letter No. 44518/ C4/79/LA&SWD dated 26th September 1979 informed the Registrar General, India that the State Government is committed to make certain changes in the jurisdiction of panchayats and hence they may be permitted to give time to issue final notifications till 30th November 1979. This bifurcation of panchayats was completed by December 1979 while the elevation of Varkala panchayat as a municipal town was effected on 15th May 1980. All these were done with my concurrence. In March 1980 we again reminded the Registrar General of India to take up the matter of fixity of boundaries of administrative units with the state

Government, particularly in respect of local bodies like panchayats and municipalities. The Registrar General immediately responded to my request and wrote a D. O. letter to the Chief Secretary to the Government of Kerala. Since the state government had committed itself to the formation of a new Wayanad district in the budget speech of the Finance Minister for 1980–81, the state government wanted to form the new district with effect from 1st November 1980. Decisions in this regard were taken after taking me into confidence at a meeting held by the Minister for Revenue on 24th April 1980 which I also attended. We took this new district into account for all our future census operations and the district came into existence on 1st November 1980. The state government was very co-operative in issuing instructions and enforcing the fixity of boundaries of all administrative units. No other changes in jurisdiction were effected till June 1981 when the period of freezing of administrative boundaries was over.

Location code

8.16. The action in respect of the preparation of location code was initiated as suggested in the Registrar General's circular letter No. 5 dated 16th July 1979. In assigning the location code numbers, the following procedure was adopted.

(i) Districts were numbered in arabic numerals from north to south in a serpentine order keeping geographical contiguity.

(ii) Within each district, the taluks were numbered in arabic numerals from north-west to south-east in a serpentine order keeping the geographical contiguity.

(iii) Towns were given continuous roman numbers within each district by taking them taluk by taluk in the order of the location code of the taluks.

In the case of taluks where the number of towns was large the serpentine orders was also followed. Accordingly code numbers were given to the 11 existing districts from Cannanore to Trivandrum initially. This was done before the house-numbering and houselisting operations (March to May 1980). When Wayanad district was formed on 1st November 1980 it became necessary to assign a code number to it. But at the same time it was essential that the numbers given already are not disturbed. Therefore, Wayanad district was given code number '12' though, as per its geographical position, it should have been given the number '2'. However, in the presentation of census data in census volumes, Wayanad is presented at the right place as the second district. The taluks in the Wayanad district were also assigned code numbers. Consequent on these changes the taluk code numbers of Kozhikode district had to be modified. The revised code numbers were written on all the documents.

8.17. For the preparation of location code a separate circular No. 4 dated 20th December 1979 was issued by me. As indicated in paragraph 10 of this

circular, the charge officers were requested to verify and confirm that all units in the charge have been included in the location code list. It was further intimated to them that this location code should be followed in all the records of census of 1981 wherever they were required to be entered. At the First Conference of the Census Officers it was found that the houselisting work in some of the large house-numbering units could not be completed within the time limit allotted for house-numbering and houselisting operations. These large housenumbering units were therefore bifurcated for the purpose of the housenumbering and houselisting operations and they were given separate names for easy identification. The details of these bifurcated units are available in the location code books.

8.18. Another problem in assigning the location code was in giving numbers to forest areas. At the conference of charge officers at the district headquarters during February, 1980 the Divisional Forest Officers pointed out that the building numbers could not be given continuously within each portion of the range falling in each taluk in respect of some ranges at least. Considering this difficulty it was decided that such ranges may be sub-divided into two or three convenient enumerator units preferably by forest sections and continuous house numbers were given whithin each such enumerator unit. However, it was suggested to the Divisional Forest Officers that this sub-division of ranges should be restricted to the minimum and should be adopted only if the number of buildings in a range within a taluk was likely to be very large say more than 1,000 where one enumerator was not able to complete the work within the period from 1st March to 15th May 1980.

8.19. Another notable change is that a portion of the Mannuthy town of 1981 had a portion of forest range and, therefore, it had to be treated as a ward of the town and code number given separately. In regard to the Idukki Township (jurisdiction as given in Government notification number G. O. MS. 303/76/LA& SWD dated 21st December 1976) the entire area had to be divided into four wards and code number given accordingly

8.20. In all the census records location codes were given as noted below:

For villages (five element code)	*For towns* (four element code)	*For forest area* (five element code)
State	State	State
District	District	District
Taluk	Town	Taluk
Village	Division/Ward	Forest Division
Desom/kara		Forest Range

In the District Census Handbook, however, for brevity and convenience of presentation only the code number of village and desom/kara are given for rural areas and the code number of town and division/ward for urban areas and forest division and forest range for forest areas. In all the census forms for tabulation

purposes we used the complete location code whereas in the presentation of census volumes only relevant codes are given since the complete location code has little use to the readers and is unwieldy.

Charge Register

8.21. Each charge officers was asked to maintain a Charge Register. For each phase of work separate charge registers were prescribed. For the house-listing operations, the charge register contained 14 columns covering the following information.

Column	*Item*
1	Name of village, town/forest division/special area
2	Name and designation of supervisor
3	Appointment order of supervisor despatched on
4	Name of desom/kara/ward/forest range
5	Name and designation of enumerator
6	Appointment order of enumerator despatched on
7	Name and designation of Assistant to Enumerator
8	Appointment order of Assistant to Enumerator despatched on
9	Date of commencement of work
10	Dates of field checking by charge officer
11	Date of completion of work
12	Population as per houselist abstract
13	Number of census houses as per houselist abstract
14	Number of households as per houselist abstract
15	Amount of honorarium and date of payment to the supervisor
16	Amount of honorarium and date of payment to the enumerator
17	Amount of honorarium and date of payment to the Assistant to Enumerator
18	Remarks

Complete coverage could be ensured as the entries in the Charge Register were made in the order of the location code. My Circular No. 4 gave the instructions to fill up the charge register and other details.

8.22. My circular No. 8 to all charge officers dealt with the preparation of the Registrar for Enumerators and Supervisors (E & S Register) and Block and Circle Register (B & C Register). The Register for Enumerators and Supervisors contained all the relevant details which are required for the actual deployment of personnel for the enumeration. It consisted of three parts.

Part I : Details of attendance of enumerators and supervisors (batch-wise)

Part II : Details of blocks and circles and enumerators and supervisors (Details of housenumbering unit, details of supervisor circle and supervisor and details of enumarator block and enumerator)

Part III : List of reserve enumerators and supervisors (Name, office and residence address, enumerator block number and supervisor circle number to which he can be appointed)

The Block and Circle Register in effect gave a summary of the Register for Enumerators and Supervisors. It contained details of enumerator blocks and supervisorcircles of each housenumbering unit. The Block and Circle Registers were sent to the Directorate and they were thoroughly scrutinized and all mistakes rectified before the actual census taking. At this stage it was also ensured that the entire area, rural and urban, was covered. In each charge separate registers were formed for the rural and urban areas separately.

Suggestion

8.23. For the purpose of rural-urban classification, the revenue village of Kerala does not seem to be the appropriate unit since it is too big in size as well as population content. The revenue village was adopted as the census village in 1961 and continued in the 1971 census and hence the same classification came to be followed in the 1981 census. Looking back I feel that it is essential to have a rethinking on this aspect. The adoption of revenue village presents an unrealistic picture, especially when it is compared to the minuscule villages of other states. As early as in the census report of 1911 for Travancore the then Census Commissioner Mr. N. Subramhanya Aiyar had observed as follows : "In 1881 it (the smallest administrative area) was the kara or muri (the residential village). But in 1891, it was the proverti or the revenue village. The latter was too large for statistical comparisons and unsuitable from the population point of view. In 1901, therefore, the kara was adopted as the working basis, while statistics were compiled for the proverti also. During the last decade, the Land Revenue Settlement operations closed and brought into force the unit known as the pakuthi for all the purposes of revenue administration. The old provertis, wherever large, were split into two or more pakuthis. But with an average area of 13 square miles, even the pakuthi was too large for census purposes. The ancient kara was therefore, retained as the census village". If the village was too large in 1911 when the population was one-third of the present, the position now is not better because according to the latest policy guideline adopted in early 1984 by the state government the standard size of a village is roughly 25 square km. and 25,000 population. The total number of villages in Kerala and other states speak for themselves regarding the oversize of Kerala's villages as compared to the units carrying the same appellation in other states. As per the 1971 census Kerala had 1,268 villages as compared to Uttar Pradesh (112,561), Madhya Pradesh (70,883), Tamil Nadu (15,735), Mysore (26,826) and even small states like Meghalaya (4,583) and Tripura (4,727). More telling is the comparison of a state with a comparable population to that of Kerala viz. Orissa with 46,992 villages. The absurdity of treating the villages of Kerala and the villages of other states on the same footing for census and statistical purposes merely based on the common name will be self evident from these figures. The desom/kara is a more representative and appropriate unit for treating as census town in Kerala and for other statistical purposes in the absence of any smaller recognized administrative unit comparable to the villages of other states.

APPENDIX 8.1
LIST OF TOWNS, 1981

Town	Taluk	Change in jurisdiction since 1971
1	2	3
	CANNANORE DISTRICT	
1. Kasaragod	Kasaragod	Same jurisdiction
2. Taliparamba	Taliparamba	Addition in area
3. Kalliassery	Cannanore	Newly added
4. Pappinissery	,,	Same jurisdiction
5. Valapattanam	,,	Same jurisdiction
6. Azhikode	,,	Newly added
7. Chirakkal	,,	Newly added
8. Pallikunnu	,,	Newly added
9. Puzhathi	,,	Newly added
10. Cannanore	,,	Same jurisdiction
11. Cannanore Cantonment	,,	Same jurisdiction
12. Elayavoor	,,	Newly added
13. Chelora	,,	Newly added
14. Kanhirode	,,	Newly added
15. Chala	,,	Newly added
16. Edakkad	,,	Newly added
17. Muzhappilangad	,,	Newly added
18. Kadachira	,,	Newly added
19. Peralassery	,,	Newly added
20. Dharmadom	Tellicherry	Newly added
21. Pinarayi	,,	Newly added
22. Eranholi	,,	Newly added
23. Tellicherry	,,	Same jurisdiction
24. Kodiyeri	,,	Newly added
25. Kottayam (Malabar)	,,	Newly added
26. Kuthuparamba	,,	Addition in area
	WAYANAD DISTRICT	
	NO TOWNS	
	KOZHIKODE DISTRICT	
1. Badagara	Badagara	Same jurisdiction
2. Calicut	Kozhikode	Same jurisdiction
3. Olavanna	,,	Newly added
4. Cheruvannur	,,	Same jurisdiction
5. Beypore	,,	-do-
6. Feroke	,,	-do-
	MALAPPURAM DISTRICT	
1. Manjeri	Ernad	Addition in area
2. Malappuram	,,	Same jurisdiction
3. Tirur	Tirur	-do-
4. Ponnani	Ponnani	-do-

contd.

APPENDIX 8.1—*contd.*

Town	Taluk	Change in jurisdiction since 1971
1	2	3
	PALGHAT DISTRICT	
1. Shoranur	Ottappalam	Addition in area
2. Ottappalam	,,	Some addition and reduction in area
3. Palghat	Palghat	Same jurisdiction
4. Chittur-Thathamangalam	Chittur	Same jurisdiction
	TRICHUR DISTRICT	
1. Chavakkad	Chavakkad	Same jurisdiction
2. Guruvayur Township	,,	Same jurisdiction
3. Iringaprcm	,,	Newly added
4. Kunnamkulam	Talappilly	Same jurisdiction
5. Viyyur	Trichur	Newly added
6. Vilvattcm	,,	Newly added
7. Mannuthy	,,	Newly added
8. Trichur	,,	Same jurisdiction
9. Ayyanthole	,,	Newly added
10. Pullazhi	,,	Newly added
11. Aranattukara	,,	Newly added
12. Koorkkancherry	,,	Newly added
13. Chiyyaram	,,	Newly added
14. Nadathara	,,	Newly added
15. Marathakkara	,,	Newly added
16. Ollur	,,	Some addition and reduction in area
17. Kanimangalam	,,	Newly added
18. Avinissery	,,	Newly added
19. Edakkunny		Newly added
20. Chevvoor	,,	Newly added
21. Kodungallur	Kodungallur	Newly added
22. Methala	,,	Newly added
23. Puducad	Mukundapuram	Newly added
24. Irinjalakuda	,,	Same jurisdiction
25. Chalakudy	,,	Same jurisdiction
	ERNAKULAM DISTRICT	
1. Vadakkekara	Parur	Newly added
2. Chendamangalam	,,	Newly added
3. Parur	,,	Same jurisdiction
4. Kottuvally	,,	Newly added
5. Eloor	,,	Some addition and reduction in area
6. Angamaly	Alwaye	Addition in area
7. Alwaye	,,	Same jurisdiction
8. Perumbavoor	Kunnathunad	Same jurisdiction
9. Kothamangalam	Kothamangalam	Addition in area
10. Muvattupuzha	Muvattupuzha	Same jurisdiction
11. Mulavucad	Kanayannur	Newly added

—*contd.*

APPENDIX 8.1—*contd.*

Town	Taluk	Change in jurisdiction since 1971
1	2	3
12. Kalamassery	Kanayannur	Addition in area
13. Trippunithura	,,	Addition in area
14. Maradu	,,	Newly added
15. Cochin Corporation	Cochin & Kanayannur	Same jurisdiction
16. Cheriyakadavu	Cochin	Newly added
	IDUKKI DISTRICT	
1. Idukki Township	Thodupuzha & Udumbanchola	Newly added
2. Thodupuzha	Thodupuzha	Addition in area
	KOTTAYAM DISTRICT	
1. Vaikom	Vaikom	Same jurisdiction
2. Palai	Meenachil	Same jurisdiction
3. Kottayam	Kottayam	Addition in area
4. Changanacherry	Changanacherry	Same jurisdiction
	ALLEPPEY DISTRICT	
1. Shertallai	Shertallai	Same jurisdiction
2. Pathirappally	Ambalapuzha	Newly added
3. Alleppey	,,	Same jurisdiction
4. Thiruvalla	Thiruvalla	Same jurisdiction
5. Chengannur	Chengannur	Addition in area
6. Kayamkulam	Karthigappally	Same jurisdiction
7. Mavelikkara	Mavelikkara	Same jurisdiction
	QUILON DISTRICT	
Pathanamthitta	Pathanamthitta	Newly added
Punalur	Pathanapuram	Addition in area
3. Quilon	Quilon	Same jurisdiction
4. Vadakkevila	,,	Newly added
5. Eravipuram	,,	Newly added
6. Paravoor	,,	Newly added
	TRIVANDRUM DISTRICT	
1. Varkala	Chirayinkil	Addition in area
2. Attingal	,,	Same jurisdiction
3. Nedumangad	Nedumangad	Addition in area
4. Trivandrum Corporation	Trivandrum	Same jurisdiction
5. Kadakampally	,,	Newly added
6 Neyyattinkara	Neyyattinkara	Same jurisdiction

In addition to the above towns five urban out growths (viz. Palghat railway colony, Peringavu, Thrikkakara, Kilikollur and Thumba which formed as appendages to Palghat Municipal town, Trichur Municipal town, Cochin Corporation, Quilon Municipal town and Trivandrum Corporation) were formed in the 1981 census.

APPENDIX 8.2
TOWNS OF 1971 DECLASSIFIED IN 1981

District	Town (1971)
1. CANNANORE	1. Manjeshwar 2. Kumbla 3. Kanhangad 4. Nileshwar 5. Payyannur
2. WAYANAD	Nil
3. KOZHIKODE	6. Pantalayani 7. Elathur 8. Kunnamangalam 9. Mokkam 10. Kadalundi
4. MALAPPURAM	11. Perintalmanna
5. PALGHAT	12. Pattambi 13. Mannarghat 14. Hemambikanagar* 15. Nemmara
6. TRICHUR	16. Wadakkancherry 17. Pazhanji
7. ERNAKULAM	18. Njarakkal
8. IDUKKI	19. Munnar
9. KOTTAYAM	20. Ettumanoor 21. Ponkunnam 22. Kanjirappally 23. Mundakkayam
10. ALLEPPEY	24. Pandalam 25. Harippad
11. QUILON	26. Kundara 27. Kilikollur
12. TRIVANDRUM	28. Chirayinkil** 29. Kazhakuttam 30. Nemom 31. Balaramapuram 32. Kovalam

* Hemambikanagar (census town) of 1971 is treated as an urban outgrowth of Palghat Urban Agglomeration in the 1981 census.

** Treated as census town in 1951 but declassified as rural in 1961 and again treated as census town in 1971.

CHAPTER 9

CENSUS AGENCY

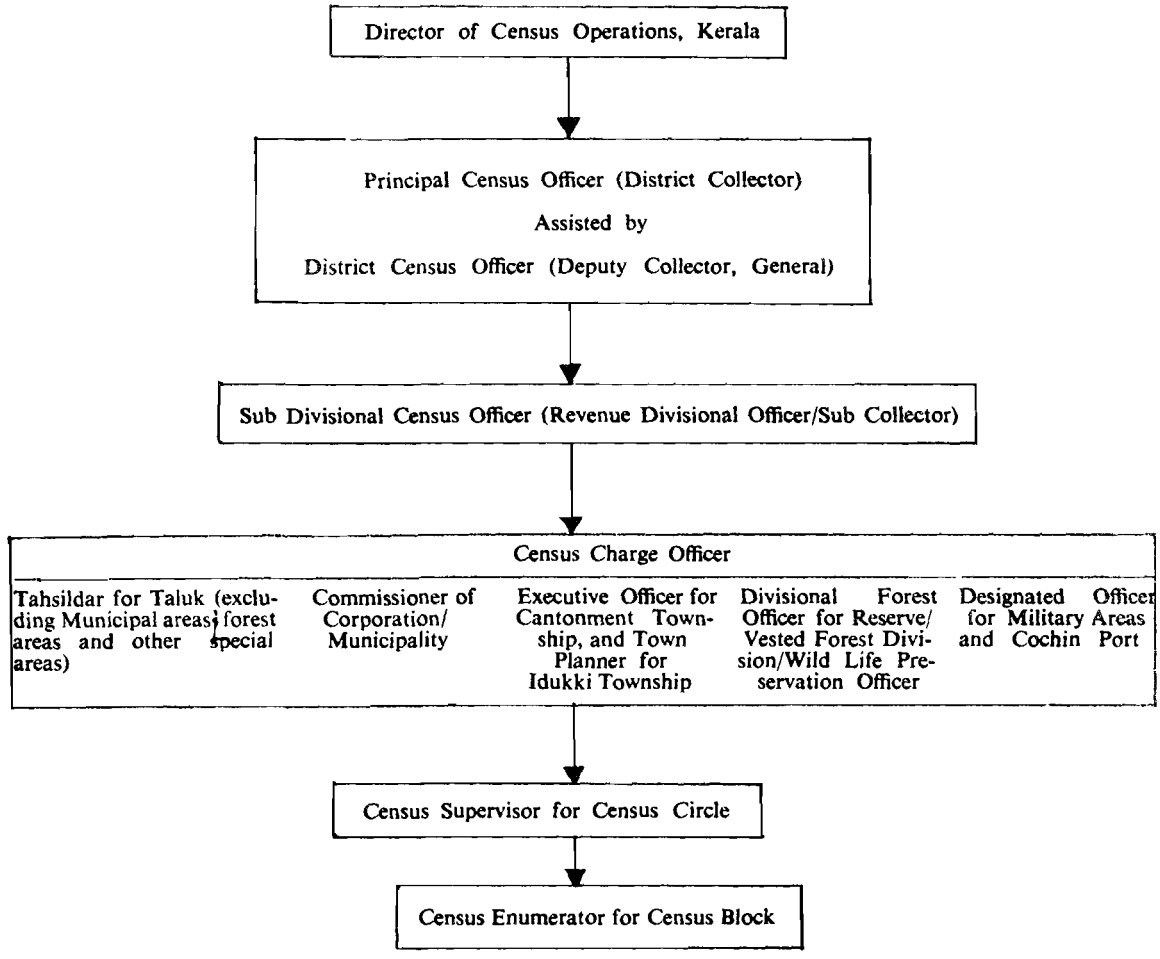
Census hierarchy

9.1. As in 1971, the census hierarchy for 1981 census was constituted with the Director of Census Operations at the state level, the Principal Census Officer and the District Census Officer at the district level and the Charge Officer at the charge level. Under the charge officers were the supervisors and under them the enumerators. The District Collector was put in over all charge of the conduct of the census operations in his district and was designated as the Principal Census Officer. But in view of his multifarious duties, the Deputy Collector (General) was appointed as the District Census Officer to be in immediate charge of the work. The District Census Officers were to act on the authority of the District Collectors in all matters connected with the census. For the first time in Kerala the Sub-Collector /Revenue Divisional Officer was inducted into the census hierarchy with the designation of sub-divisional census officer. The sub-divisional census officers were to assist the Principal Census Officers and District Census Officers especially in training and supervision of all grades of census officers under his jurisdiction. The inclusion of the Revenue Divisional Officers proved useful only to the limited extent of not keeping them totally out of the picture in the census operations but it is essential to continue this practice at least for this limited aim even if no positive contribution is received from them. The charge officers were Tahsildars in the case of taluks excluding municipal towns/corporations, Commissioners in the case of municipalities and corporations and Divisional Forest Officers in the forest divisions. The Executive Officers were the charge officers for townships and cantonment boards. The Wild Life Preservation Officer, Thekkady was appointed as charge officer for the game sanctuary, Thekkady. In all, there were 133 charges consisting of 58 taluk charges, 20 forest divisions including 4 special forest divisions, 3 corporations, 42 municipalities, 2 townships, 7 strictly military areas and 1 port viz. Cochin Port. Though all the four special forest divisions were treated as separate charges for the purpose of houselisting operations, three of these charges (Tellicherry, Kozhikode and Nilambur) were merged with the respective taluk charges for the actual enumeration and only the special forest division, Palghat which was very extensive was retained as a separate charge for the enumeration.

9.2. On the basis of my recommendations, the state government accepted the proposals regarding the census divisions, hierarchy of census and their functions and issued orders as per G. O. (P) No. 493/79/GAD dated 31-8-1979 read with Government Notification No. 96428/Pol. C1/79/GAD dated 31-8-1979. The formal issue of the notification of the appointment of the principal census officers, district census officers, sub-divisional census officers and charge officers was done as per Government Notification dated 31-8-1979. The powers for the appointment of the subordinate census officers in the respective areas were

delegated to the above officers under Sub section (4) of Section 4 of the Census Act, 1948 (Central Act 37 of 1948) as per the said notification. By virtue of this notification, the charge officers issued the orders of appointment of the supervisors and enumerators. A chart showing the hierarchy of the census officers in this state is given below:

ORGANIZATION CHART



Choice of the enumeration personnel

9.3. In the context of the high level of educated unemployment in the state, it was only natural that demands arose for engaging unemployed youth as enumeration personnel for the 1981 census. But based on practical experience the Registrar General and myself were not in favour of risking the census operations by such an inadvisable experiment. But in view of the known policies of the Marxist party-led United Front government then ruling the state, there was every

likelihood of such a demand gaining acceptance and espousal by the state government. (In West Bengal which also had a government with a similar political complexion, this actually happened with none too happy results later). In order to avert such a sticky situation, I did some advance thinking and decided to preerupt any future muddles by getting a favourable decision taken by the state government at the highest level since it involved the deployment of half a lakh personnel in this crucial national task. Accordingly I addressed the Chief Secretary, Sri G. Bhaskaran Nair requesting for a conference by the Chief Minister and the concerned Ministers with the Secretaries and heads of departments to take a decision. The meeting was held by the Chief Minister on 21-4-1980. It was decided at the meeting that the past practice of appointing teachers as enumerators may be continued (The village staff had already been drafted for the houselisting work as in the past)with a suggestion from the Chief Minister Sri E. K. Nayanar that subject to the approval of the Census Commissioner of India upto 10%of the total requirement of enumerators could be appointed from among unemployed graduates. This did not arise because the Census Department was not in favour of drafting unemployed graduates. All doubts and uncertainities regarding the choice of enumeration personnel were thus set at rest at one stroke well in time and there were no problems on this score later on.

Personnel for houselisting

9.4. For the housenumbering and houselisting operations the Village Officer of the concerned village was appointed as the supervisor and the village assistants were appointed as enumerators. The village men (Village Peons) were appointed as assistants to enumerators which is a special arrangement in Kerala State alone and is not prevalent in other states. An enumerator was appointed for each kara or part of a kara having not more than 2,000 houses which was the average work load fixed for an enumerator. In certain taluks where the strength of village staff was not adequate to meet the requirement, the Bill Collectors of Panchayats were engaged to supplement the strength. In the statutory towns of corporations, municipalities, townships and cantonments the Revenue Inspectors, Sanitary Inspectors or Health Inspectors were appointed as supervisors and the Bill Collectors were appointed as enumerators. In the forest areas the Range Officers functioned as enumerators. These were the personnel engaged for houselisting operations during the 1971 census also. The Revenue Department is certainly the best suited agency to undertake the houselisting operations in the rural areas. The villages in Kerala are extensive and the houses are scattered and not in close clusters as in other parts of India. There will not be any uninhabited area in any village. The village staff working in a village know the exact boundaries of the village and each kara therein and are also familiar with all localities in their jurisdiction. For the coverage of all the houses in the village during houselisting operations the engagement of any other agency cannot be thought of in this state. There is hardly any one who is better qualified to supervise the work in a village than the Village Officer who is supposed to have intimate knowledge of every nook and corner of his village. Similar is the case in respect of forest areas and

statutory towns where the local officials are best suited for the job. There was, therefore, no difficulty or problem in getting the houselisting operations done in any part of the State.

Personnel for actual enumeration

9.5. As in the previous censuses, the actual census enumeration was entrusted to the school teachers in all urban and rural areas except in forest areas where the enumeration was got done through the forest staff. High school teachers were appointed as supervisors and Lower Primary and Upper Primary school teachers (SSLC holders & above) were appointed as enumerators. Generally there was no dearth of teachers and the teachers available were sufficient for the work as well as for reserve strength. A few Village Assistants or other members of the State Government staff had, however, to be appointed as enumerators in some areas of the hilly districts of Wayanad and Idukki where the number of schools was less. In forest areas the Range Officers were appointed as supervisors and the Foresters were appointed as enumerators. In the strictly military areas and other special areas the enumeration personnel were appointed from among their own staff.

9.6. The enumeration staff had not either individually or collectively protested against the taking up of enumeration work. There was, therefore, no need to invoke the penal provisions of the Census Act or to take departmental action against the enumeration staff. In fact some teachers had evinced keen interest in the work and they composed a few poems on the duties of the enumeration staff and the way in which each question in the individual slip should be asked and answers recorded. An interesting poem running to a dozen pages composed by Sri M. N. Kesava Menon, High School teacher, Govt. High School, Chanthiroor of Shertalai taluk in Alleppey district was got printed by me and distributed among all the enumeration personnel. Wide publicity and encouragement were also given to such original efforts by the field personnel through the All India Radio, Press and circulars. The souvenir on the 1981 census published by the Kerala Directorate contains all these literary efforts.

9.7. Representations were received as usual from some of the teachers' associations on the inadequacy of the concession allowed in the matter of T. A. and duty concessions. Legitimate demands were considered and conceded. The amount of the honorarium was not worked out or announced before the completion of enumeration as a measure of discretion and caution. There was therefore, naturally no agitation about the inadequacy of honorarium. There was a threat of a strike by the Non-Gazetted Officers of the State Government including teachers during the crucial month of February 1981 to press some demands on their service conditions with the State Government. Fortunately the strike did not materialise and there were no problems in getting the enumeration done as per schedule.

CHAPTER 10

HOUSELISTING OPERATIONS

Introduction

10.1. The first phase of the census taking was the housenumbering and houselisting operations. The housenumbering operation consisted of numbering all census houses in each territorial unit and marking the location of all these buildings in the lay-out sketches, while houselisting involved the filling up of the schedules viz. Houselist, Enterprise list and their abstracts. The objectives of this phase of operation were

(i) to locate all possible human dwellings;

(ii) to facilitate the demarcation of census blocks and census circles for the purpose of census enumeration in 1981;

(iii) to assess the requirements of schedules and forms for actual enumeration;

(iv) to obtain some basic data through the houselist on

  (a) census houses by type of use and

  (b) number of disabled persons (ie. totally blind, totally dumb and totally crippled); and

(v) to collect data on enterprises through the Enterprise list

Organization of houselisting operations

10.2. As the first step towards the organization a calendar for the housenumbering and houselisting operations was prescribed in my Circular No. 4. Three preliminary circulars had already been issued which covered the general features of census (Circular No. 1), instructions on preparation of notional maps and lay-out sketches (Circular No. 2) and instructions for the compilation of village/Town Directory (Circular No. 3). Circular No. 4 covered all aspects relating to housenumbering and houselisting operations. Housenumbering was to be done continuously within a housenumbering unit (desom or kara/division or ward/forest range/ or its subdivided unit) starting from north-west. The numbers were to be marked in the lay-out sketches along with the symbols used for pucca/katcha house. In these symbols non-residential houses were shaded horizontally for easy identification. Census house numbers were to be marked on each house with black paint using brush or coconut pedicles. For carrying the housenumbering articles and assistance in painting the census house numbers on buildings, the services of the Assistants to enumerators were utilised. The staff were given intensive training and the training schedules were scrutinized in the Directorate. The common mistakes committed by them and instructions for rectification of the same were communicated to everyone concerned in Circular No. 6. Along with housenumbering the enumerators filled up the schedules and after completion of the work the enumerators handed over the records to their concerned supervisors. The work of the enumerators was supervised by supervisors under the overall control of the

charge officer. Instructions regarding the despatch of schedules and abstracts at the various levels (enumerator, supervisor, charge officer, district census officer) were given in Circular No. 7. The abstracts were scrutinized at the Directorate. Further processing of the houselisting ie. editing and coding were done at the Regional Tabulation offices. Then they were sent by a special lorry to the DDE Centre, Ahmadabad for generating tapes. The final tables were processed at the Data Processing Unit of the Office of the Registrar General. The succeeding paragraphs give a detailed account of the various steps taken, the difficulties encountered, the shortcomings and my suggestions for the next census.

Fresh housenumbering

10.3. In organizing the houselisting operations, the first question which came up for consideration was wheather fresh housenumbering is necessary in the state or whether the existing panchayat/municipal numbers assigned by the concerned local authorities can be adopted for census purposes. In panchayats housenumbers are assigned quinquennially for each ward within a panchayat. The panchayat wards are not co-terminus with the desom/kara. Moreover, there is no uniform system of housenumbering followed in all panchayats and mostly taxable structures alone are numbered. In statutory towns also the housenumbers are assigned by wards and there also quinquennial revision is done. There is no uniform manual or procedure adopted for housenumbering in the state and it differs considerably from town to town and from panchayat to panchayat. Since the main objective of the census is to count all heads, it is essential to have a complete list of all habitats. In the absence of a permanent housenumbering system the only alternative is to adopt fresh housenumbering in all areas, as was done in the 1961 and 1971 censuses. No housenumbering or houselisting was done in the strictly military areas and in the Cannanore Cantonment as per the all-India pattern under instructions from the Registrar General.

Time chosen for housenumbering and houselisting

10.4. According to the time-schedule circulated by the Registrar General, the houselisting operation was to be conducted in the middle of 1980. This item came up for discussion in the First Conference of Directors of Census Operations and each state indicated the dates suitable for them. Most of the states desired to conduct the operation during February to May 1980. In our state it was decided to conduct the housenumbering and houselisting operations during 1st March to 31st May 1980 before the onset of the monsoon.

10.5. Since the village officials as well as municipal staff engaged for this work had to attend to the revenue collection drives in March before the close month of the financial year, they were allowed to concentrate on that in the month of March provided the houselisting work was completed within the stipulated time by giving undivided attention to it in April and May. The Jamabandi normally scheduled in May was postponed to June so as not to interrupt the houselisting work. In most charges the houselisting work was completed in May except in a few places where it was eventually over by the middle of June 1980.

Unit of housenumbering

10.6. Generally the territorial unit for housenumbering and houselisting in the villages were desom/kara while for the urban areas the unit was the ward of the municipal town/cantonment/township. In the case of villages recognized as census towns, each constituent desom/kara was treated as the territorial unit for housenumbering purposes and they were termed as wards for these purposes. In forest areas, the forest range was the territorial unit. Even if a forest range fell in several taluks, the entire range was treated as a single unit for the housenumbering operations. This was the procedure followed in the last two censuses also. But in the present census, some modifications had to be made in the above system. The rationale behind the housenumbering operation was that an enumerator can reasonably cover 2,000 houses on an average within the stipulated period of three months ie. March to May 1980. This works out to an average of 25 to 30 houses in a day of a month consisting of about 25 working days. Obviously, in the bigger desoms/karas of the state with a larger number of houses the work could not have been completed within the stipulated time at the above rate. Therefore it was decided to sub-divide large desoms/karas into smaller units for housenumbering purposes.

10.7. The division of desoms/karas was made based on some identifiable natural boundaries. The decision on the sub-division of each desom/kara was taken on the basis of the concrete proposals received from the concerned Tahsildars. Names were also given for each of the sub-divided portions for their easy identification. Specific instructions were issued to the charge officers that while delineating the boundaries of the sub-divided desoms/karas, the work load of the enumerators should not exceed the prescribed limit. This necessitated the appointment of additional enumerators in such divided desoms/karas. The division of desoms/karas also necessitated the adoption of slight changes in the location codes. The sub-divisions were assigned separate code numbers by usingadditional alphabets like A, B, C etc. along with the code number of the concerned desom/kara.

10.8. In the forest areas, however, the procedure was slightly different. The additional alphabets like A, B, C were already assigned in the forest ranges if they lie in more than one taluk. Therefore, a slightly different procedure had to be adopted in such cases. Accordingly the sections of the forest range were assigned separate code numbers in arabic numerals below the code number of the range separated by a line as $\frac{4}{1}$, $\frac{4}{2}$, $\frac{4A}{1}$ or $\frac{4A}{2}$ etc. where 4 or 4A is the code number of the forest range depending on whether the range fell in one taluk or more than one taluk.

10.9. In the course of the housenumbering and houselisting operations it was noticed that the work was not likely to be completed in time in some more desoms/karas and it became necessary to sub-divide such desoms/karas also. It is worthwhile to mention here some of these cases. For instance in Aralam

village in Tellicherry taluk, the Tahsildar sent proposals to further sub-divide the desom which had already been sub-divided. As the housenumbering had already been done in some areas of the sub-division, subsequent sub-divisions were assigned code numbers using sub-scripts (1), (2) etc. along with the alphabets, eg. 1A(1), 1A(2) etc. In the case of Idukki village, formed out of forest areas, there were no karas in the 1971 census. But the Tahsildar, Thodupuzha demarcated certain areas based on panchayat data and suggested that they should be treated as karas and this suggestion was accepted in toto. Another deviation was in the case of Kalkoonthal village of Udumbanchola taluk having Thavalams or large settlements. The Tahsildar first suggested to treat some well-defined areas as karas but subsequently these karas were found to contain large number of house and, therefore, had to be again sub-divided for housenumbering.

10.10. It is to be remembered that eventhough these sub-divisions were done, they have no direct bearing on the presentation of data either in the District Census Handbook or in any other publications. The details of the subdivided portions are available in the location code lists.

Canvassing of Enterprise list

10.11. Along with the canvassing of houselist, the economic census was also conducted by canvassing the enterprise list. The Registrar General, India in his letter No. 9/48/79-CD/CEN dated 14th September 1979 informed that the Directors of Census Operations will be administratively responsible for this work and will coordinate with the Directors of the Bureau of Economics and Statistics for this purpose. Accordingly I wrote a letter to the Director, Bureau of Economics and Statistics, Trivandrum and requested him to inform the programme of supply of forms and instructions, categories of Bureau officers to be associated with the operations and arrangements for handling the schedules.. To discuss the above points, a meeting was held in my room on 11th October 1979. The Director, Bureau of Economics and Statistics agreed at this conference that all the schedules and printed instruction booklets will be made available by the end of November 1979 so that they can be distributed along with the houselisting schedules. It was also decided that the English instruction booklets will be stencilled and, if necessary, Kannada and Tamil instructions and schedules will be procured directly by the Director, Bureau of Economics and Statistics from his counterparts in Karnataka and Tamil Nadu and delivered to the Census Department. It was also decided that the District Statistical Officers will be notified as Additional District Census Officers in connection with the canvassing of enterprise list. (This was done as per G. O. (P) No. 53/80–GAD dated 23rd January 1980.) It was also decided that the Additional District Census Officer will be responsible for strictly watching the progress of the work connected with the canvassing of the enterprise list and solve the problems, if any, in consultation with the district census officer/principal census officer. It was also resolved that the Taluk Statistical Inspectors should inspect the work of filling up of the schedules and give appropriate instructions and guidance to the supervisors and enumerators

wherever necessary. Since the houselist and the enterprise list are inter related, I informed the Director, Bureau of Economics and statistics that the officers of the Bureau of Economics and Statistics should keep up constant consultations with my departmental officers in the translation of the enterprise list and other work so that there is complete coordination in every field. Another meeting was held on 17th December 1979 in regard to the progress of the printing and despatch of the schedules. At this conference it was decided that for ensuring thorough training and keeping up the quality of work, the names of officers to be in charge of training and field supervision should be intimated within a week to the Director of Census Operations. It was also decided that the senior officers of the Bureau should also attend the training classes conducted by me at the regional centres. Accordingly on 31st December 1979, they intimated the officers who were to be appointed as additional district census officers. Based on our recommendation the state government appointed these officers as additional district census officers. Another conference was convened on 9th January 1980 in which the senior officers of both departments attended. In this conference decisions were taken on the stages at which the instruction booklets and schedules are to be handed over to the Census Directorate for despatch to the concerned charge officers. On 1st February 1980 I held one more meeting with the Director, Bureau of Economics and Statistics. In this conference it was decided that in addition to the Additional District Census Officers a few more officers in each district had to be earmarked for attending the training classes, as the training classes had to be conducted in batches and one officer could not attend all the classes. In regard to the honorarium, the Registrar General, India informed that Rs. 15/- will be available per block for canvassing the enterprise list and the amount will be paid directly disbursed by the Census Directorate. The canvassing of the enterprise list was done along with the houselist and as per the instructions issued by the Central Statistical Organization. After canvassing the schedules, the records comprising of the enterprise list, enterprise list abstract and unused forms of enterprise list and enterprise list abstract were handed over by the Charge Officer directly to the Bureau of Economics and Statistics as indicated in my Circular No. 7 for further processing.

Appointment of personnel

10.12. As stated earlier the appointments of Principal Census Officers, district census officers and charge officers specifying their area of jurisdiction were made as per notification No. 96428/Pol. C1/79/GAD dated 31st August 1979. The G. O. (P) No. 493/GAD dated 31st August 1979 indicated the delimitation of the state by territorial jurisdiction and enumeration hierarchy. My Circular No. 1 and its appendices contains details of these notifications. The appointment of personnel was discussed in detail at the First Conference of Census Officers held in the district headquarters in October 1979. It was agreed that other staff like clerks, health assistants etc. in the municipal offices could also be appointed if it become necessary. At the request of the Executive Officer, Cannanore Cantonment it was agreed that the district census officer should arrange to provide

necessary personnel from the village staff of the villages covering the Cantonment area. The conference at the Collectorate, Idukki considered the special problems of Idukki. As the village staff were not sufficient, it was decided that the panchayat Bill Collectors could also be drafted for housenumbering operations. While issuing Circular No. 4, specimen forms of appointment orders were also included in it. It will be useful to mention here the types of officials appointed under each category. Supervisors were drawn from Village Officers, Revenue Inspectors, Range Officers, Health Inspectors, Upper Division Clerks, Town Planning and Building Inspectors, U. D. Compilers, I Grade Overseers, Municipal Engineers, Rationing Inspectors, Managers, Health Assistants and First Grade Draftsmen; while Enumerators comprised of Village Assistants, Bill Collectors, Village Officers, Foresters, Health Assistants, Panchayat Assistants, Lower Division Clerks, Panchayat Assistants, Forest Guards, Auxiliary Nurse-Midwives, Meter Readers, Library Assistants, Town Planning Surveyors, Deputy Range Officers, Plumbers and Typists. The Assistants to enumerators included Villagemen, Peons, CLR/NMR Workers, Forest Guards, Sweepers, Public Health Mazdoor, Village Assistant, Bill Collectors, Library Assistants, Anti-Mosquito Workers, M. C. Workers, Watchers, Sanitary Maistries, Attenders, Pound Keepers, Cleaners, Chainmen, Dafedars etc. It can be seen that subject to availability all types of persons were appointed. However, Village Officers (1,161), Revenue Inspectors (102), Range Officers (54) and Health Inspectors (47) were the main categories of persons appointed as supervisors while Village Assistants (2,108), Bill Collectors (524), Village Officers (151), Foresters (150) and Health Assistants (126) constituted the major share of enumerators. Villagemen (2,050), Peons (299), Forest Guards (192) and CLR/NMR Workers (171) were the main categories appointed as assistants to enumerators. Some of the Bill Collectors of panchayats appointed as census enumerators and last grade staff appointed as assistants to enumerators in Kozhikode, Ernakulam and Quilon districts tried to evade or refuse to do the work and this was brought to my notice. I took up the matter with the Director of Panchayats and later issued a letter to all District Panchayat Officers to effectively deal with such cases. The district census officers also took necessary steps in solving these problems.

Training of personnel

10.13. The Registrar General suggested that three training classes should be conducted for the enumerators and supervisors for houselisting operations. It was also emphasized that the training classes for houselist and enterprise list had to be combined. It was also suggested that in a training class the number of trainees should be between 40 and 50. A detailed training programme was laid down in paragraph 13 of my Circular No. 4. The First Regional Training Conference for senior census officers was held from 25th to 30th January 1980, as per the following programme:

Date	*Venue*	*Participants*
25-1-1980	Collectorate, Trivandrum	District Collectors and other census officers of Trivandrum and Quilon districts
28-1-1980	Collectorate, Kottayam	District Collectors and other census officers of Alleppey, Kottayam and Idukki districts
29-1-1980	Collectorate, Ernakulam	District Collectors and other census officers of Ernakulam, Trichur and Palghat districts
30-1-1980	Collectorate, Calicut	District Collectors and other census officers of Malappuram, Kozhikode and Cannanore districts

The convening of the conferences was also intimated sufficiently in advance to the Director of the Bureau of Economics and Statistics with the request to attend the conferences. The training classes for supervisors and enumerators in batches of convenient size not exceeding 50 persons were conducted by the charge officers between 1st and 15th February 1980. In these training classes the instructions for housenumbering and filling up of houselist and enterprise list were explained. This was followed by practical field training to fill up the schedules which for easy differntiation were printed in red ink. In the practical training the trainees were given instructions on housenumbering and filling up of training schedules. The schedules were scrutinized by the charge officer and a percentage by the sub-divisional census officer and district census officer. The enterprise list schedules were scrutinized by the officers of the Bureau of Economics and Statistics. The filled-in schedules were then forwarded to the Directorate for scrutiny. The Circular No. 6 was issued listing out the defects noticed in these schedules and the rectification instructions. The final round of the training class was conducted between 20th February 1980 and 29th February 1980 in which the personnel were trained thoroughly and the mistakes committed were explained to them. This final round of training classes was conducted by the charge officers and officers of both the census and Economics & Statistics Departments attended these classes wherever possible.

Houselisting operation

10.14. The houselisting operation was started on 1st March 1980 in all charges as scheduled. The progress during March was not much, as stated earlier, but gradually it acquired momentum and most of the charges completed the work in time by end of May. There was no particular difficulty in canvassing the schedules. Only in one or two cases there were problems but they were ably handled by the concerned charge officers. The schedules were generally filled up correctly and at the time of scrutiny, it was found that there was not much variation between the abstract prepared by charge officers and the figures compiled from the House-lists at the Regional Tabulation Offices. There were some interesting incidents worth mentioning here. A complaint was received from two persons residing

in Adimaly range in Munnar Forest Division that their houses were not numbered in the census. A report from the concerned Divisional Forest Officer was called for and it was stated that these two individuals are encroachers on forest lands. They had constructed two sheds with the intention to get them numbered andthereby put forth a claim that they were residing in these sheds for a long period. These sheds were subsequently demolished by the forest officials as they were unauthorised encroachments. The complaints thus had no substances. Another incident was at the time of the visit of the Regional Deputy Director, Kottayam inNeendapara in Idukki village. A toddy and arrack shop contractor obstructed the staff from putting the census number on the building in which he was running the shop. He did not reveal his name as he was fully drunk. His arguments were very interesting. He argued that he does not like to go to Idukki and hence his area should be included in Kothamangalam taluk of Ernakulam district. On verification, it was found that the area actually lies within Idukki and the Regional Deputy Director had to render necessary police assistance to the village staff of Idukki to put the census house number and enumerate the house. An omission which was brought to my notice was that a portion of Ward No. 26 of Calicut Corporation was not numbered. Immediate action was taken and the area was numbered and houselist prepared for the area. The omission was later rectified. Apart from such minor incidents, the housenumbering and houselisting operations were done smoothly and efficiently.

Collection of records

10.15. For the collection of records and preparation of abstracts, a separate circular was issued bearing Circular No. 7. In this circular instructions on the handling and processing of records at the enumerator, supervisor, charge and district levels were given. This was scrupulously followed with the only exception in regard to the extension of the last date for submission of the final abstracts and schedules which was fixed as 10th June 1980. Since in some charges, the work extended beyond this date and all the schedules could be collected only by the end of June 1980. But this had no adverse effect on the subsequent stages of work for which sufficient time was available.

Publicity measures

10.16. Some publicity measures had been evolved on an All India level by the Registrar General, India through the DAVP and Films Division. Accordingly the Campaign Officer, DAVP, New Delhi arranged the release of an advertisement on houselisting to appear in newspapers on 1st March 1980 and 1st April 1980. Spot advertisements on houselisting were arranged to be broadcast through the commercial service of AIR 14 times ie. at the rate of twice a day during the week 'preceding the operation viz. between 23rd February and 29th February 1980 and 70 times again at the rate of twice a day during the course of the operation from March to May 1980 on selected days. But these measures by themselves would have been inadequate unless supplemented by more elaborate state-level programmes.

10.17. A conference was convened by me on 20th February 1980 to discuss and finalize the publicity measures for the housenumbering and houselisting operations to commence on 1st March 1980 and it was attended by the Regional Officer, Directorate of Field Publicity, News Reel Officers, Films Division, the Assistant Information Officer, Press Information Bureau and the Information Officer, State Public Relations Department. It was decided in the conference that the Public Relations Department would arrange a press conference to be addressed by me on 28-2-1980. The Press Information Bureau agreed to arrange publication of materials on census in the news paper. The Regional Officer (Kerala), Directorate of Field Publicity agreed to arrange exhibitions in his district units where photographs and publicity materials like posters etc. could be displayed. I conducted the press conference on houselisting operation on 28-2-1980 and the hand-out issued to the press appeared in the news papers on 29-2-1980. On 29-2-1980 the Governor of Kerala issued a message on the houselisting operation at our request and this was followed by the message from the Chief Minister on the day of commencement of the operation. At my request, the Station Director, AIR also arranged broadcast of spot announcements (which were in addition to the spot advertisements in the commercial channel and were without any payment) about the operation in the spot announcement course of the film songs programme which gets maximum listeners. On the eve of the operation I gave a talk over AIR which was broadcast statewide over all the stations. The script of the talk was released to the press by the Press Information Bureau and this appeared in a large number of local dailies. Suitable literature on the operation was also supplied to the All India Radio for inclusion in an appropriate form in the industrial programme, rural programme, women's programme etc. so as to reach different segments of society through the special programmes. I also prepared an interesting collection of census snippets culled from old census reports and distributed copies to all census officers to generate awareness about the census and create interest and enthusiasm in the minds of all for the months to come. The information Officer, Press Information Bureau circulated the snippets to the press both in English and Malayalam and the item received a good press.

10.18. On the whole the publicity measures adopted in this state for the houselisting operations were adequate. The Registrar General in his letter dated April 2, 1980 conveyed his opinion as follows: "The publicity measures adopted have been very wide and I am sure will pay us rich dividends in the actual operations. This is largely due to your having established liaison with the departments concerned. This is very well organized indeed."

APPENDIX 10.1

MESSAGES FROM THE GOVERNOR AND CHIEF MINISTER OF KERALA

I

ഭാരതസെൻസസ് 1981

വീടുകയംക്കെ് നമ്പറിടൽ 1980

ഗവർണ്ണറുടെ സന്ദേശം

1981-ലെ സെൻസസിന്റെ മുന്നോടിയായി വീടുകയംക്കെ് നമ്പറിടുകയും വീടുകളുടെ പട്ടിക തയ്യാറാക്കുകയും ചെയ്യുന്ന പ്രവർത്തനം കേരളത്തിൽ 1980 മാർച്ച് 1-ാം തീയതി ആരംഭിക്കുകയാണ്. ഈ പ്രവർത്തനത്തിൽ എല്ലാ വീടുകയംക്കും നമ്പറിടുകയും പട്ടിക തയ്യാറാക്കുകയും ചെയ്യുന്നതു കൂടാതെ ഒരു സാമ്പത്തിക സെൻസസിൽകൂടി സംസ്ഥാനത്തെ ജനങ്ങളം നടത്തുന്ന സംരംഭങ്ങളുടെ വിവരങ്ങളം ശേഖരിക്കുകയും ചെയ്യുന്നതാണ്. ഇതിനായി വിവിധ ഗവൺമെൻറ് വകുപ്പുകളിൽ നിന്നായി മൂവായിരത്തോളം എന്യൂമറേറർമാരും അത്രതന്നെ സഹായികളും സംസ്ഥാനത്തെ പട്ടണങ്ങളിലും, ഗ്രാമങ്ങളിലും, വനപ്രദേശങ്ങളിലുമുള്ള ഓരോ മുക്കും മൂലയും സന്ദർശിക്കുന്നതാണ്. അവർ മനുഷ്യർ ഉപയോഗിക്കുന്ന ഓരോ വീടും എടുപ്പും നമ്പർ ചെയ്യുന്നതും, വിലപ്പെട്ട വിവരങ്ങം അടങ്ങുന്ന വീടുകളുടെ പട്ടികയും സംരംഭങ്ങളുടെ പട്ടികയും പൂരിപ്പിക്കുന്നതുമാണ്. ഈ ബൃഹത് സംരംഭത്തിന്റെ വിജയം എന്യൂമറേറർമാരുടേയും മറ് സെൻസസ് ഉദ്യോഗസ്ഥൻമാരുടെയും അർപ്പണമനോഭാവത്തോടെയുള്ള പ്രവർത്തനത്തെയും ജനങ്ങളുടെ ഹൃദയപൂർവ്വമായ സഹകരണത്തെയും ആശ്രയിച്ചിരിക്കുന്നു. ഈ സഹകരണം വലിയ അളവിൽ ലഭ്യമാകുമെന്ന് എനിക്ക് വിശ്വാസമുണ്ട്. ഈ പ്രവർത്തനത്തിന് ഞാൻ എല്ലാ വിജയവും ആശംസിക്കുന്നു.

തിരുവനന്തപുരം
29-2-1980

ജോതി വെങ്കടചെല്ലം
കേരള ഗവർണ്ണർ

II

ഭാരതസെൻസസ് 1981

വീടുകയംക്കെ് നമ്പറിടൽ 1980

മുഖ്യമന്ത്രിയുടെ സന്ദേശം

1981-ലെ സെൻസസിന്റെ ആദ്യഘട്ടം ഇന്ന് മാർച്ച് 1-ാംതീയതി വീടുകയംക്കെ് നമ്പറിടുന്ന പ്രവർത്തനങ്ങളോടുകൂടി ആരംഭിക്കുകയാണ്. ഈ പ്രവർത്തനങ്ങളുടെ ഭാഗമായി ഒരു സാമ്പത്തിക സെൻസസ് കൂടി നടത്തുന്നുണ്ട്. ഇന്നുമുതൽ സെൻസസ് എന്യൂമറേറർമാർ സംസ്ഥാനത്തിന്റെ എല്ലാ ഭാഗങ്ങളിലുമുള്ള സകല വീടുകളും കെട്ടിടങ്ങളും സന്ദർശിച്ച് അവയ്ക്കോരോന്നിനും നമ്പർ ഇടുന്നതാണ്. ഈ നമ്പറുകയം മായ്ച്ച് കളയാൻ പാടില്ല: കാരണം അടുത്ത കൊല്ലം ഏപ്രിലിൽ ജനസംഖ്യാകണക്കെടുപ്പ് പ്രവർത്തനങ്ങയം പൂർത്തിയാകുന്നതുവരെ അവ നിലനിൽക്കേണ്ടതുണ്ട്. എന്യൂമറേറർ വീടുകളുടെ പട്ടിക, സംരംഭങ്ങളുടെ പട്ടിക എന്നിങ്ങനെ രണ്ടു പട്ടികകളും പൂരിപ്പിക്കുന്നതാണ്. വീടുകളുടെ ഉപയോഗം, വികലാംഗരുടെ എണ്ണം, ഏകദേശ ജനസംഖ്യ, സംരംഭങ്ങളുടെ വിശദ വിവരങ്ങം എന്നിങ്ങനെ ഉപയോഗപ്രദമായ അനേകം വിവരങ്ങം ഈ പട്ടികകളിൽക്കൂടി ശേഖരിക്കുന്നു. വില്ലേജ് ഉദ്യോഗസ്ഥൻമാർ, മുൻസിപ്പൽ, പഞ്ചായത്ത് ഉദ്യോഗസ്ഥൻമാർ, വനം വകുപ്പ് ഉദ്യോഗസ്ഥൻമാർ തുടങ്ങി വിവിധ ഗവൺമെൻറ് വകുപ്പുകളിൽനിന്നായി ഏഴായിരത്തിലധികം ഉദ്യോഗസ്ഥൻമാരെ ഈ പ്രവർത്തനത്തിന് നിയോഗിച്ചിട്ടുണ്ട്. ഈ സുപ്രധാന ജോലിക്ക് നിയോഗിച്ചിട്ടുള്ള ഉദ്യോഗസ്ഥൻമാർ അവസരത്തിനൊത്തുയർന്ന് ഭാരത സെൻസസിന്റെ മികച്ച പാരമ്പര്യത്തിനനുസൃതമായി അർപ്പണ ബോധത്തോടുകൂടി പ്രവർത്തിച്ച് ഈ ഉദ്യമം വിജയകരമായി പൂർത്തീകരിക്കുമെന്ന് എനിക്ക് വിശ്വാസമുണ്ട്. സെൻസസ് ഉദ്യോഗസ്ഥൻമാർ ആരായുന്ന വിവരങ്ങം പൂർണ്ണമായും, സത്യസന്ധമായും നൽകി ഈ സംരംഭത്തിൽ സർവാത്മനാ സഹകരിക്കുവാൻ കേരളത്തിലെ പൊതുജനങ്ങളോട് ഞാൻ അഭ്യർത്ഥിക്കുന്നു.

തിരുവനന്തപുരം
1-3-1980

ഇ. കെ. നായനാർ
കേരള മുഖ്യമന്ത്രി

APPENDIX 10.2
PROGRESS REPORT FORMS

I

CENSUS OF INDIA 1981

HOUSENUMBERING AND HOUSELISTING

PROGRESS REPORT FOR THE WEEK ENDING.....

(From the Supervisor to the Charge Officer)

District: Taluk/Town/Forest division:

1. Territorial unit (Village/Ward/Forest range) Name: Location code:
2. Approximate number of census houses to be numbered within the territorial unit
3. Census houses numbered and listed (Houselist and *Enterprise List*) during the week
4. Progressive total of census houses numbered and listed so far (Houselist and Enterprise List)
5. Probable date of completion
6. Remarks

submitted

Signature:

Place: Name:

Date: Designation:

II

CENSUS OF INDIA 1981

HOUSENUMBERING AND HOUSELISTING

PROGRESS REPORT FOR THE WEEK ENDING.....

(From Charge Officer to the Director of Census Operations)

District: Taluk/Town/Forest division:

1. Approximate number of census houses to be numbered in the charge
2. Census houses numbered and listed (Houselist and Enterprise List) during the week
3. Progressive total of census houses numbered and listed so far (Houselist and Enterprise List)
4. Probable date of completion
5. Remarks

Submitted

Signature:

Place: Name:

Date: Designation:

To

The Director of Census Operations, Kerala
Kaudiar, Trivandrum 695 003.

APPENDIX 10.2—*concld.*

III

HOUSENUMBERING AND HOUSELISTING OPERATIONS 1980

WEEKLY PROGRESS REPORT FOR THE WEEK ENDING ON.....

Name of Charge:

Name of the Village/Ward/(Division)/ Portion of Forest Division	Approximate total No. of houses to be numbered	Number of houses numbered during the week	Progressive total number of houses numbered till date
Total			%age

(*No forwarding letter necessary*)

Submitted

Signature:

To

Date:

The Director of Census Operations, Kerala,
Kaudiar, Trivandrum 695 003.

Name:

Copy to:

Designation:

The Principal Census Officer,
The Sub Divisional Census Officer
The Regional Deputy Director of Census Operations

IV

CENSUS OF INDIA 1981

HOUSENUMBERING AND HOUSELISTING OPERATIONS 1980

WEEKLY PROGRESS REPORT FOR THE WEEK ENDING ON .....

Name of Taluk:

Sl. No.	Name of Enumerator Unit (Kara, Desom/Subdivided Kara, Desom)	Approximate total number of houses	Houses numbered and listed during the week		Progressive total of houses numbered and listed so far	
			House-list	Enter-prise list	Number	% age
	Total					

(*No forwarding letter necessary*)

Submitted

Signature :

To

Date :

The Director of Census Operations, Kerala,
Kaudiar, Trivandrum 695 003

Name :

Copy to

Designation and address :

The Principal Census Officer
The Sub Divisional Census Officer
The Regional Deputy Director of Census Operations

CHAPTER 11

ENUMERATION

Formation of enumerator blocks and supervisor circles

11.1. Circular No. 8 was issued on 16-6-1980 on the delimitation of blocks and circles and the preparation of Block and Circle Registers and there were separate versions of this circular meant for taluks, statutory towns and forest areas. The delimitation of blocks and circles was one of the most important items of work connected with the census operations. It was absolutely necessary to ensure that no area or house was left out without being brought into an enumerator block. For this purpose the charge officers were specifically instructed to verify whether all the buildings entered in the houselist prepared during the houselisting operations were duly marked in the lay-out sketch. They were also instructed to include not only the households but also the houseless areas like paddy fields, hills, ponds etc. in the enumerator block so that the enumerator could locate and include houses if any, newly constructed after the houselisting operations. To guard against omission or duplication of any area the district census officers were requested to verify and furnish certificates to me to the effect that all areas within the district were included in the enumerator blocks of the respective charges in the district without omission or duplication and that no area was left out. The submission of the certificate of coverage was insisted on as per my letter No. T3-10/80 dated 30-8-1980 addressed to the District Collectors. Certificates were accordingly obtained from all District Census Officers and field in my office. As we had to present data for each kara, village and panchayat separately it was extremely important to ensure that no block cut across the boundaries of a kara, village or panchayat and this point was highlighted in the circular and compliance watched. Compliance of this requirements had in some cases resulted in the formation of blocks of a very small population. These small blocks were conveniently tagged on to the adjoining blocks under the charge of one enumerator so that unnecessarily large number of were not employed. It was also necessary to fix the size of the enumerator block in terms of population to enable the enumerator to enumerate all persons in his block/blocks within the scheduled time. It was considered that an enumerator could conveniently enumerate around 650 persons give or take a few. It was, however, felt that in the case of difficult areas with inaccessible mountainous or water-logged terrain, the norm of 650 persons per enumerator would have to be reduced to 500 or even less in extra ordinarily difficult areas with scattered houses and scarce populaion. The population of the houselisting unit as obtained from the houselist prepared during the houselisting operations was used to carve out the enumerator blocks.

11.2. Military areas had not been covered during the houselisting operations. However these areas had also to be included for enumeration. For obvious reasons of security the military areas could not be included within the jurisdiction of the neighbouring civilian charge officer. It was therefore, decided that the

enumeration should be done under the control of the defence personnel appointed for this census work and that the enumerators and supervisors would also be drawn within the ranks. Formal orders of appointment of Military Officers as charge officers in respect of the respective military areas were issued by the concerned principal census officers (District Collectors). The following were the military areas for the 1981 census.

1. Cannanore Cantonment
2. N.C.C. Unit, West Hill Barracks, Calicut
3. Branch Recruiting Unit, West Hill Barracks, Calicut
4. Naval Base, Cochin
5. INS Dronacharya, Fort Cochin
6. Naval Armament Depot, Alwaye
7. Military Establishment, Trivandrum.

11.3. A military area might lie in more than one ward/divison of a town or even in more than one taluk as in the case of the Naval Armament Depot, Alwaye. So the military charge officers were specifically instructed to ensure that the boundaries of blocks formed in military areas did not cut across the boundaries of the ward/Division in respect of the urban areas or those of the karas and panchayat in the rural areas. It had also to be ensured that no part of the military area was included within the adjacent civil charge or *vice versa* in order to guard against duplication or omission. The military charge officers were requested to ascertain from the local authorities the details regarding the wards (divisions) of a town or karas or panchayats in which the military areas were located wherever they did not have such correct information. They were also requested to consult the principal census officers or the district census officers in all cases where there was doubt whether a particular area was to be covered by the civil authorities or the military authorities so that no area escaped from the purview of enumeration. The yardstick of 650 population per enumerator block was prescribed in military areas also.

11.4. The following table shows the district-wise details of the number of Enumerator's Blocks and Supervisor's Circles formed during 1981:

District	*No. of Enumerator's Blocks including blocks in special areas*	*No. of Supervisors' Circles including those in special areas*
KERALA	**40,594**	**8,820**
1. Cannanore	4,494	999
2. Wayanad	869	191
3. Kozhikode	3,671	798
4. Malappuram	3,777	819
5. Palghat	3,209	702
6. Trichur	3,892	826
7. Ernakulam	4,048	877

—*contd.*

District	*No. of Enumerators' Blocks including blocks in special areas*	*No. of Supervisors' Circles including those in special areas*
8. Idukki	1,607	367
9. Kottayam	2,704	587
10. Alleppey	3,800	771
11. Quilon	4,562	1,009
12. Trivandrum	3,961	874

The total number of Enumerator Blocks and Supervisor Circles during 1971 census were 30,672 and 6,193 respectively.

Register of Enumerators and Supervisors (E&S Register) and Block and Circle Register (B & C Register)

11.5. The Register of Enumerators and Supervisors had to be prepared and maintained in each charge office for constant reference till the completion of enumeration. Registers of all blocks and circles of all the charges in the state were also required in my office for verification of the correctness of the formation of blocks and circles by the charge officers and also for the purpose of selection of sample blocks. Instructions for the preparation of the E&S and the B&C registers were issued in my Circulai No.8 referred to earlier. The E&S register consisted of three parts. Part I furnished details of enumerators and supervisors batch-wise, Part II furnished details of blocks and circles and also enumerators and supervisors and Part III contained details of reserve enumerators and supervisors. The B & C register contained details of blocks and circles and enumerators and supervisors as noted in Part II of the E & S register. No office copy of the B & C register was required to be maintained in the charge office since Part II of the E & S register would serve as the office copy of the B & C register. In other words only one copy of the B & C register was required to be prepared by the Charge officers for submission to the Directorate.

11.6. The work relating to the delimitation of blocks and circles and the preparation of the E & S and the B & C registers was entrusted to the staff in the charge offices and they did this work with the assistance of the enumerators and supervisors engaged during the houselisting operations. The charge officers and the deputy charge officers in taluk charges and corporations had to look after this work personally so as to ensure its correctness and completeness. The Regional Deputy Directors frequently visited the charge offices and gave on the spot instructions to the charge officers. They also verified the correctness and progress of work from time to time and kept me informed of the progress in all the charges under their jurisdiction through regular tour notes. I had also prescribed a fortnightly progress report from all charge officers for watching the progress of the

various items of work connected with the formation of blocks and circles and the preparation of the E&S and B&C registers etc. and the principal census officers were required to review the progress in all charges in their districts and send copies of their reviews to me and the concerned Regional Deputy Directors. The review reports and the tour notes of the Regional Deputy Directors helped me to assess the progress of work in each charge and to take timely action for the satisfactory completion of these important items of work in all the charges in the state.

Abridged houselist and block map

11.7. The instructions regarding the preparation of the abridged houselist and the block map were issued in Circular No. 9 dated 17-6-1980. The essential purpose of the abridged houselist was to provide to the enumerator a complete frame of his block. The abridged houselist was based on the houselist prepared earlier during the houselisting operations, which the enumerator had to update during the actual enumeration. The abridged houselist contained three parts. Part I would give the total population in the block as also the total number of occupied residential houses and the total number of households. This Part was to be filled up by the enumerator after completion of the enumeration. Part II of the Abridged Houselist (AHL) contained details such as building number, census house number with the name of the building if any, purpose for which the census house was used, household number, name of the head of the household in case of occupied residential houses and also the serial number of the household. Obviously these details except the last item were those obtaining in the block at the time of houselisting operations. The details were only to be copied from the original houselist prepared during the houselisting operations. Part III of the AHL was only an Appendix to Part II in which the enumerator should enter details of new buildings noticed by him during actual enumeration and which were not incorporated in Part II. Part III was also to be used for recording details of the houseless population enumerated. Only the details of location of the block and Part II of the abridged houselist were to be filled up in the charge office. The abridged houselist was copied by the staff of the charge office and the lines on which each AHL was to be copied was marked off in the houselist by the charge officer or the deputy charge officer. Since the AHL was the main document based on which the enumerator would carry out the enumeration work extra care was insisted on in the preparation of the AHL to guard against omission or duplication of entries. The AHL was required to be prepared by responsible persons with good handwriting. Arrangements were made to compare the abridged houselists with the original houselists by an independent team of staff. The charge officers were required to sign the abridged houselists by hand after satisfying themselves about the correctness of the entries.

11.8. In addition to the AHL, each enumerator had to be provided with a map of his block. These block maps were to be prepared from the lay-out sketches prepared at the time of houselisting operations in which all buildings were marked by appropriate symbols. During the formation of blocks, the charge

officers had marked the boundaries of each block falling within the lay-out sketch of a unit. All buildings within a block were marked in the block map in addition to topographical details for identifying each area. The numbers of the adjacent blocks were also marked in the block map so that each enumerator could know the exact boundaries of his block. The buildings noted in Part II of the abridged houselist and the block map should naturally agree. The enumerator was required to update the block map also at the time of actual enumeration by striking off the houses not existing at the time of enumeration and marking houses in the block map which were not already marked in the map. Along with the printed circular No. 9, samples of filled in AHL and block map were also furnished to all charge officers for constant reference and guidance. The Regional Deputy Directors scrutinized the abridged houselists and block maps prepared in all the charges within their jurisdiction at random and gave required guidance and instructions.

11.9. After the completion of the housenumbering and houselisting the charge officers had to prepare the abridged houselist and block map for each of the enumerator blocks in their charge. Considering the volume of work involved it was found not possible to get the work done through the census clerks in the charge offices. So it was decided to get the work done by engaging scribes on payment of suitable remuneration.

11.10. For the payment of remuneration to these scribes the Registrar General suggested a graded scale with a minimum of Rs. 5/- for a population of upto 5,000 and a maximum of Rs. 500/- for a population above 3,00,000. As this was not found rational the Registrar General was addressed by me to make certain modifications in the above graded scale especially in the upper ceiling. This point was also discussed in the Zonal meeting of the Directors held in August 1980 at Trivandrum. In pursuance of these the Registrar General subsequenly suggested a uniform norm of Rs. 10 for a unit of population of 6,000 or part thereof. This worked out to Re. 1 for every 600 population for the preparation of both the abridged houselists and block map. The remuneration was paid to the scribes at the above rate.

11.11. In some charges the abridged houselist and block map of each block were prepared by the same person and in some charges these two items were done independently by different persons. In the latter case the remuneration had to be apportioned between the person preparing the abridged houselist and the person preparing the block map. To enable the charge officers to do this and to draw and disburse the remuneration to the scribes the following instructions were issued. First they should work out the total eligible amount for their charge by dividing the total houselist population in their charge by 600. Thereafter the eligible amount so calculated should be divided by the total number of enumerator blocks in the charge to find out the amount to be paid for the preparation of both the abridged houselist and block map of each block. Half this amount was payable

for the preparation of abridged houselist and other half for the preparation of block map of each block and this amount will be paid uniformly for all blocks irrespective of the slight variations in size of each individual block in the charge. If the same person did both the work, he had to be paid the entire amount and if different persons did these two items of work then the amount had to be equally divided between them. The rate per block may not be the same for all the charges as the average population per block may vary from charge to charge and this variation in the average population size of the block in each charge will be reflected in the amount of remuneration to be paid per block. So each charge officer should independently calculate the remuneration per block in his charge and draw and disburse the amount debiting the expenditure under the head of account "265 - Other Administrative Services (h) Census - 1 Census Establishment - Salaries". Before drawal and disbursement of the remuneration the sanction of the state government for the payment of this remuneration was also obtained.

Sample blocks

11.12. During the 1981 census a universal individual slip and a sample individual slip were proposed to be canvassed. In certain states the universal and sample slips were together canvassed in all the blocks and hence there was no need to select sample blocks for canvassing both the slips together in those states. In the other states including Kerala the decision was to canvass the universal slip and the sample slip in the 20% sample blocks. In the remaining general blocks only the universal slip was to be canvassed. Instructions for the selection of 20% sample of enumeration blocks were issued by the Registrar General as per his circular Nos. 14, 24 and 26. The additional particulars sought to be gathered in sample blocks were those relating to migration and fertility for which six additional questions were included in the individual slip. To avoid confusion in the distribution of forms, the individual slip (universal) was printed in black colour and the individual slip (sample) was printed in blue colour.

11.13. According to the Registrar General's instructions a stratified systematic sampling technique with random start had to be adopted for the selection of samples in each district. The strata to be adopted were:

(1) Each city including urban agglomeration with a population of one lakh and above.

(2) Non-city urban areas of each district; and

(3) Each of the rural charges in the district.

Thus sample enumerator blocks had to be selected separately for each of the cities, for the non-city urban areas of each district and also for each of the rural charges in the district. Though the instructions from the Registrar General were to entrust the selection of sample blocks to the charge officers under the effective supervision and guidance of the officers of the Census Department, it was considered that it would be better to attend to the work in the Directorate itself considering the difficulty to arrange close supervision of the work in all the charges and also to

ensure the accuracy and correctness of sample selection. Many of the important tables were to be generated on the basis of the data collected from the sample blocks and hence the need to ensure maximum accuracy in the selection of sample blocks.

11.14. After detailed scrutiny of the block and circle registers received from the charge officers, the list of sample blocks under each of the three categories were selected at the Directorate and the lists of sample blocks selected were communicated to the charge officers in December 1980.

Selection and appointment of enumerators and supervisors

11.15. The formation of blocks and circles was followed by the appointment of enumerators and supervisors. For the enumeration of the population a far larger number of personnel was required than for houselisting. The state government in their circular No. 67118/Pol-C1/80/GAD dated 14-7-1980 issued instructions to the Director of Public Instruction and other Heads of Departments (except those of Police, Fire Force and Judiciary) to direct the Headmasters of schools and also the Heads of subordinate offices to furnish to the concerned charge officers lists of staff in their institutions and offices showing the name, designation and office and residential addresses and also to render necessary assistance and co-operation to the charge officers in the matter of selection and appointment of the enumeration personnel. It was also made clear in the Government circular that all Government employees should readily accept and perform any census duty assigned to them and that any attempt to evade census duty would make them liable for both departmental and criminal action.

11.16. The general instructions regarding the selection and appointment of enumerators and supervisors were issued in Circular No. 10 dated 17-6-1980. The levels of staff to be drawn upon, the allocation of work, the norms for such allocation and other matters were described in detail in the circular and as such they do not require elaboration here. As was done during the previous censuses, the practice followed was to appoint as many teachers as possible as enumerators and supervisors and to supplement the deficiency, if any, from other departments. The need to appoint enumeration personnel other than teachers arose only in a very few cases in the mountainous areas where the number of educational institutions was less. The practice of drawing personnel for enumeration work from a single department had obviously the advantage that control could be exercised through one head of department. As schools are located in all villages or even in karas, the teachers appointed for enumeration work would have generally some background knowledge about the block and in many cases the heads and other members of households would be known to them. It was specifically instructed that the enumeration personnel should be posted to the extend possible, either in the place of their residence or in the place of work whichever was convenient to them so as to eliminate unnecessary dislocation and consequent resistance. The charge

officers were instructed to appoint the enumerators at the rate of one enumerator per block and one supervisor for every 5 contiguous blocks. One enumerator could, however, be put in charge of more than one block in case the population of the block was far below the prescribed limit. Similarly more than 5 blocks or even less than 5 blocks could be put under the charge of one supervisor to suit administrative needs, to provide for contiguity etc. The charge officers had appointed enumeratorsand supervisors from the list of teachers and other Government employees obtained from the heads of institutions and offices pursuant to the Government instructions and the directions issued by me. In addition to the actual requirement 10% of the enumeration personnel was also appointed and kept as reserve for substitution in cases of emergency. In fact many persons from the reserve list had to be subsequently appointed as regular enumerators and supervisors in the place of those who were not available for enumeration work due to reasons beyond their control such as illness, death of near relations etc. There were also cases where reserve hands had to be appointed consequent on the death of the regular hands. Keeping of a reserve list of fully trained personnel is, therefore, a must in major exercises like population census.

11.17. Appointment orders were issued by the charge officers in the printed forms supplied by me. The appointment order forms were so devised as to serve as identity cards also. They were printed in different colours to distinguish between those meant for supervisors and those for enumerators. (ie.red for enumerators and blue for supervisors). The order contained the particulars of the jurisdiction of the enumerator/supervisor and their main duties. The size of the card was 18cm × 14cm. They were printed on sufficiently thick paper and would fit into the shirt pocket when folded so that the supervisors and enumerators could conveniently carry them in their pockets while proceeding on enumeration duty.

Training of census officers

11.18. The training of the senior census officers upto the level of the deputy charge officers was undertaken in the month of October 1980. All the training classes for the census officers down to the level of deputy charge officers were conducted by me. The district census officers and the Regional Deputy Directors who had to bear the brunt of the training of the enumeration personnel in all the charges in their jurisdiction were given two rounds of training, each round lasting for two full days and the other officers were given one round of training for two days. In this connection it is worthwhile to mention that the Regional Deputy Directors were also associated with the task of finalizing the instruction booklet for Enumerators with a veiw to make them thorough with all census concepts and the important matters dealt with in the instruction booklet. This was done at the proof stage and appropriate corrections were made before it was finally printed. The first round of training exclusively for district census officers and the Regional Deputy Directors was held in my office at Trivandrum on 4th and 5th October 1980. I thought it necessary to hold a separate training

class for these senior officers numbering about 15 to make doubly sure that they fully understood all matters connected with the census enumeration including the scope and object of the various questions in the household schedules and individual slips to be canvassed so that they could clear all the doubts of the charge officers and others later. The instruction booklet for Enumerators was supplied to the officers for study before they attended the training classes. The instruction booklet was read out in the conference para by para and all salient points were explained in detail with the aid of enlarged training forms specially printed for training purpose. The size of the enlarged form was double demy. After the theoretical training on the first day, training schedules and forms were supplied to the officers and they were asked to enumerate a few households and fill in all the schedules and forms including working sheets and abstracts. The filled-in schedules and forms were scrutinised in their presence and the mistakes noticed were pointed out. The doubts raised by them after doing practical enumeration were also cleared.

11.19. The training classes for the charge officers and deputy charge officers were held at the District headquarters from 7th October to 23rd October, 1980. The Principal Census Officers, District Census Officers, the Sub-divisional Census Officers and the concerned Regional Deputy Directors also attended the training class. The military charge officers were also required to attend the training class at the respective district headquarters. Training was imparted by me with the aid of the enlarged training forms and schedules. Training materials were supplied to the officers at the end of the theoretical training and sample enumeration was required to be done by them. They were asked to fill in all the schedules and forms after enumerating a few households and to hand over the filled-in schedules and forms to the district census officers. The schedules were scrutinised by the district census officers and the Regional Deputy Directors. A second round of training class was conducted after the field work. The Regional Deputy Directors and the district census officers conducted this class. A senior officer from my office was also deputed to attend the second round of training. The follow-up training was extremely useful to clarify the doubts and clear up any difficulties expressed by the officers after field work.

Training of enumerators and supervisors

11.20. The training of the vast number of enumerators was taken up immediately after the training of the charge officers was completed. Detailed instructions on training were issued in circular No. 11. The enumerators and supervisors in each charge were divided into convenient batches, consisting of roughly 40 to 45 persons per batch. The charge officers were requested to finalize the training centres and the dates of the first round of training and to communicate copies of the training programmes to the concerned district census officer and the Regional Deputy Director of Census Operations so that they could participate in as many training classes as possible. The date and venue of the first round of training was communicated to the enumerators and supervisors along with the

appointment orders and instruction booklets through the heads of institutions or offices as the case may be. Acknowledgement for the receipt of the appointment orders etc. were obtained by the heads of institutions and forwarded to the charge officers for record. In organizing the training classes, the charge officers were requested to select the centres keeping in view the need to cut down to the maximum the travel distance of the trainees. If long distance are involved, the trainees will have to pay considerable amounts on account of bus fare. Attendance is also likely to suffer.

11.21. The training was organized in four rounds for supervisors and three rounds for the enumerators during October 1980 to January 1981 as per the following time schedule:

(i) Separate training class exclusively for supervisors	Between 21st October and 31st October, 1980
(ii) First round of combined training class for supervisors and enumerators	In the month of November 1980
(iii) Second round of combined training class for supervisors and enumerators	In the month of December 1980
(iv) Final round of combined training class for supervisors and enumerators	In the month of January 1981 and before 7th February 1981

11.22. The training classes were mostly held in school buildings at the respective training centres, which were made available to the charge officers even dispensing with regular classes wherever necessary, under directions from the state government. Obviously no other suitable building could be thought of for the purpose in rural areas. Heads of institutions extended maximum cooperation to the charge officers for conducting the training classes. Black boards, desks, benches, chalk pieces, duster etc. were made available. Classes were generally taken by the charge officers but in big charges where more than one training class had to be conducted on same days due to the large number of enumerators, the deputy charge officers were also deputed to take the classes. The district census officers and the Regional Deputy Directors also participated in a large number of classes and on many occasions they themselves had taken the classes. For effective supervision the charges in a district were divided between the district census officer and the Regional Deputy Director in each round and the group of charges were exchanged during the subsequent rounds. This helped each of these senior officers to have a complete idea about the performance in each charge.

11.23. The effective organization of the training classes and their efficient conduct are vital to achieve best results during enumeration. It has to be assumed

that the supervisors and enumerators may not read the instructions, certainly not in full, if left to themselves. Care should, therefore, be taken to cover all important points in the training classes and to test the understanding of the trainees by putting questions occasionally without wounding their feelings. Though enforcement of discipline is difficult in classes like these, there was not problem to maintain discipline in the census training classes mostly due to the fact that the size of the class was restricted to less than 50 persons. The presence of senior officers like the district census officer or the Regional Deputy Director in many classes helped to create a feeling of importance and seriousness in the minds of the trainees. At my request the principal census officers (District Collectors) also found time to visit a few training classes and address the trainees. Participation of the District Collectors in training classes was given publicity through local dailies, which had a salutory effect to attract public attention to the importance of census.

11.24. As mentioned earlier the instruction booklets were supplied to the supervisors and enumerators along with the appointment orders. The classes were taken with the aid of the enlarged copies of abridged houselist, individual slip and household schedule supplied to the charge officers from this office. They were prominently displayed in the training class and constantly referred to by the instructors while explaining points pertaining to the filling of each item in the schedules and forms. The method of imparting training with the help of enlarged specimen forms was found to be very effective and useful. These forms were got printed in the KBPS Press at Thrikkakara. I am happy to mention in this connection that the Registrar General has appreciated the use of these enlarged training forms.

11.25. A separate training class exclusively for the supervisors was conducted during the period 21st October to 31st October 1980. The supervisors in each charge were divided into convenient batches of roughly 50 persons. The number of the exclusive classes for supervisors ranged from 1 to 10 depending on the size and the number of supervisors in each charge. The conduct of an exclusive class for the supervisors, apart from providing an opportunity to train them more effectively and intensively, had also helped to create a feeling in the supervisors that they had to perform a more onerous task of effectively guiding and supervising the enumerators under them and that the Department expected them to discharge their duties efficiently and sincerely. At the end of the training class training forms and schedules were distributed to the supervisors with instructions to enumerate a few households in their locality and hand over all the filled-in forms and schedules to the charge officers for scrutiny at the next class. The subsequent classes were combined training classes for supervisors and enumerators. The supervisors were required to sit along with their enumerators in the classes so that they could understand each other very well and could also build up a team spirit which was essential for the success of enumeration. In fact some enumerators were replaced later at the request of the supervisors on grounds of indifference or inefficiency. At the end of the first combined training class the supervisors were

supplied with all training forms including working sheets and enumerator's abstracts. As regards enumerators one Household Schedule book and one Individual Slip pad printed in red ink were distributed in the first round of the combined training class for use in their practical training. The filled-in schedules and forms were scrutinized by the charge officers in the case of supervisors and both by the supervisors and charge officers in the case of enumerators. During the second round of the combined training class held during December 1980 the mistakes noticed in filling the schedules and individual slips were explained. Unlike the first training class, the trainees raised several doubts on account of the difficulties and problems they had to face during the field work. The second round of training was therefore immensely useful to clarify the doubts and clear up the difficulties experienced by the trainees during practical field operations. At the end of the second combined training class all the training forms and schedules such as Household Schedule book, Individual Slip pad, Abridged Houselist, Enumerator's Working Sheet, Enumerator's Grand Total Working Sheet and Enumerator's Abstract were distributed to the enumerators with instructions to fill in all the schedules and forms after enumerating a few households. The filled-in forms and schedules were first scrutinized by the respective supervisors and later by the charge officers.

11.26. The final round of the combined training class was held during the period 1st January to 7th February 1981. During the final round instructions were given to the supervisors and enumerators on the rectification of defects noticed in the second round of practical training. All important instructions regarding the enumeration were also explained briefly to refresh the memories of the trainees and to clear all their doubts to make them fully equipped to conduct the census enumeration. The charge officers also utilized the final round of training to explain the Supervisor's Manual and the Supervisor's Circle Summary to the supervisors separately. The supervisors were required to go with each of their enumerators by turn during the early days of enumeration to ensure that questions were correctly put to the persons enumerated and answers elicited and that the answers were correctly recorded in the household schedule and individual slip to avoid difficulties later. The supervisors were also instructed to report on the actual commencement of enumeration in all their blocks on 9th February 1981 to their charge officers in the card specially designed and printed for the purpose and supplied to them by this office. They were also required to keep continuous supervision and vigil till the completion of enumeration.

11.27. In the light of the general mistakes committed by the trainees in filling the household schedule and individual slip and also incorporating the most important points to be borne in mind during enumeration a small booklet entitled "Additional Instructions to Enumerators" was prepared and printed. Copies of this booklet were distributed to the enumerators and supervisors during the final round of the training class. It was considered that with the instructions imparted during the three rounds of training and the experience gathered during field

trainings, an enumerator should be able to attend the enumeration and fill in the schedules and forms correctly by referring to the "Additional Instructions to Enumerators" wherever necessary.

11.28. In order to obtain a full picture regarding the progress of training in each charge the District Collectors (principal census officers) were requested to obtain weekly progress reports on training from all charge officers and review them critically. The District Collectors were also requested to forward a copy of their consolidated weekly review to me. With the help of the weekly progress reports and the regular tour notes received from the Regional Deputy Directors of Census Operations I was able to watch the progress of training in all charges in the state and ensure the successful completion of training within the prescribed time.

Payment of TA/DA to enumerators and supervisors for attending the training classes

11.29. As suggested by me the state government in G. O. (MS) No. 372/80/GAD dated 11-8-1980 sanctioned the payment of T. A. at flat rates to the supervisors and enumerators for attending the training classes as shown below:

(i) T. A. to the enumerators and supervisors for attending training classes within a radius of upto 24 km. from their place of duty	Rs. 10/- for each training class attended
(ii) T. A. to the enumerators and supervisors for attending training classes beyond a radius of 24 km. from their place of duty	Rs. 15/- for each training class attended

The state government had also authorized the charge officers to draw the amount in advance and disburse to the supervisors and enumerators in lump at the end of the last training class. In my letter No. A 1611/80 dated 18th September 1980 instructions were issued to all charge officers to prepare statements in advance showing the names of the supervisors and enumerators, the number of training classes they had to attend and their eligible T. A. at the approved flat rates depending on the distance from their place of duty to the places where training classes were proposed to be conducted and to check the correctness of the details in the statement and the attendance of each supervisor and enumerator in the training classes at each centre. They were also instructed to draw the amount required on the basis of the statement prepared as advance before the date of the last training class. The compliance of these instructions was strictly enforced and the charge officers disbursed T. A. to the supervisors and enumerators including reserve personnel in the last training class. This gesture was very well received and appreciated by the enumeration personnel.

11.30. There were however some representations both individually and collectively from the teachers and their associations that the rate of T.A. sanctioned was low and that there was no justification to equate the supervisors who

were holding higher posts and drawing higher scales of pay with the enumerators in the matter of fixation of T. A. But these demands were not pressed or pursued mainly on account of the fact that the department was able to disburse the eligible amount to the enumerators and supervisors in the last class and none had to wait for long for the amount. In other words the prompt disbursement of the amount *in the last training class could satisfy the teacher-trainees to a large measure.*

Supply and distribution of forms etc.

11.31. The forms and all materials for training and actual enumeration were printed and supplied from this office. All materials required for training were packed charge-wise based on a rough assessment of needs and sent by charted lorry in bulk to the District Collectors for distribution to their charge officers. Sufficient reserve of materials was also supplied to the District Collectors to meet emergency requirement, if any. In the case of forms and materials required for enumeration, arrangements were made from my office to deliver the bundles direct in the charge office, considering the large number of forms, pads etc. required for each charge and the difficulties and extra expenditure involved in the transport of the articles from the Collectorate to the charge office for the second time. Reserve stock was, however, supplied to the Collectors for distribution to the charge officers, if necessity for additional supply arose. Some reserve was also kept in the offices of the Regional Deputy Directors of Census Operations by way of abundant precaution. The arrangements made for the distribution of forms and other materials worked well and there was no complaint from any of the charges about the non-receipt of materials in time.

11.32. The instructions for distribution of census schedules and forms to the supervisors and enumerators were embodied in circular Nos. 12 and 12A. The schedules and forms prescribed for distribution to the supervisors and enumerators are indicated below:

To be distributed to the supervisors alone

1 Supervisor's Circle Summary
2. Supervisor's Report Card on commencement of enumeration
3. Acknowledgement form for Census records of supervisor

To be distributed among the supervisors (reserve stock) and enumerators

1. Household Schedule books of 24 forms
2. Household Schedule books of 8 forms
3. Individual Slip pads of 48 slips (printed in Black ink for non-sample blocks)
4. Individuals Slip pads of 24 slips (printed in Black ink for non-sample blocks)
5. Individual Slip pads of 48 slips (printed in Blue ink for sample blocks)
6. Individual slip pads of 24 slips (printed in Blue ink for sample blocks)

7. Enumerator's Working Sheet
8. Enumerator's Grand Total Working Sheet
9. Enumerator's Abstract
10. Degree Holder and Technical Personnel schedules (For sample blocks only)
11. Statements for distribution and collection of DHTP schedules
12. Block Label (printed in Black ink for non-sample blocks)
13. Block Label (printed in Blue ink for sample blocks)
14 Acknowledgement Form for census records of Enumerators (printed in Black ink for non-sample blocks)
15. Acknowledgement Form for census records of Enumerators (printed in Blue ink for sample blocks)
16. Abridged Houselists and Block Map prepared in the charge office.

11.33. The charge officers were required to assess the requirements of enumerators on the basis of the population and the number of households in each charge as per Part II of the E & S Register to avoid wasteful distribution. The block-wise assessment of requirement was necessary only in the case of individuals Slip pads of 48 slips, Household Schedule books of 24 forms and Enumerator's Working Sheet containing 40 lines. The charge officer were instructed not to distribute initially the Individual Slip pads of 24 slips and Household Schedule books of 8 forms to the enumerators but to keep them as reserve stock with the charge officers and supervisors for distribution to the enumerators during enumeration if the need for additional forms arose in any block. To avoid loss or inadvertment misuse, the forms and other materials were distributed to the supervisors and enumerators only in the last round of the training class. Acknowledgements for the receipt of the census records were obtained from the supervisors and enumerators in the prescribed form supplied for the purpose. The name of charge was written or rubber stamped on the cover page of each Individual Slip pad and Household Schedule book from the charge office before distribution to the enumerators. No scriptory work was required in the charge office in respect of other forms except the Acknowledgement form. The enumerators were instructed to assign numbers in strict serial order to the Individual slip pads and Household schedule books in two separate series and write the number on the cover page of the pad and the book as the case may be. It had also to be ensured that the correct location code and block numbers were written on the individual slips, household schedules etc. The enumerators were, therefore, specially instructed to write these details on the pads and books from their houses, rather than leaving this to be done in the field at the last moment.

Census publicity

11.34. The success of the census enumeration would depend not merely on the performance of the enumeration personnel but also on the involvement of the general public in this massive operation. We had therefore, to secure the cooperation of the people in this gigantic national task The people should be educated regarding the aims and objectives of the census and for this we had to launch an intensive and extensive publicity campaign through all the available media.

11.35. Publicity was required at two stages of the census operations, firstly for the housenumbering andhouselistingoperations (which has already been dealt with in detail in the last chapter) and secondly for the census enumeration. Of course the last stage viz the actual enumeration of the population requires maximum publicity. The census publicity in the state was arranged through the distribution of posters and folders screening of films, screening of cinema slides, press conferences and press releases, display of banners and distribution of bit notices, mike announcements, publicity and talks through the AIR, holding of formal functions in connection with the inauguration of the census enumeration of district, taluk and panchayat levels and giving publicity for the functions and other modes of publicity.

(*i*) *Census posters and folders*

11.36. The following numbers of census posters and census folders were received from the Registrar General as shown below for distribution in the state.

1.	Census posters	English	6,070
		Malayalam	36,280
		Tamil	2,000
		Kannada	1,000
2.	Census folders	English	3,100
		Malayalam	55,000

The poster contained the following message "Census of India 9th February to 5th March 1981. Please extend full cooperation to your census enumerator. Please ensure that you and your family are counted. Link between people and planners". The census folder was entitled "Twelfth population census of India February 9–28 1981". Do you know why it is vital to you? In the folder the reasons for taking census, right of the people and roll of census officials were given. The distribution of the posters and the folders to the various charge officers etc. was done directly from the Directorate. English copies of the posters and folders were mainly sent to the Corporation Commissioners and charge officers in the district headquarters as they would be useful only in the big cities and towns. Malayalam copies were distributed to all charge officers in the state. A few copies of the posters and folders were also sent to the State Public Relations Department and the Regional Officer Directorate of Field Publicity, Trivandrum for wide publicity in the best

manner possible. The charge officers were instructed to display the posters at all prominent places and buildings in their charges. The posters were displayed in all Government Offices including Village Offices and Panchayat Offices School and College buildings, Bank buildings, Railway stations, Bus stands etc. The posters were also displayed prominently on the vehicles used by the charge officers. The proper display of the posters and distribution of folders were verified by the district census officers and the Regional Deputy Directors during their tours.

(ii) Census documentary film

11.37. A census documentary film "To Meet Your Needs" featuring the popular film 'super star' Amitabh Bachchan was prepared by the Ministry of Information and Broadcasting as part of census publicity. 23 prints of this 35 m.m. Film were supplied by the Films Division Bombay to the Regional Manager Films Division, Trivandrum for screening in the commercial theatres in Kerala. The film was screened in the theatres at all important centres in the state for a week during the period December 1980 to February 1981 by rotation. The film was very interesting and informative and highlighted the importance of the census. The programme of screening the film, at the various centres was ascertained from the Regional Manager, Films Division, Trivandrum and communicated to all charge officers with instructions to announce the programme in the training classes and to advise the supervisors and enumerators to see the film. It is interesting to mention in this connection that the enumerators and supervisors present in a theatre took strong objection when the theatre people cut the documentary midway through to commence the feature film and reported to the charge officer who instructed the theatre owner to show the film in full in future. I should like to mention that the film would have been a greater success in Kerala had it been dubbed in Malayalam, particularly Amitabh Bachchan's narration in Hindi which most of the people in this state could not follow. This I had reported to the Registrar General also. Nine prints in 16 m.m. and 2 prints in 35 m.m. of the census film received from the Registrar General in my office were sent to the Director of Public Relations, Trivandrum. In addition the Films Division had also supplied 2 prints in 16 m.m. to the Director of Public Relations. The Regional Director, Directorate of Field Publicity, Trivandrum had received 11 prints in 16 m.m. of the census film. The films was screened in all important rural centres through the field units attached to the respective Directorate. The prints of the film received by the various agencies were sufficient for the purpose of this state.

(iii) Cinema slides

11.38. 720 cinema slides (702 in Malayalam and 18 in English) were received in this office from the Registrar General for display in the theatres. The slides contained the following message alongwith a picture of an enumerator enumerating a household "Census of India, 1981 (9th to 28th February). Do cooperate with your Enumerator. Make sure all are counted". The slides were sent to the District Collectors and the Commissioners of Trivandrum, Cochin and Calicut corporations for arranging free display in the theatres throughout the

state. The slides were accordingly displayed during the period 1st February 1981 to 4th March 1981. The slides in English were displayed only in the corporation areas.

(iv) Press conference and press release

11.39. A Press Conference was held by me at Trivandrum on 7th February 1981 on the important aspects of the census and the need of public cooperation and almost all the dailies gave it wide publicity. Prominent news items appeared well-timed on 8th February 1981 on the eve of the enumeration in all the leading Malayalam and English dailies. Front page publicity was given in the Malayalam dailies. The news on an enumerator in Badagara Taluk of Kozhikode district who had the privelege of working consecutively in 5 censuses from 1941 also received special mention and appeared as a box item. Press statements were also released frequently by some of the District Collectors on census enumeration which appeared in the local editions of the Malayalam dailies. In fact the Press was very cooperative and they published prominently all important matters on population census in the form of write-up, editorial, statement, news items etc. A cartoon on census drawn by me was published in the Kerala Kaumudi dated 15-2-1981.

(v) Banners and bit notices

11.40. Banners on census were got prepared by some of the Tahsildars and municipal and corporation commissioners and displayed in prominent centers during the enumeration period. Bit notices were also printed and distributed by the Block Development Officers in the rural areas. Mike announcement in villages were also arranged. The expenditure on these items was met from the contingencies of the respective offices.

(vi) Publicity by Air

11.41. A talk by me in Malayalam was broadcast statewide over AIR, Trivandrum on 6th February1981. An interview given by me to AIR Calicut was broadcast on 4th February 1981. Talks on census by eminent public figures belonging to different walks of life like Sri A.C. Shanmugha Das, Minister for Community Development, Kerala, Sarvashree C. Achutha Menon and C. H. Mohammed koya, Ex-Chief Ministers', Kerala, the Bishop of Trichur, Mayors of Corporations, Presidents of Chambers of Commerce etc. were broadcast from the AIR stations in Kerala on almost all days from 8-2-1981to 28-2-1981. Talks by the principal census officers (District Collectors), district census officers, and the Deputy Directors of Census operations were included in the AIR programmes. Besides, a variety of radio programmes were also broadcast to cover all sections of audience like Rural Forum, Workers' Programme, Youth Programme, Women's Programme etc. Group discussions, interviews with enumerators etc. were the other items of AIR publicity. A musical rendering of a poem on instructions to fill up the individual slip written by a census supervisor was also braodcast by the AIR stations in the state. AIR had also broadcast spots on the salient points

of enumeration at frequent intervals throughout the day from 18th January 1981 till the completion of enumeration. In fact I found that the free announcements arranged by personal contacts were much more liberal and effective than the paid advertisements.

(vii) 'Guessing the population'

11.42. The inaugural functions of census enumeration on 9th February 1981 at the state headquarters, district headquarters, taluk headquarters etc. were covered by the press and the AIR and wide publicity was given for these functions. A novel publicity scheme "Guess the population" was introduced in Ernakulam district as part of census publicity. A prize of Rs. 500/— was offered to each of the persons who could forecast the actual or the nearest population of Ernakulam district and the Cochin corporation. For this purpose two boxes were kept in the Collectorate for 23 days from 6–2–1981 to 28–2–1981 for putting the guess chits by all interested persons. In the evening of 28–2–1981 the boxes were closed and sealed. The boxes were opened on 29–3–1981 after the provisional population had been published and the chits were verified. The prize winning figures were as follows which shows that the enlightened and well—informed guestimates were not far off the mark.

	As per census 1981	*Forecast population*
Population of Ernakulam District	2,533,265	2,534,100
Population of Cochin Corporation	513,081	510,800

11.43. A very elaborate and effective publicity campaign was thus organized during 1981 census. The Press and the AIR had extended maximum cooperation in this regard. The publicity measures adopted in the state were appreciated by the Registrar General and in his letter dated March12, 1981 he observed "Your publicity campaign has been very well organized and I must compliment you on the very wide nature of publicity methods adopted. In particular, the inauguration of census in almost all areas, novel schemes relating to the guessing the population etc. are certainly new innovations. My congratulations on a very well thought out publicity programme".

Census enumeration

11.44. The reference date for the 1981 census was the sunrise of 1st March 1981 and the date of commencement of the enumeration was fixed as the 9th of February 1981. The enumeration commenced in all blocks on 9th February 1981 as per schedule, which fact was confirmed by the reports of commencement of enumeration sent by the supervisors to the charge officers. Inaugural functions of enumeration were held at the district, taluk and panchayat levels. Enumeration commenced at the state headquarters with the enumeration of the households of the Governor of Kerala and the Chief Minister. The Director of Census Operations, the District Collector, Trivandrum and the Deputy Director of Census Operations, Trivandrum were present during

the functions. The functions were photographed. In other district headquarters, the District Collectors inaugurated the enumeration where the Mayor or the Municipal Chairman was enumerated. In Wayanad district where there is no municipality the District Collector was enumerated first. At the charge level the inauguration was done by the charge officer. At the panchayat level functions, the Presidents of the panchayats were enumerated first. The important functions were covered by the press and the AIR and wide publicity was given for the commencement of enumeration.

11.45. The enumeration continued uninterrupted from 9th February 1981 to 28th February 1981 and was followed by a revisional round from 1st March to 5th March 1981. The progress of enumeration was closely watched by obtaining weekly progress reports from the the charge officers. The supervisors were required to send weekly progress reports to the charge officers and the village officers were made responsible to contact the supervisors, obtain and forward the weekly reports to the charge officers. In taluk and other major charges teams of officers were constituted under a Deputy Tahsildar or a Revenue Inspector and each team was alloted specific areas for effective supervision to ensure progress. The charge officers district census officers and the Regional Deputy Directors had also toured extensively during the period of enumeration for keeping a very vigilant watch over the progress of enumeration and also for ensuring that the enumeration was done correctly and completely.

Steps taken for ensuring total coverage

11.46. The most important aspect of the cenus enumeration is to guard against omissions of individuals or households in order to ensure cent per cent coverage. Special instructions were therefore, issued to the charge officers in the matter as per my letters B.1223/81 dated 5th February 1981 and 15th February 1981. Important steps adopted to ensure coverage are given below:

(i) The enumerators were required to put a suitable mark in the Abridged Houselist against such of the households as were not enumerated during the first visit, so that he could easily pick up the households and do their enumeration subsequently. The mark should be crossed as and when the household was covered. The enumerators were also required to cover the entire area included in his block including uninhabited places to ensure that the houses newly constructed after the houselisting operations were also enumerated.

(ii) The village officers and other subordinate officers were deployed in specified blocks and circles covering the entire charge to keep in touch with the enumerators and supervisors to ensure that no household was left out.

(iii) The charge officers, district census officers, sub-divisional census officers and the Regional Deputy Directors should be fully alert and mobile during the entire period of enumeration for intensive field supervision. Remote and

inaccessible areas where omissions were likely to happen should be specifically covered by the touring officers.

(iv) The District Collectors had issued appeals to the members of the District Development Councils, Presidents of panchayats, leaders of political parties and other prominent persons to inform the charge officers over phone or by other quickest means of communication if omissions came to their notice.

(v) The charge officers and the other senior officers like district census officers, Regional Deputy Directors etc. had visited the panchayat and block development officers when the panchayat and block advisory committee meetings were held and appealed to all members to cooperate with them to guard against omissions of households from enumeration. Non-enumeration of an individual or household noticed by them might be promptly brought to the notice of the charge officer. Heads of religious institutions like mosques, churches etc. were also contacted to enlist their cooperation to ensure coverage.

(vi) The District Collectors had requested the Heads of Offices in the district to draw up lists of their subordinate staff and ascertain from each of them whether their families were enumerated. Omissions if any, were required to be reported for follow-up action.

(vii) People especially in the rural areas were educated by mike announcements and distribution of bit notices on the importance of census enumeration and they were requested to inform their village officers if their families were not enumerated before 25th February 1981. A register for noting such intimations was maintained in the village offices.

11.47. The wide publicity given for the census operations and the special steps taken to detect omissions of individuals and areas had excellent results, Several intimations of non-enumeration were received by the village officers. Charge Officers and other Census Officers including the Principal Census Officers, which were promptly followed up. In spite of all the precautions I received a few complaints here and there that the enumerators had not visited certain census houses. These complaints were got verified and it was seen that in many cases the households had actually been enumerated and that the complaints were made by the members of households who were absent in their houses at the time of enumeration and consequently did not know about the visit of the enumerators. In some cases the complaints were sent before the completion of enumeration ie. before 28th February 1981 and these households were enumerated well before the last date.

Enumeration of the houseless population

11.48. The basic assumption while enumerating the houseless population is the possibility that every houseless person will have a permanent resort whether it be in the verandah of a shop or in the public bus stand or in the railway station

or under the shade of a tree or by the side of a road. Based on this presumption the enumerators were given instructions to prepare a list of such resorts in every block. The enumeration of the houseless population was done on the night of 28th February 1981 with the help of this list to locate the places which the enumerator should visit. Except in district headquarters towns, the enumeration of the houseless people was done by the enumerator of the concerned block itself but in the case of the district headquarters the charge officers were requested to appoint special enumerators for a convenient group of wards, if necessary. The enumerators engaged in the count of the houseless population were given police help wherever required. A caution was, however, given to the enumerators to keep the police at a distance or to take them in mufty lest the houseless people should run away at the sight of the police. I personally witnessed the commencement of enumeration of houseless population in a few places in Cochin city accompanied by the District Collector, Ernakulam and the Commissioner of the Cochin Corporation on the night of 28-2-1981.

Floating population

11.49. The floating population consists of (i) those persons who will be temporarily halting in rest houses, dak bungalows, hotels, hospitals etc. and (ii) those persons who are in transit during the entire period of enumeration. The temporary residents coming under the first category were enumerated by the enumerators of the blocks in which the rest houses, hotels and similar institutions were located. Special arrangements were made to enumerate the persons found in ships or other vessels, steam boats or other boats at any of the ports in the state on the evening of 28th February or the morning of 1st March 1981. Naval ships were enumerated by the census charge officer of the Naval Base, Cochin. Other vessels and boats at the Cochin Port were enumerated by the charge officer of the Cochin Port. In the case of other ports the enumeration was done by the concerned charge officer (Tahsildar, Municipal or Corporation Commissioner). For the purpose of enumeration each Port was treated as a special block, identified as "Port" (without any enumerator block number) within the kara/desom of the village or ward of the town in which the Port is situated. The customs authorities were requested not to issue clearance for any ocean liner or mercantile ship to leave the port on 1st March 1981 unless its enumeration was completed. A special circular on the enumeration of sea and ocean going vessels, boats etc. was issued by me. There were no pilgrim special trains to be enumerated in the state.

Shifting population in the harvesting season

11.50. From past experience it has been noted that large numbers of agricultural labourers from neighbouring taluks and districts moved to Kuttanad taluk and camped by the side of the paddy fields throughout the harvest season, January to April and engaged themselves in harvesting operations. After the harvesting season they return to their homes. These labourers usually camp on the bunds by the side of the fields in large or small temporary sheds which will

not be found there before or after the harvest season. These labourers will be shifting from one area to another according to the progress of harvesting. As these persons were not to be found at their normal places of residence during the entire period of enumeration it had to be ensured that they were enumerated at their working places. While steps were being taken in this regard it was brought to my notice that similar shifting population engaged in harvesting operations would also be found in the *padasekharams* of Kumarakam and Thiruvarpu villages of Kottayam taluk. The following procedure was adopted for enumerating this shifting population in Kuttanad and Kottayam taluks.

(i) The charge officer should locate in advance the enumerator blocks where the temporary camps of agricultural labourers could be found and estimate the possible number of shifting population with a veiw to decide whether the regular enumerator could attend to their enumeration or whether additional hands had to be posted.

(ii) No separate block should be formed in these areas to cover the shifting population.

(iii) The enumerators of the blocks concerned in which the temporary sheds are located should enumerate the shifting population after entering the relevant particulars in section 3 of the abridged houselist.

(iv) If there was concentration of such a large number of households of agricultural labourers in certain blocks and the concerned enumerator was not able to cover them single handed additional enumerators should be posted.

(v) There should be only one set of serial numbers for all such households in continuation of the serial number of other households in the respective block. There should be only one enumerator's abstract for the block which should be prepared by the regular enumerator. So the additional enumerators should fill up section 3 of the abridged houselist, household schedules and individual slips in separate books or pads giving the serial number of the households in pencil. Later the regular enumerator and the additional enumerators should sit together assign continuous serial numbers to the households and prepare the working sheets and the enumerator's abstract. The charge officers had carried out the instructions scrupulously and all the households of the shifting population were enumerated well in time.

Critical assessment of the replies received

11.51. The coverage in respect of individuals and households was quite satisfactory. The people of Kerala with high literacy have been extremely census conscious and highly sensitive to any probable omission to enumerate them. The large publicity measures adopted to create public awareness on the importance of population census and the unstinted cooperation received from the various official and non-official bodies in detecting omissions had made chances of omissions

very negligible. The response to enumeration was also quite satisfactory. There was no case of any person refusing to give the necessary information sought by an enumerator. Similarly no complaint was received about giving false answers by any respondent. The demographic questions have been mostly filled up correctly by the enumerators. These questions were simple and straight forward. Age and marital status of the respondents were correctly recorded in most of the cases. The difficult part of the questionnaire was, of course, that relating to the economic activities of the respondent. But the detailed instructions given in this behalf and emphasized in the training classes have gone a long way in making the enumeration staff follow the instructions correctly in filling up the economic questions. The distribution of the small booklet "Additional Instructions to Enumerators" containing especially the chart on filling up the economic questions was of immense help to the enumerators to grasp the implication of the economic questions and to record correct answers. The enumerators have also kept up a high sense of responsibility and no complaints about the asking of improper or annoying questions were received from any quarters.

11.52. According to the definition of the term 'work' a man or woman producing or making something only for the domestic consumption of the household and not for sale should not be regarded as a worker, eventhough from his or her point of view the activity is productive. Due to the implementation of the Kerala Land Reforms Act and the consequent fragmentation of holdings most of the cultivators in the state are producing paddy only for the domestic consumption of the households. In many cases the production is not even sufficient for the requirement of the household. Hence if the strict definition of the term work is followed, there would only be a very few workers in Kerala falling under the category of cultivators. The matter was therefore, referred to the Registrar General who was pleased to clarify that the strict definition of the term 'work' need not be applied in the case of cultivation and that the respondents engaged in cultivation of lands as employer, single worker or family worker might be returned as 'cultivator' irrespective of the fact whether the quantity produced is for the family consumption or for sale. Revised instructions in this behalf were therefore, given to the enumeration staff in the last round of training classes and were also incorporated in the booklet "Additional Instructions to Enumerators".

11.53. For recording the religion of the respondents the abbreviations "H" and "M" were prescribed for Hindus and Muslims respectively. From the schedules and forms filled up by the enumeration staff during field training, the letters "H" and "M" written by them indicating religion almost looked alike and consequently it was difficult to distinguish between the two letters. Since the careless writing of these letters would materially affect the accuracy of figures, the enumerators were required to write the religion in full like Hindu & Muslim in the household schedule and the individual slip. These were also incorporated in the booklet "Additional Instructions to Enumerators". This confusion could

have been avoided if the abbreviation 'I' were used to indicate the religion "Islam" as was done in the 1971 census.

Only instance of invoking the census Act

11.54. There was only one case in which the penal provisions of the Act had to be invoked against a respondent for misbehaviour towards an enumerator and refusal to be enumerated. This happened in Puduppady village of Kozhikode taluk. It was reported that when an enumerator went to the house of an estate owner for enumerating the household, the latter instead of cooperating with the enumerator asked him to get out of the house. The enumerators and supervisors of the area were agitated over the ill-treatment and they threatened that they would not attend to census work unless drastic action was taken against the offender. The District Collector (principal census officer), Kozhikode called a conference of the enumerators and supervisors concerned and assured them that no leniency would be shown to the estate owner and that all possible action under the law would be taken against him. It was also decided that the same enumerator who complained of alleged ill-treatment should enumerate the household of the offender and he could take the Village officer with him, if necessary. The household of the estate owner was accordingly enumerated by the concerned enumerator. A case was registerd by the Thamarasserry Police as Crime No. 27/81 under section 186 and 353 of the I. P. C. and section 11(i) (e) of the Census Act, 1948 against the accused on the complaint filed by the charge officer, Kozhikode taluk on 14th February 1981 and the accused was charge sheeted by the Additional First Class Magistrate, Thamarassery in S. T. 594/81 and the case was posted for evidence on 26–4–1982. Thereafter nothing much seems to have happened and understandably everyone must have lost interest in the case since the object of census enumeration had already been fully achieved and not much purpose would have been served by hounding a member of the public on this score any longer. For the sake of completing the record I ascertained the final position from the District Collector, Kozhikode who reported on 11–7–1983 that the accused was acquitted by the Judicial First Class Magistrate, Thamarasserry on 25–6–1983 on the ground that a written complaint by the public servant to try the offence which is mandatory was wanting in this case. So ultimately no damage was done to anyone and all is well that ends well indeed.

Provisional Population Totals

11.55. The Registrar General in his circular No. 23 dated 10th July 1980 had suggested that the provisional figures for the country as well as the states/union territories might be released by him on 17th March 1981 and that the provisional figures for each state down to the district level might be released by each Director of Census Operations on 23rd March 1981. The Director of Census Operations was strictly forbidden from releasing the figures prior to the stipulated date for the reason that he should await the confirmation of the total figures from the office of the Registrar General. He had also suggested releasing these figures in the form of a Booklet entitled "Provisional Population Totals—

Paper 1 of 1981". The Registrar General in his circular referred to above gave detailed instructions regarding the time and the manner in which the provisional population totals were to be communicated by officers at each level. Based on the instructions received from the Registrar General, a detailed circular No. 14 dated 15th January 1981 was issued to all charge officers and district census officers regarding the procedure for relaying the provisional population totals.

11.56. The basis for collecting the figures was the enumerator's abstract. The supervisors had prepared the circle summary from the abstracts of the enumerators of all the blocks in his circle. The charge officers were required to compare the entries given in the supervisor's circle summary with those in the enumerator's abstract of each block and to ensure that there was no discrepency and that all the blocks in the circle were fully accounted for in the circle summary without any omission. The charge officers should then prepare a charge summary in the form prescribed for the purpose. The charge officers were requested to furnish the population totals to the district census officers and to the Director of Census Operations in the form of a message by the quickest means possible; such as by telephone, police wireless or telegraph or by special messenger whichever was considered quickest in each case. The format of the message was also standardized and communicated to the charge officers etc. Though the last date prescribed for submission of the message was 8 p.m. on 8th March 1981, messages were received from all charges much earlier because of the personal interest taken by the charge officers in collecting and furnishing the totals.

11.57. The district census officers prepared the district summary, based on the provisional figures received from the charge officers and communicated the provisional totals in respect of their districts both to the Registrar General and to the Director of Census Operations. From 6th March 1981 to 8th March 1981 three telephones in my office were continuously manned by batches of staff in shifts to receive the messages from the charge officers and the district census officers. The provisional totals were received from all the district census officers before the last date viz. 9th March 1981 prescribed for the purpose. The time and date of receipt of the provisional totals from each district is given below:

Date	*Time of receipt at the Census Directorate*	*District*
6-3-1981	23.00	Kozhikode
7-3-1981	07.15	Trichur
7-3-1981	10.35	Malappuram
7-3-1981	11.30	Wayanad
7-3-1981	12.00	Cannanore
7-3-1981	13.20	Palghat
7-3-1981	14.30	Alleppey
7-3-1981	18.00	Kottayam
7-3-1981	18.00	Quilon
8-3-1981	08.30	Idukki
8-3-1981	08.45	Trivandrum
8-3-1981	10.20	Ernakulam

11.58. I am happy to state that there was a healthy competition among the District Collectors and other census officers to relay the figures at the earliest with the result I was able to relay the entire state totals to the Registrar General by 10.30 a.m. on 8th March 1981 though the prescribed date was 12th March 1981. After the Registrar General had announced the all-India totals, the state totals could also be released. We had decided in advance that immediately after the compilation of Provisional Population figures, our first publication "Paper 1 of 1981—Provisional Population Totals" should be published as a well-printed and attractively brought out volume so that the big demand for the 1981 census results from every eager data user can be fully and satisfactorily fulfilled. Among all the states in India, ours was the very first to bring out a printed publication containing the provisional population totals. By meticulous advance planning and painstaking follow up the compilation of the volume was achieved within a fortnight after the completion of enumeration and we could bring out the volume out of the press on 19th March 1981 and the first copy was airlifted to the Registrar General, India on 20th March 1981. On 21st March morning, a copy of the book was presented to the Chief Minister of Kerala which was followed by the Press Conference in which I released the publication as well as the provisional totals of the 1981 census. The data received and excellent press and the publication went down well with all sections of data users. This was a fitting finale climaxing the gruelling efforts of many months towards the successful conduct of this massive operation.

(Obverse)

MAIN DUTIES OF SUPERVISORS

1. Attend all training classes without fail.
2. Fill up the training schedules and hand them over to the Charge Officer for scrutiny and also scrutinise the training schedules filled-up by enumerators.
3. Be in constant touch with the enumerators of your circle from the beginning of training till the entire census work is over and clarify their doubts.
4. Go round and familiarize yourself in advance with the area and boundaries of all the blocks in your circle.
5. Ensure that each enumerator covers the area allotted to him completely without omission and completes the enumeration by 28th February and the revisional round by 5th March 1981.
6. Ensure proper filling up of all the schedules, Individual slips, Working sheets, Abstracts etc. by periodic checking and giving suitable instructions to enumerators.
7. Visit at least 10% of the households in each block in different parts and check the accuracy of the schedules filled up by the enumerators.
8. If an enumerator is unable to attend to the work, report promptly to the Charge Officer and get substitute posted.
9. Receive all the documents duly filled and signed by the enumerators before 5 p. m. on 5th March 1981 and issue receipt.
10. After checking completely all the entries and preparing the Supervisor's Circle summary, hand over all the records to your Charge Officer before 5 p. m. on 6th March 1981.

GOVERNMENT OF INDIA

CENSUS OF INDIA 1981

KERALA

CENSUS SUPERVISOR

APPOINTMENT ORDER AND IDENTITY CARD

(*Valid upto March* 1981)

NOT TRANSFERABLE

(Obverse)

MAIN DUTIES OF ENUMERATORS

1. Attend all training classes without fail.
2. Fill up training schedules and hand them over to the Charge Officer for scrutiny.
3. Go round the area allotted to you in advance and know well the boundaries to make sure that no area allotted to you is left out and no area overlaps with the adjoining enumerator blocks.
4. Update the Abridged Houselist and Block map according to the instructions.
5. Visit every residential house in your block between 9th and 28th February 1981 and fill up Household Schedule and Individual Slips ensuring correctness of data and complete coverage without omission of any one. Hand over D.H.T.P. schedules to eligible persons in sample blocks.
6. Fill up Household schedule and Individual Slip for all Houseless households and persons in the Block after dusk on 28th February 1981.
7. Revisit all households in the block from 1st to 5th March 1981 and record new births and deaths and enumerate visitors not enumerated earlier. Collect filled-in D.H.T.P. schedules and fill up the distribution statement in sample blocks.
8. Fill up Enumerator's working sheet, Grand Total working sheet and Enumerator's Abstract.
9. Fill up section 1 of the Abridged Houselist.
10. Hand over all the records duly filled up and signed by you to your Supervisor before 5 p.m. on 5th March 1981 without fail and obtain proper receipts.

GOVERNMENT OF INDIA

CENSUS OF INDIA 1981

KERALA

CENSUS ENUMERATOR

APPOINTMENT ORDER AND IDENTITY CARD

(*Valid upto March* 1981)

NOT TRANSFERABLE

(Reverse)

ORDER OF APPOINTMENT AS CENSUS ENUMERATOR

Under Section 4(3) of the Census Act, 1948

You, Shri/Smt.....

..... are appointed as Enumerator for census taking in the Enumerator Block(s) specified underneath.

2. Under section 5 of the Census Act you are deemed to be a public servant within the meaning of the Indian Penal Code.

3. Your attention is also invited to section 11 of the Census Act which requires you to perform your duty as a census officer diligently and to keep the information collected in the census confidential.

4. You should faithfully carry out the instructions issued to you by higher census authorities. Your main duties are given overleaf.

DETAILS OF ENUMERATOR BLOCK

Village/Town/Forest Division.....

Kara, desom/Ward/Forest Range.....

Enumerator Block No. (s)

Area covered by Building Nos. (i) From.....To.....

(ii) From.....To.....

Your Supervisor's name.....

Address: .....

.....

Signature of Charge Officer.. .....

Date .....

Name .....

Designation .....

(Office Seal) Place.....

(Reverse)

ORDER OF APPOINTMENT AS CENSUS SUPERVISOR

Under section 4 (3) of the Census Act, 1948

You, Shri/Smt.....

.....are appointed as Supervisor for census taking in the Supervisor Circle specified underneath.

2. Under section 5 of the Census Act you are deemed to be a public servant within the meaning of the Indian Penal Code.

3. Your attention is also invited to section 11 of the Census Act which requires you to perform your duty as a census officer diligently and to keep the information collected in the census confidential.

4. You should faithfully carry out the instructions issued to you by higher census authorities. Your main duties are given overleaf.

DETAILS OF SUPERVISOR CIRCLE Supervisor Circle No.

Village/Town/Forest Division .....

Kara, desom/Ward/Forest range.....

Particulars of Enumerator Blocks included in your Supervisor Circle

Block No.	Building Nos. From	Building Nos. To	Name and address (in brief) of Enumerator

Signature of Charge Officer.....

Date.....

Name.....

Designation.....

(Office Seal) Place.....

APPENDIX 11.2

PROGRESS REPORT FORMS

I

FORTNIGHTLY PROGRESS REPORT

(DELIMITATION OF BLOCKS & CIRCLES, WRITING UP OF REGISTERS, PREPARATION OF BLOCK MAPS & ABRIDGED HOUSELISTS AND APPOINTMENT OF ENUMERATION PERSONNEL)

FOR THE FORTNIGHT ENDING ON.....

Name of Charge.....

Total population of the Charge (as per houselist):.....

Approximate number of enumerator blocks :.....

Approximate number of supervisor circles : .....

I DELIMITATION OF BLOCKS AND CIRCLES

(i) Number of enumerator blocks delimited
- (a) During the fortnight : .....
- (b) Progressive total : .....

(ii) Number of supervisor circles formed
- (a) During the fortnight : .....
- (b) Progressive total : .....

II WRITING UP OF REGISTERS

(i) Number of Blocks & Circles details of which have been entered in part II of E & S Register : .....Blocks .....Circles.....

(ii) Number of Blocks & Circles details of which have been entered in the B & C Register : .....Blocks .....Circles.....

III PREPARATION OF BLOCK MAPS

(i) Number of block maps prepared
- (a) During the fortnight : .....
- (b) Progressive total : .....

(ii) Number of block maps yet to be prepared : .....

IV PREPARATION OF ABRIDGED HOUSELIST (AHL)

(i) Number of enumerator blocks for which AHL has been prepared
- (a) During the fortnight : .....
- (b) Progressive total : .....

(ii) Number of enumerator blocks for which AHL is yet to be prepared : .....

V APPOINTMENT OF ENUMERATION PERSONNEL

(i) Total number of enumerators in the Charge
- (a) Regular : .....
- (b) Reserve : .....

(ii) Total number of supervisors in the Charge
- (a) Regular : .....
- (b) Reserve : .....

contd.

(iii) Number of institutions from which list of personnel has been called for : .....

(iv) Number of institution from which lists have been received :.....

(v) Number of enumerators appointed so far (including reserve) : .....

(vi) Number of supervisors appointed so far (including reserve) : .....

(vii) Number of batches formed for training : .....

(No forwarding letter necessary) Submitted

To

The District Collector &
Principal Census Officer

Signature .....
Date : .....
Name : .....
Designation:.....
Place :.....

Copy to:

The Regional Deputy Director

II

WEEKLY PROGRESS REPORT ON THE TRAINING OF ENUMERATION PERSONNEL

(From the Charge Officer to the District Collector)

FOR THE WEEK ENDING.....

NAME OF CHARGE.....

I. NUMBER OF ENUMERATION PERSONNEL (including reserve)

Supervisors..... .. ..

Enumerators..... .. ..

II. DETAILS OF TRAINING IMPARTED TO ENUMERATION PERSONNEL

Round of training	*Total No. of batches*	*No. of batches trained till last week*	*No. of batches left over if any during previous weeks*	*No. of batches scheduled to be trained week under report*	*No. of batches trained during the week under report*	*Progressive Total number of batches trained so far*	*Percentage* $\left(\frac{Col.\ 7}{Col.\ 2} \times 100\right)$
1	2	3	4	5	6	7	8
(i) Training class for Supervisors							
(ii) First round (Enumerators & Supervisors)							
(iii) Second round (Enumerators & Supervisors)							
(iv) Final round (Enumerators & Supervisors)							

(No forwarding letter necessary) Submitted

Signature: .....

To

The District Collector &
Principal Census Officer

Date .....
Name .....
Designation.....
Place .....

.....

Copy to: The Regional Deputy Director
Census Operations

.....

APPENDIX 11.2—*concld.*

III

WEEKLY PROGRESS REPORT ON ENUMERATION FOR THE WEEK ENDING ON.....

District: Name of Charge:

Approximate total number of households in the charge	*Households enumerated during the week*	*Progressive total of households enumerated so far*	*Percentage of progressive* $\frac{(Col.\ 3)}{(Col.\ i)} \times 100$
1	2	3	4

Submitted

To
The District Collector &
Principal Census Officer
. .....

Signature:
Date :
Name :
Designation:
Place :

IV

FORM OF WIRELESS MESSAGE SENT BY THE DISTRICT COLLECTOR ON 17TH, 24TH AND 3RD MARCH 1981

TO

THE DIRECTOR OF CENSUS OPERATIONS
TRIVANDRUM

FROM

THE DISTRICT COLLECTOR. .....

TOTAL NUMBER OF HOUSEHOLDS IN THE DISTRICT.....(.)
HOUSEHOLDS ENUMERATED DURING THE WEEK .....(.)
PROGRESSIVE TOTAL OF HOUSEHOLDS ENUMERATED SO FAR.....(.)
PERCENTAGE OF PROGRESS.....(.)

APPEDIX 11.3

PROGRAMMES BROADCAST OVER ALL INDIA RADIO

(i) CALICUT STATION

Date	*Time*	*Duration (minutes)*	*Details*
21-1-1981	8.30 p.m.	15	Interview with Sri K. K. Mohammed, Regional Deputy Director of Census, Calicut
4-2-1981	8.30 p.m.	15	Interview with Sri M. Vijayanunni Director of Census, Kerala
7-2-1981	7.45 p.m.	5	*Kinchanavarthamanam*
8-2-1981	6.06 p.m.	5	*Sameeksha* (Topic for the day)
9-2-1981	10.30 p.m.	13	Radio report on inaugural functions at Kozhikode and Malappuram
9-2-1981	7.35 p.m.	9	Talk by Sri K.M. Balakrishnan, District Collector, Kozhikode
10-2-1981	7.35 p.m. 8.30 p.m.	10 15	Dialogue on Census in *Vazhivilakku* *Ottamthullal* on the theme of census
11-2-1981	8.30 p.m.	15	Interview with Sri M. Vijayanunni, Director of Census, Kerala
11-2-1981	6.45 p.m.		Interview with Sri M. Padmanabhan Nambiar, Tahsildar and Charge Officer, Calicut
12-2-1981	5.15 p.m.		Dialogue on census in Lakshadweep programme
12-2-1981	8.00 p.m.		Dialogue on census in Youth programme
13-2-1981	7.50 a.m.	9	*Unnathiyilekku*-Feature
13-2-1981	5.40 p.m.		'Census' in Lakshadweep Programme in Mahal
13-2-1981	7.35 p.m.	10	Interview with an Enumerator (Sri Kunhammad Kutty)
13-2-1981	8.30 p.m.	15	Talk by the State Minister, Sri A.C. Shanmukhadas
14-2-1981	6.25 p.m.	15	Interview with P.V. Raghava Warrier, A.D.M.&District Census Officer, Malappuram
14-2-1981	7.45 p.m.	5	*Kinchanavarthamanam*
14-2-1981	8.35 p.m.		Discussion on census: Participants: Sri Moorkothu Kunhappa, Sri Theruvath Raman, Sri N.K. Krishnan Nambisan and Sri K. S. Vellodi
14-2-1981	7.45 p.m.		Dialogue on census
15-2-1981	6.05 p.m.		*Sameeksha* on census
15-2-1981	6.45 p.m.		Interview with Enumerator in Kozhikode taluk
15-2-1981	8.30 p.m.		Talk by Sri C.J. Robin, Calicut City Mayor
16-2-1981	6.25 p.m.	8	Talk by Sri V. Vasudevan Nair, District Collector, Waynad on census operation
16-2-1981	7.05 p.m.		Talk on census in *Vazhivilakku* by Sri N. K. Narayana Kurup

APPENDIX 11.3—*contd.*

Date	*Time*	*Duration (minutes)*	*Details*
17-2-1981	8.00 p.m.	5	Dialogue on census in Women's Programme
17-2-1981	6.45 p.m.	11	Interview with Sri S. Jayashanker, Assistant Director *Gramarangam* (Relay)
18-2-1981	9.15 p.m.		Talk (in English) by Rev. Fr. Marxwel Norona, Calicut Bishop
18-2-1981	6.45 p.m.	10	Talk by Sri V.K. Balakrishna Menon, District Collector, Malappuram
19-2-1981	5.15 p.m.	5	Dialogue on census in Islander's Programme
29-2-1981	6.35 p.m.	9	Interview with an enumerator Sri V.F. Thomas (Experience since 1951)
21-2-1981	7.45 p.m.	5	*Kinchanavarthamanam*
22-2-1981	8.00 p.m.		Talk by Sri Jayakumar, Sub Collector, Calicut
26-2-1981	5.15 p.m.		Dialogue on census in Islander's Programme
26-2-1981	6.45 p.m.		Poem on census in Farm and Home Programme
28-2-1981	12.40 p.m.		*Vanchipattu* on Census in Farm & Home Programme

Slogans on census broadcast from 21-1-1981 twice a day and four times a day from 1-2-1981. Three announcements sent by the Director of Census broadcast from 21-2-1981 to 25-2-1981, from 25-2-1981 to 1-3-1981 and from 1-3-1981 to 5-3-1981.

(ii) TRICHUR STATION

1-2-1981	8.30 p.m.	Talk by Sri V. Vijayachandran, District Collector, Trichur
2-2-1981	12.40 p.m. & 8.30 p.m.	Talk by Sri C. Achutha Menon, Ex-Chief Minister
3-2-1981	8.30 p.m.	Talk by Rev. Dr. Joseph Kundukulam, Bishop of Trichur
4-2-1981	6.50 p.m.	Talk by Sri T.K. Balakrishnan Nambiar, Regional Deputy Director of Census Operations, Trichur
5-2-1981	10.30 p.m.	Talk by Sri A. Joseph Erijeri, Deputy Director of Education
6-2-1981	9.15. p.m.	Talk by Sri M. Vijayanunni, Director of Census Operations (Relay)
8-2-1981	8.00 p.m.	*Kandathum Kettathum* (Relay)
9-2-1981	8.30 p.m.	Talk by Sri T. Ravindran Thampi, District Census officer, Trichur
10-2-1981	7.45 p.m. 7.20 a.m.	Radio Report of Trichur, Inaugural function Talk by Sri Vailoppilly Sreedhara Menon
11-2-1981	12.40 p.m.	Talk by Sri U.P.R. Menon, Superintendent of Police, Trichur
12-2-1981	5.30 p.m.	*Thozhilalimandalam* (Relay)
13-2-1981	8.30 p.m.	Talk by Sri K. Kochukuttan, Ex-Minister
14-2-1981	12.40 p.m.	Talk by Sri M.P. Joseph IAS, Sub-Divisional Census Officer Trichur

APPENDIX 11.3—*concld.*

Date	*Time*	*Duration (minutes)*	*Details*
15-2-1981	4.30 p.m.		*Vanitharangam* (Relay)
	8.30 p.m.		Census 1981 Talk by Sri P.S. Sreenivasan
16-2-1981	7.20 a.m.		Talk by Sri C.M. George, President, Chamber of Commerce, Trichur
17-2-1981	6.55 p.m.		*Gramarangam* (Relay)
22-2-1981	7.10 p.m.		Talk of Sri Jayendran, Charge Officer, Chavakkad taluk
25-2-1981	12.40 p.m.		Interview with an Enumerator
			(iii) TRIVANDRUM STATION
6-2-1981	9.15 p.m.		Talk in Malayalam by Sri M. Vijayanunni, Director of Census Operations on Census Enumeration 1981
7-2-1981	6.50 p.m.		*Yuv Vani* - Discussion by youths concerning the importance of Census Operations
8-2-1981	8.00 p.m.		The theme of *Kandathum Kettathum* on the importance and significance of census operations
9-2-1981	7.35 a.m.		News & Views
11-2-1981	7.35 a.m.		**Deepthy** - Dialogue on census with Sri K. Gopinathan, Investigator
11-2-1981	7.35 p.m.		Census 1981 Feature - *Yuv Vani* Programme
12-2-1981	5.45 p.m.		*Thozhilalimandalam*-Interview on Census with Sri B.T. Pillai, Deputy Director
15-2-1981	4.30 p.m.		*Vanitharangum* - Interview with a Lady Enumerator
17-2-1981	6.55 p.m.		*Gramarangam*- Interview on census with Sri S. Jayashanker Assistant Director
25-2-1981	7.35 p.m.		*Yuv Vani* - Ottamthullal on census instructions

Spot announcements were also broadcast periodically on a number of days. Advertisement, spots were also broadcast every day over the Vividh Bharathi station, Trivandrum.

APPENDIX 11.4

TIME OF RECEIPT OF PROVISIONAL FIGURES FROM CHARGE OFFICERS AT THE CENSUS DIRECTORATE, TRIVANDRUM

Date	*Time (hrs)*	*Charge*
2-3-1981	17.30	Strictly Military Area, Calicut
4-3-1981	14.15	Naval Armament Depot, Alwaye
5-3-1981	15.00	Chalakudy Forest Division
6-3-1981	8.30	Irinjalakuda Municipality
,,	8.50	Strictly Military Area, Trivandrum
,,	12.40	Malappuram Municipality
,,	13.15	Chalakudy Municipality
,,	14.45	Guruvayur Township
,,	14.45	Kodungallur Municipality
,,	15.30	Vaikom Municipality
,,	15.45	Strictly Militarv Area, Cannanore
,,	16.30	Cannanore Cantonment
,,	17.00	Tirur Municipality
,,	17.00	Chavakkad Municipality
,,	17.00	Kunnamkulam Municipality
,,	17.00	Trichur Forest Division
,,	17.25	Muvattupuzha Municipality
,,	17.45	Ponnani Municipality
,,	17.45	Changanacherry Municipality
,,	18.00	Cannanore Municipality
,,	18.25	Cochin taluk
,,	18.30	Alleppey Municipality
,,	18.30	Pathanamthitta Municipality
,,	18.40	Badagara taluk
,,	18.40	Badagara Municipality
,,	18.45	Kodungallur taluk
6-3-1981	18.50	Chavakkad taluk
,,	19.10	Vythiri taluk
,,	19.15	Shertallai taluk
,,	19.15	Punalur Municipality
,,	19.35	Quilandy taluk
,,	19.35	Angamaly Municipality
,,	19.50	Trichur Municipality
,,	19.50	Attingal Municipality
,,	20.00	Kozhikode Forest Division
,,	20.05	Thiruvalla taluk
,,	20.07	Ponnani taluk
,,	20.40	Palai Municipality
,,	20.45	Kothamangalam taluk
,,	21.00	Kottayam taluk
,,	21.25	Palghat taluk
	22.15	Kozhikode taluk
,,	23.00	Calicut Corporation
,,	23.00	Vaikom taluk

APPENDIX 11.4—*contd.*

Date	*Time (hrs)*	*Charge*
7-3-1981	0.30	Ambalapuzha taluk
,,	1.35	Tirur taluk
,,	2.25	Kayamkulam Municipality
,,	2.25	Tellicherry Municipality
,,	7.00	Tellicherry taluk
,,	7.00	Manjeri Municipality
,,	7.00	Thiruvalla Municipality
,,	7.00	Konni Forest Division
,,	7.15	Talappilly taluk
,,	7.15	Trichur taluk
,,	7.15	Mukundapuram taluk
,,	7.45	Thodupuzha Municipality
,,	8.30	Karthigappally taluk
,,	8.30	Mavelikkara taluk
,,	8.55	Alathur taluk
,,	8.55	Kunnathur taluk
,,	9.00	Quilon taluk
,,	9.30	Karunagappally taluk
,,	9.35	Kasaragod taluk
,,	9.45	Cannanore taluk
,,	9.50	Perintalmanna taluk
,,	9.55	Kottayam Municipality
,,	9.55	Thenmala Forest Division
,,	10.00	Kanjirappally taluk
,,	10.10	Kasaragod Municipality
,,	10.20	Hosdurg taluk
,,	10.20	Ernad taluk
,,	10.30	Chittur taluk
,,	10.30	Shoranur Municipality
,,	10.30	Chittur-Thathamangalam Municipality
,,	10.30	Perumbavoor Municipality
,,	10.30	Kothamangalam Municipality
,,	10.35	Nilambur Forest Division
,,	10.50	Palghat Municipality
,,	11.00	Malayattur Forest Division
,,	11.15	Mananthavady taluk
,,	11.15	Mannarghat taluk
,,	11.30	Sultan's Battery taluk
,,	11.30	Pathanamthitta taluk
,,	11.30	Kottarakkara taluk
,,	11.30	Trippunithura Municipality
,,	12.00	Taliparamba taluk
,,	12.05	Chengannur Municipality
,,	12.05	Kottayam Forest Division
,,	13.00	Shertallai Municipality
,,	13.20	Ottappalam taluk
,,	13.20	Palghat Forest Division

APPENDIX 11.4—*concld.*

Date	*Time (hrs)*	*Charge*
7-3-1981	13.20	Palghat Special Forest Division
,,	13.20	Nemmara Forest Division
,,	13.25	Mavelikkara Municipality
,,	13.35	Nedumangad Municipality
,	14.00	Strictly Military Area, Ernakulam (Naval Base)
,,	14.25	Muvattupuzha taluk
,,	14.30	Ranni Forest Division
,,	14.45	Cochin Corporation
,,	14.50	Trivandrum Corporation
,,	15.00	Kuttanad taluk
,,	15.30	Changanacherry taluk
,,	15.30	Chengannur taluk
,,	16.00	Wild life Preservation Officer, Thekkady
,,	16.00	Trivandrum Forest Division
,,	16.05	Varkala Municipality
,,	16.30	Punalur Forest Division
,,	17.00	Neyyattinkara Municipality
,,	17.05	Meenachil taluk
,,	17.15	Quilon Municipality
,,	17.30	Udumbanchola taluk
,,	17.30	Pathanapuram taluk
,,	18.07	Kunnathunad taluk
,,	18.35	Parur taluk
,,	18.45	Peermade taluk
,,	19.35	Nedumangad taluk
,,	19.40	Parur Municipality
,,	19.41	Idukki Township
,,	19.50	Chirayinkil taluk
,,	20.10	Alwaye taluk
,,	20.10	Alwaye Municipality
,,	20.30	Kanayannur taluk
,,	21.15	Trivandrum taluk
,,	23.30	Neyyattinkara taluk
8-3-1981	8.00	Devicolam taluk
,,	8.00	Thodupuzha taluk
,,	8.00	Munnar Forest Division
,,	10.20	Cochin Port

CHAPTER 12

ORDERS ISSUED BY THE STATE GOVERNMENT

Introduction

12.1. The State Government and the heads of the departments concerned with the census work issued a number of orders and directions from time to time at our instance with a view to facilitate and smoothen the carrying out of the different stages of the census operations. These orders and directions have been discussed in the concerned chapters and only those items which have not been discussed elsewhere in the report are outlined in this chapter. To facilitate easy reference a consolidated list of state government orders and directions issued from time to time in connection with the 1981 Census is also given at the end of this chapter and copies of these orders and directions are given as Appendices to this chapter.

Instructions on freezing of transfers

12.2. In connection with the houselisting operations the government of Kerala in G. O. (P)633/79/GAD dated 5-12-1979 issued orders freezing the transfers of the District Census Officers (Deputy Collectors—General), Sub Divisional Census Officers (Revenue Divisional Officers/Sub Collectors) Charge Officers (Tahsildars, Municipal/Corporation Commissioners, Divisional Forest Officers, Executive Officers, Town Planning Officer, Wild Life Preservation Officer etc.) and of the staff appointed as supervisors and enumerators for house-numbering and houselisting operations during the period from 15-1-1980 to 31-5-1980 except under exceptional circumstances like promotion and reversion. The Union Home Minister also wrote to the Chief Minister of Kerala requesting him to issue necessary instructions for the postponement of transfers of officers and others particularly teachers involved in census work till March-April 1981 and, the Chief Minister of Kerala replied informing that necessary instructions have been issued to all concerned in the matter. As a follow-up I forwarded a copy of the Home Minister's letter to the Secretaries to Government in charge of the Departments from where staff are drawn for census viz. Forest department, Local Administration department and Revenue department and requested them to issue appropriate orders at government level to ensure that the officers and staff of various state government departments engaged for census work were not shifted out of their existing position till 31-3-1981 except under very exceptional circumstances. I also addressed the Chief Secretary to Government separately to issue orders freezing the transfers of the State census officers, the census clerks and other subordinate staff entrusted with census work in the collectorates, taluk offices corporation/municipal/township offices and the forest offices till 30-4-1981 except under very exceptional circumstances. In response to these requests the Local Administration and Social Welfare (Municipal A) department issued orders in G.O.(Rt)1073/80/LA & SWD dated 5-4-1980 that the census clerks in the corporations, municipalities and townships should not be disturbed till 31-3-1981 from their existing position except under exceptional circumstances. The Special

Secretary to Government, Revenue (C) Department also issued similiar instructions to the Secretary, Board of Revenue and all District Collectors. The general orders on the freezing of transfer of State Census Officers during the actual census enumeration was issued by the General Administration (Pol C) Department of the Government of Kerala in G.O. (P)217/80/GAD dated 29-5-1980. In spite of all these there were reports of transfers of census officers and at my request the Chief Secretary to the Government of Kerala in a circular letter issued instructions to all the concerned state government departments reiterating that the orders contained in the G.O. dated 29-5-1980 freezing the transfers of officers and staff engaged for census work till 30-4-1981 should be adhered to scrupulously.

12.3 The Prime Minister of India Smt. Indira Gandhi in letter no 2041-PMO/80 dated 17-12-1980 addressed to all Chief Ministers desired that instructions be issued to ensure that nothing is allowed to come in the way of the successful conduct of the census and in particular it may be seen that elections to local bodies and transfers of officials are put off until after the census is over. It was also suggested that school and college examinations may also be suitably adjusted. The Prime Minister's pithily worded letter was very timely and useful in bringing home to everyone the national importance of the census operations and on behalf of the state government I seized the opportunity to make full use of it by circulating copies of the letter to all the concerned officials of the state government departments like Revenue, Local Administration, Forest, School Education, Municipalities etc. stressing in particular the need to avoid the transfers of officials engaged in census work and to avoid assigning special jobs or drives to them, like revenue recovery drive, so that they could give their undivided attention to the census work till the enumeration was over.

Facilities and concessions

12.4. For the smooth and efficient conduct of the census enumeration the state government issued the following orders in G.O. (MS) No. 360/80/GAD Dated 7-8-1980.

(i) The teachers and employees of local bodies and other government offices appointed as supervisors and enumerators should not be transferred out of their existing posts from the date of their appointment as supervisors/enumerators till the census work was over ie. from October 1980 till 15th March 1981 under any circumstances except under the unavoidable contingency, like promotion or reversion. When any such transfers were ordered the officer ordering such transfer should communicate a copy of that order to the District Collector (Principal Census Officer) of the district.

(ii) No leave other than casual leave should be granted to the personnel appointed as supervisors and enumerators during the crucial period ie. from 1st October 1980 to 15th March 1981 except on medical grounds. Even in the case of leave on medical grounds the competent authorities should sanction leave only in really deserving cases after satisfying themselves that the census work would not be adversely affected. They would consult the District Collector (Principal

Census Officer) of the district before sanctioning the leave and this fact of consultation should also be recorded in the orders sanctioning the leave.

(iii) The heads of institutions/offices should permit the staff drafted for census work to be absent from duty for attending the census training classes treating the period spent for this purpose as duty. The charge officers should communicate a copy of the training programme to the concerned heads of institutions/offices in advance for information and reference.

(iv) The supervisors and enumerators engaged for the 1981 census duty would be allowed the concession of absenting themselves from their institutions/offices on census duty for half a day either in the forenoon or in the afternoon on all working days during the period from 9th February to 21st February 1981 and for the full day on all working days from 22nd February to 28th February 1981 for the enumeration work.

(v) In respect of supervisors and enumerators in the hilly tracts, ie. the taluks of Devicolam, Peermade, Udumbanchola, North Wayanad, South Wayanad, the Agali, Pudur and Sholayar villages (formerly Attapadi I, II and III villages) of Mannarghat taluk, the Nilambur, Chungathara, Amarambalam, Kalikavu, Karuvarakundu, Thuvoor and Edakkara villages of Ernad taluk and Kanthalad, Pannikkottur and Peruvanna villages of Quilandy taluk, they will be allowed to be absent from their institutions/offices on census duty for half a day either in the forenoon or in the afternoon on all working days during the period from 9th February 1981 to 14th February 1981 and for full days on all working days during the period from 15th February to 28th February 1981 for the enumeration work. Reports were later received that there were certain other areas in places other than those mentioned in the G.O. where accessibility is difficult and conveyance facility inadequate and hence full day duty leave will be deserved for more days. The matter was examined thoroughly and Idukki village of Thodupuzha taluk also was included as hilly tract on the basis of the request from the District Collector, Idukki. A number of reports were subsequently received from District Collectors and charge officers along with representations from the enumeration personnel pointing out practical difficulties in availing half day's duty leave. After thoroughly examining the position based on these report and representations the orders issued by the Government of Kerala in the G.O. dated 7-8-1980 were got modified as follows: The supervisors and enumerators engaged for the 1981 census will be allowed the option to choose between the following two concessions - half day duty leave as already ordered in the G.O. dated 7-8-1980 or full day duty leave on all working days from 16th to 28th February 1981 for attending to census work and no duty leave from 9th to 15th February 1981, the census work being attended to during outside working hours and holidays during this period. The supervisors and enumerators in the hilly tracts will be allowed to choose between the following 2 concessions - half day duty leave as already ordered in the G.O. dated 7-8-1980

or full day duty leave on all working days from 12th to 28th February 1981 and no duty leave from 9th to 11th February 1981, the census work being attended during outside working hours during this period.

(vi) The enumerators will also be allowed to absent themselves from their institutions/offices on census duty for the whole day for 5 days from 1st March to 5th March 1981 for the revisional round. The supervisors will be allowed to be absent from their institutions/offices on census duty for the whole day for 6 days from 1st March 1981 to 6th March 1981 for the revisional round and for checking and handing over the census records to the charge officers.

(vii) The Director of Public Instruction will instruct all the non-government schools to grant all the above concessions to the supervisors and enumerators drawn from these schools just as in the case of government schools and the heads of educational institutions to make available suitable halls for the conduct of the census training classes on request from Municipal Commissioners, Tahsildars, Divisional Forest Officers and if necessary to dispense with any regular class or classes on these days. Copies of G.O. dated 7-8-1980 were forwarded from my office also to all District Collectors, Deputy Collectors (G), R.D.Os and Charge officers. While forwarding the copies of the G.O. they were also informed that the intention behind the orders restricting the grant of leave to the persons appointed as enumerators and supervisors from October 1980 to March 1981 is to discourage any tendency among them to take leave just to evade census work and thereby dislocating the census training and enumeration programme. Apart from addressing the DPI for follow-up of this order copies of the G.O. were also circulated, as a matter of double caution, from my office direct to all Deputy Directors of Education, DEOs, AEOs and through the charge officers to the Headmasters of distant and inaccessible schools where the G.O. might not be received in time. In spite of all these instructions there were reports of transfers of teachers appointed for census duty. So the DPI was addressed again demi officially to issue necessary instructions to his subordinate offices. As a result the DPI addressed all the DEOs and Deputy Directors of Education demi officially requesting them to see that no transfers of teachers engaged for census work were ordered or implemented till the end of March 1981 and any violation of this instruction would be viewed seriously. This was also followed by telegraphic instructions from the DPI. There were also reports from some quarters that some headmasters were sanctioning leave on medical grounds as a matter of course and that in some schools the teachers engaged for census work had been entrusted with the responsibility to organize school excursions and picnics during census enumeration period. This was also taken up with the DPI who promptly issued necessary instructions in the matter to the Deputy Directors of Education and District Educational Officers.

12.5. The District Collectors, Ernakulam and Trichur informed that some of the aided school teachers drafted for census work and who had attended a few rounds of training classes were transferred out of the district for want of vacancies

as they were given the benefit of protection in government schools. The matter was taken up with the DPI for issuing orders to keep such postings in abeyance till 15–3–1981 and to retain them on working arrangement in the existing stations so that they could do the census work. In pursuance of this the DPI issued instructions to the Deputy Directors of Education reiterating the earlier instructions freezing the transfers of teachers till 15–3–1981 and also that in the case of protected teachers who are engaged in census work, they may be posted to government schools for giving protection but may be allowed to continue in the original position till 15–3–1981 on working arrangement without involving any additional financial commitment.

12.6. The school education department under the DPI is the biggest source of enumeration personnel and therefore the success of the census enumeration operations depend to a very large extent on the response and co-operation received from the DPI in understanding and solving the problems of the teachers engaged in census duties. During the initial months where a departmental Additional Director on the verge of retirement was acting as the DPI, this response was sadly lacking. However, with the assumption of charge of Sri C. Ramachandran IAS as the DPI, the position entirely changed for the better and thereafter there were no problems. Every request from us received prompt and positive response and it was a great pleasure to get his personal attention and constructive response in every matter.

12.7. Considering the deterioration in the level of efficiency witnessed in government offices in general and more so in the state secretariat, it was essential to closely follow up and guide the process of issue of orders required for the census operations to be issued by the state government. Therefore along with all important proposals sent to the state government for issue of orders we enclosed self-contained draft Government orders so that the G.O. issued was in strict conformity with what we actually required. We also closely monitored the progress of every proposal to the state government so that orders were actually got issued sufficiently ahead of the crucial dates and deadlines at each stage of the operations. There were even occasions when the staff of my office typed the G.O. in the secretariat if there was no typist on duty there. In view of the considerable delay in the routine despatch of the fair copies of orders from the Secretariat addressed to multifarious officers, we made it a point to stencil and circulate all important orders direct to all the officers down to the lowest level in the field so that there was no information gap which would hamstring the operations.

List of Important State Government Orders and Directives Issued in Connection with the 1981 Census

1. PRELIMINARY ORDERS AND NOTIFICATIONS
(FILES T5 (C2) 150/79 AND T5–5106/80)

1. Notification No. 81404/Pol.C1/ 79/GAD dated 7–7–1979	Republishing for wider public information the notification F. no. 9/11/79-CD (CEN) dated 11–4–1979 issued by the Registrar

		General, India declaring that the census of the population of India shall be taken during the year 1981 and the reference moment for the census shall be the sunrise on 1st March 1981
2.	G.O.(P)No.493/79/GAD dated 31-8-1979	Orders of the Government of Kerala agreeing to the proposal of the Director of Census Operations on the preliminary arrangements in connection with the 1981 census like the delimitation schedule, enumeration hierarchy etc. and also ordering that all the officers concerned will take necessary action on receipt of instructions from the Director of Census Operations in this regard
3.	Notification No. 96428/Pol C1/ 79/GAD dated 31-8-1979 and Notification No. 122241/Pol. C1/79/GAD dated 22-11-1979	Appointment of state officers as Census officers to take or aid in or supervise the taking of the census in the local area specified against each
4.	G.O.(P)No.53/80/GAD dated 23-1-1980	Designating the officers of the Bureau of Economics and Statistics as Additional District Census Officers
5	G.O.(P)No.93/80/GAD dated 7-3-1980	Appointment of Town Planner as Charge Officer, Idukki Township
6.	Notification No. 82482/Pol. C1/80/GAD dated 24-10-1980	Publication of the census questionnaire under section 8 of Census Act in the Kerala Gazette dated 18-11-1980

2. FREEZING OF BOUNDARIES OF ADMINISTRATIVE UNITS

Circular No.63283/Pol C1/79/ GAD dated 11-6-1979	Communicating to all departments of Secretariat and the heads of departments etc. for information and compliance a copy of letter no. 9/17/79-CD (CEN) dated 10-5-1979 from the Government of India, Ministry of Home Affairs informing the state government that no changes whatsoever are made in the boundaries of the administrative units during the period from 1st January 1980 to 30th June 1981

3. FREEZING OF TRANSFERS OF OFFICERS AND STAFF ENGAGED FOR THE 1981 CENSUS OPERATION (FILE D. 4272/79)

1. G.O.(P)No.633/79/GAD dated 5-12-1979	Freezing of transfers of officers and staff engaged for house numbering and houselisting from 15th January 1980 till 31st May 1980
2. G.O. (Rt) 1073/80/ LA and SWD dated 5-4 1980	Freezing the transfers of the census clerks in the corporations, municipalities and townships till 31-3-1981
3. G.O. (P) No. 217/80/GAD dated 29-5-1980	Freezing of transfers of the state census officers, census clerks and other subordinate staff entrusted with census work till 30th April 1981

4. CIRCULAR LETTERS TO THE STATE CENSUS FUNCTIONARIES (FILE B. 5556/79)

1 Circular No. 146856/Pol. C1/ 79/GAD dated 8-2-1980	From the Chief Secretary to Government to all state government officers associated with the 1981 census to carry out census work with utmost zeal and diligence and also instructions to enter in the confidential reports of the officers connected with census the nature and quality of the work done by them during the 1981 census
2. Circular letter No. 4313/Pol. C1/80/GAD dated 2-2-1981	From the Special Secretary to Government, General Administration (Pol. C) Department to all the District Collectors and Deputy Collectors (G) to review the census work fortnightly till the middle of March 1981 so that the census hierarchy would be fully aware of the importance that the government attaches to the work of census and to attend census training classes during their tour as much as possible

5. PAYMENT OF T.A. AND D.A. TO THE STATE CENSUS OFFICERS (FILE A.4209/79)

1. G.O. (P) No. 207/80/GAD dated 19-5-1980	Containing orders for the payment of special travelling allowance and regular T.A. and D. A. for the tours of the state census officers in connection with census work
2. G.O. (P) No. 487/80/GAD dated 21-10-1980	Containing orders for the payment of special travelling allowance to the Deputy Charge Officers for census work

6. CLERICAL ASSISTANCE TO THE STATE CENSUS OFFICERS (FILE H. 149/79)

1. G.O. (MS) No. 522/79/GAD dated 19-9-1979	Sanctioning clerical assistance to the state census officers
2. G.O. (MS) No. 87/80/GAD dated 4-3-1980	Orders revising/enhancing the clerical assistance to the state census offices
3. G.O. (MS) No. 240/80/GAD dated 12-6-1980	Abolishing clerical assistance in the Special Forest Divisions from 1-7-1980

7. SUPPLY OF STATIONERY ARTICLES TO THE STATE CENSUS OFFICERS (FILE H. 3913/79)

G.O. (P) No. 104/80/GAD dated 13-3-1980	Arrangements for the supply of stationery articles to the state census officers

8. PRINTING OF CENSUS FORMS, CIRCULARS ETC. (FILE D. 182/79)

D.O.letter No. 109089/Pol C1/79 GAD dated 24-10-1979 from the Addl. Secretary to Govt. GAD to the Superintendent of Government Presses	For extending all co-operation and assistance to the Director of Census Operations for printing the urgent items of census on priority basis

9. REIMBURSEMENT OF CENSUS EXPENDITURE INCURRED BY THE STATE GOVERNMENT (FILE D.5529/79)

1. G.O. (Rt) No. 2012/80/Fin dated 26-5-1980	Opening of new heads of account for booking census expenditure
2. G.O. (MS) No. 253/80/GAD dated 20-6-1980	Revised procedure for the reimbursement of census expenditure
3. G.O. (Rt) No. 5911/80/GAD dated 12-9-1980	Expenditure towards staff sanctioned for census work-allotment of funds
4. G.O. (Rt) No. 7546/80/GAD dated 24-11-1980	Expenditure towards staff sanctioned for census work - allotment of additional funds

10. PREPARATION OF ABRIDGED HOUSELIST AND BLOCK MAPS - PAYMENT OF REMUNERATION (FILE H. 4696/80)

G.O. (P) No. 520/80/GAD dated 5-11-1980	Orders on the payment of remuneration to the persons engaged by the charge officers for the preparation of abridged houselists and block maps

11. SELECTION AND APPOINTMENT OF ENUMERATION PERSONNEL - (FILE B. 3842/80)

Circular letter No. 67118/Pol.C1/80/GAD dated 14-7-1980	From the Chief Secretary to Government to the Director of Public Instructions, all heads of departments and other state officers connected with census for issuing necessary directions to the Headmasters of Government and aided schools and other heads of institutions and offices to supply the uptodate list of staff for the selection of enumeration personnel.

12. PAYMENT OF T. A. AND D. A. TO THE ENUMERATORS AND SUPERVISORS FOR ATTENDING THE TRAINING CLASSES AND OTHER CENSUS DUTIES (FILE A. 1611/80)

1. G.O.(MS) No. 121/80/GAD dated 21-3-1980	Containing orders regarding the mode of payment of T.A. and D.A. to the enumerators and supervisors
2. G.O.(MS) No. 372/80/GAD dated 11-8-1980	Prescribing payment of T.A. to the enumerators and supervisors at flat rates for attending the training classes

13. FACILITIES AND CONCESSIONS TO THE STAFF ENGAGED FOR THE CENSUS WORK (FILE B. 4559/80)

1. G.O.(MS) No. 360/80/GAD dated 7-8-1980	Containing orders regarding the facilities and concessions to the enumeration personnel and the allotment of government vehicles to the state census officers for census duty
2. G.O.(MS) No. 24/81/GAD dated 22-1-1981	Containing further orders regarding concessions to the enumeration personnel
3. G.O.(MS) No. 47/81/GAD dated 16-2-1981	Containing further orders on the allotment of vehicles to the state census officers

14. PAYMENT OF HONORARIUM FOR HOUSENUMBERING AND HOUSELISTING (FILE F. 5439/79)

1. G.O.(MS) No. 411/80/GAD dated 6-9-1980	Orders issued on the payment of honorarium to the staff engaged for housenumbering and houselisting operations
2. G.O. (Rt) No. 4297/80/Fin dated 3-10-1980	Opening of a new sub head under "848 Other Deposits (c) Miscellaneous Deposit"
3. G.O. (MS) 524/80/GAD dated 12-11-1980	Orders regarding the procedure to be followed by the Local Bodies for the payment of honorarium to the staff engaged for house numbering and houselisting operations

15. PAYMENT OF HONORARIUM TO THE ENUMERATION STAFF FOR ACTUAL ENUMERATION (FILE F. 1183/80)

G.O. (Rt) 1413/81/GAD dated 16-2-1981	Orders issued on the payment of honorarium to the supervisors and enumerators engaged for the 1981 census enumeration

16. PAYMENT OF HONORARIUM TO CHARGE OFFICERS AND DISTRICT CENSUS OFFICERS (FILE F-2117/80)

G.O. (Rt) No. 3476/81/GAD dated 20–5–1981	Orders issued on the payment of honorarium to the District Census Officers, Charge officers etc.

17. AWARD OF CENSUS MEDALS DURING 1981 CENSUS (FILE E-8070/80)

1 G.O.(MS) 433/81/GAD dated 29–12–1981	Permitting the state government employees to receive the census medals awarded to them by the census department in token of their meritorious service during 1981 census
2. G.O.(Rt) No. 3217/83/LA& SWD dated 9–9–1983	Awarding 'Good Service Entry' to Sri M. Kavirajan Meera Pillai, Commissioner, Corporation of Cochin in view of the meritorious service rendered by him in connection with the census operations

APPENDIX 12.1
PRELIMINARY ORDERS AND NOTIFICATIONS

I

GOVERNMENT OF KERALA

General Administration Political (C) Department

NOTIFICATION

No. 81404/Pol. C1/79/GAD. *Dated, Trivandrum, 7th July,* 1979

The following notification F. No. 9/11/79-CD (CEN) dated the 11th April, 1979, issued by the Registrar General India, Ministry of Home Affairs relating to the Census of India, 1981, is hereby republished for wider public information.

By order of the Governor,
K. P. S. MENON,
Additional Secretary.

GOVERNMENT OF INDIA

Ministry of Home Affairs

OFFICE OF THE REGISTRAR GENERAL, INDIA

NOTIFICATION

New Delhi, the 11th April, 1979.

S. O. 1377—In exercise of the powers conferred by Section 3 of the Census Act, 1948 (37 of 1948), the Central Government hereby declare that a Census of the population of India shall be taken during the year 1981. The reference date for the Census shall be sunrise on 1st March, 1981.

[F. No. 9/11/79-CD (CEN]

P. PADMANABHA,
Registrar General, India

II

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—PRELIMINARY ARRANGEMENTS—APPOINTMENT OF CENSUS OFFICERS—PROPOSALS OF THE DIRECTOR OF CENSUS OPERATIONS—APPROVED—ORDERS ISSUED

General Administration (Political C) Department

G. O. (P) No. 495/79/GAD. **Dated, Trivandrum, 31st August 1979**

Read—Letter from Director of Census Operations, Kerala Letter No. C2-150/79, dated 1-8-1979.

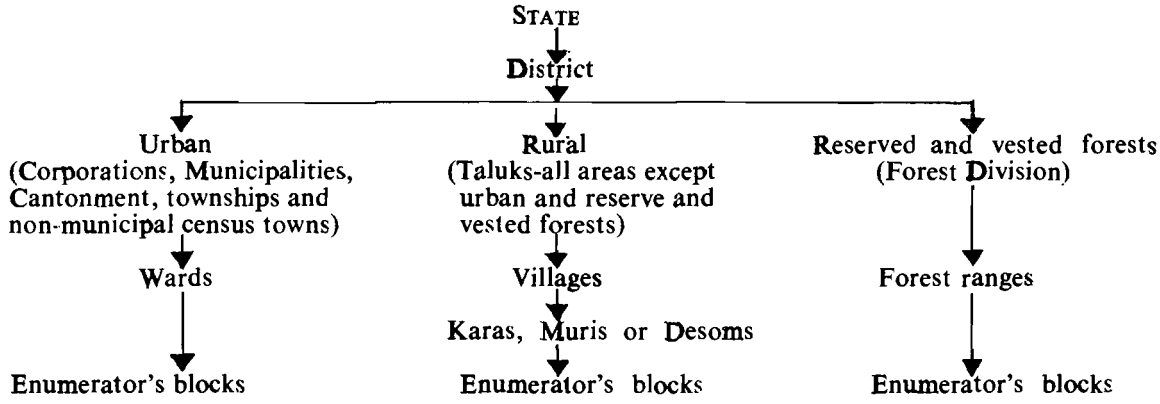
ORDER

In the letter read above, the Director of Census Operations, Kerala has forwarded proposals regarding the preliminary arrangements in connection with the Census of 1981 and the appointment of Census Officers at various levels. The first main phase in the operation viz. housenumbering and houselisting will be launched early in 1980. This will be followed by Census enumeration during February, 1981 with the reference date as the sunrise of 1st March 1981 as already notified by the Government of India under Section 3 of the Census Act, 1948. The proposals forwarded by the Director of Census Operations for the concurrence of the Government are as follows :—

1. Delimitation Schedule:

For the proper conduct of the Census it is necessary to effect a graduated breaking up of the entire State into a pyramid of territorial jurisdictions. The primary break-up of the State jurisdiction will be on the basis of the existing revenue districts. Each districts will be divided into urban and rural areas. The corporations, municipal towns, townships, cantonments and such of the areas as will be approved as towns will constitute urban areas, the rest forming rural areas. The rural areas will be divided on the basis of the existing revenue taluks excluding reserve and vested forests and each taluk on the basis of the existing revenue villages. Each town will be subdivided into wards and each

village will be subdivided into karas or muris or desoms, as the case may be. The next and the last subdivision will be the enumerator's block. So far as the reserve and vested forests are concerned, in view of the extensive area of forests in Kerala, it is considered that as in the past, the enumeration work in this area should be in the charge of the Divisional Forest Officers. Though the reserve and vested forest divisions in Kerala are not co-extensive with the revenue districts it is not difficult to carve out the forest area lying in each revenue district on the basis of ranges falling in a district and taluk. The reserve and vested forests will, therefore, be divided into forest divisions and each forest division into ranges and each range into enumerator's blocks. The census operations in the reserve and vested forests in each district will be conducted by the officers concerned under the Census Officer in charge of the district. The pyramid of territorial jurisdiction on the above basis will be :



Enumeration Hierarchy:

The District Collector in each district will be nominated as the Principal Census Officer. He will be the head of the enumeration heirarchy in the district. The Deputy Collector (General) will be appointed as District Census Officer to assist the District Collector who is the Principal Census Officer. The Revenue Divisional Officers will be appointed as Subdivisional Census Officers who will assist the Principal Census Officer in the census work in their respective jurisdiction.

In the case of corporations and municipal towns the respective corporation/municipal commissioners will be appointed as charge officers. In respect of all taluks including non-municipal towns but excluding the reserve and vested forests and other notified towns, the respective Tahsildars will be appointed as charge officers. In the reserve and vested forests the Divisional Forest Officers will be the charge officers of the respective forest divisions. In the Game Sanctuary, Thekkady, the Wild Life Preservation Officer will be the charge officer. In the areas which will fall within the occupation and control of defence, services, Central Reserve Police Camps and similar organizations, there will be separate charge officers which will be determined in consultation with the authorities concerned. The areas under the Cantonment Boards and Townships will be treated on par with the municipal towns and the Executive Officer of the Board/Township will be appointed as charge officer. All the above charge officers shall function under the Principal Census Officer/District Census Officer of their respective districts. Below the charge officers there will be supervisors and enumerators separately for housenumbering and houselisiting and census enumeration. Government servants of various departments will be appointed as supervisors and enumerators. All the above officers will have to do the census work in addition to their normal duties. The names of the officers who will be designated as Census Officers of various levels uptocharge officers and their respective jurisdiction are indicated in the following table :

	Jurisdiction	*Name of authority*	*Census designation*
1.	District	District Collector	Principal Census Officer
2.	District	Deputy Collector (General)	District Census Officer
3.	Revenue Division	Revenue Divisional Officer	Sub Divisional Census Officer
4.	Taluk including non-municipal towns but excluding corporations/municipal towns, cantonments, townships and reserve and vested forest areas	Tahsildar	Charge Officer

—contd.

APPENDIX 12.1—*contd.*

	Jurisdiction	*Name of authority*	*Census designation*
5.	Corporation and Municipal Town	Commissioner of Corporation/ Municipality	Charge Officer
6.	Township and Cantonment area	Executive Officer	Charge Officer
7.	Reserve and Vested Forest Division	Divisional Forest Officer	Charge Officer
8.	Game Sanctuary, Thekkady	Wild Life Preservation Officer	Charge Officer

The enumeration hierarchy will be as follows:

Principal Census Officer (District Collector)
assisted by
District Census Officer (Dy. Collector-General)

Sub-Divisional Census Officer (R. D. O.)

Charge Officer

Supervisor

Enumerator

The Government agree to the above proposals of the Director of Census Operations, Kerala and order that all the officers concerned will take necessary action on receipt of instructions from the Director of Census Operations, Kerala in this regard.

Notification appointing the Census Officers and delegating to them the powers to appoint census officers under them and authorising them to sign declarations under the Census Act is being issued separately. Detailed instructions regarding the functions and responsibilities of the Census Officers in the various phases of the Census Operations like housenumbering, houselisting and census enumeration will be issued in due course.

By order of the Governor
M. S. K. RAMASWAMY
Special Secretary

To

All District Collectors
All Revenue Divisional Officers/Tahsildars
The Commissioners. Corporation of Trivandrum/Calicut and Cochin
All Municipal Commissioners
The Director of Public Instruction
The Secretary, Board of Revenue (Land Revenue)
The Chief Conservator of Forests
All Divisional Forest Officers
All other Heads of Departments
The Director of Census Operations, Kerala, Trivandrum

III

GOVERNMENT OF KERALA

General Administration (Political C) Department

NOTIFICATIONS

I

No. 96428/Pol. C1/79/GAD *Dated, Trivandrum,* 31st *August* 1979

S.R.O. No. 1054/79—In exercise of the powers conferred by subsection (2) of section 4 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby appoint the Officers mentioned in column (1) of the schedule below as Census Officers to take, or aid in, or supervise the taking of, the census within the local area specified against each of them in column (2) of the said schedule, namely:

APPENDIX 12.1—*contd*

THE SCHEDULE

Officer	*Local Area*
(1)	(2)
District Collector, Cannanore	Cannanore district
Dy. Collector (General), Cannanore	
Revenue Divisional Officer, Tellicherry	Cannanore and Tellicherry taluks
,, , Kasaragod	Kasaragod, Hosdurg and Taliparamba taluks
District Collector, Kozhikode	Kozhikode district
Dy. Collector (General), Kozhikode	,,
Revenue Divisional Officer, Kalpetta	North Waynad and South Waynad taluks
,, Kozhikode	Quilandy, Badagara and Kozhikode taluks
District Collector, Malappuram	Malappuram district
Dy. Collector (General), Malappuram	,,
Revenue Divisional Officer, Perintalmanna	Ernad, Tirur, Perintalmanna and Ponnani taluks
District Collector, Palghat	Palghat district
Dy. Collector (General), Palghat	,,
Revenue Divisional Officer, Palghat	Palghat, Alathur and Chittur taluks
Revenue Divisional Officer, Ottappalam	Ottappalam and Mannarghat taluks
District Collector, Trichur	Trichur district
Dy. Collector (General), Trichur	,,
Revenue Divisional Officer, Trichur	Trichur, Mukundapuram, Kodungallur, Chavakkad and Talappilly taluks
District Collector, Ernakulam	Ernakulam district
Dy. Collector (General), Ernakulam	,,
Revenue Divisional Officer, Fort Cochin	Cochin, Kanayannur, Alwaye and Parur taluks
,, , Muvattupuzha	Kothamangalam, Muvattupuzha and Kunnathunad taluks
District Collector, Idukki	Idukki district
Dy. Collector (General), Idukki	,,
Revenue Divisional Officer, Thodupuzha	Thodupuzha taluk
,, , Devicolam	Peermade, Udumbanchola and Devicolam taluks
District Collector, Kottayam	Kottayam district
Dy. Collector (General), Kottayam	,,
Revenue Divisional Officer, Kottayam	Changanacherry, Kottayam and Kanjirappally taluks
,, , Palai	Meenachil and Vaikom taluks
District Collector, Alleppey	Alleppey District
Dy. Collector (General), Alleppey	
Revenue Divisional Officer, Alleppey	Kuttanad, Ambalapuzha, Shertalai and Karthikapally taluks
,, , Chengannur	Mavelikkara, Chengannur and Thiruvalla taluks
District Collector, Quilon	Quilon district
Dy Collector (General), Quilon	,,
Revenue Divisional Officer, Quilon	Quilon, Kottarakkara and Karunagapally taluks
,, , Adoor	Kunnathur, Pathanamthitta and Pathanapuram taluks
District Collector, Trivandrum	Trivandrum district
Dy. Collector (General), Trivandrum	,,
Revenue Divisional Officer, Trivandrum	Trivandrum, Chirayinkil, Neyyattinkara and Nedumangad taluks
Commissioner, Calicut Corporation	Calicut city excluding such areas as may be constituted as special areas by the Director of Census Operations, Kerala

APPENDIX 12.1—*contd.*

Officer	*Local Area*
(1)	(2)
Commissioner, Cochin Corporation	Cochin city excluding such areas as may be constituted as special areas by the Director of Census Operations, Kerala
Commissioner, Trivandrum Corporation	Trivandrum city excluding such areas as may be constituted as special areas by the Director of Census Operations, Kerala
Commissioners of Municipalities	Their respective municipal towns excluding such areas as may be constituted as special areas by the Director of Census Operations, Kerala
Executive Officers of Townships	Their respective townships excluding such areas as may be constituted as special areas by the Director of Census Operations, Kerala
Executive Officer, Cantonment Boards	Their respective jurisdictions excluding such areas as may be constituted as special areas by the Director of Census Operations, Kerala
Tahsildars	Their respective taluks excluding reserve/vested forests under the control of the forest department, corporation and municipal areas, townships and cantonments and such areas as may be constituted as special areas by the Director of Census Operations, Kerala
Divisional Forest Officers	Reserve/vested forests under the control of the Forest Department in their respective Forest Divisions
Wild Life Preservation Officer, Thekkady	Game Sanctuary, Thekkady

II

S.R.O. No. 1055/79—Under subsection (3) of section 4 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby authorise the Officers specified in column (1) of the Schedule to Notification No. 96428/Pol. C1/79/GAD-I dated the 31st August 1979, published as S.R.O. No. 1054/79, to sign a declaration in writing that any person has been duly appointed as Census Officer for the local area specified against each of them in column (2) of the said Schedule.

III

S.R.O. No. 1056/79—In exercise of the powers conferred by subsection (4) of section 4 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby delegate to the officers mentioned in column (1) of the Schedule to Notification No. 96428/Pol. C1/79/GAD-I dated the 31st August 1979, published as S.R.O. No. 1054/79, the power of appointing Census Officers within the areas specified against each of them in column (2) of the said Schedule.

IV

S.R.O. No. 1057/79—Under section 7 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby appoint the Officers mentioned in column (1) of the Schedule to Notification No. 96428/Pol. C1/79/GAD-I dated the 31st August 1979, published as S.R.O. No. 1054/79, as the authority for the local area specified against each of them in col. (2) of the Schedule for the purposes of the said section.

V

S.R.O.No. 1058/79—Under section 12 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby authorise the District Collectors to sanction prosecutions under the said Act within their respective jurisdiction

By order of the Governor
M.S.K. Ramaswamy
Special Secretary

EXPLANATORY NOTE

The Government of India have notified under Section 3 of the Census Act, 1948, that the Census of Population of India shall be taken during 1981, the reference date for the Census being the sunrise of 1st March 1981. Under the relevant sections of the Census Act, the State Government have to appoint Officers to specified areas and to authorise them to appoint the required Census Officers under them to take, or aid in, or supervise the taking of, the Census within the local area specified under their control, and to authorise the District Collectors to sanction prosecutions under the said Act within their jurisdiction. These notifications are issued to achieve the above object.

APPENDIX 12.1—*contd.*

IV

GOVERNMENT OF KERALA

General Administration (Political C) Department

ERRATUM

No. 122241/Pol. C1/79 GAD Dated, Trivandrum, 22nd November 1979

In column (i) of the Schedule to the Notification No. 96428 Pol. C1/79/GAD dated the 31st, August, 1979, published as S.R.O. No. 1054/79, in the Kerala Gazette No. 37 dated the 18th September 1979, for "Revenue Divisional Officer, Thodupuzha", read "Revenue Divisional Officer, Idukki".

By order of the Governor
M.S.K. RAMASWAMY
Special Secretary

EXPLANATORY NOTE

The Headquarters of the Revenue Divisional Officer for Thodupuzha is located at Painavu, Idukki and the designation is Revenue Divisional Officer, Idukki. Hence the amendment.

V

GOVERNMENT OF KERALA

Abstract

CENSUS 1981–ECONOMIC CENSUS–DESIGNATING THE OFFICERS OF THE BUREAU OF ECONOMICS AND STATISTICS AS ADDITIONAL DISTRICT CENSUS OFFICERS–ORDERS ISSUED

General Administration (Political C) Department

G.O. (P) No. 53/80/GAD Dated, Trivandrum, 23rd January 1980

Read: (1) G.O.(P) No. 493/79/GAD dated 31–8–1979
(2) Letter No. CTI-3565/79 dated 2–1–1980 from the Director of Census Operations, Kerala

ORDER

In the Government Order read as first paper above, Government have issued orders constituting the hierarchy in the districts for the various operations connected with the census 1981. It has subsequently been decided that the economic census conducted by the State Bureau of Economics and Statistics will be integrated with the housenumbering and houselisting operations 1980. The Director, Bureau of Economics and Statistics has nominated one officer for each district to be associated with the training and field supervision of the economic census which will be conducted in combination with the regular census operations. In the letter read as second paper above, the Director of Census Operations, Kerala has forwarded proposals for the notification of these district level officers of the Bureau of Economics and Statistics as Additional District Census Officers for the relevant period to facilitate their effective functioning.

2. Government agree to the above proposals of the Director of Census Operations, Kerala and order that the following officers will function as Additional District Census Officers in the areas noted against each till the housenumbering and houselisting operations are over i. e. up to June 1980. They will work under the direction and control of the Principal Census Officer (District Collector) and District Census Officer (Deputy Collector - General) of the concerned district.

	Officer	*Local area*
1.	Research Officer, District Statistical Office, Cannanore	Cannanore district
2.	Research Officer, District Statistical Officer, Calicut	Kozhikode district
3.	Additional District Statistical Officer, Malappuram	Malappuram district
4.	District Statistical Officer, Palghat	Palghat district
5.	Special Officer (Unemployment & Housing Survey) District Statistical Officer, Trichur	Trichur district
6.	District Statistical Officer, Ernakulam	Ernakulam district
7.	District Statistical Officer, Idukki (Kottayam)	Idukki district

—*contd.*

	Officer	*Local area*
8.	Research Officer, District Statistical Office, Kottayam	Kottayam district
9.	Special Officer (Economics Census), District Statistical Office, Alleppey	Alleppey district
10.	Research Officer, District Statistical Office, Quilon	Quilon district
11.	Special Officer (Economic Census), District Statistical Office, Trivandrum	Trivandrum District

Notification appointing the above officers as Census Officers under the Census Act will be issued separately.

(By order of the Governor)
V.P. Joseph
Additional Secretary

To

All District Collectors
All Deputy Collectors (General)
All Revenue Divisional Officers
All Tahsildars
All Corporation/Municipal Commissioners
Executive Officer, Guruvayur Township
Executive Officer, Cannanore Cantonment
Town Planner, Idukki Township
All Divisional Forest Officers (Through Chief Conservator of Forests, Trivandrum)
The Chief Conservator of Forests, Trivandrum
Wild Life Preservation Officer, Thekkady
The Director, Bureau of Economics and Statistics, Trivandrum
The Director of Municipalities, Trivandrum
The Director of Panchayats, Trivandrum

Copy to:
The Director of Census Operations, Kerala, Trivandrum

VI

GOVERNMENT OF KERALA
General Administration (Political C) Department
NOTIFICATION

No. 1823/Pol.C1/80/GAD Dated, Trivandrum 23rd January 1980

S.R.O. No. 132/80—In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby appoint the officers mentioned in column (1) of the schedule below as Census Officers to take, or aid in, or supervise the taking of the census within the local area specified against each of them in column (2) of the said schedule namely:

THE SCHEDULE

	Officer	*Local area*
1.	Research Officer, District Statistical Office, Cannanore	Cannanore district
2.	Research Officer, District Statistical Office, Calicut	Kozhikode district
3.	Additional District Statistical Office, Malappuram	Malappuram district
4.	District Statistical Officer, Palghat	Palghat district
5.	Special Officer (Unemployment & Housing Survey), District Statistical Office, Trichur	Trichur district
6.	District Statistical Officer, Ernakulam	Ernakulam district
7.	District Statistical Officer, Idukki (Kottayam)	Idukki district
8.	Research Officer, District Statistical Office, Kottayam	Kottayam district
9.	Special Officer (Economic Census), District Statistical Office, Alleppey	Alleppey district
10.	Research Officer, District Statistical Office, Quilon	Quilon district
11.	Special Officer (Economic Census), District Statistical Office, Trivandrum	Trivandrum district

By order of the Governor
V. P. Joseph
Additional Secretary

EXPLANATORY NOTE

(This does not form part of the notification but is intended to indicate its general purport.)

In Notification S. R. O. No. 1054/79 dated 31-8-1979 Government have notified various officers as Census Officers for the conduct of census operations in Kerala. It has subsequently been decided that the economic census conducted by the Bureau of Economics and Statistics will be conducted in combination with the regular census operations. Certain district level offices of the Bureau of Economics and Statistics will be associated with the training and field supervision of the economic census. To facilitate their effective functioning, these officers are proposed to be notified as Census Officers in their respective districts till the end of the housenumbering and houselisting operations. This notification is issued to achieve the above subject.

VII

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—APPOINTMENT OF TOWN PLANNER, IDUKKI AS CHARGE OFFICER—ORDERS ISSUED

General Administration (Political C) Department

G.O. (P) No. 93/80/GAD **Dated, Trivandrum, 7th March 1980**

Read: Letter No. CT1-150/79 dated 1-1-1980 from the Director of Census Operations, Kerala

ORDER

In the letter read above, the Director of Census Operations, Kerala has forwarded proposals for the notification of the Town Planner, Idukki as Charge Officer for the Idukki Township area. The Charge Officer shall function under the Principal Census Officer (District Collector) and District Census Officer (Deputy Collector, General) of Idukki district. Below the Charge Officer, there will be Supervisors and Enumerators separately for housenumbering and houselisting and census enumeration to be appointed by the Charge Officer.

2. Government agree to the above proposals of the Director of Census Operations, Kerala and order that the Town Planner, Idukki will be appointed as Charge Officer for Idukki Township area. Notification appointing the Town Planner, Idukki as Charge Officer and delegating to him the powers to appoint Census Officers under him will be issued separately.

By order of the Governor
M.S.K. Ramaswamy
Special Secretary

To

The District Collector, Idukki
The Deputy Collector (General), Idukki
The Revenue Divisional Officer, Idukki
The Town Planner, Idukki
The Chief Town Planner, Trivandrum
The Chief Conservator of Forests, Trivandrum
The Conservator of Forests, Trichur
The Divisional Forest Officer, Kottayam

Copy to

The Director of Census Operations, Kerala, Trivandrum

VIII

GOVERNMENT OF KERALA

General Administration (Political C) Department

NOTIFICATIONS

No. 1822/Pol. C1/80/GAD. *Dated, Trivandrum, 7th March* 1980

I

S.R.O. No. 282/80—In exercise of the powers conferred by subsection (2) of section 4 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby appoint the Town Planner, Idukki as Census Officer to take, or aid in or supervise the taking of the census within the area declared to be a controlled area for the purposes of the Travancore Town and Country Planning Act, 1120 by Notification G.O. MS No. 303/76/LA&SWD dated the 21st December, 1976, published as S.R.O. No. 1324/76 in the Kerala Gazette Extraordinary No. 751 dated the 31st December 1976.

II

S.R.O. No. 283/80—Under subsection (3) of section 4 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby authorise the Town Planner, Idukki to sign a declaration in writing that any person has been duly appointed as Census Officer for the area declared to be a controlled area for the purposes of the Travancore Town and Country Planning Act, 1120 by Notification G.O.MS. No. 303/76/LA&SWD dated the 21st December, 1976, published as S.R.O. No. 1324/76 in the Kerala Gazette Extraordinary No. 751 dated the 31st December, 1976.

III

S.R.O.No. 284/80—In exercise of the powers conferred by subsection (4) of section 4 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby delegate to the Town Planner, Idukki the power of appointing Census Officers within the area declared to be a controlled area for the purposes of the Travancore Town and Country Planning Act, 1120 by Notification G.O.MS No. 303/76/LA&SWD dated the 21st December, 1976 published as S.R.O. No. 1324/76 in the Kerala Gazette Extraordinary No. 751 dated the 31st December, 1976.

IV

S.R.O.No. 285/80—Under section 7 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby appoint the Town Planner, Idukki as the authority for the area declared to be a controlled area for the purposes of the Travancore Town and Country Planning Act, 1120 by Notification G.O.MS. No. 303/76/LA&SWD dated the 21st December, 1976, published as S.R.O. No. 1324/6 in the Kerala Gazette Extraordinary No. 751 dated the 31st December, 1976, for the purposes of the said section.

By order of the Governor
M.S.K. Ramaswamy
Special Secretary

EXPLANATORY NOTE

(This does not form part of the notification but is intended to indicate its general purport)

The Government of India have notified under section 3 of the Census Act, 1948, that the census of population of India shall be taken in 1981 with reference date as 1st March 1981. Under the relevant sections of the Census Act the State Government have to appoint officers of specified areas and to authorise them to appoint the required Census Officers under them to take, or aid in, or supervise the taking of the census within the local areas specified under their control. Accordingly notifications were issued as S.R.O. Nos. 1054/79, 1055/79, 1056/79 1057/79, and 1058/79. Now it has been decided to appoint the Town Planner, Idukki as Census Officer exclusively for the Idukki Township area. These notifications are issued to achieve the above objective.

IX

GOVERNMENT OF KERALA

General Administration (Political-C) Department

NOTIFICATION

No. 82482/Pol.C1/80/GAD — Dated, Trivandrum, 24th October 1980

S.R.O. No. 1062/80—Under subsection (1) of section 8 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby direct all Census Officers to ask all persons within the limits of the local area for which they have been so appointed, the questions necessary for collection of information in the 1981 census, as enumerated in the schedule annexed hereto.

Individual Slip (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

APPENDIX 12.1—*contd.*

11. Literate/Illiterate
12. Educational attainment
13. Attending School/College
14A Worked any time at all last year?
14B If Yes in 14A, did you work for major part of last year?
15A Main activity last year

If household indsusty/other work in 15A,

(i) Name of establishment
(ii) Description of work
(iii) Nature of industry, trade or service
(iv) Class of worker

15B If yes in 14B, any other work any time last year?

If No in 14B, work done any time last year?

If household industry/other work 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?

Individual Slip (Sample)

1. Birth Place:
   (a) Place of birth
   (b) Rural/Urban
   (c) District
   (d) State/Country
2. Last residence:
   (a) Place of last residence
   (b) Rural/Urban
   (c) District
   (d) State/Country
3. Reasons for migrationfrom place of last residence
4. Duration of residence at the village or town of enumeration
5. For all ever-married women only:
   (a) Age at marriage
   (b) Number of children surviving at present Male/Female/Total
   (c) Number of children even 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 enumeration?

8. Predominant construction material of the house occupied by household:
   (a) Wall
   (b) Roof
   (c) Floor
9. Facilities available to the household:
   (a) Drinking water supply
   (i) Source
   (ii) within premises/outside premises
   (b) Electricity
   (b) Toilet (for urban areas 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 bracket if present in the household for children upto ten years).
3. Sex
4. Age
5. Marital status

By order of the Governor
C.S. Sivasankaran
Additional Secrretary

EXPLANATORY NOTE

(This is not part of the notification but is intended it indicate its general purport)

The Government of India have notified under Section 3 of the Census Act 1948 (Central Act 37 of 1948, that a census of the population of India shall be taken during 1981, the reference time and date being the sunrise of 1st March 1981. Under Section 8 of the said Census Act the State Government have to notify in the official gazette the questions which will be asked at the time of the census taking by the Census Officers. This notification is issued to achieve the above object.

APPENDIX 12.2

FREEZING OF BOUNDARIES OF ADMINISTRATIVE UNITS

GOVERNMENT OF KERALA

General Administration (Political C) Department

CIRCULAR

No. 63283/Pol. C1/79/GAD. Dated, Trivandrum, 11th June, 1979.

Sub: Boundaries of Administrative Units—Fixity during 1981 Census Operations.

Ref: From the Government of India, Ministry of Home Affairs, New Delhi, letter No. 9/17/79-CD (CEN) dated 10-5-1979.

A copy of the letter cited is communicated to all the Departments of the Secretariat and all Heads of Departments etc for information and compliance of the directions contained therein.

K.P.S. MENON
Additional Secretary

To

All Departments (All Sections) of the Secretariat including Law, Legislature and Finance
All Heads of Departments
All District Collectors
The Director of Public Relations
The Secretary, Kerala Public Service Commission, Trivandrum (with C.L.)
The Registrar, University of Kerala/Cochin/Calicut (with C.L.)
The Registrar, Agricultural Univertity, Mannuthy, Trichur (with C.L.)
The Registrar, High Court, Ernakulam (with C.L.)
The General Manager, Kerala State Road Transport Corporation, Trivandrum (with C.L.)
The Secretary, Kerala State Electricity Board, Trivandrum (with C.L.)
The Director of Census Operations, Kerala, Trivandrum (with C.L.)
The Secretary to Government of India, Ministry of Home Affairs, New Delhi (with C.L.)

Copy to

The Secretary to Governor
The Private Secretary to Chief Minister and Other Ministers
The Private Secretary to Speaker
The Under Secretary to Chief Secretary
The Special Secretaries/Secretaries/Additional Secretaries/Joint Secretaries/Deputy Secretaries and Under Secretaries to Government

GOVERNMENT OF INDIA

Ministry of Home Affairs

No.9/17/79-CD (CEN) New Delhi, the 10th May, 1979.

To

The Chief Secretaries of all States and Union Territories

Subject: Boundaries of administrative units—Fixity during 1981 Census Operations

Sir,

I am directed to say that the next decennial population census would be conducted under the direction of the Registrar General & Census Commissioner for India in February-March, 1981. To ensure complete coverage at the census, the entire country will be divided into small enumerators' blocks within the framework of the administrative units in the States and Union Territories. The process of determining the blocks has to start much in advance of the actual census and they will be got marked on the census maps to obviate overlapping or omission of areas. In fact, monitoring of jurisdictional changes after 1971 census is being done by the State Census Directorates with a view to updating the census maps. In this connection, the Registrar General, I understand, had written to you, vide his letter No. 1/24/77-RG(P) dated 11 January 1978.

2. I need hardly say that for the efficient conduct of the census operations, it is necessary to ensure that the boundaries of the administrative units are not disturbed after the blocks have been determined and until the census enumeration and tabulation of data are completed. It is expected that the demarcation of blocks would be taken in hand from the 1st October, 1979.

3. If the areas of the administrative units on the basis of which the census data are collected, are altered after the census, the usefulness of the data, you will doubtless appreciate, would be considerably reduced. It is therefore, desirable to ensure that as far as possible, the boundaries of administrative units remain undisturbed throughout the major part of the next decade. Hence, wherever any changes in the jurisdiction of the present administrative units are found necessary, it would be desirable to effect the change well before the enumerator's blocks are demarcated i. e., before 1 October, 1979.

4. In the circumstances, Government of India would appreciate all proposals for reconstituting area or making adjustments in the jurisdiction of municipalities, revenue villages, tehsils, police stations, development blocks, taluks, sub-divisions, districts, revenue divisions, etc., which may be pending or which may be taken up in the near future are finalised and given effect to beofre the 1st October, 1979. All such changes may please be intimated to the State Census Director concerned and to the Registrar General, India. In any case, the State Government may kindly ensure that no changes whatsoever are made in the boundaries of these units during the period from 1st January, 1980 to 30th June, 1981.

5. Further correspondence in regard to this matter, if any, may kindly be addressed to the Registrar General, India 2/A, Mansing Road, New Delhi, 110011 (Telegraphic address: REGGENLIND, New Delhi, Telephone : 383761).

M. L. KAMPANI
Additional Secretary to the Government of India

APPENDIX 12.3
FREEZING OF TRANSFERS OF OFFICERS AND STAFF
I
GOVERNMENT OF KERALA

Abstract

CENSUS OF INDIA 1981—HOUSENUMBERING AND HOUSELISTING OPERATIONS— FREEZING OF TRANSFER OF OFFICERS AND STAFF ENGAGED—ORDERS ISSUED

General Administration (Political C) Department

G. O. (P) No. 633/79/GAD **Dated, Trivandrum, 5-12-1979**

Read : 1. G. O. (P) 493/79/GAD dated 31-8-1979

2. From the Director of Census Operations, Kerala, Trivandrum, letter No. D. 4272/79 dated 5-11-1979.

ORDER

In the Government Order read above, orders have been issued outlining the procedure for the ensuing Census of India 1981 and for the appointment of Census Officers at various levels under District Collectors who have been nominated as principal Census Officers in connection with the census work.

2. In the letter 2nd read above, the Director of Census Operations, Kerala has informed Government that the preliminary work relating to the housenumbering and houselisting operations in connection with the 1981 Census has already started and that it will be in full swing from January 1980. The training for this operation is scheduled during January-February 1980 and the actual operation will take place during March-May 1980. It is therefore absolutely necessary that the officers and staff engaged for housenumbering and houselisting operations are kept in their position undisturbed during the entire period of training and actual operation. The Director of Census Operations has therefore requested Government to issue necessary orders freezing the transfer of officers and staff engaged in housenumbering and houselisting operations during the period from 15th January, 1980 to 31st May, 1980.

3. In the circumstances, Government order the freezing of the transfer of District Census Officers (Deputy Collectors—General), Sub-Divisional Census Officers (Revenue Divisional Officers), Charge Officers (Tahsildars, Municipal/Corporation Commissioners, Divisional Forest Officers, Executive Officers of Townships and Wild Life Preservation Officer, Thekkady) and the staff appointed as Supervisors and Enumerators for housenumbering and houselisting operations, from 15th January 1980 till 31st May 1980, except under exceptional circumstances like retirement, promotion and reversion.

By order of the Governor
M. KARUNAKARAN THAMPI
Under Secretary

To

All District Collectors
All Revenue Divisional Officers/Tahsildars
The Commissioners, Corporation of Trivandrum/Calicut and Cochin
All Municipal Commissioners
The Director of Public Instruction
The Secretary, Board of Revenue (Land Revenue)
The Chief Conservator of Forests
All District Forest Officers
All Other Heads of Departments
The Director of Census Operations, Kerala, Trivandrum

II

GOVERNMENT OF KERALA

Abstract

ESTABLISHMENT—MUNICIPAL COMMON SERVICE—TRANSFER OF EMPLOYEES ENGAGED IN CENSUS OPERATIONS—FREEZED—ORDERS ISSUED

Local Admn. & Social Welfare (Municipal A) DEPT.

G. O. Rt.1073/80 /LA SWD **Dated, Trivandrum, 5-4-1980**

Read : D. O. Letter No. D. 4272/79 dated 22-3-1980 from the Director of Census Operations. Kerala.

ORDER

Government order that the census clerks in the Corporations, Municipalities and Township in the state will not be disturbed till 31-3-1981 from their present positions except under very exceptional circumstances such as retirement, promotion and reversion.

(By order of the Governor)
A. S. MONI ACHARI
Under Secretary

To

The Director of Municipalities
The Director of Census Operations, Kerala, Trivandrum
The Local Administration and Social Welfare (A2) Section

APPENDIX 12.3—*contd.*

III

GOVERNMENT OF KERALA

Abstract

CENSUS, 1981—FREEZING OF TRANSFER OF THE STAFF ENGAGED FOR CENSUS WORK—ORDERED

General Administration (Political C) Department

G. O. (P) No. 217/80/GAD. **Dated, Trivandrum, 29th May 1980.**

Read : 1. D. O. No. 9/11/79-CD (CEN), dated 7-3-1980 from the Union Home Minister.
2. Letter No. D-4272/79 dated 1-4-1980, from the Director of Census Operations, Kerala, Trivandrum.

ORDER

The Government of India, Ministry of Home Affairs has emphasized the necessity to ensure continuity of administration of the census work and the postponement of large scale transfers of officers and other personnel involved in the census work till March-April, 1981. The census operations are a highly controlled exercise where attention to detail and complete familiarity with jurisdiction of the officers concerned is essential and their transfers in the middle of the operations will seriously tell upon the quality and coverage. All officers including the Collectors and Deputy collectors, Tahsildars, Sub-Divisional Officers, Block Development Officers and others particularly teachers, are being trained in this work. It would seriously tell upon both quality and coverage if at this stage, large scale transfers were to take place of such officers since continuity of incumbency of the existing census officers and staff in their present positions is essential till April, 1981 for the smooth and successful execution of census work.

In the circumstances, Government order that the District Census Officers (Deputy Collectors—General), Sub-Divisional Census Officers (Revenue Divisional Officers/Sub-Collectors), Charge Officers (Tahsildars, Corporation/Municipal Commissioners, Executive Officers of Townships, Town Planner, Idukki; Divisional Forest Officers and the Wild Life Preservation Officer, Thekkady) Deputy Tahsildars specifically designated as Deputy Charge Officers, Census Clerks and other subordinate staff entrusted with census work in the Collectorates, Municipal/Corporation/Township Offices, Taluk Offices, Forest Offices, etc. will not be transferred out, to the extent possible till 30th April, 1981 except under very exceptional circumstances like retirement, promotion, reversion and exigencies of service.

By order of the Governor,
A. RAMASWAMY PILLAI,
Deputy Secretary

To

The Secretary, Board of Revenue (L. R.)
All District Collectors
The Director of Municipalities
The Chief Conservator of Forests
All Revenue Divisional Officers/Tahsildars
The Commissioners, Corporation of Trivandrum, Calicut and Cochin
All Municipal Commissioners
The Director of Public Instruction
All Divisional Forest Officers (Through Chief Conservator of Forests)
The Executive Officer, Guruvayuur Township, Guruvayoor
The Wild Life Preservation Officer, Thekkady
The Town Planner, Iddukki
The Revenue Department
The Agriculture (Forest) Department
The Local Administration & Social Welfare Department
The General Education Department
All other Heads of Departments
The Director of Census Operations, Kerala, Trivandrum
The Secretary to Government of India, Ministry of Home Affairs, New Delhi. (with C.L.)

APPENDIX 12.4

CIRCULAR LETTERS TO THE STATE FUNCTIONARIES

I

GOVERNMENT OF KERALA

General Administration (Political C) Department

CIRCULAR *MOST IMMEDIATE*

No. 146856/Pol. C1/79/GAD. Dated, Trivandrum, 8th February 1980

Sub: Census of India 1981.

In G. O. (P) 493/79/GAD dated 31-8-1979, orders were issued authorising the arrangements connected with the Census of India 1981 as proposed by the Director of Census Operations, Kerala and constituting the census hierarchy in the district with the Dirstrict Collectors as the Principal Census Officers, the Deputy Collectors (General) as the District Census Officers and the Revenue Divisional Officers as Sub-Divisional Census Officers respectively and under them the Charge Officers consisting of Tahsildars, Commissioners of Corporations and Municipalities, Divisional Forest Officers and others for the conduct of the census.

All these officers are by now familiar with the various phases of the 1981 Census Operations and aware of their direct involvement in this gigantic task of national importance through various circulars issued by the Director of Census Operations and the District-level conferences held by him.

Now that the work connected with the election is over, the tempo of work connected with the census should be stepped up. The first phase of the census operations viz. housenumbering and house-listing is scheduled to take place between March to May 1980 and the training for the same will be undertaken in February 1980. The next phase will begin in August 1980 with the appointment of personnel for the actual enumeration and their training followed by the actual enumeration operations in February-March 1981. Government wish to emphasize that all these operations should be carried out with utmost zeal and diligence by all the State Government Officers associated with the Census.

The Principal Census Officers and other senior census officers should undertake regular and periodic reviews of the progress of census work as per the time-bound programme both in periodic staff meetings and during their field inspections. Special meetings for reviewing census work may also be held whenever found necessary in the event of tardy progress.

The nature and quality of the work done with regard to the 1981 census operations, whether outstanding, satisfactory or unsatisfactory will be entered in the confidential report of the officers connected with the census and form a part of the general assessment of over all performance of each officer during the period.

By order of the Governor
G. BHASKARAN NAIR
Chief Secretary

To

All District Collectors
All Revenue Divisional Officers
All Corporation Commissioners
All Municipal Commissioners
All Tahsildars
All Divisional Forest Officers
Wild Life Preservation Officer, Thekkady
Executive Officer, Guruvayoor Township
Town Planner, Idukki Township
Executive Officer, Cannanore Cantonment
Statistical and Research Officer, Cochin Port Trust
The Director of Public Relations

contd.

Copy to:

Special Secretary to Government, Revenue Department
Special Secretary to Government, Local Administration Department
Special Secretary to Government, General Education Department
Secretary to Government, Agriculture (Forest) Department
Secretary, Board of Revenue, Trivandrum
Chief Conservator of Forests, Trivandrum
Chief Conservator of Forests (Development), Trivandrum
All Conservators of Forests
Director of Public Instruction, Trivandrum
Director of Municipalities, Trivandrum
Director of Panchayats, Trivandrum
The Director of Census Operations, Kerala, Trivandrum

II

GOVERNMENT OF KERALA

General Administration (Political C) Department

CIRCULAR

No. 4313/Pol. C1/81/GAD Trivandrum, Dated 2-2-1981

Sub: Census 1981—Review of census work—instructions—regarding.

The Census count is just a few days ahead and will commence on the 9th February 1981. Training of Census Personnel has been almost completed and all the Charge Officers and others are fully involved in the work related to the Census. It is felt that the morale of the Census hierarchy and their efficiency will be considerably improved if the District Collectors in their capacity as Principal Census Officers and the Deputy Collectors as District Census Officers conduct review meetings with regard to census work. In order to ensure that the Census Operations are conducted with peak efficiency, Government direct that the Census work should be reviewed fortnightly till the middle of March 1981 by all the District Collectors in their capacity as Principal Census Officers and Deputy Collectors (General) as the District census Officers, so that the Census hierarchy will be fully aware of the importance that the Government attaches to the work of Census Operations.

The District Collectors/Deputy Collectors are also requested to participate in the Census training classes for some time during thei tours as much as possible.

M. S. K. RAMASWAMY
Special Secretary to Government

To

All District Collectors
All Deputy Collectors (General)

APPENDIX 12.5
PAYMENT OF TA/DA TO STATE CENSUS OFFICERS
I
GOVERNMENT OF KERALA

Abstract

CENSUS 1981—PAYMENT OF T. A. AND D. A. AND SPECIAL TRAVELLING ALLOWANCE TO THE CENSUS OFFICERS—SANCTIONED—ORDERS ISSUED

General Administration (Political C) Department

G. O. (P) No. 207/80/GAD **Dated, Trivandrum, 19th May 1980**

Read: Letter No. A-4209/79 dated 22-3-1980, from the Director of Census Operations, Kerala, Trivandrum.

ORDER

In the circumstances stated by the Director of Census Operations, Kerala, sanction is accorded for the payment of T. A. and D. A. and Special Travelling Allowance to the Census Officers in connection with the Census, 1981, as follows.

(i) The Tahsildars and the Commissioners of Trivandrum, Cochin and Calicut Corporations will be paid a fixed special travelling allowance at the rate of Rs. 125 per month for a total period of 7 months (for the months of April and May 1980 during house numbering and houselisting operationsand for the months of October 1980 to February 1981 during the actual enumeration) for the extensive travel within their jurisdiction for census work.

(ii) The Commissioners of Municipalities, the Executive Officer, Guruvayur Township, the Town Planner, Idukki, the Divisional Forest Officers and the Wild Life Preservation Officer, Thekkady will be paid a fixed special travelling allowance of Rs. 100 per month for similar period of 7 months for the extensive travel within their jurisdiction for census work.

(iii) For their journeys outside their jurisdiction performed exclusively for census work, all Charge Officers may claim T. A. and D. A. at the rates applicable to them under State Government rules. Such T. A. Claims will be preferred in a separate T. A. bill and got countersigned by the concerned District Census Officer.

(iv) For their journeys within and outside their jurisdiction performed exclusively for census work the Principal Census Officers, District Census Officers and Sub-Divisional Census Officers will claim T. A. and D. A. at the rates and as per the normal procedure under the State Government rules but in a separate T. A. bill, initially meeting the expenditure from the State head of account.

2. The expenditure will be debited to "253 (b) 17 Census Officers and Special Staff for rendering clerical assistance to Census Officers" and later got reimbursed and credited to "065C (e) Census" from the Government of India. Funds required over and above the budget provision may be authorized.

By order of the Governor
C. POULOSE
Additional Secretary

To

All District Collectors
All Deputy Collectors (General)
All Revenue Divisional Officers/Tahsildars
The Commissioners, Corporation of Trivandrum/Calicut/Cochin
All Municipal Commissioners
The Secretary, Board of Revenue (LR)
The Chief Conservator of Forests
All Divisional Forest Officers (Through C. C. F.)
The Director of Census Operations, Kerala, Trivandrum
The Town Planner, Idukki
The Executive Officer, Guruvayur Township, Guruvayur
The Director of Municipalities
The Wild Life Preservation Officer, Thekkady
The Director of Panchayats
The Accountant General, Kerala, Trivandrum
The Finance Department—Vide No. 24117/Exp. B1/80/Fin. dated 6-5-1980

APPENDIX 12.5—*contd.*

II

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—PAYMENT OF T. A. AND D. A. AND SPECIAL T. A. TO DEPUTY CHARGE OFFICERS—ORDERS ISSUED

General Administration (Political C) Department

G. O. (P) No. 487/80/GAD. Dated, Trivandrum, 21st October, 1980

Read : 1. G. O. (P) No. 207/80/GAD dated 19-5-1980.
2. Letter No. A-4209/79 dated 18-9-1980 from the Director of Census Operations, Kerala, Trivandrum.

ORDER

In the Government Order read above, sanction was accorded for the payment of Special T. A. and D. A. to Census Officers for work connected with 1981 census. The payment of Special T. A., T. A. and D. A. to the Deputy Charge Officers was not included in the said G. O. as those Officers were not in existence.

2. Subsequently in the Taluk charges and Corporation charges, as Officer has been designated as Deputy Charge Officer to assist the Charge Officer in the Census work in view of the comparatively heavier workload in these charges. The Director of Census operations has stated that the Deputy Charge Officer also plays an important role in the handling of census work in the respective charges and that he will also have to perform extensive tours within his jurisdiction exclusively for the work connected with the census and as such he has also to be paid suitable rates of Special T. A., T. A. and D. A.

3. In the circumstances and as recommended by the Director of Census Operations, sanction is accorded for the payment of Special T. A., T. A. and D. A. to the Deputy Charge Officers in connection with the Census of 1981, as follows:

1. The Officer specifically designated as Deputy Charge Officer in the Taluk Offices and Corporation Offices will be paid a fixed Special T. A. at the rate of Rs. 100 p. m. for a total period of 5 months from October 1980 to February 1981 for the extensive travel within their jurisdiction for census work. Such fixed Special T. A. claims for census work will be preferred in a separate T.A. bill duly countersigned by the District Census Officer concerned and claimed from the Census head of account.
2. For their journeys outside their jurisdiction performed exclusively for census work the Deputy Charge Officers may claim T. A. and D. A. at the rates applicable to them under State Government rules. Such T. A. claims exclusively relating to census will be preferred in a separate T. A. bill duly countersigned by the concerned District Census Officers and claimed from the census head of account.

The expenditure will be debited to the State Government head of account and will subsequently be got reimbursed from the Government of India as per the procedure prescribed in G. O. (MS.) No. 253/80/GAD dated 20-6-1980.

By order of the Governor
A. RAMASWAMY PILLAI
Deputy Secretary

To

All District Collectors
All Deputy Collectors (General)
All Revenue Divisional Officers/Tahsildar
The Commissioners, Corporation of Trivandrum/Calicut/Cochin
All Municipal Commissioners
The Secretary, Board of Revenue (L. R.)
The Chief Conservator of Forests
All Divisional Forest Officers (Through Chief Conservator of Forests)
The Director of Census Operations, Kerala, Trivandrum
The Town Planner, Idukki
The Executive Officer, Guruvayur Township, Guruvayur
The Director of Municipalities
The Wild Life Preservation Officer, Thekkady
The Director of Panchayats
The Accountant General, Kerala Trivandrum (This Order issued with the concurrence of Finance Department)
The Finance Department—Vide No. 65942/Exp. B180/Fin. dated 8-10-1980

APPENDIX 12.6

CLERICAL ASSISTANCE TO STATE CENSUS OFFICERS

I

GOVERNMENT OF KERALA

Abstract

CENSUS 1981 - CLERICAL ASSISTANCE TO THE DISTRICT CENSUS OFFICERS AND CHARGE OFFICERS IN CONNECTION WITH THE CENSUS WORK—CREATION OF POSTS—SANCTIONED

General Administration (Political C) Department

G. O. (MS) No. 522/79/GAD **Dated Trivandrum 19-9-1979**

Read: 1. G.O. (P) No. 493/79/GAD dated 31-8-1979

2. From the Registrar General, India, Ministry of Home Affairs, New Delhi, letter No. 1/34/79-Ad. I dated 26-6-1979

3. From the Director of Census Operations, Kerala Trivandrum letter No. C-3-149/79 dated 10-7-1979

ORDER

In the Government Order read above, orders have been issued outlining the procedure to be followed for the ensuing Census 1981 and for the appointment of Principal Census Officers/District Census Officers/Sub-Divisional Census Officers and Charge Officers in connection with the Census work.

2. The Government are now pleased to sanction the creation of the following posts of office staff in the offices of the Principal Census Officers (Collectorates), Charge Officers (Taluk offices) and concerned Corporations and Municipal Offices with effect from 1-8-1979 or from the date of entertainment of persons whichever is later, till the end of May, 1981 for rendering clerical assistance to the Census Officers.

1.	Collectorates	1 UD clerk, 1 LD clerk and 1peon
2.	Taluk Offices	1 LD clerk each
3.	Office of the Corporation of Trivandrum/Cochin/Calicut	1 UD clerk and 2 LD clerks each
4.	Office of the Municipal Council of Quilon/Alleppey/Palghat	1 UD clerk each

3. All District Collectors, Tahsildars and Municipal/Corporation Commissioners concerned will take immediate steps to appoint the best available staff against the posts sanctioned above in their respective offices. While doing so, the instruction in paragraph (1) of GO (P)708/79/Fin.dated 6-8-79 regarding re-deployment of available surplus capacity will also be gone into by the concerned department.

4. The expenditure shall be incurred only after observing "New Service" Procedure by the respective Departments concerned. Necessary heads of accounts under "253-District Administration" for classifying the expenditure will be opened by the Finance Department when proposals for providing funds are received. The reimbursement of the expenditure shall be classified under "065-Other Administrative Services—C-Other Services (C) Census.

5. The accounts relating to the pay and allowances of the above staff will be kept separate and the District Collectors will send a monthly consolidated statement of such expenditure for each district, duly certified by the Accountant General in the month following the month to which the expenditure figures relate, to the Director of Census Operations, Kerala, Trivandrum, for arranging reimbursement of the expenditure before the close of the financial year.

By order of the Governor
K.S. Bhaskaran Nair
Deputy Secretary

To

All District Collectors
The Secretary, Board of Revenue, Trivandrum (Land Revenue)
All Tahsildars
The Commissioner, Corporation of Trivandrum/Cochin and Calicut
The Commissioner, Municipal Councils of Quilon/Alleppey/Palghat
The Director of Municipalities, Trivandrum
The Director of Census Operations, Kerala, Trivandrum
The Registrar General, India, Ministry of Home Affairs, Govt. of India, 2/A, Mansingh Road, New Delhi-110 011 (with C. L.)
The Accountant General, Kerala, Trivandrum
The Finance Department-vide No. 50 451/Exp. A1-79-Fin. dated 10-8-1979
The Revenue Department, The Local Administration & Social Welfare Department } for necessary further action with reference to para 4

II

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—CLERICAL ASSISTANCE IN CONNECTION WITH—ENHANCEMENT OF—SANCTIONED

General Administration (Political C) Department

G. O. (MS) No. 87/80/GAD **Dated, Trivandrum 4th March 1980**

Read: 1. G.O.(MS) No. 522/79/GAD dated 19-9-1979
2. From the Director of Census Operations, Kerala, Trivandrum D.O. letter No D 149/79 dated 24-1-1980.

ORDER

In the Government Order read above, orders have been issued sanctioning the creation of posts of office staff for rendering clerical assistance to the District Census Officers and Charge Officers in connection with the Census 1981.

2. The Director of Census Operations, Kerala, in his letter 2nd read above, has informed Government that the Registrar General, India, has accorded sanction for revision/enhancement of clerical assistance to the Divisional Forest Officers, Municipal Commissioners and Tahsildars of taluks with more than two lakh population at the following rates:

(i) One post of L.D. Clerk to each of the Divisional Forest Officers for a period of 18 months (as against 6 months sanctioned earlier).

(ii) An honorarium at the rate of Rs. 25 p.m. for a period of 18 months to the Clerk who attends to 1981 Census work in addition to his normal duties, in the minor municipalities (as against 6 months sanctioned earlier).

(iii) A special allowance at the rate of Rs. 25 p.m. to any U.D. Clerk/L.D. Clerk specifically designated as Census clerk (in addition to the L.D. Clerk already sanctioned exclusively for census work) in the taluk offices of taluks with a population of more than 2 lakhs (as per last census figures) for attending to 1981 Census work in addition to his normal duties upto the end of 30-6-1981.

3. The Director of Census Operations, Kerala, has therefore requested Government orders on the following.

(i) Sanction may be accorded for the creation of one post of L.D. Clerk for each of the Divisional Forest Officers including the Office of the Wild Life Preservation Officer, Thekkady for a period of 18 months or till the work connected with the 1981 Census is over in the respective offices, whichever is earlier on the same terms and conditions specified in G.O.(MS) No. 522/79/GAD dated 19-9-1979.

(ii) Sanction may also be issued permitting the clerks attending to the 1981 Census work in addition to their normal duties in the minor municipal offices (i.e. all the municipal offices except Quilon, Alleppey and Palghat Municipalities) and the offices of the Executive Officer, Guruvayoor Township and Town Planner, Idukki to receive an honorarium of Rs. 25 (Rupees twenty-five only) per month for a period of 18 months.

(iii) In the Taluk Offices of those Taluks with a population of more than 2 lakhs (as per 1971 Census figures—i.e. all taluks except North Wynad, Mannarghat, Cochin, Kothamangalam, Devicolam, Peermade, Kanjirappally, Ambalapuzha and Kuttanad) the U.D. Clerk/L.D. Clerk specifically designated as Census Clerk and who attends to census work in addition to his normal duties may also be permitted to receive a special allowance at the rate of Rs. 25 (Rupees twenty five only) per month for the period upto 30-6-1981.

4. The Government accept the above proposals of the Director of Census Operations, Kerala and they order accordingly.

By order of the Governor
A. Ramaswamy Pillai
Deputy Secretary

To

All District Collectors
The Secretary, Board of Revenue, Trivandrum (Land Revenue)
All Tahsildars
The Commissioner, Corporation of Trivandrum/Cochin and Calicut
The Commissioner (Through Chairman), all Municipal Councils in Kerala
The Executive Officer, Guruvayur Township, Guruvayur
The Town Planner, Idukki
The Director of Municipalities, Trivandrum
The Registrar General, India, Ministry of Home Affairs, Government of India, 2/A, Mansingh Road, New Delhi-110011 (with C.L.)
The Accountant General, Kerala, Trivandrum (This order issues with concurrence of Finance Department) (Through Finance Department)
All Revenue Divisional Officers
The Chief Conservator of Forests, Trivandrum
All Divisional Forest Officers
The Wild Life Preservation Officer, Thekkady
The Agriculture (Forest) Department
The Local Administration & Social Welfare Department
The Finance (Expenditure) Department

APPENDIX 12.6—*concld.*

III

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—CLERICAL ASSISTANCE SANCTIONED IN CONNECTION WITH POSTS OF L. D. CLERKS IN THE OFFICES OF THE DIVISIONAL FOREST OFFICERS, SPECIAL DIVISION, TELLICHERRY KOZHIKODE, NILAMBUR AND PALGHAT—ABOLISHED

Census 1981 - Clerical Assistance Sanctioned in connection with posts of L.D. Clerks in the offices of the Divisional Forest Officers, Special Division, Tellicherry, Kozhikode, Nilambur and Palghat—Abolished.

General Administration (Political C) Department

G.O.(MS)No. 240/80/GAD **Dated, Trivandrum 12-6-1980**

Read: 1. G.O. (MS) No. 87/80/GAD dated 4-3-1980

2. From the Director of Census Operations, Kerala, Trivandrum —Letters No. D-149/79 dated 31-5-1980 and dated 2-6-1980

ORDER

In the circumstances reported by the Director of Census Operations, Kerala, in his letters 2nd cited, Government Order that the posts of L.D. Clerk sanctioned in the Government order read above for clerical assistance in the Offices of the Divisional Forest Officers, Special Division, Tellicherry Kozhikode, Nilambur and Palghat will be abolished with effect from 1-7-1980.

2. The sub-para (i) of para 3 of the Government Order read above, stands modified to the above, extent.

By order of the Governor
T. Cyril George
Under Secretary

To
The Director of Census Operations, Kerala, Trivandrum
The Chief Conservator of Forests
The Divisional Forest Officers (Through the Chief Conservator of Forests)
All District Collectors
All Revenue Divisional Officers (LR)
The Secretary, Board of Revenue (LR), Trivandrum
The Accountant General, Kerala, Trivandrum
The Agriculture (Forest) Department
The Finance (Expenditure) Department

Copy to:
File leading to G. O. dated 4-3-1980

APPENDIX 12.7

SUPPLY OF STATIONERY ARTICLES TO STATE CENSUS OFFICERS

GOVERNMENT OF KERALA

Abstract

CENSUS OF INDIA 1981—STATIONERY ARTICLE TO DISTRICT CENSUS OFFICERS AND CHARGE OFFICERS—ARRANGEMENTS FOR SUPPLY—ORDERS—ISSUED

General Administration (Political C) Department

G. O. (P) No. 104/80/GAD **Dated, Trivandrum, 13-3-1980**

Read: 1. G.O. (MS) No. 522/GAD dated 19-9-1979

2. Letter No. D-15015/7/79-Ad. III dated 21-12-1979 from the Registrar General, India

3. Letter No. D-3913/79 dated 11-1-1980 from the Director of Census Operations, Kerala

ORDER

In the Government order read above, orders were issued for the creation of posts in the Collectorates, Taluk offices, Corporation and Municipal offices for rendering clerical assistance to Census Officers. The staff so sanctioned is already in position. The Director of Census Operations in his letter read above has proposed for the supply of stationery articles to the District and Charge Census Officers during the peak period of the census i.e. for 18 months from October 1979 to March 1981, at the following scales as approved by the Registrar General, India for this State.

	Item	Collectorates	Sub divisional census officers (Revenue Divisional Officers	Tahsildars & Corporation Commissioners	Other Charge Officers Municipal (Commissioners, Executive officers. Divisional Forest officers etc.)
1.	Writing paper (sheets)	1,500	375	1,125	750
2.	Pencils (red & blue)	12	6	6	6
3.	Pencils (ordinary)	6	..	6	3
4.	Tags (100 per bundle)	8	1	7	4
5.	Pins (144 per packet)	5	1	4	3
6.	Gem clip (144 per packet)	5	1	4	3
7.	Typewriting paper (reams)	15	..	15	7½
8.	Typewriting (ribbon)	6	..	6	3
9.	Typewriting carbon (quires)	9	..	9	4½
10.	Stencil paper (quires)	6	..	6	3
11.	Duplicating paper (reams)	7½	..	7½	3
12.	Duplicating ink (tubes)	6	..	6	3
13.	White twine (balls)	6	..	6	3
14.	Country twine (balls)	15	..	15	7
15.	Brown casing paper (sheets)	750	..	750	375

2. The following procedure has been prescribed by the Registrar General, India for the supply of the stationery articles in his letter read above.

(i) The District census officers and Charge officers may obtain the supplies from the State Controller of Stationery and in case the State Controller of Stationery is unable to arrange the supply of these articles, they may obtain their supplies by local purchase after following the procedure prescribed in the rules of the State Government.

(ii) The expenditure shall, in the first instance, be met by the State Government and subsequently reimbursed by the census department as is the arrangement in respect of the pay and allowances of the clerical staff sanctioned to the District census officers and Charge officers.

(iii) The Director of Census Operations has proposed that the supply of the stationery articles may be made in two instalments, first instalment for 9 months from 10/79 to 6/80 and the second instalment for the subsequent 9 months from 7/80 to 3/81. On the basis of the consolidated indent placed by the District census officer of each district in respect of his requirement as well as the requirements of the Sub-divisional census officers and Charge officers (Taluk Offices, Municipal/Corporation offices Forest offices etc) in his district with the State Controller of Stationery, Trivandrum. The indent so placed may be passed by the State Controller of Stationery and forwarded to the concerned district depots for effecting supply to the District and Charge officers direct as per the entitlement of each officer.

(iv) The District Census officers and Charge officers have also been permitted by the Registrar General, India to incur an expenditure not exceeding Rs. 50/- for a period of 12 calendar months for service postage stamps in connection with the census work.

3. The Government accept the above proposals and order as follows:

(i) The State Controller of Stationery, Trivandrum will arrange supply of the stationery articles through the concerned stationery depots to the District Census Officers and Charge officers on the basis of the consolidated indent placed by each District Census Officer. As the indent to be placed by the District census officers will be based on the approved scales, the indent will be honoured by the State Controller of Stationery in full imposing no cut in the quantity indented by them against any item.

(ii) The supplies against indents will be made by the State Controller of Stationery through the concerned stationery depots on priority basis as the various items of work connected with the census have to be completed in all Districts/charges according to a time-bound programme. After supplies are effected, the Controller of Stationery will send invoice claiming the amount for the supplies, direct to the Director of Census Operations for arranging payment by demand draft.

(iii) The expenditure on account of stationery articles purchased direct and service postage stamps will be met by the District Census Officers/Charge officers initially under their appropriate heads of accounts. However this will be exhibited as a separate item district from the pay and allowances of the census staff. Thereafter the District census officers/ Charge officers will get this expenditure duly certified by the Accountant General, Kerala and forward the certified statement of expenditure to the Director of Census Operation, Kerala for reimbursement.

4. The reimbursement will be taken credit under "065-Contingencies (C) Census". Since the heads of account have already been opened, the cost of stationery can be debited to "253 (a) Office Expenses" and the reimbursement debited to the revenue head. Separate head of account for reimbursement for cost of stationery articles is not required.

By order of the Governor
A. Ramaswamy Pillai
Deputy Secretary

To

All District Collectors
All Deputy Collectors (General)
All Revenue Divisional Officers/Tahsildars
The Commissioners, Corporation of Trivandrum/Calicut and Cochin
All Municipal Commissioners
The Controller of Stationery
The Secretary, Board of Revenue (Land Revenue)
The Chief Conservator, of Forests
All Divisional Forest Officers (Through Chief Conservator of Forest, Trivandrum)
The Director of Census Operations, Kerala, Trivandrum
The Town Planner, Idukki
The Executive Officer, Guruvayur Township
The Registrar General, India, Government of India,
Ministry of Home Affairs, 2/A, Mansingh Road,
New Delhi-11 (with C. L.)
The Director of Municipalities, Trivandrum
The Director of Panchayats, Trivandrum
The Higher Education Department
The Finance Department–Vide No. 11533/Exp. B3/80/Fin. dated 29-2-1980 and No. 16572/Exp. B3/80/Fin. dated 10-3-1980
The Superintendent of Government Presses, Trivandrum

(He is requested to arrange to print and supply 5000 copies of the Government Order to Government in this Department immediately.)

APPENDIX 12.8

PRINTING OF CENSUS FORMS, CIRCULARS ETC.

General Administration Department
Trivandrum
Dated: 24-10-1979

K.P.S. Menon
Additional Secretary to Government

D.O.No. 109089/Pol.C1/79/GAD

Dear Shri Titus,

Sub: Census of India 1981—Printing Work in connection with

As you are aware, the preliminary work on the Census of India, 1981, is in progress. In this Connection certain miscellaneous forms, circulars, instruction booklets etc. have to be printed and supplied to the Director of Census Operations, Kerala, at short notice. Any delay in printing these, will dislocate the entire operation as the census enumeration is strictly time bound. I am therefore to request you to extend all co-operation and assistance to the Director of Census Operations, Kerala, as in the past for printing urgent items of work on priority basis.

2. The printing charges will be met by the Director of Census Operations, Kerala.

Yours Sincerely

(*Sd*)

Shri P.K. Titus
Superintendent of Govt. Presses
Trivandrum

APPENDIX 12.9

REIMBURSEMENT OF CENSUS EXPENDITURE BY STATE GOVERNMENT

I

GOVERNMENT OF KERALA

Abstract

BUDGET 1979–80 AND 1980–81–INCORPORATION/OPENING OF NEW HEADS OF ACCOUNT UNDER "265–OTHER ADMINISTRATIVE SERVICES"—ORDERS ISSUED

Finance (Budget wing) Department

G.O.Rt. No. 2012/80/Fin **Dated, Trivandrum 26–5–1980**

Read: 1. Letter No. D-5529/79 dated 28–3–1980 from the Director of Census Operations, Kerala
2. Letter No.BK/IV15-5/265/79-80/34-156 dated 15–5–1980 from the Accountant General, Kerala

ORDER

Sanction is accorded for incorporating/opening the following minor sub and detailed heads as indicated in column (2) under the major head noted in column (1) below, in the Detailed Budget Estimates for 1979–80 and 1980–81.

Column (1)	*Column* (2)
265–Other Administrative Services	(h) Census
	1. Census Establishment 1981 Salaries, Travel Expenses, Office Expenses

(By order of the Governor)
G. George Joseph
Under Secretary

To

The Accountant General. Kerala. Trivandrum
The Director of Census Operations, Kerala, Trivandrum
The Secretary, Board of Revenue (Land Revenue). Trivandrum
The Revenue Department
The General Administration (Political) Department
The Finance (Expenditure A) Department
The Finance (DP) Department
The Interleaved Budget
The Stock file

II

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—CLERICAL ASSISTANCE TO THE DISTRICT CENSUS OFFICERS AND CHARGE OFFICERS IN CONNECTION WITH THE CENSUS WORK-POSTS CREATED-REVISED PROCEDURE FOR REIMBURSEMENT OF EXPENDITURE-ORDERS ISSUED

General Administration (Political C) Department

G.O.(MS)No. 253/80/GAD **Dated, Trivandrum, 20–6–1980**

Read: 1. G.O.(MS) No. 522/79/GAD dated 19–9–1979
2. D. O. letters No. 16163/Exp. A1/80/Fin dated 29–3–1980 and dated 9–6–1980 from Special Secretary, Finance (Expenditure) Department

ORDER

In the Government order read above, orders have been issued sanctioning additional staff in the Collectorates, Taluk Offices etc. in connection with the census work. The expenditure on these posts are to be initially met from state funds to be got reimbursed later by the Government of India. According to the revised procedure laid down by the Government of India, the Accountant General has to classify the expenditure under the concerned heads and would claim

reimbursement in lump from the Government of India. As suggested by the Government of India detailed heads of accounts have been opened under 265 General Administrative Services as per G.O. Rt.No.2012/80/Fin. dated 26-5-1980 to debit the expenditure initially to the state funds.

2. Now in partial modification of the orders in paras 4 & 5 of Government Order read above, the following revised instructions are issued:

(i) The expenditure in connection with the staff sanctioned for the census work will be debited to the head of account "265 other Administrative Services (h) Census 1. Census Establishment 1981 salaries, Travel Expenses, Office Expenses etc" which has been opened as per G.O Rt,2012/80 Fin. dated 26-3-1980.

(ii) The accounts relating to the pay and allowances of the staff will be kept separate and the District Collectors will send consolidated statement of such expenditure for each District after reconciliation with the treasury figures to the Secretary, Board of Revenue (LR). The Secretary, Board of Revenue will reconcile the figures of expenditure at state level and forwarded the same to the Accountant General along with the certificate of reconciliation, so that Accountant General may claim the reimbursement of the amount in lump from the Government of India.

(iii) In respect of expenditure incurred by the Corporation/Municipal Council for the staff sanctioned for census work, the reconciled figures of expenditure along with the audit certificate issued by the Local Fund Department will be furnished by the local bodies to the District Collectors. The District Collectors will transmit the consolidated figures from the local bodies in the district with audit certificates from the Local Funds Deparmtent to the Accountant General for arranging reimbursement of expenditure from the Government of India.

(iv) The Accountant General, Kerala will be closing the accounts for 1979-80 by 30-6-1980. So it is very essential that the figures of expenditure for 1979-80 are correctly compiled, classified and the amount due from the Government of India is claimed before the due date. Action will, therefore, be expedited at all levels so that the audited figures of expenditure are sent to the Accountant General in time.

By order of the Governor
C. POULOSE
Additional Secretary

To

All District Collectors
The Secretary, Board of Revenue (LR), Trivandrum
The Chief Conservator of Forests
All Divisional Forest Officers (through the Chief Conservator of Forests)
All Tahsildars
The Commissioner, Corporation of Trivandrum/Cochin and Calicut
The Commissioner, Municipal Councils of Quilon/Alleppey/Palghat
The Director of Municipalities, Trivandrum
The Director of Census Operations, Kerala, Trivandrum
The Registrar General, India, Ministry of Home Affairs,
Government of India, 2/A, Mansingh Road,
New Delhi-110 011 (with C.L.)
The Accountant General, Kerala, Trivandrum
The Finance Department
The Revenue Department
The Local Administration & Social Welfare Department

APPENDIX 12.9—*contd.*

III

GOVERNMENT OF KERALA

Abstract

CENSUS—1981—EXPENDITURE TOWARDS STAFF SANCTIONED FOR CENSUS WORK—AUTHORISATION TO INCUR EXPENDITURE UNDER PARA 95 (3) OF THE KERALA BUDGET MANUAL—ORDERS ISSUED

General Administration (Political C) Department

G. O. (Rt.) 5911/80/GAD **Dated, Trivandrum, 12-9-1980**

Read : 1. From the Director of Census Operations, Letter No. B.5529/79 dated 11-7-1980.

2. From the Secretary, Board of Revenue, Letter No. FB(A)1-7344/80(1) dated 21-7-1980

3. From the Special Secretary (Expenditure) Finance Department D. O. No. 16163/Exp A1/80/Fin dated 21-7-1980.

ORDER

Government are pleased to authorise the Secretary, Board of Revenue (LR) to incur an expenditure of Rs. 7,53,400/- (Rs. Seven lakhs and Fifty three thousand and four hundred only) as detailed below, under para 95(3) of the Kerala Budget Manual under the head of account "265 (h) Census 1—Census Establishment 1981" to be regularised later on by reappropriation or supplementary grant, before the close of current financial year.

Salaries	Rs. 7,23,400
Travel expenses	Rs. 20,000
Office expenses	Rs. 10,000
	Rs. 7,53,400

2. The Secretary, Board of Revenue (LR) will distribute necessary funds immediately to the District Collectors, Chief Conservator of Forests (for the Divisional Forest Officers), Town Planning Department (for the Town Planner, Idukki) and other census officers for meeting their census expenditure.

By order of the Governor
A. RAMASWAMY PILLAI
Deputy Secretary

To

The Secretary, Board of Revenue (LR)
The Accountant General (This issues with the concurrence of Finance Department)
The Finance Department (Vide No. 60348/BW/D1/80/Fin. dated 9-9-1980

Copy to:

The Director of Census Operations, Kerala, Trivandrum
The Revenue (D) Department

APPENDIX 12.9—*concld.*

IV

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—EXPENDITURE TOWARDS STAFF SANCTIONED FOR CENSUS WORK—AUTHORISED TO INCUR EXPENDITURE UNDER PARA 95 (3) OF THE KERALA BUDGET MANUAL—ORDERED

General Administration (Political C) Department

G.O. (Rt) 7546/80/GAD **Dated, Trivandrum, 24-11-1980**

Read : 1. G. O. Rt. 5911/80/GAD dated 12-9-1980

2. D.O. letter No. D. 5529/79 dated 20-9-1980 from the Director of Census Operations

3. Letter No. FBA 1-7344/80-1 dated 13-10-1980 from the Secretary, Board of Revenue (LR).

ORDER

In continuation of the Government Order read as first paper above, Government are pleased to authorise the Secretary, Board of Revenue (LR) to incur an additional expenditure of Rs. 27,61,000/- (Rs. Twenty seven lakhs and sixty one thousand only) as detailed below in connection with Census 1981 under "265-(h) 1 Census Establishment 1981" invoking para 95(3) of the Kerala Budget Manual

Salaries	Rs. 1,27,000/-
Travelling expenses	Rs. 22,79,000/-
Office Expenditure	Rs. 3,55,000/-
Total	Rs. 27,61,000/-

The authorisation of additional expenditure in respect of "Travelling expenses and office expenses" is in relaxation of economy orders vide para 2(1) of G. O. (P) No. 708/80/Fin. dated 4-10-1980.

The Secretary, Board of Revenue (LR) will distribute necessary funds immediately to the District Collectors, Chief Consevator of Forests and Chief Town Planner and other Census Officers for meeting their census expenditure.

By order of the Governor
A. RAMASWAMY PILLAI
Deputy Secretary

To

The Secretary Board of Revenue (LR)
The Accountant General, Kerala (This issues with the concurrence of Finance Department)
The Finance Department - Vide U.O. No. 76179/BW/D1/80/Fin. dated 13th November 1980

Copy to:

The Director of Census Operations, Kerala, Trivandrum
The Revenue (D) Department

APPENDIX 12.10

PAYMENT OF REMUNERATION TOWARDS THE PREPARATION OF ABRIDGED HOUSELIST AND BLOCK MAPS

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—PREPARATION OF ABRIDGED HOUSELISTS AND BLOCK MAPS—PAYMENT OF REMUNERATION—ORDERS ISSUED

General Administration (Political C) Department

G. O. (P) No. 520/80/GAD. **Dated, Trivandrum, 5th November 1980**

Read: Letter No. H. 4696/80, dated 19-9-1980 from the Director of Census Operations.

ORDER

The Director of Census Operations, Kerala has reported that for the purpose of the 1981 Census an abridged houselist and a block map are to be prepared for each enumerator block and that the Charge Officers have been authorised to get this work done by their subordinate staff. He has also stated that since the preparation of the abridged houselists and block maps involves substantial work, it was proposed to pay an extra remuneration for doing this work and it has been sanctioned by the Registrar General, India.

2. In the circumstances stated by the Director of Census Operations sanction is accorded for the payment of remuneration to the persons engaged by the Charge Officers (Tahsildars, Corporation/Municipal Commissioners, Executive Officer, Guruvayur Township, Town Planner, Idukki, Divisional Forest Officers and Wild Life Preservation Officer, Thekkady) for the preparation of abridged houselists and block maps at the rate of Re. 1 (Rupee One only) for every 600 population in their charge.

3. The following procedurce will be followed for the calculation and disbursement of the remuneration for the above work:

The total eligible amount of remuneration for each charge will be worked out first by the concerned Charge Officer by dividing the total houselist population of the charge by 600. This total eligible amount for the charge should be divided by the total number of enumerator blocks in the charge to find out the amount to be paid for the preparation of both the abridged houselist and block map of each block. Half this amount is payable for the work of preparation of the abridged houselist and the other half for the preparation of the block map. If the same person prepared the abridged houselist and block map of the block, then he can be paid the full remuneration at the above rate per block. However, if different persons were engaged separately for the preparation of abridged houselist and block map, then the amount of remuneration worked out as above for a block should be equally divided between them. For example, if the population of a charge is 669,880 then the total eligible amount for that charge is Rs. 1,117 i.e. 669,880 divided by 600. If there are 904 blocks in this charge then the amount payable for the preparation of abridged houselist and block map for each block will be Rs. 1.24 i.e. 1,117 divided by 904. So in this particular charge the payment for the above items of work will be made at the rate of Rs. 1.24 per block irrespective of the size of each individual block in that charge. If the same person prepares the abridged houselist and block map he will get remuneration at the rate of Rs. 1.24 per block for both the items of work. If however different persons are engaged for preparation of abridged houselist and block map, each of them will get remuneration at the rate of Rs. 0.62 per block. The rate per block need not be the same for all charges because the size of the block in all charges will vary. For example, in respect of a charge with a population 58,196 having 101 enumerator blocks the rate of remuneration per block for both the items of work will be only Ps. 96 for the reason that the average population size of the blocks in this charge is 576 whereas the average population size of the enumerator block in the former charge is 741. So it is imperative that each charge Officer should independently calculate the rate of remuneration per block in his charge on the basis of the procedure prescribed above.

APPENDIX 12.10—*concld.*

4. The expenditure in this connection will be debited to the head of account "265—Other administrative services (h) Census-1 Census establishment, 1981—salaries" which has been opened as per G. O. Rt. 2012/80/Fin. dated 26-5-1980 and got reimbursed later as per the procedure prescribed in G. O. (MS) No. 253/80/GAD dated 20-6-1980.

By order of the Governor
A. RAMASWAMY PILLAI
Deputy Secretary

To

All District Collectors
The Secretary, Board of Revenue (LR), Trivandrum
The Chief Conservator of Forests
All Divisional Forest Officers (through the Chief Conservator of Forests)
All Tahsildars
The Commissioner, Corporation of Trivandrum/Cochin/Calicut
The Commissioner, Municipal Councils of Quilon/Alleppey/Palghat
The Director of Municipalities, Trivandrum
The Director of Census Operations, Kerala, Trivandrum
The Registrar General, India, Ministry of Home Affairs, Government of India, 2/A, Mansingh Road, New Delhi-110011 (with C.L.)
The Accountant General, Kerala/The Finance Department
The Revenue Department/The Local Administration and Social Welfare Department

APPENDIX 12-11

SELECTION AND APPOINTMENT OF ENUMERATION PERSONNEL

GOVERNMENT OF KERALA

General Administration (Political-C) Department

CIRCULAR

No. 67118/Pol. C1/80/GAD **Dated, Trivandrum 14th July, 1980.**

Sub: Census 1981—Appointment of enumerators and Supervisors—Furnishing up-to-date list of staff etc.—Instructions issued.

Ref: 1. G. O. (P) No. 493/79/GAD dated 31-8-1979.

2. From the Director of Census Operations, Kerala, Trivandrum, letter No. B-3842/80 dated 11-6-1980.

In the Government Order read above, the Government have outlined the procedure to be followed in connection with the Census 1981. The preliminary arrangements in connection with the Census 1981, viz., the housenumbering and houselisting operations in the State, are over. The next major operation is the selection and appointment of Enumerators and Supervisors for the census enumeration during February-March, 1981.

2. In his letter 2nd read above, the Director of Census Operations, Kerala, has reported to Government that as in the previous censuses, the bulk of the enumeration personnel will be drawn from among the teachers of Govt. schools, aided schools and other recognised schools and wherever necessary they will be supplemented by the staff of the various other departments including those of the local bodies like Municipalities, Corporations and Panchayats. For the purpose of selection and appointment of Enumerators and Supervisors, the Charge Officers will require up-to-date lists of staff in the schools and other offices in their jurisdiction. The Direcotr of Census Operations has therefore requested Government that necessary instructions may be issued to all concerned (excluding the Police, Fire Force and Judiciary) to supply to the Charge Officers up-to-date list of staff.

3. In the circumstances, the Director of Public Instruction and other Heads of Departments (except those of Police, Fire Force and Judiciary) are requested to issue necessary directions to the Headmasters of Government and aided and recognied schools and other heads of institutions and offices subordinate to them to supply to the concerned charges Officers (Tahsildars, Municipal/Corporation Commissioners and Executive Officers of Townships) under whose jurisdiction the institutions and offices are situated, the up-to-date lists of the staff in their institutions/offices showing the name, designation and qualification and office and residential address and also to render all necessary assistance and co-operation to the Charge Officers in the selection and appointment of the Enumerators and Supervisors.

4. Government also wish to make it clear that any attempt on the part of the employees to evade census work will be viewed seriously and deterrent action taken if any such instances are noticed. All the employees are informed that they should readily accept and perform any census duty assigned to them by the local Census Officers without giving room for any complaints. They should perform the census duties as diligently and conscientiously as their regular duties. Any negligence of the census work by any person or abetment of such negligence by his superior will make them both liable for departmental action as well as Criminal prosecution under the Census Act.

G. BHASKARAN NAIR
Chief Secretary

To

The Director of Public Instruction, Trivandrum.
All Heads of Departments (excluding the Police, Fire Force and Judiciary)

APPENDIX 12.12

PAYMENT OF TA/DA TO THE ENUMERATORS AND SUPERVISORS FOR ATTENDING THE TRAINING CLASSES AND OTHER DUTIES

I

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—PAYMENT OF T. A. AND D. A. TO THE ENUMERATORS AND SUPERVISORS FOR ATTENDING TRAINING CLASSES AND FOR PERFORMING OTHER CENSUS DUTIES—SANCTIONED—ORDERS ISSUED

Central Administration (Political C) Department

G. O. (MS) No. 121/80/GAD **Dated, Trivandrum, 21st March 1980**

Read: From the Director of Census Operations, Kerala, Trivandrum, Letter No. A. 1611/80 dated 6-3-1980.

ORDER

In his letter read above, the Director of Census Opeations, Kerala, has informed Government that the Registrar General, India, has conveyed his approval for the payment of T. A. and D. A. to the Enumerators and Supervisors for attending training classes and for performing other duties in connection with the 1981 census operations as per the rules of the State Government. It is stipulated that as in the case of Salaries, T. A., contingencies etc. of the Clerical staff sanctioned as per G. O. (MS) 522/79/GA D dated 19-9-1979, the expenditure towards the payment of T. A. and D. A. to the Enumerators and Supervisors may be borne by the State Government initially from their own budget and the amount so spent, will be reimbursed later by the Director of Census Operations, Kerala in accordance with the procedure contained in paras 4 and 5 of G. O. (MS) 522/79/GAD dated 19-9-1979. The training classes for the Enumerators and Supervisors for the housenumbering operations are already over and hence their claims for T. A. and D. A. in connection with the journeys performed by them for attending the classes, are to be settled. The Director of Census Operations has therefore requested Government that orders may be issued extending the procedure evolved in G. O. (MS). 522/79/GAD dated 19-9-1979, to meet the expenditure regarding the payment of T. A. and D. A. to the Enumerators and Supervisors also.

2. In the circumstances, Government are pleased to order that the T. A. and D. A. to the Enumerators and Supervisors for attending training classes and for performing other Census duties will be paid and got reimbursed in accordance with the procedure laid down in paras 4 and 5 of G. O. (MS) No. 522/79/GAD dated 19-9-1979.

By order of the Governor
A. RAMASWAMY PILLAI
Deputy Secretary

To

The Director of Census Operations, Kerala, Trivandrum
All District Collectors
The Revenue Divisional Officers
The Secretary, Board of Revenue, Trivandrum (Land Revenue)
All Tahsildars
The Commissioner, (through the Mayor), Corporation Trivandrum/Cochin and Calicut
The Commissioner (through the Chairman), Municipal Councils of Quilon/Alleppey/Palghat
The Commissioner (Through Chairman)
All Municipal Councils in Kerala
The Director of Municipalities, Trivandrum

The Registrar General, India, Ministry of Home Affairs,
Government of India, 2/2, Mansingh Road
New Delhi-110 011 (with C.L.)
The Accountant General, Kerala. Trivandrum (This order issues with the concurrence of Finance Department)
The Finance Department (Vide No. 18238/Exp./B1/80/Fin. dated 15—31980)
The Executive Officer, Guruvayur Township, Guruvayur
The Town Planner, Idukki
The Wild Life Preservation Officers Thekkady
The Chief Conservatoi of Forests, Trivandrum
The Divisional Forest Officers (Through the Chief Conservator of Forests)
The Superintendent of Government Press (with C.L.)

II

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—PAYMENT OF T. A. AT FLAT RATES TO THE SUPERVISORS AND ENUMERATORS TO ATTEND TRAINING CLASS IN CONNECTION WITH THE 1981 CENSUS ENUMERATION—ORDERS ISSUED

General Administration (Political C) Department

G. O. (M.S.) No. 372/80/GAD **Dated, Trivandrum, 11th August, 1980.**

Read : 1. G. O. (MS) No. 121/80/GAD. dated 21-3-1980.
2. From the Director of Census Operations, Kerala, Trivandrum, letter No. A—1611/80 dated 26-7-1980.

ORDER

In the circumstances reported by the Director of Census Operations, Kerala, sanction is accorded for the payment of T. A. at flat rates to the Supervisors and Enumerators to attend the training classes in connection with the 1981 Census enumeration, as given below:

(i) Rate of T. A. to be paid to the Supervisors and Enumerators for attending training classes within a radius of upto 24 kms. from their place of duty.	Rs. 10 for each training class attended
(ii) Rate of T. A. to be paid to the Supervisors and Enumerators for attending training classes beyond a radius of 24 kms. from their place of duty.	Rs. 15 for each training class attended

2. The Charge Officers are permitted to draw the amount as advance and disburse it to the Supervisors and Enumerators in lump at the end of the last training class.

3. The expenditure will be incurred and got reimbursed from the Government of India according to the procedure prescribed in G. O. (MS) No. 253/80/GAD dated 20-6-1980.

By order of the Governor
C. S. SIVASANKARAN
Additional Secretary

To

The Director of Census Operations, Kerala, Trivandrum.
All District Collectors.
All Revenue Divisional Officers.
The Secretary, Board of Revenue, Trivandrum (Land Revenue)
All Tahsildars.
The Commissioner (Through the Mayor) Corporation of Trivandrum/Cochin and Calicut.
The Commissioner (through the Chairman)Municpal Councils of Quilon/Alleppey/Palghat.
The Commissioner(Through Chairman), All Municipal Councils in Kerala.
The Director of Municipalities, Trivandrum.
The Registrar General, India, Ministry of Home Affairs, Government of India, 2/A, Mansingh Road, New Delhi-110011 (with C.L.).
The Accountant General, Kerala, Trivandrum.
(This order issues with the concurrence of Finance Department).
The Finance Department (Vide No. 54075/Exp. B1 /80/Fin. dated nil).
The Executive Officer, Guruvayur Township, Guruvayur.
The Town Planner, Idukki.
The Wild Life Preservation Officer, Thekkady.
The Chief Conservator of Forests, Trivandrum.
All Divisional Forest Officers (through the Chief Conservator of Forests).

APPENDIX 12.13

FACILITIES AND CONCESSIONS TO THE STAFF ENGAGED IN CENSUS WORK

I

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—FACILITIES AND CONCESSIONS TO THE STAFF ENGAGED FOR THE CENSUS WORK—ORDERS ISSUED

General Administration (Political—C) Department

G.O.(MS) No.360/80/GAD **Dated, Trivandrum, 7th August 1980.**

Read:-1. D.O. Letter No. 9/11/79-CD (CEN) dated 12-6-1980, from the Registrar General, India Government of India, Ministry of Home Affairs, New Delhi

2. Letter No. B-4559/80 dated 11-7-1980, from the Director of Census Operations, Kerala, Trivandrum

ORDER

In the circumstances reported by the Director of Census Operations, Kerala, Government are pleased to issue the following orders regarding the facilities and concessions to be given to the staff engaged for the work in connection with the Census, 1981.

1. The teachers and employees of local bodies and other Government Offices appointed as Supervisors and enumerators should not be transferred out of their existing posts from the date of their appointment as supervisors/enumerators till the census work is over i.e. from October 1980 till 15th March 1981 under any circumstances except under the unavoidable contingency like promotion or reversion. When any such transfers are ordered the Officer ordering such transfer should communicate a copy of that order to the District Collector and Principal Census Officer of the district.

2. No leave other than casual leave should be granted to the personnel appointed as supervisors and enumerators during the crucial period i.e. from 1st October, 1980 to 15th March 1981 except on medical grounds. Even in the case of leave on medical grounds the competent authorities should sanction leave only in really deserving cases after satisfying themselves that the census work will not be adversely affected. They should consult the District Collector (Principal Census Officer) of the district before sanctioning the leave and this fact of consultation should also be recorded in the orders sanctioning the leave.

3. The Heads of institutions/offices will permit the staff drafted for census work to be absent from duty for attending the census training classes and the period spent for this purpose will be treated as duty. The Census Charge Officers will communicate a copy of the training programme to the concerned heads of institutions/Offices in advance for information and reference.

4. The supervisors and enumerators engaged for the 1981 census will be allowed the concession of absenting themselves from their institutions/offices on census duty for half a day either in the forenoon or in the afternoon on all working days during the period from 9th February to 21st February 1981 and for the full day on all working days from 22nd February to 28th February 1981 for the enumeration work.

5. In respect of Supervisors and enumerators in the hilly tracts i.e. the taluks of Devicolam, Peermade, Udumbanchola, North Waynad, South Waynad, the Agali, Pudur and Sholayur villages (formerly Attapadi I, II and III villages) of Mannarghat taluk, the Nilambur, Chungathara Amarambalam, Kalikavu, Karuvarakundu, Thuvoor and Edakkara villages of Ernad taluk and Kanthalad, Pannikkottur and Peruvanna villages of Quilandy taluk, they will be allowed to be absent from their institutions/offices on census duty for half a day either in the forenoon or in the afternoon on all working days during the period from 9th February 1981 to 14th February 1981 and for full day on all working days during the period from 15th February to 28th February 1981 for the enumeration work.

6. The enumerators will also be allowed to absent themselves from their institutions/offices on census duty for the whole day for 5 days from 1st March to 5th March 1981 for the revisional round. The supervisors will be allowed to absent themselves from their institutions/offices on census duty for the whole day for 6 days from 1st March 1981 to 6th March 1981 for the revisional round and for checking and handing over the census records to the Charge Officer.

7. The Director of Public Instruction will instruct—(i) all the non-government schools to grant all the above concessions to the supervisors and enumerators drawn from those schools just as in the case of Government schools.

   (ii) the heads of educational institutions will make available suitable halls for the conduct of the census training classes on request from Municipal Commissioners, Tahsildars, Divisional Forest Officers and if necessary to dispense with any regular class or classes on these days.

8. All Tahsildars and Regional Deputy Directors of Census Operations will be provided with a Government vehicle during the period from 1-1-1981 to 8-3-1981. The District Collectors are authorised to requisition the vehicles for this purpose from all Departments of Government except essential services. Immediately on receipt of the requisition from the District Collector the Department concerned should make available the vehicle to the concerned Census Officer. The Heads of Departments will issue necessary instructions to their Subordinates who are in possession of Government Vehicles to release the same to the District Collector when requisition is made to that effect. The cost of petrol and oil will alone be debited against the Census Head of Account in respect of the Government Vehicles utilised for the census work.

By order of the Governor
G. BHASKARAN NAIR
Chief Secretary

To
All Heads of Departments
All District Collectors
The Secretary, Board of Revenue (LR), Trivandrum
The Chief Conservator of Forests, Trivandrum
All Divisional Forests Officers (through the Chief Conservator on Forests)
All Tahsildars
The Commissioner, Corporation of Trivandrum/Cochin and Calicut
The Commissioner, Municipal Councils of Quilon/Alleppey/Palghat
The Director of Municipalities, Trivandrum
The Director of Census Operations, Kerala, Trivandrum
The Registrar General, India, 2/A, Mansingh Road, New Delhi-110011(with C.L.)
The Accountant General, Kerala
The Finance Department
The Revenue Department
The Local Administration & Social Welfare Department
The General Education Department

II

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—FACILITIES AND CONCESSIONS TO THE STAFF ENGAGED IN THE CENSUS WORK—FURTHER ORDERS ISSUED

General Administration (Political C) Department

G.O. (MS)No.24/81/GAD **Dated, Trivandrum, 22nd January 1981**

Read: 1. G.O. (MS) No. 360/80/GAD dated 7-8-1980
2. From the Director of Census Operations, Kerala Letter No. B-4559/80 dated 12-1-1981

ORDER

In paragraphs 4 and 5 of the Government order cited orders have been issued granting duty leave to the supervisors and enumerators for half day on certain days and for full day on other days during the period of enumeration for attending to the census work.

2. The Director of Census Operations has now reported that he has since received a number of reports from District Collectors and Charge Officers and representations from the enumeration personnel pointing out that there will be practical difficulties in availing half day's duty leave by the supervisors and enumerators for census duty particularly in the hilly tracts and in places where the enumerators have to traverse a large distance to reach and cover their blocks where the half day will not be adequate and they cannot do justice either to the Census work or to the school work with this facility. Further it has also been represented that the benefit of the orders granting permission for half day duty leave either in the forenoon or in the afternoon to do census work cannot be availed of by the teachers working in the schools where shift system is followed as their full working hours fall either in the forenoon or in the afternoon (i.e. 8.30 a.m. to 12.30 p.m. or 1.30 p.m. to 5.30 p.m.). It has therefore been suggested that these problems can be solved by granting such personnel full day duty leave for half the number of days, for which half day duty leave was originally ordered. This is a reasonable request which does not result in the enhancement of the concessions already ordered and does not involve any additional commitments for Government. It will be a more convenient arrangement for the schools/institutions also where the enumeration personnel work. At the same time the existing half day concession may be allowed to be retained by those enumerators and supervisors who find that more suitable, particularly in town areas where the enumeration blocks are close by and compact.

3. In the circumstances Government are pleased to issue the following further orders in the matter:

The supervisors and enumerators engaged for the 1981 Census will be allowed the option to choose between the following two concessions - Half day duty leave as already ordered in para 4 of the Government Order read above or full day duty leave on all working days from 16th to 28th February, 1981 for attending to census work, and no duty leave from 9th to 15th February, 1981, the census work being attended to during outside working hours and holidays during this period. The supervisors and enumerators in the hilly tracts specified in para 5 of the Government order read above and in Idukki village will be allowed to choose between the following two concessions- Half day duty leave as already ordered in para 5 of the Government Order read above or full day duty leave on all working days from 12th to 28th February, 1981 and no duty leave from 9th to 11th Februaiy, 1981, the census work being attended to during outside working hours during this period. The other concessions already granted will remain the same.

4. The orders issued in paras 4 and 5 of the Government Order read above stand modified to the extent indicated in para 3 above.

By order of the Governor
M.S.K. RAMASWAMY
Special Secretary

To

All Heads of Departments
All District Collectors
The Secretary, Board of Revenue (LR), Trivandrum
The Chief Conservator of Forests, Trivandrum
All Divisional Forest Officers (through the Chief Conservator of Forests)
All Tahsildars
The Commissioner, Corporation of Trivandrum/Cochin and Calicut
The Commissioner, Municipal Councils of Quilon/Alleppey/Palghat
The Director of Municipalities, Trivandrum
The Director of Census Operations, Kerala, Trivandrum
The Registrar General, India, 2/A, Mansingh Road, New Delhi-110011 (With C. L.)
The Accountant General, Kerala
The Finance Department
The Revenue Department
The Local Administration & Social Welfare Department
The General Education Department

APPENDIX 12.13—*concld.*

GOVERNMENT OF KERALA
Abstract

CENSUS 1981—ALLOTMENT OF GOVERNMENT VEHICLES FOR CENSUS WORK—ORDERS ISSUED

General Administration (Political C) Department

G. O. (MS) No. 47/81/GAD **Dated, Trivandrum, 16-2-1981**

Read: 1. G.O.(MS) No. 360/80/GAD dated 7-8-1980

2. Letter No. A9-72496/80 dated 15-1-1981 from the District Collector, Trivandrum

3. Letter No. B-4559/80 dated 27-1-1981 from the Director of Census Operations, Kerala, Trivandrum

ORDER

In the circumstances reported by the Director of Census Operations, Kerala, sanction is accorded to all the District Collectors to requisition vehicles from other departments and to allot them to the Tahsildars who do not have Government vehicles at their disposal for a few days during October, November and December 1980 according to their request for serving the appointment orders to the subordinate census staff, for the distribution of instruction booklets, for arranging training classes to the census staff etc. The action of the District Collectors in having allotted the vehicles to the Tahsildars for the said purpose in October, November and December 1980, in anticipation of sanction from the Government, is also ratified.

2. The Collectorate, Trivandrum has no departmental vehicle as the Collectorate vehicle was heavily damaged in October 1980. Sanction is therefore accorded to the District Collector, Trivandrum to requisition a vehicle from other Departments for his use as District Census Officer till the census work is completed.

3. The expenditure towards the cost of petrol and oil for the vehicles drafted for census work will be debited to the Census Head of Account.

By order of the Governor
C.S. SIVASANKARAN
Additional Secretary

To

All District Collectors
The Director of Census Operations, Kerala, Trivandrum
The Secretary, Board of Revenue (LR), Trivandrum
The Accountant General, Kerala (through Finance Dept.)
The Finance Department (with the file for reference and return)

APPENDIX 12.14

PAYMENT OF HONORARIUM FOR HOUSENUMBERING AND HOUSELISTING

I

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—PAYMENT OF HONORARIUM TO THE STAFF ENGAGED FOR HOUSENUMBERING AND HOUSELISTING OPERATIONS IN CONNECTION WITH THE CENSUS 1981—SANCTIONED ORDERS ISSUED

General Administration (Political C) Department

G. O. (MS) No. 411/80/GAD **Dated, Trivandrum, 6th September 1980**

Read: 1. From the Registrar General, India, Ministry of Home Affairs, New Delhi D.O. No. G-18020/5/80-Budget Cell dated 23-5-1980

2. From the Director of Census Operations, Kerala, Trivandrum, Letter No. F-5439/79 Dated 21-6-1980.

ORDER

The Government of India have accorded sanction for the payment of honorarium to the staff engaged for housenumbering and houselisting and the economic census at the following rates:

I. For Housenumbering and houselisting Operations

1. *Enumerators*

For housenumbering and houselisting (including the cost of the housenumbering materials) for a houselisting block — Rs. 20 (Rupees Twenty only)

2. *Supervisors*

For housenumbering and houselisting for a Supervisor's Circle — Rs.20 (Rupees Twenty only)

II. Economic Census

1. *Enumerators*

For the work in a houselisting block — Rs. 15 (Rupees Fifteen only)

2. *Supervisors*

For supervision of work in a Supervisor's Circle — Rs. 15 (Rupees Fifteen only)

2. The personnel doing the housenumbering and houselisting operations are simultaneously doing the economic census (canvassing enterprise list and filling enterprise list abstract) also launched by the Central Statistical Organization. Therefore the honorarium for both these items of work have to be disbursed together at the rates shown above. To assist the enumerators in these operations in Kerala, Assistants to enumerators also have been appointed. Therefore, as in the previous censuses, the honorarium sanctioned for the enumeration work will be apportioned between the Enumerator and the Assistant in a suitable proportion, wherever such Assistants have been appointed. In cases where no Assistant has been appointed to an Enumerator the entire honorarium for enumeration will be payable to the Enumerator himself. The rate of honorarium sanctioned to the Enumerators for housenumbering and houselisting is inclusive of the cost of housenumbering materials also for which an advance has already been paid to the Enumerators. This advance will be deducted from the honorarium payable to each Enumerator. A supervisor's circle comprises of 5 houselisting blocks and hence the Supervisor will get one-fifth of the amount sanctioned for a Supervisor's Circle, for each houselisting block.

Based on the above points, the honoraria payable to the Supervisors, enumerators and assistants to enumerators for a houselisting block have been worked out by the Director of Census Operations as given below:

(i) *Supervisors*:

At the rate of Rs. 4 for housenumbering and houselisting and at the rate of Rs. 3 for supervision of the work relating to the economic census for each houselisting block — Rs. 7 (Rupees Seven only) for a houselisting block.

(ii) *Enumerators*:

At the rate of Rs. 15 for housenumbering and houselisting (including the cost of housenumbering materials) for a houselisting block and at the rate of Rs. 10 for the economic census for a houselisting block	Rs. 25 (Rupees Twenty five only) for a houselisting block

(iii) *Assistants to Enumerators*:

At the rate of Rs. 10 for a houselisting block for rendering assistance to the enumerators	Rs. 10 (Rupees Ten only) for a houselisting block

3. Sanction is accorded for the payment of honoraria to the supervisors, enumerators and assistants to Enumerators at the rates shown above, by debiting the expenditure to the head "848 Other deposits etc."

4. The Director of Census Operations has submitted the procedure detailed below for claiming, disbursing and accounting the honoraria:

"The rates of honoraria payable per house to the supervisor, enumerator and assistant to enumerator will be worked out as follows. The housenumbering and houselisting and the economic census are being conducted in a State-wide basis covering even the remote localities. As the work in the hilly tracts is more arduous the staff working in Class I and Class II hilly tracts as classified in Appendix IX of the K.S.R. have been assigned a lower work norm for the purpose of calculation of honorarium. The size of the houselisting block in the above area is therefore fixed as 100 houses and the size of the houselisting block in other areas will be 125 houses. According to the above norms the supervisors, enumerators and assistants to enumerator are eligible for honoraia at the rates of 7 Ps, 25 Ps and 10 Ps respectively per house in the hilly tracts and 5.6. Ps, 20 Ps and 8 Ps respectively per house in all other areas. The charge officer of each charge should first work out the total amount required by them for the payment of honorarium on the basis of the entitlement of honorarium to each supervisor, enumerator and assistant to enumerator strictly in proportion to the number of house covered by each at the rates specified above. The amounts so calculated can be paid in full to the supervisors and assistants to enumerators. However in the case of enumerators the advance already paid to them for the purchase of housenumbering materials should be deducted and the balance amount alone should be disbursed, since the honorarium to the enumerators inclusive of the cost of housenumbering materials. Where no assistant has been appointed to any enumerator the entitlement of the enumerator has to be worked out at the full rate of 35 Ps per house in hilly tracts and 28 Ps per house in other areas and honorarium paid after deducting the advance, if any, already given. The payments will be effected on proper acquittance. The payment to each person will be effected only after ensuring that he has satisfactorily completed all the work entrusted to him. The expenditure towards the honorarium for the housenumbering houselisting and the economic census is met by two different agencies viz. Pay and Accounts Officer (Census) and Pay and Accounts Officer (Statistics) of the Planning Commission and the Accounts Officer of the State Government (Accountant General, Kerala) has to furnish to them certified statements of expenditure separately for the housenumbering-houselisting and the economic census before the close of the financial year 1980-81 under intimation to the Registrar General, India. So the Charge Officers may, after completing the entire disbursement, forward to the Accountant General through the concerned District Collectors, a statement showing separately the expenditure incurred in their charge for the housenumbering houselisting and the economic census respectively. For this purpose it is enough if the total honoraria including the amount already paid as advance to the enumerators for the purchase of housenumbering materials is apportioned between housenumbering—houselisting and economic census in the ratio 4:3. From the amount so arrived at towards the honorarium for housenumbering and houselisting the advance already paid should be deducted to arrive at the final figure. The amount arrived at towards the honorarium for economic census will however remain unchanged. For example if the amount drawn and disbursed by the charge officer under the State deposit head "848-Other deposits etc." is Rs. 37,753 and the advance already paid is Rs. 1,160, then the total expenditure towards honorarium is Rs. 38,913 (Rs. 37,753 + Rs. 1,160). If it is apportioned in the ratio 4:3 the total expenditure towards (i) houselisting

honorarium will be Rs. 22,236 and (ii) economic census will be Rs. 16,677. From item (i) above the advance already paid i.e. Rs. 1,160 should be deducted before communicating the final accounts. They will work out to Rs. 21,076. The amount under item (ii) above will however remain unchanged (ie. Rs. 16,677)."

5. Government order that the procedure outlined above will be followed in the matter of claiming, disbursement and accounting of the honoraria.

6. As per the existing arrangements all payments to the State Government functionaries in connection with 1981 census have to be reimbursed later from the census funds. However, considering the huge expenditure involved for the payment of honorarium at the above rates, for which the State Government would not have made any budget provisions in their demands for grants to meet it initially, it has been decided by the Government of India to place the required funds in advance at the disposal of the State Government through the Accountant General, Kerala. The expenditure towards housenumbering and houselisting operations is to be met by the Census Department and the expenditure towards the economic census by the Central Statistical Organisation. So the Pay and Accounts Officer (Census) and Pay and Accounts Officer (Statistics) of the Planning Commission will place the required funds for housenumbering and houselisting and for economic census respectively by means of crossed cheques drawn in favour of the Accountant General, Kerala who in turn will transfer these funds to the State Accounts to be credited as deposits in the books of the State Government under the new deposit head "848—Other Deposits—Miscellaneous Deposits—Deposits for payment of honoraria to the enumerators in connection with the 1981 Census" to be opened in the books of the State Government. Government therefore authorise all the Charge Officers (Tahsildars, Commissioners/Special Officers of Corporations and Municipalities, Executive Officer, Guruvayur Township, Town Planner, Idukki, Divisional Forest Officers and Wild Life Preservation Officer, Thekkady) to draw funds to the extent required and to disburse the amounts to all the supervisors, enumerators and assistants to enumerators who were appointed by each Charge Officer direct irrespective of the department to which the staff belong, as per the procedure prescribed in para 4 above.

By order of the Governor
C. S. SIVASANKARAN
Additional Secretary

To

All District Collectors
The Secretary, Board of Revenue (LR), Trivandrum
The Director of Public Instruction, Trivandrum
The Chief Conservator of Forests
All Divisional Forest Officers (through the Chief Conservator of Forests)
All Tahsildars
The Commissioner, Corporation of Trivandrum/Cochin/Calicut
The Commissioner, Municipal Councils of Quilon/Alleppey/Palghat
The Director of Municipalities, Trivandrum
The Director of Census Operations, Kerala, Trivandrum
The Registrar General, India, Ministry of Home Affairs
Government of India, 2/A, Mansingh Road, New Delhi-110011 (With C.L.)
The Accountant General, Kerala (This issues with the concurrence of Finance Department)
The Finance Department (Vide No. 51178/Exp. A1/80/Fin. dated, 21-8-1980)
The Revenue Department
The Planning and Economic Affairs Department
The Town Planner, Idukki
The Wild Life Preservation Officer, Thekkady
The Executive Officer, Guruvayur Township, Guruvayur

APPENDIX 12.14—*contd.*

II

GOVERNMENT OF KERALA

Abstract

BUDGET 1980–81—OPENING OF A NEW SUB-HEAD UNDER "848. OTHER DEPOSITS (C) MISCELLANEOUS DEPOSITS"—ORDERS ISSUED

Finance (Budget Wing) Department

G. O. Rt. No. 4297/80/Fin. **Dated, Trivandrum, 3-10-1980.**

Read: 1. Letter No. Co ord III/7-1/80-81/128/636 dt. 13-6-1980 from the Accountant General, Kerala.

2. Letter No. Co-ord III/7-1/80-81/248 dt. 8-8-1980 from the Accountant General, Kerala

3. U. O. No. 89978/Pol. C1/80/GAD dt. 2-9-1980

4. U. O. No. 100279/Pol. C1/80/GAD dt. 9-9-1980.

ORDER

Sanction is accorded for the opening of a new sub head of account indicated in Column (2) under the major and minor heads of account noted in column (1) below in the Debt Heads Budget Estimates for 1980-81.

Column (1)	Column (2)
848. Other Deposits (c). Miscellaneous Deposits	6. Deposits for payment of honoraria to the enumerators in connection with 1981 Census.

2. The Secretary, Board of Revenue (L.R.) will be the Chief Controlling Officer in respect of the above head of account.

By order of the Governor
C. GEORGE JOSEPH
Under Secretary

To

The Accountant General, Kerala, Trivandrum
The Secretary, Board of Revenue (LR) Trivandrum
The Director of Census Operations, Kerala, Trivandrum
The General Admn. (Pol. C) Dept.
The Revenue Department
The Finance (Expre-A) Dept.
The Finance (Data Processing) Dept.
The Finance (Budget Wing A) Dept.
The Finance (Budget Wing (F) Dept.
The Interleaved Budget
The Stock File

III

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—PAYMENT OF HONORARIUM TO THE STAFF ENGAGED FOR HOUSENUMBERING AND HOUSELISTING OPERATIONS IN CONNECTION WITH CENSUS 1981—SANCTIONED—MODIFIED—ORDERS ISSUED

General Administration (Political C), Department

G.O. (MS) 524/80/GAD **Dated, Trivandrum, 12-11-1980**

Read: G. O. MS. 411/80/GAD dated 6th September 1980

ORDER

Government have authorised all charge officers viz. Tahsildars, Commissioners/Special Officers of Corporations and Municipalities, Executive Officer of the Guruvayur Township, Town Planner, Idukki, Divisional Forest Officers and Wild Life Preservation Officer, Thekkady to draw funds to the extent required to disburse the amounts towards honorarium to all supervisors, enumerators and assistants to enumerators who have been appointed by each Charge Officer direct irrespective of the departments to which the staff belong as per the procedure prescribed in para 4 of the Government Order read above.

2. But, the Commissioners/Special Officers of Corporations and Municipalities and Special Officer, Guruvayur Township cannot operate State Funds by prescribing Bills in the State Treasuries. Hence the authorisation given to Commissioners/Special Officer of Corporations and Municipalities and Special Officer Guruvayur Township to operate state funds in the Government Order read above is hereby cancelled and the following modified arrangement is ordered.

The Charge Officers from the Local Bodies will meet the expenditure towards the payment of honorarium from their own funds in the first instance to the supervisors, enumerators and assistant to enumerators and the expenditure so incurred. therefore will be forwarded to the District Collectors concerned. The Examiner of Local Fund Accounts who is vested with the authority for auditing the accounts of the Local Bodies, will reconcile the figures and the figures of expenditure will be certified by him. Such figures will be forwarded to the Accountant General by the Examiner of Local Fund Accounts as soon as the accounts are closed, for reimbursement to the local bodies concerned and the Government in turn will reimburse the amount to them.

By Order of the Governor
A. RAMASWAMY PILLAI
Deputy Secretary

To

The Director of Census Operations, Kerala, Trivandrum
The District Collectors
The Commissioners, Corporation of Trivandrum, Cochin and Calicut
The Commissioners, Municipal Councils of Quilon, Alleppey, Palghat
The Director of Municipalities
The Registrar General of India, Ministry of Home Affairs, 2/A Mansingh Road, New Delhi (with C. L.)
The Accountant General, Kerala
The Examiner of Local Fund Accounts, Trivandrum
The Assistant Examiner of Local Fund Accounts
The Finance Department—Vide U. O. No. 61058/Expr. A1/80/Fin dated 25. 10. 1980
The Revenue Department
The Executive Officer, Guruvayur Township

APPENDIX 12.15

PAYMENT OF HONORARIUM TO THE ENUMERATION STAFF FOR ACTUAL ENUMERATION

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—PAYMENT OF HONORARIUM TO THE SUPERVISORS AND ENUMERATORS ENGAGED FOR 1981 CENSUS—SANCTIONED—ORDERS ISSUED

General Administration (Political C) Department

G.O. (Rt.) 1413/81/GAD. **Dated, Trivandrum, 16th February 1981**

Read: 1. Letter No. F. 1183/80 dated 22-1-1981 from the Director of Census Operations, Kerala Trivandrum.

ORDER

Government of India have accorded sanction for the payment of honorarium to the Enumerators and Supervisors engaged for the 1981 Census as follows:

(1) Enumerators working in the sample blocks (i.e. 20% of the total blocks) at the rate of Ps. 16 for each person enumerated.

(2) Enumerators working in the non-sample blocks i.e. the remaining 80% blocks will be paid at the rate of Ps. 11 for each person enumerated.

(3) Supervisors will be paid at the rate of Rs. 14 for each enumerator under their supervision and there will be no distinction between sample and non-sample blocks in the case of Supervisors.

In consultation with the Director of Census Operations, Government are pleased to issue the following orders regarding the payment of honorarium to the enumeration staff engaged in the 1981 Census:

(a) Immediately on completion of the census enumeration, the charge officers should prepare three statements viz. (1) Blockwise statement of the disbursement of honorarium to Enumerators (Sample Blocks), (2) Block-wise statement for the disbursement of honorarium to enumerators (Non-sample Blocks and (3) Statement for the disbursement of honorarium to Supervisors. Thereupon they should work out the amount of honararium payable to each enumerator at the rate of Ps. 16 for each person enumerated in a sample block, and Ps. 11 for each person enumerated in a non-sample block, and the amount of honorarium payable to each supervisor at the rate of Rs. 14 for each enumerator under the Supervisor.

For example, in a sample block the honorarium for enumerating 850 persons will be Rs. 136.00 (850 ×Ps. 16) and the honorarium for enumerating 550 persons will be Rs. 88.00 (550 × Ps. 16). In a non-sample block an enumerator who enumerated 850 persons will get Rs. 93.50 as honorarium(850 × Ps.11) and an enumerator who enumerated 550 persons will get an honorarium of Rs. 60.50 (550 × Ps. 11). The supervisors will get honorarium strictly in proportion of the number of enumerators under them at the rate of Rs. 14 per enumerator (i.e. number of enumerators under a supervisor × Rs. 14).

(b) According to the existing orders, all expenditure in connection with the 1981 Census has to be met initially from the State Funds, to be reimbursed later on by Government of India. However, considering the huge expenditure involved for the payment of honorarium to the enumerators and supervisors it has been decided by the Government of India to place the required funds in advance at the disposal of the State Government through the Accountant General, Kerala as in the case of the honorarium to the persons engaged for house-numbering and houselisting. For this purpose the Pay and Accounts Officer (Census) will place the required funds by means of crossed cheques drawn in favour of the Accountant General, Kerala who in turn will transfer these funds to the State accounts to be credited as deposits in the books of the State Government under the deposit head "848 other deposits -Miscellaneous deposits -Deposits for the payment of honoraria to the enumerators in connection with 1981 Census". The State Government have already nominated the Secretary, Board of Revenue as the Chief Controlling Officer in respect of the funds under the above head

vide G.O. Rt. No. 4297/80/Fin. dated 3-10-1980. The Secretary, Board of Revenue (LR) will distribute the amount through the District Collectors to the Charge Officers viz. the Tahsildars, Town Planner, Idukki, the Divisional Forest Officers and the Wild Life Preservation Officer, Thekkady to enable them to draw sufficient funds from the concerned treasuries and disburse the amount to the supervisors and enumerators concerned. The above Charge Officers are also authorised to draw the amount from the concerned treasuries to the extent of their entitlement on the basis of the above norms and disburse the amounts to all supervisors and enumerators concerned.

(c) In respect of Charge Officers of the local bodies (i.e. Corporations, Municipalities, Townships etc.) the expenditure towards the payment of honorarium to the supervisors and enumerators under their control will be met initially from the funds of the local bodies and the expenditure so incurred will subsequently be got reimbursed as per the procedure laid down in last para of G. O. MS. 524/80/GAD. dated 12-11-1980.

(d) The payment of honorarium should be effected on proper acquittance after ensuring in each case that the particular Supervisor/Enumerator has satisfactorily completed the work entrusted to him and returned all the records.

(e) The enumeration work will be completed on 5th March 1981 and the details required for the payment of honorarium will be ready after the first week of March, 1981. So immediately after the revisional round is over, the Charge Officers should get ready the statements showing the names of enumerators and supervisors and the amount of honorarium payable to each. Then they should draw the total amount required for payment in their charge as advance and arrange the disbursement immediately thereafter in the month of March itself. As the funds provided for this purpose during the current financial year will lapse unless it is drawn before the close of the financial year the Charge Officers should take special care to see that the honoraria to the supervisors and enumerators are drawn and disbursed before 31-3-1981. For facilitating quick and convenient disbursement in the case of extensive charges with a large number of enumeration personnel, the Charge Officers of such charges will arrange the disbursement in different centres on specified dates before 31-3-1981. The centres and dates will be finalised in advance and intimated to the supervisors and enumerators at the time of the collection of records so that the supervisors and the enumerators can come and receive the honorarium at the specified centres. In the case of those persons who are unable to come and receive the honorarium in person, the amount can be sent by M.O. meeting the M. O. commission under contingencies.

By order of the Governor
A. RAMASWAMY PILLAI
Deputy Secretary

To

All District Collectors
The Director of Public Instruction, Trivandrum
All District Educational Officers
The Secretary, Board of Revenue (LR), Trivandrum
The Chief Conservator of Forests
The Divisional Forest Officers (Through Chief Conservator of Forests)
All Tahsildars
The Commissioner of Corporations, Trivandrum, Cochin, Calicut
The Commissioner of Municiapl Council, Quilon, Alleppey, Palghat
The Director of Municipalities
The Director of Census Operations, Trivandrum
The Registrar General of India, Ministry of Home Affairs, Government of India, 2/A Mansingh Road, New Delhi (with C.L.)
The Accountant General, Kerala
The Examiner of Local Fund Accounts
The Assistant Examiner of Local Fund Accounts
The Revenue Department
The Local Administration and Social Welfare Department
The Finance Department (Vide U. O. No. 9771/R2/81/Fin. dated 11-2-1981).

APPENDIX 12.16

PAYMENT OF HONORARIUM TO CHARGE OFFICERS AND DISTRICT CENSUS OFFICERS

GOVERNMENT OF KERALA

Abstract

CENSUS 1981-PAYMENT OF HONORARIUM TO THE DISTRICT CENSUS OFFICERS/CHARGE OFFICERS/DEPUTY CHARGE OFFICERS-SANCTIONED ORDERS ISSUED.

General Administration (Political C) Department

G. O. (Rt.) No. 3476/81/GAD. **Dated, Trivandrum, 20-5-1981**

Read: Letter No. F. 5439/79 dated 28-3-1981 from the Director of Census Operations, Kerala

ORDER

The Director of Census Operations has reported that the Government of India have accorded sanction for the payment of a lumpsum honorarium for the entire work connected with 1981 Census to the District Census Officers (Deputy Collectors-General), Charge Officers (Tahsildars, Municipal Commissioners/Corporation Commissioners/Executive Officer, Guruvayur Township and Town Planning Officer, Idukki/Divisional Forest Officers/Wild Life Preservation Officer, Thekkady and Deputy Charge Officers (in Taluks and Corporations) at the following rates:

1.	District Census Officer	Rs. 500/-
2.	Charge Officers & Deputy Charge Officers	Rs. 200/-

2. In consultation with the Director of Census Operations the following orders are issued in the matter of payment of honorarium to the District Census Officers, Charge Officers and Deputy Charge Officers:

(a) The main operations of the 1981 Census 1981, viz. houselisting and actual census enumeration took place during the period of fifteen months from January 1980 to March 1981. Therefore the lumpsum honorarium is payable to the incumbents who functioned in the above capacities during this relevant period. If the same officer functioned as the respective census officer during the entire period the whole honorarium will be payable to such officer. In cases where there were changes in the incumbency, the lumpsum honorarium will be apportioned in proportion to the period during which each officer was actually in charge of the census work during the course of the above 15 months.

(b) As in the case of the honorarium to the enumerators and supervisors already paid, the Government of India will place the required funds at the disposal of State Government through the Accountant General, Kerala who will transfer the funds to the State accounts by credit to the deposit head "848—Other Deposits—Miscellaneous Deposits—Deposits for payment of honoraria" already opened in the books of the State Government. Government have already nominated the Secretary, Board of Revenue as the Chief Controlling Officer in respect of the funds under the above head as per G. O. Rt. No. 4297/80/Fin. dated 3-10-1980. The Secretary, Board of Revenue (LR) will place the required funds at the disposal of the District Collectors concerned. The District Census Officers (Deputy Collectors, General) will draw the honorarium due to themselves and to the Charge Officers, and Deputy Charge Officers in their respective jurisdiction according to their eligibility. The District Census Officers will prepare the list of incumbents in each post in the district work out the amount of honorarium due to each officer who functioned as District Census Officer, Charge Officers and Deputy Charge Officers respectively and disburse the amount. The amount will be disbursed in cash or sent by Demand Draft or M. O. meeting the money order commission departmentally.

(c) The account of this expenditure should be kept separate from the expenditure under "265-(h) Census" and arrangements for the adjustment of the amount drawn and disbursed should be made following the same procedure as in the case of honorarium to the enumerators and supervisors.

By order of the Governor
A. RAMASWAMY PILLAI
Deputy Secretary

To

The Secretary, Board of Revenue (LR)
All District Collectors
All Deputy Collectors (General)/All Tahsildars
The Commissioners of Corporation of Trivandrum, Cochin & Calicut
The Commissioner of Municipal Council, Quilon, Alleppey/Palghat
The Executive Officer, Guruvayur Township, Guruvayur
The Town Planner, Idukki
The Director of Municipalities, Trivandrum
All the Divisional Forest Officers (through the Chief Conservator of Forests)
The Wild Life Preservation Officer, Thekkady
The Chief Conservator of Forests
The Examiner of Local Fund Accounts, Trivandrum
The Assistant Examiner of Local Fund Accounts, Trivandrum
The Director of Census Operations, Trivandrum
The Accountant General, Kerala (This order is issued with the concurrence of Finance Department)
The Finance Department (Vide U.O.No. 30553/R2/81/Fin. dated 22-4-1981)

APPENDIX 12.17

AWARD OF CENSUS MEDALS DURING 1981 CENSUS

1

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—AWARD OF CENSUS MEDALS IN RECOGNITION OF MERITORIOUS SERVICE—PERMISSION TO THE OFFICERS TO RECEIVE THE AWARD—ORDERS ISSUED

Central Administration (Political C) Department

G. O. (MS) 433/81/GAD. **Dated, Trivandrum, 29-12-1981**

Read: Letter No. E. 8070/80 dated 5-12-1981 from the Director of Census Operations, Kerala, Trivandrum.

ORDER

The Director of Census Operations has reported that it is proposed to award President's Census Medals to the best functionaries selected on the basis of the meritorious service rendered by them in the 1981 Census. The award consists of a silver or bronze medal accompanied by a certificate of honour. A list of persons selected for the award has been furnished by the Director of Census Operations. Since most of the officials in the list are State Government employees the Director of Census Operations has requested Government sanction permitting the employees to receive the award. Government have considered the request and are pleased to accord sanction permitting the employees selected by the Census Department to receive the awards granted to them in token of their meritorious service.

By order of the Governor
A. RAMASWAMY PILLAI
Deputy Secretary

To

The Director of Census Operations, Kerala, Trivandrum-3 (with C. L.)
All District Collectors
All Revenue Divisional Officers and Tahsildars
The Director of Public Instruction
The Commissioners, Corporation of Trivandrum, Cochin and Calicut (through Mayors)
All Municipal Commissioners (Through Chairman)
The Director of Panchayats
The Director of Municipalities
The Secretary, Board of Revenue
The Chief Conservator of Forests
The Chairman, Port Trust, Cochin (with C. L.)
The Accountant General, Kerala, Trivandrum

APPENDIX 12.17—*concld.*

II

GOVERNMENT OF KERALA

Abstract

ESTABLISHMENT-APPRECIATION OF WORK RENDERED BY SRI M. KAVIRAJAN MEERA PILLAI, COMMISSIONER, CORPORATION OF COCHIN-GOOD SERVICE ENTRY AWARDED-ORDERS ISSUED.

Local Administration & Social welfare (MLA) Department

G.O. Rt No. 3217/83/LA&SWD **Dated, Trivandrum, 9-9-1983**

Read: 1. D.O. letter No. G1-3142/82 dated 10-3-1982 from the Mayor, Corporation of Cochin

2. D.O. letters No. E. 8070/80 dated 15-4-1982 and 19-4-1982 from the Director of Census Operations, Kerala

3. Letters No. B1. 8391/82 dated 21-8-82 and 23-7-83 from the Director of Municipal Administration

ORDER

The Mayor, Cochin Corporation in his letter read as 1st paper has informed that the Council has recorded its appreciation on the securing of Presidential Medal by Sri Kavirajan Meera Pillai, Commissioner, Corporation of Cochin for his meritorious service in connection with 1981 Census. He has also informed that Sri Kavirajan Meera Pillai was awarded with Presidential Medal and Certificate of merit in 1961 and 1971 censuses also. The Director of Census Operations, Kerala in his letter read as 2nd paper has recommended that the winning of the President's Census Medal in the capacity of Census Charge Officer in three consecutive censuses is an extremely rare and creditable achievement and deserves appropriate recognition. The Director of Municipal Administration has recommended to award the Officer suitably.

Government have examined the question and are pleased to award a 'Good Service Entry' to Sri M. Kavirajan Meera Pillai, Commissioner, Corporation of Cochin in view of the meritorious services rendered by him in connection with the census operations.

By order of the Governor
E.U. SYED ABOOBACKER
Under Secretary

To

The Director of Municipal Administration
The Accountant General
The Commissioner, Corporation of Cochin (thro' Mayor)
Sri M. Kavirajan Meera Pillai, Corporation Commissioner, Cochin

Copy to: The Director of Census Operations, Kerala (with C. L.)
The LA & SWD (B) Department

CHAPTER 13

ADMINISTRATIVE MATTERS

Payment of Honoraria

13.1. The rate of honoraria sanctioned by the Registrar General, India to the various functionaries of the 1981 Census operations were as follows:

Housenumbering and Houselisting

Enumerators: Rs. 20/- for a houselisting block
Supervisors: Rs. 20/- for a supervisor's circle

Economic Census

Along with houselisting the enterprise list was also canvassed and for this purpose additional honorarium at the following rates were sanctioned:

Enumerators: Rs. 15/- for a houselisting block
Supervisors: Rs. 15/- for a supervisor's circle

Enumeration

Enumerators

(i) For general blocks	:	Rs. 70/- for a general enumerator's block
(ii) For sample blocks including the honorarium for canvassing Degree Holders and Technical Personnel Schedule	:	Rs. 100/- for a sample enumerator's block
Supervisors (both general and special blocks)	:	Rs. 70/- for supervisor's circle
District Census Officers	:	Rs. 500/- as lump sum for the entire operations
Charge Officers and Deputy Charge Officers	:	Rs. 200/- as lump sum for the entire operations

(Even though the Registrar General's sanction on an all-India pattern provided for a similar honorarium to Sub Divisional Census Officers aslo, it was decided that no honorarium need be paid to the Sub Divisional Census Officers in Kerala since their personal contribution in the Census operations was very little compared to the substantial and crucial role of the District Census Officers and Charge Officers and it would have been less than fair to equate them in the matter of honorarium).

Advance for the purchase of housenumbering materials

13.2. The rate of honorarium sanctioned for the housenumbering and houselisting operations was inclusive of the cost of housenumbering materials

To help the enumerators to purchase housenumbering materials, in letter No. G. 18020/3/79—Budget Cell dated 11-2-1980 the Registrar General, India issued orders sanctioning the drawal of Rs. 5/- out of the honorarium of Rs. 20/- per houselisting block sanctioned to the enumerators for houselisting operation. This amount had to be drawn and disbursed in advance before the commencement of the housenumbering operation. In Kerala no blocks were formed for the purpose of housenumbering and houselisting and the number of houses entrusted to each enumerator was many times the number of houses in a normal houselisting block as envisaged by the Registrar General. So it was decided to pay to each enumerator an advance of Rs. 20/- in taluk charges , Rs. 15/- in corporation/ Municipal charges and Rs. 10/- in forest divisions for the purchase of housenumbering materials. The amount required for disbursement in each charge was drawn in the form of demand draft and sent to the concerned charge officers by the end of February 1980 for disbursement. In cases where demand draft could not be obtained and the amount was sent by money order meeting the M. O. commission departmentally. The Charge Officers were asked to maintain an acquittance in register form containing columns for serial number, name of enumerator, designation, amount of advance paid and signature of the enumerator with date in token of having received the amount. A completion certificate on the disbursement of the advance was also prescribed. The payment of advance to the enumerators was closely watched till the completion certificate from the last charge was received.

Honorarium for housenumbering and houselisting

13.3. For the purpose of housenumbering and houselisting the kara/desom in the case of villages, ward in the case of towns and forest range in the case of forest divisions was adopted as the lowest unit instead of forming blocks for this purpose. However as the rate of honorarium sanctioned on the all-India pattern for housenumbering and houselisting was per block it was decided to adopt 125 houses as the size of a normal houselisting block. There are certain difficult areas where the enumerator's work would be more arduous when compared to the normal areas since the enumerator in such areas will have to walk long distances or put in more arduous physical effort. So naturally a lower work norm had to be adopted in such areas for the calculation of honorarium. After very detailed consideration and personal discussions at various levels it was decided finally to assign lower work norm only in respect of Class I and Calss II hilly tracts as classified in Appendix IX of the Kerala Service Rules and the entire Idukki village. The size of the houselisting block was fixed as 100 houses in those areas for the calculation of honorarium for housenumbering and houselisting. The sanction of the Registrar General, India was for the payment of honorarium only to the supervisors and enumerators. However in Kerala assistants to enumerators were also appointed following the 1961 and 1971 precedent to assist the enumerators in numbering the houses. So the honorarium sanctioned to the enumerator had to be apportioned between the enumerator and assistant to enumerator in a suitable proportion wherever such assistants had been engaged. In cases where

no assistant was engaged by any enumerator the entire honorarium for the work was paid in full to such enumerators. Since the rate of honorarium sanctioned to the enumerators for housenumbering and houselisting was inclusive of the cost of housenumbering materials for which an advance had already been paid, the advance so paid had to be deducted first from the honorarium payable to each enumerator. The noraml size of a supervisor's circle as per the all-India pattern was 5 houselisting blocks. So the supervisor would be eligible for honorarium at the rate of one-fifth of the amount sanctioned for a supervisor's circle for every houselisting block he supervised.

13.4. Based on the above criteria the honorarium payable to the supervisors, enumerators and assistants to enumerators for a houselisting block for housenumbering and houselisting and for economic census was worked out as follows:

Supervisors	
At the rate of Rs. 4/- for housenumbering and houselisting and at the rate of Rs. 3/- for economic census in each houselisting block	Rs. 7/- per block
Enumerators	
At the rate of Rs. 15/- for housenumbering and houselisting (including the cost of the housenumbering materials) and at the rate of Rs. 10/- for economic census for a houselisting block	Rs. 25/- for a house listing block
Assistants to enumerators	
For rendering assistance to the enumerators	Rs. 10/- for a houselisting block

Based on the above rates per block the honorarium payable to the supervisors, enumerators and assistants to enumerators per house was worked out as 5.6 Ps, 20 Ps and 8 Ps respectively per house in the normal areas where the norm for a houselisting block was adopted as 125 houses and as 7 Ps, 25 Ps and 10 Ps respectively per house in the difficult areas where the norm for a houselisting block was adopted as 100 houses.

13.5. Detailed instructions for the disbursement of honorarium were issued to the charge officers in my letter No. F. 5439/79 dated 8-7-1980. Specimen statements were also prescribed to facilitate correct calculation of the entitlement of each supervisor, enumerator and assistant to enumerator on the basis of the number of houses actually covered by each. To watch the progress of the disbursement the charge officers were requested to send to the concerned District, Collectors weekly progress report of disbursement. A form for this purpose was also prescribed. After the completion of the payment the charge officers were required to furnish a certificate to this Directorate to the effect that the payment of honorarium had been completed, that the payment had been made at the

prescribed rate on proper acquittance and that the acquittance were kept under the safe custody of the charge officers. Specimens of the statement to calculate the entitlement of honorarium and the progress report form are given in appendix. As the Executive Officer, Cannanore Cantonment could not operate state funds the disbursement of honorarium in the Cannanore Cantonment was arranged through the Tahsildar, Cannanore, who had provided his own village staff for the work in that town. The drawal and disbursement of honorarium for the house-numbering and houselisting operations was smooth except for a couple of cases where the charge officers reported that the bills presented by them were objected by the Treasury Officers. In such cases the concerned District Collectors were addressed to give necessary instructions to the Treasury Officers to honour the bills presented by the charge officers. They did accordingly and the bills were honoured subsequently.

Honorarium for actual enumeration

13.6. The total number of enumerator blocks in Kerala was 40,997 and the total number of supervisor circles was 8,196. Of the total blocks, 8,188 were sampled blocks and the rest (32,789) general blocks. Based on the rates of honorarium sanctioned by the Registrar General, India the total amount of honorarium that can be paid to the enumerators in the above blocks was Rs. 31,14,030 as follows:

Honorarium to the enumerators in general blocks at the rate of Rs. 70/- per block (32,789 × 70)	Rs. 22,95,230
Honorarium to the enumerators in sample blocks at the rate of Rs. 100/- per block (Rs. 8,188 × 100)	Rs. 8,18,800
Total	Rs. 31,14,030

13.7. The average population size of an enumerator block in Kerala was 600. The actual population size in a number of blocks varied from the above norm on either side resulting in unequal workload to the enumerators. So it was felt not fair to pay honorarium to the enumerators at the flat rate of Rs. 70/- for the general blocks and Rs. 100/- for the sample blocks. It was necessary to ensure as far as possible that the honorarium received by each enumerators was in proportion to the work load of each, limiting at the same time the total expenditure within the ceiling as per the sanction accorded by the Registrar General for the payment of honorarium to the enumerators and supervisors. Keeping these points in view the rates of honorarium to be paid to the enumerators and supervisors were computed as indicated in the following paragraphs.

13.8. The projected population of Kerala was 25,500,000 of which 20,400,000 would be in the general blocks comprising four-fifth of the total blocks. The total amount of honorarium payable for the general blocks was Rs. 22,95,230

as indicated above. This worked out to 11 Ps per each person enumerated ie. 22,95,230 ÷ 20,400,000 = 11.25 rounded to 11. Thus the rate of honorarium to the enumerators in the general blocks was fixed as 11 Ps for each person enumerated and this was in close agreement with the rate of Rs. 70/- per block sanctioned by the Registrar General, India as the normal size of the enumerators block as approved by the Registrar General, India for Kerala was 600–650 population.

13.9. The estimated population in the sample blocks comprising one-fifth of the total block was 5,100,000. The total amount of honorarium payable to the enumerators in the sample blocks was Rs. 8,18,800. This worked out to 16 Ps per each person enumerated ie. 8,18,800 ÷ 5,100,000 = 16.05 rounded to 16. This was also in close agreement with the rate of Rs. 100/- per block sanctioned by the Registrar General. India.

13.10. The supervisors were paid honorarium in proportion to the actual workload of each by linking it to the actual number of enumerators under each ie. at the rate of Rs. 14/- per enumerator instead of at the flat rate of Rs. 70/- per circle without regard to the actual workload as envisaged by the all-India pattern.

13.11. To facilitate speedy disbursement of the honorarium the charge officers were asked in my letter No. F. 1183/80 dated 6-2-1981 to prepare immediately on completion of the census enumeration 3 statements viz. (i) block-wise statement for the disbursement of honorarium to enumerators in sample blocks (ii)block-wise statement for the disbursement of honorarium to the enumerators in general blocks and (iii) statement for the disbursement of honorarium to the supervisors. Thereupon they should work out the amount of honorarium payable to each enumerator and supervisor at the rates specified above.

13.12. Based on our proposals, the Government of Kerala issued orders for the disbursement of honorarium in G.O. (Rt) 1413/81/GAD dated 16–2–1981. Immediately on receipt of the G. O. a copy of the same was forwarded to the principal census officers, district census officers and charge officers with a request to see that the disbursement was completed before the close of the financial year (31–3–1981). To facilitate quick disbursement in the extensive charges with large number of enumeration personnel the charge officers in such charges were advised to arrange disbursement in different centres on specified dates after finalising in advance the centres and dates and giving advance intimation to the enumerators and supervisors at the time of collection of records or even earlier so that they would receive the honorarium from the respective centres. In the case of persons who were unable to receive the honorarium in person the amount could be sent by M. O. meeting M. O. commission under contingencies. They were also informed that if the payment due to any enumerator or supervisor could not be effected before 31–3–1981 for any reason, the amount need not be remitted back into the treasury. The amount thus left undisbursed may be retained in cash with the charge officer and disbursed to the concerned persons subsequently. As in the case of payment

of honorarium for houselisting, progress reports and completion certificates were prescribed for the disbursement of honorarium for the actual enumeration also and these were closely watched till the entire disbursement was over. The various forms prescribed for this purpose are given in Appendix 13.1

13.13. In the case of strictly military areas, Cochin Port and Cannanore Cantonment which were central government agencies, the charge officers of the above areas could not draw the required amount for payment of honorarium from the state government treasuries. The District Collectors of Cannanore, Kozhikode and Trivandrum were therefore requested to instruct the Tahsildar of the charge in or adjacent to which the special area concerned fell to draw and disburse the honorarium due to the supervisors and enumerators in these special areas also after obtaining the necessary details from the charge officers of the concerned special areas.

13.14. The charge officer of Cochin Port Trust pointed out the inadequacy of the rate of honorarium to the enumerators engaged for the enumeration of persons on board ships since the actual number enumerated would be small though they had to undertake all the preparatory measures including studying of the entire instructions and also take all safe guards for complete and accurate enumeration. After examining the position it was decided to pay a special daily allowance of Rs 20/- to each enumerated for the actual day of enumeration of board ships in addition to the honorarium due to each enumerator at the rate of 11 Ps per each person enumerated. The special daily allowances was payable only for 1 day irrespective of the number of days on which enumeration was done since the enumeration of ships was to have been done on 28th February and the workload involved was only so much. The supervisors were paid a consolidated allowance of Rs. 20/- equal to the special daily allowance for the supervision work as the normal rate of Rs 14/- per enumerated in other areas could not be applied in this case.

13.15. The disbursement of honorarium was very closely watched and wherever necessary the District Collectors and charge officers were reminded continually to complete the disbursement. The prompt disbursement of the eligible honorarium immediately on completion of the enumeration was well appreciated by the teachers and other enumeration personnel and that gesture made them ignore or forget its meagerness. Considering that the disbursement of honorarium had taken many months in the previous censuses, this was quite gratifying.

Honorarium to the Census Officers

13.16. The main operations of the 1981 Census viz. houselisting and actual census enumeration took place during the period of 15 months from January 1980 to March 1981. Therefore the lump sum honorarium to the above functionaries was payable to the incumbents who functioned as district census Officers, charge

officers and deputy charge officers during the above period. If the same officer functioned as the respective census officer during the entire 15 months the whole amount was paid in full to such officers. In cases where there were changes in incumbency during this 15 month period the lump sum honorarium was apportioned in proportion to the period during which each officer was in charge of the census work.

13.17. The Government of Kerala in G. O. (Rt) 3476/81/GAD dated 20–5–1981 issued orders authorising the district census officers to draw the honorarium due to themselves and to the charge officers and deputy charge officers in their districts according to eligibility. The details regarding the names of the officers who functioned as district census officers/charge officers/deputy charge officers for the period from 1–1–1980 to 31–3–1981 in each district/charge and the exact period during which each one functioned in the respective capacity were collected from the district census officers and charge officers and the details so collected were tabulated in the Directorate and the honorarium due to each incumbent was worked out in advance and a statement showing the amount of lump sum honorarium due to each district census officer, charge officer and deputy charge officer was prepared. Names of officers who were functioning as census officers only for a very short period of less than a month were not considered since the proportionate amount due would be trivial. The statement so prepared relating to each district was forwarded to the concerned District Collectors with my letter No. F. 2117/80 dated 20-11-81 and they were requested to instruct their Deputy Collectors (G) to draw and disburse the amount to the concerned officers in their respective districts either in cash or by Money Order meeting M. O. commission departmentally. As in the previous cases progress reports and completion certificates were prescribed to watch the progress of disbursement of the honorarium.

13.18. It was decided to sanction only an amount of Rs. 40/- as honorarium to the Statistical & Research Officer, Cochin Port Trust who was nominated as charge officer for the Cochin Port by the Chairman of the Port Trust, as there was no housenumbering and houselisting operation there and as the appointment of the census charge officer in Cochin Port Trust was made only in January 1981 since he had been nominated only as Liaison Officer for census prior to that. He functioned as census charge officer only for 3 months from January to March 1981 and even the training of the enumeration personnel there had to be done by an officer of this Directorate. The charge officer of the Cochin Port also had the dubious distinction of being the very last to report the provisional totals. Whereas the charge officers of very huge charges with hundreds of enumerators and population of lakhs took pains to relay the totals before the close of the last day of the revisional round, the Cochin Port Charge Officer who had only about one-thousand population to enumerate and report went about the reporting job in a leisurely fashion till the next day until we rang him up. The reporting of the state total to the Registrar General was actually delayed by the default of his one charge.

The choice of the Statistical & Research Officer as the charge officer made by the Port Trust Chairman ignoring the precedent of the previous census when a Superintending Engineer had been nominated, was a clearly unsuitable one for the enumeration operation which calls for executive qualities.

Census Medals

13.19. A total of 173 silver medals and 150 bronze medals were allocated by the Registrar General to Kerala state for the 1981 census for all the categories of officials put together. Out of the silver medals 171 were originally allotted and 2 more were asked for and got allotted by me so as to be sufficient to cover all the selected personnel. Though the Registrar General's Office had suggested a certain pattern for the award of the medals, I did not consider it ideal for rewarding all the deserving census officials who did outstanding work in this state and a mechanical adherence to it would have resulted in unjust denial of a deserving medal to many an outstanding performer at various levels. I, therefore, evolved a different pattern which took care of these requirements and did justice to everyone concerned.

13.20. In order to evaluate the performance of the charge officers, deputy charge officers, supervisors and enumerators in an objective manner throughout the entire census operations for the selection of the most outstanding and deserving persons for the award of the medals detailed instructions were issued in my letter No. E. 8070/80 dated 1-1-1981 to the principal census officers, district census officers and charge officers. I myself selected the best district census officers at the state level in consultation with the Deputy Directors of Census Operations.

13.21. For the purpose of selecting the best charge officers the principal census officers were requested to assess and evaluate the work of all charge officers under them with particular reference to

(i) Efficient and timely completion of the houselisting operation

(ii) Thoroughness and adherence to time schedule in the preparatory arrangements for enumeration

(iii) Able conduct of training classes as per time schedule

(iv) Efficient supervision and guidance of the enumeration staff and field check during actual enumeration as reflected in the quality of enumeration and timely collection and handing over of final records and prompt disbursement of honorarium to the enumeration personnel.

(v) Punctuality in the submission of periodical reports and promptness in correspondence on census matters.

Each charge officer was to be awarded marks out of 100. In case a different officer was in position throughout the houselisting phase in January-May 1980 such officers may also be included in the list duly awarded with marks. Officers who were in position only for short periods in between need not be considered. A list of all charge officers in the district in the order of merit and the marks awarded to each was to be prepared and sent to this Directorate by the principal census officers.

13.22. The principal census officers were also requested to forward the list of all deputy charge officers in the district in the order of merit and the marks awarded to each as in the case of charge officers. The charge officers were asked to evaluate the performance of enumerators and supervisors in their respective charges. Since different persons were engaged for houselisting and enumeration the selection of the best performers had to be done separately for each operation for houselisting, since the enumerators bore the brunt of the work it was proposed to confine the selection to the category of enumerators only and supervisors were not considered. The selection of the best enumerator had to be done with reference to the timely and satisfactory completion of the housenumbering and houselisting work, sincerity and zeal displayed and the accuracy of data and quality of the filled in schedules as reflected during the scrutiny of the schedules in the tabulation offices. The best enumerator in each charge should be selected by awarding marks out of 100 and his particulars should be reported to the principal census officer by each charge officer under him. A further selection of the best enumerator in the district would be done out of these names by the principal census officer in consultation with the Regional Deputy Director of Census Operations. Thereafter the principal census officers were to forward to the Directorate the name of the best enumerator in the district as well as the names of the best enumerators in all the charges of the district for further action.

13.23. For selecting the best enumerators and supervisors for the enumeration operation, the charge officers were asked to watch and evaluate the performance of all the enumerators and supervisors in the enumeration operation as such with reference to the following points and select the best enumerator and best supervisor in the charge by awarding marks out of 100.

ENUMERATORS :

Whether regular and punctual in the training classes, whether attentive in the training classes or inclined to be inattentive, troublesome or flippant, whether made a preliminary inspection of the block before commencement of enumeration and brought the block map and AHL uptodate, whether filled up the enumeration schedules accurately and neatly, whether ensured complete coverage of the entire area allotted without omission or duplication, whether wasted enumeration schedules due to careless handling, whether tactful in eliciting correct information from the informants, whether there were complaints from any quarters, whether commenced and completed the work within the time schedule (the charge officers if necessary may consult the concerned supervisor also regarding the work of the enumerator).

SUPERVISORS :

Whether regular and punctual in the training classes, whether made a preliminary inspection of the circle prior to enumeration, whether commencement of enumeration was reported promptly, percentage of household visited and overchecked in the circle, percentage of slips and schedules scrutinised, the number of times the supervisor went round the circle for checking the work of the enumerators, whether there were complaints against the supervisors from enumerators or from public during enumeration, whether completed the work within the time schedule, whether tactful in dealing with the enumerators and correctly clarified the doubts of the enumerators, whether available to the supervising officers while checking the progress of work in the circle. The charge officers had to report the names and addressed of the best supervisor and best enumerator (in the enumeration operation) in their charge to the principal census officer for further action. A further selection of the best supervision in the district and the best enumeration in the district would be done out of these names by the principal census officer in consultation with the concerned Regional Deputy Director of Census Operations. Thereafter the principal census officer was to forward to this Directorate the names and addresses of the above selected persons as well as the names and addresses of the best supervisors and best enumerators in all the charges of the district for further action.

13.24. In case the principal census officer was of the view that any other particular census official of a category other than those specifically mentioned above had rendered outstanding service of a exceptionally high order in the census work so as to deserve special commendation, the particulars of such official as well as his performance may be forwarded for consideration along with the above lists. On a scrutiny of the lists received from the districts it was found that in respect of forest divisions names of different enumerators were proposed for houselisting and enumeration seperately. Seperate names for houselisting and enumeration were required only in the case of those charges where two different sets of personnel were engaged for the two operations. In the forest division the same department staff was engaged for both the operations and therefore only one name need be recommended as the best enumerator for both the operations together based on the performance in both the operations. Further in the forest divisions falling in more than one district, the concerned Divisional Forest Officer. had recommended names seperately for the portion falling in each district. Thus for a single Forest Division, two or three names were recommended. This was also not envisaged since the award of medals was only charge-wise. So they were requested to recommend the name of the best enumerator in his charge based on the performance in both houselisting and enumeration.

13.25. The lists received from the districts were scrutinised and defects got rectified. The final selection of officials for the award of medals was made by me personally after careful and thorough consideration. The orders of the State Government for the award of medals were obtained in GO (MS)433/81/GAD

dated 29-12-1981. The lists pertaining to each district were forwarded to the District Collectors and they were requested to arrange to take delivery of the medals and certificates; to release the list to the press so as to provide publicity for the scheme and recognition to the award-winners and to arrange to present the awards at a suitable big function at the district headquarters like the Republic Day parade to be held on 26-1-1982 or some other suitable function wherever this was not feasible as in the case of Trivandrum district. It was also requested that the latest address of each of the award winners might be ascertained and they might be informed well advance about the function so that they could attend the same personally However no TA was payable from census fund for the journeys undertaken for this purpose. It was also suggested to arrange photographs of the medal-presentation ceremony so that the winners could preserve and cherish a record of the memory of the ceremony. All the districts earnestly carried out these instructions and made the medal-presentation a great success except Trivandrum district where the matter appeared to have ended up as a routine office delivery under acknowledgement and this can only be attributed to the lack of interest and sincerity on the part of the District Collector. In fact at various stages of the census operations, some census officers in Trivandrum district had betrayed a deplorable lack of earnestness and dedication which necessitated special efforts on our part to get them to complete each item of work satisfactorily and in time. I also arranged a function on 11.10.1982 at the Raj Bhavan where the medals for the selected officials of the Directorate were presented by the Governor of Kerala Smt. Jothi Vencatachellum. All the arrangements were an improvementon the practice hitherto followed viz. sending the medals by post and delivering the same to the awardees through office messengers under acknowledgement. The list of recipients of the 1981 census medals is given in appendix.

13.26 There were 2 rare instances in which a census functionary was awarded the census silver medal three times consecutively during the last three censuses in 1961, 1971 and 1981. One was Shri Thomas Kottooran, Teacher, St. Marys L.P.S, Pallipuram P.O., Shertallai who functioned as enumerator in the above three censuses and was selected for the silver medal all three times. On this fact being brought to my notice by the enumerator I took up the matter with the Director of Public Instruction for suitable appreciation of the creditable achievement by the state government as a measure of recognition for the teacher and incentive for other census functionaries in future. The D.P.I. in turn recommended his case to the state government for the grant of an advance increment. The recommendation received the approval of the state government as well as the concurrence of the Finance Department and the proposal to grant him an advance increment was approved by the Council of Ministers at its meeting on 29-3-1984. The second case was Shi Kavirajan Meera Pillai, Commissioner, Corporation of Cochin, who had functioned as census supervisor in 1961 and as charge officer in 1971 and 1981 and was selected for the silver medal on all three occasions. His case was also recommended by me to the state government for the grant of an advance increment as a measure of recognition.

Staffing and recruitment

13.27 This section is confined only to the staffing and recruitment to posts on regular scale of pay in the Directorate. The recruitment and retrenchment of the staff on consolidated salary for the tabulation work and the staffing of the Regional Tabulation Offices will be discussed in Chapter 15 of this report.

13.28. A number of temporary group C and group D posts were created by the Registrar General, India in the Directorate as additional staff strength specifically for the work in connection with the 1981 census operations. Since personnel were to be in position urgently in these posts meant for peak census work and considering the long delay involved in following the usual methods and procedures of recruitment the following exemptions and deviations from the usual rules and procedures were approved by the Government of India. The recruitment to group C posts required on a purely temporary basis were authorised to be made direct by the Census Organization through the Employment Exchange instead of through the Staff Selection Commission. The persons so recruited would be on a purely *ad hoc* basis and in the event of their being continued in service on a regular long term basis they would be required either to pass the relevant examination of the Staff Selection Commission or an examination to be specially organized by the Commission for the purpose. Those who fail to clear this examination would have to face retrenchment. In order to minimise retrenchment consequent on the abolition of posts created specifically in connection with the 1981 census it was considered expedient to make appointments even against posts which are to be filled by direct recruitment as per the provisions in the recruitment rules by promotion on a purely temporary and *ad hoc* basis from the respective feeder grades or by transfer on deputation so that they could be reverted back to their parent grades as soon as the posts were abolished. Against short term Group D posts like Peons, Watchmen etc. it was decided to engage casual labourers on daily wage basis instead of fresh recruitment so as to avert retrenchments later. Another very useful power delegated to the Directors was the power of the head of department (RG) to sanction appointments on deputation to Group C posts for a period of 2 years during the peak census period till the end of 1983. Only for further extensions of the deputation was it necessary to take up the matter with the Registrar General for approval by the Ministry etc. as provided in the deputation rules. The delegated power was sufficient to fill up all the newly-sanctioned ministerial posts in the Regional Offices and the Directorate promptly as and when required without the delay in corresponding with the Registrar General's office and getting his sanction and to keep the personnel going till the necessity ceased.

13.29. For the 1981 census the following temporary group C and group D posts on regular scale of pay were sanctioned by the Registrar General, India in the Directorate.

Cartographer	1
Artist	1

Assistant	2	RG's Letter No. 1/53/79 Ad I-25047 dated 27-11-1979.
U.D. Clerk	1	
L. D. Clerk	3	
Chowkidar	2	
Farash	3	
Sweeper	1	
Draughtsman	3	RG's Letter No. 1/37/79 Ad I dated 3-11-1979
Junior Stenographer	1	RG's Letter No. 1/53/79 - Ad I dated 5-5-1980

The posts of Artist and Assistants were filled up by promotion since qualified hands were available in the office and provided them promotion opportunities. The posts of Draftsman, U.D. Clerk, L.D. Clerk and Junior Stenographer were filled by deputation either from the state government or the central government so that the arrangement could be terminated without any difficulty when the necessity ceased or the posts were abolished. Posts like Chowkidar and Farash which were not needed were not filled up at all. Thus the incidence of direct recruitment to these temporary posts was kept to the barest minimum so that it will not hang down the neck as a millstone at the time of retrenchment. Only the post of Cartographer and one post of L.D. Clerk were filled on *ad hoc* basis by direct recruitment through the Employment Exchange and against both these one permanent post each was available in the sanctioned strength of the Directorate so as to provide for their absorption even if the temporary posts for which they were recruited got abolished. Thus due to the judicious handling of the filling up of the short term Group C vacancies in the Directorate the unpleasant task of retrenchment could be totally avoided in Kerala.

Accounting system

13.30 The main items of expenditure incurred at the district and charge levels and the accounting procedure of such expenditure were as follows:

1. Expenditure incurred in the offices of the District Collectors, Tahsildars and Divisional Forest officers towards the salary and T.A. of the clerical staff appointed exclusively for census work, the T.A. of the district census officers and charge officers, office expenses in connection with census and the T.A., if any, to the personnel appointed for houselisting and enumeration. This expenditure was initially met from the state government funds to be reimbursed later in lump by the Government of India.

2. Expenditure incurred by the local bodies (corporation and municipal officers) for the above purposes. This expenditure was met initially from their own funds by the local bodies to be reimbursed in lump subsequently from the Goverment of India.

3. Expenditure towards the payment of honoraria to the personnel appointed for houselisting and enumeration in all the charges (except local bodies) and to the census officers. Funds for this purpose were placed in advance by the

Government of India at the disposal of the state government through the Accountant General. After the disbursement the Accountant General was to furnish to the Pay & Accounts Officer (census) New Delhi, certified statements of expenditure of the amounts received and arrange refund of the unspent balance to the Government of India.

4. Expenditure towards the payment of honoraria to the enumerators and supervisors in the local bodies which was met initially from the funds of the local bodies concerned to be reimbursed to them later.

13.31 The procedures prescribed by the Government of Kerala for the adjustment of the above items of expenditure were as under.

ITEM 1 ABOVE : Separate accounts of these items of expenditure in each district would be kept and the concerned District Collectors would send consolidated statement of such expenditure in respect of their districts after reconciliation with the treasury figures to the Secretary, Board of Revenue (LR) who in turn would reconcile the figures of expenditure at the state level and forward the same to the Accountant General along with the certificates of reconciliation. The Accountant General would then arrange reimbursement of the amount in lump from the Government of India.

ITEM 2 ABOVE : In respect of the types of expenditure under this item incurred by the Commissioners of corporations and municipalities the reconciled figures of such expenditure along with audit certificates issued by the Examiner of Local Fund Accounts would be furnished by the Local Bodies to the concerned District Collectors who would transmit the consolidated figures from the Local Bodies in the District to the Accountant General for arranging reibursement of expenditure from the Government of India.

ITEM 3 ABOVE : Here the adjustment of advance placed by the Government of India was to be made by the Accountant General by sending a certified statement of expenditure to the Pay and Accounts Officer (Census). In order to enable the Accountant General to prepare the certified statements of expenditure the District Collectors were to consolidate the details of expenditure in their respective districts and send it to the Accountant General.

ITEM 4 ABOVE : The concerned charge officers of the local bodies would forward the details of expenditure incurred to the District Collectors concerned. The Examiners of Local Fund Accounts will reconcile the figures and the figures of expenditure will be certified by him and forwarded to the Accountant General who in turn will reimburse the amount to them.

13.32. For incurring census expenditure under salaries, T.A. and office expenses the Government of Kerala opened a new head of account "265 other Administrative Services (h) Census" and authorised the Secretary, Board of

Revenue to incur expenditure under this head by distributing required funds to the District Collectors. For the funds placed by the Government of India at the disposal of the state government under the deposit head "848 other deposits Miscellaneous deposits– Deposit for the Payment of honoraria to the enumerators in connection with the 1881 Census" the Secretary, Board of Revenue was the Controlling Officer.

13.33. For the 1971 census, provision for the expenditure on the salary of the extra staff engaged for census was made in the budget of each state Census Directorate and on allocation of the required funds by the Census Director to all district officers they drew the amount and debited the expenditure directly to the Government of India. But according to the Accountant General. Central Revenues, this procedure did not conform to the accounting procedure to be followed for transactions arising in connection with the agency functions entrusted to state governments under Article 258 of the constitution. The extra cost to the state governments arising mainly in request of the additional staff employed or contingent andother expenditure as in the case of the work devolving on the state governments in connection with the administration of the Census Act is reimbursible under Article 258 (3) of the Constitution. It was therefore decided that the expenditure in this regard should be provided in the state budget in the first instance and adjusted in the accounts of the state governments under the normal heads of account. These will be reimbursed in lump to the state governments. According to this system introduced for the 1981 census the expenditure towards the payment of salary to the census staff at the district and charge levels (excluding local bodies) and T.A. and contingent expenditure was initially to be met by the state government. However for the payment of honoraria to the houselisting and enumeration personnel (except in the local bodies) and to the state census officers, considering the huge expenditure involved, funds were placed in advance by the Government of India at the disposal of the state government. As far as the Corporation and Municipal charges (Local Bodies) were concerned the entire census expenditure including the payment of honoraria to the houselisting and enumeration personnel were to be met initially from their own funds. The Secretary Board of Revenue was the Chief Controlling Officer and responsible for the consolidation of theaccountsof expenditure from the subordinate officers and final reconciliation of the figures with the figures booked in the office of the Accountant General.

13.34. The Census Directorate was not directly involved in the allotment of funds or in the subsequent adjustment. The experience during the 1981 census was that there was delay in the allotment of funds by the state government causing difficulty in incurring census expenditure at the district and charge levels and even when fund was allotted this was often inadequate. I had to move the government for allotment of adequate additional funds several times. This can be avoided if the Government of India, as in the case of payment of honoraria, place funds for the payment of salary, T.A. andcontingenciesin advance with the state government.

This will also avoid the two different procedures of reimbursement of census expenditure initially incurred by the state government for the payment of salary, T.A. etc. and the adjustment of the advance given by the Government of India for the payment of honoraria. Another point is the delay in the prompt settlement of accounts. Unless sustained follow up action is taken by the state government at the Secretariat-level the adjustment of accountsbetween the Central and State Governments will remain unsettled indefinitely. Further, prompt reimbursement of the amounts to the state government will take place only if the Accountant General is given strict instructions by appropriate authorities to attend to this work promptly on priority basis. The level of efficiency displaced in the Accountant General's Office atleast in this matter was such that letters remained unanswered for months together, concerned files were even misplaced or untraceable and for getting even an interim response, personal visits had to be undertaken by officials all the way from the Registrar General's office at Delhi to the Accountant General's Office at Trivandrum. The 1981 experience is that neither the Accountant General nor the state government attended to this work with due despatch and the Registrar General, India and the Census Directorate had to address repeatedly the Accountant General, Kerala and the state government for the speedy settlement of accounts and even then the response at the levels of Accountant General and the state government was very sluggish. The maxmium delay was in the case of the reimbursement of the census expenditure incurred by the local bodies from their own funds.

Census budget

13.35. As already stated the expenditure incurred in the census field operations as such viz. the houselisting and enumeration operations towards honorarium, salaries, T.A., office expenses etc. of the field machinery does not pass through the budget of the Census Directorate. As such the Directorate budget reflects only the expenditure incurred in the headquarters towards superintendence, abstraction and compilation, printing charges etc. which includes both census and non-census activities. The expenditure incurred in the Directorate for the enumeration phase will be reflected in the budgets for 1978–79 (when the Pilot study and First Pretest were organized), 1979–80 (when the Second Pretest and the preparation for the houselisting were undertaken) and 1980–81 (when the houselisting as well as arrangements for the enumeration were carried out). The expenditure towards the tabulation and computerisation of census data will be mainly reflected in the budgets for the next three years ie. 1981–82 to 1983–84 . The total budget expenditure figures for this Directorate for the years 1978–79 to 1983–84 were as follows:

1978–79	Rs. 12,83,414
1979–80	Rs. 15,96,828
1980–81	Rs. 29,76,269
1981–82	Rs. 75,91,504
1982–83	Rs. 35,53,016
1983–84	Rs. 34,71,600

Permanent advance

13.36. The permanent advance for the Directorate was Rs. 200/-. This was sufficient for the requirements. It was enhanced to Rs. 7,500/- during the period when the Regional Tabulation Offices were in existence.

Telephones

13.37. After I assumed office the residential telephone kept in the residence of the Deputy Director in his capacity as head of office was got shifted to my residence. In the office a new telephone under the O. Y. T. Scheme was installed as a personal telephone. The Registrar General also sanctioned later a telephone in the residence of the Deputy Director (later Joint Director) during the peak census period upto 28-2-1982 after which it was discontinued. The Director was permitted to have STD facility in both his residential and office telephones. I also got an intercom telephone system installed in the Directorate.

Special telecommunication facilities

13.38. At our request, the state government in their letter No. 89349/ Pol. C1/79/GAD dated 7-8-1979 addressed to the Inspector General of Police and Director of Public Relations to issue instructions to the effect that the Director of Census Operations, Kerala and the census officers in the district and taluk levels be permitted to make use of all the available facilities in the tele-communication network particularly the Police Wireless system for conveying urgent communications in connection with the census work. At the all-India level, in January 1981 the Ministry of Communications permitted the use of the Inter State Police Wireless network by the Directors of Census Operations for the transmission of urgent messages to all places including those where P & T facilities existed. The Director General of Posts and Telegraphs, New Delhi, issued instructions authorising the census officers to use the priority indication "CENSUS IMMEDIATE" with the class prefix "000" for sending state telegrams.

Stationery

13.39. In our letter No.D-3913/79 dated 11-1-1980, necessary proposals were sent to the State Government for arranging the supply of the indicated quantities of stationery articles to the district census officers and charge officers through the concerned stationery depots on the basis of the indents placed by each district census officer meeting the cost initially from the state head of account. The stationery articles were proposed to be supplied for 18 months from October 1979 to March 1981 in two instalments-first instalment for 9 months from October 1979 to June 1980 and the second instalment for the subsequent 9 months from July 1980 to March 1981. The government issued orders accordingly. In our letter No.D.3913/79 dated 21-3-1980, statements showing the items of stationery articles proposed to be supplied and the entitlement if each item of article to the Collectorate, sub-divisional census officers and charge officers in the respective districts were forwarded to the district census officers and they were requested to forward consolidated indents to the Controller of Stationery, Trivandrum.

They were also informed that in addition, the district census officers and charge officers can incur a total amount not exceeding Rs.75/- for purchase of service postage stamps in connection with the census work. The system worked smoothly and no difficulty worth mentioning was experienced in the supply of stationery articles. The stationery for the Regional Tabulation Officers was to be obtained from the Regional Stationery Depot, Madras on the basis of the indent placed from the Directorate. The supply was centrally received and sent from the Directorate to the various Regional Tabulation Offices. It deserves mention here that the supply made by the Regional Depot was quite inadequate and incomplete necessitating local purchase of sizable quantities of stationery by the Regional Tabulation Offices.

Accommodation

13.40. The accommodation for the main Directorate has been hired from time to time according to requirement. The main office of the Directorate was housed in two floors of the multi-storeyed Sastha Building which is situated in Kaudiar near the Raj Bhavan and was hired in 1977 at Rs.5,097 p.m. The remaining requirements of the Directorate were accommodated in a number of other smaller hired buildings situated in different places though not far away. The total rent for all these buildings together used for the Directorate during the peak work period in 1979-81 in preparation for the enumeration came to Rs.9,897 p.m. Again, subsequently there was further increase in the rent paid with the hiring of additional accomodation for the DDE Unit and for storing the 1981 census records transferred from the Regional Tabulation Offices on completion of the tabulation work. During the commencement of 1981 census work the area available was just sufficient and not much difficulty was felt in the matter. However from the very beginning the facilities for keeping the large quantities of census records, printing paper and other stores and the Library books were neither adequate nor satisfactory. In order to overcome the administrative problems and other difficulties inherent in, the Directorate being accommodated in a number of small buildings situated far apart, efforts were made to bring the entire office under one roof in a suitable hired building on the one hand and to acquire suitable land for constructing our own building on the other.

APPENDIX 13.1

FORMS PRESCRIBED FOR PAYMENT OF HONORARIA

I

STATEMENT SHOWING THE HONORARIUM TO BE PAID TO SUPERVISORS FOR HOUSENUMBERING-HOUSELISTING AND ECONOMIC CENSUS

Name of Supervisor	Total number of census houses covered in		Amount of honorarium due		
	Class I & Class II hilly tracts	Other areas	For Class I and Class II hilly tracts (col. 2×7 Ps)	For other areas (col. 3×5.6 Ps)	Total (col. 4+ col. 5)

Grand Total

II

STATEMENT SHOWING THE HONORARIUM TO BE PAID TO ENUMERATORS AND ASSISTANTS TO ENUMERATORS FOR HOUSENUMBERING-HOUSELISTING AND ECONOMIC CENSUS

Name of Enumerator	Total number of houses covered		Enumerator Amount of honorarium due				
	Class I & Class II hilly tracts (Appendix IX K.S.R.)	Other areas	For Class I and Class II hilly tracts (col. 2 × 25 ps)	For other areas (col. 3×20 Ps)	Total amount of honorarium (col. 4+ col. 5)	Amount of advance paid	Balance due (col. 6 + col. 7)
1	2	3	4	5	6	7	8

Name of Assistant to enumerator	Assistant to enumerator Amount of honorarium due			
	For Class I & Class II hilly tracts (col. 2 × 10 Ps)	For other areas (col. 3 × 8 Ps	Total amount to be paid (col. 10+col. 11)	Total (col. 8+col. 12)
9	10	11	12	13

Grand Total

APPENDIX 13.1-*contd.*

III

Page No.

STATEMENT OF DISBURSEMENT OF HONORARIUM TO SUPERVISORS

Circle Number	Name and address of the supervisor	Number of enumerators under the supervisor	Amount of honorarium	Dated acquittance of the supervisor
1	2	3	4	5

IV

Page No.

BLOCK-WISE STATEMENT OF DISBURSEMENT OF HONORARIUM TO ENUMERATORS

Sample block/Non-sample block

Block Number	Name and address of the enumerator	Population of the block as per 1981 Census (from col. 2 of Circle Summary)	Amount of honorarium	Dated acquittance of the enumerator
1	2	3	4	5

APPENDIX 13.1—*contd.*

V

PROGRESS OF DISBURSEMENT OF HONORARIUM TO THE SUPERVISORS ENUMERATORS AND ASSISTANTS TO ENUMERATORS

For the week ending on.....

Name of District:..... Name of Charge:.....

1. Total number of census houses in the Charge :
2. No. of census houses in Class I & Class II hilly tracts, if any (Appx. IX I. S R.) :
3. No. of census houses in other areas :
4. Total No. of :
   (i) Supervisors :
   (ii) Enumerators :
   (iii) Assistants to Enumerators :
5. SUPERVISORS
   (i) Amount of honorarium draw
   (ii) Amount disbursed so far :
   (iii) Percentage :
   (iv) Amount pending disbursement :
6. ENUMERATORS
   (i) Amount of honorarium drawn (excluding advance already paid) :
   (ii) Amount disbursed so far :
   (iii) Percentage :
   (iv) Amount pending disbursement :
7. ASSISTANTS TO ENUMERATORS
   (i) Amount of honorarium drawn :
   (ii) Amount disbursed so far :
   (iii) Percentage :
   (iv) Amount pending disbursement :

Signature :
Date :
Name :
Designation .
Place :

To

The District Collector & Principal Census Officer

Copy to:

The Regional Deputy Director

APPENDIX 13.1—*concld.*

VI

FORTNIGHTLY PROGRESS REPORT ON THE DISBURSEMENT OF HONORARIUM TO SUPERVISORS AND ENUMERATORS

For the week ending on.....

Name of District ..... Name of Charge.....

1. TOTAL NUMBER OF
   - (i) Supervisors
   - (ii) Enumerators of sample blocks
   - (iii) Enumerators of non-sample blocks

2. SUPERVISORS:
   - (i) Amount of honorarium drawn
   - (ii) Amount disbursed so far
   - (iii) Percentage
   - (iv) Amount pending disbursement

3. ENUMERATORS:
   - (i) Amount of honorarium drawn
   - (ii) Amount disbursed so far
   - (iii) Percentage
   - (iv) Amount pending disbursement

4. BRIEF REASON FOR THE DELAY IN DISBURSEMENT :

Signature :
Date :
Name :
Designation :
Place :

To

The District Collector & Principal Census Officer

Copy to

The Regional Deputy Director of Census Operations

APPENDIX 13.2
RECIPIENTS OF THE CENSUS MEDALS

1. Principal Census Officer - Silver Medal

1. Sri K.M. Balakrishnan, District Collector, Kozhikode

2. (i) District Census Officers - Silver Medal

1. Sri K. Namadeva Mallaya, Deputy Collector (General), Cannanore district
2. Sri N. K. Narayana Kurup, Deputy Collector (General), Kozhikode district
3. Sri T. Raveendran Thampi, Deputy Collector (General) Trichur district

2. (ii) District Census Officers - Bronze Medal

1. Sri N. Sreedhara Panicker, Deputy Collector (General), Ernakulam district
2. Sri M. Sudhakaran, Deputy Collector (General), Quilon district

3. (i) Charge Officers - Silver Medal

(a) Tahsildars

1. Sri T. Kunhikannan, Tahsildar, Kasaragod taluk
2. Sri P. Ismail, Tahsildar, Hosdurg taluk
3. Sri K.V. Chandrasekharan Nair, Tahsildar Cannanore taluk
4. Sri K. Valsalan, Tahsildar, Tellicherry taluk
5. Sri M. Padmanabhan Nambiar, Tahsildar, Kozhikode taluk
6. Sri E. Narayana Kurup, Tahsildar, Badagara taluk
7. Sri P. Nanu, Tahsildar, South Waynad and Quilandy taluks
8. Sri C. Sivasankaran Nair, Tahsildar, Quilandy and Vythiri taluks
9. Sri A. Subramaniam, Tahsildar, Ernad taluk
10. Sri A.C. Venugopalan, Tahsildar, Alathur taluk
11. Sri V.P. Ramakrishnan, Tahsildar, Palghat taluk
12. Sri P.M. Somanathan, Tahsildar, Trichur taluk
13. Sri V.A. Raman, Tahsildar, Mukundapuram taluk
14. Sri M.K. Sivasankaran Nair, Tahsildar, Alwaye taluk
15. Sri P.V. Narayana Pillai, Tahsildar, Thiruvalla taluk
16. Sri A.N. Purushothaman Nair, Tahsildar, Kottayam taluk
17. Sri P. Santhakumaran, Tahsildar, Udumbanchola taluk
18. Sri V.V. Philip, Tahsildar, Pathanamthitta taluk

(b) Commissioners of Municipalities and Corporations

1. Sri Kavirajan Meera Pllai, Commissioner, Cochin corporation
2. Sri C.C. Kesavan, Commissioner, Calicut corporation
3. Sri C.A. Ninan, Commissioner, Cannanore and Kottayam municipality
4. Sri A.T. Divakaran, Commissioner, Alleppey municipality

(c) Divisional Forest Officers

1. Sri V.K. Ramachandran, Divisional Forest Officer, Chalakudy

3. (ii) Charge officers - Bronze Medal

(a) Tahsildars

1. Sri T. Velayudhan Nair, Tahsildar, Ernad taluk
2. Sri V. Bhageeradhan, Tahsildar, Perinthalmanna taluk
3. Sri P. Radhakrishnan, Tahsildar, Tirur taluk
4. Sri P. Sankaran Unni, Tahsildar, Chittur (Houselisting)
5. Sri C.K. Narayanan, Tahsildar, Talappilly taluk
6. Sri K.K. Jayendran, Tahsildar, Chavakkad taluk
7. Sri P.K. Jacob, Tahsildar, Kunnathunad taluk
8. Sri C. Lukose, Tahsildar, Karthigappally taluk
9. Sri P.I. Jacob, Tahsildar, Chengannur taluk
10. Sri O Thomas, Tahsildar, Mavelikara taluk
11. Sri P.R. Unnikrishna Pillai, Tahsildar Shertallai taluk
12. Sri K. Bhaskaran Nair, Tahsildar, Quilon taluk
13. Sri P. Gopalakrishnan, Tahsildar, Karunagappally taluk

(b) Commissioners of Municipalities

1. Sri. S. Thankaswamy, Commissioner, Malappuram municipality
2. Sri M.N. Sathyadevan, Commissioner, Tirur municipality
3. Sri K.M.A. Lathif, Commissioner, Ponnani municipality
4. Sri A.P.M.K. Mackey, Commissioner, Palghat municipality
5. Sri S. Rajappan Nair, Commissioner, Irinjalakuda municipality
6. Sri S. Parameswaran Nair, Municipal Commissioner, Changanacherry and Executive Officer Guruvayur Township
7. Sri K.V. Varghese, Special Officer, Thodupuzha municipality
8. Sri K. Gopalakrishnan Nair, Commissioner, Changanacherry municipality

(c) Divisional Forest Officers

1. Sri K.V. Sankaran Nair, Divisional Forest Officer, Palghat

4. (i) Deputy Charge officers - Silver Medal

1. Sri H. Jayaram Pai, Junior Superintendent, Kasaragod taluk
2. Sri K. Karunakaran Adiyodi, HQDT, Kozhikode taluk
3. Sri P. Damodaran Nair, Special Deputy Tahsildar, Badagara taluk
4. Sri E.D. Thimappa Shetty, HQDT, Mananthavady taluk
5. Sri A.K. Vasudevan, HQDT, Ponnani taluk
6. Sri R. Gopalakrishna Pillai, Election Deputy Tahsildar, Chittur taluk
7. Sri M.P. Balagangadharan, Deputy Tahsildar, Trichur taluk
8. Sri C.P. Narayanaswamy, Deputy Tahsildar, Kothamangalam taluk
9. Sri T.K. Mukundamani, Deputy Tahsildar, Sheitallai taluk
10. Sri K. Gopinathan Nair, Deputy Tahsildar, Meenachil taluk
11. Sri K. Kunjappan, Deputy Tahsildar, Udumbanchola taluk
12. Sri V.M. Johnson, Deputy Tahsildar, Quilon taluk

4. (ii) Deputy Charge officers–Bronze Medal

1. Sri C. Gopalakrishnan - Nambiar, Junior Superintendent, Taluk Office, Hosdurg taluk
2. Sri V.T. Kumaran, Junior Superintendent, Taluk Office, Tellicherry taluk
3. Sri C.V. Raghavan Achari, Deputy Tahsildar, Kodungallur taluk
4. Sri N. Divakaran Nair, Deputy Tahsildar, Pathanapuram taluk
5. Sri V. Mathai, Deputy Charge Officer, Cochin Corporation and previously Special Officer Kothamangalam municipality
6. Smt P. Retnakumari, Revenue Officer, Trivandrum Corporation

5. Supervisors, Enumerators and Census Clerks

1. CANNANORE DISTRICT

(i) Best Supervisor in the district in the Enumeration Operation - Silver Medal

1. Sri O.U. Jayarajan, H.S.A, Govt. City High School, Cannanore, Cannanore Taluk

(ii) Best Enumerator in each charge in the Enumeration Operation - Silver Medal

1. Sri K. Chandrasekharan, Assistant, Govt. U.P. School, Kolathur, Kasaragod taluk
2. Sri K.V. Gopalan, Teacher, GLP School, S. Trikaripur, Hosdurg taluk
3. Sri G.V. George, Asst. Teacher, Cherupushpam U.P. School, Chempanthotty, Taliparamba taluk
4. Sri K. Rajagopal, Sanskrit Teacher, Azhikode North U.P. School, Azhikode, Cannanore taluk
5. Sri C.P. Ramachandran, Asst. Teacher, Sree Narayana Basic U.P School, Vadakkumbad, Tellicherry taluk
6. Sri M.V. Kunhiraman, P.D. Teacher, Govt. Town High School, Cannanore, Cannanore municipality
7. Sri V.C. Damodaran, P.D.Teacher, Govt. Brennen (Model) H.S., Tellicherry, Tellicherry municipality
8. Sri K. Balachandran Nair, Asst. Teacher, MMA U.P. School, Bederiya, Vidyanagar Kasaragod municipality

(iii) Best Enumerator in each Charge in the Houselisting Operation - Bronze Medal

1. Sri C. Narayanan, Village Assistant, Kodalamogru, Kasaragod, Kasaragod taluk
2. Sri K.V. Surendran, Village Assistant, Kodakkad, Hosdurg taluk
3. Sri A.K. Dineshan, Village Assistant, Panniyoor, Taliparamba taluk
4. Sri C.V. Gopalan, Village Assistant, Kannadiparamba, Cannanore Taluk
5. Sri P. Anandan, Additional Village Officer, Mangattidam, Tellicherry taluk
6. Sri William Edward, Bill Collector, Municipal Office, Cannanore
7. Sri M. Narayanan, Bill Collector, Municipal Office, Tellicherry
8. Sri S.K. Vijayan, Health Assistant, Municipal Office, Kasaragod

2. WAYANAD DISTRICT

(i) Best Supervisor in the district in the Enumeration Operation - Silver Medal

1. Sri. P. Kesavan Nair, HSA, GHS, Sultan's Battery, Sultan's Battery taluk

(ii) Best Enumerator in each Charge in the Enumeration Operation - Silver Medal

1. Sri K. Nalinakshan, GH School, Valat, Mananthavady taluk
2. Sri K.A. Ouseph, G.U.P. School, Kidanganad, Sultan's Battery taluk
3. Sri A. Sreedharan, Asst. Teacher, Indian Adivasi L.P. School, Thariode, Vythiri taluk

(iii) Best Enumerator in each Charge in the Houselisting Operation - Bronze Medal

1. Sri P. K. Damodaran Additional, Village Officer, Perunnanur, North Wayanad taluk
2. Sri K. Kuttikrishnan Nair, Village Assistant, Vengappally, South Wayanad taluk

3. KOZHIKODE DISTRICT

(i) Best Supervisor in the district in the Enumeration Operation - Silver Medal

1. Sri John J. Mattom, HSA, GHS, Karaparamba, Calicut, Calicut corporation

(ii) Best Enumerator in each Charge in the Enumeration Operation - Silver Medal

1. Sri C.V. Kunhammedkutty, Asst. Teacher, Kodiyara L.P. School, (P. O) Kodiyara, Badagara taluk
2. Sri K. V. Ramachandran, Teacher, Chemanchery East U. P. School, Chemanchery, Quilandy taluk
3. Sri K. Abdulla, Asst. Teacher, GMUPS, Chennamangallur, Kozhikode taluk
4. Sri P. Gopalan P. E. T. Jawaharlal Nehru Memorial Govt. High School, Badagara municipality
5. Sri K. Gopalan, Asst. Teacher AUP School, Govindapuram, Calicut corporation

(iii) Best Enumerator in the Forest Division - Bronze Medal

1. Sri N. Raghavan, Forester, S. Battery Range, Kozhikode Forest Division

(iv) Best Enumerator in each Charge in the Houselisting Operation - Bronze Medal

1. Sri O. K. Janardhanan Nambiar, Village Assistant, Purameri, Badagara taluk
2. Sri P. V. Narayanan, Additional Village Officer, Chengottukavu, Quilandy taluk
3. Sri C.P. Govindankutty Menon, Village Assistant, Beypore, Kozhikode taluk
4. Sri V. Damodaran Nair, L.D.Clerk, Municipal Office, Badagara
5. Sri U. Padmanabha Menon, Bill Collector, Corporation Office, Calicut

(v) Census Clerk - Bronze Medal

1. Sri K. P. Sumithran, Census Clerk, Divisional Forest Office, (Territorial Division) Kozhikode

4. MALAPPURAM DISTRICT

(i) Best Supervisor in the district in the Enumeration Operation - Silver Medal

1. Sri C. M. Chackochan HSA, Kunnakkavu GHS, Kunnakkavu, Perintalmanna taluk

ii) Best Enumeration in each Charge in the Enumeration Operation - Silver Medal

1. Sri K. Appukutta Panicker, Assistant, G.L.P. School, Akkarakulam, Thuvvur, Ernad taluk
2. Sri B. Kumarakrishnan Nair, Headmaster, AMLP School, Puzhakattiri, Perintalmanna taluk
3. Smt V. J. Lilly, UPSA, Govt. U. P. School, Neduva, Parappanangadi, Tirur taluk
4. Sri K. Sukumaran Nair, G.U.P. School, Thavanur, Ponnani Taluk
5. Sri N.K. Abdul Salam, Arabic Teacher, A.U.P. School, Malappuram municipality
6. Sri K.X. Antony, GHS, Tirur municipality
7. Sri V.K. Mohammed, Govt. Fisheries L.P.S., Ponnani municipality
8. Sri K. Chandrakaladharan Thampi, HMY AUP School, Manjeri municipality

(iii) Best Enumerator in the Forest Division - Silver Medal

1. Sri K.J. Joseph. Forester, Karulai Range, Nilambur Forest Division

(iv) Best Enumerator in each Charge in the Houselisting Operation - Bronze Medal

1. Sri T.K. Mohanankutty, Special Village Officer, Chungathara, Ernad taluk
2. Sri M. Thomas, Village Assistant, Kariavattom, Perintalmanna taluk,
3. Sri M.K. Achuthan, Village Assistant, Kannamangalam, Tirur taluk,
4. Sri T. Sankaran, Village Assistant Kalady, Ponnani, Ponnani Taluk
5. Sri P. Unnikrishnan, Health Assistant, Municipal Office, Malappuram
6. Sri Devadas Zachaiia, L.D.Clerk, Municipal Office, Tirur
7. Sri T. Mohammedali, Bill Collecter, Municipal Office, Manjeri
8. Sri A.P. Vasu, Health Assistant, Municipal Office, Ponnani

5. PALGHAT DISTRICT

(i) Best Supervisor in the district in the Enumeration Operation - Silver Medal

1. Sri G. Gangadharan Nair, Headmaster, GUPS, West Yakkara, Palghat taluk

(ii) Best Enumerator in each Charge in the Enumeration Operation - Silver Medal

1. Smt K.M. Hymavathi, Asst. Teacher, AMLPS, Kondurkara P.O. Kalladipatta, Pattambi Ottapalam taluk
2. Sri P. Damodaran, P.D. Teacher, GOH School, Edathanattukara, Mannarghat taluk
3. Smt T.P. Nandini, GLP School, Kavilpad, Palghat taluk
4. Smt. Y. Girijakumari, Govt. G.U.P.S. Pattancherry, Chittur taluk
5. Sri Mohammed Kader, Teacher, SMLPS, Puducode, Alathur taluk
6. Sri George Mathew, HSA, PMGM High School, Palghat municipality
7. Sri V. Sivaramkrishnan, P. D. Teacher, V.G.H. School, Chittur-Thathamangalam municipality
8. Sri P.R. RaghavaKurup, P.T. Drawing Teacher, G.P. School, Shoranur municipality

(iii) Best Enumerator in each Charge in the Houselisting Operation - Bronze Medal

1. Smt M.K. Lathika, Village Assistant, Ottappalam I Village, Ottappalam taluk
2. Sri K. Divakaran, Village Assistant, Mannarghat II Village, Mannarghat taluk
3. Sri K.V. Mathai, Additional Village Assistant, Kongad II Village, Palghat taluk
4. Sri K. Sudhakaran, Village Assistant, Kollengode II Village, Chittur taluk
5. Sri C.K. Raghavan, Village Assistant, Melarcode, Alathur taluk
6. Sri A. Ramachandran, Bill Collector, Municipal Office, Palghat
7. Sri P. Nazeer, Library Assistant, Municipal Office, Chittur - Thatahmangalam
8. Sri K.T. Venugopalan, Bill Collector, Municipal Office, Shoranur

(iv) Census Clerk - Bronze Medal

1. Smt. P. Chandramohanam, Census Clerk, Municipal Office, Palghat

APPENDIX 13.2—*contd.*

6. TRICHUR DISTRICT

(i) Best Supervisor in the district in the Enumeration Operation - Silver Medal

1. Sri P.K.Subashchandran HSA, Govt. High School, Valappad, Chavakkad taluk

(ii) Best Enumerator in each Charge in the Enumeration Operation - Silver Medal

1. Smt T.S. Nabeesa, P.D.Teacher, GLPS, Ottupara, Thalappally taluk
2. Sri K.P. Jolly, Teacher, R.M.S. L.P. School, Arattupuzha, Trichur taluk
3. Smt K.K. Noorjahan, P.D.Teacher, K.M.U.P. School, Nattika West, Chavakkad taluk
4. Sri A. Saravana Rajan, Drawing Teacher, R.M.H.S. Kodungallur, Kodungallur taluk
5. Sri P.P. Thomas, UPSA, St. George High School, Pariyaram, Mukundapuram taluk
6. Smt K. Gouri, Teacher Namboodiri Vidyalayam, Trichur municipality
7. Smt K.M. Bhavani, LPSA, MRRM High School, Chavakkad municipality
8. Smt A.M. Saramma, U.P. Teacher, Govt. Model H.S. for Girls, Kunnamkulam municipality
9. Smt T.R. Komalam, Junior Sanskrit Teacher, Govt. Model H.S. for Boys Irinjalakuda municipality
10. Sri Francis Simethy, UPSA Govt. High School, Chalakudy municipality
11. Smt. T. Lekshmykutty, LPSA, Little Flower School, Lokamaleswaram, Kodungallur municipality
12. Smt. M. V. Sumangala, Junior Hindi Pandit, Govt. H. S. Chavakkad, Guruvayur Township

(iii) Best Enumerator in the Forest Division - Bronze Medal

1. Sri M. Ramankutty Nair, Forester, Wadakkancheiry Range, Trichur Forest Division
2. Sri V.V. Anthony, Forester, Vazhachal Range, Chalakudy Forest Division

(iv) Best Enumerator in each Charge in the Houselisting Operation - Bronze Medal

1. Sri P.V. Narayanan, Village Assistant, Talappilly taluk
2. Sri K. Muraleedharan, Village Assistant, Trichur taluk
3. Sri P. S. Kumaran, Village Assistant, Chavakkad taluk
4. Sri K. K. Kamalakshan, Village Assistant Kodungallur taluk
5. Smt. V. J. Rajamma, Village Assistant, Mukundapuram taluk
6. Sri. P. K. Raveendran, L. D. Clerk, Municipal Office, Trichur
7. Smt. J. Meena Kumari, L. D. Clerk, Municipal Office, Chalakudy
8. Sri. V. P. Narayanan, Health Assistant, Municipal Office, Kunnamkulam
9. Sri T. Reghunandan, Bill Collector, Municipal Office, Irinjalakuda
10. Sri T. Raghavan, L. D. Clerk, Municipal Office, Chavakkad
11. Sri K. Mohanakumaran Nair, L. D. Clerk, Municipal Office, Kodungallur
12. Sri P. M. Narayanan Adiyodi, Health Assistant, Guruvayur Township

7. ERNAKULAM DISTRICT

(i) Best Supervisor in the district in the Enumeration Operation - Silver Medal

1. Sri M. Ramachandran Nair, HSA, Govt. Model H. S. Cheruvattoor, Kothamangalam taluk

(ii) Best Enumerator in each Charge in the Enumeration Operation - Silver Medal

1. Smt. P.D. Lucina, UPSA, St. Augustine U.P.School, Thuravoor, Alwaye taluk
2. Sri K.K. Mohammed P.D.Teacher, Mohammaden L.P.School, Vadakkekkara, Parur taluk
3. Smt. Mary Leela, Music Teacher, L.F.U.P. School, Palliport, Cochin taluk
4. Smt. A.P. Rugmini, P.D.Teacher, Govt. L.P. School, Pallilamkara, Kanayannur taluk
5. Sri P.C. Gangadharan, P.D.Teacher, Govt. High School, Odakkali, Kunnathunad taluk
6. Sri G. Balakrishnan Nair, Teacher, Panchayat U.P. School, Vellaranikalle P.O. Muvattupuzha taluk
7. Sri George Sebastian, UPSA, L.F. High School, Oonnukal, Kothamangalam taluk
8. Smt C.G. Baby, UPSA, St. Jackin's Girls UP School, Kaloor, Cochin corporation
9. Sri P.S. Joseph, Teacher, Govt. H.S. for Boys Alwaye municipality
10. Sri K. Sreevalsan, UPSA, Govt. Boys H.S., Parur municipality
11. Smt. Thankamma Thomas, MGM High School, Nayathode, Angamaly municipality

12. Sri K.V.George, Workshop Instructor, Govt. Boys High School, Trippunithura
13. Sri P.K. Kochunny, P.D.Teacher, Govt. L.P. School, Kanjirakkad, Perumbavoor municipality
14. Sri K.T. Daniel, Teacher, L.P.B. School, Kothamangalam municipality
15. Sri S. Abdul Kadir, Teacher, B.T.S. Muvattupuzha municipality
16. Sri N. Appukuttan Pillai, Accountant, Office of the FA&CAO, Cochin Port Trust
17. Sri K.A. Reynolds, CPOR (TAC) (067336N), INS Venduruthy

(iii) Best Enumerator in the Forest Division - Bronze Medal

1. Sri M.U. Joseph, Forester, Thodupuzha Range, Malayattur Forest Division

(iv) Best Enumerator in each Charge in the Houselisting Operation - Bronze Medal

1. Sri N. Govinda Pillai, Village Assistant, Alwaye Village, Alwaye taluk
2. Sri N. Gopalakrishnan Nair, Village Assistant Kumblanghy Village, Cochin taluk
3. Sri K.M. Thankappan, Village Assistant, Edakkattuvayal, Kanavannur taluk
4. Sri P.O. Poulose, Addl. Village Officer, Vengola Village, Kunnathunad taluk
5. Sri T.R. Gopalakrishnan, Village Assistant, Manjalloor, Muvattupuzha taluk
6. Sri P.V. Varkey, Village Assistant, Kadavoor, Kothamangalam taluk
7. Sri P.K. Pareed, Health Assistant, Corporation Office, Cochin
8. Sri P. Raveendran Nair, Public Works Overseer, II Grade, Municipal Office, Alwaye
9. Sri. K.M. Sulaiman, L.D.Clerk/Bill Collector, Municipal Office, Parur, Parur Municipality
10. Sri K.R. Chandrasekharan, L.D. Clerk/Bill Collector, Municipal Office, Angamaly
11. Sri O.A. Rajan, U.D.Clerk, Municipal Office, Trippunithura
12. Sri M.S.Gopi, L.D. Clerk, Municipal Office, Perumbavoor
13. Sri George Kuriakose, U.D. Clerk, Municipal Office, Kothamangalam
14. Sri M. Krishnankutty Village Assistant, Chendamangalam, Parur taluk
15. Shri N. M. Joseph, L. D. Clerk/Bill Collector, Municipal Office Muvattupuzha

8. IDUKKI DISTRICT

(i) Best Supervisor in the district in the Enumeration Operation—Silver Medal

1. Sri M. Abdul Azeezkutty, HS, Vazhathope, Idukki township

(ii) Best Enumerator in each Charge in the Enumeration Operation—Silver Medal

1. Sri R. Ramachandran Nair, Govt. U. P. School, Kallar, Vattiyar, Devicolam taluk
2. Smt. P. P. Alekutty, Teacher, Vinjanam L. P. S. Mukkudam, Udumbanchola taluk
3. Sri A. Jayachandran, Head master, Panchayat LPS, Karadikuzhi, Peermade taluk
4. Sri N. K. Sreedharan, Teacher, Govt. H. S. Thatakuzha, Thodupuzha taluk
5. Sri R. Reghunathan Nair, GHS, Vazhathope, Idukki Township
6. Sri P. S. Thrivikrama Marar, Govt. Boys High School, Thodupuzha Municipality

(iii) Best Enumerator in the Forest Division—Bronze Medal

1. Sri Mohammed Haneefa, Forester, Range Office, Devicolam, Munnar Forest Division
2. Sri M. R. Madhavan, Forest Guard, Vallakadavu, Game Sanctuary, Thekkady

(iv) Best Enumerator in each Charge in the Houselisting Operation—Bronze Medal

1. Sri K. K. Kunjukuttan, Village Assistant, Taluk Office, Devicolam, Devicolam taluk
2. K. V. Kurien, Village Assistant, Kalkoonthal, Udumbanchola Taluk
3. Sri T. T. Kuttappan, Village Assistant, Peermade taluk
4. Sri M. K. Sreedharan, Village Assistant, Karimanoor, Thodupuzha taluk
5. Sri K. A. Ravindran, Town Planning Office, Idukki Township
6. Sri V. P. Chacko, Health Assistant, Municipal Office, Thodupuzha municipality

9. KOTTAYAM DISTRICT

(i) Best Supervisor in the district in the Enumeration Operation—Silver Medal

1. Sri P. J. Joseph, HSA, St. Aloysious H. S. Manalumkal, Kottayam taluk

APPENDIX 13.2--*contd.*

(ii) Best Enumerator in each Charge in the Enumeration Operation—Silver Medal

1. Sri V. K. Sekharan Assari, LPSA, L. P. Govt. School, Kidangoor, Meenachil taluk
2. Smt. Molyamma Job, LPSA, St. Thomas LPS, Chempu, Vaikom taluk
3. Smt. N. Vijayamma, P. D. Teacher, Govt. U. P. S. Puthettu, Nattasserry, Kottayam taluk
4. Sri P. S. George, St. Sebastian's UPS, Mammood, Changanacherry taluk
5. Sri P. D. Kurien UPSA, Gracy Memorial H. S. Parathodu, Kanjirappally taluk
6. Sri K. K. Sankaran, P. D. Teacher, GHS, Karapuzha, Kottayam municipality
7. Sri K. Gopinathan Nair, P. D. Teacher, Govt. U. P. S. Palai municipality
8. Sri S. Chakrapani P. D. Teacher, GHS for Boys, Vaikom, municipality
9. Sri K. M. Abdul Khader, UPSA, Govt. H. S. Changanacherry municipality

(iii) Best Enumerator in the Forest Division—Bronze Medal

1. Sri S. Sathyaseelan, Forester, Ayyappancoil Range, Kottayam Forest Division

(iv) Best Enumerator in each Charge in the Houselisting Operation—Bronze Medal

1. Sri V. Bhaskara Varma Raja, Village Assistant, Kadanad Village, Meenachil taluk
2. Sri V. K. Jacob, Village Assistant, Njeezhoor, Vaikom taluk
3. Sri P. V. Anthrayose, Village Assistant, Kottayam taluk
4. Sri P. J. John, Village Assistant, Vazhoor, Changanacherry taluk
5. Sri O. M. Mathew, Village Assistant, Kanjirappally taluk
6. Sri P. T. Vijavan, Bill Collector, Municipal Office, Kottayam
7. Sri D. Subhash, Bill Collector, Municipal Office, Palai
8. Sri M. Shanmughan, Bill Collector, Municipal Office, Vaikom
9. Sri Thomas Joseph, L. D. Clerk, Municipal Office, Changanacherry

10. ALLEPPEY DISTRICT

(i) Best Supervisor in the district in the Enumeration Operation—Silver Medal

1. Sri M. N. Kesava Menon HSA, Govt. High School, Chandiroor Shertallai taluk

(ii) Best Enumerator in each Charge in the Enumeration Operation—Silver Medal

1. Sri Thomas Kottooran, LPSA, St. Thomas LPS, Pallipuram, Shertallai taluk
2. Sri Illyaskutty, LPSA, TDLPS, Thuravoor, Shertallai taluk
3. Smt. K. S. Mariamma, UPSA, St. Joseph High School, Paravoor, Ambalapuzha taluk
4. Smt. P. Radhamony, P. D. Teacher, Govt. U. P. School, Thalavady Kuttanad taluk
5. Sri P. S. John, SNDP H. S., Kanjeettukara, Tiruvalla taluk
6. Sri N. Bhaskaran Nair, P. D. Teacher, GHS, Mulakuzha, Chengannur taluk
7. Sri K. Hameed, Teacher, WLPS, Thamarakulam, Mavelikkara taluk
8. Sri B. Sathyapalan, Teacher, U. P. School, Chooravila, Cungoli Karthigappally taluk
9. Sri R. Rajan, UPSA, GHS for Boys, Shertallai municipality
10. Sri M. Gopidasan, Drawing Teacher, Govt. Mohammeden H. S. for Girls, Alleppey municipality
11. Sri P. V. Mathai, Teacher, Govt. L. P. & S. Mavelikkara municipality
12. Smt. Sosamma Abraham, UPSA, SCS High School, Thiruvalla municipality
13. Smt V. M. Anna, Assistant Govt. Relief L. P. School, Chengannur municipality

(iii) Best Enumerator in each Charge in the Houselisting Operation—Bronze Medal

1. Sri T. Varkey, Village Assistant, Thanneermukkom North village Shertallai taluk
2. Sri K. Mohandas, Village Assistant, Village Office Alleppey, Ambalapuzha taluk
3. Sri K. S. Bahulayan, Village Assistant, Kainakary, Kuttanad taluk
4. Sri P. K. Somasekhara Panicker, Village Assistant Mallappally village, Thiruvalla taluk
5. Sri P. K. Gopalakrishnan Nair, Village Assistant, Cheriyanad village, Chengannur taluk
6. Sri B. Mohanan Pillai, Village Assistant, Village Office, Chunakkara Mavelikkara taluk
7. Sri Sadasivan Pillai, Village Assistant, Karthigappally village, Karthigappally taluk
8. Sri M. K. Raveendran Nair, L. D. Clerk, Municipal Office, Shertallai
9. Sri R. Appukuttan Pillai, Health Assistant, Municipal Office, Alleppey

10. Sri P. N. Ramachandran, L. D. Clerk, Municpal Office, Kayamkulam
11. Sri K. Chellappan, Bill Collector, Municipal Office, Mavelikara
12. Sri John Mathew, Bill Collector, Municipal Office, Thiruvalla
13. Sri P. I. Meera Sahib, Bill Collector, Municipal Office, Chengannur

11. QUILON DISTRICT

(i) Best Supervisor in the district in the Enumeration Operation—Silver Medal

1. Sri Y. Thomas, TSA, Govt. B. T. S. Kottarakkara, Kottarakkara taluk

(ii) Best Enumerator in each Charge in the Enumeration Operation—Silver Medal

1. Sri K. Kunjuraman Achari, Drawing Teacher, High School Guhanadapuram Karunagappally taluk
2. Sri K. Sukumaran, Assistant, LPS, Aranthakulangara, Kunnathur taluk
3. Smt K. M. Rosamma, P. D. Teacher, Government U. P. School, Kaipattoor Pathanamthitta taluk
4. Sri T. John, UPSA, SNUPS, Piravanthur, Pathanapuram taluk
5. Sri M. Anandan Pillai, Assistant, SVLPS, Poonkodu, Chadayamangalam Kottarakkara taluk
6. Sri C. Thomas, P. D. Teacher, Govt. KGVUPS, Kundara, Quilon taluk
7. Sri M. A. Abdul Samad, Arabic Teacher, L. P. G. School, Punalur municipality
8. Sri K. Narayanan, P. D. Teacher, Govt. L. P. S., Kodunthara, Pathanamthitta municipality
9. Sri Y. Aloysius, UPSA, Christ Raj High School, Quilon municipality

(iii) Best Enumerator in the Forest Division—Bronze Medal

1. Sri C. P. Chacko, Forester, Aryankavu Range, Thenmala Forest Division
2. Sri G. Appukuttan Pillai, Forester, Vadasserikkara Range, Ranni Forest Division
3. Sri N. Balakrishnan, Forest Guard, Ayiranalloor Beat Anchal Range Punalur Forest Division

(iv) Best Enumerator in each Charge in the Houselisting Operation - Bronze Medal

1. Sri R. Sadanandan Achary, Village Assistant, Taluk Office, Karunagappally taluk,
2. Sri A. P. Daniel, Village Assistant, Taluk Office, Kunnathur taluk
3. Sri A. Abdul Rasheed Kunju, Village Assistant, Taluk Office, Pathanamthitta
4. Sri N. Abdulkalam, Village Assistant, Taluk Office, Pathanapuram
5. Sri B. Sivasankara Pillai, Village Assistant, Vettikavala Village Kottarakara taluk,
6. Sri R. Muraleedharan Nair, Village Assistant, Nedumpana, Quilon taluk
7. Sri T. M. Nagoor Meeran, L. D. Clerk, Municipal Office, Punalur
8. Smt. R. Leela, L. D. Clerk Municipal Office Panthanamthitta
9. Sri. M. Purushottaman Achary L. D. Clerk Municipal Office, Quilon

(v) Census Clerks —Bronze Medal

1. Sri T. J. Anandakrishna Pillai, L. D. Clerk, Collectorate, Quilon
2. Smt. Anitha, Census Clerk, Taluk Office, Quilon

12. TRIVANDRUM DISTRICT

(i) Best Supervisor in the district in the Enumeration Operation—Silver Medal

1. N/Sub. S. K. Nair, Station Workshop, EME, Trivandrum Military Area, Pangode

(ii) Best Enumerator in each Charge in the Enumeration Operation Silver—Medal

1. Sri M. Sukumaran Unnithan, P. D. Teacher, GHS, Njekkad, Chirayinkil taluk
2. Smt. R. Lalithamma, P. D. Teacher, UPS, Perumkulam, Nedumangad taluk
3. Sri K. Mony, P. D. Teacher, UPS, Mannanthala, Trivandrum taluk
4. Sri N. C. Sreekantan Nair, Teacher, L. V. L. P. School, Mulloor Neyyattinkara taluk
5. Sri G. Albert, L. D. Clerk, Town Planner's Office, Vazhuthacaud Trivandrum corporation

6. Sri G. Bhaskara Pillai, P. D. Teacher, B. T. School, Attingal municipality
7. Sri K. Sivadasan, Teacher, BUPS, Nedumangad municipality
8. Sri N. P. Raveendran Nair, Teacher, J. B. S. Neyyattinkara municiaplity
9. Sri Pappan, P. D. Teacher, Muslim U. P. School, Nadayara, Varkala municipality
10. Hav. C. C. Oommen, Station Workshop, EME, Trivandrum Military Area

(iii) Best Enumerator in the Forest Division—Bronze Medal

1. Sri K. Gangadharan Nair, Forest Guard, Palode Range Trivandrum Forest Division

(iv) Best Enumerator in each charge in the Houselist Operation—Bronze Medal

1. Sri S. Ravindran Nair, Village Assistant, Manampoor village, Chiryinkil taluk
2. Sri K. Sukumaran, Village Assistant, Pullampara village, Nedumangad taluk
3. Sri M. Gopikuttan Nair, Village Assistant, Randamada village, Trivandrum taluk
4. Sri N. Soman, Village Officer, Kulathummel, Neyyattinkara taluk
5. Sri C. Geevarghese, Bill Collector, Corporation Office, Trivandrum
6. Sri K. Natarajan Chettiar, Bill Collector, Municipal Office, Attingal
7. Sri C. Krishnan Nair, Bill Collector, Municipal Office, Nedumangad
8. Sri K. Krishnan Nair, Bill Collector, Municipal Office, Neyyattinkara

6. Regional Deputy Directors of Census Operations

Silver Medal

1. Sri P. Bhaskaran Nair, Regional Deputy Director of Census Operations, Kottayam
2. Sri T. K. Balakrishnan Nambiar, Regional Deputy Director of Census Operations. Trichur
3. Sri K. K. Muhammed, Regional Deputy Director of Census Operations, Kozhikode

7. Directorate of Census Operations, Trivandrum

Silver Medal

1. Late Sri U. K. Sukumaran, Office Superintendent
2. Sri B. T. Pillai, Joint Director
3. Sri S. Jayashanker, Assistant Director
4. Sri K. V. Ramaswami, Assistant Director
5. Sri K. Gopinathan, Investigator
6. Sri V. Sanjeeva Rao, Head Assistant
7. Sri K. S. Nair, Assistant
8. Sri N. Aravindan, Printing Inspector
9. Sri S. Krishna Pillai, Artist

Bronze Medal

1. Sri T. George, Driver
2. Sri V. Sadasivan Pillai, Daftry

APPENDIX 13.3

BUDGET EXPENDITURE OF THE KERALA CENSUS DIRECTORATE FOR THE PERIOD 1978-79 TO 1983-84

Head of Account	1978–79	1979–80	1980–81	1981–82	1982–83	1983–84
1	2	3	4	5	6	7
265 A-Other Administrative Services						
1. CENSUS (NON PLAN)						
A1 (1) Superintendence						
(Salary of the Director, Joint Director, Assistant Director (Admn) and the staff in the administration wing, Rent of office buildings and other office expenses)						
A1 (1) (1) Salaries	2,24,001	2,58,914	3,27,591	3,58,104	5,11,335	6,21,100
A1 (1) (2) Wages	..	..	..	..	..	..
A1 (1) (3) Travel Expenses	9,957	13,238	15,723	30,191	14,374	18,000
A1 (1) (4) Office Expenses	28,697	60,958	1,32,943	1,33,292	1,21,570	1,34,000
A1 (1) (5) Rent, Rate and Taxes	85,900	96,804	1,11,788	1,76,294	1,49,964	2,54,200
A1 (1) (6) Grant in aid	..	312	..	..	..	..
TOTAL A1 (1) SUPERINTENDENCE	3,48,555	4,30,226	5,88,045	6,97,881	7,97,243	10,27,300
A1 (2) Enumeration						
(Initial expenditure incurred by the Directorate by way of advance to the enumerators for purchase of house numbering clerical assistance at the District and Charge levels)						
A1 (2) (1) Salaries						
A1 (2) (2) Wages						
A1 (2) (3) Travel Expenses	.	1,520	..	..	..	..
A1 (2) (4) Honorarium to Enumerators	..	59,430	8,015	..	..	..
A1 (2) (5) Other Charges	..	6,540	453	..	..	..
TOTAL A1 (2) ENUMERATION	..	67,490	8,468	..	..	..
A1 (3) Abstraction and Compilation						
(Salary of officers and staff in the Census wing and contingent expenditure)						
A1 (3) (1) Salaries	5,93,519	6,09,161	9,35,266	51,18,542	16,35,577	8,64,100
A1 (3) (2) Wages	..	..	..	..	..	..
A1 (3) (3) Travel Expenses	24,003	34,492	1,06,298	1,51,179	67,544	36,000
A1 (3) (4) Office Expenses	9,761	29,042	2,99,398	5,61,368	89,927	59,000
A1 (3) (5) Rent, Rate and Taxes	..	..	32,695	3,21,489	1,26,816	6,900
TOTAL A1(3) ABSTRACTION AND COMPILATION	6,27,283	6,72,695	13,73,657	61,52,578	19,19,864	9,66,000
A1 (4) Publication						
(Printing charges of census schedules and booklets)						
A1 (4) Publication	23,691	87,955	6,40,446	72,385	2,36,641	3,00,000
A1 (5) Registration, Promotion etc. (Non Plan)						
(Salary of staff honorarium to part times SRS enumerators etc)						
A1 (6) (1) Salaries	1,61,591	1,66,074	1,80,569	1,77,159	2,01,162	2,42,100
A1 (6) (2) Wages	..	..	..	..	..	..
A1 (6) (3) Travel Expenses	25,392	30,630	23,325	31,462	27,678	49,000
A1 (6) (4) Office Expenses	5,297	1,826	549	598	793	1,000
A1 (6) (5) Payment of Professionals	17,790	15,970	16,435	19,764	26,075	22,300
A1 (6) (6) Rent, Rate and Taxes	..	..	..	..	..	..
A1 (6) (7) Publications	..	..	..	..	..	..
A1 (6) (8) Other Charges	..		..	..	..	..

APPENDIX 13.3—*concld.*

Head of Account	1978–79	1979–80	1980–81	1981–82	1982–83	1983–84
1	2	3	4	5	6	7
TOTAL A1(6) REGISTRATION, PROMOTION ETC. (NON-PLAN)	2,10,070	2,14,500	2,20,878	2,28,983	2,55,708	3,14,400
PLAN SCHEMES						
A 1 (6) Registration promotion etc. (Plan)						
(Salary of staff, honorarium of the part-time SRS enumerators in the additional SRS samples and of the field agents for the Model Registration Work etc.)						
A1 (6) (1) Salaries	47,251	83,126	1,06,078	1,16,930	1,20,998	1,46,500
A1 (6) (2) Wages	..	..	..	..	..	..
A1 (6) (3) Travel Expenses	10,835	14,165	12,293	22,259	12,529	28,000
A1 (6) (4) Office Expences	1,200	1,790	289	988	408	1,000
A1 (6) (5) Payment for Professionals	12,277	11,955	12,452	11,726	13,547	16,700
A1 (6) (6) Rent, Rate and Taxes	..	..	..	..	..	..
A1 (6) (7) Publication	..	..	..	..	..	..
A1 (6) (8) Other Charges	..	..	..	..	..	..
TOTAL A1 (6) REGISTRATION PROMOTION ETC. (PLAN)	71,563	1,11,036	1,31,112	1,51,903	1,47,482	1,92,200
A1 (7) Computerisation of 1981 Census Data						
(Salary of the officers and staff in the DDE Unit, Office expences, purchase of furniture, civil and electrical works for installation and Maintenance of the DDE Unit)						
A1 (7) (1) Salaries	..	..	..	..	1,21,363	5,40,000
A1 (7) (2) Travel Expenses	..	..	..	..	1,893	6,500
A1 (7) (3) Office Expenses	..	..	..	18,000	55,004	70,000
A1 (7) (4) Rent, Rate and Taxes	..	..	..	6,429	..	..
A1 (7) (5) Maintenance	..	..	..	..	..	34,000
A1 (7) (6) Equipment	..	..	..	2,48,214	..	..
TOTAL A1 (7) COMPUTERISATION ETC.	..	..	..	2,72,643	1,78,260	6,50,500
A1 (8) Regional Divisions of India						
(Salary of the staff for the cartographic analysis project)						
A1 (8) (1) Salaries	2,252	12,926	13,663	15,131	17,818	21,200
A1 (8) (2) Travel Expenses	..	..	..	..	..	..
A1 (8) (3) Office Expenses	..	..	..	..	..	..
TOTAL A1 (8) REGIONAL DIVISIONS OF INDIA	2,252	12,926	13,663	15,131	17,818	21,200
GRAND TOTAL PLAN AND NON PLAN	**12,83,414**	**15,96,828**	**29,76,269**	**75,91,504**	**35,53,016**	**34,71,600**

CHAPTER 14

POST ENUMERATION CHECK AND CENSUS EVALUATION STUDY

General

14.1. It has been the practice to conduct a Post Enumeration Check in a few selected blocks immediately after the census enumeration. The purpose of the Post Enumeration Check is to ascertain the accuracy in the census population count. The errors in the census count are classified as coverage errors and content errors. Coverage errors are due to omission or duplication of persons due to omission or duplication of household residing in census houses or due to omission or duplication of individuals in censused households. The error in recording the details of the individuals is known as content error. The Post Enumeration Check is therefore, intended to provide answers to the two questions, viz. (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 Census Evaluation study is intended to quantify the extent of omission of children at the younger ages and aslo to ascertain the correctness of age-reporting of children in the census with the help of births recorded in the Sample Registration System. The Post Enumeration Check (PEC) was done with the help of the Abridged Houselist which was updated at the time of actual enumeration and also the Population Record given as Part II of the Household Schedule. For the Census Evaluation Study (CES) the births already recorded under the Sample Registration system during 1st January 1976 to 28th February 1981 were matched with the population of younger age groups obtained from the census. It is necessary to conduct the surveys as close to the census as possible. This is because a number of questions are asked on the residential status as in the census period, as well as some question on whether the person has been enumerated elsewhere or not. The answers to such questions are subject to recall lapse and hence the need to conduct the surveys as close to the census as possible.

14.2. The calendar for the Post Enumeration Check and the Census Evaluation Study was as follows:

	Item of work	*Period*
1.	Communication of the census frame ie. the number of blocks by size class in rural areas and the total number of blocks in urban areas to the Registrar General's office	Before 1st January 1981
2.	First training of Supervisors, Enumerators and Investigators	December 1980
	Second training ,,	January 1981
3.	Copying of form 10 of the SRS for selected blocks	To be completed before 15th March, 1981

Item of work	*Period*
4. Assembling of abridged houselists, notional maps and lay-out sketches for the sample blocks and adjoining blocks—selection of a sub-sample of households and collection of Population Record for the sample blocks	To be completed before 17th March 1981
5. Communication of the information on control sheet to the Headquarters at New Delhi for the selected blocks	Before 22nd March 1981
6. Field work ie. listing, desk match and field reconciliation at the rate of two blocks per person	18th March to 11th April 1981
7. Edit of the filled-in schedules	12th April to 18th April 1981
8. Despatch of the edited schedules to the punching centre after preparation of inventory	20th April, 1981
9. Keeping of the schedules and transferring to tape	May-June , 1981

Personnel

14.3. Computors and Statistical Assistants were deployed as supervisors for the PEC/CES and enumerators were posted from among the Checkers appointed in the Regional Tabulation Offices for tabulation work. The number of persons in each of the Tabulation office involved in this item of work is as follows:

Regional Tabulation Office	*Number of*	
	Supervisors	*Enumerators*
Kozhikode	11	40
Trichur	12	45
Kottayam	11	39

The Regional Deputy Directors were asked to supervise the field work in the respective district coming under their jurisdiction.

Training

14.4. The Registrar General organized a training conference on PEC and CES for senior officers at Vigyan Bhavan, New Delhi from 20th to 23rd June 1980 which was attended by the Assistant Director (Technical) of this Directorate. The All-India conference was followed by a Regional Conference at Madras which was held on 29th and 30th December 1980. All the officials involved in the work viz. the Regional Deputy Directors, the Assistant Director (Technical), 2 Investigators and 5 Tabulation Officers of this Directorate attended the conference. Both PEC and CES schedules and their instructions were thoroughly discussed at this conference. Thereafter the Assistant Director (Technical) gave training to the Computors/Statistical Assistants deployed for PEC/CES in this state for two days on 27th and 28th February 1981 at the Directorate. It was followed by the training of enumerators and other staff at the offices of the Regional Deputy Directors on 3, 5 and 7 March 1981. A separate training class for supervisors was conducted at the Directorate on 13th March 1981 for PEC and on 14th March 1981 for CES before they were deputed to the Regional Tabulation Offices for the surveys.

Post Enumeration Check (PEC)

14.5. PEC was conducted in 160 sample blocks in Kerala State. The sample blocks were selected from the office of the Registrar General and communicated to the State Directors of Census Operations. For the purpose of selection of the PEC blocks a list showing the number of charges in each district and the number of blocks in each charge was furnished to the Registrar General's Office in three separate formats viz. rural, city and non-city urban. In the format for rural areas, the blocks in each taluk were arranged by four population size class of enumerator blocks (ie. less than 300, 300–499, 500–749 and 750 and above). The formats for city and town were similar where only the total number of blocks in each city/town was given. From these formats the sample blocks were selected linear systematically using decimal fractional interval. The sampling frame was communicated to the Registrar General on 5th January 1981. The Registrar General, communicated the number of sample units selected for PEC in each taluk (rural)/city/ town on 5th February 1981 for facilitating preliminary arrangements for the selection and deployment of personnel. This list did not cover the details of actual blocks selected for the survey so as to keep up their secrecy. The total number of blocks was communicated on 12th February 1981 to help the Regional Deputy Directors in selecting the field personnel (enumerators). The list of enumeration blocks which was sent by the Registrar General on 21st February 1981 was received here only on 2nd March 1981. For rural areas, the notional numbers were alone given by the Registrar General. The corresponding enumerator block numbers were to be ascertained at this office and the final detailed list was communicated to the Regional Deputy Directors. The number of sample blocks selected for the survey is given below:

NUMBER OF BLOCKS SELECTED FOR PEC

District	Coverage error				Content error			
	Total	Rural	Non-city urban	City	Total	Rural	Non-city urban	City
TOTAL	**160**	**131**	**15**	**14**	**50**	**41**	**5**	**4**
1. Cannanore	18	14	13	1	7	5	1	1
2. Wayanad	4	4	..	..	1	1	..	..
3. Kozhikode	15	11	1	3	3	3	..	..
4. Malappuram	14	13	1	..	4	4	..	..
5. Palghat	14	12	1	1	5	4	..	1
6. Trichur	15	12	2	1	5	4	1	..
7. Ernakulam	16	10	2	4	5	3	1	1
8. Idukki	6	6	..	..	2	2	..	..
9. Kottayam	11	10	1	..	3	3	..	..
10. Alleppey	14	12	2	..	5	4	1	..
11. Quilon	18	16	1	1	6	5	1	..
12. Trivandrum	15	11	1	3	4	3	..	1

14.6. For the purpose of PEC three schedules were prescribed. They were PEC Form I, PEC Form II and PEC Form III. PEC Forms I and II related to coverage error and PEC Form III related to content error. PEC Forms I and II were canvassed in all the 160 blocks. Form II was however, canvassed only in 10% sub sample of censused households in each block. The content error from III was canvassed in a sub sample of 50 blocks in which PEC forms I and II were canvassed. After the list of sample block was received from the Registrar General's office, a sub sample of 10% households for canvassing PEC Form II was selected by the Regional Deputy Directors of Calicut, Trichur and Kottayam at their respective offices. Before sample selection was started, all the households which were institutional or houseless were excluded from the AHLs of the blocks selected for PEC with reference to columns 4 and 5 of the AHL. After excluding the institutional and houseless households, the normal households in the AHL were renumbered in one continuous series for all the households within a block. A random number between 1 and 10 (both inclusive) was selected. Starting from this random number every 10th household was selected and a list of such households was prepared for canvassing PEC Form II.

14.7. There were three stages of work in the PEC.

(i) Listing and enumeration

(ii) Desk match between the PEC and the corresponding census records and

(iii) Field reconciliation

Detailed instructions for conducting the various stages of operations were issued in the Director's letter No. T1—9370/80 dated 26-2-1981. All the instruction booklets and schedules were printed centrally and supplied by the Registrar General. Control statement prepared from Abridged Houselist and Control Sheet for selected Households prepared from population Record for all the 160 enumerator blocks were received in the Directorate before the end of March 1981, ie. before the commencement of desk match. The desk-Matching of the schedules was done at the Regional Tabulation Office under the direct supervision of the Regional Deputy Director. For this purpose, the concerned records were made available at these centres. After desk matching field reconciliation of unmatched entries was done by a different set of field personnel.

14.8. All the records were then collected back at the Regional Tabulation Offices and arranged in sequence of the enumerator block number and kept ready for editing operation. The edit instructions of PEC were received in this office on 18th March 1981 and they were forwarded to the Regional Deputy Directors on 26th March 1981. The code structures which were circulated by the Data Processing Division of the office of the Registrar General were also forwarded to the Regional Deputy Directors on 28th March 1981. The schedules were edited and coded at the Regional Tabulation Offices and these schedules were sent to the Data Processing Division on 16th June 1981 by air parcel.

14.9. The Post Enumeration Check results were published by the Registrar General as Paper 4 of 1982. The PEC results are not published for individual states but are presented zone-wise by grouping the states into five viz. southern, eastern, central, western and northern zones and also at the national level, Kerala is part of the southern zone with Andhra Pradesh, Karnataka and Tamil Nadu being the other states. According to the results the net omission rate at the national level is 17.95 per thousand comprised of 1.47 per thousand under Type I error (missing of entire households) and 16.48 per thousand under Type II error (ie. omission of persons in households which have been covered during the census). In the southern zone, the net omission rate is 15.14 per thousand consisting 1.89 per thousand under Type I and 13.25 per thousand under Type II. The conclusion that can be drawn is that the major component of the total error in the count come under Type II above. This is probably attributable to the fact that the thorough mapping and numbering system adopted in the Census, followed by a door to door enumeration, ensures that households by and large are not missed but the persons living in such households may to some extent be missed.

Census Evaluation Study (CES)

14.10. The list of SRS blocks selected in this state for the Census Evaluation Study was communicated to the Assistant Director (Technical) at the training conference at Delhi in June 1980. The district-wise distribution of the blocks is given below:

NUMBER OF SRS BLOCKS SELECTED FOR CES

State/District	*Total*	*Rural*	*Urban*
KERALA	**75**	**50**	**25**
1 Cannanore	8	5	3
2 Wayanad	3	3	..
3 Kozhikode	8	4	4
4 Malappuram	5	5	..
5 Palghat	4	2	2
6 Trichur	7	7	..
7 Ernakulam	8	3	5
8 Idukki	4	4	..
9 Kottayam	4	3	1
10 Alleppey	10	6	4
11 Quilon	6	5	1
12 Trivandrum	8	3	5

14.11. The list of CES blocks in the rural areas selected by the Registrar General was intimated to the Director, Bureau of Economics and Statistics who is in charge of SRS rural samples with a request to make available the following details:

(i) The births whichoccurredin the selected sample units for the period from 1st January 1976 to 30th June 1980 (as theywere required for matching with the children in the age-group 0–4 years reported in the census. For that purpose it was essential to copy down the details from the Birth Records for the period).

(ii) The results of the Half Yearly Survey for the period July to December 1980 (the survey had to be completed before 15th February 1981 so that its results can be utilized for obtaining births for the period from July to December 1980).

(iii) Monthly reports for January and February 1981 to be sent direct to the Regional Deputy Directors before 3rd February 1981 and 3rd March 1981 respectively(to obtain the birth data for January and February 1981).

The response of the Director of the Bureau and the Additional Director concerned, to this simple request relating to a study of national importance was surprisingly negative and such an attitude was inexplicable from these senior officials considering the fact that only very recently we had successfully conducted for their sake the economic census along with the houselisting operations. Matters were, however, set right immediately when I got the intervention of the Registrar General and the required data were obtained from the Bureau.

14.12. To facilitate the Census Evaluation Study, it was necessary to identify the SRS blocks with the corresponding census enumeration block(s) or protion(s) of enumerator block(s). For obtaining this information, a circular letter in Malayalam was issued to all SRS enumerators requesting them to furnish the new census house numbers assigned for the purpose of 1981 census which constitute the sample registration block. In the case of rural areas this circular and proformae were issued through the Director of Bureau of Economics and Statistics who is in charge of the SRS rural samples. A proforma was also prescribed for this purpose. With the help of the proforma it was possible to prepare, in this Directorate itself, the limits of all the SRS blocks with the 1981 census house numbers. This was essential for matching the events at the Regional Tabulation Offices.

14.13. All the lists of sample unit were forwarded to the concerned Regional Deputy Directors on 8th February 1981. The work involved in the Regional Tabulation Office was as follows:

(i) Arranging of the CES Form I supplied by the Additional District Statistical Officers in respect of rural areas and from this Directorate in respect of urban areas,

(ii) Desk-matching of the entries in CES Form I with the corresponding entries in the Population Record of the 1981 census and

(iii) Field reconciliation of unmatched entries.

For all partially matched or unmatched events, field reconciliation was done. The calendar of operation for the field operations was the same as that of the Post Enumeration Check the only difference being that a different set of personnel was engaged. The survey was completed within the stipulated period. The edit instructions forwarded by the Registrar Gerneral and the code instructions sent by the Data Processing Division were forwarded to the Regional Deputy Directors on 26th March 1981 and 28th March 1981 respectively. The coded schedules for all the 75 SRS blocks were airlifted on 15th June 1981 to the Date Processing Division of the Registrar General, India. The results of the Census Evaluation Study are brought out as Paper 3 of 1982 by The Registrar General, India.

CHAPTER 15

ORGANIZATION OF THE TABULATION OFFICES

Introduction

15.1. This chapter details the various administrative and organizational matters connected with the establishment, running and winding up of the Tabulation Offices (The technical and procedural aspects are described in the next chapter). The setting up of the Tabulation Offices was discussed as early as in 1979 in the first conference of Directors of Census Operations held in New Delhi from 24 to 29 August 1979. It was decided to start by establishing offices of Regional Deputy Directors in 1980 itself to assist the Directors in carrying out of the field operations of the census. The norm for setting up such offices was at the rate of one for every 5 million population based on the projected population and these offices would be manned by Deputy Directors taken on deputation. After the field operations these offices would be converted into tabulation offices. The Deputy Directors in charge of the Regional offices would be sent to their regions immediately on their appointment without posting them at the state headquarters so that they could develop familiarity with the region. They would also be provided with a small supporting staff of Statistical Assistants, Stenographer and Peon and also a telephone.

15.2. On the basis of the above norm, 5 posts of Deputy Directors were available for Kerala for a projected population of 25 million. To man these offices the Registrar General, India sanctioned 2 posts of Deputy Directors during September 1979 and another 3 posts of Deputy Directors during November 1979. Some time was inevitably taken in selecting suitable officers to be taken on deputation and to get orders issued after protracted procedures involving the Registrar General, Home Ministry, Union Public Service Commission whose concurrence was required and finally the state government. This was an unwelcome change from the 1971 experience when the Directors could themselves make the appointment and get *ex post facto* approval from the Registrar General. All these 5 posts as well as the one vacant post of Deputy Director at headquarters were filled by taking suitable officers on deputation from the state government. They were on field duty for the first few months supervising the arrangements for the census count, conducting training classes and keeping liaison with the state census officers. Wherever required they took a stenographer of their choice on deputation from the state government and a peon on daily wages. Initially they functioned either in the collectorate or in their residence-cum-office with the telephone installed there. In the case of the three places where Regional Tabulation offices were opened, this arrangement continued till buildings were hired for the purpose of the Tabulation office. In the case of the other Deputy Directors this was the arrangement till the end.

15.3. After observing the suitablility of the different Deputy Directors to handle the management of the prospective Tabulation Offices which is quite a demanding task, I had arrived at a decision to open only 3 Tabulation Offices instead of mechanically adopting the permissible 5. Opening the Tabulation Offices merely based on the mathematical formula of 5 million population without regard to the other practical considerations does not help and such proliferation of tabulation offices will only make the span of control too big and the field set-up unwieldy. I decided accordingly to open only 3 Tabulation Offices and distribute the entire technical and office staff strength among the three offices based on actual requirements. S/Sri K. K. Mohammed, T. K. Balakrishnan Nambiar and P. Bhaskaran Nair were put in charge of the regional tabulation offices at Calicut, Trichur and Kottayam respectively. The tabulation of census data relating to Cannanore, Kozhikode, Wayanad and Malappuram district was allocated to the Regional Tabulation Office at Calicut, that of Palghat, Trichur, Ernakulam and Quilon districts to the regional tabulation office at Trichur and that of Idukki, Kottayam, Alleppey and Trivandrum districts to the regional tabulation office at Kottayam.

Hiring of Buildings

15.4. The first item requiring the attention of the Deputy Directors-in-charge of the Regional Tabulation Offices was to secure suitable accommodation for keeping the census schedules to be received from the charge officers in March 1981 and to seat the tabulation staff. The Registrar General in his letter No. 11011/74/80-Ad.III dated 21-7-1980 prescribed certain norms for the calculation of space requirement for the tabulation offices. According to the norms so fixed 2 racks of dimensions 6′ 8″ × 3′ × 1′ 7″ would be required for storing the records relating to 1,50,000 population. If the racks are placed in rows with one and a half feet moving space between two rows of racks 14 sq.ft. of space (3′ × 4′ 8″ where 3′ is the length of the rack and 4′ 8″ is the width consisting of the width of 2 racks plus the moving space of 1′ 6″) will be required for 2 racks placed face to face. The requirement of space for storing the records had to be worked out on the above basis. In addition space for officers and staff had to be worked out at the standard rate of 120 sq.ft. of space for the Deputy Director and 44 sq. ft. each for the staff and the area so calculated would be subject to the usual 10% economy cut. The population norm prescribed for calculating the strength of Tabulators, Checkers and Supervisors was that one team of 18 Tabulators, 3 Checkers and 1 Supervisor would be required to complete the preparation of PCA for 5,50,000 population and there would be one Statistical Assistant for every 3 such teams apart from Investigators. The actual requirement of space for each tabulation office was calculated on the above basis which worked out to 16,550 sq. ft. for Calicut, 19,430 sq.ft. for Trichur and 16,000 sq.ft. for Kottayam. The total entitlement of space for each regional tabulation office was intimated to the concerned Regional Deputy Directors and they were requested to forward proposals for hiring buildings to the extend of their eligibility.

15.5. In pursuance of this the Regional Deputy Directors started locating suitable buildings. According to the normal procedure for Central government offices private accommodation can be hired only after getting their fair rent fixed by the CPWD. This is a time-consuming process. For the hiring of buildings for the Regional Tabulation Offices it was decided in the Delhi Conference of the Directors in November 1980 that where the CPWD did not operate, rent certificates issued by the state PWD will be acceptable and wherever the Collector, Tahsildar or other revenue authority functioned as the rent and accommodation controller those would be acceptable. Inspite of this decision when a proposal for the hiring of a building at Calicut was sent to Registrar General for sanction on the basis of the rent fixed by District Collector Kozhikode, the Registrar General informed that when the Ministry of Home Affairs was approached in the matter they had stated that under the existing orders rent reasonability certificate had to be obtained from the CPWD and if the CPWD did not function at the place the certificate was to be obtained from the State PWD. There was no CPWD office of Calicut competent to issue fair rent certificate. If the State PWD certificate were to be waited for it may take months before they observe the formalities and issue the certificate which would be too late for the time-bound tabulation work. Explaining this position I addressed the Registrar General again to accord sanction for hiring the building on the basis of the rent certificate issued by the District Collector. The matter did not end there and the Registrar General informed that the matter was referred to Finance and they had taken the stand that the valuation of the building for the purpose of fair rent should be either from the CPWD or from the PWD and suggested to move the state PWD to assess the reasonableness of rent. He also suggested that in the meantime the rent demanded by the owner could be paid regularly so that there was no fear of his letting out the building to some one else. In case the rent assessed as reasonable by the State PWD happened to be less than what the owner demanded the Finance would be persuaded to accord formal sanction explaining the position. It was evident from Registrar General's reply that he was helpless in the matter in the context of the insistance of the Ministry to stick to strict administrative formalities without making a rational and practical approach in such a special situation taking into consideration the urgency in the hiring of accommodation and other factors. The PWD in Calicut was accordingly addressed as there was no CPWD office there competent to fix a fair rent of buildings. In reply the Executive Engineer, B & R Division, Calicut informed that the PWD fixes rent of buildings according to the Chief Engineer's Technical Circular as per the PWD norms and in certain cases the Central Government had not accepted the fixation of rent done by the State PWD as per the PWD norms. He also requested to apply for fixation of rent in a prescribed proforma with land value certificate, age certificate of the building and consent letter from the building owner agreeing to accept the rent as fixed by the PWD. In fact there was dearth of spacious private building for hire and in respect a few buildings available the competition was high and the private concerns, banks, public sector undertakings etc. were prepared to offer attractive rent. In such a situation no

owner would be prepared to wait for us to complete the formalities nor would be agree to give any undertaking to the effect that he was prepared to accept the rent fixed by the CPWD especially when they had attractive offers at their door steps for hiring their buildings. In fact the building could be arranged for hiring only by persuasion through personal contacts. In consideration of these facts the Registrar General was again addressed to accord sanction for hiring the building at the fair rent fixed by the District Collector and at last the Registrar General issued sanction for the hiring of the building on the basis of the fair rent fixed by the District Collector. Thereafter all the private buildings were hired for the regional tabulation offices on the basis of the fair rent fixed by the Revenue authorities.

15.6 Due to the dearth of buildings to suit our purpose it was not found possible to hire the entire requirement of accommodation in the towns where the regional tabulation offices were set up viz. Calicut, Trichur and Kottayam. Therefore buildings in other neighbouring towns wherever available were also hired. Thus each regional office had a main office and a few branch offices at various centres. To ensure control and smooth functioning the Deputy Directors regularly visited the branch offices. The regional tabulation office at Calicut had branch offices at Mancheri (1), Kondotty (1), Tellichery (2) and Kasaragod(1). The Kasaragod office was necessitated to process the Kannada schedules for which local Kannada—knowing personnel had to be employed. The Trichur office had branch offices at Palghat (2) and Shoranur (1) apart from having four buildings in Trichur itself. The Kottayam office had branch offices at Tiruvalla (1) Peringara (1), Chengannur (1) and Changanacherry (1). There were a total of 20 different offices altogether. The details of the buildings hired for the regional tabulation offices are given in appendix 15.1.

15.7. To conclude this topic I would like to put it on record that hiring of accommodation comprising of huge area for each regional office at short notice is in fact a most difficult job and the Regional Deputy Directors concerned always managed only through their resourcefulness and personal contacts. The attitude of the Government of India in the matter was very unhelpful and unmindful of the practical difficulties involved. If they held on to such a stand the time-bound tabulation work would never get off to a start. In hiring of large scale accommodation at short notice for the regional tabulation offices for short periods not exceeding 1 or $1\frac{1}{2}$ years the administrative formalities for the normal hiring of private accommodation should be dispensed with and the Census Directors should be authorized with special powers to hire the accommodation on a reasonable rent as may be certified by the local revenue authorities.

Conveyance allowance for Regional Deputy Directors

15.8. Consequent on the hiring of accommodation in different buildings situated far apart in each region the Regional Deputy Directors had to travel frequently to all these buildings and this involved extra expenditure to them. In

cases where the travel was within city limits and hence did not entitle them to regular T.A. it was decided to compensate them by granting some allowance. Accordingly the Registrar General asked for details for examining the proposal for the grant fixed conveyance allowance to the Regional Deputy Directors for the above purpose. However when the Registrar General referred the question of payment of a fixed conveyance allowance of Rs. 250 to each Regional Deputy Director to the Government of India the latter did not agree to the proposal. An alternate proposal for the payment of conveyance allowance as may be admissible under the rules without maintenance of log book etc. was also not agreed to by the government. In the circumstances the Registrar General suggested that the expenditure incurred by the Regional Deputy Directors towards conveyance charges may be reimbursed to them as admissible under the Rules according to the delegated powers.

Purchase of furniture

15.9. The next important item in the organization of regional tabulation offices was the purchase of large quantities of furniture required. The furniture required for the regional tabulation offices were purchased in different stages. During the first stage the initial requirements like officer's tables, officer's chairs, double drawer tables, arm chairs, wooden almirahs, record racks, short benches, screens etc. for the use of the Deputy Directors, ministerial staff, Investigators and Statistical Assistants were purchased. These were purchased locally by the Regional Deputy Directors after inviting quotations locally and getting the rates and quantities approved by me. In the second stage, the items of furniture required by the staff for the first phase of houselist tabulation who were in position on 1st October 1980 were purchased. The Registrar General in his letter No.D.14013/16/80 Ad.II dated 12–8–1980 informed that the furniture for the regional offices may either be purchased or hired. If hired the expenditure on hiring for the period the regional tabulation offices would remain in existance should be less than 5% of the total expenditure to be incurred towards outright purchase. The Registrar General had not specified the types of furniture to be provided to each category of staff and the choice was left entirely to the Directors. In some north Indian states there was even a proposal to seat the tabulation staff on the floor on durries or mats. Such ideas were unthinkable for Kerala. In Kerala Tabulators and Checkers were supplied with wooden tables without drawers and arm chairs with wooden seat and back the supervisors with single drawer tables in cheap wood and arm chairs with ratten seat and back made of Jack or Anjili wood. Considering the urgency in getting the furniture ready for the time bound operation only limited quotations from local furniture makers were invited. The quotation notices were prepared in the Directorate and sufficient number of copies forwarded to the Regional Deputy Directors on 30th August 1980 with instructions to invite quotations and to forward proposals for sanction along with original quotations received. The Regional Deputy Directors arranged the purchase locally after getting the rates approved by me and forwarded the bills of the furniture makers to the Directorate

where it was scrutinized, passed and the amounts sent to the concerned Deputy Directors in the form of demand drafts drawn in the name of the respective furniture makers. The third stage was the purchase of large numbers of racks for storing the census records and tables and chairs for the huge complement of over 1,300 employees on consolidated pay to be engaged for the main tabulation for the preparation of P.C.A. and for the coding staff who would be in position on 1-3-1981. It was decided to supply to the tabulation staff the same type of furniture as was supplied to the staff engaged for the first phase. The quotation notices were prepared in the Directorate and forwarded to the Regional Deputy Directors with letter No.F. 5933/80 dated 6-11-1980. The approximate numbers of each item of furniture required were also indicated to the Regional Deputy Directors. Based on past experience this time the wood was not specified. Instead it was indicated in the quotation notice that the variety of wood to be used should be specified clearly and separate rates should be quoted for each type of wood. This was done with a view to decide the wood to be used for each item in each region based on local availability as well as comparative cost with reference to quality and resale value. The Regional Deputy Directors had to invite quotations from the local furniture makers and forward to this Directorate their proposals with the original quotations received for according sanction for purchase. The Regional Deputy Directors arranged the purchase of their requirements of furniture after inviting quotations and forwarded the bills of cost to the Directorate and the claims were settled by the Directorate as was done during the previous occasions. The fans required in some buildings were also purchased by the Regional Deputy Directors after inviting quotations locally and getting approved from the Director.

15.10. The arrangements for the purchase of furniture posed no problem except some delay on the part of some furniture makers in supplying the items. In such cases the furniture makers themselves were got to make alternate arrangements by hiring the furniture for the immediate use in the Regional Tabulation Offices and the hire charges were met by them. These hired items of furniture were subsequently replaced by the furniture makers with the supplies ordered. The work was therefore not affected in any way nor was there any extra expenditure to the Department. In Calicut the Regional Deputy Director experienced certain difficulties in the purchase of arm chairs and tables and his requirement was arranged by the Regional Deputy Director, Trichur through his contractor by paying the transport charges of the items from Trichur to Calicut in addition to the cost of the items as per the approved rates. The purchase of furniture and fans for the regional offices involved a total expenditure of Rs. 5,65,137 as per the following break-up.

Regional Tabulation Office,	Calicut	Rs. 1,94,345
,,	Trichur	Rs. 2,30 959
,,	Kottayam	Rs. 1,39,833
	Total	Rs. 5,65,137

A statement showing the items of furniture and fans purchased in the regional tabulation offices is given in Appendix 15.2.

15.11. As per normal rules limited tenders can be invited only for the purchase of stores of value less than Rs.10,000/—and for the purchase of stores exceeding this limit open tender system should be adopted except when sufficient reasons exist which indicate that it is not in the public interest to call tenders by advertisement and when the demand is urgent. The question of purchase of bulk quantities of furniture for the staff to be engaged for the main tabulation work in the regional tabulation offices could be reasonably cosidered only in November–December 1980 after finalising the strength of staff in each category required for the work, the types of furniture to be supplied to them etc. The staff should be in position on 1–3–1981. So within the couple of months left all the procedural formalities were to be observed, orders placed and supplies received before 1–3–1981. Any postponement in the date of commencement of the work could not be made as the census records from the districts which would start flowing to the regional offices early in March 1981 should be received, stored and the time bound tabulation work commenced. Thus there is sufficient urgency for not observing open tender system in purchasing furniture for the regional tabulation offices. The regional offices were located in different centres in the state and the items of furniture for each office were required in bulk and these had to be made and supplied within a limited period. This could be done only if the work is awarded to furniture makers in places near to the regional offices to enable the Regional Deputy Directors to establish constant contact with them to watch and speed up the work. In view of these factors it was not possible to adopt the open tender system for the purchase of furniture to the regional tabulation offices. But one could depend on the audit to raise a pointless objection on this score which they did but was got over by getting the Registrar General's ratification.

Staff pattern in the Regional Tabulation Offices

15.12. The next major item in the organization of the regional tabulation offices was the filling up of the large number of posts on regular scales of pay as well as on consolidated salary created for the purpose of tabulation of census data. The ministerial staff like Head Clerk, U.D. Clerk, L.D. Clerk, Stenographer, Peons and Chowkidars and the technical staff like Investigators and Statistical Assistant were on regular scales of pay. The posts of Supervisors, Checkers and Tabulators/ Coders were on consolidated salary of Rs. 380/-, Rs. 330/- and Rs. 280/- per month respectively. These consolidated salaries were subsequently enhanced to Rs. 450/- Rs. 400/- and Rs. 350/- per month respectively from 1-7-1982.

Posts on regular scales of pay

15.13. The posts on regular scales of pay were filled either by promotion/ transfer from the main Directorate or by deputation from other departments. The Registrar General sanctioned during November 1979, 2 posts of L.D. Clerks,

2 posts of Junior Stenographers, 2 posts of Statistical Assistants and 2 post of Peons and during December 1979 another 3 posts of L.D. Clerks, 3 posts of Junior Stenographers, 3 posts of Statistical Assistants and 3 posts of Peons for the sake of the 5 Regional Tabulation Offices. During February 1980. 5 posts of Chowkidars were sanctioned. This was followed by 5 posts of Investigators, 11 posts of Statistical Assistants, 5 posts of Head Clerks, 5 posts of U.D. Clerks and 10 posts of L.D. Clerks. Thus the total number of posts on regular scales of pay sanctioned by the Registrar General from time to time for the regional tabulation offices worked out as follows:

1.	Head Clerk	5
2.	U.D. Clerk	5
3.	L.D. Clerk	15
4.	Jr. Stenographer	5
5.	Investigator	5
6.	Statistical Assistant	16
7.	Peon	5
8.	Chowkidar	5

Since only 3 Regional Tabulation Offices were opened in Kerala it was not found necessary to engage the full complement of ministerial staff sanctioned resulting in considerable savings. Most of the ministerial posts were filled by taking persons on deputation from the state government offices with the exception of 2 posts of Head Clerks, one of which was filled by taking an Assistant from the Madhya Pradesh Census Directorate who had applied for deputation and other by promoting a U. D. Clerk of this Directorate. All the posts of Investigators and Statistical Assistants were filled by promotion/transfer from the main Directorate thereby creating promotional avenues for a large number of employees in the Directorate. All the posts of Peons and Chowkidars were filled by engaging casual labourers on daily wages. Direct recruitment in respect of the posts on regular scales of pay in the regional tabulation offices was thus altogether avoided and this in fact reduced considerably the retrenchment problem at the time of the winding up of the Regional Offices.

Sanction of posts on consolidated salary and daily wages

15.14. The posts on consolidated salary in the regional tabulation offices were created in batches at different stages for the following items of work.

1. Compilation of Table H-1 from the Houselist to be commenced during October 1980.
2. Conduct of PEC and CES in March 1981
3. Compilation of Primary Census Abstract from April 1981
4. Generation of basic data relating to religion and language from the household schedules by manual tabulation

The details of the posts on consolidated salary sanctioned for each of the above items of work and their engagement are discussed below. For handling the

records and other manual work, the Regional Deputy Directors were permitted to engage casual labourers at the rate of 10 each for Calicut and Kottayam RTOs and 12 for Trichur RTO.

Staff for compilation of table H-1

15.15. The first phase of the tabulation work was the compilation of table H-1 from the houselist which had to be commenced and completed between 1-10-1980 and 28-2-1981. For this purpose the Registrar General sanctioned 4 posts of Supervisors, 13 posts of Checkers and 76 posts of Tabulators for Kerala during August 1980. The tabulation of census data relating to Cannanore, Kozhikode, Wayanad and Malappuram districts was entrusted to the Calicut Regional Office, Palghat, Trichur Ernakulam and Quilon districts to the Trichur Regional Office and Idukki, Kottayam and Alleppey and Trivandrum districts to the Kottayam Regional Office. Based on the work load in each office as per the above distribution the total posts on consolidated salary sanctioned for the compilation of table H-1 were distributed to these offices as follows:

Category of posts	*To Calicut Region*	*To Trichur Region*	*To Kottayam Region*
Supervisors	1	1	2
Checkers	4	4	5
Tabulators	24	21	31

Staff for Post Enumeration Check and Census Evaluation Study

15.16. The Registrar General suggested that the required number of posts for post enumeration check and census evaluation study may be created by the Directors under the powers delegated to them and the staff appointed for this work may be adjusted later against the staff to be appointed for the completion of P.C.A. So instructions were issued to the Regional Deputy Directors to fill 44 posts of Checkers and required number of Supervisors from among the staff allotted as above from 1-3-1981 for attending to the work connected with the PEC and CES. Accordingly the Regional Deputy Directors engaged the required number of staff and completed the above item of work.

Staff for compilation of Primary Census Abstract (PCA)

15.17. The next item was the major tabulation work of compilation of P.C.A. This was proposed to be commenced on 1-4-1981. The requirements of posts on each category for the compilation of P.C.A. in Kerala was decided by the Registrar General as 48 Supervisors, 144 Checkers and 865 Tabulators on the basis of the projected 1981 census population.

15.18. The powers for the creation of posts of Supervisors, Checkers and Tabulators on consolidated salary were delegated to the Directors in letter No. 11011/43/83-Finance II dated 15-9-1980 of the Ministry of Home Affairs for the period from 1-9-1980 to 28-2-1982 within the limits of the total number of posts indicated in the previous paragraph. Accordingly the sanctioned posts on the consolidated salary for the compilation of P.C.A. were created and distributed among the 3 Regional Tabulation Offices as follows:

	Calicut	*Trichur*	*Kottayam*	*Total*
Supervisors	15	18	15	48
Checkers	46	54	44	144
Tabulators	275	325	265	865

Staff for Editing and Coding

15.19. Simultaneous with the compilation of P.C.A., the editing and coding work was also organized for the coding of the houselists, individual slips, household schedules etc. According to the programme fixed the coding of 20% houselists had to be taken up by 1 March 1981 and completed by 30 April 1981. Thereafter the coding of individual slips, household schedules etc. had to be taken up. For the coding of 20% houselists the Registrar General created 5 posts of Supervisors, 24 posts of Checkers and 29 posts of Coders from 1-3-1981. (Coders and Tabulators were equivalent interchangeable and posts). In addition, posts of 1 Investigator and 3 Statistical Assistants were also created for this work from 1-3-1981. For the coding of individual slips and other schedules the Registrar General additionally created 52 posts of Coders, 34 posts of Checkers and 9 posts of Supervisors from 1-5-1981 along with 1 post of Investigator and 4 posts of Statistical Assistants.

15.20. While issuing instructions for the organization of the editing and coding cell the Registrar General informed that it was not proposed to provide any posts of the level of Deputy Directors or Assistant Directors to be in over all charge of the coding cell. If the coding cell was set up at the headquarters of the Directorate itself one of the Deputy Directors/Assistant Directors at the headquarters would be in a position to look after the coding cell without detriment to other work assigned to him after the field operations were over. If on the other hand the coding cell was dispersed to one or more stations outside the headquarters where the Regional Tabulation Offices existed the concerned Regional Deputy Directors could look after the work of the coding cell located at his station. It was decided in Kerala to disperse the coding cell in the 3 Regional Tabulation Offices already functioning at Calicut, Trichur and Kottayam under the concerned Regional Deputy Directors. The posts on consolidated salary sanctioned with effect from 1-3-1981 were distributed to them as follows:

	Calicut	*Trichur*	*Kottayam*	*Total*
Supervisors	2	2	1	5
Checkers	8	8	8	24
Coders	10	10	9	29

After the posts sanctioned with effect from 1–5–1981 were also allocated the final distribution of the posts sanctioned for coding work among the 3 Regional Tabulation Offices was as follows:

	Calicut	*Trichur*	*Kottayam*	*Total*
Supervisors	4	6	4	14
Checkers	19	20	19	58
Coders	25	31	25	81

The supervisory staff in the level of Investigators and Statistical Assistants in the Regional Tabulation Offices were posted from the Directorate and the posts on consolidated salary for the coding work were filled by the Regional Deputy Directors from the panel of names of selected candidates already prepared. The editing and coding work was done along side the P.C.A. compilation work till 28–2–1982. After the bulk retrenchment of the Checkers and Tabulators on 28–2–1982, the required strength of Checkers and Coders (58 Checkers and 81 Coders were engaged afresh from among the retrenched persons on the basis of their past performance as evaluated by the concerned Regional Deputy Directors, for the coding of the Individual slips and household schedules in the regional tabulation offices. The coding of the household schedules and sample individual slips of all the areas in the state except Kasaragod taluk and Kasaragod municipality were distributed to the Regional Tabulation Offices at Trichur and Kottayam. The coding of the sample individual slips and the household schedules in Kannada relating to Kasaragod taluk and Kasaragod municipality was done in the branch tabulation office, Kasaragod under the Regional Deputy Director, Calicut since the services of Kannada-knowing persons were available only there. The Regional Deputy Director, Calicut engaged the services of 10 Coders and 4 Checkers for this purpose.

Recruitment of temporary employees

15.21 For the purpose of recruitment of staff on consolidated salary the Registrar General issued necessary guidelines and the more important among these were the following. Regarding the qualifications for the posts of Supervisors, Checkers and Tabulators for direct recruitment, the Registrar General suggested that the Directors could use their discretion in the matter subject only to the condition that the qualification shall under no circumstance be relaxed below the level of matriculation/S. S. L. C. or equivalent which is the basic qualification prescribed for direct recruitment to group C posts under the Government of India. The Department of Personnel and Administrative Reforms agreed to relax the maximum age limit upto 55 years for direct recruitment for the posts on consolidated salary. Retired persons upto the age of 60 years could also be re-employed subject to their being physically fit at the time of re-employment and otherwise suitable. On the mode of recruitment it was decided during the discussion that the Registrar General had with the Director General of Employment and Training on 14–10–1980 that the Employment Exchanges will be requested to forward the list of candidates within 3 weeks of the receipt of requisition from the census department and if at the end

of the period of 3 weeks no reply or list was received from the Employment Exchanges the Census department could proceed to make recruitment from the open market without any further reference to the Employment Exchange. Further, persons who were between the ages of 35 years and the age of retirement from the state government service may be employed without reference to the Employment Exchange. Retired persons could also be appointed without reference to Employment Exchange. The appointment of persons on consolidated salary should be in the nature of casual employment and they would have no claim for absorption in the regular establishment. The persons appointed against the posts on consolidated salary were exempted from the production of medical certificate of health which is a requirement for regular appointments to government service.

15.22 The responsibility for the recruitment of the staff on consolidated salary in each tabulation office was entrusted to the concerned Regional Deputy Directors. For this purpose detailed instructions were issued to them based on the guidelines received from the Registrar General. As regards the minimum educational qualification for each category of post in Kerala it was decided that degree of a recognised University or equivalent should be the minimum qualification for the post of Supervisors, Pre-Degree for Checkers and S. S. L. C. pass at first attempt with a minimum of 60% marks for Tabulators. These higher qualifications were prescribed so as to keep down the number of applicants within manageable limits in a state like Kerala with a high level of educated unemployed. In the case of retired persons, ex-servicemen and those with experience of 10 years or more in clerical or similar work the minimum qualification was relaxed to S. S. L. C. or equivalent for all the 3 categories of posts. Since the post of Supervisor carried with it the responsibility of exercising effective supervision and control and maintaining discipline as well as ensuring the required outurn of work by the subordinate staff it was decided to appoint Supervisors from among retired Government officials and other experienced candidates who had worked in supervisory position, only since such persons would be in a much better position to command respects exercise control and give guidance to the lower staff by virtue of their age, maturity and experience. The Regional Deputy Directors were requested to make necessary arrangements to invite applications, select suitable candidates by interview and to prepare select list including reserve candidates for filling up the vacancies that may arise in future. Sufficient number of copies of the order of appointment to be issued were also sent to them. The appointment orders were sent to the selected candidates in duplicate by the Regional Deputy Directors asking the candidates to produce at the time of joining duty one copy duly signed in token of their having accepted the conditions mentioned therein.

15.23. The Regional Deputy Directors engaged the staff on consolidated salary for the preparation of table H-1 during October 1980. The work was expected to be completed during February 1981. So they were instructed to terminate the services of the staff engaged for the preparation of table H-1 when the above work was completed and to consider as many of these hands as were found suitable

for fresh appointment against the posts sanctioned for the other items of work. Accordingly the entire staff on consolidated salary engaged in all the regional tabulation offices were terminated during February 1981.

15.24. For the bulk recruitment of persons for the preparation of P. C. A. also the same procedure adopted for the recruitment of staff for the preparation of table H-1 was followed with a change in the minimum educational qualification for all the three categories of posts. The experience during the recruitment of staff for the compilation of table H-1 showed that there was no dearth of sufficient number of qualified hands and even if higher standards were fixed required number of persons would be available. So the minimum qualification for the posts of Tabulators, Checkers and Supervisors was fixed as Pre Degree, degree with first class or post-graduate degree respectively which was relaxable to S. S. L. C. in the case of retired persons. It was also decided to engage only retired person as Supervisors. Considering the bulk recruitment necessary instructions for the selection of suitable candidates were issued to the Regional Deputy Directors as early as in November 1980. They were also instructed to have sufficient number of names in the waiting list so that fresh candidates were readily available for quickly filling up the future vacancies arising due to drop-outs for various reasons. As anticipated subsequent drop-outs in the categories of checkers and tabulators were very high and frequent mainly due to the persons in position getting alternate regular employment. The consolidated salary paid to them was now at all attractive and those who worked at places distinct from their houses could not manage to make both ends meet with the paltry amount they were getting as salary. However their was no dearth of willing hands to work even at their low remuneration levels in state like Kerala with a high level of educated unemployed man power.

Replenishment of vacancies

15.25. In view of the simplified procedures adopted for the recruitment of staff on consolidated salary, the engagement of large number of persons in the regional tabulation offices posed no problem. However there were regular drop-outs which were recouped from the reserve list prepared at the time of recruitment of staff. The number of drop-outs were so many that the lengthy waiting list prepared was exhausted and fresh interviews had to be conducted and candidates selected more than once. The fact that a number of experienced hands left service was a handicap in the smooth progress of the tabulation work. But we cannot help it so long as the consolidated salary is very meagre and their services are purely temporary without any chance for their regular absorption. Some vacancies in the posts of Checkers arising later were also filled by promoting officials working in the lower posts of Tabulators/Coders based on their competence and quality of performance.

Retrenchment of temporary employees

15.26. The compilation of the P. C. A. was scheduled to be completed by the end of February 1982 and it was decided to disband the entire staff appointed on consolidated salary for the above item of work on 28-2-1982. The administrative staff and the Investigators and Statistical Assistants were to be retained till 31-5-1982 to attend to the work relating to the winding up of the regional tabulation offices like packing and despatch of records, disposal of furniture and dehiring of buildings. It had been indicated by the Registrar General's Office that if the staff on consolidated pay were appointed for a fixed period their tenure would automatically end on the expiry of that period unless otherwise renewed and in such a circumstance there would be no necessity of issuing any notice of termination of service to them. However since this information was not available at the time of recruitment of the staff, the staff on consolidated salary in Kerala were appointed not for a fixed period but until further orders. So each of them had to be given one month's notice for the termination of their services as provided in Rule 5 (1) of the CCS (Temporary Service) Rules, 1965 to avoid the payment of one month's salary in lieu of one month's notice. Necessary instructions for the issue of notice and termination of services of the staff on consolidated salary and for the issue of discharge certificates at the time of termination were given to the Regional Deputy Directors well in advance during the first week of December 1981 itself. The Regional Deputy Directors were also instructed to draw and disburse the terminal leave benefit (encashment of the unavailed earned leave) to the staff on consolidated salary on the date of termination of their services. Such of the staff on consolidated salary who had performed exceptionally well and whose work and conduct had been far above average were issued certificates of meritorious work. The persons for the award of this certificates were selected on the basis of the ranked lists prepared by the Regional Deputy Directors on the basis of the detailed instructions issued by me for the purpose. The bulk retrenchment took place automatically on 28-2-1982 in pursuance of the notice issued earlier and this was effected smoothly.

Winding up of the Calicut Regional Tabulation Office

15.27. As already stated the Regional Deputy Director, Calicut had retained the services of a few persons on consolidated pay in the Kasaragod Branch office even after the bulk retrenchment on 28-2-1982, for the coding of individual slips and household schedules in Kannada. He completed the work by the end of May 1982 and terminated the services of the Checkers and Coders on 31-5-1982. By this date he also dispensed with the services of 1 Investigator and 3 Statistical Assistants and most of the ministerial staff retaining only 1 Investigator, 6 Statistical Assistants 1 L. D. Clerk and 1 Supervisor to attend to the packing and despatch of records and the final winding up of the regional tabulation office at Calicut. The Regional Tabulation Office, Calicut was wound up and the Regional Deputy Director, Calicut Sri K. K. Muhammed, relinquished charge on 30-6-1982 which was also the date of completion of his term of two years' re-employment after superannuation. The Regional Tabulation Offices at Trichur and Kottayam were continued so as to complete the work of coding of individual slips and household schedules.

Staff for manual tabulation of religion and language data from household schedules

15.28. While the coding work was in progress the Registrar General entrusted a new item of work viz. generation of basic data relating to religion and language on the basis of the household schedule by manual tabulation for the preparation of tables HH-15 and HH-16. For this purpose the Registrar General sanctioned the posts of 5 Supervisors, 15 Checkers and 75 Tabulators for a period of 3 months from 1-7-1982 to 30-9-1982 as per his letter No. 1/63/82-Ad.I dated 22-6-1982. He also issued sanction for the continuance of the following temporary posts from 1-6-1982 to 30-9-1982.

Investigator	1
Statistical Assistant	2
Head Clerk	1
U.D. Clerk	1
Jr. Stenographer	1
L.D. Clerk	3
Peon	1
Chowkidar	1

This new work was assigned to the Regional Deputy Director, Kottayam and he was given instructions to fill the additional requirement of posts on consolidated salary sanctioned for this work from among the retrenched census employees of all the three regional tabulation offices. He was supplied with the ranked lists of 'outstanding' persons in Calicut and Trichur regional tabulation offices and informed that higher ranked persons should be appointed as Checkers and the others as Tabulators. The work was commenced in the Regional Tabulation Office. Kottayam with 15 Checkers and 75 Tabulators from June 1982. Later 8 Checkers and 37 Tabulators among them were transferred to the Regional Tabulation Office, Trichur from 1-8-1982 for this work as the household schedules were kept in both these offices and also in view of the hunger strike which the retrenched employees had chosen to commence in front of the Kottayam office. The work was completed in both the regional offices by the end of August 1982. In the meantime the Registrar General entrusted yet another new item of work viz. coding of questions 6, 7 and 8 (mother tongue, two other languages known and religion) in all individual slips and accorded sanction to continue the temporary posts in the regional tabulation offices upto 31-12-1982. The new item of work was also attended in the regional tabulation offices at Trichur and Kottayam. While engaging staff on consolidated salary after the general retrenchment on 28-2-1982 the period of their appointment was specified in the appointment orders, initially for a period of 2 months which was subsequently extended for further terms till the work was over. The work relating to the coding of questions 6, 7 and 8 in all individual slips was completed by the middle of November 1982 and the entire staff on consolidated salary were disbanded immediately thereafter. As their

appointment was for specific period the question of issuing a month's notice to them did not arise this time and their termination of service was automatic on the expiry of the term of appointment.

Completion of tabulation in the Regional Tabulation Offices

15.29. According to the Registrar General's time schedule the coding work was to have been completed in the states by the end of 1983 where as in actual fact the work spilled over upto February-March 1984 in many states due to inadequate progress in the work. As compared to this, the entire coding work in Kerala was completed in November 1982 more than one year ahead of schedule by sustained and brisk functioning which also incidentally resulted in substantial savings under the heads of expenditure like salary of consolidated pay staff, rent of buildings etc. which has been roughly estimated at over Rs. 12 lakhs.

Winding up of the Kottayam Regional Tabulation Office

15.30. The tabulation and coding work in the regional tabulation office, Kottayam were completed and the services of the staff on consolidated salary terminated on 6-11-1982. The office continued to function till the end of November 1982 to attend to the work relating to the final winding up of the office like disposal of furniture, packing and forwarding of records to the Directorate, de-hiring of building etc. For this purpose the Regional Deputy Director utilised the services of 1 Investigator and a few Statistical Assistants. The Regional Deputy Director, Kottayam, Sri. P. Bhaskaran Nair, wound up his office and relinquished charge on 30-11-1982 which was the date of completion of his term of two years' re-employment after superannuation.

Winding up of the Trichur Regional Tabulation Office

15.31. The Regional Deputy Director at Trichur, Sri. T.K. Balakrishnan Nambiar, wanted to revert to the state government after June 1982 since by then he had already completed the maximum tenure of 5 years on deputation away from the state service including his previous assignment as District Manager, Food Corporation of India, Trichur. I allowed him to move the state government for posting as Deputy Collector (General) in Trichur Collectorate, on condition that he will continue to look after the Regional Tabulation Office in an *ex-officio* capacity as Regional Deputy Director in additional charge so that the work is not affected. Accordingly he got his posting orders and was relieved on 16-9-1982. He continued to look after the work of the Regional Deputy Director, Trichur in an *ex-officio* capacity for which a special authorisation had been got issued by the state government. The coding work in the Regional Tabulation Office, Trichur was completed and the staff on consolidated salary was retrenched on 15-11-1982. The records were transported and the excess furniture disposed of in due course thereafter.

Disposal of furniture

15.32. The large quantities of furniture purchased for the regional tabulation offices had to be disposed of before the winding up of the Regional Tabulation offices as it would not be economical to keep these items as dead stock incurring huge expenditure towards rent for storing them. Action for the disposal of the surplus items of furniture was initiated in November 1981 itself by instructing the Regional Deputy Directors to forward before 30-11-1981 a statement showing the details of the items of furniture, equipments and other stores available in their respective offices. They were also requested to ascertain whether any Central or State Government offices located in their areas were interested in the purchase of any of the items of furniture. The Post Master General and the Director of Public Instruction were also addressed centrally from the Directorate in the matter as they have a large network of sub offices all over the State. In the meantime the Registrar General in his letter No. D. 14012/1/81-Ad. III dated 30-1-1982 sanctioned the delegation of powers to the Directors of Census Operations to dispose of furniture and office equipments rendered surplus consequent on the winding up of Regional Tabulation offices. The Registrar General also issued instruction to the effect that to the extent possible the surplus items of furniture and office equipments may be turned over to such other offices of the Central Government or the State Government as the case may be, on payment basis allowing a depreciation at the rate of 10% per annum or a portion of the year working on pro-rata basis. In case there was no response from Government offices and public sector undertakings it was permissible to dispose of the surplus items to private institutions and individuals including the members of the staff by applying a depreciation rate if 10% per annum on the purchase value of the furniture. The balance left can be disposed of after inviting quotations or through public auction. Based on the above necessary instructions were issued to the Regional Deputy Directors. The items of furniture to be transferred to the Directorate and the items to be disposed of were also indicated to them. All Regional Deputy Directors took pains to give maximum publicity in the matter and succeeded in transferring to the State Government and Central Government departments a sizable quantity of the surplus items at book value. They sold the rest through public auction. The sale of the surplus items of furniture fetched an amount of Rs. 3,23,214 as per the following breakup.

Regional Tabulation Office Calicut	Rs. 98,124
Regional Tabulation Office Trichur	Rs. 1,65,650
Regional Tabulation Office Kottayam	Rs. 59,440
Total	Rs. 3,23,214

A sizable quantity of furniture in the Regional Tabulation Office at Calicut was transferred to the Regional Tabulation office, Trichur and disposed of there and hence the substantial increase in the sale proceeds from the latter office. However it deserves mention that it was in the Regional office, Trichur where maximum

quantity was transferred to other Central and State Government offices and in a number of cases at the book value without any depreciation fetching attractive resale value. Considering the proximity more items of furniture from the Regional Tabulation Office, Kottayam were transferred to the Directorate and this is the reason for the lesser sale proceeds from that office. It is a matter of much gratification that almost 60% of the cost price incurred for the purchase of the entire furniture was realised through resale after retaining almost the entire quantity of the record racks and other useful items of furniture like almirahs, tables, chairs etc. for future use in the Directorate. This was possible because of the judicious decision taken with much foresight to purchase furniture made of teak and jack wood ignoring the inadvisable precedents of 1961 and 1971 when all the items of furniture purchased for the Regional Tabulation Offices were made of cheap wood not having much resale value. The well planned disposal measures also paid rich dividends.

Transport of records from the Regional Tabulation Offices to the Directorate

15.33. In my circular letter No. T 1.3995/80 dated 29-1-1982 detailed instructions were issued to the Regional Deputy Directors of Census Operations for the packing and despatch of census records. In letter No. B. 1010/82 dated 3-3-1982 instructions were issued on packing the files, cash book and other account registers in the RTOs. Local enquiries were made with the Transporting Agents in Trivandrum for the transport of census records from the Regional Tabulation Offices to Trivandrum. Only three transporting agents quoted rates. Among them M/S Janatha Transporting Agent, Power House Road, Trivandrum-33 quoted the lowest rates and therefore the work was entrusted to them. They arranged the transportation of records and files from the Branch tabulation offices to the main tabulation offices at Calicut, Trichur and Kottayam and from the main tabulation offices to the Census Directorate, Trivandrum. The bulk of the census records in the Regional Tabulation office at Calicut was transported to the Regional Tabulation Offices at Trichur and Kottayam since they were required for the coding work to be done next and the remaining records and items of furniture were transported from Calicut to Trivandrum in 3 trips during May 1982. The records and other items from Kottayam were transported to Trivandrum in 11 trips during November 1982 and from Trichur to Trivandrum in 17 trips during March-April 1983.

Accounting procedure

15.34. The Deputy Directors in the Regional Tabulation Offices were not delegated with any financial powers this time unlike in the previous censuses and the expenditure in the regional tabulation offices had to be centrally controlled by the Directorate. The major portion of expenditure in the Regional Tabulation Office was towards pay and the salary of the staff and officers and the rental charges for the accommodation for these offices. The Regional Deputy Directors prepared and sent the bills on these items of expenditure to the Directorate well

in advance. The bills so received were scrutinised, passed and the amounts sent to them. This arrangement was smooth and prompt and solved all problems in the timely disbursement of salary and rent. For meeting the different items of contingent expenditure like telephone charges, current and water charges, local purchase of stationery, cooli charges etc. a permanent advance was placed at the disposal of the Regional Deputy Directors. Full details regarding the Permanent Advance scheme are given in the next paragraph. The accounting procedure followed this time in the Regional Tabulation Offices was quite smooth and satisfactory. The Regional Deputy Directors experienced no difficulties. Of course there was considerable increase in the volume of work in the Directorate. However since the entire expenditure in the Regional Tabulation Offices was centrally controlled in the Directorate the additional effort and attention given in the Directorate was amply rewarded.

Permanent advance

15.35. In order to meet the contingent expenses in the RTOs, the Registrar General in his letter No. G. 20017/5/80-Budget dated 19-6-1980 authorised the Directors to place at the disposal of each Regional Deputy Director an appropriate advance of say Rs. 200/- to Rs. 500/- as considered necessary. As and when a Regional Deputy Director exhausts this amount he could account for the expenditure and get it recouped from the Directorate. Accordingly an advance of Rs. 300/- each was sanctioned in July 1980 to the Regional Deputy Directors, Calicut and Kottayam whose offices were established first. This was later enhanced to Rs. 500/- in October 1980 and a similar advance of Rs. 500/- was sanctioned to the Regional Deputy Director, Trichur also on the setting up of that office in October 1980. Thereafter the Registrar General, in his letter No. G. 20017/5/80 Budget Cell dated 11-12-1980 conveyed sanction to the enhancement of the permanent advance of this Directorate from Rs. 200/- to Rs. 7,500 to meet the day to day contingent expenses in connection with the setting up of the regional tabulation offices. An advance of Rs. 2,400 each was placed at the disposal of the Regional Deputy Directors in charge of the Tabulation Offices at Calicut, Trichur and Kottayam in February 1981 on the eve of the massive P.C.A. tabulation work, in lieu of the previous advance of Rs. 500 given to them. After examining the adequacy of the advance in actual practice for some time and based on the feedback received from the Regional Deputy Directors, it was found that the amount was highly insufficient to meet the monthly wages of the large number of casual labourers, watchmen and sweepers who were consequently put to hardship due to delayed disbursement of the wages. To overcome this difficulty it was found that an enhancement of the advance to Rs. 6,000/- for each Tabulation Office would have to be considered. This matter was therefore taken up with the Registrar General. This problem was solved without enhancing the permanent advance by drawing the wages of the casual labourers in advance through a pay bill. On completion of the tabulation work in the Regional Tabulation Office, Calicut the entire permanent advance of Rs. 2,400/- placed at

the disposal of the Regional Deputy Director, Calicut was withdrawn in full in June 1982 just before the office was finally wound up. In respect of the Regional Offices at Trichur and Kottayam which continued to function as coding offices with lesser staff, an advance of Rs. 400/- was retained to meet the contingent expenses withdrawing the balance Rs. 2,000/-. This permanent advance of Rs. 400 was finally withdrawn in November 1982 on completion of the entire tabulation work in these RTOs.

Telephones

15.36. For the smooth functioning of the Regional Tabulation Offices telephones in these offices were essential. According to the enhanced financial powers delegated in Ministry of Home Affairs letter No. 11011/15/79-Finance II dated 15-9-1979 the Directors were competent to sanction office telephones. In exercise of these powers temporary telephones were sanctioned to all the regional tabulation offices and branch offices wherever required. The Regional Deputy Directors addressed the concerned telephone authorities in their areas and got the phones installed. The General Manager, Telecommunications, Trivandrum can sanction temporary telephone connection only for a maximum peroid of 1 year and beyond this period the sanction has to be issued by the Director General of Posts and Telegraphs, New Delhi. The Director General of Posts & Telegraphs, New Delhi issued necessary instructions in this matter to all Heads of Telecommunication Circles and there was no problem in getting the sanctions for the telephones in the Regional Tabulation Offices extended till the winding up of these offices. As and when the Regional Tabulation Offices were wound up steps were taken for closing the temporary telephones and to get the deposit as well as balance of rental charges refunded from the concerned telephone authorities.

Agitations by the temporary employees

15.37. It has become traditional in the census operations to have to deal with the agitations of the casual employees taken on consolidated pay for tabulation work in every census. This has become an unavoidable occupational hazard mainly because of the inconvenient precedents set in the previous censuses during which a large number of such retrenched census employees had been absorbed in the State Government services and some of the casual employees had also been absorbed in the Census Department in regular posts. In such a background this time also we had to face organized moves by the employees on consolidated pay for many concessions and benefits. The temporary employees in all the Regional Tabulation Offices had got themselves organized under political patronage fairly soon after their recruitment for the main P.C.A. tabulation work in March-April 1981 and this was no surprise in the highly politically and ideologically conscious labour situation in a state like Kerala. Interestingly enough somebody from Trichur had taken it upon himself to send anonymous confidential letters on 20-7-1981 to the Home Secretary of India, New Delhi and the Central Bureau of Investigation, Ernakulam informing that certain employees of the

Regional Tabulation Offices had organized all the temporary staff to agitate for permanent jobs in Central Government services before the end of 240 days of temporary service. The communication contained even the names of the main organizers, the train by which they travelled, the date and time of travel etc. and the gratuitous information that the organizers are pro-Marxists and have the backing of the Marxist Party officials of the locality and of the Marxist Party MLA of Trichur and their main discussions centred on immediate action to get permanent jobs in Central Government service without Police verification to enable the Marxists to infiltrate into Central Government Offices. From August 1981 onwards the temporary employees organized under the name of Kerala Census Provisional Staff Association (KCPSA) had started submitting memorandums to all sorts of authorities for absorption in permanent posts citing the 1971 precedent. They even came up with fantastically imaginative suggestions to take up new work to keep them employed, like civil registration, preparation of photo-identity card to all the voters etc. They also did not forget to mention that they are thankful to the Census department for giving at least a temporary job. The tabulation staff observed 22-10-1981 as demands day by wearing badges and held a 'dharna' (demonstration) before the District Collectorates on 10-2-1982 after receiving the notice of termination. It has to be mentioned that all these were done without hampering the work. The submission of memorandums, giving press statements, writing letters to the editors of dailies etc. to press their request for permanent jobs continued even after the bulk retrenchment. The retrenched employees association also started a hunger sathyagraha in front of the Kottayam Tabulation Office on 12-7-1982 raising impossible demands like employment of all the retrenched employees for coding work. But the staff working in the Kottayam office did not join it and the work was not affected. The demonstrators had also made it clear that their action was not directed against the officer and the working employees. Pressure was kept up by the department on the demonstrating retrenched employees pointing out the futility of their direct action and it was unconditionally called off after a few days. This firm handling had the desired effect and thereafter there were no further agitations in or before the Census offices. It is worth mentioning here that all these direct actions by the employees were unnecessary and of no avail whatsoever since whatever concessions were allowed by the Government of India were ordered on its own and the agitations did not fetch them any additional benefit from the Central Government. It is a different story with the state government for whom the retrenched census employees are after all sons of the soil and charity begins at home.

Rehabilitation of retrenched employees

15.38. The question of rehabilitation of the large number of provisional employees appointed during 1981 census on their retrenchment on completion of the census work was considered quite early and the Registrar General, India addressed during October 1981 the Chief Secretaries to state governments, all

Ministries and Departments of the Government of India, Comptroller and Auditor General, Railway Board, P & T Board, Controller General of Defence Accounts, Joint Secretary, Department of Personnel & Administrative Reforms and the Director General of Employment and Training. In his letter to the Chief Secretaries to state governments the Registrar General requested the state governments to provide whatever assistance the government could in absorbing both in their own offices and in the undertakings under their control the temporary employees of the Census Organization who would be retrenched soon. In his letter to all the ministries and departments of the Government of India requested the ministries/departments to consider the question of providing alternate employment to the retrenched census employees in Government of India departments as well as in public sector undertakings/autonomous bodies under the control of each ministry/department, particularly in the respective states by according higher priority and special consideration to the retrenched hands. The Registrar General also requested all the Directors of Census Operations to issue 'no objection certificates' to the provisional employees in the regional tabulation offices to enable them to register their names in the employment exchanges so that they may get a chance for alternate appointment even before their retrenchment and also to issue Discharge Certificates to them at the time of their retrenchment. Letters from the Union Home Minister to the States Chief Minister and from the Union Home Secretary to the State Chief Secretary for providing alternate employment to the retrenched census employees were also caused to be issued by the Registrar General. The Chairman, Staff Selection Commission was also addressed by the Registrar General to consider the desirability of according preference to the retrenched census employees in the matter of giving suitable employment in various offices.

15.39. In response to these requests the various ministries and departments of the Government of India wrote to their attached and subordinate offices and the public sector undertakings and autonomous bodies under their control in the matter of providing alternate employment to the retrenched census employees. The Director of Employment Exchanges, Directorate General of Employment and Training in his letter No. DGE-16(21)/81-EE1 dated 27-2-1982 requested all the state Directors of Employment Exchanges to issue necessary instructions to all the Employment Exchanges under his administrative control to register the census employees discharged from the Regional Tabulation Offices at the Employment Exchanges and accord priority III if they had continuous service of not less than 6 months and were discharged due to reduction in establishment or due to the winding up of the office. But it has to be mentioned that the Directorate General of Employment and Training tried not to play fair later by going back on their own orders and saying that the priority benefit will be available only to those recruited on regular scales of pay and not on consolidated salary. This was a complete volte-face which let down the retrenched census employees completely. However the matter was set right by my taking it up with the

Registrar General who in turn got the Director General, Employment and Training to rectify his stand. The benefit of priority III was still extended only to those recruited through the employment exchange and the open market recruits did not get this benefit. Incidentally it is also to be mentioned that the retrenched census employees who have a total service of 6 months or less will not get any priority in the Employment Exchange or any age concession in appointment under the Government of India. However they will be allowed to retain their original seniority of registration provided that they report for re-registration within 15 days from the date of issue of discharge certificate indicating that the term of appointment was for 6 months or less and that they did not resign before the expiry of the term. The Department of Personnel & Administrative Reforms in O.M. No. 14024/6/81-Estt (D) dated 5-7-1982 issued the following concessions to the retrenched census employees.

(i) The retrenched census employees who were initially recruited through the Employment Exchanges or other permissible channels and who have put in not less than six months continuous service and have been retrenched due to reduction in establishment will be eligible to appear in the examinations conducted by the Staff Selection Commission and the Railway Service Commission for recruitment to Group C posts till the end of 1983. This concession will, however be available only to such of those retrenched census employees who were within the age limit prescribed for appearing in examinations by the Staff Selection Commission/Railway Service Commission at the time of their initial rercruitment in the census organization and only if they are otherwise eligible to complete in these examinations on the basis of educational and other qualifications prescribed in the rules for recruitment to the posts in question.

(ii) Such of them as had been initially recruited through employment exchanges and had put in not less than 6 months of continuous service and were retrenched due to reduction in establishment will be eligible to apply for recruitment to vacancies advertised by various recruitment authorities without their having to be sponsored through the respective employment exchanges.

(iii) The retrenched census employees who were initially recruited through employment exchanges and have put in not less than 6 months of continuous service before their retrenchment due to reduction in establishment might be considered for absorption in vacancies in Group C posts arising in the Census organization upto the end of December 1982 without the necessity of their being responsored through the employment exchanges. Such absorption will, however, be permissible only if the post concerned is not one to which recruitment is to be made through the Staff Selection Commission and would be further subject to the condition that the retrenched Census employees proposed to be absorbed are eligible to be considered for the post having regard to educational qualification, experience etc. laid down in the recruitment rules and the post is in the same grade in which the retrenched Census employees were initially recruited through the

employment exchanges. The Government of Kerala in G.O. (P) No.18/83/GAD dated 17-1-1983 issued orders that the retrenched Census employees of 1981 census be included as priority group as item (k) below item (j) under category No. 1 for appointment through employment exchange and be given age relaxation to the extent of their service in the Census department, subject to a maximum of 5 years. In G.O. (P)No.207/83/GAD dated 6-8-1983 the Government of Kerala further ordered that the retrenched census employees of 1981 census be given age relaxation to the extent of the period of their service in the Census department, subject to a maximum of 5 years for recruitment to various posts in government service through the Public Service Commission.

Setting up of a fresh tabulation office at Trivandrum

15.40. The Registrar General informed during the middle of 1983 that the tabulation of household schedules for SC/ST data and the selection of a 20% sample of the household schedules should be done. He also sanctioned for this purpose 10 posts of Supervisors, 40 posts of Checkers and 50 posts of Tabulators. For attending to this work a Tabulation Office was organised a fresh in this state at Trivandrum after finding out accommodation, procuring furniture and recruiting staff as all the Regional Tabulation Office in this state had already been wound up long ago. One floor in the multistoreyed 'Sastha Building' where the main Directorate is housed and another single storey building in the same compound were lying vacant at that time and these were hired for the purpose. While disposing of the items of furniture in the regional tabulation offices in Calicut, Trichur and Kottayam the useful articles like tables, chairs, almirahs etc. had been taken to the Directorate for future use. From these items the required number of tables for the use of the tabulation staff could be salvaged. Chairs were not sufficient and this requirement was met by hiring 25 steel chairs at the rate of 50 Ps per day per chair.

15.41. It was decided to appoint the required staff from among the retrenched personnel who were already familiar with the work of processing the census schedules. The household schedules included those filled in Kannada and Tamil and hence the services of Kannada and Tamil knowing persons were also required for this work. Notices were sent to the retrenched census employees in the three regional tabulation offices and they were interviewed and selected and appointed in June-July 1983. Three different tabulations were undertaken in this Tabulation Office viz. manual tabulation of SC and ST data from household schedules, compilation of religion-wise figures of institutional population from household schedules and selection of 20% sample from household schedules. The entire work was completed and the services of the staff on consolidated salary engaged for this item of work were terminated on 31-12-1983 finally ringing down the curtain on the 1981 census tabulation operations.

APPENDIX 15.1

DETAILS OF BUILDINGS HIRED FOR THE REGIONAL TABULATION OFFICES

	Building hired	Area in sq. ft.	Monthly rent (Rs)	Period of Occupation	
				From	To
1		2	3	4	5
	REGIONAL TABULATION OFFICE, CALICUT				
1.	Maliyakkal Building, Calicut	2,030	2,750	6-9-1980	10-5-1982
2.	Ohayinte Maliyakkal Building, Calicut	2,234	3,351	1-12-1980	31-5-1982
3.	Building No. 99 in Ward XIX, Manjeri Municipality	2,676	800	16-2-1981	30-4-1982
4.	Building No. 74 of Ward III, Kondotty	1,220	600	26-2-1981	18-5-1982
5.	Building No. 11/937 Tellicherry Municipality	1,500	1,400	1-3-1981	8-5-1982
6.	Building No. 24/2 Tellicherry Municipality	1,440	700	1-3-1981	8-5-1982
7.	Building No. 11-444/61 Kasaragod Municipality	1,105	500	1-3-1981	7-6-1982
8.	Building No. 17/113, S. K. Temple Road, Calicut	1,450	2,175	20-8-1981	10-5-1982
	REGIONAL TABULATION OFFICE, TRICHUR				
1.	Building No. XXIX/14, Trichur Municipality	1,450	1,100	1-9-1980	30-11-1982
2.	Hall No. 2 in Municipal Bus Stand, Palghat	3,464	1,600	1-2-1981	11-5-1982
3.	Building No. XVII/371, Trichur Municipality	2,330	1,350	10-2-1981	21-5-1983
4.	Ground floor of building No. XI/642, Trichur Municipality	1,800	1,500	16-2-1981	6-12-1982
5.	Door No. 6/579 & F, Shoranur Municipality	3,300	1,500	20-2-1981	15-4-1982
6.	Building No. VI/138 Ayyanthole Panchayat, Trichur	2,616	2,250	2-3-1981	4-4-1983
7.	Building No. XVIII/2 in Palghat Municipality	3,249	1,500	3-3-1981	16-4-1982
8.	Building belonging to Sri N. K. Mohan Managing Partner, Nanbanath, Trichur	1,100	800	11-3-1981	25-3-1983
	REGIONAL TABULATION OFFICE, KOTTAYAM				
1.	Building No. KMC XIII/1155 & 1156, Kottayam Municipality	3,175	1,000	12-6-1980	30-11-1982
2.	School building G. H. S. for Girls, Thiruvalla	2,000	rent free	1-2-1981	1-7-1982
3.	School building G. H. S. for Boys, Chengannur	4,800	rent free	1-2-1981	30-11-1982
4.	P. M. V. High School Auditorium, Peringara	5,200	700	5-2-1981	10-4-1982
5.	Building No. VIII/157, Changanacherry Municipality	1,100	500	1-3-1981	1-4-1982

APPENDIX 15.2

DETAILS OF FURNITURE AND FANS PURCHASED IN THE REGIONAL TABULATION OFFICES

(Figures in numbers)

Item No.	Description of article	Regional Tabulation Office			
		Calicut	Trichur	Kottayam	Total
1.	Officers Table	1	3	1	5
2.	Officers Chair	1	3	1	5
3.	Arm-chair with ratten seat and back	38	48	43	129
4.	Arm chair with wooden seat and back	371	432	353	1,156
5.	Table without drawer	366	432	353	1,151
6.	Single Drawer Table	20	24	20	64
7.	Screen	1	1	2	4
8.	Double Drawer Table	5	17	19	41
9.	Record Racks	111	138	119	368
10.	Wooden almirah	5	4	7	17
11.	Short benches	4	10	10	24
12.	Steel almirah	1	1	-	2
13.	Wooden box	1	-	1	2
14.	Tray	12	-	10	22
15.	Stool	15	-	-	15
16.	Table Fan	9	-	2	11
17.	C.E.C. Ceiling Fan	16	-	17	33

CHAPTER 16

TABULATION INSTRUCTIONS AND PROCEDURES

Introduction

16.1 This chapter is exclusively devoted to enumerating the various items of work undertaken from time to time in the Tabulation Offices and the different technical and procedural instructions issued in the form of Tabulation Circulars to carry out the same. The Regional Tabulation Offices carried out the editing 20% sample selection coding and tabulation of houselists, compilation of the Primary Census Abstract, editing and coding of individual slips, statistical quality control, selection of 20% sample of individual slips, editing and coding of the sample individual slips and SC/ST individual slips, editing and coding of household schedules, manual tabulation of religion and language data from household schedules and the coding of questions 6,7 and 8 in all individual slips. In the new Tabulation Office set up at Trivandrum later, the items of work taken up were manual tabulation of Scheduled Castes and Tribes from household schedules, religion-wise break up of institutional population from individual slips and selection of 20% sample from household schedules.

Tabulation of Houselists

16.2 This was the first item of tabulation work taken up in the Regional Tabulation offices. The Registrar General issued a detailed tabulation circular No. 1 on 15th March 1980 spelling out the procedure to be adopted for generating table H-2-Disabled persons by type of disability. It was followed by tabulation circular No. 3 giving instructions on editing of houselists and selection of 20 percent sample houses from the houselists for the generation of table H-1—Census houses by uses to which they are put. Tabulation circulars No. 4 and 5 gave some clarifications on the processing of houselisting schedules (All these tabulation circulars issued by the Registrar General have been bound together in one volume and kept for future reference in the library of the Census Directorate). Based on the Registrar General's circulars 3 and 4, I issued two detailed tabulation circulars ie. Tabulation circular No. 1 dated 19th September 1980 and Tabulation Circular No.2 dated 27th January 1981. The first circular gave the instructions on editing of houselisting schedules and selection of 20% sample census houses while the second circular dealt with the coding of houselists. These circulars are given separately in this report. The first draft of the Tabulation Circular No. 1 was sent in advance to all the Regional Deputy Directors on 6th August 1980 to enable them to study it in detail and it was then discussed at the conference of the Deputy Directors held at Trivandrum from 26th to 30th August 1980. Based on the detailed discussions the tabulation circular No. 1 was finalised and issued.

16.3. On completion of the houselisting operations in the state in June 1980, the two schedules viz. the Houselist and Houselist Abstract which were filled up during this operation were subjected to a systematic and thorough preliminary scrutiny at the Census Directorate. The apparent mistakes which were

noticed during the preliminary scrutiny were referred back to the concerned charge officers for rectification of defects and based on their comments necessary corrections were done in these schedules. Then they were sent to the Regional Tabulation Offices in batches through the staff of my office. In the Regional Tabulation Offices at Trichur and Kottayam, the tabulation work was started on 1st October 1980 as scheduled, but in respect of Calicut the work was started only on 28th October1980 due to the delay in acquiring furniture in time.

16.4. By this time the required tabulation staff had been appointed and necessary training was imparted to all the tabulation staff at the concerned Regional Tabulation Offices by the respective Regional Deputy Directors. For ensuring uniformity in editing, on my instructions Sri B.T. Pillai, Deputy Director visited Kottayam on 4-12-1980 and Sri S. Jayashanker, Assistant Director visited Trichur on 13-12-1980 and Calicut on 14-12-1980.

Editing of Houselists and selection of 20% sample of census houses

16.5. The houselist tabulation work comprised of the following stages:

Stage 1 : Editing of the houselists

Stage 2 : Checking of the page totals of the columns of the house lists after editing

Stage 3 : Formation of housenumbering blocks in the houselists for houselist tabulation purposes. (Housenumbering blocks are different from enumerator blocks.)

Stage 4 : Numbering of census houses serially, the sequence running through the entire housenumbering block.

Stage 5 : Comparison of revised page totals (arrived at after editing) of houselists with the relevant columns of the Houselist Abstract and making corresponding corrections in the Houselist Abstract. (Houselist Abstract was not given to the tabulators; they were retained by Checkers.)

Stage 6 : After checking the houselist and houselist abstract the records were grouped under City /Non-city Urban / Taluk (including forest areas). Each of these groups was called an operational unit for sampling. Thereafter these records were arranged in the order of the location code for sample selection. (A correct and updated copy of the location code list of each of the districts allotted to the Regional tabulation office was also circulated.)

Stage 7 : Selection of 20% sample of census houses from the houselist. A list of Random start numbers used for each operational unit of sampling was also sent to the Regional tabulation Offices.

Stage 8 : Checking of sample selection

Stage 9 : Arrangement of all the records again in the order of the location code and despatching them to the Directorate

Stages 1 to 4 and 7 were done by tabulators and stages 5 and 8 were done by Checkers and stages 6 was attended to by the Supervisors while stage 9 was done by Statistical Assistants all under the supervision and guidance of the Regional Deputy Directors. In this connection it is worth mentioning that the norms fixed for each tabulation was 100 pages of houselists per day. All most all the tabulators exceeded this norm.

Coding of houselists

16.6. In partial modification of the procedure laid down in step 9 earlier in Tabulation Circular No. 1, it was decided that the coding of the houselists will be done in the concerned Regional Tabulation offices. This necessitated in the issue of Tabulation circular No. 2 on 27th January 1981. After coding, the houselists were sent to Ahmedabad to the Directorate of Census Operations, Gujarat during the last week of May 1981 by a special lorry for keying in at the Direct Data Entry Unit there. A statistical assistant travelled in the lorry which was engaged from Trivandrum. He collected the records from Kottayam, Trichur and Calicut and finally left for Ahmedabad on 28th May 1981 and handed over the records on 2nd June 1981. These Houselists were received back and retained at Trivandrum after table H-1 was prepared by the Data Processing Division of the office of the Registrar General India.

Compilation of table H-2 on disabled persons

16.7. The figures of disabled persons (required for table H-2) were abstracted and compiled in the Directorate before the Houselists were forwarded to the Regional tabulation offices. The RTOs were requested to compile the total population figures by sex for each taluk/town as and when the processing of houselists for each district was completed so as to arrive at the Houselist population totals. This work took time. As the Registrar General was pressing for the final table H-2 in which the column for Houselist Population had to be filled, Shri K. Gopinathan II, Tabulation officer was deputed to visit all the Regional tabulation offices to expedite the compilation of the houselist population figures for incorporation in table H-2. This helped to finalise table quickly and it was sent to the Registrar General on 17th February 1981.

Storing of records received after enumeration

16.8. In continuation of the instructions issued to all census officers for the despatch of census records after enumeration to the Regional Tabulation Offices, I sent a letter on 25th February 1981 to all Regional Deputy Directors-in-charge of Regional Tabulation Offices on the arrangements to be made for the systematic storing of these records . In this letter particular stress was given on the following points.

(i) Necessity of keeping separately of rural and urban slips, sample and non-sample slips and used and unused forms

(ii) Priority to be given for Post Enumeration Check/Census Evaluation Study records

(iii) Verification of records with reference to acknowledgement forms

(iv) Taking out of DHTP schedules for sending to the Directorate

(v) Arrangements of records by blocks and labelling the bundles

(vi) Sequence of processing and forwarding lists of 5% and 15% sample units (The lists of additional 20% sample blocks were sent later)

(vii) Coding cells for Individual Slips

(viii) Inventory and registers to be maintained in the Record Rooms

The Regional Deputy Directors did an excellent job in keeping all these schedules and records very systematically and tidily stored in neatly laid out racks in all the tabulation and branch offices and it was a pleasure to see these well-kept offices and Record Rooms.

Distribution of work between the Regional Tabulation Offices

16.9. The total workload relating to Kerala and Lakshadweep was apportioned between the 3 Regional Tabulation Offices as per the following pattern:

	Regional Tabulation Office		
	Calicut	*Trichur*	*Kottayam*
1. Districts allotted	1. Cannanore 2. Wayanad 3. Kozhikode 4. Malappuram	1. Palghat 2. Trichur 3. Ernakulam 4. Quilon	1. Idukki 2. Kottayam 3. Alleppey 4. Trivandrum
2. Number of enumerator blocks			
5%	641	793	611
15%	1,926	2,380	1,835
Additional 20%	2,567	3,169	2,442
Balance 60%	7,729	9,581	7,347
Total	12,863	15,933	12,235
3. Population (in million)	8.005	9.833	7.615

Note: In adddition, all the records relating to Lakshadweep (households 6,637: Population 40,249) were also processed at the Regional Tabulation Office, Trichur.

Compilation of Primary Census Abstract

16.10. On completion of the work of tabulation and coding of houselists, the Regional Tabulation Offices took up the most voluminous item of work ie. compilation of the PCA. Compared to the 1961 and 1971 censuses, the procedure adopted for the preparation of PCA in 1981 was entirely different. In both the earlier censuses, the pads of Individual Slips were broken and the slips were hand-sorted for the preparation of PCA. This time the Individual Slip pads were not broken as the intention was to keep the pads in tact for facilitating the transferring of data relating to each household directly to tapes at the Direct Data Entry centres. Part II of the Household Schedule (Population Record) was, therefore, referred to for compiling the figures for the PCA. However, it has to be remembered that the PCA for 1981 was a simple one, consisting of only four categories of main workers as against the nine categories adopted in the 1971 census. The instruc-tions for compiling the Primary Census Abstract were issued by the Registrar General in his circular letter No. 9 dated 29th October 1980. For detailed instru-ction in this regard the Manual for compilation of PCA copies of which are kept in the Census Directorate library may be referred to. Along with the Primary Census Abstract, Appendix 3 to table A–1 (Houseless and Institutional Population) was also prepared. I issued Tabulation Circular No. 3 dated 26-3-81 narrating elaborately the procedure to be followed for this work. The sequence adopted for the processing of schedules of PCA and Appendix 3 to table A-1 was as follows:

1. Schedules of 5 per cent sample blocks selected for advance tabulation (out of the 20 per cent sample blocks) for preparing national estimates providing data upto state level on all important characteristics.

2. Schedules of the remaining 15 per cent blocks out of the 20 per cent sample blocks

3. Schedules of the additional 20 per cent blocks

4. Schedules of the remaining 60 per cent blocks

Thus for finalising the total figures for the PCA of a taluk/town it was necessary to complete all the above stages. For easy compilation of the PCA, four forms viz. Block Compilation Sheet, Rural Master PCA, Urban Master PCA and Village/Town/Panchayat PCA were prescribed. Sufficient number of blank forms were printed and supplied to the Regional Tabulation Offices.

16.11. The different steps followed for the preparation of Primary Census Abstract are summarised below:

Step 1 : Editing of entries in the Individual Slip (Universal) – questions 1 to 5, 8 to 11 and 14A to 16. (No editing was done for questions 6, 7, 12 and 13 of the Individual Slip).

Step 2 : Matching of the entries in Population Record with the entries in the edited Individual Slip (Universal) and making corrections in questions 1 to 5 of the Individual Slip (Universal) and in cols. 8 to 35 of the Population Record.

Step 3 : Checking of column totals of the Population Record for each household.

Step 4 : Copying the figures of each household in an Enumerator Block into the Block Compilation Sheets, using separate sheets for Normal, Institutional and Houseless households and adding up to get their respective totals and then the total for the block.

Step 5 : Copying the Block totals from the Block Compilation Sheet into the Rural or Urban Master Primary Census Abstract for the lowest territorial unit viz. kara, desom or ward (division) after comparison with the Enumerator's Abstract.

Step 6 : Building up kara/desom ward-wise figures in the Rural/Urban Master PCA as soon as figures for all blocks are entered under each kara/desom/ward.

Step 7 : Copying kara/desom figures into Village PCA forms under the respective villages and building up Village totals. Copying ward figures into Town PCA forms under the respective towns and building up Town totals.

Step 8 : Building up taluk rural figures by adding village-wise figures and taluk urban figures by adding town-wise and urban outgrowth-wise figures in separate sheets of Village/Town/Panchayat Primary Census abstract.

Step 9 : Preparing district PCA showing total, rural and urban figures for the district.

Step 10 : Preparing Panchayat PCA and Community Development Block PCA by copying figures of villages, karas, desoms, census towns, wards and or blocks under the respective panchayats in the Village/Town/Panchayat Primary Census Abstract form.

Step 11 : Preparation of Appendix 3 to Table A–1 (the Block totals of Institutional and Houseless Households in the Block Compilation Sheets were copied into the Compilation Sheet for Appendix 3 to Table A–1 and added up to get taluk and town figures. District tables were built up from taluk and town figures).

16.12. The list of 5 per cent, 15 per cent and additional 20 per cent sample blocks was intimated by the Directorate to the Regional Tabulation Offices sufficiently in advance. Preliminary training classes were taken by me

for the Tabulators at different centres. This was followed by intensive training by the Regional Deputy Directors. To clear doubts arising in the course of actual work in the initial stages I deputed S/Sri B. T. Pillai, Deputy Director, S. Jayashankar, Assistant Director and K. Gopinathan, Investigator to visit the Regional Tabulation Offices including all branch offices. I personally watched the progress of preparation of PCA unremittingly through detailed fortnightly progress reports and monthly review conferences of the Regional Deputy Directors which ensured that the PCA preparation was completed in time.

16.13. Unlike other states where the Primary Census Abstract is prepared upto village-level, the presentation of data for Kerala is for each desom/kara. Besides, some of the desoms/karas were subdivided into more than one, due to their large size. Additional instructions were given for posting the figures for desoms/karas and also for subdivided desoms/karas. Refresher training classes to the Checkers and Tabulators were also conducted at frequent intervals. Once the PCAs were written, they were machine checked for arithmetical accuracy for which 2 electronic calculators and one Facit Calculator were used to each of the Regional Tabulation Offices. The figures in the PCA were compared with the 1971 figures to find out whether any significant omission or error has crept in the PCA. Once it was finalized, the figures of the combatant military personnel were added to it, based on the general guidelines of Registrar General. The final figures thus arrived at were checked again for accuracy and 2 additional copies of the PCAs were then prepared at the Regional Tabulation Offices keeping the original copy as the office copy. All the 3 copies were then forwarded to the Directorate for the consolidation of state-wise totals and for the preparation of the State Primary Census Abstract and District Primary Census Abstracts which were to be published in the volume Part II-B - Primary Census Abstract.

Primary Census Abstract for Scheduled Castes and Scheduled Tribes

16.14. Both in 1961 and 1971 censuses population totals of individual castes and tribes were arrived at by resorting to manual sorting. But this time it was felt by the Registrar General that the generation of tables of individual castes and tribes by manual tabulation would not be desirable because of possible inconsistencies with the subsequent computerized tabulation which would be incapable of reconciliation. Therefore, the Registrar General, in his letter dated 15th June 1981 decided to restrict the tabulation of SC/ST data to the preparation of just the Primary Census Abstract for Scheduled Castes and Scheduled Tribes. Accordingly Tabulation Circular No.4 dated 9-7-1981 was issued by me giving the instructions for the compilation of Scheduled Castes and Scheduled Tribes Primary Census Abstract. But it is worth mentioning here that the Registrar General himself subsequently decided to have the figures of individual castes and tribes generated manually and this was taken up again later in June 1983.

16.15. After the compilation of data based on the 5% and 15% sample slips was over, the compilation of PCA for Scheduled Castes and Scheduled Tribes was taken up simultaneously with the compilation of Primary Census Abstract of

the total population. Therefore, instructions were given to retrieve the 5% and 15% records also for the preparation of the Scheduled Caste and Scheduled Tribe Primary Census Abstract. Part II of the Household Schedule i.e. Population Record - was used for compiling these figures. For this item of work a separate team consisting of a Supervisor, a Checker and required number of Tabulators was formed. They were called Special Supervisor, Special Checker and Special Tabulators respectively. The various steps involved in this work are explained in detail in my Tabulation Circular No. 4. It was also instructed that while preparing the Primary Census Abstract for Scheduled Castes and Scheduled Tribes, it should be compared with the relevant columns in the General Primary Census Abstract so that both tally. As in the case of General PCA initially only one copy of the PCA for Scheduled Castes and Scheduled Tribes was prepared. Thereafter the figures of military personnel were incorporated in it and two additional copies were written giving the final figures. All these Primary Census Abstracts were then despatched to the Directorate by the Regional Tabulation Offices along with the General PCA. The State and District PCAs for Scheduled Castes and Scheduled Tribes were prepared in my office and forwarded to the Registrar General, India in May 1982. These data were published in the Kerala publication Paper 4 of 1981 - Primary Census Abstract for Scheduled Castes and Scheduled Tribes and also in Part II-B Primary Census Abstract.

Post-PCA Editing and Coding of Individual Slips

16.16. Coding of individual slips was undertaken simultaneously with the compilation of Primary Census Abstract in the Regional Tabulation Offices. Prior to coding the slips were subjected to detailed editing in addition to the editing already done at the time of the compilation of Primary Census Abstract. The Registrar General circulated in March 1981 an instruction book entitled "Manual of Coding, Editing and Record Management Instructions for Individual Slips". The Manual was divided into two parts. Part I contained the topics on 'Management instructions for handling of Individual Slips, brief description of the process adopted for assigning location code in computer processing, Manual edit of Individual Slips, Code structure for individual slip and some appendices showing state/district codes, state/country codes, alphabetical lists of mother tongue and religions and their codes, educational levels, and their tentative equivalents, Central Record Register, Inventory of records etc. Part II contained lists of taluks, towns, cities/urban agglomerations, scheduled castes and scheduled tribes in respect of every State/Union Territory. A Regional Training Conference arranged by the Registrar General was held in Madras from 30th April to 3rd May 1981 in which Post Enumeration Check, Census Evaluation Study, Processing of Individual Slips and Statistical Quality Control were discussed. S/Sri K.K. Mohammed, RDD, Calicut, P. Bhaskaran Nair, RDD, Kottayam, P. Gopalakrishnan Nair, RDD in charge of Regional Tabulation Office, Trichur (in the place of Sri T.K. Balakrishnan Nambiar on medical leave), S. Jayashanker, Assistant Director and K. Gopinathan, Investigator attended this conference. My Tabulation Circular

No. 5 dated 24–7–1981 gave the procedures for editing and coding of individual slips and the related work. The training classes for the coding personnel of the three Regional Tabulation Offices were taken by Sri S. Jayashanker, Assistant Director. The classes at Kottayam were held on 30th and 31st July 1981, at Calicut on 4th and 5th August 1981 and at Trichur on 6th and 7th August 1981.

16.17. At the Post-PCA stage all the records were available in the Regional Tabulation Offices. The processing of schedules was taken up in the sequence of 5%, 15%, additional 20% and balance 60%. The first step was the preparation of bundles of the pads of an enumerator block before actual coding. The individual slip pads of each enumerator block were bundled separately and index slip pasted on them. On each index slip the bundle numbers were recorded. The bundles were then issued to the Coding Supervisor after making necessary entries in the Inventory and in the Issue Register. The Coders were asked first to edit the slips before coding with blue or black ball point pens. The coded slips were then handed over to the Verification Supervisor for checking. The Checkers under him counted the coded slips and ensured its accuracy with the Inventory. There after they verified the codes assigned in the slips. Only those questions which had not been edited in the Pre-PCA stage, were edited in the Post PCA stage. An important instruction which was given for editing was that no editing should be done which would change the figures already finalized in the Primary Census Abstract.

Statistical Quality Control

16.18. For the first time in the census Statistical Quality Control (SQC) was introduced now. The areas selected for the SQC operation were Trivandrum district and the urban areas of Alleppey and Kottayam districts and even here SQC was applied to the coding of economic questions in the Individual Slips. Since the records of Trivandrum district were kept at Chengannur Branch Office under the Kottayam Regional Tabulation Office, the SQC operation was also done there. The staff for this comprised of a Control Person (a Tabulation Officer), a Re-Checker (a Statistical Assistant), 2 Adjudicators and 2 Noters (drawn from Checkers). The personnel earmarked for the SQC operation were given training on 1st August 1981 at Kottayam by Sri K. Gopinathan, Investigator. Another training class on SQC was conducted by him at Chengannur on 20th August 1981. The procedure adopted for SQC was as follows. The slips relating to one Enumerator Block was considered as one lot. In few cases one lot contained slips of more than one block. The Noter will select a sample of 50 slips from the lot with the help of the random numbers and sample interval given by the Control person. The Noter will then note down the answers given against question 14 A to 15 B (iv) and assign suitable codes to the answers. Then the lots were sent to the Coding Cell for the usual coding work. The coded slips were again sent back to the SQC unit where the codes were checked by an Adjudicator with the help of the Noting forms used earlier. The code error list

prepared by the Adjudicator and other records were then submitted to the Control Person who in turn would either accept or reject the lots. If the lot was rejected it was sent back to Coding Cell for re-coding. The re-coded lots were then sent to the Second Adjudicator for verification and review. The decision of the Second Adjudicator in this regard was taken as final. Then the records were returned to the Control Person. The duty of the Re-Checker was to re-check four lots at random, of which 2 lots were with 100% verification and 2 without it. The SQC forms were sent to the Joint Director-in-charge of the Statistical Quality Control unit in the Registrar General's Office. During the course of the SQC operation, Sri. M.G. Kini, Research Officer in the above unit in the Registrar General's office visited the tabulation office to review the work and he recorded that the work in this unit has been done excellently well with norms of 5 to 7 lots a day for Noters and coding of 700–800 slips by a Coder.

Selection of 20% Sample Individual Slips from 80% blocks

16.19. After the editing and coding of 5% and 15% sample slips were completed, the editing and coding of the additional 20% Sample Slips were taken up. While the coding of these slips was about to be completed, the Registrar General issued instructions to select a 20% sample of individual slips from the balance 80% ie. additional 20% sample and balance 60% slips together. It was also instructed that the additional 20% slips may be taken up first followed by the 60% slips. There was no necessity at this stage to combine the additional 20% sample slips and 60% balanced individual slips as the sampling was to be done block by block. I issued Tabulation Circular No.6 dated 19–1–1982 for this selection of sample of individual slips. This work comprised of the following steps:

Step 1: Preparation of list of enumerator blocks by supervisor for each city/taluk/town

Step 2: Assigning a random start number to each Enumerator Block by the supervisor (the random table was supplied)

Step 3: Filling up of identification particulars and random start numbers in the control chart by the Checker

Step 4: Issue of Individual Slip pads of each Enumerator Block along with the control chart by the Tabulator

Step 5: Sample selection and marking of P on the sample slips and filling up of control chart by the Tabulator

Step 6: Cent per cent verification of sample selection of each Enumerator Block by another Tabulator by exchanging the records

Step 7: Further checking of the sample selection and control chart by the Checker and over check by the Supervisor

From 25th January onwards training classes were conducted at each Regional Tabulation Office by Sri S. Jayashanker Assistant Director (Technical). The Regional Deputy Directors took training classes in all the branch offices. The work was taken up and completed well within the stipulated time.

Editing and Coding of 20% Sample Individual Slips and all SC/ST slips

16.20. In the light of the decision to code 20% sample individual slips marked (P) and all scheduled caste and scheduled tribe slips marked (S). I issued Tabulation Circular No. 8 dated 16th March 1982 containing instructions to edit and code only the effective slips ie. the sample slips marked (P) and SC and ST slips marked (S) These effective slips were subjected to the detailed scrutiny and checking to eliminate errors.

Editing and Coding of Household Schedules

16.21. On completion of the editing and coding of Sample Individual Slips, the editing and coding of the Household Schedules were taken up. Tabulation Circular No. 9 dated 21–4–1982 was issued by me giving detailed instructions for this item of work. As in the case of Individual Slips the Household schedules were stored in 4 groups viz. 5% sample blocks, 15% sample blocks additional 20% sample blocks and balance 60% sample blocks. Since the procedure in respect of Individual Slips was changed after the PCA operations the Household Schedules were also grouped into two categories—one relating to sample blocks consisting of 5% and 15% and the other remaining 80% household schedules which comprise of the additional 20% and balance 60%. For the purpose of the processing of Household Schedules these two groups were distinctly called as sample group 1 (S1) and sample group 2 (S2). After arranging these schedules the preparation of bundles was taken up. Bundles were formed in such a way that there were about 150 household schedules in each bundle. However particular care was taken not to break the books relating to one enumerator block. Each bundle was cross stringed and books were numbered besides preparing inventories in triplicate. The Household Schedules were edited and coded by the coding staff in each Regional Tabulation Office. Questions 2,3 and 4 of Part I of the Household Schedule had been edited earlier by cent per cent matching of the entries with the corresponding entries in the concerned Individual Slips at the time of preparation of the Primary Census Abstract. The other questions were edited at this stage. Separate instructions were also issued for editing the questions of Part II-Population Record. The household schedules relating to Kasaragod taluk and Kasaragod municipality which were coded by the Kannada-knowing hands in the Kasaragod Branch Office under the direction of the Regional Deputy Director, Calicut before the office was wound up at the end of May 1982. All the remaining schedules were coded at the RTOs at Trichur and Kottayam. The household schedules relating to Cannanore, Wayanad, Idukki, Kottayam, Alleppey and Trivandrum districts were done at the Regional Tabulation Office, Kottayam and those relating to Kozhikode, Malappuram, Palghat, Trichur, Ernakulam and Quilon districts

were done at the Regional Tabulation office, Trichur. The training of the tabulation personnel was done at Kasargod by Sri K.K. Muhammed, Regional Deputy Director and at Kottayam, Chengannur and Trichur by Sri. K. Gopinathan, Investigator. The editing and coding of the Kannada household schedules was at Kasaragod was completed by the end of May 1982 and the work in other offices by the end of August 1982.

Manual tabulation of religion and language data from Household Schedules

16.22. The Registrar General issued instrutions in his D.O. letter No. 9/11/82–CD (CEN) dated 3rd June 1982 to generate basic data relating to religion and language on the basis of household schedule by manual tabulation. In pursuance there of Tabulation Circular No10dated 23-6-1982 was issued by me. The work commenced in the Regional Tabulation Office at Kottayam on 1st July 1982 and in Trichur on 4th August 1982. A detailed training class was conducted by Sri. K. Gopinathan, Investigator. According to the Registrar General's instructions, only normal and houseless households were to be considered for this tabulation and institutional households were not to be taken up. Thus the tabulated data was to relate only to non-institutional population. (This instruction was, however, reversed by the Registrar General himself later and the religion-wise break up of the institutional population was also required to be prepared which is indicated in a later paragraph). The Registrar General had prescribed the following simplified procedure in order to reduce the workload involved in this compilation. The sex-wise population of all the persons relating to all religions other than the major religion (Hindus in Kerala) were noted down individually and their total number was deducted from the total population to arrive at the number of Hindus. Similarly in respect of language, persons speaking all languages other than the major language (Malayalam) were counted and this total number was deducted from the total population to arrive at the number of Malayalam speaking persons. For processing the schedules of Lakshdweep the major religion was taken as Muslim and the major language was taken as Malappuram. After preparation of the Block Compilation Sheet, District Summary Statements were prepared by the Supervisors which were checked for arithmetic accuracy by the Statistical Assistants and Investigators. The work was completed in the Regional Tabulation Offices at Kottayam and Trichur by the end of August 1982. The final consolidation of these statements was done at the Directorate.

Coding of Questions 6,7 and 8 in all Individual Slips

16.23. The Registrar General in his D.O. letter No. 35/16/80–DPD (Pt) dated 22nd July 1982 issued instructions to organise editing and coding of questions 6,7, and 8 (mother tongue, two other languages known and religion) in all the remaining 80% slips ie. non-sample and non SC/ST (except sample slips marked P and SC/ST marked S which had already been fully edited and coded). Immediately issued instructions to the Regional Deputy Directors of Trichur and Kottayam on 28th July 1982 to edit and code these questions. Subsequently another communication No. 35/40 82-DPD dated 8th August 1982 was received from the Data

Processing Division to assign a new code '9' in the non-P and non-SC/ST slips in which questions 6,7, and 8 alone were coded as per the above instructions of Registrar General. In addition instructions were also issued to note the number of such slips in each block and bundle. Such adhoc and piecemeal instructions did result in duplication and repetitive handling of the records at the Regional Tabulation Offices. The work was, however, quickly got done before winding up (in November 1982) the Regional Tabulation Offices at Trichur and Kottayam where the individual slips had been kept except those relating to Kasaragod taluk and Kasaragod town which had been brought to the Directorate after the winding up of the Calicut Regional Tabulation Office and which required the services of Kannada-knowing hands. The editing and coding of slips relating to Kasaragod taluk and Kasaragod municipal town were subsequently started to be done at the Census Directorate by a Kannada-knowing Statistical Assistant. Later when the Tabulation office at Trivandrum was opened a few Kannada-knowing Tabulators were engaged to complete this work.

Manual tabulation of Scheduled Castes and Scheduled Tribes from Household Schedules

16.24. It was instructed by the Registrar General in his D. O. Letter No. 9/33/83-CD (CEN) dated 23rd May 1983 to abstract figures relating to individual scheduled castes and scheduled tribes by manual tabulation from the Household Schedules. Since the Regional Tabulation Offices had been wound up much earlier in Kerala, a fresh Tabulation Office was established in Trivandrum for this purpose attached to the Directorate, Tabulation Circular No. 10 dated 24-6-1983 was issued by me on this subject and the work was commenced on 27th June 1983. Sri S. Jayashanker Asistant Director gave necessary training to the staff and Sri K. Gopinathan, Assistant Director was entrusted with the day to day supervision of the Tabulation Office. The Block Compilation Sheets provided the basis for finding out the blocks containing Scheduled Caste and Scheduled Tribes population. Such blocks were taken up one by one and the Household schedule examined. By referring to the Part II of the Household schedule the number of persons in each household falling under each scheduled caste or tribe was noted down. It was ensured that the Scheduled Caste and Scheduled Tribe population given in the Primary Census Abstract and the caste-wise and tribe-wise totals obtained from this tabulation tallied. There was no difficulty in completing this item of work and that too much ahead of the stipulated time.

Religion-wise break-up of Institutional population from Individual slips

16.25. Another item of work done in the Tabulation office at Trivandrum attached to the Directorate was the compilation of religion-wise break up of the institutional population from the Individual Slips based on the directions of Registrar General in his D. O. letter No. 9/11/83-CD (CEN) dated 4th August 1983. Earlier in tabulating the Religion data only the religion-wise break up of normal and houseless population had been taken. Therefore it became necessary to take the break up of the institutional population also for obtaining complete

and accurate figures. By referring to the compilation sheet for Appendix-3 to table A-1 the enumerator blocks having institutional population were located. Then the religion-wise figures were compiled by using Block Compilation Sheets.

Selection of 20% Sample from the Household Schedules

16.26. In July 1983 in his D.O. letter No. 9/23/83-CD (CEN) dated 2nd July 1983 the Registrar General issued instructions to the effect that a 20% sample of household schedules (including normal, institutional and houseless) had to be selected from the household schedules of each enumerator block. This work was also done in the Tabulation Office at Trivandrum attached to the Directorate. Tabulation Circular No. 11 dated 13-7-1983 (which was also the last in the series of our Tabulation Circulars) was issued by me to get this job done. The work was done in two stages viz. (i) Arranging the records and selecting the samples and (ii) marking "P" on the selected schedules and checking of the sample selection. On completing this item of work, the Tabulation Office at Trivandrum was wound up on 31st December 1983.

General

16.27. The consolidation and compilation of the tables prepared by the Regional Tabulation Offices was done in the Directorate to prepare the state tables. The table relating to H-2 based on the houselist data was the first to be compiled. After the census count, the first major effort was the compilation and publication of the provisional population totals in two volumes viz. Paper 1 of 1981 and Paper 2 of 1981. The tables relating to them were got prepared in record time in my office. The next major item of work was the consolidation of the Primary Census Abstract and the preparation of the final tables required for Paper 3 of 1981-Final Population Totals, Paper 4 of 1981-Primary Census Abstract for Scheduled Castes and Scheduled Tribes and Paper 5 of 1981—Workers and Non-workers. The preparation of A-Series tables was taken up as soon as the PCA was finalised and the A-series tables are included in the publication Part II A-General Population Tables. Based on the Primary Census Abstract prepared in the Regional Tabulation Offices, State and District PCAs were compiled and presented in the publication Part II B—Primary census Abstract. The next item of work was the preparation of the tables to be included in the volume Part VII—Houses and Disables Persons and in the District Census Handbooks. The publication of the remaining table volumes depends upon the availability of computer sheets based on the data processed at the DDE Centres. In 1961 the tabulation was done manually and all the tables were ready by the end of December 1962. In the 1971 Census tabulation went on for 3 years due to non-availability of urban data which were processed in Computer though manually processed data for rural areas were available by February 1972. This time the tabulation programme taken on an All-India basis was much delayed due to the time lost in getting and installing the DDE equipments meant for different centres and the consequent delay in taping and processing of data and generation of computer tables. Consequently in modification of the original tabulation plan a number of tables had to be generated manually at short notice.

Though in many other states the coding of individual slips went on till about March 1984, in Kerala this work had been completed by the time of the Nainital Conference of Directors of Census Operations held in August 1982. Though this was a 'fantastic achievement' to quote my Uttar Pradesh counterpart, I feel based on our own experiecne that by close attention the tabulation can be expedited on an All-India basis and fast results produced in generating tables. Regarding the organization and progress of the tabulation stage of work in Kerala the Registrar General in his letter dated 16 March 1983 had observed "I am extremely happy to note that progress under all items is very good indeed and it is very encouraging indeed to notice the complete control you have over the processing of various items" The prompt and smooth completion of the tabulations in this state was due to the sustained and systamatic work done in the Tabulation Offices and their close supervision and monitoring from the Directorate for which credit has to be given to the dedicated services of the Regional Deputy Directors and the Assistant Directors in the Directorate.

Direct Data Entry

16.28. A special feature of the 1981 Census is the intrcduction of the system of Direct Data Entry by which the coded data in the schedules are directly keyed into computer tapes making storages, retrieval and cross-tabulation of the data in the computer easier and quicker. An Appreciation Course on Electronic Data Processing was held at New Delhi in October 1981 for the Directors of the states in which DDE units were to be installed. I attended the same and also visited the National Informatics Centre of the Government of India with whom arrangements have been made for processing of data through an independent computer terminal with the Census Department. The magnetic tapes keyed in at the DDE Centres set up in different states will be processed in the computer at Delhi. One Direct Data Entry System consisting of 16 terminals and a Central Processing Unit was set up in Trivandrum with the equipment supplied by General Computer System, U. S. A. (GCS 211) for keying in and taping the 1981 Census data. Sri S. Jayashanker, Assistant Director was appointed as Assistant Director (Data Processing)—later redesignated as Assistant Director (Data Entry)—on 26th April 1982 and Sri M. Peethambaran, Investigator was appointed as Senior Supervisor (DDE) on 31st July 1982. The installation of the DDE Unit was completed on 24th October 1982 and the required Operators and Supervisors were appointed on deputation by selection from among the census staff in the Directorate. They were given required training and the keying work started immediately. The second shift was started on 15th December 1982 after which the Unit worked in a forenoon shift and afternoon shift, each shift having a strength of one Senior Supervisor 3 Junior Supervisors, 15 Operators and 2 Loaders each. First the 5% sample individual slips required for the advance tabulation of national estimates were keyed in and the tapes sent to the Registrar General's Data Processing Division for processing and tabulation. This work was completed by April 1982. Thereafter the keying of 15% sample individual slips relating to Kerala and Lakshadweep was the next place which was executed during 1983–84.

APPENDIX 16.1

LIST OF TABULATION INSTRUCTION BOOKLETS

1. Manual for compilation of Primary Census Abstract
2. Manual of Coding, Editing and Record Management instructions for Individial Slip Part I
3. Manual of Coding, Editing and Record Management instructions for Individual Slip Part II
4. Quality Control Plan for the 1981 Census
5. Tabulation Plan

NOTE : Other instructions were issued in the form of Circular letters by the Registrar General which were later issued as Tabulation Circulars.

APPENDIX 16.2

PROGRESS REPORT FORMS

I

OFFICE OF THE REGIONAL DEPUTY DIRECTOR OF CENSUS OPERATIONS PROCESSING OF HOUSELISTS

Progress Report for the Month of.....

(To be sent on the last working day of the month)

I. Editing of Houselist (stages 1 to 4)

Name of district	*Name of town/ taluk (including forest areas)*	*Total number of housenumbering units*	*No. of units in which editing has been completed*	*No. of units in which editing is in hand*	*Balance*	*Remarks*

II. Selection of Sample for Table H-1 (Stages 5 to 8)

Name of district	*Total number of operational units*	*No. of units in which selection has been completed*	*No. of units in which selection is in hand*	*Balance*	*Remarks*

—contd.

APPENDIX 16.2—*contd.*

PROGRESS REPORT ABSTRACT

Editing operations			*Selection of sample*		
Total number of taluks/towns/ districts	*No. in which editing has been completed during the month*	*Progressive total*	*Total number of operational units*	*No. of units in which selection has been completed during the month*	*Progressive total*

Taluks (including forest areas)

Towns

Districts

Date..... **Regional Deputy Director of Cenus Operations**

.....

INSTRUCTIONS

1. The Progress Report should be sent on the last working day of the month so as to enable the Directorate to compile and report the progress to the Registrar General, India before the 5th of the succeeding month.
2. The Progress Report Abstract above is designed to give a consolidated picture of the work done during the month and also the total progress achieved till the end of the month under report.

II

PROGRESS REPORT ON COMPILATION OF PCA

(From the Supervisor to the Regional Deputy Director)

(To be submitted on every Monday for the previous week)

Progress report for the week ending on.....

Name of Branch Office .....

Part A - Taluk/Town-wise Progress in Editing and Preparation of BCS

Sl. No.	*Name if Taluk/town*	*Total No. of Blocks in the taluk/town*	5% *sample*		15% *sample*		*Addl.* 20% *sample*		*Balance* 60%	
			(a)*	(b)*	(a)*	(b)*	(a)*	(b)*	(a)*	(b)*

*(a) Total number of blocks in the category

*(b) Progressive total number of blocks for which editing and preparation of Block Compilation sheet completed.

—*contd.*

APPENDIX 16.2—*contd.*

Part B—Editing and Preparation of BCS, Rural/Urban Master PCA and Compilation Sheet for Appendix 3

Item of work			*5% sample*	*15% sample*	*Addl. 20% sample*	*Balance 60%*
1. Number of Enumerators Blocks for which editing completed and Block Compilation sheet prepared	(i) during the week	R				
		U				
	(ii) Progressive total	R				
		U				
2. Progressive total number of taluks, if any, for which the Block Compilation Sheets are prepared so far for all blocks falling in 5%, 15%, Addl. 20% and 60% respectively						
3. Progressive total number of towns, if any, for which the Block Compilation Sheets are prepared so far for all blocks falling in 5% 15% Addl. 20% and 60% respectively						
4. Number of Enumerator Blocks whose figures are copied into the Rural Master PCA	(i) during the week					
	(ii) progressive total					
5. Number of Enumerator Blocks whose figures are copied into the urban Master PCA	(i) during the week					
	(ii) progressive total					
6. Number of Enumerator Blocks for which Compilation Sheet for Appendix 3 is prepared	(i) during the week					
	(ii) progressive total					

—contd.

APPENDIX 16.2—*contd.*

PART C—TOTALLING OF RURAL/URBAN MASTER PCA AND PREPARATION OF VILLAGE/TOWN/PANCHAYAT PCA AND APPENDIX 3 TO TABLE A1

Number of villages taken up ..... Total No. of karas/desoms in the villages taken up.....

Number of towns taken up ..... Total No. of wards in the towns taken up.....

1. Number of karas/desoms for which total has been struck in Rural Master PCA	(i) during the week ..... (ii) progressive total .....
2. Number of wards for which total has been struck in Urban Master PCA	(i) during the week ..... (ii) progressive total .....
3. Number of villages for which Village PCA is completed	(i) during the week..... (ii) progressive total .....
4. Number of towns for which town PCA is completed	(i) during the week..... (ii) progressive total .....
5. Names of taluks (both rural and urban) for which PCA is completed so far	1..... 2..... 3..... 4..... 5..... 6..... 7.....
6. Names of taluks (both rural and urban) for which totals for Appendix 3 to Table A1 have been worked out so far	1..... 2..... 3..... 4..... 5..... 6..... 7.....
7. Number of Panchayats for which Panchayat PCA is completed	(i) during the week..... (ii) progressive total.....

(No forwarding letter necessary) *Submitted·*

Signature of Supervisor .....

Date.....

Name .....

Address of the office.....

APPENDIX 16.2—*contd.*

III

PROGRESS REPORT ON COMPILATION OF PCA IN REGIONAL TABULATION OFFICES

(*From the Regional Deputy Director to the Director*)

(Due at the Directorate on the 5th and 20th of every month)

Progress report for the fortnight ending on.....

Name of Regional Tabulation Office.....

Part A—Taluk/Town-wise progress in editing and preparation of BCS

Sl.		*Total No. of Blocks in the*	5% *sample*		15% *sample*		*Addl.* 20% *sample*		*Balance* 60%	
No.	*Name of Taluk/Town*	*taluk/town*	*(a)**	*(b)**	*(a)**	*(b)**	*(a)**	*(b)**	*(a)**	*(b)**

*(*a*) Total number of blocks in the category

*(*b*) Progressive total number of blocks for which editing and preparation of Block Compilation Sheet completed

Part B- Editing and Preparation of BCS, Rural/Urban Master PCA and Compilation Sheet for Appendix 3

Sl. No.	*Item of work*			5% *sample*	15% *sample*	*Addl* 20% *sample*	*Balance* 60%
1.	Number of Enumerator Blocks for which editing completed and Block Compilation Sheet prepared	(a) during the fortnight	R				
			U				
		(b) Progressive total	R				
			U				
2.	Progressive total number of taluks, if any, for which the Block Compilation Sheets are prepared so far for all blocks falling in 5%, 15%, Addl. 20% and 60% respectively						
3.	Progressive total number of towns, if any, for which the Block Compilation sheets are prepared so far for all blocks falling in 5%, 15%, Addl. 20% and 60% respectively.						
4.	Number of Enumerator Blocks whose figures are copied into the Rural Master PCA	(a) during the fortnight					
		(b) progressive total					
5.	Number of Enumerator Blocks whose figures are copied into the Urban Master PCA	(a) during the fortnight					
		(b) Progressive total					
6.	Number of Enumerator Blocks for which Compilation Sheet for Appendix 3 is prepared	(a) during the fortnight					
		(b) progressive total					

APPENDIX 16.2—*concld.*

Part C—Totalling of Rural/Urban Master PCA and Preparation of Village/Town/Panchayat PCA and Appendix 3 to Table A1

Number of Villages taken up	Total No. of karas/desoms in the Villages taken up.....
Number of towns taken up	Total No. of wards in the Towns taken up.....
7. Number of karas, desoms for which total has been struck in Rural Master PCA	(a) during the fortnight .....
	(b) progressive total .....
8. Number of wards for which total has been struck in Urban Master PCA	(a) during the fortnight .....
	(b) progressive total .....
9. Number of Villages for which Village PCA is completed	(a) during the fortnight .....
	(b) progressive total .....
10. Number of towns for which Town is completed	(a) during the fortnight .....
	(b) progressive total .....
11. Number of Panchayats for which Panchayat PCA is completed	(a) during the fortnight .....
	(b) progressive total .....
12. Names of districts for which District PCA is completed so far	1.....
	2.....
	3.....
	4.....
13. Names of districts for which Appendix 3 to Table A1 is completed so far	1.....
	2. .....
	3.....
	4.....

(No forwarding letter necessary) Submitted

Signature of the Deputy Director..... ...

Date.....

CHAPTER 17
CONCLUSION

17.1 This report now comes to its conclusion after recording the variegated experiences and multifaceted rigmarole associated with the conduct of the 1981 census enumeration and tabulation. I hope this account will be of some utility and interest to my successors. Census is a fascinating subject and the census reports are invaluable documents which serve as virtual treasure houses for the knowledge-hungry. I, therefore, consider it a duty in census to make the census publications as rich, comprehensive and alluring as possible in quality, content and presentation. We have designed and produced the 1981 census volumes of Kerala with this object always in mind. In the Provisional Totals series, Kerala has brought out Paper 1 - Provisional Population Totals which has already been referred to in Chapter 11, and Paper 2 – Rural-urban composition, Workers and Non-workers (and Disabled Persons). In fact the provisional totals of Rural -urban composition and Workers and Non-workers could have been brought out as two separate Papers since we had prepared enough analytical material on each. In the Final Totals series, we have brought out Paper 3 – Final Population Totals, Paper 4 – Primary Census Abstract for Scheduled castes and Scheduled tribes and Paper 5 – Workers and Non-workers. We expanded the scope and content of the first four Papers from what was required as per the routine all-India pattern while the fifth Paper is one specially brought out by us to obviate the long wait for the data till the publication of the District Census Handbooks. Another special publication brought out by me was the Souvenir on the 1981 census intended to capture and preserve the more interesting glimpses and vignettes of the various census experiences which would otherwise have been lost in oblivion with the efflux of time and disposal of old files. With the object of completing the collection of old census reports in the Census Office library, I also initiated steps to reproduce plain paper copies of the priceless old volumes which would otherwise perish to dust, to obtain spare copies of missing volumes from the State Secretariat Library and the Madras Archives and to procure micro-fiches of complete collections of census reports of India, Travancore, Cochin and Madras.

17.2 Before concluding, it is my pleasant duty to express my gratitude to the Government of Kerala including the highest dignitaries, Chief Secretary, Secretaries and heads of departments and the hierarchy of census officers at various levels for their unstinted and whole-hearted co-operation throughout the period of preparation and execution of the 1981 census. I must specially record the courtesy, consideration and kindness extended to me by the Governor Smt. Jothi Vencatachellam, the Chief Minister Sri E.K. Nayanar and the Revenue Minister Sri P.S. Srinivasan, who all gladly obliged my every request on census, the Governor for her message, for the enumeration and revisional round of herself, for the release of a census publication and presentation of census medals, the Chief Minister for authorising the Collectors' Conference, for holding another conference to consider

the choice of enumeration personnel, for enumeration inauguration, and for release of a census publication, and the Revenue Minister for the Collectors' Conference, associating me in the decision on the formation of a new district and for dropping the move to transfer a District Census officer midway through the census operations. The Chief Secretary Sri G. Bhaskaran Nair was a great source of strength and support in our dealings with the state government. His sarcastic wit and light-hearted banter deceptively concealed his helpfulness and consideration. To give one instance, when I personally requested him that an important general circular to the effect that census work will also be taken into account for the overall assessment of every census officer and entered in the confidential report be issued in the Chief Secretary's name to give it due weight, his seemingly supercilious reply was that he will decide whether it should be signed by a Deputy Secretary or an Under Secretary but true to his real self when the circular came out it was in the name of the Chief Secretary himself just as I had wanted! It was a matter of good fortune that the 1981 census operations benefited so immensely through the magnanimous support of all these dignitaries during the crucial period.

17.3 I must also place on record the whole-hearted co-operation and help received in various matters at various stages of the census operations and in getting staff on deputation etc. from Sri M.S.K. Ramaswami, Secretary (GAD), Sri N. Gopalakrishnan Nair and Sri V. Krishnamoorthi, Secretaries (Revenue), Sri C. P. Ramakrishna Pillai, Secretary (Public Works), Sri N. Krishnan Nair, Secretary (Taxes), Sri C. Ramachandran, Director of Public Instruction, Sri V.M. Augustine, Director of Municipalities, Sri M. Subbayyan, Director of Panchayats and Sri N. Kunhikoya, Secretary, Board of Revenue. Among the District Collectors, Sri K.M. Balakrishnan, Collector of Kozhikode, deserves special appreciation for the exemplary interest and enthusiasm evinced by him right from the time when he responded to my first letter seeking co-operation till the very close of the operations and he was befittingly selected by me for the Silver Medal for the best Principal Census Officer in the state and I also got the Registrar General to write a commendatory letter to him.

17.4 It is my pleasure to place on record the exemplary zeal, energy, enthusiasm and dedication displayed by my colleagues of this Directorate at all levels. The arduous work of field supervision of the census operations was ably shouldered in their allotted districts by the Regional Deputy Directors Sri P. Bhaskaran Nair T. K. Balakrishnan Nambiar, Sri. K. K. Muhammed, Sri K. S. Vellodi, Sri. M. Krishnamoorthy and Sri P. Gopalakrishnan Nair. Sri P. Bhaskaran Nair, Sri T.K. Balakrishnan Nambiar and Sri K.K. Muhammed then did a tremendous job in carrying through the tabulation operations successfully. Sri P. Bhaskaran Nair and Sri T.K. Balakrishnan Nambiar manfully bore the burdens of running the tabulation offices even longer in the face of agitations by retrenched employees and completed the coding and subsequent tabulation jobs in record time. While Sri Bhaskaran Nair displayed unflagging energy and application till the close of

the operations even at his age after superannuation (he was later appointed as Additional Private Secretary to the State Health Minister), Sri Balakrishnan Nambiar exhibited a vigour and dedication which made light of the handicap imposed by an attack of the disease of cancer which caused the surgical removal of one lung in April 1981 and subsequent secondaries in the brain which finally took his life on 5-8-1983. The outstanding service of these two Regional Deputy Directors deserve special mention. In the Directorate Sri B.T. Pillai, Deputy (later Joint) Director, competently undertook the assignments entrusted to him. I place on record the excellent services rendered by Sri S. Jayashanker, Assistant Director (Technical) and Sri K.V. Ramaswami, Assistant Director (Administration) in superbly shouldering the burdens of their respective wings and the conscientious work done by Sri K. Gopinathan, Investigator (later Assistant Director) in the organization and conduct of the census and the subsequent tabulation operations.

17.5 The painstaking efforts that have gone into making this report a copious and comprehensive compendium shall be rewarded and I shall be gratified if it serves as a useful reference volume in the times to come in recording the tremendous toil and meticulous planning that have gone into this census and providing an insight into its problems and challenges, its trial and tribulations and its thrills and triumphs.

"I shall be telling this
Somewhere ages and ages hence.
Two roads diverged in a wood,
I took the one less travelled by,
And that has made all the difference."

APPENDIX 17.1
ACKNOWLEDGEMENT

In the context of the smooth and successful culmination of the 1981 census operations, it is our privilege to place on record the devoted services rendered by the dedicated band of official both in the Census Department and in the field hierarchy, the unstinted co-operation extended by the state government, the media and the public and above all, the inspiring guidance and encouragement provided by our workaholic chief Mr. P. Padmanabha, IAS, Census Commissioner, India. Time and again throughout the gruelling months of preparation and execution, we had occasion to receive from him prompt words of appreciation and commendation for every good job done, as briefly indicated below.

About the measures adopted in this state for the supervision and the smooth and successful conduct of the operations, the Census Commissioner is his letter dated January 30, 1981 commented "The reporting and monitoring system which has been established is quite thorough and I am sure this will give you a complete control over the operations. I would agree with you that his would ensure close and effective supervision and I was happy to notice that you have established a very satisfactory system".

Again, in his letter dated February 10, 1981, the Census Commissioner, India said "It is only intensive touring that will ensure that the work goes on without any hitch and I am glad that you have been able to cover your state so many times and so intensively. This in itself will ensure smooth and successful completion of the census".

Regarding the Collectors' Conference arranged to discuss the preparatory measures for the Census on October 6, 1980, the Census Commissioner wrote "I am extremely happy to note that the Conference went off very well indeed and I am sure this will go a long way towards ensuring the success of the Census in Kerala. I am sorry to have missed it".

Regarding the publicity measures adopted in this state for the first phase of the 1981 Census viz. Houselisting operations in 1980, the Census Commissioner in his letter dated April 2, 1980 commented "The publicity measures adopted have been very wide and I am sure will pay us rich dividends in the actual operations. This is largely due to your having established laison with the departments concerned. This is very well organized indeed".

Again, about our publicity campaign for the census enumeration in February 1981, he had this to say in his letter dated March 12, 1981 "Your publicity campaign has been very well organized and I must compliment you on the very wide nature of the publicity methods adopted. In particular, the inauguration in almost all areas, novel schemes relating to guessing the population etc are certainly new innovations. The coverage is clear from the photographs and news cuttings. My congratulations on a very well thought out publicity programme".

About the publicity received in this state for the 1981 Census results the Census Commissioner said in his letter dated March 28, 1981 "This has been an excellent publicity effort and I was happy to see that you have received very good coverage. The newspaper reports are analytical and presented in a very readable manner, particularly the boxed items".

About the albums that we compiled with the photographs and news cuttings on the 1981 Census in Kerala, the Census Commissioner said in his letter dated July 2, 1981 "I think both these albums are extremely valuable historical material and should be retained permanently in your office. Apart from being of historical value, these are a record of personal achievement which I am sure must have given you a tremendous feeling of confidence and satisfaction".

If these were the opinions from above, the reactions from below are equally important since the success of the operations depended on the motivation and preparedness of the field officials under the Charge Officers. A conscientious and active Charge Officer from Quilon district (who has also been selected as the best Charge Officer in the district by the District Collector) had this to say in his letter dated March 15, 1981 "This is the third census I am participating in my service and of course the last. This time the instructions were clear and comprehensive. The syllabus of the training classes were much systematic. The training classes given by the Director were instructive. So also the various conferences held were effective. This time the census work took a conscientious outlook from the very start and the tempo could be maintained till the last. Every enquiry to the Director had an immediate response. In addition to all these, the Director took much pains to give wide publicity to the census work. As Charge Officer, I place my humble few lines of appreciation before the Director for the learned, systematic and effective leadership given in the 1981 Census". The high degree of motivation and earnestness manifest in these words are indeed gratifying and it is the dedicated and deligent services rendered by such officials in the field with high motivation that helped the state to acquit itself creditably in the 1981 census.

APPENDIX 17.2
ABOUT OUR FIRST PUBLICATION PAPER 1 OF 1981

Our first publication Paper 1 of 1981 – Provisional Population Totals of Kerala was well received and some of the reactions are extracted below which we share with the readers in all humility. This warm reaction from all sections, while giving us immense gratification in our toils, will also impel us to provide greater service to the specialised data-users as well as the enlightened general readers who will both find the census data fascinating.

Kerala's Paper 1 of 1981 was the very first to be printed and brought out among all the states in India in record time. The enumeration final round was over on 5th March 1981 and the totals were compiled and relayed from the 40,000 enumerators upwards through the 8,000 supervisors and over 130 charge officers in the 12 districts and the state totals were ready on 8-3-1981. The publication Paper 1 was finalised and its printing completed within the next ten days by burning the midnight oil literally, our object being to bring out the printed volume simultaneous with the official release of the provisional results of the Census. By meticulous advance planning and painstaking follow-up this was achieved and the books were brought out of the Press on 19–3–1981 evening and the first copy was airlifted to the Census Commissioner, India on 20–3–1981. The publication was presented to the Chief Minister of Kerala on 21–3–1981 morning and then copies of the Publication and the data were released to the newsmen immediately thereafter on the same day at a press conference held by the Director of Census Operations, Kerala at Trivandrum. It was a fitting finale happily climaxing the months of herculean efforts towards the successful conduct of this massive operation.

On perusing our Paper 1 of 1981, the Census Commissioner in his letter dated March 24, 1981 wrote "I must congratulate you on your Paper 1 which has been brought out excellently and I was particularly happy to see that you have added considerably to the information. This is a very good production and one can justifiably take pride in this. I would be happy if you could convey my thanks and good wishes to all our colleagues in your office who doubtless also were fully involved in this effort. This is just the beginning of what will doubtless be an excellent series of publications from Kerala". A large number of other personages have conveyed their appreciatory sentiments on receipt of our Paper 1 and the more important of these are extracted hereunder.

Views and opinions conveyed by dignitaries, fellow-officers and census colleagues on receipt of our Paper 1 of 1981

"My hearty congratulations for the success of the operations and for the efficiency shown in conducting them."

—A.K. Antony
Ex-Chief Minister, Kerala

"My warm congratulations on the publication of Paper 1. It certainly improves upon the high standards of Kerala Censuses. All the tables are very lucid and the photographs are good."

—Asok Mitra, ICS
(Retd.) Census Commissioner, India in the 1961 Census and now Professor, Jawharlal Nehru University New Delhi

"I congratulate you most sincerely for publishing this volume in so short a time after the census. As a previous Census Commissioner, though of a small unit, I have a fairly good idea of the work involved and hence the congratulations."

—B.V.K. Menon, IAS
(Retd.) Census Commissioner of Cochin in the 1941 Census

"I must congratulate you for the very prompt release of the census figures. The basic demographic traits of the people of Kerala presented so clearly in the Paper will be valuable and highly informative to all."

—Dr. U.S. Nair
Census Commissioner of Travancoré-Cochin in the 1951 Census

"It is an extremely interesting and impressive piece of work."

—Dr. Justice T.K. Thommen,
Judge, Kerala High Court

"I must congratulate you and your team of devoted workers in bringing out this very useful and informative volume in such a short time. You may be interested to know that some of the results of this preliminary report have been referred to by our M.Sc. students in their thesis to be submitted this year."

—Dr. R. Ramkumar,
Professor & Head, Department of Demography and Popultion Studies, University of Kerala

"It is very timely and useful material in our Library. My colleagues and students will be welcoming this number most warmly. Congratulations for the beautiful get-up, attractive format and excellent presentation of statistics."

—Dr. P.K.B. Nayar
Professor & Head, Department of Sociology
University of Kerala

"Your paper is an impressive work elegantly and exquisitely brought out. It provides a new perspective of enumeration and a total picture of a great task accomplished with distinction. It is an imaginative production within the framework of robust realism, more, a synthesis of the time-tested wisdom of tradition and the sophisticated techniques of modernity. The work is a perpetual acknowledgement of your abilities both as a leader and as an administrator and will assure you a place in the category of distinguished men drafted for similar jobs in the past."

—Dr. S.N. Sadasivan
Professor of Administration, Indian Institute of Public Administration

".....It has been nicely done!"

—Dr. K.I. Vasu
Pro-Vice-Chancellor, University of Cochin

"I am glad to see the compliments sent to you by the Census Commissioner, India for having brought up this in so short a time in an excellent way."

—T.M. Savankutty,
Chairman, Kerala Public Service Commission

"If I had not seen this document I would not have realised the tremendous effort required for this magnificent operation. May I congratulate you on the very speedy completion of this operation."

—M.C. Cyriac
Member, Kerala Public Service Commission

"The brochure has indeed been brought out in an innovating manner and provides a large quantum of very useful information."

—Vice Admiral O.S. Dawson
Flag Officer Commanding in-Chief,
Southern Naval Command, Cochin

"The publication is highly informative and is considerably useful to us in planning our telecommunication developments. The publication has indeed set the pace for accurate and comprehensive compilation which would be coming forth."

—D.R. Mahajan,
General Manager, Telecommunications, Kerala Circle

"Let me also congratulate you for bringing this out so promptly."

—P.G.K. Panicker
Director, Centre for Development Studies, Trivandrum

"May I also congratulate you on the speed with which you have brought out this excellent publication. The publication, I am sure, will prove useful for us for planning our programmes."

—K.N. Nair
Station Director, All India Radio, Calicut

"I take this opportunity to congratulate you on the excellence of the work turned out by your department under your dynamic leadership. Usually a production of this nature is bound to be, as the idion goes, dry as dust. But your touch has certainly made it golden, a thing to be cherished and studied in depth."

—Prof. C.K. Narayanan
Principal, Nehru Arts and Science College, Kanhangad

"It is really a very informative and useful piece of publication apart from its beautiful get-up projecting your personality and individuality. No doubt it is a treasure to be preserved and any amount of congratulations to you will not be adequate. There is nothing surprising that a publication of this kind would receive encomiums which you richly deserve."

—C.P. Chandrasekharan
The Hindu, Cannanore

"Indeed it is a valuable record full of original information. Your careful editing, illustrations and intelligent ideas have made it more beautiful. This rare publication deserves all praise."

—P. Gopi
Malayala Manorama, Cannanore

"The in-depth study your team has been able to make in such a short time as disclosed in the paper shows the originality and devotion of the leadership. I am certain the publication will serve as a model to many other states."

—T. Balakrishnan Menon
Chief Engineer (Retd.), Trivandrum

"I can very well appreciate that the collection of such enormous data, their tabulation and presentation in such simple and easily understandable style, that too immediatetv after the completion of census operations, required tremendous amout of planning, dedication and hard work. Even this very first publication reflects all these aspects. My congratulations and compliments to you, your lieutenants and staff for this great achievement."

—Dr. P.N. Nair, IFS
Chief Conservator of Forests, Kottayam

"The publication has been brought out almost within days of completing the enumeration. This, besides the quality of the contents, deserves the heartiest congratulations. The sincere appreciation of the Census Commissioner of India is a fitting tribute to this excellent production."

—P.S. Gopinathan Nair
Formerly Joint Director, Bureau of Economics and Statistics, Government of Kerala

"I must congratulate you on the remarkable speed and efficiency with which the census data have been tabulated and presented in a precise and intelligible form."

—T.N. Jayachandran, IAS
Secretary to Government of Kerala,
Agriculture Department

"I find the publication extremely useful and interesting. Please accept my hearty congratulations on this excellent work."

—A. V. Venkatachalam, IPS
Special I. G. of Police, Trivandrum

"It has been brought out in record time and the get-up of the publication is also excellent. Please accept my warmest congretulations."

—R. Radhakrishnan, IPS
D.I.G. of Police, Trivandrum

".....excellent and valuable publication....."

—M. Abdul Sathar Kunju, IPS
D.I.G. of Police, Trivandrum

"On completion of the magnificent task of Census Operations for the State, I am sure you derive a big satisfaction. Also you deserve congratulations."

—K.J. Joseph, IPS
D.I.G. of Police, Cochin

"The publication is indeed useful, informative and is equally interesting too. The whole exercise is a commendable endeavour and no doubt a large part of the credit for this goes to you. I take this opportunity to congratulate you and your staff."

—R.K. Medhekar, IPS
Commissioner of Police, Trivandrum

"You and the team working under your leadership deserve to be congratulated on the efficiency shown in compiling, printing and making available such a lot of useful data so swiftly."

—Chemmanam Chacko
Director of Publications, University of Kerala

"I am really glad to know that your meritorious services rendered for the success of the census have been highly applauded by the Census Commissioner of India. Kindly accept my heart-felt congratulations."

—Dr. Vellayani Arjunan
Director, State Institute of Encyclopaedic Publications
Trivandrum

"It is indeed a very useful publication, beautifully designed and printed."

—C. Ramachandran, IAS
Director of Public Instruction, Kerala, Trivandrum

"I must congratulate you and your staff for bringing out such an excellent publication within a short period after the census. It brings a lot of credit to you and your organisation. I look forward to receiving your subsequent publications on this very interesting subject."

—R.C. Choudhury, IAS
Chairman, Marine Products Export Development Authority, Government of India, Ministry of Commerce, Cochin.

"Hearty congratulations for the Paper on the 1981 Census. I find very useful information in this and as a student of demographic studies I value the information furnished therein."

—Sarala Gopalan, IAS
Executive Director, Central Social Welfare Board
New Delhi

"Even glancing through it, one can easily make out what a fund of information it provides. I must congratulate you for bringing out dry statistical information in such an interesting manner."

—J. Lalithambika, IAS, Cochin

"I must really congratulate you for having brought out this excellent publication. I do not recollect having ever seen statistical information presented in such an absolutely fascinating manner."

—K.M.Chandrasekhar, IAS
Cochin

"It is a nice document with all the relevant information. My hearty congratulations to you."

P.K. Sivanandan, IAS
District Collector, Idukki

"I would like to convey my congratulations for your excellent publication. Having gone through it from cover to cover I feel fully justified in saying so. I am proud of your achievement and its quality. Knowing you, I know, it cannot be otherwise. For the first time you have romanticised the otherwise mundane and drab business of census operations, giving it a new dimension and aura of grandeur. It appears that anythig can be made fascinating and florified if the right approach is made by right persons."

—K.J. Mathew, IAS
Trivandrum

"This publication is highly informative and extremely useful. I am sure you and your colleagues must have taken great pains in compiling this booklet. You can certainly take credit for undertaking such a stupendous task and preparing such a booklet which must be a model for other states. I hope that the Directorate of Census Operations, Kerala, under your able and dynamic leadership will bring out many more similar publications shortly."

—K.R. Rajan, IAS
Cochin

'Kindly accept my heartiest congratulations for bringing out such a well-written and beautifully designed Paper which is so impressive from cover to cover."

—I.C. Srivastava, IAS
Director of Census Operations, Rajasthan

"It was quite pleasure to receive your beautiful booklet after the stress and strain of the Census which we have just left behind. Allow me to congratulate you on your excellent performance which is manifest in the quality and content of the publication."

—R.K. Birendra Singh, MCS
Director of Census Operations, Manipur

"Congratulations for your nice publication."

—S.N. Ghosh, IAS
Director of Census Operations, West Bengal

"The publication is excellent for the analysis of the facts and figures and trends, nice reproduction of photographs, charts, maps and diagrams so carefully prepared, the array of figures at the statutory town and taluk levels, the synoptic history of census in India and Kerala etc. which cast a spell on me for quite some time and I gloated over the pages of the fascinating publication. The analysis of sex ratio and literacy rates are thought-provoking. Paper I is a mini administration report and general report rolled into one. The preparation of such a magnificent publication within so short a span of time from 8-3-1981 (10-30 a.m.) to 20-3-1981 must have been done in breathtaking rocket speed without abdication of quality. The photographs made the hectic days of census-taking nostalgic, memorable and warmly intimate."

—S. Sinha
Deputy Director of Census Operations, West Bengal

"The publication is absorbing and the pictures therein tell interesting stories of the census operations."

—T.V. Srinivasan, IAS
Joint Director of Census Operations, Tamil Nadu

"A perusal of the publication reveals the dedication and hard work put behind it, besides the attractive presentation of data."

—Jai Kumar Jain
Deputy Director of Census Operations, Rajasthan

"The Kerala Directorate deserves to be congratulated on bringing out within such a short time an excellent publication which provides fairly exhaustive information on Kerala."

—A.W. Mahatme
Deputy Director of Census Operations, Maharashtra

"I am very glad to read the splendid opinions you have received on your census publication. May I also add my voice to those others and say how very much I enjoyed looking at the special features that you have introduced in this publication."

—V.K.R.V. Rao
Bangalore

On perusing the opinions the Census Commissioner, India again wrote in his letter dated April 25, 1981 "As I wrote to you earlier Paper 1 has been brought out very well and I think what has been said by friends and colleagues is fully deserved. I am sure this will have come as a shot in the arm to you".

APPENDIX 17.3

ABOUT OUR SECOND PUBLICATION PAPER 2 OF 1981

"Let me congratulate you on this publication. It has come out very well indeed and I must say that you have take i particular efforts in the preparation of analytical notes. I liked the chart of constitutent units of rural and urban areas and the illustrative bar diagrams. I must congratulate you on this."

—P. Padmanabha, IAS
Census Commissioner, India

"Your comments on the various aspects, demographic and economic, that precede each table force the reader to make a critical a study of the figures—a very rewarding experience indeed. The human element introduced through the photographs, the maps and the well-designed charts and above all the brief historical notes on the gradual evolution of the different facets of the Census make the paper a fascinating document."

—Dr. U.S. Nair
Census Commissioner for Travancore-Cochin (1951)

"I must say a lot of hard work has definitely gone into producing this valuable and informative document which will be of great use to persons in all walks of life."

—Admiral O.S. Dawson
Chief of the Naval Staff India

"The volume looks as impressive and well-prepared as Paper 1 itself. I congratulate you on your tremendous achievement."

—Dr. Justice T.K. Thommen
Judge, Kerala High Court

"I am delighted to receive your second publication. It is informative, useful and at the same time interesting. I am sure that these two publications will serve as excellent pieces of reference for people from different walks of life. I extend my warm congratulations to you and your team of devoted workers for handling such a tough assignment in the most creditable manner."

—Paul P. Mani
Ex-Minister, Chairman, Greater Cochin Development Authority

"Hearty congratulations on the high quality of work at all stages, the remarkable speed of data processing and the promptness of publications. The excellence of printing and style of production should make your publications commendable as models for others to follow. One of my hobbies is to discover flaws in government statistical publications. I have not found any in your Papers 1 and 2!"

—Dr. N.T. Mathew
Formerly Director, Central Statistical Organization

"I take this opportunity to congratulate you for the speed with which this publication has been brought out and the beautiful presentation of maps and data. As one who has worked in the Census Organization for some time I know the amount of care and trouble that your organization would have taken to bring it out so beautifully and so quickly."

—M. Joseph, IAS

"Dry as dust material has been processed and brought out in a very delicious form retaining the scientific utility. May I congratulate you and your team for this excellent achievement."

—C.P. Ramakrishna Pillai, IAS, (Retd.)

"I wish to congratulate you on the excellent work done by you and your team. The data contained in the book will be of immense benefit to us in many of our projects."

—Dr. V. Balakrishnan, M.D.D.M.
Professor of Gasteroenterology, Medical College
Trivandrum

"Paper 2 of 1981 has added one more feather to your cap. The amount of stress and strain taken by you and your staff for compiling all the data in a publication of this kind is really commendable. I am sure there is no other state in our country which has the honour of releasing such a useful and attractive publication."

—C.P. Chandrasekharan
The Hindu, Cannanore

"A neat and useful publication reviving our interest in the geography and history of the state. This surely is a welcome addition to any library."

—V. Bhaskaran Nambiar
Advocate-General, Kerala

"I was very favourably impressed by the extraordinary care with wihch the data has been analysed, and the district-wise data that you have given all aspects."

—Kamala Gopal Rao
UNICEF, Regional Officer for South Central Asia
New Delhi

"The Paper is another tribute to your industry, imagination and earnestness shown in the area of census operations. It also speaks of your ability for organizing and directing teamwork and your insistence on high production standards. The contents are so systematically arranged as to make references easy. The charts, graphs and maps included in the paper greatly enhance its value and utility. I congratulate you upon this splendid performance."

—Dr. S.N. Sadasivan
Professor and Programme Director
Indian Institute of Public Administration, New Delhi

"I must say that it is an excellent work done by you. It contains very useful information on selected demographic features of Kerala.....the paper has attempted very useful analytical notes."

—K.V. Nambiar, IAS

"The attractive presentation of statistics in the publication shows dedication and hard work put behind it. I take this opportunity to congratulate you in bringing out such an excellent publication within this short period."

—N.V. Madhavan, IAS

"This booklet as in the case of the first volume bears the imprint of your personality and dynamism. The first volume is preserved by me as an unavoidable reference book. These two publications together constitute a treasure house and a very valuable data bank."

—K.R. Rajan, IAS

"Even a cursory reading of the paper indicates that it maintains the high standards set by the preceding paper. The lucidity of the tables, maps and diagrams enhance the value of this extremely useful publication."

—Rajagopal Narayan, IPS
Inspector General of Police (Vigilance) Forests &Taxes

"Apart from the extremely good get up of the publication the wealth of information it contains is of great utility to persons working in diverse fields. You and your staff deserve all compliments for this wonderful effort."

—P. Gopinathan Nayar, IPS
Commandant-General, Home Guards, Fire Services & Civil Defence

"It is indeed a perfect work, aesthetically satisfying and intellectually stimulating, and a fitting tribute to the tremendous organization and labour that have gone into the mammoth operation. Let me offer you my congratulations on this proud achievement and join in the universal acclaim, it has justly evoked."

—Abraham Kurien, IPS
Central Bureau of Investigation

"Apart from the wealth of data it contains, the collection of which must have involved a stupendous effort and a meticulous concern for detail, the printing is excellent."

—R.K. Medhekar, IPS
Commissioner of Police, Trivandrum

"We were eagerly awaiting the release of the report. The report is well brought out. The printing is clear and the book is easy to handle. I must congratulate you for the excellent work you have brought out. The staff and students are making good use of the information contained in the report."

—Dr. R. Ramakumar
Professor and Head Department of Demography and Population Studies, University of Kerala

"You have stolen a march over others this time also and I must congratulate you for it. The utility and relevance of much of social statistics lie in their freshness and selectiveness. In this you have done a thoughtful job to the user public."

—Dr. P.K.B. Nayar
Professor and Head Department of Sociology
University of Kerala

"It was a pleasure to glance through this very well brought out publication. I am sure it must have cost you a great deal of hard work, bordering on research to put together the analysis of the data. Please accept my hearty congratultions on a publication that from the point of view of all your colleagues has been well worth waiting for."

—P.P. Mahana
Director of Census Operations, Maharashtra

"Your paper has been one of the best and I have found it very useful and informative. Congratulations."

—S.N. Ghosh
Director of Census Operations, West Bengal

"Like its predecessor, this beautiful publication is also an achievement of which you and your colleagues can justly be proud of."

—R.K. Birendra Singh
Director of Census Operations, Manipur

"I congratulate you to bringing out Paper 2 with beautiful arrangement of contents and valuable analysis of census data."

—Ardaman Singh
Director of Census Operations, Chandigarh

"The melliflous analysis of census statistics together with fine photographs and impressive charts and diagrams go to make the volume at once interesting and informative. I am sure, even a casual reader would not be inclined to place it back on the rack without thumbing every page. The get-up is excellent. It is yet another valuable contribution by you to census literature. Kindly accept my hearty congratulations."

—N. Rama Rao
Assistant Registrar General (C & T)

"I must congratulate you for bringing out an impressive, lucid and well-illustrated publication."

—N.G. Nag
Deputy Registrar General (SS)

"One is overwhelved by the amount of data that seems to be going this time into the Kerala reports of 1981 census. Please accept my hearty congratulations on the high quality of your analytical notes, as also of the maps, diagrams and charts."

—A.W. Mahatme
Joint Director of Census Operations, Maharashtra

"Paper 2 is so beautifully brought out in such a short time. Kindly accept my heartiest congratulations for the publication which provides exhaustive information."

—J.K. Patel
Deputy Director of Census Operations, Gujarat

"Let me congratulate you on bringing out such an impressive census document. The analysis of data is very educative and will help me personally to formulate my analysis of whatever write-up I take up in future on these lines."

—J.C. Kalra
Deputy Director of Census Operations, Punjab

"It is really superb....."

—L.K. Chaturvedi
Deputy Director of Census Operations, Rajasthan

"Kindly accept my heartiest congratulations for this fine publication which contains beautiful and illustrative graphic presentations besides well-studied statistical analytical notes."

—N.K. Bhargava
Deputy Director of Census Operations, Rajasthan

"Kindly permit me to congratulate you and your colleagues for bringing out so superbly the Paper 2 of 1981. Apart from the valuable analysis of data and beautiful get up it is par excellence a treasure in presentation of statistics as also an attractive and informative work."

—B.D. Sharma
Assistant Diector of Census Operations, Chandigarh

APPENDIX 17.4

ABOUT OUR PAPER 3 OF 1981—FINAL POPULATION TOTALS

"I was delighted to receive your letter with a copy of Paper 3. It is an extremely useful publication and I am sure will meet and satisfy all demands of data users. You have done very well indeed."

—P. Padmanabha, IAS
Census Commissioner, India, New Delhi

"This is yet another feather in your cap, if I may say so. You can reasonably take pride in meeting the data needs of a large body of users by bringing out this compendium, which has been enriched by panchayat-wise and development block-wise data. The state, in my opinion, amply deserves the few words of praise said in para 8.4 on page 34. Heartiest congratulations."

—K.K. Chakravarty
Deputy Registrar General (C&T) New Delhi

"Like in the previous occasions this time too you have brought out a very useful volume which speaks of the dedicated work that has been put in to produce it. I congratulate you on this achievement."

—Dr. R. Ramakumar
Professor of Demography, University of Kerala

"I find that the book is a well prepared document which would be very useful for studying the socio-economic development of the various areas in Kerala as well as to use as a basic document for the purpose of planning developmental programmes of specified areas. Let me congratulate you on publication of a very useful document giving all the relevant information on population."

—K. Mohanachandran, IAS
Chairman, Cardamom Board, Cochin

"I find this publication also well presented, comprehensive and informative. I am sure that this veritable gold mine of census data will come in quite handy for those engaged in social and economic planning of Kerala."

—T.N. Jayachandran, IAS
Chairman, Cochin Port Trust

"I have great appreciation for the work and I am sure that it will be useful not only to myself but to my organization also."

—Paul P. Mani
Chairman, Greater Cochin Development Authority

"The book looks very impressive and well prepared containing extremely useful information."

—Dr. Justice T.K. Thommen
Judge, Kerala High Court

"It is gratifying to see the results of your endeavours in the form of this compendium which gives a clear idea about the population profile of the Kerala state. The addition of community development block-wise final population tables is a new feature of your publication besides the manner of presentation and the total format of the volume. Please accept my heartiest congratulations on bringing out much-needed data in a beautiful form."

—I.C. Srivastava, IAS
Director of Census Operations, Rajasthan

"I must congratulate you for bringing out this informative volume in such short time. The value of the publication has been considerably enhanced due to inclusion of maps, charts and diagrams as illustration material."

—N.G. Nag
Dy. Registrar General (Social Studies), New Delhi

"As a compendium of latest basic census data needed by laymen, scholars and administrators alike, it is bound to be in much demand. My hearty congratulations."

—N. Rama Rao
Assistant Registrar General (Census & Tabulation)
New Delhi

"The volume is extremely impressive and I am surprised to see that you could produce in the printed shape data even upto the village level. Kindly accept my congratulations."

—J.C. Kalra
Dy. Director of Census Operations, Punjab

APPENDIX 17.5

ABOUT THE 1981 CENSUS KERALA SOUVENIR

"This is a completely new innovation and congratulations on bringing this out. It makes fascinating reading and I must say that you have scored one on all of us."

—P. Padmanabha, IAS
Census Commissioner, India
New Delhi

"A lot of effort has gone into the preparation of this Souvenir and I am sure this will be a useful document not only from the point of view of reference but also by way of education."

Admiral O. S. Dawson, PVSM, AVSM
Chief of the Naval Staff, New Delhi

"Thank you for your extremely impressive souvenir on the 1981 Census which I am indeed happy to receive."

—Dr. Justice T.K. Thommen
Judge, Kerala High Court

"It is really a very useful publication which reflects your extraordinary ability in the compilation of interesting and informative materials. This mine of information is a boon for our Institute for collecting population data. It is doubtless that the work is highly applaudable."

—Dr. Vellayani Arjunan
Director, State Institute of Encyclopaedic Publications
Trivandrum

APPENDIX 17.5—*contd.*

"The Souvenir is very much interesting and informative. I congratulate you for taking so much efforts to bring out such a valuable Souvenir."

—C.S. Pillai
Editor, Yojana (Malayalam)

"The beautiful picturesque souvenir....shows how interesting a census can be contrary to the belief of many that it is a dry process of collecting data. I think that it has also a high educative value."

—Dr. R. Ramakumar
Professor & Head Department of Demography
University of Kerala

"The Souvenir is innovative indeed. It makes pleasant reading. The cartoons and photographs are a welcome diversion from unrelenting numbers. The articles indicate that census can offer fertile ground for creative minds. The Roll of Honour assures that good work will be rewarded. Ten years from now, your successor can draw inspiration and guidance from the souvenir.

—Dr. P.K.B. Nayar
Professor & Head, Department of Sociology
University of Kerala

"All the three publications (Paper 1 & 2, Souvenir), I have no doubt, will stand apart from ventures of a similar nature for their exceptional quality. You have amply illustrated in all the three volumes that mathematical figures can be beautiful indeed if presented with the artist's imagination combined with the administrator's discernment. I find in their pages the felicitous outcome of the total involvement of the entire machinery geared up for quality and utility...."

—Prof. C.K. Narayanan
Principal, Nehru Arts & Science College

"It was a pleasure to go through the Souvenir. A great effort indeed imaginatively conceived and aesthetically executed."

—J. Padmagireeswaran, IPS
Inspector-General of Police (Vigilance)

"It is an innovative endeavour to bring out in concise manner certain salient points of census operations. It is delightful to see the series of cartoons which provides lighter side to the otherwise serious presentation of the subject."

—U. Mahabala Rao, IAS

"I must congratulate you for the very useful publications that you have brought out about the census operations. The last one which I have just received is another crowning example of your sincere efforts in this regard."

—N. Gopalakrishnan Nair, IAS

"The manner in which you have brought out Publications of 1981 Census-Kerala have already won public applause. By bringing out the Census 81 Kerala Souvenir you have added one more dimension and made this subject still more spicy and interesting."

—J.S. Badhan, IAS

"The Souvenir, like all other publications you have so far brought out, is very interesting and informative. You have proved that the othewise drab census figures can be made extremely interesting and pleasant to read by proper presentation. All your publications of 1981 Census are indeed of a very high standard in terms of content, lay-out and presentation. I hope there are still more to come."

—C. Ramachandran, IAS

"A Souvenir on the Census Operations is unheard of in the history of census movement and certainly is a unique venture. This souvenir and its contents display a lot of originality and present materials for interesting reading. I congratulte you in bringing out such an informative publication, which, I am sure is a model for other states in the country.

—K.R. Rajan, IAS

"It is quite original. The cartoons reproduced are hilarious and thecensus jokes are quite interesting. You can really proud of this publication."

—J. Lalithambika, IAS

"It is really a beautiful publication with a lot of information. Let me congrtulate you in bringing out such a publication with many illustrative flashbacks."

—Mathew C. Kunnumkal, IAS

"It is an excellent publication which cannot fail to evoke nostalgic memories of the past three years. We shall certainly cherish your publication. For the rest of us the memories of the 1981 census will probably remain locked in our minds."

—P.P. Mahana
Director of Census Operations, Maharashtra

"It has really been very successful in preserving the vignettes of the 1981 Census and shows that the so called dry-as-dust census operations have their own fascination and humour."

—Ravindra Gupta
Director of Census Operations, Uttar Pradesh

"It is presented in such a way that census which is otherwise a rather dry and drab subject is rendered most interesting and lively. The several cartoons depicting various incidents during enumeration are most amusing and humour of a high order. The many pictures covering the different stages of census are most informative and I am sure you must have taken a lot of pains and efforts in publishing such a highly interesting souvenir. I wish I could do the same in respect of my state."

—P. Lalnithanga
Director of Census Operations, Mizoram

"I must congratulate you for publishing Souvenir Census 1981 in such a beautiful arrangement with fine photographic depiction. It provides a new perspective of enumeration and a total picture of a great task accomplished with distinction."

—Ardaman Sinch,
Director of Census Operations, Chandigarh

"This is superb. Congratulations"

—K.K. Chakravorty
Deputy Registrar General (C&T)
New Delhi

"The Souvenir makes extremely interesting reading. I am so fascinated by its contents that I propose getting the Malayalam portions also translated in English. My heartiest congratulations to you and your - dedicated staff for the job so beautifully done."

—Group Captain B.B. Adlakha
Director (EDP), Registrar General's Office

"....a very impressive Census 1981 souvenir of Kerala. I hope this would definitely serve as a guideline to remember the events and all sided planning of the census scene in Kerala. I am keeping this in my personal collection."

—Dr. B.K. Roy
Deputy Registrar General (Map), New Delhi

"No doubt it is interesting and informative. Obviously, a lot of forethought and planning has gone in finalising this publicaton. My congratulations."

—N.G. Nag
Deputy Registrar General (SS), New Delhi

"It makes refreshing reading and contains for the benefit of the future census officials invaluable material which could not normally go in a routine report. I congratulate you for this thoughtful innovation."

—N. Rama Rao
Assistant Registrar General
New Delhi

"It vividly brings out pictorially the impact of census on the enumerator and the enumerated alike."

—K.S. Natarajan
Assistant Registrar General, New Delhi

"It is indeed a novel publication and remarkable addition to the series of innovative and enviable contributions made by the Kerala Directorate to the 1981 census under your able and inspiring leadership. I have read it with rapt interest."

—Abdul Gani
Joint Director of Census Operations, Jammu & Kashmir

"The hard-pressed census officers would welcome the relief they would receive on learning that the census job can also be enjoyable just as it is exacting."

—A.W. Mahatme
Joint Director of Census Operations Maharashtra

"Its presentation is really superb, eye-catching and imaginative. I have been very much enlightened through its perusal."

—Lal Krishan
Deputy Director of Census Operations, Uttar Pradesh

"I take this opportunity to express my sincere thanks for sending me the handsome, informative and interesting Souvenir. This is a novelty. Generally the past services are ignored on its fulfilment. Your goodself is an exception. I once again express my sincere gratitude."

—K. Kuttappan Nair
Tahsildar & Charge Officer

"It is very thoughtful of you to send me a copy and I feel proud to have been associated with the Census of India 1981."

—Commander A. Devoji Rao
INS Dronacharya, (Census Charge Officer)

"It was a great pleasure to receive a copy of the Souvenir on the 1981 Census. There is no doubt that it is interesting, informative and worth keeping as a memento to cherish my association with the 1981 Census."

—Lt. Cdr. T. Koshy
INS Venduruthy, (Census Charge Officer)

"I have no words to express my gratefulness to your goodself for having sent th publication without forgetting this humble worker in the 1981 Census."

-E.D. Thimmappa Shetty
Dy. Tahsildar & Dy. Charge Officer

CENSUS CIRCULARS
ISSUED BY
THE DIRECTOR OF CENSUS OPERATIONS, KERALA

CIRCULAR No. 1

September 18, 1979

Sub: Census 1981—General features and outline of the plan of operations

As you are aware, the next decennial Census of India will be taken in 1981. The reference date for the census has been notified by the Government of India as the sunrise of 1st March 1981. The census seeks to create an inventory of the country's manpower resources and demographic characteristics at a given point of time. The Indian Census has the rare distinction of having a long and unbroken series of over a hundred years dating back from 1872 whereby India has built up a rich and proud tradition in census-taking and we are now entrusted with the important task of carrying it forward.

2. The population census and the houselisting operations which precede it are major administrative exercises involving considerable investment in terms of time and money. It is therefore essential that the objectives of the census are fully met in terms of total coverage, accuracy and timeliness.

3. It may be remembered that within a fortnight of the census date the nation is provided with a profile of the population of the country and for achieving this task a lot of careful and meticulous planning and groundwork are necessary. The entire census operation is time-bound. Any operation missed, however simple it may be, will affect the smooth functioning of the census-taking and hence it is essential to follow the time schedule for every item of work scrupulously and thoroughly.

Legal basis

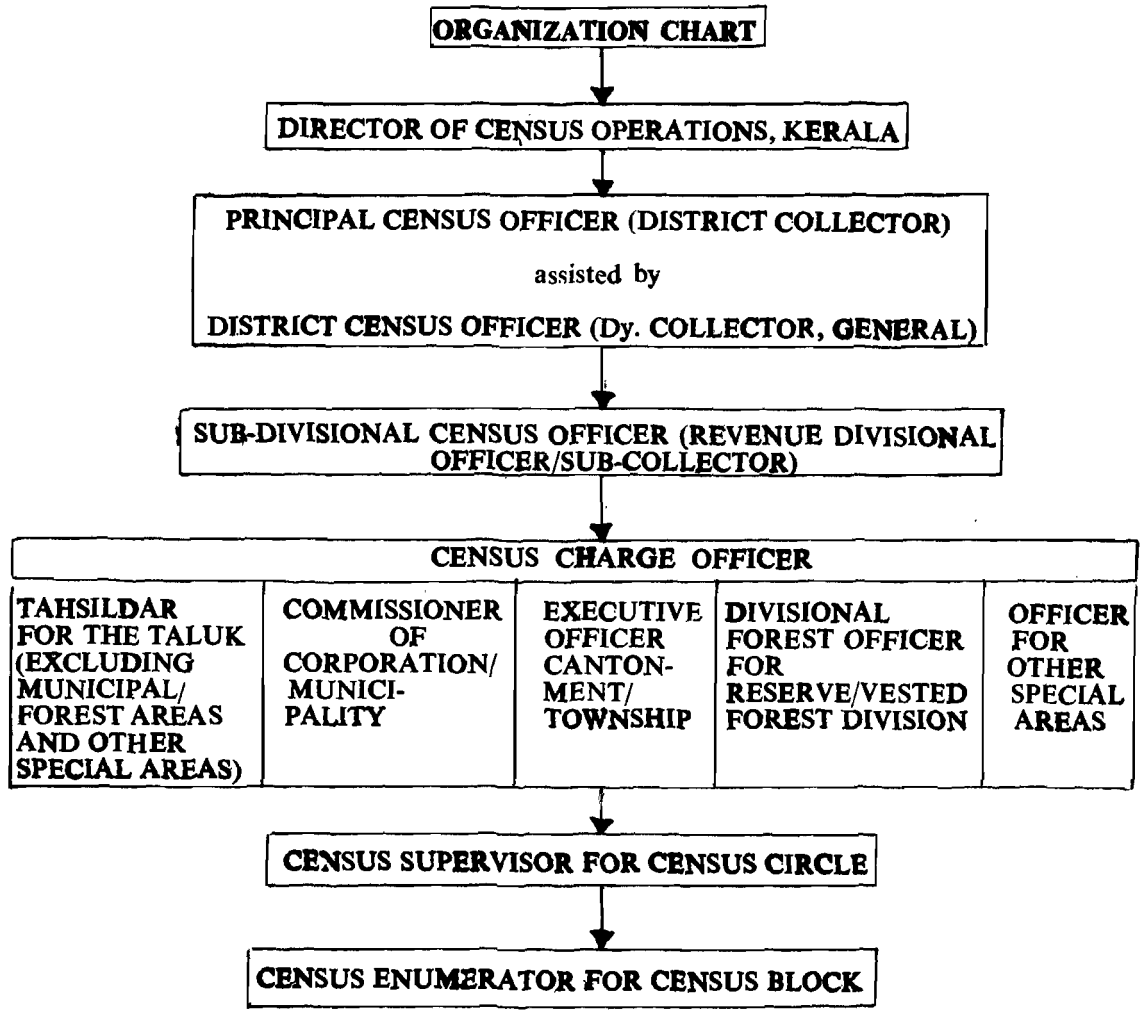
4. The Census Act (Act 37 of 1948) provides the legal basis of all census activity. A copy of the Census Act is enclosed as Annexure I to this circular. The State Government have already issued necessary notifications under the relevant sections of the said Census Act for the purpose of the 1981 Census. The important sections, their subject matter and the number and date of notification are furnished below.

Section of the Census Act, 1948	*Short subject*	*Number of notification*
3	Notification of the reference date of census date as 1st March 1981	No. 81404/Pol.C1/79 GAD-dated 7-7-1979
4(2)	Appointment of Census Officers (District Collector, Dy. Collector (General), Revenue Divisional Officer, Commissioners of Corporations/Municipalities, Executive Officers of Cantonment/ Township, Tahsildars, Divisional Forest Officers and Wild Life Preservation Officer, Thekkady)	S.R.O.No. 1054/79
4(3)	Power to sign declaration in writing in respect of a census Officer appointed by him	S.R.O.No. 1055/79
4(4)	Delegation of power of appointing census officer within the local area	S.R.O.No. 1056/79
7	Authorises the census officer to call upon all owners of lands, members and employees of local authorities, members of staff of factories, firms etc. to perform the duties of a census officer	S.R.O.No. 1057/79
12	Authorises the District Collector to sanction prosecutions under the Census Act	S.R.O.No. 1058/79

Notifications under sub-section (1) of Section 8, i.e., notifying the questions that will be put to all persons by the census officer, will be issued at the appropriate time. It may be noted that sections 9,10 and 11 define the duties, obligations and penalties. Section 15 of the Census Act guarantees the confidential nature of the data collected by the census officers. These provisions may be carefully studied. Copies of the relevant notifications already issued under the Census Act are enclosed as Annexure II to this circular.

Census hierarchy

5. G. O. (P) No. 493/79/GAD dated 31st Agust 1979 (Annexure III) indicates among other things the census hierarchy approved by the Government for the 1981 Census. The following organization chart depicts the census hierarchy adopted for Kerala State for the coming census. The Registrar General and Census Commissioner of India is the head of the Census Organization at the all-India level at Delhi.



Duties of Census officers

6. The Director of Census Operations will supervise and direct the census operations in the state. The functions and duties of the various Census Officers are as follows:

(*i*) *Principal Census Officer*

7. The Principal Census Officer, being the head of the census hierarchy in the district, is responsible for the entire census operations in his district. All arrangements for smooth conduct of the census in his district have to be made by him. The District Collector is also notified under the Census Act as the authority empowered to sanction prosecution should the need arise in an unlikely event.

(*iii*) *District Census Officer*

8. The District Census Officer will act on behalf of the Principal Census Officer at the district headquarters. He will be responsible for the appointment and control of Charge Officers, Supervisors and Enumerators and also for their training. He will also supervise the enumeration and revisional round and secure provisional population figures for the entire district (inclusive of reserve/vested forest divisions) within the shortest time and communicate the same to the Registrar General, India and the Director of Census Operations. The success of the census depends on his effective role in conducting the census operations.

(*iii*) *Sub-Divisional Census Officer*

9. For the first time in Kerala the Revenue Divisional Officer is inducted into the system of census-taking. He will assist the Principal Census Officer and District Census Officer especially in training and supervision of all grades of census officers under his jurisdiction and ensure complete success of the census.

(*iv*) *Charge Officer*

10. Charge Officer has a very important role in the census operations. The selection of supervisors and enumerators will have to be done by the Charge Officer. He has to impart effective training to supervisors and enumerators followed by proper distribution of sehdules and other forms, timely collection of records and reporting of provisional population figures on the stipulated dates.

(*v*) *Supervisor*

11. The supervisor is an important link in the census hierarchy. He has to master the instructions and other aspects of census-taking. He will have to closely supervise and guide the work of enumerators under him. He has to oversee the work of the enumerator, do test checks as instructed by his superiors and ensure that all forms reach the enumerator in sufficient quantity and that they are returned in time duly filled up. The timely reporting of provisional population figures depends on his ability to get the work done by the enumerators under him in time. The duties of the supervisor will also be explained in detail in his appointment order.

(*vi*) *Enumerator*

12. The Enumerator forms the backbone of the census organization. The success of the census, of course, depends on the quality of his work and the timely relay of figures collected by him. Therefore, selection of enumerators and their training are of utmost importance. The duties of the enumerator will be specifically given in his appointment order.

Stages of Census Operations

13. Some of the preliminary operations of census-taking viz. finalisation of census questionnaire pretesting of census questionnaire and appointment of census officer upto charge level have been completed by now. Hereafter the following stages of census operations have to be done according to the provisional programme indicated below:

Item	*Provisional dates*
I. PRELIMINARY OPERATIONS (RESIDUARY ITEMS)	
(i) Freezing of all jurisdictional changes (vide Annexure V)	To be completed before 1st October 1979
(ii) Preparation of list of villages, special areas, areas etc. and recognition of places as towns	To be completed before 31st October 1979
(iii) Preparation of jurisdictional maps	To be completed before 30th November 1979
(iv) Collection of data for Village/Town/ Forest Directory	To be completed before 30th November 1979

CIRCULAR No. 1—*contd.*

Item	*Provisional dates*
II. HOUSENUMBERING AND HOUSELISTING OPERATIONS	
(i) Appointment of housenumbering and houselisting personnel	To be completed before 25th December 1979
(ii) Training for housenumbering and houselisting personnel	
(a) Training to District Census Officers, Sub-Divisional Census Officers and Charge Officers by the Director of Census Operations	2-15 January 1980
(b) Training classes for supervisors and enumerators by charge officers at convenient centres followed by field training (2 consecutive days for each centre)	16th January 1980 to 10th February 1980
(c) Final round of training to supervisors and enumerators by charge officers (one per centre)	20–29 February 1980
(iii) Housenumbering preparation of layout sketches and filling up of houselisting schedules (Houselist and Enterprise List)	1st March 1980 to 31st May 1980
III. DELIMITATION OF ENUMERATION BLOCKS AND CIRCLES AND RELATED WORK	
(i) Formation of blocks and circles and preparation of block and circle register	15th June 1980 to 10th August 1980
(ii) Marking of blocks in layout sketches	15th June 1980 to 10th August 1980
(iii) Formation of blocks on enumeration of defence, floating and shifting population	To be completed before 30th September 1980
(iv) Preparation of abridged houselists for each block	To be completed before 30th November 1980
(v) Follow-up action on houselisting (updating of houselist and abridged houselist) and noting changes in B&C Register	To be completed before 25th January 1981
IV. ACTUAL ENUMERATION	
(i) Appointment of enumerators and supervisors for actual enumeration	16–31 August 1980
(ii) Training for enumeration	
(a) District Census Officers, Sub-Divisional Census Officers and Charge officers	1–25 September 1980
(b) Training classes for supervisors and enumerators by charge officers at convenient centres followed by field training (2 consecutive days for each centre)	1st October 1980 to 25th November 1980
(c) Second round of training to enumerators and supervisors at convenient centres (one day per centre)	10–31 December 1980

Item	*Provisional dates*
(d) Final round of training to enumerators and supervisors (one day per centre)	10–31 January 1981
(iii) Enumeration period	
(a) For all households	10–28 February 1981
(b) Residential hotels including rest houses dak bungalows, inspection bungalows and similar institutions meant for temporary halts	26 & 27 February 1981
(c) Residential hospitals including T. B. sanatoria, leprosy hospitals or asylums, mental hospitals, central jails, sub-jails, penal institutions, rescue homes, borstal schools, reformatories and lock-ups	26–28 February 1981
(d) Pilgrim or tourist special trains/bogies	28th February 1981
(e) Crew and passengers travelling in ships and other vessels	
1. belonging to Indian Navy	10–28 February 1981
2. belonging to ocean lines coming from foreign countries on or before 28th February 1981 and staying till sunrise of 1st March 1981	28th February 1981 or 1st March 1981
3. Indian mercantile ships plying between Indian ports and foreign ports	1st March 1981
4. Base vessles and miscellaneous ships	28th February 1981 or 1st March 1981
(f) Houseless persons	Night of 28th February 1981
(iv) Revisional round, handing over of records, relay of provisional totals and publication of provisional population of Kerala	First week of March 1981

14. Detailed circular letters will be issued on all items mentioned above. It has been decided that the Director of Census Operations will hold a conference of all census officers (Principal Census Officer, District Census Officer, Sub-Divisional Census Officers and Charge Officers) at district headquarters during October 1979. The various operations given under stages I and II above will be discussed at this conference. Discussions on the items covered under stages III and IV will be held sometime in May-June 1980. The instructions issued in each circular will have to be carefully gone through and scrupulously followed. Two copies of each circular will be issued to the Principal Census Officer (District Collector), District Census Officer, Sub-Divisional Census Officers and Charge Officers—one copy of the personal guard file of the concerned officer and the other for office use. Wherever additional copies are required the same will be supplied.

Recognition of places as towns and location code

15. Detailed instructions on the formation of towns will be issued separately and the matter is proposed to be discussed on the ensuing conference at the district headquarters in October 1979. The location codes to be adopted at the next census will be prepared in the office of the Director of Census Operations and will be supplied to all concerned in November 1979.

Clerical Assistance

16. Considering the additional workload in each office, orders are being issued by the state Government to provide clerical assistance to the office of the District Collector and Charge Officer. You are requested to draft experienced person (s) for this time of work, preferably those who have had some experience in the 1971 census. The expenditure on the clerical assistance will be borne by the Government of India.

Enumeration personnel and honorarium

17. It is propose to draw enumeration personnel from the following categories

I. HOUSELISTING OPERATION

Charge	*Supervisors*	*Enumerators*
(i) Corporations/Municipal towns/ townships/cantonments	Revenue Inspectors/ Health Inspectors/ Sanitary Inspectors	Amindars/Bill Collectors
(ii) Other Census towns and villages	Village Officers	Village Assistants/Villagemen/Bill collectors of Panchayats/Gramasevaks
(iii) Forest areas	Rangers	Foresters/Forest guards
(iv) Special areas	As nominated by the concerned charge officer	

II. ACTUAL ENUMERATION

(i) Corporations/Municipal towns/ townships/cantonments	School Teachers (preferably graduates)	School Teachers (S.S.L.C.) and above preferred
(ii) Other Census towns and villages	,,	,,
(iii) Forest areas	Rangers	Foresters/Forest guards
(iv) Special areas and special blocks	As nominated by the concerned charge officer	

The Charge Officers may assess the number of personnel available from these categories to be appointed as supervisors and enumerators. This point will be discussed in detail at the conference in October.

18. Suitable honorarium will be paid to the enumerators and supervisors. The final decision in this regard will be communicated to you later.

Recognition of meritorious work

19. Besides honorarium, the good work turned out by the census officers will be recognized and placed on record. Medals and certificates will be awarded to those persons who render meritorious service, as was done in earlier censuses.

Correspondence

20. Letters, telegrams etc. to the Director of Census Operations may be sent in the following address

(i) Postal:		The Director of Census Operations, Sastha Buildings, Kaudiar Avenue, Trivandrum-3, Pin–695003.
(ii) Telegram:		CENKERLA, TRIVANDRUM–695003
(iii) Telephone numbers	Trivandrum: Office	62972 Director, Dy. Director, Assistant Director (Admn) 61089 Director, Assistant Director (Tech)
	Residence:	64422 Director
	Residence:	61114 Dy. Director
	Residence:	61620 Assistant Director (Tech)

It may be noted that the State Government have permitted to use the telex and police wireless channels for communicating any urgent message on census operations. Copy of the circular letter issued by the State Government in this regard is also enclosed (Annexure IV) for ready reference. I also request you to provide me with your postal and telegraphic addresses and telephone numbers with name of exchange in the enclosed form.

21. I have briefly indicated the various aspects of the Census Operations in this circular. Let us look forward to a fruitful association and a rewarding co-operative effort in ensuring the successful conduct of the 1981 census.

22. This circular letter is being sent to all Principal Census Officers, District Census Officers, Sub-Divisional Census Officers for information and necessary action.

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

Director of Census Operations

Enclosure:

Annexure I The Census Act, 1948
II Notifications under the Census Act
III G.O. (P) 493/79/GAD dated 31-8-1979
IV Letter of State Government on use of telecommunication facilities
V Instruction of State Government on freezing of jurisdictional changes

To

All charge Officers
Director's Table/DD/AD(T)/AD(A)

Annexure I

THE CENSUS ACT 1948

Act No. 37 of 1948

(Passed by Dominion Legislature)

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

(Amended by Acts 40 of 1949, 51 of 1950, the adaptation of Laws Order 1950, Act 36 of 1957, Act 22 of 1959 and Act 56 of 1974)

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

Whereas it is expedient to provide for the taking of census in[1] ***India or any part there of whenever necessary or desirable and to provide for certain matters in connection with the taking of such census;

It is hereby enacted as follows:—

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

[2][(2) It extends to the whole of India [3] ***]

2. **Rule of construction respecting enactments not extending to Jammu and Kashmir:**—[4] [any reference in this Act to the Indian Penal Code (45 of 1860) or the Indian Evidence Act, 1872 (1 of 1872) shall, in relation to the State of Jammu and Kashmir, be construed as a reference to the corresponding enactment in force in the State]

1 The words "the Provinces and Acceeding States" were rep. by the A.O. 1950

2 Subs. *ibid*, for former sub-section

3 The words "except the State of Jammu and Kashmir" omitted by Act 22 of 1959, S. 2.

4 Ins. by S. 3, *ibid.* The original *s.* 2 was omitted by Act 36 of 1957, *s.* 2 and sch.

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

4. Appointment of census staff:—(1) The Central Government may appoint a Census Commissioner to supervise the taking of the census throughout the area in which the census is intended to be taken, and Directors of Census Operations[5] to supervise the taking of the census within the several States.

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

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

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

5. Status of census authorities as public servants:—The Census Commissioner, all Directors of Census Operations[5] and all Census officers shall be deemed to be public servants within the meaning of the Indian Penal Code (45 of 1860).

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

(a) Every officer in command or any body of men belonging to the naval, military or air-force, or of any vessel of war, of India,
(b) every person (except a pilot or harbour master) having charge or control of a vessel
(c) every person in charge of a lunatic asylum, hospital, workhouse, prison, reformatory or lock-up or of any public, charitable, religious or educational institution,
(d) every keeper, secretary or manager of any saral, hotel, boarding-house, lodging-house emigration depot or club,
(e) every manager or officer of railway or any commercial or industrial establishment, and
(f) every occupant of immovable property wherein at the time of the taking of the census persons are living,

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

(2) All the provisions of this Act relating to census officers shall apply, so far as may be to all persons while performing such duties under this section, and any person refusing or neglecting to perform any duty which under this section he is directed to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code (45 of 1860).

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

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

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

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5 Sub. for the words "Superintendents of Census Operations" by Sec. of The Repealing and Amending Act, 1974. (Act No. 56 of 1974).

(c) all officers and members of staff of any factory, firm or establishment, to give such assistance as shall be specified in the order towards the taking of a census of the persons who are at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, firms and other establishments, or within the areas for which such local authorities are established, as the case may be, and the persons to whom an order under this section is directed shall be bound to obey it and shall, while acting in pursuance of such order be deemed to be public servants within the meaning of the Indian Penal Code (45 of 1860).

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

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

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

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

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

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

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

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

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

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

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

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

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

(h) any person who trespasses into a census office, shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (b) or (c) shall also be punishable with a imprisonment which may extend to six months.

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

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

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

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

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

15. Records of census not open to inspection nor admissible in evidence:—No person shall have a right to inspect any book, register or record made by a census-officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872 (1 of 1872) no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

16. Temporary suspension of other laws as to mode of taking census in municipalities:—Notwithstanding anything in any enactment or rule with respect to the mode in which a census is to be taken in any municipality, the municipal authority, in consultation with the Director of Census Operations[1] or with such other authority as the State Government may authorise in this behalf, shall at the time appointed for the taking of any census cause the census of the municipality to be taken wholly or in part by any method authorised by or under this Act.

17. Grant of statistical abstracts:—The Census Commissioner or any Director of Census Operations[1] or such person as the State Government may authorise in this behalf may, if he so thinks fit, at the request and cost (to be determined by him) of any local authority or person, cause abstracts to be prepared and supplied containing any such statistical informaiton as can be derived from the census returns for [2](India or any State), as the case may be being information which is not contained in any published report and which in his opinion it is reasonable for that authority or person to require.

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

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

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‡ The words "or in a part B State, A Magistrate corresponding to a Magistrate of the second class" ins. by Act 51 of 1950, S.4 omitted by the Adaptation of Laws (No. 3) Order, 1956.

1 Subs. for the words "Superintendents of Census Operations" by Sec. 3 of the Repealing Amending Act, 1974. (Act No. 56 of 1974).

2 Subs. by the A. O. 1950, for "the Provinces of India for the Province".

CIRCULAR No. 1—*contd.*

Annexure II

NOTIFICATIONS

I

No. 81404/Pol. C1/79/GAD *Dated, Trivandrum,* 7th *July* 1979

The following notification F. No. 9/11/79-CD (CEN) dated the 11th April, 1979, issued by the Registrar General India, Ministry of Home Affairs relating to the Census of India, 1981, is hereby republished for wide public information.

By order of the Governor,
K.P.S. Menon,
Additional Secretary

GOVERNMENT OF INDIA
Ministry of Home Affairs
(Office of the Registrar General, India)
NOTIFICATION

New Delhi, the 11th April, 1979.

S.O.1377—In exercise of the powers conferred by Section 3 of the Census Act, 1948 (37 of 1948), the Central Government hereby declare that a Census of the population of India shall be taken during the year 1981'. The reference date for the Census shall be sunrise on 1st March, 1981.

[F.No. 9/11/79-CD (CEN)]

P. Padmanabha,
Registrar General, India

II

Kerala Gazette No. 37 dated 18th September 1979 **Section iv**
Part I

GOVERNMENT OF KERALA
General Administration (Political C) Department
NOTIFICATIONS

No.96428/Pol.C1/79/GAD *Dated, Trivandrum,* 31*st August* 1979.

S.R.O.No. 1054/79—In exercise of the powers conferred by subsection (2) of section 4 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby appoint the Officers mentioned in column (1) of the Schedule below as Census Officers to take, or aid in, or supervise the taking of the census within the local area specified against each of them in column (2) of the said schedule, namely:-

THE SCHEDULE

Officer	*Local Area*
1	2
District Collector, Cannanore	Cannanore district
Dy. Collector (General), Cannanore	,,
Revenue Divisional Officer, Tellicherry	Cannanore and Tellicherry taluks
Do Kasaragod	Kasaragod, Hosdurg and Taliparamba taluks

—*contd.*

Officer	*Local Area*
1	2
District Collector, Kozhikode	Kozhikode district
Dy Collector (General), Kozhikode	,,
Revenue Divisional Officer, Kalpetta	North Waynad and South Waynad taluks
,, , Kozhikode	Quilandy, Badagara and Kozhikode taluks
District Collector, Malappuram	Malappuram district
Dy. Collector (General), Malappuram	,,
Revenue Divisional Officer, Perintalmanna	Ernad, Tirur, Perintalmanna and Ponnani taluks
District Collector, Palghat	Palghat district
Dy. Collector (General), Palghat	,,
Revenue Divisional Officer, Palghat	Palghat, Alathur and Chittur taluks
Revenue Divisional Officer Ottappalam	Ottappalam and Mannarghat taluks
District Collector, Trichur	Trichur district
Dy. Collector (General), Trichur	,,
Revenue Divisional Officer, Trichur	Trichur, Mukundapuram Kodungallur Chavakkad and Talappilly, taluks
District Collector, Ernakulam	Ernakulam district
Dy. Collector (General), Ernakulam	,,
Revenue Divisional Officer, Fort Cochin	Cochin, Kanayannur, Alwaye and Parur taluks
,, , Muvattupuzha	Kothamangalam, Muvattupuzha and Kunnathunad taluks
District Collector, Idukki	Idukki district
Dy. Collector (General), Idukki	,,
Revenue Divisional Officer, Thodupuzha	Thodupuzha taluk
,, , Devicolam	Peermade, Udumbanchola and Devicolam taluks
District Collector, Kottayam	Kottayam district
Dy. Collector (General), Kottayam	,,
Revenue Divisional Officer, Kottayam	Changanacherry, Kottayam and Kanjirappally taluks
,, , Palai	Meenachil and Vaikom taluks
District Collector, Alleppey	Alleppey district
Dy. Collector (General), Alleppey	,,
Revenue Divisional Officer, Alleppey	Kuttanad, Ambalapuzha, Shertalai and Karthigappally taluks
,, , Chengannur	Mavelikkara, Chengannur and Thiruvalla taluks
District Collector, Quilon	Quilon district
Dy. Collector (General) Quilon	,,
Revenue Divisional Officer, Quilon	Quilon, Kottarakkara and Karunagappally taluks
,, , Adoor	Kunnathur, Pathanamthitta and Pathanapuram taluks
District Collector, Trivandrum	Trivandrum district
Dy. Collector (General), Trivandrum	,,
Revenue Divisional Officer, Trivandrum	Trivandrum, Chirayinkil, Neyattinkara and Nedumangad taluks
Commissioner, Calicut Corporation	Calicut city excluding such areas as may be constituted as special areas by the Director of Census Operations, Kerala
Commissioner, Cochin Corporation	Cochin city excluding such areas as may be constituted as special areas by the Director of Census Operations, Kerala

—contd..

CIRCULAR No. 1—*contd.*

Officer	*Local Area*
1	2
Commissioner, Trivandrum Corporation	Trivandrum city excluding such areas as may be constituted as special areas by the Director of Census Operations, Kerala
Commissioners of Municipalities	Thier respective municipal towns excluding such areas as may be constituted as special areas by the Director of Census Operations Kerala
Executive Officers of Townships	Their respective townships excluding such areas as may be constituted as special areas by the Director of Census Operations, Kerala
Executive Officer, Cantonment Boards	Their respective jursdictions excluding such areas as may be constituted as special areas by the Director of Census Operations, Kerala
Tahsildars	Their respective taluks excluding reserve/vested forests under the control of the forest department, corporation and municial areas, townships and cantonments and such areas as may be constituted as special areas by the Director of Census Operations, Kerala
Divisional Forest Officers	Reserve/vested forests under the control of the Forest Department in their respective Forest Divisions
Wild Life Preservation Officer, Thekkady	Game Sanctuary, Thekkady

II

S.R.O.No.1055/79—Under subsection (3) of section 4 of the Census Act, 1948 (Central Act 37 of 1948,) the Government of Kerala hereby authorise the Officers specified in column (1) of the Schedule to Notification No. 96428/Pol. C1/79/GAD-I dated the 31st August 1979, published as S.R.O. No. 1054/79, to sign a declaration in writing that any person has been duly appointed as Census Officer for the local area specified against each of them in column (2) of the said Schedule.

III

S.R.O.No.1056/79—In exercise of the powers conferred be subsection (4) of section 4 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby delegate to the Officers mentioned in column (1) of the Schedule to Notification No. 96428/Pol. C1/79/GAD-I dated the 31st August 1979, published as S.R.O. No. 1054/79, the power to appointing Census Officer within the areas specified against each of them in column (2) of the said Schedule.

IV

S.R.O.No. 1057/79—Under section 7 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby appoint the Officers mentioned in column (1) of the Schedule to Notification No. 96428/Pol.C1/79/GAD-I dated the 31st August 1979, published as S.R.O. No. 1054/79 as the authority for the local area specified against each of them in col. (2) of the Schedule for the purposes of the said section.

V

S.R.O.No.1058/79—Under section 12 of the Census Act, 1948 (Central Act 37 of 1948), the Government of Kerala hereby authorise the District Collectors to sanction prosecutions under the said Act within their respective jurisdiction

By order of the Governor,
M.S.K. Ramaswami
Special Secretary

CIRCULAR No. 1—*contd.*

Explanatory Note

The Government of India have notified under Section 3 of the Census Act, 1948 that the Census of Population of India shall be taken during 1981, the reference date for the Census being the sunrise of Ist March 1981. Under the relevant sections of the Census Act, the State Government have to appoint Officers to specified areas and to authorise them to appoint the required Census Officers under them to take, or aid in, or supervise the taking of, the Census within the local area specified under the control, and to authorise the District Collectors to sanction prosecutions under the said Act within their jurisdiction.

These notifications are issued to achieve the above object.

Annexure III

GOVERNMENT OF KERALA

Abstract

CENSUS 1981—PRELIMINARY ARRANGEMENTS – APPOINTMENT OF CENSUS OFFICERS—PROPOSALS OF THE DIRECTOR OF CENSUS OPERATIONS—APPROVED—ORDERS ISSUED

General Administration (Political C) Department

G.O.(P) No. 493/79/GAD **Dated, Trivandrum, 31st August 1979**

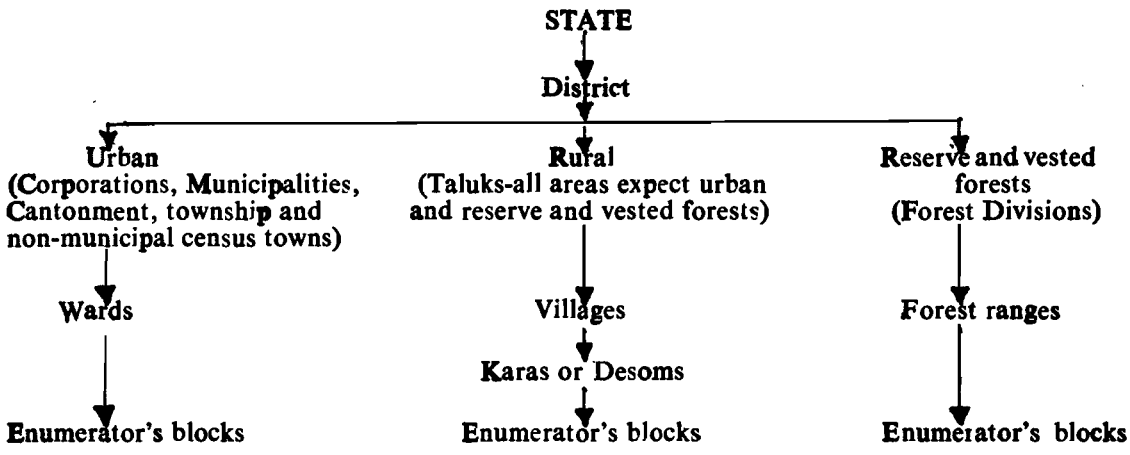
Read:— From Director of Census Operations, Kerala Letter No. C2-150/79 dated 1-8-1979.

ORDER

In the letter read above, the Director of Census Operations, Kerala has forwarded proposals regarding the preliminary arrangements in connection with the Census of 1981 and the appointment of Census Officers at various levels. The first main phase in the operation viz. house-numbering and houselisting will be launched early in 1980. This will be followed by Census enumeration during February, 1981 with the reference date as the sunrise of Ist March 1981 as already notified by the Government of India under Section 3 of the Census Act, 1948. The proposals forwarded by the Director of Census Operations for the concurrence of the Government are as follows:—

1. Delimitation Schedule:

For the proper conduct of the Census it is necessary to effect a graduated breaking up of the entire State into a pyramid of territorial jurisdictions. The primary break-up of the State jurisdiction will be on the basis of the existing revenue districts. Each district will be divided into urban and rural areas. The corporations, municipal towns, townships, cantonments and such of the areas as will be approved as towns will constitute urban areas, the rest forming rural areas. The rural areas will be divided on the basis of the existing revenue taluks excluding reserve and vested forests and each taluk on the basis of the existing revenue villages. Each town will be subdivided into wards and each village will be subdivided into karas or muris or desoms, as the case may be. The next and the last subdivision will be the enumerator's block. So far as the reserve and vested forests are concerned, in view of the extensive area of forests in Kerala, it is considered that as in the past, the enumeration work in this area should be in the charge of the Divisional Forest Officers. Though the reserve and vested forest divisions in Kerala are not co-extensive with the revenue districts it is not difficult to carve out the forest area lying in each revenue district on the basis of ranges falling in a district and taluk. The reserve and vested forests will, therefore, be divided into forest divisions and each forest division into ranges and each range into enumerator's blocks. The Census Operations in the reserve and vested forests in each district will be conducted by the officers concerned under the Census Officer in charge of the district. The pyramid of territorial jurisdiction on the above basis will be:



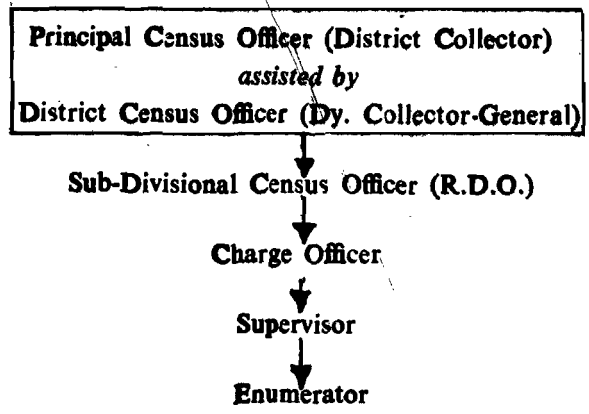
2. Enumeration Hierarchy

The District Collector in each district will be nominated as the Principal Census Officer. He will be the head of the enumeration hierarchy in the district. The Deputy Collector (General) will be appointed as District Census officer to assist the District Collector who is the Principal Census Officer. The Revenue Divisional Officers will be appointed as Subdivisional Census Officers who will assist the Principal Census Officer in the census work in their respective jurisdictions. In the case of corporations and municipal towns the respective corporation/municipal Commissioners will be appointed as charge officers, In respect of all the taluks including non-municipal towns but excluding the reserve and vested forests and other notified towns, the respective Tahsildars will be appointed as charge officers. In the reserve and vested forests the Divisional Forest Officers will be the charge officers of the respective forest divisions. In the Game Sanctuary, Thekkady, the Wild Life Preservation Officer will be the charge officer. In the areas which will fall within the occupation and control of defence services, Central Reserve Police Camps and similar organisations, there will be separate charge officers which will be determined in consultation with the authorities concerned. The areas under the Cantonment Boards and Townships will be treated on par with the municipal towns and the Executive Officer of the Board/Township will be appointed as charge officer. All the above charge officers shall function under the Principal Census Officer/District Census Officer of their respective districts. Below the charge officers there will be supervisors and enumerators separately for house numbering and houselisting and census enumeration. Government servants of various departments will be appointed as supervisors and enumerators. All the above officers will have to do the census work in addition to their normal duties. The names of the officers who will be designated as Census Officers of various levels upto charge officers and their respective jurisdictions are indicated in the following table:

Jurisdiction	*Name of authority*	*Census designation*
1. District	District Collector	Principal Census Officer
2. District	Deputy Collector(General)	District Census Officer
3. Revenue Division	Revenue Divisional Officer	Sub Divisional Census Officer
4. Taluk including non-municipal towns but excluding Corporations/ Municipal towns, Cantonments, townships and reserve and vested forest areas	Tahsildar	Charge Officer
5. Corporation and Municipal Town	Commissioner of Corporation/ Municipality	Charge Officer
6. Township and Cantonment area	Executive officer	Charge Officer
7. Reserve and vested Forest Division	Divisional Forest Officer	Charge Officer
8. Game Sanctuary, Thekkady	Wild Life Preservation Officer	Charge Officer

CIRCULAR No.1—*contd.*

The enumeration hierarchy will be as follows:



The Government agree to the above proposals of the Director of Census Operations, Kerala and order that all the officers concerned will take necessary action on receipt of instructions from the Director of Census Operations, Kerala in this regard.

Notification appointing the Census Officers and delegating to them the powers to appoint census officers under them and authorising them to sign declarations under the Census Act is being issued separately. Detailed instructions regarding the functions and responsibilities of the Census Officers in the various phases of the Census Operations like housenumbering, houselisting and census enumeration will be issued in due course.

By order of the Governor
M.S.K. Ramaswami,
Special Secretary

To

All District Collectors
All Revenue Divisional Officers/Tahsildars
The Commissioners, Corporation of Trivandrum, Calicut and Cochin
All Municipal Commissioners
The Director of Public Instruction
The Secretary, Board of Revenue (Land Revenue)
The Chief Conservator of Forests
All District Forest Officers
All other Heads of Departments
The Director of Census Operations, Kerala, Trivandrum

Annexure IV

GOVERNMENT OF KERALA

No. 89349/Pol. C1/79/GAD
Genl. Admn. (Political C) Department
Trivandrum, Dated, 7th August, 1979.

From

The Special Secretary to Government

To

All District Collectors
The Inspector General of Police, Trivandrum
The Director of Public Relations

Sir,

Sub:— Census of India 1981—Permission to avail of the facilities of the Telecommunication system of the State by the Director of Census Operations, Kerala—regarding

I am to inform you that the work relating to the organisation of the 1981 Census is in full swing in the State under the guidance and control of the Director of Census Operations, Kerala. In the course of the operations, the Census Officers in the districts and the lower levels may

require frequent clarification on various points. Similarly, urgent instructions will have to be communicated to the Census Officers throughout the State simultaneously. As it is a strictly time-bound operation, the quickest communication facility through a wide-spread net work covering the entire State is absolutely essential for its success.

In the circumstances, I am to request that the Director of Census Operations, Kerala and the Census Officers in the district and taluk level may be permitted to make use of all the available facilities in the Telecommunication net work, particularly the Police Wireless System for conveying urgent communications in connection with the census work.

V. Sarojini
Under Secretary,
For Special Secretary to Govt.

Copy to: The Registrar General India, Government of India
Ministry of Home Affairs, 2/A. Mansingh Road, New Delhi—110 001(with C/L)
The Director of Census Operations, Kerala, Trivandrum
The Home Department

Annexure V

GOVERNMENT OF KERALA

General Administration (Political C) Department

CIRCULAR

No. 63283/Pol.C1/79/GAD Dated, Trivandrum, 11th June, 1979

Sub: Boundaries of Administrative Units—Fixity during 1981 Census Operations
Ref: From the Government of India, Ministry of home Affairs, New Delhi, letter No. 9/17/79-CD (CEN) dated 10-5-1979.

A copy of the letter cited is communicated to all the Departments of the Secretariat and all Heads of Departments etc. for information and compliance of the directions contined therein.

K.P.S. Menon
Additional Secretary

To
All Departments (All Sections) of the Secretariat including Law, Legislature and Finance
All Heads of Departments
All District Collectors
The Director of Public Relations
The Secretary, Kerala Public Service Commission, Trivandrum (with C.L.)
The Registrar, University of Kerala/Cochin/Calicut (with C.L.)
The Registrar, Agricultural University, Mannuthy, Trichur (with C.L.)
The Registrar, High Court, Ernakulam (with C.L.)
The General Manager, Kerala State Road Transport Corporation, Trivandrum (with C.L.)
The Secretary, Kerala State Electricity Board, Trivandrum (with C.L.)
The Director of Census Operations, Kerala Trivandrum (with C.L.)
The Secretary to Government of India, Ministry of Home Affairs, New Delhi (with C.L.)

Copy to:
The Secretary to Governor
The Private Secretary to Chief Minister and Other Ministers
The Private Secretary to Speaker
The Under Secretary to Chief Secretary
The Special Secretaries/Secretaries/Additional Secretaries/Joint Secretaries/Deputy Secretaries and Under Secretaries to Government.

CIRCULAR No.1—*concld.*

GOVERNMENT OF INDIA
Ministry of Home Affairs

No.9/17/79-CD (CEN) New Delhi, the 10th May, 1979

To

The Chief Secretaries of all States and Union Territories

Subject: Boundaries of administrative units—Fixity during 1981 Census Operations

Sir,

I am directed to say that the next decennial population census would be conducted under the direction of the Registrar General & Census Commissioner for India in February-March, 1981. To ensure complete coverage at the census, the entire country will be divided into small enumerator's blocks within the framework of the administrative units in the States and Union Territories. The process of determining the blocks has to start much in advance of the actual census and they will be got marked on the census maps to obviate overlapping or omission of areas. In fact, monitoring of jurisdictional changes after 1971 census is being done by the State Census Directorates with a view to updating the census maps. In this connection, the Registrar General, I understand, had written to you vide his letter No. 1/24/77-RG(P) dated 11 January 1978.

2. I need hardly say that for the efficient conduct of the census operations, it is necessary to ensure that the boundaries of the administrative units are not disturbed after the blocks have been determined and until the census enumeration and tabulation of data are completed. It is expected that the demarcation of blocks would be taken in hand from the 1st October, 1979.

3. If the areas of the administrative units on the basis of which the census data are collected, are altered after the census, the usefulness of the data, you will doubtless appreciate, would be considerbly reduced. It is therefore, desirable to ensure that as far as possible, the boundaries of administrative units remain undisturbed throughout the major part of the next decade. Hence, wherever any changes in the jurisdiction of the present administrative units are found necessary, it would be desirable to effect the change well before the enumerator's blocks are demarcated i.e., before 1st October 1979.

4. In the circumstances, Government of India would appreciate all proposals for reconstituting area or making adjustments in the jurisdiction of municipalities, revenue villages, tehsils, police stations development blocks, taluks, sub-divisions, districts, revenue divisions, etc., which may be pending or which may be taken up in the near future are finalised and given effect to before the 1st October, 1979. All such changes may please be intimated to the State Census Director concerned and to the Registrar General, India. In any case, the State Government may kindly ensure that no changes whatsoever are made in the boundaries of these units during the period from 1st January, 1980 to 30th June, 1981.

5. Further correspondence in regard to this matter, if any, may kindly be addressed to the Registrar General, India 2/A, Mansingh Road, New Delhi, 110011 (Telegraphic address: REGGEN-LIND, New Delhi, Telephone: 383761).

M.L. Kampani
Additional Secretary to
Government of India

CIRCULAR No. 2

CIRCULAR No. 2 A **November 23, 1979**

Sub: Census 1981–Notional maps of villages and lay-out sketeches of kara/muri/desom(s)

The Circular No. 1 described the general features of the 1981 Census. The first step to be taken in this regard before the commencement of housenumbering and houselising is the preparation of notional maps of villages and lay-out sketches of kara/muri/desom(s) which is dealt with in this circular.

2. Detailed instructions in Malayalam for preparing the notional maps and lay-out sketches are given in the annexure to this circular. Sufficient number of copies of this annexure are forwarded herewith for distribution to the Village Officers and staff. You are requested to go through the instructions and explain them clearly to the Village Officers/Village Assistants who are to prepared the maps and sketches. They may be directed to study the instructions carefully and draw the maps strictly according to the instructions. Two copies of the notional map of each village and two copies of the lay-out sketches of each kara/muri/desom will have to be prepared. The map/sketch may be prepared in the paper supplied from this office utilising the paper fully. You may examine the maps/sketches drawn by the Village Officers to see whether the instructions were followed scrupulously and certify the maps/sketches as correct. As instructed in the annexure one copy of the Village map may be forwarded to me along with the proforma statement of survey numbers mentioned in para 6(iii) of the annexure before 20th December 1979 and the other copy retained with you for reference. As regards the lay-out sketches of kara/muri/desom(s), both copies may be retained with you pending further instructions.

3. The instructions given in the annexure for preparing the maps are self-explanatory. However, some points which require your attention are given below.

(i) The maps/sketches need not be drawn exactly to scale but the shape of the village/kara/muri/desom(s) should be similar to that of the original.

(ii) The map should contain the topographical details as mentioned in the annexure.

(iii) The boundaries of kara/muri/desom(s) should be clearly demarcated with the help of survey numbers.

(iv) The panchayat boundaries should be clearly indicated to show whether they coincide with or cut across the village or kara/muri/desom boundaries. The boundaries of panchayat wards need not be drawn. If the boundaries of a village are co-terminus with the panchayat this fact should also be mentioned at the bottom of the map.

(v) If the forest range boundaries cut across the village, kara/muri/desom boundaries the same may be indicated.

(vi) The name of village, kara/muri/desom should agree with the name in the list that was forwarded by you earlier to this office in reply to this office letter No.CT1-7/78 dated 8-2-1978.

(vii) Notional maps and lay-out sketches should be prepared for all villages excluding those villages or portions of villages that are fully merged with city Corporation/Municipality/Township. In the case of villages partly included in the Corporation/Municipality/Township, maps should be drawn for the part lying outside the corporation/municipality/township. In the case of villages or portions of villages that constitute other census towns, ie. non-municipal towns, which fall under the jurisdiction of the Tahsildars, the map of the village and the sketches of the kara/muri/desom(s) that constitute the town should be drawn as in the case of other villages, indicating the boundaries of the census towns.

It may be noted in this connection that the list of other census towns which come under the purview of the Tahsildars has been intimated to you separately in this office letter No. CT1-33/79 dated 16-11-1979.

4. The model notional map of Veliyam Village and the model lay-out sketch of Odanavattom kara of the same village enclosed with the annexure will serve as an illustration for the preparation of the maps/sketches.

5. Please acknowledge receipt of this circular in the form enclosed.

Enclosure: Annexure *Director of Census Operations*

To

All Tahsildars (with copies of the Annexure for distribution among Village Officers at the rate of 3 copies per village and the balance as reserve in taluk office)

Copy to:

All Principal Census Officers (2 copies)
All District Census Officers (2 copies)
All Sub-Divisional Census Officers (2 copies)
Director's Table/DD/AD(T)/AD (A)

Copy with compliments forwarded for information to:

The Registrar General, India
All Directors of Census Operations

Director of Census Operations

CIRCULAR No. 2 B

November 23, 1979

Sub:—Census 1981–Notional maps of towns and Lay-out sketches of wards/division

The Circular No. 1 described the general features of the 1981 Census. The first step to be taken in this regard before the commencement of housenumbering and houselisting is the preparation of notional maps of towns and lay-out sketches of its wards/divisions, which is dealt within this circular.

2. Detailed instructions in Malayalam for preparing the maps/lay-out sketches are given in the annexure to this circular. Copies of the instructions are forwarded herewith. Those who have supplied the town maps in response to this office letter No. CTI-8/78 dated 28-5-1979 need not draw and supply the town map again. If any change in the jurisdiction has occurred after the supply of the map then it will have to be drawn again. However, the lay-out sketches of divisions/wards will have to be drawn invariably. You may go through the instructions and explain them clearly to the persons (preferably draftsmen) who are to be entrusted with the preparation of the maps and sketches. These persons may also be directed to study the instructions carefully and draw the maps strictly according to the instructions. Two copies of the town map and two copies of the division/ward sketches will have to be prepared. These may be prepared in the paper supplied from this office utilising them fully. After preparation you may examine the map/sketches to see that the instructions are followed scrupulously and certify the map/sketches as correct. One copy of the town map may be forwarded to me before 20*th December* 1979. As instructed in the annexure both copies of the ward lay-out sketches may be retained in your office for the time being pending further instructions.

3. The model lay-out sketch of Ward IX of Alwaye Municipality enclosed with the annexure will serve as an illustration for the preparation of the sketches.

4. Please acknowledge receipt of this circular in the form enclosed.

Director of Census Operations

Enclosure: Annexure

To

All Commissioners of Corporations
All Commissioners/Special Officers of Municipalities
The Executive Officer, Guruvayur Township
The Executive Officer, Cannanore Cantonment
} With a spare copy of the Annexure

Copy to:

All Principal Census Officers (2 copies)
All District Census Officers (2 copies)
All Sub-Divisional Census Officers (2 copies)
Director's Table/DD/AD(T)/AD (A)

Copy with compliments forwarded for information to:

The Registrar General, India
All Directors of Census Operations

Director of Census Operations

CIRCULAR No. 2—*contd.*

CIRCULAR No. 2C

November 23, 1979

Sub:—Census 1981–Notional maps of Forest Divisions and lay-out sketches of forest ranges–

The circular No. 1 described the general features of the 1981 Census. The first step to be taken in this regard be for the commencement of housenumbering and houselisting is the preparation of notional maps of Forest divisions and lay-out sketches of forest ranges.

2. Detailed instructions in Malayalam for preparing the notional maps/lay-out sketches are given in the annexure to this circular. Sufficient number of copies of the annexure are forwarded herewith for distribution to the Range Officers. You are requested to go through the instructions and explain them clearly to the Range Officers who are to prepare the maps. They may also be directed to study the instructions carefully and draw the map strictly according to the instructions. Two copies of the notional map of the division and two copies of the lay-out sketch of the ranges will have to be prepared. The map/sketch may be prepared in the paper supplied from this office utilising them fully. You may examine the maps/sketches drawn by the Range Officers to see that the instructions are strictly followed and certify the map/sketch as correct. One copy of the division map may be forwarded to this office before *20th December* 1979 and the other copy retained in your office. As regards the range lay-out sketches, both copies may be retained in your office for the time being pending further instructions.

3. Please acknowledge receipt of this Circular in the form enclosed.

Director of Census Operations

Enclosure: Annexure

To

All Divisional Forest Officers
The Wild Life Preservation Officer, Thekkady

} With additional copies of the Annexure for distribution to Range Officers at the rate of one copy

Copy to: All Principal Census Officers (2 copies)
All District Census Officers (2 copies)
All Sub-Divisional Census Officers (2 copies)
Director's Table/DD/AD(T)/AD (A)

Copy with compliments forwarded for information to:
The Registrar General, India
All Directors of Census Operations

Director of Census Operations

ACKNOWLEDGEMENT
(Circular No. 2A/2B/2C)

I acknowledge receipt of circular letter No. 2A/2B/2C dated November 23, 1979.

Signature:
Name:
Designation and Address:
Date:

To
The Director of Census Operations, Kaudiar, Trivandrum-3

Annexure
to circular No. 2A/2B/2C

Notional map, lay-out sketch എന്നിവ തയ്യാറാക്കാനുള്ള നിർദ്ദേശങ്ങൾ

ആമുഖം

ഭാരതത്തിലെ മറ്റു സംസ്ഥാനങ്ങളോടൊപ്പം കേരളത്തിലും 1981 ഫെബ്രുവരി—മാർച്ച് മാസങ്ങളിൽ കാനേഷുമാരി (Census) നടത്തുന്നതാണ്. ഇതിന്റെ സുഗമമായ നടത്തിപ്പിന് ജനവാസമുള്ള എല്ലാ സ്ഥലങ്ങളേയും കുറിച്ച് വ്യക്തമായ ധാരണ ആവശ്യമാകയാൽ രണ്ടു തരത്തിലുള്ള വിശദമായ ഭൂപടങ്ങൾ തയ്യാറാക്കേണ്ടതുണ്ട്—ആദ്യത്തേത് notional map—ഉം, രണ്ടാമത്തേത് lay-out sketch—ഉം.

2. Notional map എന്നാൽ സ്കെയിലനുസരിച്ച് വരയ്ക്കാത്ത ഭൂപടമെന്നാണർത്ഥം. കാനേഷുമാരിയുടെ ആവശ്യത്തിന് വില്ലേജിന്റെ/വനം ഡിവിഷന്റെ/പട്ടണത്തിന്റെ ഒരു പടം വരച്ച് അതിലുൾപ്പെട്ട പ്രദേശങ്ങളുടെ അതിരുകളും സ്ഥലവർണ്ണനാ വിവരങ്ങളും (topographic details) അടയാളപ്പെടുത്തുന്നു. ഈ ഭൂപടത്തെയാണ് notional map എന്നു പറയുന്നത്.

3. വില്ലേജ്/വനം ഡിവിഷൻ/പട്ടണം എന്നിവയിൽ കര/മുറി, ദേശം/വനം റേഞ്ച്/വാർഡ് (ഡിവിഷൻ) എന്നിങ്ങനെയുള്ള ഒന്നോ അതിലധികമോ ആയ ചെറിയ ഭൂവിഭാഗങ്ങൾ ഉണ്ടാകും. ഈ ഓരോ ചെറിയ ഭൂവിഭാഗത്തിനും ഒരു വിശദമായ ഭൂപടം (lay-out sketch) വരയ്ക്കേണ്ടതായുണ്ട്. ഈ ഭൂപടത്തിലും notional map-ൽ അടയാളപ്പെടുത്തിയ അതിരുകളും സ്ഥല വർണ്ണനാ വിവരങ്ങളും രേഖപ്പെടുത്തേണ്ടതാണ്. ജനുവരിയിൽ housenumbering—houselisting പ്രവർത്തനങ്ങൾക്കുള്ള പരിശീലന ക്ലാസുകൾ ആരംഭിക്കുന്നതിനു മുമ്പ് എല്ലാ കര/മുറി/ദേശങ്ങളുടേയും, വനം റേഞ്ചുകളുടേയും, പട്ടണങ്ങളിലെ വാർഡുകളിലേയും lay-out sketchകൾ തയ്യാറാക്കി വയ്ക്കേണ്ടതാണ്. പിന്നീട് 1980 മാർച്ച്—ഏപ്രിൽ—മേയ് മാസങ്ങളിൽ വീടുകൾക്ക് നമ്പരിടുകയും വീടുകളുടെ പട്ടിക (houselist) പൂരിപ്പിക്കുകയും ചെയ്ത ശേഷം ഈ lay-out sketch-ൽ ഓരോ കെട്ടിടത്തിന്റേയും സ്ഥാനം കാണിക്കുവാനായി എല്ലാ കെട്ടിടങ്ങളുടേയും നമ്പർ എഴുതിച്ചേർക്കേണ്ടതുമാണ്.

4. താഴെ പ്രസ്താവിക്കുന്നതും ചാർജ് ആഫീസറുടെ അധികാരപരിധിയിൽ വരുന്നതുമായ പ്രദേശങ്ങളുടെ ഭൂപടങ്ങളാണ് തയ്യാറാക്കേണ്ടത്.

I വില്ലേജുകൾ
- (a) വില്ലേജിന്റെ notional map
- (b) സെൻസസ് പട്ടണ (non-municipal town)ത്തിന്റെ notional map
- (c) കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ lay-out sketch

II വനം പ്രദേശങ്ങൾ
- (a) വനം ഡിവിഷന്റെ notional map
- (b) വനം റേഞ്ചിന്റെ lay-out sketch

III കോർപ്പറേഷൻ/മുനിസിപ്പാലിറ്റി/ടൗൺഷിപ്പ്/കന്റോൺമെന്റ്
- (a) പട്ടണത്തിന്റെ notional map
- (b) വാർഡിന്റെ (ഡിവിഷന്റെ) lay-out sketch

5. മുകളിൽ പറഞ്ഞ വില്ലേജ്, കര/മുറി/ദേശം എന്നിവയുടേയും താസീൽദാരുടെ അധികാര പരിധിയിൽ വരുന്ന സെൻസസ് പട്ടണങ്ങളുടെയും (non-municipal towns) ഭൂപടങ്ങൾ വില്ലേജാഫീസിലും വനം പ്രദേശങ്ങളുടെ ഭൂപടങ്ങൾ ഡിവിഷണൽ ഫോറസ്റ്റ് ഓഫീസിലും, പട്ടണം, വാർഡ് (ഡിവിഷൻ) എന്നിവയുടെ ഭൂപടങ്ങൾ കോർപ്പറേഷൻ/മുനിസിപ്പാലിറ്റി/ടൗൺഷിപ്പ്/കന്റോൺമെന്റ് എന്നീ ആഫീസുകളിലുമാണ് തയ്യാറാക്കേണ്ടത്. ഈ ഭൂപടങ്ങൾ വരയ്ക്കേണ്ട വിധവും അതിൽ അടങ്ങിയിരിക്കേണ്ട വിവരങ്ങളും അതിന്റെ ഉദ്ദേശവും വിസ്തരിച്ച് ചുവടെ ചേർക്കുന്നു.

I വില്ലേജുകൾ

(a) വില്ലേജിന്റെ notional map

6. ഓരോ റവന്യൂ വില്ലേജിന്റേയും ഭൂപടം ഇതിനായി നല്കിയിട്ടുള്ള കടലാസിലാണ് വരയ്ക്കേണ്ടത്. തന്നിരിക്കുന്ന കടലാസ് മുറിക്കാതെ അതിൽ മുഴുവനായി കൊള്ളത്തക്കവണ്ണം ഓരോ വില്ലേജിന്റേയും ഭൂപടം വരയ്ക്കേണ്ടതാണ്. ഇങ്ങനെ വരയ്ക്കുന്ന ഭൂപടം സ്കെയിൽ അനുസരിച്ച് വരയ്ക്കേണ്ടതില്ലെങ്കിലും അനുപാതത്തിൽ (scale) വരച്ച ഭൂപടവുമായി ആകൃതിയിൽ സാമ്യം ഉണ്ടായിരിക്കണം. വില്ലേജിന്റെ ഭൂപടത്തിൽ താഴെ പറയുന്ന വിവരങ്ങൾ രേഖപ്പെടുത്തേണ്ടതാണ്.

(i) വില്ലേജ് സ്ഥിതിചെയ്യുന്ന ജില്ല, റവന്യൂ ഡിവിഷൻ, താലൂക്ക് ഫർക്ക എന്നിവയുടെ പേരുകൾ.

(ii) വില്ലേജിന്റെ അതിർത്തിയും, അതിർത്തിയിൽ സ്ഥിതി ചെയ്യുന്ന മറ്റു വില്ലേജുകളുടെ/പട്ടണത്തിന്റെ പേരും.

(iii) വില്ലേജിനകത്ത് ഒന്നിലധികം കര/മുറി/ദേശം എന്നിവയുണ്ടെങ്കിൽ അവയുടെ അതിർത്തി വ്യക്തമായി കാണിക്കേണ്ടതാണ്. ഈ അതിർത്തിയുടെ ഇരുവശത്തുമുള്ള പ്രധാന സർവ്വേ നമ്പരുകൾ എഴുതുവാൻ പ്രത്യേകം ശ്രദ്ധിക്കണം. പിന്നീടൊരവസരത്തിൽ കര/മുറി/ദേശം എന്നിവയുടെ അതിർത്തികൾ ഏതെന്നറിയുവാൻ ഇതു സഹായിക്കും. ഇതിനു പുറമെ ഓരോ കര/മുറി/ദേശത്തിലും ഉൾപ്പെടുന്ന സർവ്വേ നമ്പരുകളും അവയുടെ ആകെ വിസ്തീർണ്ണവും അടങ്ങുന്ന ഒരു പട്ടികയും ഇതോടൊപ്പം തയ്യാറാക്കണം. (അനുബന്ധം നോക്കുക).

(iv) പഞ്ചായത്ത് അതിർത്തി: ചിലപ്പോൾ ഒരു വില്ലേജ് മുഴുവനും ഒരു പഞ്ചായത്തിൽ ഉൾപ്പെട്ടതായിരിക്കും. അങ്ങനെ വരുമ്പോൾ പഞ്ചായത്ത് അതിർത്തിയും വില്ലേജ് അതിർത്തിയും ഒന്നുതന്നെയെന്ന് രേഖപ്പെടുത്തുന്നതിനു പുറമെ പഞ്ചായത്തിന്റെ പേരും ഭൂപടത്തിൽ എഴുതേണ്ടതാണ്. എന്നാൽ പഞ്ചായത്ത് അതിർത്തി വില്ലേജിനെ മുറിച്ചുകൊണ്ട് പോകുന്നുണ്ടെങ്കിൽ പഞ്ചായത്ത് അതിർത്തി വ്യക്തമായി നിറംകൊടുത്ത് വേർതിരിച്ചു കാണിക്കുകയും ഇരു ഭാഗത്തും പഞ്ചായത്തുകളുടെ പേരുകൾ രേഖപ്പെടുത്തുകയും ചെയ്യേണ്ടതാണ്. പഞ്ചായത്തിലെ വാർഡുകളുടെ അതിരുകൾ ഈ ഭൂപടത്തിൽ കാണിക്കേണ്ടതില്ല. കാരണം പഞ്ചായത്തിലെ വാർഡിന്റെ അടിസ്ഥാനത്തിൽ യാതൊരു വിവരങ്ങളും കാനേഷുമാരിയിൽ രേഖരിക്കുകയോ പ്രസിദ്ധീകരിക്കുകയോ ചെയ്യുന്നില്ല എന്നുള്ളതാണ്.

(v) ചുരുക്കം സന്ദർഭങ്ങളിൽ വില്ലേജിനകത്ത് റിസർവ്വ് (reserve)/നിക്ഷിപ്ത (vested) വനങ്ങളുടെ ഭാഗങ്ങൾ കണ്ടുവെന്നു വരാം. ഇത്തരം സ്ഥലങ്ങളിൽ വില്ലേജ്, കര/മുറി/ദേശം, പഞ്ചായത്ത് എന്നിവയുടെ അതിരുകൾ കാണിക്കുന്നതിനു പുറമെ വനം റേഞ്ചിന്റെ അതിരുകൾ കൂടി കാണിക്കേണ്ടതാണ്.

(vi) താഴെ പറയുന്ന സ്ഥല വർണ്ണനാ വിവരങ്ങൾ (topographic details) ഭൂപടത്തിൽ വ്യക്തമായി രേഖപ്പെടുത്തേണ്ടതാണ്.

(1) വടക്കുദിക്ക്

(2) റെയിൽപ്പാത, റെയിൽവേ സ്റ്റേഷൻഹാൾട്ട്

(3) റോഡ്, റോഡ് കവല, തെരുവുകൾ, ഇടവഴി, ഒറ്റയടിപ്പാത (foot path)

(4) കായൽ, നദി, തോട് അരുവി, പൊതുകുളം, പൊതു കിണർ

(5) വയലുകൾ, മല, കുന്ന്

(6) പൊതുകെട്ടിടങ്ങൾ – അതായത് താലൂക്ക്/ബ്ലോക്ക്/പഞ്ചായത്ത്/വില്ലേജ് ആഫീസുകൾ കമ്പിത്തപാൽ ആഫീസുകൾ, ടെലഫോൺ എക്സ്ചേഞ്ച്, ജയിൽ, മറ്റു പ്രധാന ആഫീസുകൾ, പ്രൈമറി, അപ്പർ പ്രൈമറി/ഹൈസ്കൂൾ, കോളേജ് തുടങ്ങിയ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾ, ആശുപത്രികൾ, ഡിസ്പെൻസറികൾ, ക്ലിനിക്കുകൾ (അലോപ്പതി/ആയുർവേദം/ഹോമിയോ), പ്രാഥമിക ആരോഗ്യകേന്ദ്രം, ശിശുക്ഷേമ കേന്ദ്രം, കുടുംബക്ഷേമ കേന്ദ്രം, ഗോസംവർദ്ധന കേന്ദ്രം തുടങ്ങിയവ, ക്ഷേത്രങ്ങൾ, ക്രൈസ്തീയ ദേവാലയങ്ങൾ, മുസ്ലീം പള്ളികൾ, റേഡിയോ കിയോസ്ക്കുകൾ മുതലായവ പ്രാധാന്യമർഹിക്കുന്നു.

കുറിപ്പ്:—സ്ഥലപരിമിതികൊണ്ട് ചിലപ്പോൾ പൊതുകെട്ടിടങ്ങളുടേയും മറ്റും പേരുകൾ എഴുതുവാൻ വിഷമം ആയിരിക്കും. അത്തരം സന്ദർഭങ്ങളിൽ ഇതോടൊന്നിച്ചു ചേർത്തിട്ടുള്ള പട്ടികയിലെ സൂചകങ്ങൾ ഉപയോഗിക്കാവുന്നതാണ്. സൂചകങ്ങളുടെ പട്ടിക പൂർണ്ണമല്ല. കൂടുതൽ ആവശ്യമെന്നു തോന്നുന്നപക്ഷം നിങ്ങളുടെ യുക്താനുസരണം യോജിക്കുന്ന വേറെയും ചിഹ്നങ്ങൾ ഉപയോഗിക്കാവുന്നതാണ്.—അത്തരം ചിഹ്നങ്ങളെപ്പറ്റിയുള്ള വിവരങ്ങൾ ഭൂപടത്തിന്റെ സൂചിക (legend)യിൽ കാണിക്കുവാൻ ശ്രദ്ധിക്കണം.

7. ഏതെങ്കിലും വില്ലേജുകൾ മുഴുവനായി മുനിസിപ്പാലിറ്റിയിലോ കോർപ്പറേഷനിലോ, ടൗൺഷിപ്പിലോ, കന്റോൺമെന്റിലോ ഉൾപ്പെട്ടിട്ടുണ്ടെങ്കിൽ ആ വില്ലേജിന്റെ ഭൂപടം വില്ലേജാഫീസർ വരയ്ക്കേണ്ടതില്ല. ഒരു വില്ലേജ് ഭാഗികമായി മാത്രം മുനിസിപ്പാലിറ്റിയിലോ, കോർപ്പറേഷനിലോ, ടൗൺഷിപ്പിലോ, കന്റോൺമെന്റിലോ ഉൾപ്പെട്ടിട്ടുണ്ടെങ്കിൽ അതിന്റെ പട്ടണ പ്രദേശത്തിൽ ഉൾപ്പെടാത്ത ഭാഗത്തിന്റെ ഭൂപടം മറ്റു വില്ലേജിന്റെ ഭൂപടത്തിന്റേതെന്നപോലെതന്നെ പ്രത്യേകമായി വരയ്ക്കേണ്ടതാണ്. സെൻസസ് പട്ടണങ്ങൾ അതായത് no-municipal towns ചിലപ്പോൾ ഒന്നിൽ കൂടുതൽ വില്ലേജുകളിലായി വ്യാപിച്ചു കിടക്കുന്നുണ്ടാം. അത്തരം സന്ദർഭങ്ങളിൽ സെൻസസ് പട്ടണത്തിൽ ഉൾപ്പെട്ട മുഴുവൻ പ്രദേശത്തിന്റെ ഒരു notional map-ന് പുറമെ പട്ടണത്തിലുൾപ്പെടാത്ത ഓരോ വില്ലേജിന്റെ ഭാഗത്തിനും പ്രത്യേകം പ്രത്യേകം ഭൂപടങ്ങൾ വരയ്ക്കേണ്ടതാണ്.

8. മുകളിൽ പ്രസ്താവിച്ച രീതിയിലുള്ള ഒരു ഭൂപടം തയ്യാറാക്കുമ്പോൾ അതിൽ രേഖപ്പെടുത്തേണ്ട വിവരങ്ങളും രീതിയും മനസ്സിലാക്കുന്നതിനായി ഒരു വില്ലേജിന്റെ മാതൃകാ ഭൂപടം ഇതോടൊന്നിച്ചു നല്കിയിട്ടുണ്ട്. ഈ ഭൂപടം ചെറിയ കടലാസിലാണ് വരച്ചിരിക്കുന്നത്. എന്നാൽ നിങ്ങൾ വരയ്ക്കേണ്ട ഭൂപടം നിങ്ങൾക്ക് വിതരണം ചെയ്തിട്ടുള്ള കടലാസിൽ മുഴുവനായി ഉൾക്കൊള്ളത്തക്കവിധം ഈ മാതൃകയെക്കാൾ വലുതായിരിക്കേണ്ടതാണെന്ന് പ്രത്യേകം ശ്രദ്ധിക്കുമല്ലോ.

9. നിങ്ങൾ തയ്യാറാക്കുന്ന വില്ലേജിന്റെ ഭൂപടം ഭാവിയിലെ ആവശ്യങ്ങൾക്ക് ഉപയോഗിക്കുവാനുള്ളതാണ്. അതുകൊണ്ട് അവ വളരെ കൃത്യമായും വൃത്തിയായും തയ്യാറാക്കണം. ഓരോ വില്ലേജിന്റേയും notional map—ന്റെ രണ്ടു കോപ്പി തയ്യാറാക്കി 10—12—1979നു മുമ്പ് താസിൽദാരെ ഏല്പിക്കേണ്ടതാണ്. അവ താസിൽദാർ പരിശോധിച്ച് ശരിയാണെന്ന് സാക്ഷ്യപ്പെടുത്തിയശേഷം ഒരു കോപ്പി 20—12—1979നു മുമ്പ് സെൻസസ് ഡയറക്ടർക്ക് അയച്ചുതരികയും മറേറ കോപ്പി താലൂക്കാഫീസിൽ സൂക്ഷിക്കുകയും ചെയ്യേണ്ടതാണ്.

(b) കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ lay-out sketch

10. ഒരു വില്ലേജിൽ ഒരു കരയോ, മുറിയോ ദേശമോ മാത്രമേയുള്ളൂവെങ്കിൽ പ്രത്യേക ഭൂപടം തയ്യാറാക്കേണ്ടതില്ല. വില്ലേജ് notional map—ന്റെ രണ്ടു കോപ്പി കൂടി lay-out sketch എന്ന നിലയ്ക്ക് തയ്യാറാക്കണമെന്നുമാത്രം.

11. ഒരു വില്ലേജിൽ ഒന്നിൽ കൂടുതൽ കരകളോ, മുറികളോ, ദേശങ്ങളോ ഉണ്ടെങ്കിൽ നിങ്ങൾക്ക് തന്നിട്ടുള്ള കടലാസ് മുറിക്കാതെ അതിൽ മുഴുവൻ വരത്തക്കവിധം ഓരോ പ്രദേശത്തിന്റേയും വ്യക്തവും വലുതുമായ lay-out sketch തയ്യാറാക്കേണ്ടതാണ്. സെൻസസ് വീട് നമ്പരിടുമ്പോൾ ഓരോ കെട്ടിടത്തിന്റേയും സ്ഥാനം ഈ ഭൂപടത്തിൽ കാണിക്കുവാനാണ് ഉദ്ദേശിക്കുന്നത്. ലിത്തോ ഭൂപടങ്ങളിൽ (litho maps) നിന്നോ സ്കെയിലനുസരിച്ചുള്ള മററു ഭൂപടങ്ങളിൽ നിന്നോ തന്നിട്ടുള്ള കടലാസിൽ ഉൾക്കൊള്ളത്തക്കവിധം ഓരോ പ്രദേശത്തിന്റേയും ഭൂപടങ്ങൾ തയ്യാറാക്കാൻ സാധിക്കുമെങ്കിൽ അങ്ങിനെ ചെയ്യാവുന്നതാണ്. വളരെയധികം കെട്ടിടങ്ങളുള്ള ഒരു പ്രദേശമാണെങ്കിൽ ചിലപ്പോൾ എല്ലാ കെട്ടിടങ്ങളും സ്ഥല വർണ്ണനാ വിവരങ്ങളും ഈ ഭൂപടത്തിൽ രേഖപ്പെടുത്താൻ സാധിക്കാതെ വരും. അത്തരം സന്ദർഭങ്ങളിൽ ഒരു പ്രധാന റോഡോ, നദിയോ, തോടോ അതിർത്തിയായി കണക്കാക്കി ഈ പ്രദേശത്തിനെ ഒന്നിലധികമായി തരംതിരിച്ച് ഓരോ ഉപപ്രദേശത്തിനും പ്രത്യേകം പ്രത്യേകം ഭൂപടം വരയ്ക്കേണ്ടതാണ്. ഓരോ പ്രദേശത്തിന്റെയോ ഉപപ്രദേശത്തിന്റെയോ ഭൂപടങ്ങളിൽ താഴെ പറയുന്ന വിവരങ്ങൾ രേഖപ്പെടുത്തേണ്ടതാണ്.

(i) കര/മുറി/ദേശം സ്ഥിതി ചെയ്യുന്ന ജില്ല, റവന്യൂഡിവിഷൻ, താലൂക്ക്, ഫർക്ക, വില്ലേജ് ഇവയുടെ പേര്.

(ii) കര/മുറി/ദേശം ഇവയുടെ അതിർത്തിയും അതിർത്തിയിൽ സ്ഥിതി ചെയ്യുന്ന മററു വില്ലേജുകൾ, കര/മുറി/ദേശം, പട്ടണം മുതലായവയുടെ പേരുകളും.

(iii) പഞ്ചായത്തിന്റെ അതിർത്തി: കര/മുറി/ദേശം മുഴുവൻ ഒരു പഞ്ചായത്തിലാണെങ്കിൽ പഞ്ചായത്തിന്റെ പേരെഴുതുക. പഞ്ചായത്ത് അതിർത്തി കര/മുറി/ദേശം മുറിച്ചുകൊണ്ട് പോകുന്നുവെങ്കിൽ പഞ്ചായത്ത് അതിർത്തി വ്യക്തമായും നിറംകൊടുത്തും വേർതിരിച്ചു കാണിക്കുകയും ഇരു ഭാഗത്തും പഞ്ചായത്തുകളുടെ പേരുകൾ എഴുതുകയും ചെയ്യുക.

(iv) സ്ഥല വർണ്ണനാ വിവരങ്ങൾ [ഖണ്ഡിക 6 (vi) നോക്കുക]

12. Lay-out sketch വരയ്ക്കുന്നതിന്റെ മാതൃക എന്ന നിലയിൽ ഒരു കരയുടെ ഭൂപടം ഇതോടൊന്നിച്ച് ചേർത്തിട്ടുണ്ട്. എന്നാൽ ഈ ഭൂപടം ചെറിയ കടലാസിലാണെന്നതുകൊണ്ട് ഈ മാതൃകയെക്കാൾ വലുതാണ് നിങ്ങൾ തയ്യാറാക്കേണ്ട ഭൂപടം എന്ന് പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്. ഈ lay-out sketch-ൽ കെട്ടിടങ്ങളുടെ സ്ഥാനങ്ങൾ ഇപ്പോൾ കാണിച്ചിട്ടില്ല.

13. ഓരോ കര/മുറി/ദേശത്തിന്റെയും lay-out sketch-ന്റെ രണ്ടുകോപ്പി വീതം തയ്യാറാക്കേണ്ടതാണ്. പിന്നീട് വീടുകൾക്ക് നമ്പരിടുന്ന സമയത്ത് ആ പ്രദേശത്തുള്ള എല്ലാ കെട്ടിടങ്ങളുടേയും സ്ഥാനം ഈ lay-out sketch—ന്റെ രണ്ടു കോപ്പിയിലും എഴുതിച്ചേർത്ത ശേഷം അവ രണ്ടും മററു റിക്കാർഡുകളോടൊപ്പം താലൂക്കാഫീസിൽ ഏല്പിക്കേണ്ടതാണ്. താലൂക്കാഫീസിൽ വച്ച്, 1981 ഫെബ്രുവരി—മാർച്ചു മാസത്തിൽ നടക്കുന്ന കാനേഷുമാരിയുടെ ആവശ്യത്തിലേക്കായി ഏകദേശം 120 വീടുകൾ ഉൾക്കൊള്ളുന്ന എന്യൂമറേഷൻ ബ്ലോക്കുകൾ ഉണ്ടാക്കിയതിനു ശേഷം അവയുടെ അതിർത്തി (enumeration block boundary) ഈ ഭൂപടത്തിൽ രേഖപ്പെടുത്തേണ്ടതാണ്. അതിനുശേഷം ഈ lay-out sketchന്റെ ഒരു കോപ്പി അതതു വില്ലേജ് ഓഫീസിലേക്കും മറേറ കോപ്പി സെൻസസ് ഡയറക്ടറാഫീസിലേയ്ക്കും അയക്കേണ്ടതാണ്.

(c) സെൻസസ് പട്ടണ (non-municipal town)ത്തിന്റെ notional map-ഉം lay-out sketch-ഉം.

14. താസിൽദാരുടെ അധികാര പരിധിയിൽപ്പെട്ട സെൻസസ് പട്ടണങ്ങളെയാണ് ഇവിടെ ഉദ്ദേശിക്കുന്നത്, അതായത് കോർപ്പറേഷൻ, മുനിസിപ്പാലിററി, ടൗൺഷിപ്പ്, കൻറോൺമെൻറ് എന്നിവ ഒഴികെയുള്ള പട്ടണങ്ങൾ. ഓരോ സെൻസസ് പട്ടണത്തിന്റേയും notional map-ന്റെ രണ്ടു കോപ്പി വീതം വരയ്ക്കേണ്ടതാണ്.

15. ഒന്നോ ഒന്നിലധികം വില്ലേജുകളോ കര/മുറി/ദേശങ്ങളോ ചേർന്നതായിരിക്കും ഒരു സെൻസസ് പട്ടണം. ഈ സെൻസസ് പട്ടണത്തിന്റെ ഓരോ കര/മുറി/ദേശത്തിനെ ഒരു വാർഡായിട്ടാണ് കാനേഷുമാരിയുടെ ആവശ്യത്തിന് കണക്കാക്കുന്നത്. ഇത്തരം ഓരോ കര/മുറി/ദേശത്തിന്റേയും lay-out sketch ന്റെ രണ്ടു കോപ്പി വീതം വരയ്ക്കേണ്ടതാണ്. അതിരുകൾ, സ്ഥലവർണ്ണനാ വിവരങ്ങൾ, [ഖണ്ഡിക 6(vi) നോക്കുക] മുതലായവ വ്യക്തമായി കാണിച്ചിരിക്കണം. Lay-out sketch-ന്റെ രണ്ടു കോപ്പി തയ്യാറാക്കേണ്ടതും വീടുകൾക്ക് നമ്പരിടുന്നതിനോടു കൂടി ഈ ഭൂപടങ്ങളിൽ കെട്ടിടങ്ങളുടെ സ്ഥാനങ്ങൾ രേഖപ്പെടുത്തേണ്ടതും അതിനു ശേഷം ഈ രണ്ടു കോപ്പിയും താലൂക്കാഫീസിലേക്ക് അയക്കേണ്ടതും ആകുന്നു. എന്യൂമറേഷൻ ബ്ലോക്കുകൾ ഉണ്ടാക്കിയതിനു ശേഷം ഈ ഭൂപടത്തിന്റെ ഒരു കോപ്പി വില്ലേജാഫീസിലേക്കും മറേറ കോപ്പി സെൻസസ് ഡയറക്ടർക്കും അയക്കേണ്ടതാണ്.

16. വീടുകൾക്ക് നമ്പരിടുക, കെട്ടിടത്തിന്റെ സ്ഥാനം lay-out sketch-ൽ രേഖപ്പെടുത്തുക എന്യൂമറേഷൻ ബ്ലോക്കുകൾ ഉണ്ടാക്കുക എന്നിവയെക്കുറിച്ചുള്ള വിശദമായ നിർദ്ദേശങ്ങൾ പിന്നീട് നല്കുന്നതായിരിക്കും. കെട്ടിടങ്ങളുടെ സ്ഥാനങ്ങൾ രേഖപ്പെടുത്തുന്നതൊഴികെയുള്ള വിവരങ്ങളാണ് lay-out sketch-ൽ ഇപ്പോൾ രേഖപ്പെടുത്തേണ്ടതെന്ന് ഒന്നുകൂടി ഓർമ്മിപ്പിക്കുന്നു. Lay-out sketch-ന്റെ രണ്ടു കോപ്പി തയ്യാറാക്കി വില്ലേജ് ഓഫീസർ 10–12–1979നു മുമ്പ് താസിൽദാരെ ഏല്പിക്കേണ്ടതും താസിൽദാരുടെ സൂക്ഷ്മ പരിശോധനയ്ക്കു ശേഷം രണ്ടു കോപ്പിയും വില്ലേജാഫീസർക്ക് തിരിച്ചു കൊടുക്കുന്നതുമാണ്.

II. വനം പ്രദേശങ്ങൾ

(a) വനം ഡിവിഷന്റെ notional map

17. ഡിവിഷണൽ ഫോറസ്റ്റ് ആഫീസർമാരുടെ അധികാര പരിധിയിൽപ്പെടുന്ന പ്രദേശങ്ങളാണ് വനം പ്രദേശങ്ങൾ. വനം വകുപ്പിന്റെയും റവന്യൂ വകുപ്പിന്റെയും പൊതു അധികാര പരിധിയിൽപ്പെട്ട ചില പ്രദേശങ്ങളുമുണ്ട്. അവ പ്രത്യേകമായി താഴെ ചേർക്കുന്നു.

(i) വനം വകുപ്പിന്റെ അധീനതയിലുള്ള തോട്ടങ്ങൾ പാട്ടത്തിന് (lease) നല്കുകയും അതിൽ നിന്നുള്ള കരം വനം വകുപ്പ് അധികാരികൾ ശേഖരിക്കുകയും ചെയ്യുന്ന പ്രദേശങ്ങൾ വനം വകുപ്പിന്റെ കീഴിലുള്ള പ്രദേശങ്ങളായി കാനേഷുമാരിയുടെ ആവശ്യത്തിലേക്ക് കണക്കാക്കുന്നതാണ്.

(ii) വനഭൂമി കാർഷികാവശ്യങ്ങൾക്കു വേണ്ടിയോ തോട്ടങ്ങൾക്കു വേണ്ടിയോ സർക്കാർ പാട്ടത്തിനു കൊടുക്കുകയും അതിന്റെ കരം റവന്യൂ അധികാരികൾ ശേഖരിക്കുകയും ചെയ്യുന്നുണ്ടെങ്കിൽ അത്തരം പ്രദേശങ്ങൾ താസിൽദാരുടെ അധികാര പരിധിയിൽപ്പെട്ടതായി കണക്കാക്കണം.

(iii) ഇടുക്കി ജില്ലയിലെ Cardamom Hills-ൽ രണ്ടു കൂട്ടർക്കും അധികാരമുണ്ടെങ്കിലും കാനേഷുമാരിയുടെ ആവശ്യത്തിന് റവന്യൂ വകുപ്പിന്റെ അധികാര പരിധിയിൽപ്പെട്ടതായി കണക്കാക്കുന്നതാണ്.

(iv) കൃഷിക്കുപയുക്തമായ വന ഭൂമി (cultivable forest land) സർവ്വേ ചെയ്യുകയും പുനരധിവാസികൾക്കും എക്സ്സർവ്വീസുകാർക്കും വേണ്ടി പതിച്ചു കൊടുക്കുവാൻ റവന്യൂ അധികാരികളെ ഏല്പിച്ചുകൊടുക്കുകയും ചെയ്തിട്ടുള്ള സ്ഥലങ്ങൾ റവന്യൂ വകുപ്പിന്റെ കീഴിലുള്ളതായി കണക്കാക്കും.

(v) 1979 ഒക്ടോബർ 1.ന് ശേഷം വനം വകുപ്പ് റവന്യൂ വകുപ്പിന് കൈമാറം ചെയ്യുന്ന ഭൂമികളെ സംബന്ധിച്ച് കാനേഷുമാരിയുടെ നടത്തിപ്പിന് ആ ഭൂമി 1979 ഒക്ടോബർ 1.നു മുമ്പ് ആരുടെ കൈവശമായിരുന്നുവോ അവരുടെ അധികാരാതിർത്തിയിലുള്ളതായി പരിഗണിക്കും.

18. അധികാരാതിർത്തിയെ സംബന്ധിച്ചുള്ള എല്ലാ സംശയങ്ങളും പ്രിൻസിപ്പൽ/ഡിസ്ട്രിക്ട് സെൻസസ് ആഫീസറുടെ ശ്രദ്ധയിൽപ്പെടുത്തേണ്ടതും അദ്ദേഹത്തിന്റെ തീരുമാനം അംഗീകരിക്കേണ്ടതുമാകുന്നു.

19. വനം വകുപ്പിന്റെ ഭൂപടം തയ്യാറാക്കുമ്പോൾ താഴെ പറയുന്ന വിവരങ്ങൾ ഭൂപടത്തിൽ രേഖപ്പെടുത്തേണ്ടതാണ്.

(i) അതിരുകൾ: വനം ഡിവിഷൻ ഒന്നിലധികം ജില്ലകളിലോ, താലൂക്കുകളിലോ, വില്ലേജ് അതിർത്തിക്കകത്തോ, അതിർത്തിക്കു പുറത്തോ വ്യാപിച്ചു കിടക്കുന്നുണ്ടാകാം. ഇതിൽ പുറമെ, ഒരു ഡിവിഷനിൽ ഒന്നിലധികം പഞ്ചായത്തുകളും ഉണ്ടാകും. കാനേഷുമാരിയിൽ കൂടി ശേഖരിക്കുന്ന വിവരങ്ങൾ ഇത്തരം ഓരോ പ്രദേശത്തിനും പ്രത്യേകം പ്രത്യേകം വേണ്ടതിനാൽ ഭൂപടം തയ്യാറാക്കുമ്പോൾ ജില്ല, താലൂക്ക്, വില്ലേജ്, പഞ്ചായത്ത് അതിർത്തികളും അവയുടെ പേരും വ്യക്തമായി മനസ്സിലാകത്തക്കവണ്ണം രേഖപ്പെടുത്തേണ്ടതാണ്.

(ii) സ്ഥലവർണ്ണനാ വിവരങ്ങൾ: (ഖണ്ഡിക 6 (vi) നോക്കുക)

20. നിങ്ങൾക്കു തന്നിട്ടുള്ള കടലാസ് മുറിക്കാതെ അതിൽ മുഴുവനായി വരത്തക്കവിധമാണ് ഡിവിഷന്റെ ഭൂപടം തയ്യാറാക്കേണ്ടത്. ഇതിന്റെ രണ്ടു കോപ്പി തയ്യാറാക്കേണ്ടതും ഡിവിഷണൽ ഫോറസ്റ്റ് ആഫീസർ പരിശോധിച്ച് ശരിയാണെന്നു സാക്ഷ്യപ്പെടുത്തിയതിനു ശേഷം ഒരു കോപ്പി ഡിവിഷനാഫീസിൽ സൂക്ഷിക്കേണ്ടതും മറേറ കോപ്പി സെൻസസ് ഡയറക്ടർക്ക് അയച്ചുതരേണ്ടതുമാണ്.

(b) വനം റേഞ്ചിന്റെ lay-out sketch

21. ഓരോ വനം റേഞ്ചിനും പ്രത്യേകം lay-out sketch തയ്യാറാക്കേണ്ടതാണ്. ഈ ഭൂപടത്തിലാണ് വീടുകാനക്ക് നമ്പരിടുന്ന സമയത്ത് ഓരോ കെട്ടിടത്തിന്റേയും സ്ഥാനം കാണിക്കേണ്ടത്. നിങ്ങൾക്കു തന്നിട്ടുള്ള കടലാസ് മുറിക്കാതെ അതിൽ മുഴുവനായി വരത്തക്കവിധമാണ് പടം വരയ്ക്കേണ്ടത്.

22. ഓരോ വനം റേഞ്ചിന്റേയും ഭൂപടത്തിൽ താഴെ പറയുന്ന വിവരങ്ങൾ രേഖപ്പെടുത്തേണ്ടതാണ്.

(i) വനം റേഞ്ച്, വനം ബീറ്റ്, പഞ്ചായത്ത് അതിർത്തികൾ

(ii) ഒന്നിലധികം ജില്ല, താലൂക്ക്, വില്ലേജ്, പഞ്ചായത്ത് ഇവയിൽ സ്ഥിതി ചെയ്യുന്നുവെങ്കിൽ അവയുടെ പേരും അതിരുകളും

(iii) പ്രധാന സ്ഥലവർണ്ണനാ വിവരങ്ങൾ: [ഖണ്ഡിക 6 (vi) നോക്കുക].

23. ഓരോ വനം റേഞ്ചിന്റേയും lay-out sketch രണ്ടു കോപ്പികൾ വീതം തയ്യാറാക്കേണ്ടതാണ്. പിന്നീട് വീടുകാനക്ക് നമ്പരിടുന്ന സമയത്ത് ഓരോ കെട്ടിടത്തിന്റേയും സ്ഥാനം ഈ ഭൂപടത്തിന്റെ രണ്ടു കോപ്പിയിലും എഴുതിച്ചേർത്ത ശേഷം അവ രണ്ടും ഡിവിഷണൽ ഫോറസ്റ്റ് ഓഫീസിലേക്ക് അയക്കണം. ഡിവിഷണൽ ഫോറസ്റ്റ് ഓഫീസിൽ വച്ച് എന്യൂമറേഷൻ ബ്ലോക്കുകൾ ഉണ്ടാക്കി അവയുടെ അതിർത്തികൾ ഈ ഭൂപടത്തിൽ രേഖപ്പെടുത്തിയതിനു ശേഷം ഒരു കോപ്പി തിരിയെ റേഞ്ച് ഓഫീസിലേക്കും മറേറ കോപ്പി സെൻസസ് ഡയറക്ടർക്കും അയക്കേണ്ടതാണ്.

24. Lay-out sketch-ൽ വീടുകാനക്ക് നമ്പരിടുക, എന്യൂമറേഷൻ ബ്ലോക്കുകൾ ഉണ്ടാക്കുക മുതലായവയെപ്പറ്റിയുള്ള വിശദമായ നിർദ്ദേശങ്ങൾ പിന്നീട് നല്കുന്നതായിരിക്കും.

III കോർപ്പറേഷൻ/മുനിസിപ്പാലിറ്റി/കൺറോൺമെൻറ് എന്നീ പട്ടണങ്ങൾ

(a) പട്ടണത്തിന്റെ notional map

25. പട്ടണങ്ങളുടെ ഭൂപടങ്ങൾ ഇതിനകംതന്നെ എല്ലാ കോർപ്പറേഷൻ/മുനിസിപ്പാലിറ്റി/ടൗൺഷിപ്പ്/കൺറോൺമെൻറ് അധികൃതർ തയ്യാറാക്കി ഈ ആഫീസിലേക്ക് അയച്ചിരിക്കും. അവരെ സംബന്ധിച്ച് പട്ടണത്തിന്റെ ഇനിയൊരു ഭൂപടം വരയ്ക്കേണ്ട ആവശ്യമില്ല. എന്നാൽ മുമ്പ് അയച്ച ഭൂപടത്തിൽ എന്തെങ്കിലും വ്യത്യാസം വന്നിട്ടുണ്ടെങ്കിൽ അതായത് പട്ടണത്തിന്റെ/വാർഡിന്റെ അതിരുകൾ മാറിയിട്ടുണ്ടെങ്കിൽ പുതിയൊരു ഭൂപടം തയ്യാറാക്കി സെൻസസ് ഡയറക്ടർക്ക് അയച്ചുതരേണ്ടതാണ്.

(b) വാർഡിന്റെ (ഡിവിഷന്റെ) lay-out sketch

26. ഓരോ വാർഡിന്റെ (ഡിവിഷന്റെ) യും ഭൂപടം തന്നിട്ടുള്ള കടലാസ് മുറിക്കാതെ അതിൽ മുഴുവനായി വരത്തക്കവണ്ണം വലുതായി വരയ്ക്കണം. ഈ ഭൂപടത്തിലാണ് വീടുകാനക്ക് നമ്പരിടുന്ന സമയത്ത് കെട്ടിടങ്ങളുടെ സ്ഥാനം കാണിക്കേണ്ടതാണ്. ചിലപ്പോൾ ഒരു വാർഡിൽപ്പെട്ട എല്ലാ കെട്ടിടങ്ങളും ഈ ഭൂപടത്തിൽ അടയാളപ്പെടുത്താൻ സാധിച്ചു എന്നു വരികയില്ല. അങ്ങിനെ തോന്നുന്ന പക്ഷം വാർഡിനെ (ഡിവിഷനെ) ഒന്നിലധികം ഉപവാർഡു(ഉപഡിവിഷനു)കളാക്കി തിരിച്ച് ഓരോ ഉപവിഭാഗത്തിനും പ്രത്യേകം ഭൂപടങ്ങൾ വരയ്ക്കണം.

27. ഓരോ വാർഡ് (ഡിവിഷൻ), ഉപവാർഡ് (ഉപഡിവിഷൻ) എന്നിവയുടെ ഭൂപടത്തിൽ താഴെ പറയുന്ന വിവരങ്ങൾ കാണിച്ചിരിക്കണം

(i) അതിരുകൾ: കോർപ്പറേഷൻ/മുനിസിപ്പൽ/ടൗൺഷിപ്പ്/കൺറോൺമെൻറ്, വാർഡ് (ഡിവിഷൻ) അതിരുകൾ

(ii) സ്ഥലവർണ്ണനാ വിവരങ്ങൾ [ഖണ്ഡിക 6 (vi) നോക്കുക].

28. പടം വരയ്ക്കുന്നതിന് മാതൃക എന്ന നിലയിൽ ഒരു ഭൂപടം ഇതോടൊന്നിച്ച് കൊടുത്തിട്ടുണ്ട്. എല്ലാ കെട്ടിടങ്ങളുടേയും സ്ഥാനം രേഖപ്പെടുത്തുവാൻ ഉദ്ദേശിക്കുന്നതുകൊണ്ട് ഈ മാതൃകയെക്കാൾ വലുതായ ഒരു ഭൂപടമാണ് നിങ്ങൾ തയ്യാറാക്കേണ്ടത് എന്ന് പ്രത്യേകം ശ്രദ്ധിക്കണം. നിങ്ങൾക്കു തന്നിരിക്കുന്ന ഭൂപടത്തിൽ കെട്ടിടത്തിന്റെ സ്ഥാനങ്ങൾ കാണിച്ചിട്ടില്ല.

29. ഓരോ വാർഡിന്റെ (ഡിവിഷന്റെ)യും lay-out sketch-ന്റെ രണ്ടു കോപ്പി വീതം തയ്യാറാക്കേണ്ടതാണ്. വീടുകൾക്ക് നമ്പരിടുന്ന സമയത്ത് കെട്ടിടങ്ങളുടെ സ്ഥാനം രണ്ടു കോപ്പിയിലും എഴുതിച്ചേർത്ത ശേഷം മറ്റു റിക്കാർഡുകളോടൊപ്പം ചാർജ് ഓഫീസറെ ഏല്പിക്കണം. മുനിസിപ്പൽ (കോർപ്പറേഷൻ) ആഫീസിൽവച്ച് എന്യൂമറേഷൻ ബ്ലോക്കുകൾ ഉണ്ടാക്കി അവയുടെ അതിരുകൾ ഈ രണ്ടു കോപ്പിയിലും രേഖപ്പെടുത്തിയതിനു ശേഷം ഒരു കോപ്പി കോർപ്പറേഷൻ/മുനിസിപ്പൽ/ടൗൺഷിപ്പ്/കൺറോൺമെന്റ് ആഫീസിൽ സൂക്ഷിക്കുകയും മറ്റെ കോപ്പി സെൻസസ് ഡയറക്ടർക്ക് അയച്ചുതരികയും ചെയ്യേണ്ടതാണ്.

30. Lay-out sketch-കൾക്ക് നമ്പരിടുക, എന്യൂമറേഷൻ ബ്ലോക്കുകൾ ഉണ്ടാക്കുക എന്നിവയെപ്പറ്റിയുള്ള വിശദമായ നിർദ്ദേശങ്ങൾ പിന്നീട് നല്കുന്നതായിരിക്കും.

31. മുകളിൽ പ്രസ്താവിച്ചിരിക്കുന്ന നിർദ്ദേശങ്ങളിൽ എന്തെങ്കിലും സംശയം ഉണ്ടെങ്കിൽ ചാർജ് ഓഫീസർ സെൻസസ് ഡയറക്ടറുടെ ശ്രദ്ധയിൽപ്പെടുത്തേണ്ടതാണ്.

Director of Census Operations

അനുബന്ധം

വില്ലേജുകളിൽ ഉൾപ്പെട്ട കര/മുറി/ദേശം എന്നിവയുടെ വിവരങ്ങൾ കാണിക്കുന്ന പട്ടിക

[ഖണ്ഡിക 6 (iii) നോക്കുക]

താലൂക്ക്: വില്ലേജ്:

ക്രമ നമ്പർ	കര/മുറി/ദേശത്തിന്റെ പേര്	കര/മുറി/ദേശത്തിൽ ഉൾക്കൊണ്ട സർവ്വേ നമ്പരുകൾ		വിസ്തീർണ്ണം (ഏക്കർ)
		മുതൽ	വരെ	
1	2	3	4	5
		വില്ലേജിന്റെ ആകെ വിസ്തീർണ്ണം (ഏക്കർ)		

സൂചകങ്ങൾ

Ⓣ താലൂക്ക് ആഫിസ്സ്	VH മൃഗാശുപത്രി
Ⓒ കോടതി	KVC ഗോസംവർദ്ധന കേന്ദ്രം
Ⓥ വില്ലേജ് ആഫിസ്സ്	Ⓦ പൊതുകിണറ്
Ⓟ പഞ്ചായത്ത് ആഫിസ്സ്	TK പൊതുകുളം
BDO ബ്ലോക്കാഫിസ്സ്	PO തപാലാഫിസ്സ്
LPS ലോവർ പ്രൈമറിസ്കൂൾ	TO കമ്പിയാഫിസ്സ്
UPS അഷർ പ്രൈമറിസ്കൂൾ	P&T കമ്പിതപാലാഫിസ്സ്
HS ഹൈസ്കൂൾ	PCO പബ്ലിക് കാൾ ആഫീസ്സ്
CGE കോളേജ്	TB ടൂറിസ്റ്റ് ബംഗ്ലാവ്
AH അലോഷതി ആശുപത്രി	RH റസ്റ്റ് ഹൗസ്
AD അലോഷതി ഡിസ്പെൻസറി	DB ഇൻസ്പെക്ഷൻ ബംഗ്ലാവ്
PHC പ്രാഥമിക ആരോഗ്യകേന്ദ്രം	Ⓑ ബസ്സ് സ്റ്റാൻഡ്
FWC കുടുംബക്ഷേമ കേന്ദ്രം	Ⓜ മാർക്കറ്റ് (ചന്ത)
AYH ആയുർവേദ ആശുപത്രി	ॐ ഹിന്ദുക്ഷേത്രം
AYD ആയുർവേദ ഡിസ്പെൻസറി	✝ ക്രിസ്ത്യൻ ദേവാലയം
HH ഹോമിയോ ആശുപത്രി	☪ മുസ്ലിം പള്ളി
HD ഹോമിയോ ഡിസ്പെൻസറി	

—..:—..— വില്ലേജ് അതിർത്തി / ടൌൺ അതിർത്തി

– – – – – കര/ദേശം/മുറി അതിർത്തി / ടൌൺ വാർഡ് അതിർത്തി

·—·—·— പഞ്ചായത്ത് അതിർത്തി

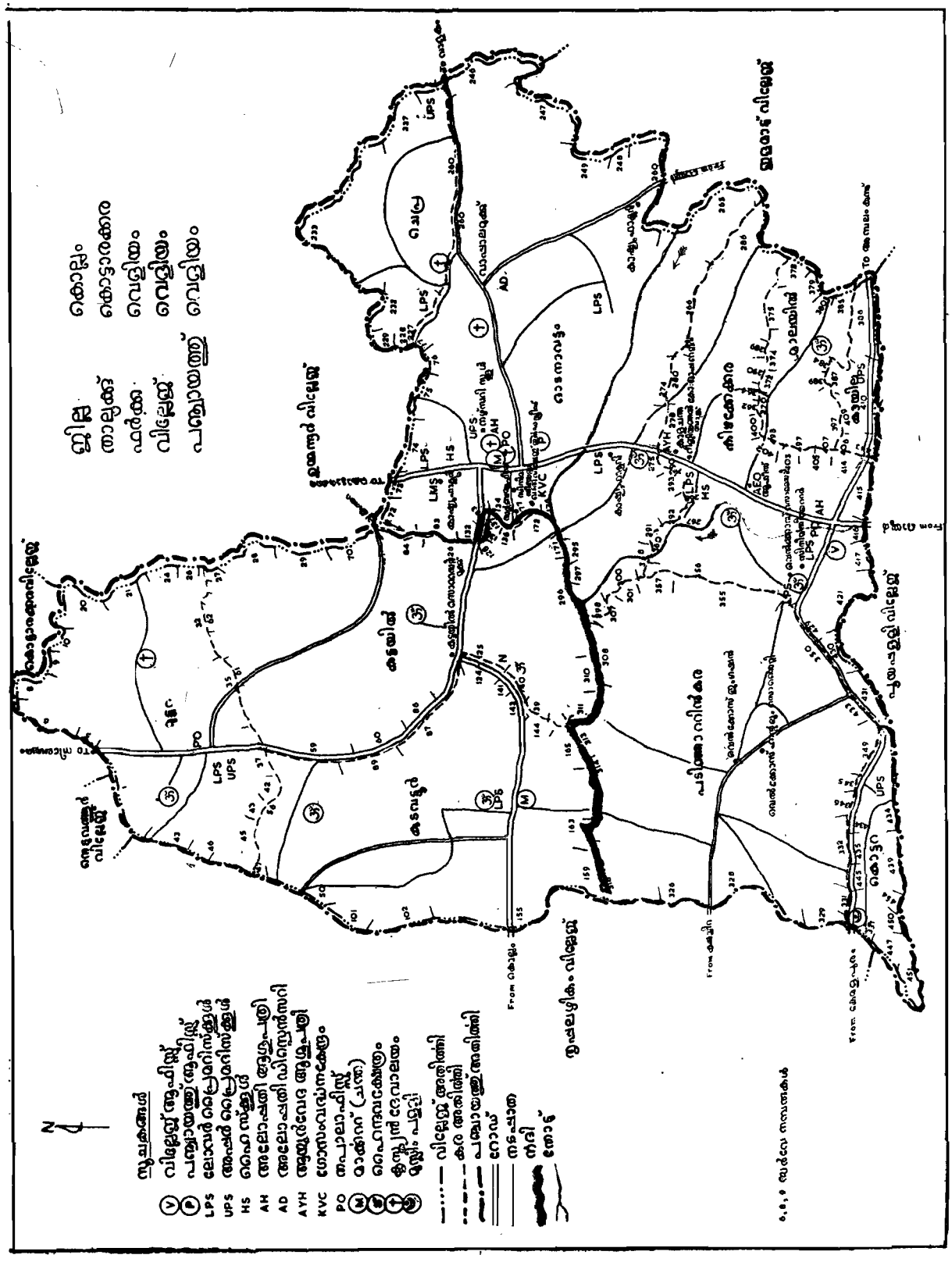
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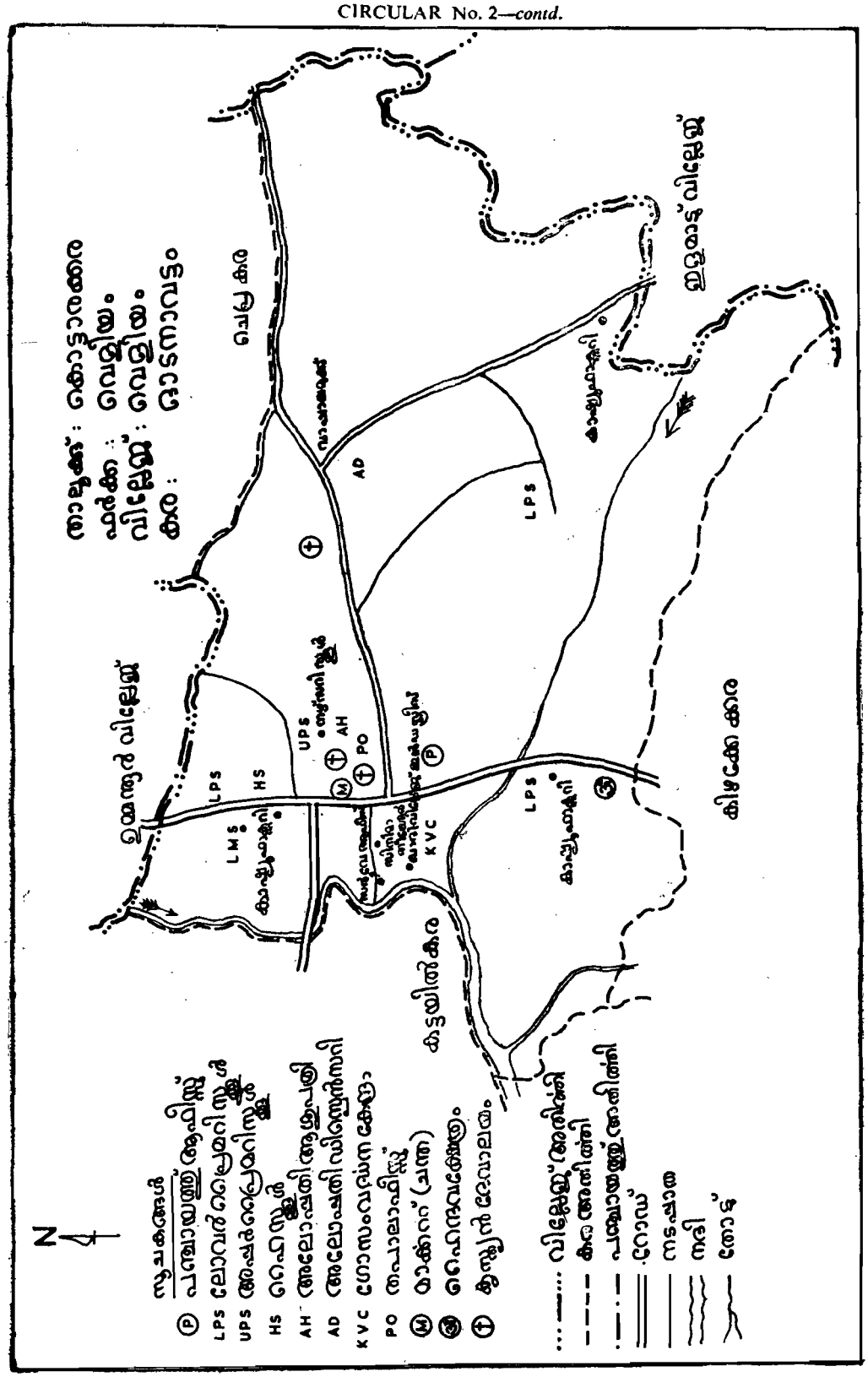
▪▪▪▪▪▪▪▪▪▪▪▪ തീവണ്ടിപ്പാത

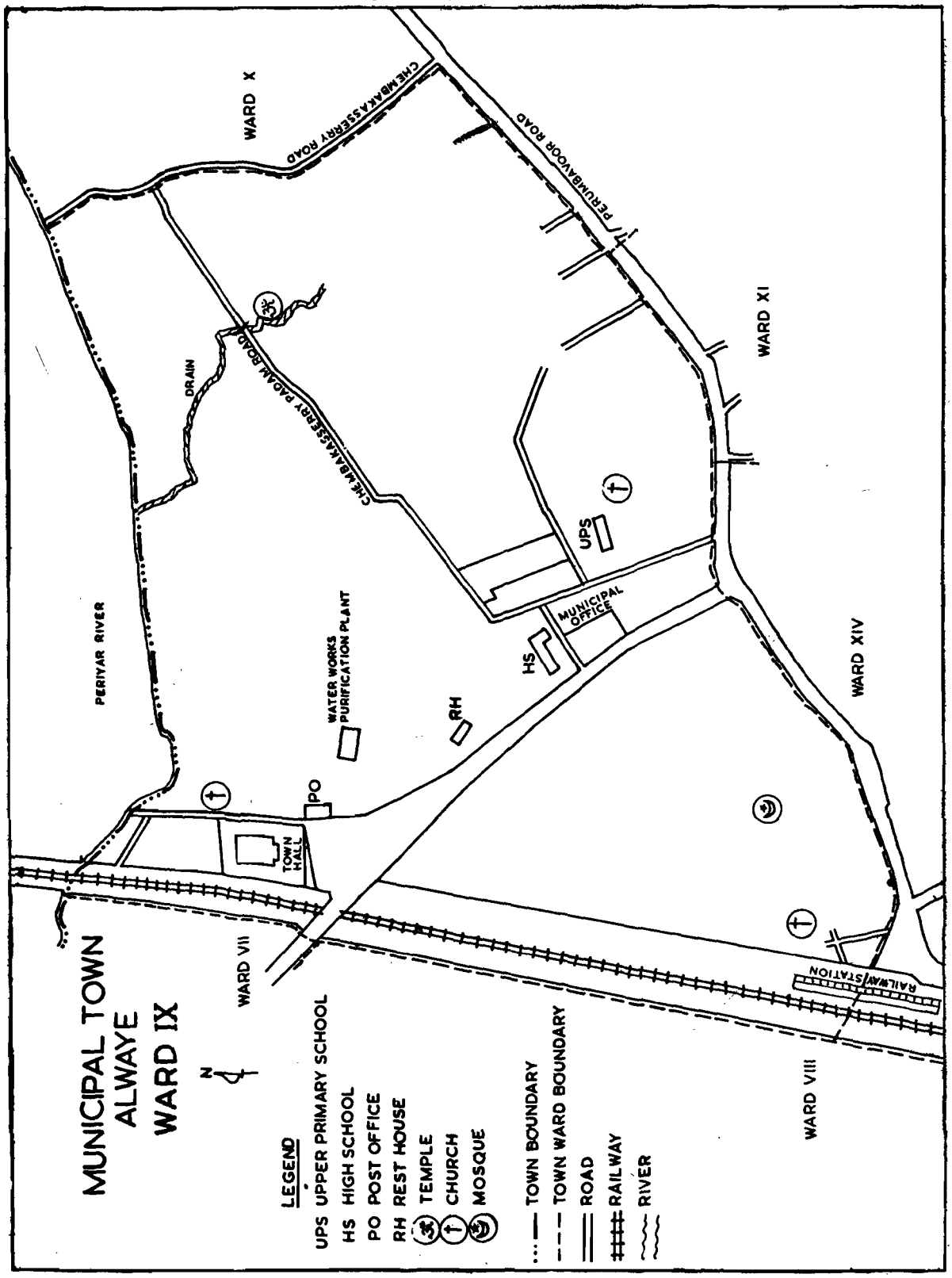
——— നടപ്പാത

▬▬ നദി

കനാൽ/തോട്




N
LPS
HS
UPS
AD
LPS
KVC
LPS


MUNICIPAL TOWN
ALWAYE
WARD IX
N
LEGEND
UPS UPPER PRIMARY SCHOOL
HS HIGH SCHOOL
PO POST OFFICE
RH REST HOUSE
TEMPLE
CHURCH
MOSQUE
TOWN BOUNDARY
TOWN WARD BOUNDARY
ROAD
RAILWAY
RIVER
WARD VII
WARD VIII
WARD X
WARD XI
WARD XIV
PERIYAR RIVER
DRAIN
CHEMBAKASSERRY PADAM ROAD
CHEMBAKASSERRY ROAD
PERUMBAVOOR ROAD
WATER WORKS PURIFICATION PLANT
MUNICIPAL OFFICE
TOWN HALL
RAILWAY STATION
PO
RH
HS
UPS

CIRCULAR No. 3

December 13, 1979

Sub: Census 1981 – Village and Town Directory

From 1951 census onwards District Census Handbooks are being published at the time of each census. The District Census Handbook gives an epitome of the various characteristics of our *population and their living conditions. Considering its usefulness as a reference book the scheme* of publishing the District Census Handbook is being continued in the next census also.

2. The District Census Hand book of 1981 Census will be divided into two parts as noted below:
Part A: Town and Village Directory and Town and Village-wise Primary Census Abstract
Part B: Census Tables

3. This circular contains instructions regarding the collection of data for Part A of the District Census Handbook. For this purpose a schedule in Malayalam has been prescribed.

4. It has been decided that the details of villages and census towns (ie. towns other than Corporations, Municipalities, Cantonment & Township) falling under the jurisdiction of Tahsildars may be collected through the village officers. The Corporation/Municipal Commissioners and Executive Officers will be responsible for collecting the data from their respective towns.

5. The schedule is simple and self-explanatory. Wherever additional instructions are required the same have been given in the Instructions for filling up the schedule.

6. It is needless to mention that the data should be collected carefully and the form filled-up thoroughly. I hope you will bestow your personal attention in the matter and ensure that the data are collected within the stipulated time.

7. For each village/town two copies of the schedules have to be prepared. One copy has to be sent to this office while the other copy is retained in the Village/Corporation/Municipality/ Cantonment/Township office as a reference copy for future correspondence.

8. Receipt of the circular letter may be acknowledged in the form enclosed.

Enclosure: Schedule

Director of Census Operations

To

All Tahsildars
All Commissioners of Corporations
All Commissioners/Special Officers of Municipalities
The Executive Officer, Cannanore Cantonment
The Executive Officer, Guruvayur Township

Copy to:

All Principal Census Officers
All District Census Officers
All Sub-Divisional Census Officers
Director's Table/DD/AD(T)/AD(A)

Copy with compliments forwarded for information to:
The Registrar General, India
All Directors of Census Operations

Director of Census Operations

ACKNOWLEDGEMENT
(Circular No. 3)

I acknowledge receipt of circular No. 3 dated December 13, 1979 from the Director of Census Operations, Kerala.

Signature:
Date:
Name:
Designation and Address:

To

The Director of Census Operations, Kaudiar, Trivandrum—3

CIRCULAR No. 3—*contd.*

വില്ലേജിനെ/പട്ടണത്തെപ്പറ്റിയുള്ള സാമാന്യവിവരങ്ങൾ

നിർദ്ദേശങ്ങൾ

1979 ഒക്ടോബർ 1-ാം തീയതി നിലവിലുള്ള വിവരങ്ങളെ ആശ്രയിച്ചാണ് ഈ പട്ടിക പൂരിപ്പിക്കേണ്ടത്.

2. കോർപ്പറേഷൻ, മുനിസിപ്പാലിറ്റി എന്നിവയെ സംബന്ധിച്ച് അവിടങ്ങളിലെ കമ്മീഷണർമാരും, വില്ലേജുകൾ, മറ്റു സെൻസസ് പട്ടണങ്ങൾ എന്നിവയെ സംബന്ധിച്ച് താസിൽദാർമാരും, ടൗൺഷിപ്പ്, കന്റോൺമെന്റ് എന്നിവയെ സംബന്ധിച്ച് എക്സിക്യൂട്ടീവ് ഓഫീസർമാരുമാണ് ഈ പട്ടിക പൂരിപ്പിക്കേണ്ടത്. അയച്ചുതന്നിട്ടുള്ള പട്ടികയുടെ രണ്ടു പ്രതികളും പൂരിപ്പിച്ച് ഒരു പ്രതി ഈ ആഫീസിലേയ്ക്ക് അയക്കുകയും മറേ പ്രതി നിങ്ങളുടെ ആഫീസിൽ സൂക്ഷിക്കുകയും ചെയ്യേണ്ടതാണ്.

3. ആകെ 21 കോളങ്ങളാണ് ഇതിൽ ഉൾക്കൊള്ളിച്ചിരിക്കുന്നത്. അതിൽ 1 മുതൽ 15 വരെയുള്ള കോളങ്ങൾ എല്ലാ പ്രദേശങ്ങൾക്കും പൂരിപ്പിക്കേണ്ടതാണ്. എന്നാൽ കോളം 16 വില്ലേജുകൾക്കു മാത്രം പൂരിപ്പിച്ചാൽ മതി. കോളം 17 മുതൽ 20 വരെ എല്ലാ പട്ടണങ്ങൾക്കും പൂരിപ്പിക്കേണ്ടതാണ്. കോളം 21 കോർപ്പറേഷനുകൾ, മുനിസിപ്പാലിറ്റികൾ, ടൗൺഷിപ്പ്, കന്റോൺമെന്റ് എന്നിവയ്ക്കു മാത്രം ബാധകമാണ്.

4. സ്ഥാപനത്തിന്റെ പേര് മുഴുവനായും വിവരങ്ങൾ വ്യക്തമായും പൂരിപ്പിക്കണം.

5. ഉത്തരങ്ങൾ രേഖപ്പെടുത്തേണ്ടതില്ലാത്തവക്കെതിരെ ഗുണനചിഹ്നം (×) ഇടണം.

6. ഉത്തരങ്ങൾ ലഭ്യമല്ലാത്തവയ്ക്കെതിരെ 'NA' (Not available) എന്നും, വിവരം ലഭ്യമല്ലാത്തതിന്റെ കാരണവും രേഖപ്പെടുത്തണം.

7. ഏതെങ്കിലും ഇനത്തിന് ഉത്തരമെഴുതുവാൻ സ്ഥലം തികയാതെവരികയാണെങ്കിൽ ഒരു പ്രത്യേക കടലാസിൽ എഴുതിവയ്ക്കേണ്ടതാണ്. പ്രത്യേകമായി ഉപയോഗിക്കുന്ന കടലാസിൽ പ്രസ്തുത വിവരം ഏതു കോളത്തിന്റേതാണോ ആ കോളത്തിന്റെ നമ്പരും ഇനത്തിന്റെ ഉപനമ്പരും എഴുതുവാൻ പ്രത്യേകം ശ്രദ്ധിക്കണം.

8. ഓരോ കോളവും പൂരിപ്പിക്കുന്നതിനുള്ള പ്രത്യേക നിർദ്ദേശങ്ങൾ ചുവടെ ചേർക്കുന്നു.

കോളം 1

ഇനം 2. പട്ടണത്തിനെ സംബന്ധിച്ചിടത്തോളം ഫർക്കയുടെ പേര് എഴുതേണ്ട ആവശ്യമില്ല.

ഇനം 3. ആസ്ഥാനങ്ങളിലേയ്ക്കുള്ള അകലം, വില്ലേജാഫീസ്/മുനിസിപ്പലാഫീസ് എന്നീ പ്രധാന കേന്ദ്രങ്ങളിൽ നിന്നുള്ള ദൂരം കണക്കാക്കുക.

(i) സമീപത്തുള്ള പട്ടണം:— വില്ലേജിൽ നിന്ന് അടുത്തുള്ള പട്ടണത്തിന്റെ പേരാണ് രേഖപ്പെടുത്തേണ്ടത്. പട്ടണങ്ങളെ സംബന്ധിച്ച് അടുത്തുള്ള ഒരു ലക്ഷത്തിലധികം ജനസംഖ്യയുള്ള പട്ടണത്തിന്റെ പേര് രേഖപ്പെടുത്തണം.

കോളം 2

ഇനം (1) വില്ലേജുകൾക്കും, കോർപ്പറേഷനുകൾ, മുനിസിപ്പാലിറ്റികൾ, ടൗൺഷിപ്പ്, കന്റോൺമെന്റ് എന്നിവയൊഴികെയുള്ള മറ്റു സെൻസസ് പട്ടണങ്ങൾക്കും അവ ഉൾപ്പെടുന്ന പഞ്ചായത്തുകളുടെ വിവരം രേഖപ്പെടുത്തിയാൽ മതി.

ഇനം (2) കര/മുറി/ദേശം/വാർഡ് ഇവയ്ക്ക് പേരില്ലെങ്കിൽ നമ്പർ എഴുതിയാൽ മതി.

കോളം 3

കേന്ദ്രീയ വിദ്യാലയങ്ങൾ, അറബി സ്കൂളുകൾ എന്നിവയും ഇതിലുൾപ്പെടുത്തണം. ട്യൂട്ടോറിയൽ കോളേജുകൾ ഇതിലുൾപ്പെടുന്നില്ല. ഒരു സ്കൂളിൽ മിഡിൽസ്കൂൾ ക്ലാസ്സുകളും ഹൈസ്കൂൾ ക്ലാസ്സുകളുമുണ്ടെങ്കിൽ അവയെ രണ്ടു യൂണിറ്റുകളായിത്തന്നെ കണക്കാക്കേണ്ടതാണ്. ഓരോ സ്കൂളിലുമുള്ള സ്റ്റാൻഡേർഡുകൾ ഏതെല്ലാമാണെന്ന് 2-ാം കോളത്തിൽ പേരിനുശേഷം എഴുതുവാൻ പ്രത്യേകം ശ്രദ്ധിക്കണം. (അതായത് ഒരു സ്കൂളിൽ തന്നെ പല സ്റ്റാൻഡേർഡുകൾ കാണാം. I മുതൽ IV വരെ, I മുതൽ VII വരെ, I മുതൽ X വരെ, അവയെ പ്രത്യേകം സ്കൂളുകളായി വേർതിരിച്ചിരിക്കാനും ഇടയില്ല).

CIRCULAR No. 3—*contd.*

ഭാഗം 4

പ്രൈവറ്റ് ഡോക്ടർമാരുടെ (രജിസ്റ്റർ ചെയ്ത) ക്ലിനിക്കുകൾ ഉൾപ്പെടുത്തേണ്ടതാണ്. സാമൂഹ്യാരോഗ്യ പ്രവർത്തകർ മുതലായവരുടെ സേവനം നിലവിലുണ്ടോ എന്ന് പ്രത്യേകമായി അന്വേഷിച്ച് രേഖപ്പെടുത്തണം.

ഭാഗം 7

താഴെ കൊടുത്തിരിക്കുന്നവയാണ് കുടിക്കുവാനുള്ള ജലലഭ്യതാസൗകര്യങ്ങൾ. ഒന്നിൽ കൂടുതൽ രീതികൾ നിലവിലുണ്ടെങ്കിൽ കൂടുതൽ ഉപയോഗിക്കുന്ന രണ്ടു രീതികൾ രേഖപ്പെടുത്തുക.

പട്ടണത്തിൽ സാധാരണ നിലവിലുള്ളവ

1 ഓവർഹെഡ് ടാങ്ക് (Over head tank)
2 സർവ്വീസ് റിസർവ്വോയർ (Service reservoir)
3 റിവർ ഇൻഫിൽട്രേഷൻ ഗ്യാലറി (River Infiltration gallery)
4 ബോർവെൽ പമ്പിംഗ് (Bore well pumping)
5 പ്രഷർടാങ്ക് (Pressure tank)
6 കുഴൽകിണർ
7 കിണർ
8 ടാങ്ക്

വില്ലേജിൽ നിലവിലുള്ളവ

പൈപ്പ്, കിണർ, ടാങ്ക്, കുഴൽക്കിണർ, കൈപമ്പ് (hand pump), നദീജലം, തോട്ടുവെള്ളം, തടാകജലം, ഉറവജലം മുതലായവ.

ഭാഗം 8

ഇനം (vi) 'മറ്റുള്ളവ' ഏതു ആവശ്യത്തിനാണെന്ന് പ്രത്യേകം എഴുതുക.

ഭാഗം 9

മാസത്തിലൊരിക്കലോ, രണ്ടാഴ്ചക്കൊരിക്കലോ കൂടുന്ന ചന്തയുടെ പേരിനു നേരെ പ്രസ്തുത കോളത്തിൽ 'മാസത്തിലൊരിക്കൽ' എന്നും, 'രണ്ടാഴ്ചക്കൊരിക്കൽ' എന്നും യഥാക്രമം എഴുതേണ്ടതാണ്.

ഭാഗം 13

ഇനം (i) കാർഷികോപകരണങ്ങൾക്കുള്ള വായ്പ നല്കുക, കാർഷികോല്പന്നങ്ങൾ വിപണനം ചെയ്യുക മുതലായ സേവന സഹകരണ സംഘങ്ങൾ, കാർഷിക സഹകരണ സംഘങ്ങളിലുൾപ്പെടുന്നു.

ഇനം (ii) ഉപഭോക്തൃ സഹകരണ സംഘങ്ങൾ, ഉദ്യോഗസ്ഥ/തൊഴിലാളി സഹകരണ സംഘങ്ങൾ എന്നിവ കാർഷികേതര സഹകരണ സംഘങ്ങളിലുൾപ്പെടുന്നു.

വില്ലേജിനെ/പട്ടണത്തിനെപ്പറ്റിയുള്ള സാമാന്യ വിവരങ്ങൾ

ഭാഗം 1. വില്ലേജിനെ/പട്ടണത്തിനെപ്പറ്റിയുള്ള സ്ഥലസൂചനാ വിവരങ്ങൾ

1. വില്ലേജിന്റെ/പട്ടണത്തിന്റെ പേര്		
2. വില്ലേജ്/പട്ടണം ഉൾപ്പെടുന്ന	ഫർക്കയുടെ പേര്	
	താലൂക്കിന്റെ പേര്	
	റവന്യൂ ഡിവിഷന്റെ പേര്	
	ജില്ലയുടെ പേര്	

3. പ്രധാന ആസ്ഥാനങ്ങളിലേയ്ക്കുള്ള ദൂരം

ആസ്ഥാനം	പേര്	വില്ലേജിൽ/പട്ടണത്തിൽ നിന്നുള്ള ദൂരം (കി. മീ.)
1	2	3
(i) സമീപത്തുള്ള പട്ടണം (സംസ്ഥാനത്തിനകത്തോ അയൽ സംസ്ഥാനങ്ങളിലോ ആകാം)		
(ii) താലൂക്ക് ആസ്ഥാനം		
(iii) റവന്യൂ ഡിവിഷന്റെ ആസ്ഥാനം		
(iv) ജില്ലാ ആസ്ഥാനം		
(v) അടുത്ത ആസ്ഥാനം		

ഭാഗം 2. വില്ലേജിൽ/പട്ടണത്തിൽ ഉൾപ്പെടുന്ന പഞ്ചായത്തിന്റെ/കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ വിവരങ്ങൾ

(i) വില്ലേജിൽ/പട്ടണത്തിൽ ഉൾപ്പെട്ട പഞ്ചായത്ത്*/ (കരം) പേര്* [കോർപ്പറേഷനുകൾ, മുനിസിപ്പാലിറ്റികൾ, കന്റോൺമെന്റ്, ടൌൺഷിപ്പ് ഇവയ്ക്ക് ബാധകമല്ല]	1.
	2.
	3.

(ii) വില്ലേജിൽ/പട്ടണത്തിൽ ഉൾക്കൊള്ളുന്ന കരകളുടെ/മുറികളുടെ/ദേശങ്ങളുടെ/വാർഡുകളുടെ വിവരങ്ങൾ

കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്*	വിസ്തീർണ്ണം (ഏക്കർ)	കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്*	വിസ്തീർണ്ണം (ഏക്കർ)
1	2	1	2
1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	

ഭാഗം 3. വിദ്യാഭ്യാസ സൗകര്യങ്ങൾ

സ്ഥാപനത്തിന്റെ ഇനം	വില്ലേജിൽ/പട്ടണത്തിൽ സ്ഥിതി ചെയ്യുന്ന					1-ാം കോളത്തിലെ സ്ഥാപനം ഈ വില്ലേജിൽ/പട്ടണത്തിൽ ഇല്ലെങ്കിൽ പ്രസ്തുത സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന ഏറ്റവും സമീപത്തുള്ള സ്ഥലം (വില്ലേജ്/പട്ടണം)	
	അംഗീകൃത സ്ഥാപനത്തിന്റെ പേര്	സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന കൗയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്	സർക്കാർ/അർദ്ധ സർക്കാർ/തദ്ദേശ സ്വയം ഭരണ/സഹകാരി മേഖല	സ്ഥാപനത്തിൽ പഠിക്കുന്ന കുട്ടികൾ		സ്ഥലത്തിന്റെ പേര്	ദൂരം (കി. മീ)
				ആൺ	പെൺ		
1	2	3	4	5	6	7	8
	(i) സാങ്കേതിക വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾ						
1. മെഡിക്കൽ കോളേജ്							
2. ആയുർവേദ കോളേജ്							
3. ഹോമിയോ കോളേജ്							
4. എഞ്ചിനീയറിംഗ് കോളേജ്							
5. കാർഷിക കോളേജ്							

ഭാഗം 3. വിദ്യാഭ്യാസ സൗകര്യങ്ങൾ—(തുടർച്ച)

സ്ഥാപനത്തിന്റെ ഇനം	വില്ലേജിൽ/പട്ടണത്തിൽ സ്ഥിതി ചെയ്യുന്നു					1-ാം കോളത്തിലെ സ്ഥാപനം ഈ വില്ലേജിൽ/പട്ടണത്തിൽ ഇല്ലെങ്കിൽ പ്രസ്തുത സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന ഏറ്റവും സമീപത്തുള്ള സ്ഥലം (വില്ലേജ്/പട്ടണം)	
	അംഗീകൃത സ്ഥാപനത്തിന്റെ പേര്	സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ഭാഗത്തിന്റെ/വാർഡിന്റെ പേര്	സർക്കാർ/അർദ്ധ സർക്കാർ/തദ്ദേശ സ്വയംഭരണ/സഹകരണ മേഖല	സ്ഥാപനത്തിൽ പഠിക്കുന്ന കുട്ടികൾ			
				ആൺ	പെൺ	സ്ഥലത്തിന്റെ പേര്	ദൂരം (കി. മീ)
1	2	3	4	5	6	7	8
	(i) സാങ്കേതിക വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾ—(തുടർച്ച)						
6. വെറ്റിനറി കോളേജ്							
7. ടീച്ചേഴ്സ് ട്രെയിനിംഗ് കോളേജ്							
8. ലാ കോളേജ്/ലാ അക്കാഡമി							
9. ടീച്ചേഴ്സ് ട്രെയിനിംഗ് സ്കൂൾ							
10. പോളിടെക്നിക്	(i)						
	(ii)						
	(iii)						
11. ടെക്നിക്കൽ സ്കൂൾ							
12. മറ്റു സാങ്കേതിക സ്ഥാപനങ്ങൾ (ഇൻഡസ്ട്രിയൽ സ്കൂൾ, ഷോർട്ട് ഹാൻഡ്, ടൈപ്പ് റൈറ്റിംഗ് മുതലായവ)							

ഭാഗം 3 വിദ്യാഭ്യാസ സൗകര്യങ്ങൾ—(തുടർച്ച)

സ്ഥാപനത്തിന്റെ ഇനം	വില്ലേജിൽ/പട്ടണത്തിൽ സ്ഥിതി ചെയ്യുന്ന					1-ാം കോളത്തിലെ സ്ഥാപനം ഈ വില്ലേജിൽ/പട്ടണത്തിൽ ഇല്ലെങ്കിൽ പ്രസ്തുത സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന ഏറ്റവും സമീപത്തുള്ള സ്ഥലം (വില്ലേജ്/പട്ടണം)	
	അംഗീകൃത സ്ഥാപനത്തിന്റെ പേര്	സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്	സർക്കാർ/ആർദ്ധ സർക്കാർ/തദ്ദേശ സ്വയംഭരണ/സഹകാരി മേഖല	സ്ഥാപനത്തിൽ പഠിക്കുന്ന കുട്ടികളുടെ		സ്ഥലത്തിന്റെ പേര്	ദൂരം (കി. മീ.)
				ആൺ	പെൺ		
i	2	3	4	5	6	7	8
			(ii) പൊതു വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾ				
1. ആർട്ട്സും സയൻസും കോമേഴ്സും കോളേജുകൾ	(i)						
	(ii)						
	(iii)						
	(iv)						
	(v)						
2. ഹൈസ്കൂൾ (മറ്റൊരു സ്കൂളിലുമുള്ള സ്റ്റാൻഡേർഡുകൾ 2-ാം കോളത്തിൽ പേരിനുശേഷം ബ്രാക്കറ്റിൽ എഴുതുക)	(i)						
	(ii)						
	(iii)						
	(iv)						
	(v)						
	(vi)						
3. അപ്പർ പ്രൈമറി (മിഡിൽ) സ്കൂൾ (മറ്റൊരു സ്കൂളിലുമുള്ള സ്റ്റാൻഡേർഡുകൾ 2-ാംകോളത്തിൽ പേരിനുശേഷം ബ്രാക്കറ്റിൽ എഴുതുക)	(i)						
	(ii)						
	(iii)						
	(iv)						
	(v)						
	(vi)						
	(vii)						

ഭാഗം 3 വിദ്യാഭ്യാസ സൗകര്യങ്ങൾ—(തുടർച്ച)

സ്ഥാപനത്തിന്റെ ഇനം	വില്ലേജിൽ/പട്ടണത്തിൽ സ്ഥിതി ചെയ്യുന്ന					1-ാം കോളത്തിലെ സ്ഥാപനം ഈ വില്ലേജിൽ/പട്ടണത്തിൽ ഇല്ലെങ്കിൽ (പ്രസ്തുത സ്ഥാപനം സ്ഥിതി ചെയ്യുന്നതിനും ഏറ്റവും സമീപത്തുള്ള സ്ഥലം (വില്ലേജ്/പട്ടണം)	
	ഭംഗികൃത സ്ഥാപനത്തിന്റെ പേര്	സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്	സർക്കാർ/അർദ്ധ സർക്കാർ/തദ്ദേശ സ്വയംഭരണ/സഹകരണ മേഖല	സ്ഥാപനത്തിൽ പഠിക്കുന്ന കുട്ടികൾ			
				ആൺ	പെൺ	സ്ഥലത്തിന്റെ പേര്	ദൂരം (കി. മീ)
1	2	3	4	5	6	7	8
	(ii) പൊതു വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾ—(തുടർച്ച)						
4 ലോവർ പ്രൈമറി സ്കൂൾ (ഓരോ സ്കൂളിലുമുള്ള സ്റ്റാൻഡേർഡുകൾ 2-ാം കോളത്തിൽ പേരിനുശേഷം ബ്രാക്കറ്റിൽ എഴുതുക)	(i)						
	(ii)						
	(iii)						
	(iv)						
	(v)						
	(vi)						
	(vii)						
	(viii)						
	(ix)						
5 നേഴ്സറി/കിൻഡർഗാർട്ടൻ സ്കൂൾ	(i)						
	(ii)						
	(iii)						
	(iv)						
	(v)						
	(vi)						
	(vii)						
	(viii)						
	(ix)						
	(x)						

CIRCULAR No. 3—*contd.*

ഭാഗം 3. വിദ്യാഭ്യാസ സൗകര്യങ്ങൾ (തുടർച്ച)

സ്ഥാപനത്തിന്റെ ഇനം	വില്ലേജിൽ/പട്ടണത്തിൽ സ്ഥിതി ചെയ്യുന്ന					1-ാം കോളത്തിലെ സ്ഥാപനം ഈ വില്ലേജിൽ/പട്ടണത്തിൽ ഇല്ലെങ്കിൽ പ്രസ്തുത സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന ഏറ്റവും സമീപത്തുള്ള സ്ഥലം (വില്ലേജ്/പട്ടണം)	
	അംഗീകൃത സ്ഥാപനത്തിന്റെ പേര്	സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്	സർക്കാർ/അർദ്ധ സർക്കാർ/തദ്ദേശ സ്വയംഭരണ/സഹകാര്യ മേഖല	സ്ഥാപനത്തിൽ പഠിക്കുന്ന കുട്ടികളുടെ		സ്ഥലത്തിന്റെ പേര്	ദൂരം (കി. മീ.)
				ആൺ	പെൺ		
1	2	3	4	5	6	7	8
	(ii) പൊതു വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾ (തുടർച്ച)						
6. പ്രൈഷ്	(i)						
	(ii)						
	(iii)						
	(iv)						
	(v)						
	(vi)						
7. വയോജന വിദ്യാഭ്യാസ കേന്ദ്രം	(i)						
	(ii)						
	(iii)						
	(iv)						
	(v)						
	(vi)						
8. മറ്റു വിദ്യാഭ്യാസസ്ഥാപനങ്ങൾ	(i)						
	(ii)						
	(iii)						
	(iv)						
	(v)						
	(vi)						

ഭാഗം 3 വിദ്യാഭ്യാസ സൗകര്യങ്ങൾ (തുടർച്ച)

സ്ഥാപനത്തിന്റെ ക്രമം	സ്ഥാപനത്തിന്റെ പേര്	സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ശേഖരിന്റെ/വാർഡിന്റെ പേര്	സർക്കാർ/അർദ്ധസർക്കാർ/തദ്ദേശ സ്വയംഭരണ/സഹകാരിമേഖല
1	2	3	4

(iii) മറ്റു സാംസ്കാരിക കേന്ദ്രങ്ങൾ

ഗ്രന്ഥശാല	(i)		
	(ii)		
	(iii)		
	(iv)		
	(v)		
	(vi)		
വായനശാല	(i)		
	(ii)		
	(iii)		
	(iv)		
	(v)		
	(vi)		
	(vii)		

ഭാഗം 4 വൈദ്യ സഹായ സൗകര്യങ്ങൾ

സ്ഥാപനത്തിന്റെ ഇനം	സ്ഥാപനത്തിന്റെ പേര്	സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുനിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്	സർക്കാർ/അർദ്ധ സർക്കാർ/തദ്ദേശ സ്വയംഭരണ/സ്വകാര്യ മേഖല	കിടക്കകളുടെ എണ്ണം	1-ാം കോളത്തിലെ സ്ഥാപനം ഈ വില്ലേജിൽ/പട്ടണത്തിൽ ഇല്ലെങ്കിൽ പ്രസ്തുത സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന ഏറ്റവും സമീപത്തുള്ള സ്ഥലം (വില്ലേജ്/പട്ടണം)	
					സ്ഥലത്തിന്റെ പേര്	ദൂരം കി. മീ.
1	2	3	4	5	6	7
1. ആശുപത്രി (i) ആശുപത്രി (Hospital)	(i)					
	(ii)					
	(iii)					
(ii) മാതൃശിശു സംരക്ഷണ കേന്ദ്രം (Maternity and Child Welfare Centre)	(i)					
	(ii)					
(iii) മാതൃ സംരക്ഷണ കേന്ദ്രം (Maternity Centre)	(i)					
	(ii)					
(iv) ശിശുസംരക്ഷണ കേന്ദ്രം (Child Welfare Centre)	(i)					
	(ii)					

ഭാഗം 4 വൈദ്യ സഹായ സൗകര്യങ്ങൾ (തുടർച്ച)

സ്ഥാപനത്തിന്റെ ഇനം	സ്ഥാപനത്തിന്റെ പേര്	സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്	സർക്കാർ/അർദ്ധ സർക്കാർ/തദ്ദേശ, സ്വയംഭരണ/സ്വകാര്യ മേഖല	കിടക്കകളുടെ എണ്ണം	1-ാം കോളത്തിലെ സ്ഥാപനം ഈ വില്ലേജിൽ/പട്ടണത്തിൽ ഇല്ലെങ്കിൽ അതു സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന ഏതാവും സമീപത്തുള്ള സ്ഥലം (വില്ലേജ്/പട്ടണം)	
					സ്ഥലത്തിന്റെ പേര്	ദൂരം (കി. മീ.)
1	2	3	4	5	6	7
(v) ആരോഗ്യ കേന്ദ്രം (Health Centre)	(i)					
	(ii)					
(vi) പ്രാഥമികാരോഗ്യ കേന്ദ്രം (Primary Health Centre)	(i)					
	(ii)					
(vii) പ്രാഥമികാരോഗ്യ ഉപകേന്ദ്രം (Primary Health Sub Centre)	(i)					
	(ii)					
(viii) ഡിസ്പെൻസറി (Dispensary)	(i)					
	(ii)					
(ix) കുടുംബക്ഷേമ കേന്ദ്രം (Family Welfare Centre)	(i)					
	(ii)					
(x) മാതൃശിശുആരോഗ്യ കേന്ദ്രം/ക്ലിനിക്ക്	(i)					
	(ii)					
(xi) കുഷ്ഠരോഗാശുപത്രി/ക്ലിനിക്ക്	(i)					
	(ii)					

ഭാഗം 4 വൈദ്യ സഹായ സൗകര്യങ്ങൾ—(തുടർച്ച)

സ്ഥാപനത്തിന്റെ ഇനം	സ്ഥാപനത്തിന്റെ പേര്	സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്	സർക്കാർ/അർദ്ധ സർക്കാർ/തദ്ദേശ സ്വയംഭരണ/സഹകാര്യ മേഖല	കിടക്കകളുടെ എണ്ണം	1-ാം കോളത്തിലെ സ്ഥാപനം ഈ വില്ലേജിൽ/പട്ടണത്തിൽ ഇല്ലെങ്കിൽ പ്രസ്തുത സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന ഏറ്റവും സമീപത്തുള്ള സ്ഥലം (വില്ലേജ്/പട്ടണം)	
					സ്ഥലത്തിന്റെ പേര്	ദൂരം (കി. മീ.)
1	2	3	4	5	6	
(xii) നേഴ്സിംഗ് ഹോം (Nursing home)	(i)					
	(ii)					
	(iii)					
	(iv)					
	(v)					
	(vi)					
(xiii) മറ്റ് അലോപ്പതി സ്ഥാപനങ്ങൾ	(i)					
	(ii)					
	(iii)					
	(iv)					
2. ആയുർവേദം (i) ആയുർവേദാശുപത്രി	(i)					
	(ii)					
	(iii)					
(ii) ആയുർവേദ ഡിസ്പെൻസറി	(i)					
	(ii)					
	(iii)					

ഭാഗം 4 വൈദ്യ സഹായ സൗകര്യങ്ങൾ—(തുടർച്ച)

സ്ഥാപനത്തിന്റെ ഇനം	സ്ഥാപനത്തിന്റെ പേര്	സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്	സർക്കാർ/അർദ്ധ സർക്കാർ/തദ്ദേശ സ്വയംഭരണ/സ്വകാര്യ മേഖല	കിടക്കകളുടെ എണ്ണം	1-ാം കോളത്തിലെ സ്ഥാപനം ഈ വില്ലേജിൽ/പട്ടണത്തിൽ ഇല്ലെങ്കിൽ പ്രസ്തുത സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന ഏറ്റവും സമീപത്തുള്ള സ്ഥലം (വില്ലേജ്/പട്ടണം)	
					സ്ഥലത്തിന്റെ പേര്	ദൂരം (കി. മീ.)
1	2	3	4	5	6	7
	(i)					
	(ii)					
(iii) വൈദ്യൻമാർ ഇരുന്നു ചികിൽസിക്കുന്ന വൈദ്യശാലകൾ	(iii)					
	(iv)					
	(v)					
	(vi)					
	(i)					
3. ഹോമിയോപ്പതി	(ii)					
(i) ആശുപത്രി	(iii)					
	(iv)					
	(i)					
(ii) ഡിസ്പെൻസറി	(ii)					
	(iii)					
	(i)					
(iii) ക്ലിനിക്ക്	(ii)					
	(iii)					
	(iv)					

ഭാഗം 4 വൈദ്യ സഹായ സൗകര്യങ്ങൾ—(തുടർച്ച)

സ്ഥാപനത്തിന്റെ ഇനം		സ്ഥാപനത്തിന്റെ പേര്	സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്	സർക്കാർ/അർദ്ധ സർക്കാർ/തദ്ദേശ സ്വയംഭരണ/സഹകരണ വൈദ്യ	കിടക്കകളുടെ എണ്ണം	1-ാം കോളത്തിലെ സ്ഥാപനം ഈ വില്ലേജിൽ/പട്ടണത്തിൽ ഇല്ലെങ്കിൽ പ്രസ്തുത സ്ഥാപനം സ്ഥിതിചെയ്യുന്ന ഏറ്റവും സമീപത്തുള്ള സ്ഥലം (വില്ലേജ്/പട്ടണം)	
						സ്ഥലത്തിന്റെ പേര്	ദൂരം (കി. മീ.)
1		2	3	4	5	6	7
4. യൂനാനി	(i)						
	(ii)						
5. സിദ്ധവൈദ്യശാല	(i)						
	(ii)						
6. മർമ്മ ചികിത്സാ കേന്ദ്രം	(i)						
	(ii)						
7. വിഷചികിത്സാ കേന്ദ്രം	(i)						
	(ii)						
8. (i) മൃഗാശുപത്രി	(i)						
	(ii)						
(ii) ഗോസംരക്ഷണ കേന്ദ്രം	(i)						
	(ii)						
(iii) മറ്റു മൃഗസംരക്ഷണ ശാലകൾ	(i)						
	(ii)						
	(iii)						

ഭാഗം 5. വാർത്താവിനിമയ സൗകര്യങ്ങൾ

ഇനം	വില്ലേജ്/പട്ടണത്തിനകത്താണെങ്കിൽ		1-ാം കോളത്തിൽ കൊടുത്തിരിക്കുന്ന സൗകര്യം ഈ വില്ലേജിൽ/പട്ടണത്തിൽ ഇല്ലെങ്കിൽ	
	പേര്	സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുനിയുടെ/ദേശത്തിന്റെ/ വാർഡിന്റെ പേര്	സൗകര്യമുള്ള സമീപസ്ഥലം	വില്ലേജിൽ/പട്ടണത്തിൽ നിന്നുള്ള ദൂരം (കി. മീ)
1	2	3	4	5
1. പോലീസ് ഓഫീസ്	(i)			
	(ii)			
	(iii)			
2. കസ്റ്റംസ് ഓഫീസ്	(i)			
	(ii)			
	(iii)			
	(iv)			
3. കസ്റ്റംസ് പോലീസ് ഓഫീസ്	(i)			
	(ii)			
	(iii)			
	(iv)			
4. പബ്ലിക് കാര്യാലയം	(i)			
	(ii)			
	(iii)			
	(iv)			

ഭാഗം 6. ഗതാഗതസൗകര്യങ്ങൾ

(i) ഗതാഗതകേന്ദ്രങ്ങൾ

ഗതാഗതസൗകര്യം	വില്ലേജ്/പട്ടണത്തിനകത്താണെങ്കിൽ		1-ാം കോളത്തിൽ കൊടുത്തിരിക്കുന്ന സൗകര്യം ഈ വില്ലേജിൽ/പട്ടണത്തിൽ ഇല്ലെങ്കിൽ	
	പേര്	സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്	സൗകര്യമുള്ള സമീപസ്ഥലം	വില്ലേജിൽ/പട്ടണത്തിൽനിന്നുള്ള ദൂരം (കി. മീ)
1	2	3	4	5
1. തീവണ്ടി സ്റ്റേഷൻ	(i)			
	(ii)			
	(iii)			
2. ബസ്സ് സ്റ്റാൻഡ്	(i)			
	(ii)			
	(iii)			
3. ബോട്ടുജട്ടി	(i)			
	(ii)			
	(iii)			

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(ii) റോഡുകളുടെ വിവരങ്ങൾ

ഇനം	റോഡിന്റെ പേര്	വില്ലേജിൽ/പട്ടണത്തിനകത്തുള്ള ദൂരം (കി. മീ.)
1	2	3
(i) നാഷണൽ ഹൈവേ (National Highway)		
(ii) സംസ്ഥാനഹൈവേ (State Highway)	(i)	
	(ii)	
(iii) പി. ഡബ്ലിയു. ഡി. റോഡ്		
(a) ടാറിട്ടവ	(i)	
	(ii)	
(b) മെറ്റലിട്ടവ	(i)	
	(ii)	
(c) മെറ്റലിടാത്തവ	(i)	
	(ii)	
	(iii)	
(iv) വില്ലേജ് റോഡ്	(i)	
(a) മെറ്റലിട്ടവ	(ii)	
	(iii)	
	(iv)	
	(v)	

(ii) റോഡുകളുടെ വിവരങ്ങൾ (തുടർച്ച)

ഇനം	റോഡിന്റെ പേര്	വില്ലേജിൽ/പട്ടണത്തിനകത്തുള്ള ദൂരം (കി. മീ.)
1	2	3
(b) മെറ്റലിടാത്ത നല്ല റോഡുകൾ	(i)	
	(ii)	
	(iii)	
	(iv)	
	(v)	
(c) മറ്റു വില്ലേജ് റോഡുകൾ	(i)	
	(ii)	
	(iii)	
	(iv)	
	(v)	

(iii) കായലുകളുടെ/നദികളുടെ/തോടുകളുടെ വിവരം

ഇനം	വില്ലേജ്/പട്ടണത്തിനകത്താണെങ്കിൽ പേര്	1-ാം കാളത്തിൽ കൊടുത്തിരിക്കുന്ന സൗകര്യം വില്ലേജിൽ/പട്ടണത്തിൽ ഇല്ലെങ്കിൽ	
		സൗകര്യമുള്ള സമീപ സ്ഥലം	വില്ലേജിൽ/പട്ടണത്തിൽ നിന്നുള്ള ദൂരം (കി. മീ.)
1	2	3	
1. ഗതാഗതസൗകര്യമുള്ള കായലുകൾ	(i)		
	(ii)		
2. ഗതാഗത സൗകര്യമുള്ള നദികൾ	(i)		
	(ii)		
3. ഗതാഗത സൗകര്യമുള്ള തോടുകൾ	(i)		
	(ii)		

ഭാഗം 7. കുടിക്കുവാനുള്ള ജലലഭ്യതാ സൗകര്യങ്ങൾ

I ഈ വില്ലേജിൽ/പട്ടണത്തിൽ ലഭ്യമാണെങ്കിൽ

കര/മുറി/ദേശം/വാർഡ്"	ലഭ്യതയെ സൗകര്യം (പൈപ്പ്", കിണർ, റിസർവോയർ* തുടങ്ങിയവ)
1	2

* റിസർവോയർ ആണെങ്കിൽ അതിന്റെ capacity ബ്രാക്കറ്റിൽ എഴുതുക.

II ഈ വില്ലേജിൽ/പട്ടണത്തിൽ ജലലഭ്യതാ സൗകര്യമില്ലെങ്കിൽ പ്രസ്തുത സൗകര്യമുള്ള സമീപ സ്ഥലത്തിന്റെ വിവരം.

പേര്"	വില്ലേജിൽ/പട്ടണത്തിൽ നിന്നുള്ള ദൂരം (കി. മീ.)

ഭാഗം 8. വിദ്യുച്ഛക്തി വിതരണം.

I വിദ്യുച്ഛക്തിയുടെ ഉപയോഗരീതി

ഇനം	കണക്ഷനുകളുടെ എണ്ണം
(i) ഗൃഹാവശ്യത്തിന്	
(ii) കൃഷിക്ക്	
(iii) വ്യവസായത്തിന്	
(iv) വ്യാപാരത്തിന്	
(v) വഴിവിളക്കുകൾ (പോയിന്റിൽ കണക്കാക്കണം)	
(vi) മറ്റുള്ളവ	

II വിദ്യുച്ഛക്തി ലഭ്യമല്ലാത്ത പ്രദേശങ്ങൾ

വിദ്യുച്ഛക്തി ലഭ്യമല്ലാത്ത കരകൾ/മുറികൾ/ പ്രദേശങ്ങൾ/വാർഡുകൾ	

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ഭാഗം 9. ചന്ത

വില്ലേജ്/പട്ടണത്തിനകത്ത് ചന്തയുണ്ടെങ്കിൽ			വില്ലേജിൽ/പട്ടണത്തിൽ ചന്തയില്ലെങ്കിൽ		
ചന്തയുടെ പേര്	സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ ദേശത്തിന്റെ/ വാർഡിന്റെ പേര്	ആഴ്ചയിൽ ഏതെല്ലാം ദിവസം ചന്ത കൂടുന്നു	സമീപത്തുള്ള ചന്തയുടെ പേര്	സ്ഥിതി ചെയ്യുന്ന സ്ഥലം (വില്ലേജ്/ പട്ടണം)	ആഴ്ചയിൽ ഏതെല്ലാം ദിവസം ചന്ത കൂടുന്നു
1	2	3	4	5	6

കുറിപ്പ് :—'മാസത്തിലൊരിക്കലോ' 'രണ്ടാഴ്ചയിലൊരിക്കലോ' കൂടുന്ന ചന്തയാണെങ്കിൽ അവയുടെ പേരിനു നേരെ യഥാക്രമം 'മാസത്തിലൊരിക്കൽ' എന്നോ 'രണ്ടാഴ്ചക്കൊരിക്കൽ' എന്നോ 3-ാം കോളത്തിൽ/ 6-ാം കോളത്തിൽ രേഖപ്പെടുത്തുക.

ഭാഗം 10 വില്ലേജിലെ/പട്ടണത്തിലെ ജനങ്ങളുടെ പ്രധാന ആഹാരം

ജനങ്ങളുടെ പ്രധാന ആഹാരം	1.
	2.
	3.

ഭാഗം 11. വില്ലേജിൽ/പട്ടണത്തിൽ ഉൽപ്പാദിപ്പിക്കുന്നതും നിർമ്മിക്കുന്നതും കയറ്റുമതി ചെയ്യപ്പെടുന്നതും, ഇറക്കുമതി ചെയ്യപ്പെടുന്നതുമായ സാധനങ്ങൾ

I ഉൽപ്പാദിപ്പിക്കുന്ന/നിർമ്മിക്കുന്ന നാലു പ്രധാന സാധനങ്ങൾ	1.
	2.
	3.
	4.
II കയറ്റുമതി ചെയ്യപ്പെടുന്ന മൂന്നു പ്രധാന സാധനങ്ങൾ	1.
	2.
	3.
III ഇറക്കുമതി ചെയ്യപ്പെടുന്ന മൂന്നു പ്രധാന സാധനങ്ങൾ	1.
	2.
	3.

ഭാഗം 12 ബാങ്കുകാര

പേര്	സ്ഥിതിചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ശേഖരിന്റെ/വാർഡിന്റെ പേര്
1	2

ഭാഗം 13 സഹകരണസംഘങ്ങൾ

പേര്	പ്രവർത്തന മേഖല	സ്ഥിതിചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ശേഖരിന്റെ/വാർഡിന്റെ പേര്
1	2	3
(i) കാർഷിക സഹകരണ സംഘങ്ങൾ		

ഭാഗം 13 സഹകരണസംഘങ്ങൾ (തുടർച്ച)

പേര്	പ്രവർത്തന മേഖല	സ്ഥിതിചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/ വാർഡിന്റെ പേര്
1	2	3
(ii) കാർഷികേതര സഹകരണ സംഘങ്ങൾ		

ഭാഗം 14 കായിക/സാംസ്കാരിക/വിനോദ സൗകര്യങ്ങൾ

ഇനം	പേര്	സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്
1	2	3
1. സിനിമാശാല		
2. നാടകശാല		

ഭാഗം 14 കായിക/സാംസ്കാരിക/വിനോദസൗകര്യങ്ങൾ (തുടർച്ച)

ഇനം	പേര്	സ്ഥിതിചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്
1	2	3
3. സ്റ്റേഡിയം		
4. മറ്റുവിനോദ സൗകര്യങ്ങൾ		
5. സാമൂഹ്യസമ്മേളന സ്ഥലം (Community hall)		

ഭാഗം 15. മതപരവും ചരിത്രപരവും പുരാതനവുമായ സ്ഥലങ്ങളുടെ വിവരണം

(i) ഹൈന്ദവ ആരാധനാ കേന്ദ്രം

ആരാധനാ കേന്ദ്രത്തിന്റെ പേര്	സ്ഥിതി ചെയ്യുന്ന സ്ഥലം	ഇനം (ക്ഷേത്രം/കാവ്/തര സ്ഥാനം)	പ്രതിഷ്ഠ (കൾ)	രേണചൂമതല ആരിൽ നിക്ഷിപ്തമായിരിക്കുന്നു? (പൂർണ്ണ മേൽവിലാസം എഴുതുക)
1	2	3	4	5

(ii) ക്രിസ്തീയ ദേവാലയം

ക്രിസ്തീയപള്ളിയുടെ പേര്	സ്ഥിതിചെയ്യുന്നകരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്	ആരുടെ നാമധേയത്തിൽ പള്ളി സ്ഥാപിച്ചിരിക്കുന്നു
1	2	3

(iii) മുസ്ലീംപള്ളി

മുസ്ലീം പള്ളിയുടെ പേര്	സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്.
1	2

(iv) മറ്റ് ആരാധനാസ്ഥലങ്ങൾ *

പേര്	സ്ഥിതി ചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്	ആരെ സങ്കല്പിച്ച് ആരാധന നടത്തുന്നു
1	2	3

* മറ്റു മതസ്ഥരുടെ ആരാധനാസ്ഥാപനങ്ങളെ ഇതിൽ ഉൾപ്പെടുത്തേണ്ടതാണ്.

(v) ചരിത്രപരവും പുരാതനവുമായ പ്രധാന സ്ഥലങ്ങൾ

പേര്	സ്ഥിതിചെയ്യുന്ന കരയുടെ/മുറിയുടെ/ദേശത്തിന്റെ/വാർഡിന്റെ പേര്	പ്രാധാന്യം
1	2	3

ഭാഗം 16ഭൂമി എന്തിനുപയോഗിക്കുന്നു ?

ഇനം	വിസ്തീർണ്ണം (ഏക്കർ)
I വില്ലേജിന്റെ ആകെ വിസ്തീർണ്ണം *	
1. വനം (Forest)	
2. കൃഷിയ്ക്കുപയുക്തമായ ഭൂമി (Cultivable land)	
(i) കൃഷിചെയ്യുന്ന ഭൂമി [ഫലവൃക്ഷങ്ങളും നിറഞ്ഞിട്ടുള്ളതും ഇപ്പോൾ കൃഷിചെയ്യുന്നതുമായ സ്ഥലങ്ങളും—Agricultural land i.e. areas sown with crops covered by orchards and current fallows]	
(a) ജലസേചന സൗകര്യമുള്ള ഭൂമി (Irrigated) [ജലസേചനത്തിന് ലഭിക്കുന്ന വെള്ളത്തിന്റെ ഉറവിടവും ജലസേചനം ചെയ്ത സ്ഥലത്തിന്റെ വിസ്തീർണ്ണവും കാണിക്കുക. (Indicate type of source and the extent irrigated)]	
(b) ജലസേചന സൗകരമില്ലാത്ത ഭൂമി (unirrigated land)	
(ii) കൃഷിയ്ക്കുപയുക്തമായതും എന്നാൽ കൃഷിചെയ്യാത്തതുമായ ഭൂമി. [മേച്ചിൽ ഭൂമിയും പലയിനം വൃക്ഷങ്ങളും (ഫലവൃക്ഷങ്ങളല്ലാത്തത്) ഉൾപ്പെടുന്ന തോട്ടങ്ങളും ഇതിലുൾപ്പെടുന്നു. (Cultivable waste i.e. Pastures and grazing lands and area under miscellaneous trees and groves but does not include orchards]	
3. കൃഷിയ്ക്കുപയുക്തമല്ലാത്ത ഭൂമി. [പാറക്കെട്ടുകളും തുടങ്ങി കൃഷിയ്ക്കുപയുക്തമല്ലാത്ത സ്ഥലങ്ങളും (Area which cannot be cultivated eg. area covered by village site, barren and uncultivable land)]	

* വില്ലേജിന്റെ ആകെ വിസ്തീർണ്ണം (ഏക്കർ)=1+2+3.
2 =(i)+(ii)
(i) =(a)+(b)

ഭാഗം 17 ജലമാലിന്യ ശുദ്ധീകരണ പദ്ധതി

1. ഈ പട്ടണത്തിൽ നിലവിലുള്ള ജലമാലിന്യ ശുദ്ധീകരണ സംവിധാനം [താഴെ കൊടുത്തിരിക്കുന്നവയിൽ പ്രധാനപ്പെട്ട രണ്ടെണ്ണം മെഴുതുക. സ്യൂവർ (Sewer) മാത്രമുള്ള സ്ഥലം ചൊല്ലുക, ഓപ്പൺ സർഫാസ് ഡ്രെയിൻസ് (open Surface drains), ബോക്സ് സർഫാസ് ഡ്രെയിൻസ് (Box Surface drains), സിൽക്ക് ഡ്രെയിൻസ് (Silk drains), സെസ് സ്പൂൾ മെത്തേഡ് (Cess pool method), പിറ്റ് സിസ്റ്റം (Pitsystem)]	
2. കക്കൂസുകളുടെ എണ്ണം	
(i) ഫ്ളഷ് ഔട്ട് (Flush out)	
(ii) തോട്ടികൾ മുഖാന്തിരം വൃത്തിയാക്കുന്ന കക്കൂസ്.	
(iii) മറ്റുള്ളവ (സെപ്റ്റിക് ടാങ്ക്, ബോർ ഹോം തുടങ്ങിയവ)	
3. മലശുദ്ധീകരണ സംവിധാനം [താഴെ കൊടുത്തിരിക്കുന്നവയിൽ ഏതെല്ലാമാണെന്നെഴുതുക. ഡ്രെയിനേജ്, സെപ്റ്റിക് ടാങ്ക്, തലച്ചുമട്, ബക്കറ്റ് (bucket), ഉന്തു വണ്ടി]	

4. മലമാലിന്യങ്ങൾ ഏതെങ്കിലും രീതിയിൽ പ്രയോജനപ്പെടുത്തുന്നുണ്ടോ? ഉണ്ടെങ്കിൽ അതു വിവരിക്കുക.

ഭാഗം 18. വർക്കിംഗ് വിമൻസ് ഹോസ്റ്റൽ
(Working womens hostel)

ഹോസ്റ്റലിന്റെ പേര്	സ്ഥിതി ചെയ്യുന്ന വാർഡിന്റെ പേര്	സീറ്റുകളുടെ എണ്ണം
1	2	3

ഭാഗം 19 അഗ്നിശമന പ്രവർത്തനം

1. അഗ്നിശമന പ്രവർത്തനം ഈ പട്ടണത്തിൽ നിലവിലുണ്ടോ ?

2. ഇല്ലെങ്കിൽ പ്രസ്തുത സംവിധാനം നിലവിലുള്ള ഈ സംസ്ഥാനത്തോ അയൽസംസ്ഥാനങ്ങളിലോ ഉള്ള ഏറ്റവും സമീപത്തുള്ള പട്ടണത്തിന്റെ വിവരങ്ങൾ.

അഗ്നിശമന പ്രവർത്തനം നിലവിലുള്ള സമീപത്തുള്ള പട്ടണത്തിന്റെ പേര്	ഈ പട്ടണത്തിൽ നിന്നുമുള്ള ദൂരം (കി.മീ

ഭാഗം 20 പ്രഖ്യാപിത ചേരികളുണ്ടെങ്കിൽ അവയുടെ സാമാന്യ വിവരങ്ങൾ

1. ചേരിയുടെ പേര്		
2. അതുൾപ്പെടുന്ന വാർഡിന്റെ പേര്		
3. ചേരിയുടെ വിസ്തീർണ്ണം (ഏക്കർ)		
4. ജനസംഖ്യ		
5. നല്ല റോഡുകളുടെ നീളം (Paved roads) (കി. മീ.)		
6. മാലിന്യ മൂരീകരണ പദ്ധതി		
7. കക്കൂസുകളുടെ എണ്ണം	(i) ഫ്ളഷ് ഔട്ട്	
	(ii) തോട്ടികൾ മുഖാന്തിരം വൃത്തിയാക്കുന്നവ	
	(iii) മറ്റുള്ളവ (ബോർഹോം, സെപ്റ്റിക് ടാങ്ക് മുതലായവ)	
8. മലമൂരീകരണ സംവിധാനം		
9. താമസിക്കുന്ന ജനങ്ങൾ ഏതു സമുദായത്തിലും പ്പെടുന്നു.		
10. കുടിക്കുവാനുള്ള ജല ലഭ്യതാ സൗകര്യം പബ്ലിക് ടാപ്പുകളുടെ എണ്ണം		
11. വിദ്യുച്ഛക്തിവിനിയോഗം	കണക്ഷനുകളുടെ എണ്ണം	
(i) ഗൃഹാവശ്യത്തിനു്		
(ii) വഴിവിളക്കുകൾ (പോയിന്റിൽ)		
(iii) മറ്റുള്ളവ (പ്രത്യേകമെഴുതുക)		

ഭാഗം 21. മുനിസിപ്പൽ / കോർപ്പറേഷൻ / ടൌൺഷിപ്പ് / കൺറോൺമെൻറ് സമ്പദ്സ്ഥിതി

1978–79

ഇനം	ആകെ തുക (Rs.)
1978-79-ലെ വരവ്	
ആകെ വരവ്	
1. നികുതിയിനത്തിലുള്ള വരവ്	
2. നികുതിയിനമൊഴികെ മുനിസിപ്പൽ വസ്തുവകകളിൽനിന്നും മറ്റുമുള്ള വരവിനം	
3. ഗവൺമെൻറിൽനിന്നുമുള്ള ധനസഹായം	
4. വായ്പ	
5. മുൻകൂറായി കിട്ടിയ തുക	
6. മറ്റു വരവുകൾ	
1978-79-ലെ ചിലവ്	
ആകെ ചിലവ്	
1. പൊതുഭരണം	
2. പൊതുജന സുരക്ഷിതത്വം	
3. പൊതുജനാരോഗ്യവും പൊതുജന സൌകര്യങ്ങളും	
4. പൊതുഉദ്യോഗം	
5. പൊതുസ്ഥാപനങ്ങൾ	
6. മറ്റുള്ളവ	

CIRCULAR No. 3—*concld.*

CIRCULAR No. 3A

December 27, 1979

Sub: Census 1981—Village and Town Directory—further instructions

Ref: Circular No. 3 dated 13th December 1979

In continuation of Circular No. 3 dated 13th December 1979 which contains instructions regarding the preparation of Village and Town Directory, this is to inform you that the last date for receipt of the Town/Village Directory schedules inthis office is fixed as 29th February, 1980. This is in modification of the last date (30th November 1979) specified for the Collection of data for Village/Town Directory (item I (iv) under para 13) in Circular letter No. 1 dated September 18, 1979.

Director of Census Operations

To

All Tahsildars (2 copies)
All Commissioners of Corporations (2 copies)
All Commissioners/Special Officers of Municipalities (2 copies)
The Executive Officer, Guruvayur Township (2 copies)
The Executive Officer, Cannanore Cantonment (2 copies)
All Principal Census Officers (2 copies)
All District Census Officers (2 copies)
All Sub-Divisional Census Officers (2 copies)

ACKNOWLEDGEMENT

(Circular No. 3A)

I acknowledge receipt of circular No. 3A dated December 27, 1979 from the Director of Census Operations, Kerala.

Signature:

Date:

Name:

Designation and Address:

To

The Director of Census Operations,
Kaudiar, Trivandrum—3

CIRCULAR No. 4

December 20, 1979

Sub: Census 1981—Housenumbering and Houselisting Operations

Scope of Housenumbering and Houselisting Operations

The housenumbering and houselisting operations constitute the very foundation of census taking. Circular Letter No. 1 dated 18th September 1979 gave a broad outline of the programme of housenumbering and filling up of schedules as part of houselisting. This circular elaborates the various aspects connected with the housenumbering and houselisting operations.

2. Housenumbering is the process of numbering all census houses in each territorial unit and marking of the location of all these buildings in the lay-out sketches. Houselisting means the filling up of houselist, enterprise list and other abstracts. The objectives of this operation are:

(i) to locate all possible human dwellings,

(ii) to facilitate the demarcation of census blocks and census circles or the purpose of census enumeration in 1981 and

(iii) to assess the requirements of schedules and forms for the enumeration.

The houselisting operations will provide a reliable forecast of the 1981 population apart from collecting useful statistics of totally blind, crippled and dumb persons. The Enterprise List canvassed along with the Houselist gives the details of enterprise activities conducted in census houses and in the open.

3. For the above requirements of census, a proper system of housenumbering is indispensable. In panchayat and municipal areas the houses might have already been numbered by the concerned local authorities. But their housenumbering systems vary considerably from place to place and more over it does not follow strictly the census concepts. Therefore, it is imperative to number all the houses in the state afresh for the 1981 census covering all towns, villages and forest areas in the state except 'Strictly Military Areas' where there will be no housenumbering and houselisting operations.

Unit of housenumbering and houselisting

4. The territorial unit for housenumbering and houselisting in municipal towns/Cantonments/ townships will be the wards while in the corporations it will be the divisions.

5. In respect of villages, each kara, muri or desom will be considerad as the territorial unit for housenumbering.

6. In the case of villages recognised as census towns, each constituent kara/muri or desom will be treated as the territorial unit and will be termed as a ward for this purpose.

7. In forest areas, the forest range will be the territorial unit. Even if a forest range falls in several taluks the entire range will be treated as a single unit for the purpose of housenumbering, but the numbering will commence from the taluk which comes first in the location code followed by other taluks in the order of their location codes. However, separate schedules will have to be filled up for the portions of the range lying in each taluk. If villages or portions of villages lie within the boundary of a reserve/vested forest range, the numbers to be painted on the houses in the range will bear the code number of the concerned village also.

8. Detailed instructions on housenumbering and houselisting will be contained in the instruction booklets which will be supplied from this office shortly.

Appointment of Houselisting Personnel

9. Paragraph 17 of the circular letter No. 1 gives the categories from which the personnel for houselisting have to be drawn. This matter was also discussed during the First Conference of Census Officers held in the district headquarters in October 1979. Accordingly the house-numbering and houselisting will be done by the Corporation/Municipal/Towhnip staff in the respective areas; by the village staff in the revenue villages and census towns; and by the forest staff in the forest areas. However, in Cannanore Cantonment the required additional staff will be provided from the village staff by the Principal/District Census Officer, Cannanore. Similarly in Idukki district, in villages where the staff strength is inadequate, it will be supplemented with the Panchayat Bill Collectors which may be arranged by the Principal/District Census Officer in consultation with the District Panchayat Officer. The field staff for this operation consists of Supervisors, Enumerators and Assistants to Enumerators.

10. Under sub-section (4) of section 4 of the Census Act 1948, powers have already been delegated to Charge Officers to appoint the Supervisors, Enumerators and Assistants to Enumerators mentioned above. The appointment orders are to be issued under sub-section (3) of Section 4. Specimen copies of the appointment orders are enclosed with this circular. Sufficient number of appointment order forms are also enclosed to meet the requirements of each Charge Officer. Each Charge Officer should also maintain a Charge Register for housenumbering and houselisting. The Charge Register forms are also enclosed with this circular. The details of each category of the houselisting personnel along with the dates of despateh of their appointment orders etc. should be entered in the corresponding columns of the Charge Register. No office copy of the appointment orders need be maintained by the Charge Officers as the relevant details can be had from the Charge Register itself. In the Charge Register the names of wards and the names of villages and kara/muri/desom have to be entered in the order of the location code. The location codes will be intimated from this office shortly. The Charge Register will also give details of inspection done by the Charge Officer and the disbursement of honorarium to the field staff. The appointments of the Supervisors, Enumerators and Assistants to Enumerators have to be completed by the Charge Officer by 15th January 1980 and he has to send a report before 25th January 1980 to the District Census Officer and Director of Census Operations to the effect that appointments of all categories of houselisting personnel have been completed.

11. The houselisting personnel thus appointed should not be shifted from their positions till the entire houselisting operations are successfully completed. In fact Government have issued orders in G. O. No. 633/79/GAD dated 5-12-1979 freezing the transfers of all the houselisting staff sc appointed as well as officers of and above the rank of Charge Officers during the period the census from 15th January 1980 to 31st May 1980. A copy of the Government Order is enclosed.

Stages in housenumbering and houselisting

12. The various steps in the housenumbering and houselisting operations are indicated below:

(i) **Preparation of lay-out sketches:** The circular No. 2A/2B/2C with Annexure dated 23rd November 1979 gave instructions for the preparation of the notional maps and lay-out sketches of villages, wards (divisions) and forest areas respectively. As instructed therein the Charge Officers would have forwarded one copy each of the notional maps to the Director of Census Operations. It has been indicated in paragraph 2 of the circular letter No. 2A/2B/2C that the two copies of the lay-out sketches prepared may be retained by the Charge Officer, pending further instructions. These lay-out sketches may be handed over to the Supervisors to be distributed to their enumerators earmarked for housenumbering operations along with the blank schedules and instruction booklets as and when they are received. The location of the buildings and direction of housenumbering will have to be marked in both the copies of the lay-out sketches.

(ii) **Assigning housenumbers:** The way census houses are to be numbered, the assigning of sub-numbers and sub-letters etc. are elaborately explained in the instruction booklet. It may be noted here that the number to be painted on the door sill will be that of the census house and **not** that of the household. The numbering has to be done neatly and legibly in black paint with the help of a brush. Coal tar and brushes made out of coconut pedicle can be used for this purpose as was done during the last census. Brushes made out of coconut pedicles will be better than ordinary brush, its main advantage being that it is hard and gives better impression and moreover

is economical too. However, it may be ensured that the coal tar is not diluted too much since in that case the tar may drip down and spoil the door sill and the numbers will not be bold. Initially chalk-numbering will be done by the Enumerator with the help of the Assistant to Enumerator. The Supervisor will inspect the chalk-numbering and check that the work is being done correctly and in accordance with the instructions before the numbers are actually painted on the houses. Building numbers will have to be marked on the lay-out sketches as per the directions given in the instruction booklet. This will help the enumerator to locate the structures listed in the houselist during the actual census enumeration. Therefore, this item of work has to be done very carefully. The Charge Officer will also inspect the housenumbering operation and ensure that the enumerators have understood the instructions thoroughly and correctly.

(iii) **Filling up of schedules:** Two important schedules have to be canvassed simultaneously with the housenumbering operations. They are (a) Houselist (in duplicate) and (b) Enterprise List. Besides these, the Houselist abstract and the Enterprise list abstract also have to be prepared by the Enumerators. The method of filling-up of these schedules and their abstracts are given in detail in the concerned instruction booklets.

Training

13. The training conference on housenumbering and houselisting meant for senior census officers of and above the level of Charge Officers will be held by the Director in the last week of January 1980 after the work of the officers in the District connected with the elections to the State Assembly. Charge Officers have to impart training to the Supervisors and Enumerators under them in convenient batches so that the training is through and effective. The first round of training will extend for two consecutive days for each batch and may be arranged between **Ist February 1980 and 15th February 1980.** The officers of the Bureau of Economics and Statistics who will be notified as Additional District Census Officers will also attend these training classes and clarify points regarding the filling up of the Enterprise List. In these training classes, first the instructions for housenumbering and filling up of Houselist and Enterprise List schedules will be explained in detail. This will be followed by field training to fill up the schedules with the help of training schedules which are printed in red ink. In the practical training the staff should be made to chalk number sufficient number of houses and fill up houselist, enterprise list and their abstracts. The training schedules thus canvassed during the practical training should be thoroughly scrutinized by the Charge Officer. He will send a report of the scrutiny to the Director of Census Operations along with 25 per cent of the Houselist training schedules. The 25 per cent schedules sent to the Director of Census Operations should be so selected as to contain the best and the worst filled-in schedules. Similarly scrutiny report and another 25 per cent of the Houselist training schedules will be sent to the District Census Officer and the rest to the Sub-Divisional Census Officer. The entire training schedules of the Enterprise List will be sent by the Charge Officer to the Additional District Census Officer for further scrutiny and comments. The filled-in schedules after scrutiny by the Charge Officer should be despatched within two days after each training class so that there is sufficient time available to scrutinize the schedules by the Director/District Census Officer/Sub-Divisional Census Officer/ Additional District Census Officer and to return them to the Charge Officers with remarks before the final round of training. The District Census Officer/Sub-Divisional Census Officers will also scrutinize the houselist training schedules and issue instructions to the Charge Officer for rectification of defects with a copy to the Director of Census Operations.

14. The final round of training classes will be held by the Charge Officer between **20th February 1980 and 29th February 1980,** in which the staff will be trained thoroughly. All doubts of the Supervisors and Enumerators will be cleared in this training class. The District Census Officer/ Sub-Divisional Census Officer/Additional District Census Officer will also be present in the final round of training classes. Charge Officers may draw up the training programme in consultation with the District Census Officer/Sub-Divisional Census Officer/Additional District Census Officer and forward a copy of the same to the Director of Census Operations before a week of the commencement of the final round of training. Director/Deputy Director/Assistant Director of Census operations and other officers of the Directorate will attend as many of these training classes as possible.

Checking of housenumbering and scrutiny of schedules

15. After the training is over, the housenumbering and houselisting operations will commence in March 1980. On the first day of the operations, chalk numbering should be done in any case and the supervisor should inspect the same. Only after the approval of the Supervisor,

the Enumerator should paint the numbers. The Houselist and the Enterprise list of the first round of houses should be prepared in the presence of supervisor. Thereafter, the Supervisor should inspect at least 25 per cent of the buildings and the census houses and census households in them and check the houselist and enterprise list and their abstracts. The Abstracts should be filled up daily by the Enumerator and the Supervisor should see that the work does not accumulate till the end. The Supervisors should also scrutinize all the remaining schedules thoroughly, even if personal inspection of all buildings may not be possible. He should also make sure of the correctness of the lay-out sketches.

16. The Charge Officer will have to inspect the housenumbering and houselisting operations which include the numbering system, preparation of lay-out sketches and filling up of houselists and enterprise lists and their abstracts. The Charge officer should also overcheck at least 10 per cent of the schedules of each Enumerator and will also have to record the date of inspection in the relevant column of the Charge Register.

17. The District Census Officer and Sub-Divisional Census Officers will also inspect a few buildings in all the areas within their jurisdiction at random and check the houselist and the enterprise list. The operation should be completed by **15th May 1980.**

Progress Reports

18. The Charge Officers will have to forward to the Director of Census Operations weekly progress reports on the housenumbering and houselisting operations of the charge from **8th March 1980** onwards. For this two progress reports forms have been designed—one from Supervisor to Charge Officer and the other from Charge Officer to the Director of Census Operations. The Supervisor's progress report will be consolidated by the Charge Officer and sent to the Director of Census Operations in the progress report forms mentioned above. The despatch of weekly progress reports will continue till the completion of operations. If there is no activity to be reported in a week a 'nil' statement should be sent. Sufficient number of copies of progress report forms will be supplied by this office in due course.

Despatch of schedules and lay-out sketches

19. On completion of housenumbering operations, the Supervisor should collect the following documents from the enumerators.

(i) **Houselist (two copies)**

(ii) **Houselist Abstract**

(iii) **Enterprise list**

(iv) **Enterprise list Abstract**

(v) **Lay-out sketches (two copies)**

The above items together with the unused forms should be handed over by the Supervisor to the Charge Officer on or before 24th May 1980. The Charge Officer will check all the records thoroughly and rectify mistakes, if any. One copy of the houselists and all the houselist abstracts will be forwarded to the Director of Census Operations for which detailed instructions will be issued later. The Enterprise list and its abstract will be forwarded to the District Census Officer for transmission to the Additional District Census Officer. The duplicate copy of the houselist and the two copies of the lay-out sketches will be retained in the Charge office pending further instructions. Detailed circular on collection of records will be issued separately. A good deal of follow-up action is necessary to keep the houselists up-to-date till 1st March, 1981 the reference date of the Census. Instructions on the follow-up action to be taken for updating the houselist will be issued later.

Honorarium to the staff

20. Separate instructions will be issued regarding the honorarium and the advance to be given for the purchase of housenumbering materials.

Detailed calendar

21. A detailed break-up of the Calendar of operations for housenumbering and houselisting is given hereunder.

1.	Appointment of Supervisors, Enumerators and Assistants to Enumerators	To be completed before 15th January 1980
2.	Intimation of completion of appointment of houselisting a personnel to the Director of Census Operation by the Charge Officer	Before 25th January 1980
3.	Training Conference of Census Officers of and above the level of Charge Officers	25–31 January 1980
4.	Communication of the Programme of training for Supervisors and Enumerators by Charge Officers to the Director/District Census Officers Sub-Divisional Census Officers/Additional District Census Officers	Before 31st January 1980
5.	Training class for Supervisors and Enumerators in batches of convenient size not exceeding 50 persons by Charge Officers–instruction class one day followed by field training on the next day (2 consecutive days for each batch)	1–15 February 1980
6.	Despatch of reports on practical training on completion of each batch along with training schedules to be sent by the Charge Officer to the Director/District Census Officer/Sub-Divisional Census Officer/Additional District Census Officer	To be completed by 17th February 1980
7.	Final round of training to Supervisors and Enumerators by Charge Officers (one day for each batch)	20-29 February 1980
8.	Housenumbering, preparation of lay-out sketches and filling up of schedules (Houselist, Enterprise list and their abstracts)	1st March to 15th May 1980
9.	Last date for handing over of all filled-in schedules and unused forms by the Supervisors to the Charge Officer	24th May 1980
10.	Despatch of schedules by the Charge Officer	Instructions will be issued later

22. Since the housenumbering and houselisting operations form the basis of the actual census enumeration in 1981 every care should be taken to complete the programme systematically and efficiently. I am sure that all persons concerned with this operation will spare no pains to achieve this end. The Charge Officer particularly should take a personal interest in closely following the work of the Supervisors and Enumerators and giving them appropriate instructions so that the schedules are perfect in all respects.

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

Director of Census Operations

ENCLOSURES:

Appointment order form for Supervisor
Appointment order form for Enumerator
Appointment order form for Assistant to Enumerator
Charge Register
Copy of G.O. 633/79/GAD dated 5-12-79 on freezing of transfers.
Acknowledgement form

To

All Tahsildars (2 copies)
All Commissioners of Corporations (2 copies)
All Commissioner/Special Officers of Municipalities (2 copies)
The Executive Officer, Guruvayur Township (2 copies)
The Executive Officer, Cannanore Cantonment (2 copies)
All Divisional Forest Officers (2 copies)
The Wild Life Preservation Officer, Thekkady (2 copies)

Copy To:

All Principal Census Officers (2 copies)
All District Census Officers (2 copies)
All Sub-Divisional Census Officers (2 copies)
Director's Table/DD/AD (T)/AD(A)

Copy with compliments forwarded for information to:

The Registrar General, India
All Directors of Census Operations

Director of Census Operations

ACKNOWLEDGEMENT

(Circular No. 4)

I acknowledge receipt of circular No. 4 dated December 20, 1979, from the Director of Census Operations, Kerala

Signature:

Date:

Name:

Designation and Address:

To

The Director of Census Operations,
Kaudiar, Trivandrum 695 003

CIRCULAR No. 4—*contd.*

CENSUS OF INDIA 1981

APPOINTMENT ORDER OF SUPERVISOR

[UNDER SECTION 4 (3) OF THE CENSUS ACT, 1981]

Housenumbering and Houselisting Operations

In exercise of the powers delegated to me under sub-section (4) of section 4 of the Census Act, 1948 (Central Act 37 of 1948) I hereby appoint with immediate effect you Shri.....
.....
.....(Name).....(Designation).....
as Supervisor to aid in and supervise the taking of the housenumbering and houselisting operation in.....village/ward/forest range of.....
taluk/town/forest division.

2. Your function will be to supervise the housenumbering and houselisting operations within the area allotted to you and perform such other work in accordance with the instructions issued to you in this behalf. Throughout the period of your appointment as Supervisor you should carry out the instructions of your higher authorities.

3. By your appointment as Supervisor you shall be deemed to be a public servant within the meaning of the Indian Penal Code. Your attention is drawn to the provisions of the Census Act 1948 (Central Act 37 of 1948) and in particular to section 11 thereof.

Place: Signature:

Date: Name:

Designation:

To

CIRCULAR No. 4—*contd.*

CENSUS OF INDIA 1981

APPOINTMENT ORDER OF ENUMERATOR

[UNDER SECTION 4 (3) OF THE CENSUS ACT, 1948]

Housenumbering and Houselisting Operations

In exercise of the powers delegated to me under sub-section (4) of section 4 of the Census Act, 1948 (Central Act 37 of 1948) I hereby appoint with immediate effect you Shri.....
(Name)
.....as Enumerator
(Designation)
to take and aid in the housenumbering and houselisting operations in.....
kara, muri, desom/ward/forest range.

2. Your function will be to allot census numbers to the buildings, census houses and census households within your area and paint the census house numbers on them with the aid of your Assistant(s), prepare lay-out sketches, collect such items of information in the prescribed schedules in accordance with the instructions issued to you in this behalf and submit the same to the undersigned who is your Charge Officer. Throughout the period of your appointment as Enumerator you should carry out the instructions of your Supervisor and higher authorities. Shri.....
(Name)
.....
(Designation)
is your Supervisor whom you should meet immediately and take instructions.

3. By your appointment as Enumerator you shall be deemed to be a public servant within the meaning of the Indian Penal Code. Your attention is drawn to the provisions of the Census Act, 1948 (Central Act 37 of 1948) and in particular to section 11 thereof.

Place: **Signature:**

Date: **Name:**

Designation:

To

CIRCULAR No. 4—*contd.*

CENSUS OF INDIA 1981

APPOINTMENT ORDER OF ASSISTANT TO ENUMERATOR

[UNDER SECTION 4(3) OF THE CENSUS ACT, 1948]

Housenumbering and Houselisting Operations

In exercise of the powers delegated to me under sub-section (4) of section 4 of the Census Act,1948 (Central Act 37 of 1948) I hereby appoint with immediate effect you Shri.....
(Name)
.....
(Designation)
as Assistant to the Enumerator to aid in the housenumbering.....in kara, muri, desom/ward/forest range.

2. Your function will be to assist the Enumerator in housenumbering and painting census house-numbers on buildings within your area in accordance with the instructions given to you in this behalf by him. Throughout your period of appointment as Assistant to the Enumerator, you should carry out the instructions of your Enumerator and higher authorities. Shri.....
(Name)
.....is your Enumerator and Shri.....
(Designation)
.....
(Name) (Designation)
is your Supervisor from whom you will take instructions.

3. By your appointment as Assistant to the Enumerator you shall be deemed to be a public servant within the meaning of the Indian Penal Code. Your attention is drawn to the provisions of the Census Act, 1948 (Central Act 37 of 1948) and in particular to section 11 thereof.

Place: Signature:

Date: Name:

Designation:

To

CENSUS OF INDIA 1981

CIRCULAR

CHARGE REGISTER FOR

District:

Village/ Town/ Forest Division/ Special Area	Name and designation of Supervisor	Appointment order of Supervisor despatched on	Kara, muri, desom/ Ward/ Forest range	Name and designation of Enumerator	Appointment order of Enumerator despatched on	Name and designation of Assistant to Enumerator
1	2	3	4	5	6	7

No. 4—*contd.*

HOUSENUMBERING AND HOUSELISTING OPERATIONS

Name of Charge:

Appointment order of Assistant to Enumerator despatched on	Date of commencement of work	Dates of field checking by charge officer	Date of completion of work	Population as per houselist abstract	No. of census houses as per houselist abstract	No. of households as per houselist abstract	Amount of honorarium and date of payment			Remarks
							Supervisor	Enumerator	Assistant to Enumerator	
8	9	10	11	12	13	14	15	16	17	18

CIRCULAR No. 4—*concld.*

GOVERNMENT OF KERALA
ABSTRACT

CENSUS OF INDIA 1981 HOUSENUMBERING AND HOUSELISTING OPERATIONS-FREEZING OF TRANSFER OF OFFICERS AND STAFF ENGAGED—ORDERS ISSUED

General Administration (Political C) Department

G.O.(P) No. 533/79/GAD **Dated, Trivandrum, 5—12—1979.**

Read: 1. G.O.(P) 493/79/GAD dated 31-8-1979
2. From the Director of Census Operations, Kerala Trivandrum, letter No. D-4272/79 dated 5-11-1979.

ORDER

In the Government Order read above, orders have been issued outlining the procedure for the ensuing Census of India 1981 and for the appointment of Census Officers at various levels under District Collectors who have been nominated as Principal Census Officers in connection with the census work.

2. In the letter 2nd read above, the Director of Census Operations, Kerala has informed Government that the preliminary work relating to the housenumbering and houselisting operations in connection with the Census 1981 has already started and that it will be in full swing from January 1980. The training for this operation is scheduled during January-February 1980 and the actual operation will take place during March-May 1980. It is, therefore, absolutely necessary that the Officers and Staff engaged for housenumbering and houselisting operations are kept in their position undisturbed during the entire period of training and actual operation. The Director of Census Operations has therefore requested Government to issue necessary orders freezing the transfer of Officers and staff engaged in housenumbering and houselisting operations during the period from 15th January, 1980 to 31st May, 1980.

3. In the circumstances, Government Order the freezing of the transfer of District Census Officers (Deputy Collectors-General), Sub Divisional Census Officers (Revenue Divisional Officers), Charge Officers (Tahsildars, Municipal/Corporation Commissioners, Divisional Forest Officers, Executive Officers of Townships and Wild Life Preservation Officer, Thekkady) and the staff appointed as Supervisors and Enumerators for housenumbering and houselisting operations, from 15th January 1980 till 31st May, 1980, except under exceptional circumstances like retirement, promotion and reversion.

By order of the Governor
M. Karunakaran Thampi
Under Secretary

To
All District Collectors
All Revenue Divisional Officers/Tahsildars
The Commissioners, Corporation of Trivandrum/Calicut/Cochin
All Municipal Commissioners
The Director of Public Instruction
The Secretary, Board and Revenue (Land Revenue)
The Chief Conservator of Forests
All Divisional Forest Officers
All Other Heads of Departments
The Director of Census Operations, Kerala, Trivandrum

CIRCULAR No. 5

December 20, 1979

Sub: —Census 1981—Distribution of forms, schedules, booklets etc—Maintenance of accounts-Instructions—Issued.

In connection with the housenumbering and houselisting operations and the census enumeration, the District census Officers and Charge Officers will be receiving from this Directorate a large number of forms, schedules, booklets etc. The printing of most of these items is arranged centrally. The number of copies printed will suffice only to meet the actual requirement. So proper storage of these materials and their careful handling at every stage avoiding wastage needs no emphasis as their replenishment at a later stage is not at all possible. Once the forms and schedules are received, the District census officers and Charge officers should make proper arrangements for their safe storage. In their distribution to the supervisors and enumerators also utmost economy should be observed. The necessity for the careful handling of these items avoiding wastage by the supervisors and enumerators should also be impressed upon them during the training classes.

2. To ensure proper accounting and distribution of these forms, schedules etc. a Stock Account Register of the census materials received may be maintained by the District census officers and Charge Officers. The form of the Stock Account Register to be maintained is enclosed. The Register may be prepared in manuscript form. Each material should be accounted for separately. Every receipt of material should be duly entered in the register as and when they are received filling columns 1 to 3 on the receipt side. When the materials are issued the total issue on a particular date should be entered as a single entry and columns 4 to 7 in the issue side should be filled up. It is not necessary to enter the issue to each individual on a particular date.

Eg. (4) 15-1-1980 (5) Supervisors (6) 500 (7) 700

3. The materials should be supplied by the Charge Officers to the Supervisors only after obtaining proper acknowledgement from them in the form enclosed (Acknowledgement of census schedules/forms). The supervisor while distributing the materials to the enumerators should also obtain similar acknowledgements from them in the above form, filling and signing columns 1 and 2. While collecting the census materials from the enumerators after the work is over the supervisors should fill column 3 to 6 in respect of each enumerator and check whether the entries in columns 2 and 6 tally. When the supervisors return the forms, the Charge Officer in turn should also fill columns 3 to 6 in the forms kept in the charge office in respect of each supervisor and ensure that all the items supplied are properly accounted for. Thereafter the Charge Officer should prepare a consolidated statement and sent it to this Directorate.

4. In addition the Charge Officers are also required to send a certificate to the Director of Census Operations to the effect that all the booklets, forms etc. sent from this office for distribution to the supervisors and enumerators have been distributed to them under proper acknowledgement as soon as the distribution of the materials is over. The detailed procedure for this will be intimated later.

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

To

All District Census Officers
All Sub-divisional Census Officers
All Charge Officers

Copy to:

Director's Table
DD/AD(T)/AD(A)
Office Superintendent
All Investigators and Tabulation Officers

Copy with compliments forwarded to:

The Registrar General, India
All Directors of Census Operations

Director of Census Operations

CIRCULAR No. 5—*contd.*

CENSUS OF INDIA 1981
STOCK ACCOUNT REGISTER
(Showing the receipt and distribution of census materials)

Name of item.....

Receipt			Issue				Remarks (Brief particulars on final disposal of the item)
Date of receipt	From whom received	Quantity received	Date of Issue	To whom issued	Quantity issued	Balance quantity available in stock	
1	2	3	4	5	6	7	8

CIRCULAR No. 5—*concld.*

CENSUS OF INDIA 1981

ACKNOWLEDGEMENT OF CENSUS SCHEDULES/FORMS

District..... Name of Charge.....

Items	Received			Returned	
	Total quantity received	Quantity used	Quantity damaged/ spoiled	Quantity used	Quantity returned (total of column 3,4,&5)
1	2	3	4	5	6

Received the quantities shown in column 2 from the Charge officer/Supervisor

Signature of Supervisor/Enumerator

Date:

Name:

Received back the quantities shown in column 6 from the Supervisor/Enumerator

Signature of Charge Officer/Supervisor

Date:

Name:

ACKNOWLEDGEMENT

(Circular No. 5)

I acknowledge receipt of Circular letter No. 5 dated December 20, 1979 from the Director of Census Operations, Kerala.

Signature:

Date:

Name:

Designation and Address:

To

The Director of Census Operations,
Kaudiar, Trivandrum-3

CIRCULAR No. 6

വീടുകളുടേയും സംരംഭങ്ങളുടേയും പട്ടികകൾ പൂരിപ്പിക്കുന്നതിൽ എന്യൂമറേറ്റർമാർ വരുത്തിയ തെറ്റുകൾ തിരുത്തുന്നതിനുള്ള നിർദ്ദേശങ്ങളും മറ്റ് പൊതു നിർദ്ദേശങ്ങളും

പരിശീലന സമയത്ത് എന്യൂമറേറ്റർമാർ പൂരിപ്പിച്ച വീടുകളുടെ പട്ടിക, വീടുകളുടെ പട്ടികയുടെ സംഗ്രഹം, സംരംഭപ്പട്ടിക, സംരംഭപ്പട്ടിക സംഗ്രഹം എന്നിവ പരിശോധിച്ചതിൽ പല തെറ്റുകളും കാണപ്പെട്ടു. ഈ പട്ടികകൾ പൂരിപ്പിക്കുവാൻ നല്കിയിട്ടുള്ള നിർദ്ദേശങ്ങളിൽ പലരും വേണ്ട വിധത്തിൽ വായിച്ചു മനസ്സിലാക്കിയതായി കാണുന്നില്ല. ഇത് ഗുരുതരമായ വീഴ്ചയാണ്. പൊതുവായി വരുത്തിയ തെറ്റുകളും അവ തിരുത്തേണ്ട വിധവുമാണ് ഇതിൽ അടങ്ങിയിരിക്കുന്നത്. ചില പൊതു നിർദ്ദേശങ്ങളും ഇതിൽ ഉൾപ്പെടുത്തിയിട്ടുണ്ട്. ഇത് സശ്രദ്ധം വായിച്ച് മനസ്സിലാക്കുകയും തെറ്റുകൾ ആവർത്തിക്കാതിരിക്കാൻ പ്രത്യേകം ശ്രദ്ധിക്കുകയും ചെയ്യേണ്ടതാണ്.

എന്യൂമറേറ്റർ ആദ്യം എന്തു ചെയ്യണം?

ചാർജ് ഓഫീസറുടെ/സൂപ്പർവൈസറുടെ കൈയിൽ നിന്നും താഴെ പറയുന്നവ ഓരോ എന്യൂമറേറ്ററും വാങ്ങിക്കേണ്ടതാണ്.

(1) Lay-out sketch (രണ്ടു കോപ്പി), (2) വീടുകളുടെ പട്ടിക, (3) വീടുകളുടെ പട്ടികയുടെ സംഗ്രഹം, (4) സംരംഭപ്പട്ടിക, (5) സംരംഭപ്പട്ടിക സംഗ്രഹം എന്നിവയുടെ ആവശ്യമുള്ളത്ര ഫാറങ്ങൾ.

മാർച്ച് ഒന്നാം തീയതി ആരംഭിച്ച പ്രവർത്തനത്തിന്റെ ആവശ്യത്തിനുപയോഗിക്കുന്ന എല്ലാ പട്ടികകളും കറുത്ത മഷിയിൽ അച്ചടിച്ചവയാണ്. പരിശീലനത്തിനുപയോഗിക്കുന്ന ചുവന്ന മഷിയിലുള്ള പട്ടികകൾ ഉപയോഗിക്കുവാൻ പാടില്ല.

മുകളിൽ പറഞ്ഞ കാര്യങ്ങൾക്കു പുറമെ ആവശ്യമായ ബ്രഷും പെയിന്റും നിങ്ങൾ കരുതേണ്ടതാണ്. അധികം വിലയില്ലാത്ത സാധാരണ ബ്രഷ് അല്ലെങ്കിൽ കഴിഞ്ഞ സെൻസസുകളിൽ പല എന്യൂമറേറ്റർമാരും ചെയ്ത മാതിരി തെങ്ങിന്റെ കുലഞ്ഞിൽ അഥവാ ക്ലാഞ്ഞിൽ (Pedicle) ഒരു നല്ല ബ്രഷ് ആയി ഉപയോഗിക്കാം. അതുപോലെ മുമ്പത്തെ സെൻസസുകളിൽ ചെയ്ത മാതിരി പെയിന്റ് ചെയ്യുവാൻ കോൺട്രാക്ടർ (കപ്പക്കീൽ) ഉപയോഗിക്കാവുന്നതാണ്. [റോഡ് ടാർ ചെയ്യുവാൻ ഉപയോഗിക്കുന്ന ബിറ്റുമൻ അഥവാ ടാർ(കീൽ) അല്ല]. ഇതു രണ്ടും ചെലവു കുറഞ്ഞതാണ്. ഉപയോഗത്തിനു മതിയാവുന്നതുമാണ്.

എന്യൂമറേറ്റർ ആദ്യമായി lay-out sketch-ൽ കെട്ടിട നമ്പറുകളൊഴികെയുള്ള എല്ലാ സ്ഥല വർണ്ണനാ വിവരങ്ങളും രേഖപ്പെടുത്തിയിട്ടുണ്ടോ എന്ന് പരിശോധിക്കണം. വടക്കു ദിക്ക്, ഇടവഴികൾ, പഞ്ചായത്ത് അതിർത്തികൾ, റോഡുകൾ, റോഡു കവലയുടെ പേര്, നടപ്പാതകൾ, കുന്നുകൾ, പുഴകൾ, തോടുകൾ, പ്രധാനപ്പെട്ട ആഫീസ് മന്ദിരങ്ങൾ, സ്ഥാപനങ്ങൾ എന്നിവയുടെ വിവരങ്ങൾ രേഖപ്പെടുത്തിയിട്ടില്ലെങ്കിൽ അവ തെറ്റു കൂടാതെയും ശരിയായ സ്ഥാനത്തും ഭൂപടത്തിൽ രേഖപ്പെടുത്തേണ്ടതാണ്. നിങ്ങൾക്ക് ചുമതലപ്പെട്ട പ്രദേശത്തിന്റെ കിടപ്പും നമ്പറിടാൻ അവലംബിക്കേണ്ട രീതിയും മനസ്സിലാക്കാൻ ഇത് സഹായിക്കും.

വീടുകളുടെ പട്ടികയുടെ നിർദ്ദേശ പുസ്തകത്തിലെ 13-ാം ഖണ്ഡികയിൽ പറഞ്ഞതനുസരിച്ചായിരിക്കണം വീടുകൾക്ക് നമ്പറിടേണ്ടത്. യാതൊരു കാരണവശാലും പഞ്ചായത്ത് അതിരുകൾ മുറിച്ച് നമ്പറിടാൻ പാടില്ല. നിങ്ങൾ നമ്പറിടുന്ന പ്രദേശത്ത് ഒന്നിലധികം പഞ്ചായത്തുകൾ ഉണ്ടെങ്കിൽ ഒരു പഞ്ചായത്തിനകത്തുള്ള വീടുകൾക്ക് നമ്പർ നല്കിയതിനു ശേഷമേ വേറൊരു പഞ്ചായത്തിനകത്തുള്ള വീടുകൾക്ക് നമ്പർ നല്കാവൂ.

Lay-out-sketch-ൽ കെട്ടിട നമ്പർ, 1, 2, 3, എന്നിങ്ങനെ മാത്രമാണ് എഴുതേണ്ടത്. അല്ലാതെ C–1–1, C–1–2, C–1–3 എന്നിങ്ങനെയോ, സെൻസസ് വീടിന്റെ നമ്പറോ കുടുംബ നമ്പറോ എഴുതരുത്. നല്ലതും മോശപ്പെട്ടതുമായ കെട്ടിടങ്ങൾക്ക് നിർദ്ദേശ പുസ്തകത്തിലെ 11-ാം ഖണ്ഡികയിൽ വിവരിച്ചിരിക്കുന്നതുമാതിരി ചിഹ്നങ്ങളുപയോഗിച്ച് ഓരോ കെട്ടിടത്തിന്റേയും സ്ഥാനം ഭൂപടത്തിൽ രേഖപ്പെടുത്തണം.

വീടുകളുടെ പട്ടികയുടെ നിർദ്ദേശ പുസ്തകത്തിലെ 40-ാം ഖണ്ഡികയിൽ പറഞ്ഞിരിക്കുന്നമാതിരി എല്ലാ കെട്ടിടത്തിനും സെൻസസ് നമ്പറുകൾ നൽകേണ്ടതാണ്. പഞ്ചായത്തുകളോ മുൻസിപ്പാലിറ്റികളോ മറ്റു വകുപ്പുകളോ വീടുകൾക്ക് നൽകിയിട്ടുള്ള നമ്പറുകൾ നിങ്ങൾ പൂരിപ്പിക്കുന്ന പട്ടികകളിൽ എഴുതുവാൻ പാടുള്ളതല്ല.

ഏതെല്ലാം എടുപ്പുകൾക്ക് നമ്പർ നൽകണം?

എടുപ്പുകളുടെ ഉപയോഗത്തേയും ഉടമസ്ഥതയേയും ആശ്രയിച്ചാണ് ഇത് തീരുമാനിക്കേണ്ടത്, നമ്പറിടണമെങ്കിൽ ഈ കെട്ടിടങ്ങൾ എല്ലാ കാലത്തും നിലനിൽക്കത്തക്ക (permanent) കെട്ടിടങ്ങളോ ആംതാമസം ഉള്ളതോ ആകണമെന്ന് നിർബന്ധമില്ല. വ്യത്യസ്ത ഉടമസ്ഥതയിലാണെങ്കിൽ പ്രത്യേക കെട്ടിടനമ്പർ നൽകണം. എന്നാൽ ഒരു കുടുംബം മാത്രം ഉപയോഗിക്കുന്ന പ്രധാന കെട്ടിടത്തിന് സമീപമുള്ള അപ്രധാന എടുപ്പുകൾക്ക് (ഉദാ: കക്കൂസ്, അടുക്കള, വിറകുപുര, ചാമ്പൽപുര) നമ്പർ നൽകേണ്ടതില്ല. എന്നാൽ തൊഴുത്ത്, കാർഷെഡ്, ഗോഡൗൺ തുടങ്ങിയവയ്ക്ക് നമ്പർ നൽകേണ്ടതാണ്. കാരണം അവിടങ്ങളിൽ സംരംഭങ്ങൾ നടത്തുവാൻ സാദ്ധ്യതയുണ്ട്. അതുകൊണ്ടു തന്നെ പൊതുജനങ്ങളുടെ ആവശ്യത്തിനായി പ്രത്യേകം നിർമ്മിച്ചിട്ടുള്ള പൊതു കക്കൂസുകൾക്കും, കുളിമുറികൾക്കും, പ്രത്യേക നമ്പർ നൽകണം. സാധാരണയായി കെട്ടി അടച്ചിട്ടില്ലാത്ത പണി ആയുധങ്ങൾ, ട്രാക്ടർ എന്നിവ സൂക്ഷിക്കുന്ന ഷെഡ്ഡിന് നമ്പർ നൽകേണ്ടതില്ല. എന്നാൽ അത്തരം ഷെഡ്ഡിൽ ആളുകൾ താമസിക്കുകയോ, തൊഴിൽശാലയോ മറ്റു സംരംഭങ്ങളോ നടത്തുകയോ ചെയ്യുന്നുണ്ടെങ്കിൽ അതിന് നമ്പർ നൽക്കേണ്ടതാണ്. നാടകശാലകൾ, യാത്രക്കാരുടെ വിശ്രമകേന്ദ്രങ്ങൾ എന്നിവയ്ക്ക് ചുമരും മേൽക്കൂരയും ഉണ്ടെങ്കിൽ പ്രത്യേക നമ്പറുകൾ നൽകണം.

സാധാരണയായി ചുമരുകളും മേൽക്കൂരയും ഉള്ള എടുപ്പുകൾക്കുമാത്രമേ നമ്പർ നൽകേണ്ടതുള്ളൂ. എന്നാൽ ചില കുടിലുകളെ സംബന്ധിച്ച് മേൽക്കൂരതന്നെ ചുമരിന്റെ ഉപയോഗവും ചെയ്യും. അതായത് മേൽക്കൂര നിലത്തോട് തൊട്ടിരിക്കും. ഇത്തരം വീടുകൾക്കും നമ്പർ നൽകണം. അതുപോലെ വനപ്രദേശങ്ങളിൽ ഉള്ള ഗുഹകൾക്കും മരത്തിന്റെ മുകളിൽ കെട്ടിയിട്ടുള്ള ഏറുമാടങ്ങൾക്കും ആംതാമസമുണ്ടെങ്കിൽ പ്രത്യേക നമ്പറുകൾ നൽകേണ്ടതാണ്. പുതിയ വീടുകളുടെ കാര്യത്തിൽ ആംതാമസമില്ലെങ്കിലും പണി പൂർത്തിയായിട്ടില്ലെങ്കിലും മേൽക്കൂര പണിതു കഴിഞ്ഞിട്ടുണ്ടെങ്കിൽ നമ്പർ നൽകേണ്ടതുണ്ട്.

കെട്ടിടം, സെൻസസ് വീട്, കുടുംബം എന്നിവയുടെ നിർവചനങ്ങൾ നിർദ്ദേശ പുസ്തകത്തിലെ 22, 29, 38 എന്നീ ഖണ്ഡികകളിൽ നൽകിയിട്ടുണ്ട്. പ്രത്യേക ഉടമയിലുള്ള ഓരോ എടുപ്പിനേയും ഓരോ പ്രത്യേക കെട്ടിടമായും പ്രത്യേക പ്രവേശനമാർഗ്ഗവും പ്രത്യേക ഉപയോഗവും ഉള്ളതും പ്രധാന കെട്ടിടത്തിനോട് ബന്ധപ്പെട്ടതുമായ ഓരോന്നിനേയും പ്രത്യേക സെൻസസ് വീടുകളായും കരുതണം. ഇതനുസരിച്ച് ബ്രാഹ്മണരുടെ അഗ്രഹാരങ്ങൾ ഒരൊറ്റ എടുപ്പ് എന്ന് കാഴ്ചയിൽ തോന്നിക്കുമെങ്കിലും പ്രത്യേക ഉടമസ്ഥരുടേതും പ്രത്യേകം പ്രത്യേകം പ്രവേശന മാർഗ്ഗങ്ങളുള്ളതും ആയതിനാൽ പ്രത്യേകം പ്രത്യേകം കെട്ടിടങ്ങളായി കരുതണം. എന്നാൽ എസ്റ്റേറ്റിലെ കൂലിലയിനുകൾ ഒരു ഉടമസ്ഥന്റേതായതുകൊണ്ട്, ഒരു കെട്ടിടമായും അതിന്റെ ഉപയോഗമനുസരിച്ച് ഓരോ ഭാഗത്തിനേയും പ്രത്യേകം സെൻസസ് വീടുകളായും കരുതണം. അതനുസരിച്ചു നമ്പർ നൽകേണ്ടതാണ്.

ഹോസ്റ്റൽ, ജയിൽ എന്നിവ ഒന്നിലധികം എടുപ്പുകളിലായി കിടക്കുന്നുവെങ്കിൽ അത്തരം എടുപ്പുകളെ ഒരൊറ്റ കെട്ടിടമായി കണക്കാക്കി ഓരോ എടുപ്പിനേയും പ്രത്യേകം പ്രത്യേകം സെൻസസ് വീടുകളായി പരിഗണിച്ച് നമ്പർ നൽകേണ്ടതുമാണ്. അവിടെ താമസിക്കുന്നവർ എല്ലാവരും ഒരടുക്കളയിൽ പാകം ചെയ്യുന്ന ക്ഷേണം കഴിക്കുന്നുവെങ്കിൽ അതിനെ ഒരു സ്ഥാപന കുടുംബമായി കണക്കാക്കണം.

Lay-out sketch ൽ കെട്ടിടത്തിന്റെ സ്ഥാനം രേഖപ്പെടുത്തിയതിനു ശേഷമേ വീടുകളുടെ പട്ടിക പൂരിപ്പിക്കാവൂ.

വീടുകളുടെ പട്ടിക

സ്ഥലസൂചനാ വിവരങ്ങൾ

പട്ടണങ്ങളിൽ (സെൻസസ് പട്ടണങ്ങൾ ഉൾപ്പെടെ) താലൂക്കിന്റെ പേരും കോഡുനമ്പറും എഴുതരുത്. എന്യൂമറേറ്റർ ബ്ലോക്ക് നമ്പർ ഈ സംസ്ഥാനത്തിന് ബാധകമല്ലാത്തതിനാൽ പൂരിപ്പിക്കേണ്ടതില്ല.

പട്ടണത്തിന് നൽകിയ റോമൻ കോഡുകൾ (I, II, III.....)കെട്ടിട നമ്പറിന് ബാധകമല്ല. പട്ടണങ്ങളിലെ വാർഡുകൾക്ക് നൽകിയിട്ടുള്ള അറബി അക്കത്തിലുള്ള (1, 2, 3,.....) കോഡുകളാണ് കെട്ടിട നമ്പറിന്റെ ഭാഗമായി വരുന്നത്. ഉദാ : C–1–1, C–1–2.

ഏതെങ്കിലും ദേശത്തിനെയോ കരയേയോ വീടുകളുടെ എണ്ണത്തിനെ ആസ്പദമാക്കി ചെറിയ ഭാഗങ്ങളായി തിരിച്ച് 1_A, 1_B, 2_A, 2_B, 2_C എന്നിങ്ങനെ കോഡുനമ്പറുകൾ നൽകിയിട്ടുണ്ടെങ്കിൽ അത്തരം നമ്പറുകൾ കെട്ടിട നമ്പറിന്റെ ഭാഗമായി വരുന്നതാണ്. ഉദാ : $C–1_A–1$, $C–2_A–1$, $C–2_C–1$.

സ"ഥലസൂചനാ വിവരങ്ങളിൽ നിങ്ങളുടെ പ്രദേശത്തിന" ഉചിതമായ പടങ്ങളൊഴിച്ച" ബാക്കി യുള്ളവ വെട്ടിക്കളയേണ്ടതാണ". സ"ഥലസൂചനാ വിവരങ്ങ൦ പട്ടികകളിലെ എല്ലാ പേജുകളിലും എഴുതേണ്ടതാണ".

സ"ഥലസൂചനയെ ആസ"പദമാക്കിയാണ" lay-out sketch—കള൦ വരച്ചിട്ടുള്ളതെന്നുകൂടി സൂപ്പർ വൈസറു൦ എന്യൂമറേറ്ററു൦ ഉറപ്പുവരുത്തേണ്ടതാണ".

കോള൦ 1: വരിനമ്പർ

വരിനമ്പർ ഒരു പ്രദേശത്തിന" തുടർച്ചയായി നൽകണ൦. ആദ്യത്തെ പേജിൽ 9 കഴിഞ്ഞാൽ അച്ചടിച്ചിരിക്കുന്ന '0' എന്ന അക്കത്തിന്റെ ഇടതു ഭാഗത്ത" 1 എന്ന" എഴുതി 10 എന്നു൦ അടുത്ത പേജിൽ അതിന" തുടർച്ചയായി 11, 12, 13 എന്നിങ്ങനെയു൦ നമ്പറിടണ൦. (നിർദ"ദേശ പുസ"തകത്തിൽ annexure 7 നോക്കുക) ഏതെങ്കിലു൦ പൂരിപ്പിച്ച വരികള൦ വെട്ടിക്കളയേണ്ടി വരികയാണെങ്കിൽ കൂടി വരി നമ്പറിൽ മാറ്റ൦ വരുത്തേണ്ടതില്ല.

കോള൦ 2: കെട്ടിട നമ്പർ

കെട്ടിട നമ്പറുകള൦ എഴുതിയതിൽ പല തെറ്റുകളു൦ കണ്ടു. ചിലർ തദ"ദേശ ഭരണാധികാരികള൦ നൽകിയ നമ്പറുകള൦ എഴുതിയിരിക്കുന്നു. ഇതു പാടില്ല. സെൻസസിനുവേണ്ടി നൽകുന്ന C എന്നാരംഭി ക്കുന്ന കെട്ടിട നമ്പറുകള൦ മാത്രമേ ഈ കോളത്തിൽ എഴുതാവൂ. സെൻസസ" വീടുകള൦ക്ക" നൽകുന്ന (1), (2) എന്നിവയു൦ കുടു൦ബങ്ങള൦ക്ക" നൽകുന്ന (a), (b) യു൦ ഈ കോളത്തിൽ ചിലർ എഴുതിയിരി ക്കുന്നു. ഇതു തെറ്റാണ". ഈ കോളത്തിൽ കെട്ടിട നമ്പർ മാത്രമേ എഴുതുവാൻ പാടുള്ളൂ.

ഒരു കെട്ടിടത്തിൽ ഒന്നിലധിക൦ സെൻസസ" വീടുകളുണ്ടെങ്കിൽ ആ കെട്ടിടത്തെ സ൦ബന്ധി ക്കുന്ന ആദ്യ വരിയെഴിച്ച" മറ്റുള്ള വരികളിൽ കെട്ടിട നമ്പർ ആവർത്തിച്ചെഴുതുവാൻ പാടില്ല. (നിർദ"ദേശ പുസ"തകത്തിലെ പൂരിപ്പിച്ച പട്ടികകള൦ നോക്കുക).

കോള൦ 3: സെൻസസ" വീടിന്റെ നമ്പറു൦ വീടിനു പേരുണ്ടെങ്കിൽ പേരു൦

സെൻസസ" വീടിന്റെ നമ്പർ എഴുതിയതിൽ പലതര൦ തെറ്റുകള൦ വരുത്തിയിട്ടുണ്ട". ഒരു കെട്ടിടത്തിൽ (ഉദാ : C—1—1) രണ്ട" സെൻസസ" വീടുകളുണ്ടെങ്കിൽ ചിലർ ആദ്യത്തെ സെൻസസ" വീടിന" C—1—1 എന്നു൦ രണ്ടാമത്തേതിന" C—1—1(1) എന്നു൦ എഴുതിയിട്ടുണ്ട". ഇത" തെറ്റാണ". ആദ്യത്തെ സെൻസസ" വീടിന" C—1—1(1) എന്നു൦ രണ്ടാമത്തേതിന" C—1—1(2) എന്നുമാണ" എഴുതേണ്ടത".

ഒരു കെട്ടിടത്തിൽ ഒരു സെൻസസ" വീട" മാത്രമേയുള്ളുവെങ്കിൽ കെട്ടിട നമ്പറു൦ സെൻസസ" വീടിന്റെ നമ്പറു൦ ഒന്നുതന്നെ. എന്നാൽ ചിലർ കെട്ടിടനമ്പർ C—1—5 എന്നു൦ സെൻസസ" വീടിന്റെ നമ്പർ അതേവരിയിൽ C—1—5(1) എന്നു൦ എഴുതിയിട്ടുണ്ട". ഇത" തെറ്റാണ". 74—ാ൦ ഖണ"ഡികയിലെ ഉദാഹരണങ്ങള൦ ശദ"ധയോടു കൂടി വായിക്കാത്തതുകൊണ്ടാണ" ഇത്തര൦ തെറ്റുകള൦ വരുത്തുന്നത".

3—ാ൦ കോളത്തിലെ തലക്കെട്ടിൽ തന്നെ വീടിനു പേരുണ്ടെങ്കിൽ പേരെഴുതാൻ നിർദ"ദേശിച്ചി ട്ടുണ്ടെങ്കിലു൦ ചിലർ പട്ടികകളിൽ വീടിന്റെ പേരെഴുതിയിട്ടില്ല. ചിലർ വീടിന്റെ പേര" 4—ാ൦ കോള ത്തിൽ എഴുതിയിരിക്കുന്നു. ഇത" ശരിയല്ല. സെൻസസ" വീടിന്റെ നമ്പറു൦ വീടിന്റെ പേരു൦ 3—ാ൦ കോളത്തിൽ അതാതു വരിയിൽത്തന്നെ ഉ൦ക്കൊള്ളത്തക്കവണ്ണ൦ എഴുതാൻ ശദ"ധിക്കണ൦.

സെൻസസ" വീടിന്റെ നമ്പർ എഴുതുന്ന ഈ കോളത്തിൽ ആ കെട്ടിടത്തിൽ എത്ര സെൻസസ" വീടുകളുണ്ടെന്ന" സൂചിപ്പിക്കുന്ന (1 to 2), (1 to 3) എന്നിങ്ങനെയുള്ള നമ്പറുകള൦ കൂടി എഴുതിയി ട്ടുണ്ട". ഇതു വീടുകളുടെ പട്ടികയിൽ എഴുതേണ്ട ആവശ്യമില്ല. സെൻസസ" വീട്ടിൻമേൽ മാത്രം എഴുതിയാൽ മതി.

കെട്ടിട നമ്പറു൦ കുടു൦ബ നമ്പറു൦ പട്ടികയിൽ എഴുതുന്നതല്ലാതെ വീടുകളിൻമേൽ എഴുതുന്നില്ല എന്നകാര്യ൦ പ്രത്യേക൦ ഓർമ്മിക്കുക. സെൻസസ" വീടിന്റെ നമ്പർ ആണ" പട്ടികയിൽ എഴുതുന്നത". കൂടാതെ വീടുകളിൻമേൽ പെയിൻറുകൊണ്ടു൦ എഴുതുന്നത".

കോള൦ 4: സെൻസസ" വീട" ഏതാവശ്യത്തിനുപയോഗിക്കുന്നു? (മുഴുവൻ വീടു൦ താമസത്തിനുപ യോഗിക്കുന്നില്ലെങ്കിൽ എൻറർപ്രൈസസ" ലിസ"റ" കൂടി പൂരിപ്പിക്കുക)

സെൻസസ" വീട" എന്തിനുപയോഗിക്കുന്നുവെന്ന" എഴുതണ൦. ഭാഗികമായി താമസത്തിനുപ യോഗിക്കുന്നവയ"ക്ക" ഉദാ:— താമസസ"ഥലവു൦ ചായക്കടയു൦ എന്നത" ആ കോളത്തിൽ ഉ൦ക്കൊള്ള അക്ക രീതിയിൽ എഴുതണ൦. അടുത്ത വരിയിലേയ"ക്ക" കടന്നെഴുതരുത". ചായക്കട ഒരു സ൦രംമായ തുകൊണ്ട" അടുത്തവരിയിൽ 4—ാ൦ കോളത്തിൽ ചായക്കട എന്നെഴുതി സ൦രംത്തിന്റെ ക്രമനമ്പർ ബ്രാക്കറ്റിൽ എഴുതണ൦. ഒരു എന്യൂമറേറ്ററുടെ അധികാര പരിധിയിൽപ്പെട്ട പ്രദേശത്തിലുള്ള സ൦രംങ്ങൾക്കു 4—ാ൦ കോളത്തിൽ തുടർച്ചയായ ക്രമനമ്പറുകളാണ" നൽകേണ്ടത". അതുപോലെ 7—ാ൦ കോളത്തിലെ സ൦രംങ്ങൾക്ക" പ്രത്യേക൦ ക്രമനമ്പറുകളാണ" നൽകേണ്ടത".

പൂരിപ്പിച്ച പട്ടികകളിൽ മുകളിലത്തെ വരിയെ ആസ്പദമാക്കി താഴെയുള്ള വരികളിലും അതുതന്നെയാണ് വിവരമെങ്കിൽ do എന്നോ ,, എന്നോ എഴുതിയിട്ടുണ്ട്. ഇത് ശരിയല്ല. ഓരോ വരിക്കും 4—ാം കോളം വ്യക്തമായി എഴുതി പൂരിപ്പിക്കണം.

പലരും കട, കച്ചവടം എന്നിങ്ങനെ മാത്രം എഴുതിയിട്ടുണ്ട്. എന്തു കടയാണെന്നോ ഏതു തരത്തിലുള്ള കച്ചവടമാണെന്നോ എഴുതിയിട്ടില്ല. ഈ വിവരം വ്യക്തമായി എഴുതണം.

ഒഴിഞ്ഞു കിടക്കുന്ന സെൻസസ് വീടുകൾക്ക് 'ഒഴിഞ്ഞു കിടക്കുന്നു' എന്നെഴുതി അതിനുള്ള കാരണം 14—ാം കോളത്തിൽ എഴുതേണ്ടതാണ്. ഈ നിർദ്ദേശം ശരിയായി പലരും പാലിച്ചിട്ടില്ല. ചിലർ 'ആരും' താമസമില്ലാത്തതുകൊണ്ട്' എന്നെഴുതിയിരിക്കുന്നു. ഇതിൽ അർത്ഥമില്ല. ഒഴിഞ്ഞു കിടക്കാനുള്ള കാരണം വ്യക്തമായി എഴുതണം.

ആളുകൾ താമസിച്ചുകൊണ്ടിരിക്കുന്ന വീടുകൾ അവിടത്തെ താമസക്കാർ യാത്രയിലോ മറ്റോ ആയതിനാൽ, തൽക്കാലം പൂട്ടിക്കിടക്കുകയാണെങ്കിലും, അത്തരം വീടിനെതിരെ 4—ാം കോളത്തിൽ ഒഴിഞ്ഞുകിടക്കുന്നു എന്നെഴുതരുത്. (57—ാം ഖണ്ഡിക നോക്കുക). അത്തരം വീടുകൾക്ക് 'താമസസ്ഥലം' എന്നാണെഴുതേണ്ടതെങ്കിലും ചിലർ 'ഒഴിവ്' എന്ന് 4—ാം കോളത്തിൽ എഴുതിയിട്ടുണ്ട്. ഇത് ശരിയല്ല. താമസസ്ഥലം എന്നെഴുതി 14—ാം കോളത്തിൽ പൂട്ടിക്കിടക്കുന്നു എന്നും തൽക്കാലികമായി അവിടെ ആളില്ലാത്തതിനുള്ള കാരണവും എഴുതണം. ഇങ്ങിനെ താമസസ്ഥലം എന്നെഴുതുന്ന വയ്ക്ക് എല്ലാ വിവരങ്ങളും ലഭ്യമല്ലെങ്കിൽ 5 മുതൽ 13 വരെയുള്ള കോളങ്ങൾ പൂരിപ്പിക്കേണ്ടതില്ല.

താമസത്തിനല്ലാതെ ഉപയോഗിക്കുന്ന സെൻസസ് വീടുകൾക്ക് (ഉദാ: പെട്ടിക്കട) 5 മുതൽ 13 വരെയുള്ള കോളങ്ങൾ പൂരിപ്പിച്ചു കാണുന്നു. ഇത് ശരിയല്ല. കുടുംബങ്ങളില്ലാത്തതിനാൽ അവ പൂരിപ്പിക്കേണ്ടതില്ല.

സംരംഭത്തെപ്പറ്റി പലരും മനസ്സിലാക്കിയിട്ടില്ല. താമസത്തിനല്ലാതെ ഉപയോഗിക്കുന്ന ഒരു വീട്ടിൽ ചെന്നാൽ അവിടെ സംരംഭം നടത്തുന്നുണ്ടോ ഇല്ലയോ എന്നറിയുവാൻ ബുദ്ധിമുട്ടുണ്ടാവുകയില്ല. എന്നാൽ മുഴുവനായോ ഭാഗികമായോ താമസത്തിനുപയോഗിക്കുന്ന സെൻസസ് വീടിന്റെ കാര്യത്തിൽ ആ വീട്ടിൽ സംരംഭം ഉള്ളതായി ചിലപ്പോഴും അറിയാൻ സാധിക്കുകയില്ല. അതുകൊണ്ട് ആദ്യമായി ആ വീട്ടിലെ അംഗങ്ങൾ ഏതു പ്രവൃത്തിയിലേർപ്പെട്ടിരിക്കുന്നുവെന്ന് ചോദിച്ചറിയണം. അവർ ചെയ്യുന്ന പ്രവൃത്തി സ്വന്തമാണോ, ശമ്പളത്തിനാണോ, കൂലിക്കാണോ എന്നുള്ളതാണ് അടുത്ത ചോദ്യം. ശമ്പളത്തിനോ, കൂലിക്കോ ആ കുടുംബത്തിലെ അംഗങ്ങൾ മറ്റു സ്ഥലങ്ങളിലോ, സ്ഥാപനങ്ങളിലോ വീടുകളിലോ സ്ഥിരമായി ജോലി ചെയ്യുന്നുണ്ടെങ്കിൽ അവർ ഒരു സംരംഭം നടത്തുന്നതായി കണക്കാക്കുകയില്ല. മറിച്ച് അവർ സ്വന്തമായിട്ടാണ് ഒരു പ്രവൃത്തി ചെയ്യുന്നതെങ്കിൽ അത് സമ്പദ്കാലിക സെൻസസ് നിർദ്ദേശ പുസ്തകത്തിലെ തരംതിരിവനുസരിച്ച് കാർഷിക പ്രവൃത്തിയാണോ, കാർഷികേതര പ്രവൃത്തിയാണോ എന്ന് നിശ്ചയിക്കണം. ഇതിൽ കാർഷികോൽപ്പാദനവും (crop production) തോട്ടകൃഷിയും (plantation) ഒഴിച്ചുള്ള പ്രവൃത്തികളെ മാത്രമേ സംരംഭമായി കണക്കാക്കുകയുള്ളൂ. ഇങ്ങിനെ ഒരാൾ സംരംഭം നടത്തുന്നതായി മനസ്സിലായാൽ അത് ആ വീടിനകത്തോ വീടിന്റെ പരിസരത്തിലോ ആണെങ്കിൽ വീടുകളുടെ പട്ടികയിലെ 4—ാം കോളത്തിലും പുറത്ത് വേറൊരു സെൻസസ് വീട്ടിലല്ലാതെയും നിശ്ചിത സ്ഥലമില്ലാതെയും തുടർച്ചയായ സ്ഥലത്തെവിടെയെങ്കിലുമാണെങ്കിൽ 7—ാം കോളത്തിലുമാണ് അത്തരം സംരംഭങ്ങളെപ്പറ്റിയുള്ള വിവരങ്ങൾ രേഖപ്പെടുത്തേണ്ടതുണ്ട്. ഇതിനു പുറമെ എന്യൂമറേറ്റർ സന്ദർശിക്കുന്ന വീടുകളിൽ ആ വീട്ടിലല്ലാത്ത മറ്റാരെങ്കിലും ആ വീട്ടിൽ സംരംഭം നടത്തുന്നുണ്ടോ എന്നുകൂടി അന്വേഷിക്കുകയും അത് നാലാം കോളത്തിൽ രേഖപ്പെടുത്തുകയും ചെയ്യണം.

ഒരാളുടെ ഉടമസ്ഥതയിലുള്ള ഒരേ സംരംഭംതന്നെ (അതിന്റെ വിവിധ ഭാഗങ്ങൾ) ഒന്നിലധികം സെൻസസ് വീടുകളിൽ നടത്തുന്നുവെങ്കിൽ 4—ാം കോളത്തിൽ അതിനെ എല്ലാംകൂടി ഒരൊറ്റ സംരംഭമായി കണക്കാക്കണം. ഓരോ സെൻസസ് വീടും ഏതാവശ്യത്തിനുപയോഗിക്കുന്നുവെന്ന് എഴുതിയശേഷം അവയെ ബ്രാക്കറ്റിട്ട് സംരംഭത്തിന് ഒരൊറ്റ ക്രമനമ്പർ മാത്രം നൽകണം. താഴെ കൊടുത്തിരിക്കുന്ന ഉദാഹരണം നോക്കുക.

കോളം 1	കോളം 3	കോളം 4	
4	C—1—3(1)	ഫാക്ടറി ആഫീസ്	(1)
5	C—1—3(3)	Work shed	
6	C—1—3(3)	Work shed	
7	C—1—3(4)	Store	
8	C—1—3(5)	കാന്റീൻ	(2)

മുകളിൽ കാണിച്ചത് വീടുകളുടെ പട്ടികയിൽ നിന്ന് സംരംഭ പട്ടികയിൽ എടുത്തെഴുതുമ്പോഴാം എങ്ങിനെ വേണമെന്ന് താഴെ ചേർക്കുന്നു.

കോളം 1	കോളം 1(i)	കോളം 2	കോളം 3	കോളം 4
4 to 7	C–1–3 (1) to C–1–3 (4)	1		ടൈൽ ഫാക്ടറി
8	C–1–3 (5)	2		കാൻറീൻ

ഒരു കെട്ടിടത്തിൽ ഒന്നിലധികം സംരംഭങ്ങളുണ്ടെങ്കിൽ ആദ്യത്തെ സംരംഭത്തിന് ഉപയോഗിക്കുന്ന സെൻസസ് വീടുകാംക്ക് നമ്പർ നൽകിയതിനുശേഷമേ രണ്ടാമത്തെ സംരംഭം നടത്തുന്ന വീടിന് നമ്പർ നൽകേണ്ടതുള്ളു.

ഒരു സെൻസസ് വീട്ടിൽ തന്നെ വ്യത്യസ്ഥ ഉടമയിലുള്ള സംരംഭങ്ങൾ കാണാം. അവയെ പ്രത്യേക സംരംഭങ്ങളായി കണക്കാക്കണം.

കോളം 5: കുടുംബത്തിന്റെ നമ്പർ

മുഴുവനായോ ഭാഗികമായോ താമസസ്ഥലമായി ഉപയോഗിക്കുന്നവയ്ക്ക് മാത്രമേ 5 മുതൽ 13 വരെയുള്ള കോളങ്ങൾ പൂരിപ്പിക്കേണ്ടതുള്ളു.

ഒരു സെൻസസ് വീട്ടിൽ ഒന്നിലധികം കുടുംബങ്ങളുണ്ടെങ്കിൽ ആദ്യവരിയിലൊഴിച്ചു 2 മുതൽ 4 വരെയുള്ള കോളങ്ങൾ ആവർത്തിച്ചു പൂരിപ്പിക്കരുത്. എന്നാൽ ഓരോ കുടുംബത്തിനും (a), (b), (c), എന്നിങ്ങനെ നമ്പർ നൽകി അവയുടെ വിവരങ്ങൾ പ്രത്യേകം പ്രത്യേകം വരികളിൽ 5 മുതൽ 13 വരെ എഴുതേണ്ടതാണ്.

കോളം 6: കുടുംബത്തലവന്റെ പേര്

സ്ഥാപന കുടുംബങ്ങളുടെ കാര്യത്തിൽ കുടുംബത്തലവന്റെ പേരിനോടുകൂടി 'I' എന്ന് ബ്രാക്കറ്റിൽ എഴുതുക. (78–ാം ഖണ്ഡിക നോക്കുക). തലവന്റെ പേരിന്റെകൂടെ അവരുടെ ഇനിഷ്യൽ കൂടി എഴുതുന്നത് നന്നായിരിക്കും.

കോളം 7: ഈ കുടുംബം ഈ സെൻസസ് വീട്ടിനു പുറത്ത് വേറൊരു സെൻസസ് വീട്ടിലല്ലാതെ ഏതെങ്കിലും എൻറർപ്രൈസസ് നടത്തുന്നുണ്ടോ? (ഉണ്ടെങ്കിൽ എൻറർപ്രൈസസ് ലിസ്റ്റ് കൂടി പൂരിപ്പിക്കുക)

ജോലി ലഘൂകരിക്കാനായിരിക്കാം ഈ കോളം പലരും പൂരിപ്പിച്ചു കാണുന്നില്ല. സൂപ്പർ വൈസർമാരും, മുതിർന്ന ഉദ്യോഗസ്ഥൻമാരും വീടുകൾ സന്ദർശിച്ച് ഇത്തരത്തിലുള്ള സംരംഭങ്ങൾ അവിടെ ഉണ്ടോ എന്നും എന്യൂമറേറേർ എഴുതിയ വിവരം ശരിയാണോ എന്നും പരിശോധിക്കുന്നതാണ്. ഇത്തരം സംരംഭങ്ങൾ ഉണ്ടായിട്ടും എന്യൂമറേറേർ വേണ്ടത്ര അന്വേഷിക്കാതെ ഈ കോളം പൂരിപ്പിക്കാതെ വിട്ടതായി കണ്ടാൽ അത് വളരെ ഗൗരവമായി വീക്ഷിക്കുന്നതാണ്.

എന്യൂമറേറേർ സന്ദർശിക്കുന്ന വീട്ടിലെ അംഗങ്ങൾ ആ വീട്ടിലോ മറ്റൊരു വീട്ടിലോ അല്ലാതെ തുറസ്സായ സ്ഥലത്ത് നടത്തുന്ന സംരംഭങ്ങളെയാണ് ഇവിടെ പൂരിപ്പിക്കേണ്ടത്. ഒരു വീട്ടിലെ ഒന്നിൽ കൂടുതൽ അംഗങ്ങൾ തുറസ്സായ സ്ഥലത്ത് വച്ച് പ്രത്യേക സംരംഭങ്ങൾ നടത്തുന്നുണ്ടാകാം. അവരിലോരോരുത്തരുടെയും വിവരങ്ങൾ പ്രത്യേകം പ്രത്യേകം വരികളിൽ തുടർച്ചയായ ക്രമ നമ്പറിട്ട് പൂരിപ്പിക്കണം. എന്നാൽ ഈ അംഗങ്ങൾ ഒരേ തരത്തിലുള്ള പ്രവൃത്തി ചെയ്യുകയും അവരുടെ വരുമാനം ഒന്നായി ഉപയോഗിക്കുകയും ചെയ്താൽ അവർക്കെല്ലാവർക്കുംകൂടി ഒരു സംരംഭം മാത്രമുള്ളതായി കണക്കാക്കാം.

കോളം 4–ലും കോളം 7–ലും ഒരു കുടുംബത്തിന് ഒരേ സമയം ഉത്തരങ്ങൾ വരാം. അങ്ങനെ വരുമ്പോൾ പ്രത്യേകം വരികളിലാണ് ഉത്തരങ്ങൾ രേഖപ്പെടുത്തേണ്ടത്.

കോളങ്ങൾ 8–10: കുടുംബത്തിൽ പതിവായി താമസിക്കുന്നവരുടെ എണ്ണം

പതിവായി താമസിക്കുന്നവരുടെ കണക്കെടുക്കുമ്പോൾ ആ കുടുംബത്തിലെ ചെറിയ കുട്ടികളും ശിശുക്കളും അടക്കം എല്ലാപേരേയും ഉൾപ്പെടുത്തുവാൻ വിട്ടുപോകരുത്.

കോളങ്ങൾ 11–13: ഈ കുടുംബത്തിൽ പരിപൂർണ്ണ അന്ധരോ, ഊമകളോ, ഇരുകൈയോ, ഇരുകാലോ, ഉപയോഗശൂന്യമായവരോ ഉണ്ടെങ്കിൽ അവരുടെ എണ്ണം

വികലാംഗരുടെ വിവരം ശേഖരിക്കുമ്പോൾ നിർദ്ദേശ പുസ്തകത്തിലെ 87 മുതൽ 91 വരെയുള്ള ഖണ്ഡികകൾ പ്രത്യേകം ഓർമ്മിക്കേണ്ടതാണ്.

കോളം 14: റിമാർക്സ്

4—ാം കോളത്തിൽ 'ഒഴിഞ്ഞു കിടക്കുന്നു' എന്നെഴുതിയതിന് 14—ാം കോളത്തിൽ കാരണം വ്യക്തമായി എഴുതണം. ഖണ്ഡികകം 57, 93 എന്നിവ നോക്കുക. വേനരഹിതരായ ആളുകളം സാധാരണ താമസിക്കുന്ന സ്ഥലത്തെപ്പറ്റിയും ഈ കോളത്തിൽ രേഖപ്പെടുത്തേണ്ടതാണ്.

'ആകെ' എന്ന വരി പല ആളുകളും പൂരിപ്പിച്ചിട്ടില്ല. 'കുറിപ്പ്' ആയി കൊടുത്ത നിർദ്ദേശങ്ങളം വായിച്ച് അതനുസരിച്ച് ഈ വരി പൂരിപ്പിക്കുക.

പ്രത്യേക ശ്രദ്ധയ്ക്ക്

എന്യൂമറേറ്റർ വീടുകളുടെ പട്ടിക പൂരിപ്പിച്ചതിനുശേഷം സൂപ്പർവൈസർ അവ പരിശോധിച്ച്, ശരിയാണെന്ന് കണ്ടതിനുശേഷം മാത്രമെ വീടുകളുടെ പട്ടികയുടെ രണ്ടാമത്തെ കോപ്പി പകർത്തി എഴുതുവാൻ പാടുള്ളൂ. അല്ലെങ്കിൽ ആദ്യത്തെ കോപ്പിയിൽ വന്ന തെറ്റുകളെല്ലാം രണ്ടാമത്തെ കോപ്പിയിലും തിരുത്തേണ്ടിവരും.

വീടുകളുടെ പട്ടികയുടെ സംഗ്രഹം

വീടുകളുടെ പട്ടിക സംഗ്രഹത്തിലെ വിവരങ്ങളം ഏതിൽ നിന്ന് എടുത്തെഴുതണമെന്ന് താഴെ കൊടുത്തിരിക്കുന്നു.

വീടുകളുടെ പട്ടിക സംഗ്രഹം

കോളം 1	വീടുകളുടെ പട്ടികയുടെ പേജ് നമ്പർ	വീടുകളുടെ പട്ടികയിലെ മുകളിലത്തെ പേജ് നമ്പർ എടുത്തെഴുതുക.
കോളം 2	സെൻസസ് വീടുകളുടെ എണ്ണം	വീടുകളുടെ പട്ടികയിലെ കോളം 3—ൽനിന്ന് പൂരിപ്പിച്ച വരികളം എണ്ണി എടുത്തെഴുതുക.
കോളം 3	താമസത്തിനുമാത്രം ഉപയോഗിക്കുന്നവ	വീടുകളുടെ പട്ടികയിലെ കോളം—4 ൽ താമസ സ്ഥലം എന്നു മാത്രം എഴുതിയവ എണ്ണി എഴുതുക.
കോളം 4	ഭാഗികമായി താമസത്തിന് ഉപയോഗിക്കുന്നവ	വീടുകളുടെ പട്ടികയിലെ കോളം 4—ൽ താമസ സ്ഥലവും കടയും താമസ സ്ഥലവും തൊഴിൽ ശാലയും, താമസ സ്ഥലവും ആഫീസും എന്നിങ്ങനെ ഭാഗികമായി താമസ സ്ഥലമായി ഉപയോഗിക്കുന്നവ എണ്ണി എഴുതുക.
കോളം 6	ഒഴിഞ്ഞു കിടക്കുന്നു	വീടുകളുടെ പട്ടികയിലെ കോളം 4-ൽ ഒഴിഞ്ഞു കിടക്കുന്നു എന്നെഴുതിയതു മാത്രം എണ്ണി എഴുതുക.
കോളം 8	മറ്റാവശ്യങ്ങൾക്ക് ഉപയോഗിക്കുന്നവ	വീടുകളുടെ പട്ടികയിലെ കോളം 2-ൽ നിന്ന് കോളം 7 കുറയ്ക്കുക.
കോളം 9	കുടുംബങ്ങളുടെ ആകെ	വീടുകളുടെ പട്ടികയിലെ കോളം 5 ൽ പൂരിപ്പിച്ച വരികളുടെ ആകെ എണ്ണം എഴുതുക.
കോളം 10—15		8—13 വരെയുള്ള കോളങ്ങളുടെ ആകെ

നിങ്ങളം നമ്പറിടുന്ന പ്രദേശത്തിനെ പറ്റിയുള്ള മൊത്തം വിവരങ്ങളം ലഭ്യമാകുന്നതിനായി വീടുകളുടെ പട്ടിക സംഗ്രഹത്തിന്റെ വേറൊരു ഫാറത്തിൽ നിങ്ങളം പൂരിപ്പിച്ച വീടുകളുടെ പട്ടിക സംഗ്രഹഫാറങ്ങളിലെ ഓരോ പേജിലേയും 'ആകെ' യുടെ നേർക്കുള്ള വിവരങ്ങളം ഓരോ വരിയിലായി എഴുതി താഴെ ആകെ കൂട്ടിയെഴുതേണ്ടതാണ്.

സംഗ്രഹപ്പട്ടിക

സ്ഥലസൂചനാ വിവരങ്ങം: വീടുകളുടെ പട്ടികയിൽ നിന്ന് സ്ഥല സൂചനാ വിവരങ്ങളം പകർത്തി എഴുതിയതിനു ശേഷം സാമൂഹ്യ വികസന ബ്ലോക്കിന്റെ പേരും ഗ്രാമ പ്രദേശമാണോ പട്ടണ പ്രദേശമാണോ എന്നുള്ള വിവരവും രേഖപ്പെടുത്തേണ്ടതാണ്. ഈ വിവരങ്ങം സംഗ്രഹ പട്ടികയിലെ എല്ലാ പേജുകളിലും എഴുതേണ്ടതാണ്.

കോളം 1 : വീടുകളുടെ പട്ടിക 1—ാം കോളത്തിലെ വരി നമ്പർ

ഈ കോളത്തിൽ ചില എന്യൂമറേറ്റർമാർ തുടർച്ചയായി ക്രമനമ്പർ കൊടുത്തിരിക്കുന്നതായി കണ്ടു. വീടുകളുടെ പട്ടികയിൽ 4—ാം കോളത്തിലോ 7—ാം കോളത്തിലോ സംഗ്രഹം ഉള്ളതായി ഏതെങ്കിലും വരിയിൽ രേഖപ്പെടുത്തിയിട്ടുണ്ടെങ്കിൽ വരി നമ്പർ (നമ്പറുകം) ഇവിടെ എടുത്തെഴുതുകയാണ് വേണ്ടത്.

കോളം 1(i) സെൻസസ് വീടിന്റെ നമ്പർ

ഒന്നിൽ കൂടുതൽ സെൻസസ് വീടുകളിൽ ഒരു സംരംഭം നടത്തുന്നുവെങ്കിൽ ഏതെല്ലാം വീടുകളിലാണ് ഇവ സ്ഥിതി ചെയ്യുന്നതെന്ന് വ്യക്തമായി എഴുതണം. മുകളിൽ വീടുകളുടെ പട്ടികയിലെ 4—ം കോളത്തിന് താഴെ നൽകിയ ഉദാഹരണം നോക്കുക.

കോളങ്ങൾ 2, 3: സംരംഭങ്ങളുടെ ക്രമനമ്പർ

വീടുകളുടെ പട്ടികയിൽ 4—ാം കോളത്തിലും 7—ം കോളത്തിലും ചേർത്തിരിക്കുന്ന ഓരോ സംരംഭത്തിനും പ്രത്യേകം പ്രത്യേകം തുടർച്ചയായി ക്രമനമ്പർ കൊടുക്കുന്നുണ്ടല്ലോ. 4—ം കോളത്തിൽ ചേർത്തിട്ടുള്ള സംരംഭത്തെക്കുറിച്ചുള്ള വിവരണങ്ങൾ സംഗ്രഹപ്പട്ടികയിൽ എഴുതാൻ തുടങ്ങുമ്പോൾ ആ സംരംഭത്തിന്റെ ക്രമനമ്പർ കോളം 2-ൽ എടുത്തെഴുതണം. ഈ ക്രമനമ്പർ വീണ്ടും കോളം 8—ൽ എഴുതേണ്ടതില്ല. അതുപോലെ വീടുകളുടെ പട്ടികയിലെ 7—ം കോളത്തിൽ ചേർത്തിട്ടുള്ള സംരംഭത്തെപ്പറ്റി എഴുതുമ്പോൾ അതിന്റെ ക്രമനമ്പർ കോളം 3—ൽ ആണ് എഴുതേണ്ടത്, ഇതും കോളം 2—ൽ എടുത്തെഴുതേണ്ടതില്ല. പല എന്യൂമറേറ്റർമാരും കോളം 2—ലെ ക്രമനമ്പർ വീണ്ടും കോളം 3—ൽ എഴുതിയിട്ടുള്ളതായി കണ്ടു. ഇത് ശരിയല്ല.

കോളം 4: സംരംഭത്തിന്റെ പ്രവർത്തനത്തെക്കുറിച്ചുള്ള വിവരണം

സംരംഭത്തിന്റെ പ്രവർത്തനം വ്യക്തമായി രേഖപ്പെടുത്തേണ്ടത് വളരെ പ്രധാനമാണ്. എന്നാൽ പലരും പ്രവർത്തനം വേണ്ടെ വിധത്തിൽ വിവരിച്ചിട്ടില്ല. ഉദാഹരണങ്ങൾ ചുവടെ ചേർക്കുന്നു.

(i) നെയ്ത്ത്: എന്തു നെയ്ത്താണെന്ന് എഴുതിയിട്ടില്ല. കൈത്തറിയിൽ തുണിനെയ്ത്ത്, തഴപ്പായ നെയ്ത്ത് എന്നിങ്ങനെ വിശദമായി എഴുതണം.

(ii) ആഫീസ്: പോസ്റ്റാഫീസ്, അഗ്രിക്കൾച്ചറൽ ഡയറക്ടറുടെ ആഫീസ് എന്നിങ്ങനെ വിവരിച്ചെഴുതിയാൽ മാത്രമേ കോളം 4(i)ൽ തരംതിരിച്ച് കോഡ് എഴുതുവാൻ സാധിക്കുകയുള്ളൂ.

(iii) കയിലോൺ ട്രേഡേഴ്സ്: ഇത് സംരംഭത്തിന്റെ പേര് മാത്രമേ ആകുന്നുള്ളൂ. സംരംഭത്തിന്റെയോ സംരംഭം നടത്തുന്ന ആളിന്റെയോ പേരല്ല, മറിച്ച് പ്രവർത്തനത്തിന്റെ വിവരണമാണ് ഈ കോളത്തിൽ എഴുതേണ്ടത്.

(iv) ഈ കോളത്തിൽ '', ടി, do എന്നിങ്ങനെ എഴുതരുത്. അടുത്തടുത്തു വരുന്ന രണ്ടു സംരംഭങ്ങളുടെ പ്രവർത്തനം ഒരേ വിധത്തിലാണെങ്കിൽത്തന്നെയും ഓരോ വരിയിലും അവ വിശദമായി എഴുതണം.

പ്രവർത്തനത്തിന്റെ വിവരണം എഴുതേണ്ട രീതിയെപ്പറ്റി സംരംഭപ്പട്ടിക പൂരിപ്പിക്കുന്നതിനുള്ള നിർദ്ദേശ പുസ്തകത്തിലെ 18, 19. 20 എന്നീ ഖണ്ഡികകളിൽ വിശദമായി വിവരിച്ചിട്ടുള്ളത് നോക്കുക.

കോളം 5: സംരംഭത്തിന്റെ വിഭാഗം

സംരംഭത്തിന്റെ വിഭാഗം കാർഷികമാണോ കാർഷികേതരമാണോ എന്ന് തരംതിരിച്ച് കോഡ് ഉപയോഗിച്ച് എഴുതണം. കാർഷികവിളകളുടെ ഉല്പാദനവുമായി ബന്ധപ്പെട്ടതെല്ലാം കാർഷികേതരമായി പലരും കണക്കാക്കിയിട്ടുണ്ട്. ഇത് ശരിയല്ല. ഈ സെൻസസിന്റെ നിർവ്വചനമനുസരിച്ച് നായാട്ട്, കാലിവളർത്തൽ, കോഴി വളർത്തൽ, വന്യ വിഭവങ്ങളുടെ ശേഖരണം, മീൻപിടിത്തം എന്നിവയെല്ലാം കാർഷികമാണ്. (സംരംഭപ്പട്ടിക പൂരിപ്പിക്കുന്നതിനുള്ള നിർദ്ദേശങ്ങളിലെ 7, 8, 23 എന്നീ ഖണ്ഡികകളും നോക്കുക). എന്നാൽ മാല മെടച്ചിൽ, കന്നുകാലി കച്ചവടം, മീൻ കച്ചവടം എന്നിവ കാർഷികേതരമാണ്, സ്വന്തമായി പശുക്കളെ വളർത്തി പാൽ വില്പന നടത്തുകയാണെങ്കിൽ അത് കാർഷിക സംരംഭവും, പാൽ വാങ്ങി വിൽക്കുകയാണെങ്കിൽ അത് കാർഷികേതര സംരംഭവുമാണ്. വീടുകളുടെ പട്ടിക പൂരിപ്പിക്കുന്നതിനുള്ള നിർദ്ദേശ പുസ്തകത്തിലെ annexure 12-ൽ agriculture, hunting, forestry and fishing എന്ന വിഭാഗത്തിൽ ഉൾപ്പെടുന്ന പ്രവർത്തനങ്ങൾ എല്ലാംതന്നെ കാർഷിക പ്രവർത്തനങ്ങളാണ്.

കോളം 6: പ്രവർത്തനത്തിന്റെ സ്വഭാവം

Seasonal ആയി പ്രവർത്തിക്കുന്ന സംരംഭങ്ങൾ എന്യൂമറേറ്റർ ചെയ്യുന്ന സമയത്ത് ചിലപ്പോൾ പ്രവർത്തിക്കുന്നുണ്ടായിരിക്കണമെന്നില്ല. അങ്ങനെയുള്ള സംരംഭങ്ങൾ വിട്ടുപോകാതിരിക്കാൻ പ്രത്യേകം എടുത്തു ചോദിക്കണം.

എണ്ണയാട്ടൽ സീസണൽ ആയി പലരും എഴുതിക്കണ്ടു. പൂരിപ്പിച്ച പട്ടികയുടെ മാതൃകയിൽ എണ്ണയാട്ടൽ സീസണൽ ആയി എഴുതിയിട്ടുള്ളത് ഈ പ്രവർത്തനം സീസണൽ ആയും നടത്താം എന്നു കണിക്കാൻ വേണ്ടിയാണ്. സംരംഭത്തിന്റെ പൊതുവേയുള്ള സ്വഭാവമല്ല, മറിച്ച് എന്യൂമറേറ്റ് ചെയ്യുന്ന സംരംഭത്തിന്റെ പ്രവർത്തനകാലത്തെ ആസ്പദമാക്കിയാണ് perennial ആണോ seasonal ആണോ എന്നു നിശ്ചയിക്കേണ്ടത്.

കോളം 7: ഉടമസ്ഥത

ഉടമസ്ഥത ഏതാണെന്ന് എഴുതുന്നതിന് കോഡുകൾ ഫാറത്തിന്റെ ചുവട്ടിൽ ചേർത്തിട്ടുണ്ട്. ഇവയുടെ വിശദീകരണത്തിന് സംരംഭപ്പട്ടിക നിർദ്ദേശങ്ങളിലെ 26 മുതൽ 31 വരെയുള്ള ഖണ്ഡികകൾ നോക്കുക. അശ്രദ്ധ മൂലം പലരും കോഡുകൾ തെറ്റിച്ചെഴുതിയിട്ടുണ്ട്. ഉദാഹരണത്തിന് സർക്കാരാഫീസുകൾക്ക് '1' എന്ന കോഡ് ചിലർ കൊടുത്തിരിക്കുന്നു.

കോളം 8: ഉടമസ്ഥന്റെ സമുദായ വിഭാഗം

പട്ടികജാതി/പട്ടിക വർഗ്ഗക്കാർക്ക് ഉടമസ്ഥതയുള്ളതോ ഉടമസ്ഥതയിൽ പങ്കാളിത്തമുള്ളതോ ആയ സംരംഭങ്ങൾ ഏതെല്ലാമാണെന്ന് അറിയുന്നതിനാണ് ഈ കോളത്തിലെ വിവരങ്ങൾ ഉപയോഗിക്കുന്നത്. അതിനാൽ സ്വകാര്യ (അതായത് കോളം 7—ൽ '1' എന്ന കോഡുള്ള) സംരംഭങ്ങളിൽ മാത്രം ഉടമസ്ഥന്റെ സമുദായ വിഭാഗം അന്വേഷിച്ചാൽ മതി. മറ്റു സംരംഭങ്ങൾക്കെല്ലാംതന്നെ ഈ കോളത്തിൽ '3' എന്ന കോഡാണ് കൊടുക്കേണ്ടത്. ചില എന്യൂമറേറേർമാർ ഇപ്രകാരമുള്ള സംരംഭങ്ങൾക്ക് ഈ കോളം പൂരിപ്പിക്കാതെ വിട്ടിരിക്കുന്നതായി കണ്ടു. ഇത് ശരിയല്ല. സംരംഭത്തിന്റെ പട്ടികജാതി/പട്ടികവർഗ്ഗക്കാരൻ പങ്കാളിയാണെങ്കിൽ അയാളുടെ പങ്ക് വളരെ തുച്ഛമാണെങ്കിൽ തന്നെയും അനുയോജ്യമായ '1' അല്ലെങ്കിൽ '2' എന്ന കോഡെഴുതി ഈ കോളം പൂരിപ്പിക്കണം. ഇത് പലരും തെറ്റായി പൂരിപ്പിച്ചിരിക്കുന്നു.

കോളം 9: പ്രവർത്തനത്തിന് ഉപയോഗിക്കുന്ന ശക്തി/ഇന്ധനം

ഈ കോളം എല്ലാ സംരംഭങ്ങൾക്കും പൂരിപ്പിക്കേണ്ടതാണ്. സംരംഭത്തിന്റെ പ്രവർത്തനത്തിന് ഇന്ധനം/ശക്തി ഉപയോഗിക്കുന്നില്ലെങ്കിൽ '1' എന്ന കോഡ് കൊടുക്കണം. പലരും മനുഷ്യശക്തി മാത്രം ഉപയോഗിച്ചു പ്രവർത്തിക്കുന്ന സംരംഭങ്ങൾക്ക് മറ്റുള്ളവ എന്ന വിഭാഗത്തിനുള്ള '7' എന്ന കോഡ് ഉപയോഗിച്ചിരിക്കുന്നതായി കണ്ടു. ഇത് ശരിയല്ല. മനുഷ്യശക്തി മാത്രം ഉപയോഗിച്ചുള്ള പ്രവർത്തനം ശക്തി/ഇന്ധനം ഉപയോഗിക്കാത്തത് എന്ന വിഭാഗത്തിലാണ് (അതായത് കോഡ് '1') ഉൾപ്പെടുത്തേണ്ടത്. ഒന്നിൽ കൂടുതൽ ശക്തി/ഇന്ധനം ഉപയോഗിക്കുന്ന സംരംഭങ്ങൾക്ക് ചില എന്യൂമറേറർമാർ രണ്ടു കോഡുകൾ ഉപയോഗിച്ചിരിക്കുന്നതായി കണ്ടു. ഇതു ശരിയല്ല. ഇങ്ങനെയുള്ള സന്ദർഭത്തിൽ ഏറ്റവും കൂടുതൽ ചെലവു വന്ന ഇന്ധനം/ശക്തി ഏതാണെന്ന് അന്വേഷിച്ച് അതിന്റെ കോഡാണ് കൊടുക്കേണ്ടത്.

കോളങ്ങൾ 10 മുതൽ 15 വരെ: കാർഷികേതര സംരംഭങ്ങളിൽ സാധാരണ ഒരു ദിവസം പണിയെടുക്കുന്നവരുടെ എണ്ണം

ഈ കോളങ്ങൾ പൂരിപ്പിക്കുന്നതിൽ ചുവടെ ചേർക്കുന്ന തെറ്റുകൾ കാണാൻ കഴിഞ്ഞു.

(i) വേതനം/കൂലി വാങ്ങാത്തവരുടെ എണ്ണം 10, 11, 12 എന്നീ കോളങ്ങളിലും വേതനം / കൂലി വാങ്ങുന്നവരുടെ എണ്ണം 13, 14, 15 എന്നീ കോളങ്ങളിലും എഴുതിയിരുന്നു. 10, 11, 12 എന്നീ കോളങ്ങളിൽ പണിയെടുക്കുന്നവരുടെ ആകെ എണ്ണമാണ് എഴുതേണ്ടിയിരുന്നത്.

(ii) 13, 14, 15 എന്നീ കോളങ്ങൾ പൂരിപ്പിച്ചിരുന്നു. എന്നാൽ 10, 11, 12 എന്നീ കോളങ്ങൾ പൂരിപ്പിക്കാതെ വിട്ടിരിക്കുന്നു. ഇത് പിശകാണ്.

(iii) പാർട്ട്ടൈം ജോലിക്കാർ, മേൽനോട്ടം വഹിക്കുന്ന ഉടമസ്ഥർ, കുട്ടികൾ, അപ്രന്റീസുകൾ എന്നിവരെ ഒഴിവാക്കിയിരിക്കുന്നു. ഇതു ശരിയല്ല.

(iv) താൽക്കാലിക ജോലിക്കാരായി ഏർപ്പെടുത്തിയിട്ടുള്ളവരുടെ എണ്ണം ചേർക്കേണ്ടതില്ല. ഏകദേശം regular ആയി ജോലിചെയ്യുന്നവരുടെ ശരാശരി എണ്ണമാണ് കണക്കാക്കേണ്ടത്.

(v) പള്ളിക്കൂടങ്ങളിൽ അവിടെ പഠിക്കുന്ന കുട്ടികളുടെയും സഹകരണ സംഘങ്ങളിൽ അതിലെ ആകെ അംഗങ്ങളുടെയും എണ്ണം പലരും എഴുതിയിട്ടുള്ളതായി കണ്ടു. ഇത് ശരിയല്ല. അവിടെ പണിയെടുക്കുന്നവരുടെ എണ്ണമാണ് ഈ കോളങ്ങളിൽ എഴുതേണ്ടത്. എന്നാൽ സഹകരണ സംഘങ്ങളിൽ പണിയെടുക്കുന്ന സംഘാംഗങ്ങൾ ഉണ്ടെങ്കിൽ അവരേയും പണിയെടുക്കുന്നവരുടെ കൂട്ടത്തിൽ ഉൾപ്പെടുത്തേണ്ടതാണ്.

(vi) കോളം 5—ൽ '2' എന്ന കോഡുണ്ടായിട്ടും, അതായത് സംരംഭം കാർഷികേതരമായിരുന്നിട്ടും ഈ കോളങ്ങൾ പൂരിപ്പിക്കാതെ വിട്ടിരിക്കുന്നതായി കണ്ടു. ഇത് ശരിയല്ല.

കോളങ്ങൾ 16, 17: കാർഷിക സംരംഭങ്ങളിൽ സാധാരണ ഒരു ദിവസം പണിയെടുക്കുന്നവരുടെ എണ്ണം

മുകളിലത്തെ ഖണ്ഡികയിൽ കൊടുത്തിരിക്കുന്ന തരത്തിലുള്ള തെറ്റുകൾ ഈ കോളങ്ങൾ പൂരിപ്പിക്കുന്നതിലും വന്നിട്ടുണ്ട്. കാർഷിക സംരംഭം ആണെന്ന് 5—ാം കോളത്തിൽ എഴുതിയിട്ടും ഈ രണ്ടു കോളങ്ങളും പൂരിപ്പിക്കാതെ വിട്ടിരുന്നതായും കണ്ടിട്ടുണ്ട്.

കോളങ്ങളും കൂട്ടി എഴുതുന്നതിൽ കണ്ട തെറ്റുകളും

(i) 2, 3 എന്നീ കോളങ്ങളിൽ ആകെയുടെ നേർക്ക് ഓരോ കോളത്തിലും എഴുതിയിട്ടുള്ള സംരംഭങ്ങളുടെ എണ്ണമാണ് എഴുതേണ്ടത്. എന്നാൽ പലരും ഈ കോളങ്ങളിലെ സംഖ്യകളും കൂട്ടി എഴുതിയതായി കണ്ടു.

(ii) 12, 15, 17 എന്നീ കോളങ്ങളിൽ (C) എന്ന അടയാളത്തിനടുത്തുള്ള ബ്രാക്കറ്റിൽ അതാത് കോളങ്ങളിൽ പൂരിപ്പിച്ച വരികളുടെ എണ്ണമാണ് എഴുതേണ്ടത്. പലരും ഇതു വിട്ടുകളഞ്ഞതായി കണ്ടു. ഏതെങ്കിലും കോളത്തിൽ പൂരിപ്പിച്ച വരികളും ഇല്ലെങ്കിൽ ബ്രാക്കറ്റിൽ '—' അടയാളം ഇടേണ്ടതാണ്.

സംരംഭപ്പട്ടിക സംഗ്രഹം

സ്ഥലസൂചനാവിവരങ്ങളും

സ്ഥലസൂചനാ വിവരങ്ങളും സംരംഭപ്പട്ടിക സംഗ്രഹത്തിന്റെ ഓരോ പേജിലും എഴുതണം.

സംരംഭപ്പട്ടികയുടെ ആകെ ഉപയോഗിച്ച പേജുകളും

എന്യൂമറേറ്റ് ചെയ്യുന്ന പ്രദേശത്തെ സംരംഭങ്ങളുടെ പട്ടിക തയ്യാറാക്കാൻ ആകെ ഉപയോഗിച്ച പേജുകളുടെ എണ്ണം ഈ വരിയിൽ എഴുതണം. ഉദാഹരണമായി സംരംഭപ്പട്ടികയുടെ 8 പേജുകളും ഉപയോഗിച്ചിട്ടുണ്ടെങ്കിൽ '8' എന്നാണ് എഴുതേണ്ടത്. ഈ നമ്പർ സംരംഭപ്പട്ടികാ സംഗ്രഹത്തിന്റെ എല്ലാ പേജുകളിലും എഴുതേണ്ടതുമാണ്.

സംരംഭപ്പട്ടികയിൽ നിന്ന് സംരംഭപ്പട്ടികാസംഗ്രഹത്തിലേക്ക് എടുത്തെഴുതേണ്ട വിവരങ്ങൾ വേണ്ടത്ര ശ്രദ്ധ കൂടാതെ പകർത്തിയെഴുതിയതുകൊണ്ട് കോളങ്ങളും തെറ്റിയിട്ടുള്ളതായി കണ്ടു. ഓരോ കോളത്തിലും സംരംഭപ്പട്ടികയുടെ ഏതു കോളത്തിൽ നിന്നാണ് എടുത്തെഴുതേണ്ടത് എന്ന് അതാതു കോളങ്ങളുടെ തലക്കെട്ടിൽ വ്യക്തമാക്കിയിട്ടുണ്ട്. പകർത്തി എഴുതുമ്പോഴുള്ള തെറ്റുകൾ ഒഴിവാക്കേണ്ടതാണ്.

പ്രത്യേക ശ്രദ്ധയ്ക്ക്

വീടുകളുടെ പട്ടിക, സംരംഭപ്പട്ടിക എന്നിവയുടെ ഫോറങ്ങൾ എന്യൂമറേറ്റർമാർ ഫീൽഡിൽ പോകുമ്പോൾ കൈയിൽ കൊണ്ടുപോകേണ്ടതും ഓരോ വീടും സന്ദർശിക്കുമ്പോൾ അവിടെ വച്ചുതന്നെ പൂരിപ്പിക്കേണ്ടതുമാണ്. വിവരങ്ങൾ റഫ് ആയി വെള്ളക്കടലാസിലോ, നോട്ടുപുസ്തകത്തിലോ കുറിച്ചുവച്ച് പിന്നീട് ആഫീസിൽ വന്നിരുന്ന് പട്ടികകൾ പൂരിപ്പിക്കുക എന്നുള്ള നടപടിക്രമം ഒരു കാരണവശാലും അനുവർത്തിക്കരുത്. അത് ഇത്തരം സർവ്വേകളിൽ വിവരങ്ങൾ നേരിട്ട് പട്ടികയിൽ പൂരിപ്പിക്കണമെന്ന നിർദ്ദേശത്തിന്റെ ലംഘനമായിരിക്കുമെന്നു മാത്രമല്ല എന്യൂമറേറ്റർമാർക്ക് ഇരട്ടി ജോലിയാക്കുന്നതു കൂടാതെ പട്ടികയിൽ പല തെറ്റുകളും വരാനും ജോലി കുടിശ്ശിക വരാനും കാരണമായിത്തീരും.

എന്യൂമറേറ്റർ പൂരിപ്പിച്ചു കഴിഞ്ഞ പട്ടികകൾ അപ്പപ്പോൾ സൂപ്പർവൈസറെ ഏല്പിക്കേണ്ടതാണ്. മേലുദ്യോഗസ്ഥന്മാർ പരിശോധനയ്ക്കു വരുമ്പോൾ ഈ പൂരിപ്പിച്ച പട്ടികകൾ വില്ലേജ് ആഫീസ്/മുനിസിപ്പൽ ആഫീസ്/ഫോറസ്റ്റ് റെയിഞ്ചാഫീസ് എന്നീ ആഫീസുകളിൽ ലഭ്യമായിരിക്കണം. പൂരിപ്പിച്ച പട്ടികകൾ യഥാകാലം എന്യൂമറേറ്റർമാരിൽ നിന്നും വാങ്ങി പരിശോധിച്ച് തങ്ങളുടെ ആഫീസിൽ മേലുദ്യോഗസ്ഥന്മാർക്ക് ലഭ്യമായ വിധത്തിൽ സൂക്ഷിച്ചുവയ്ക്കാൻ സൂപ്പർവൈസർമാർ ശ്രദ്ധിക്കണം. എന്യൂമറേറ്ററോ സൂപ്പർവൈസറോ ഫീൽഡിൽ പോയിരിക്കയാണെങ്കിലും പൂരിപ്പിച്ച പട്ടികകൾ പരിശോധനാ ഉദ്യോഗസ്ഥന് ലഭ്യമാക്കുവാൻ ആഫീസിലെ മറ്റാരെയെങ്കിലും ചുമതലപ്പെടുത്തണം.

Director of Census Operations

To

All Enumerators/Supervisors through Charge Officers

Copy to

All Principal Census Officer/District Census Officer/Sub-Divisional Census Officers
All Regional Deputy Directors
Director's Table/DD/AD(T)/AD (A)

ACKNOWLEDGEMENT
(Circular No. 6)

I acknowledge receipt of Circular No. 6 dated March 1, 1980 from the Director of Census Operations, Kerala.

Signature:
Date:
Name:
Designation and address:

To

The Director of Census Operations
Kaudiar, Trivandrum-695 003

CIRCULAR No. 7

April 10, 1980

Sub: Census 1981–Houselisting schedules–processing and forwarding of–

The housenumbering and houselisting operations are now in progress. On completion of these operations by May 1980, all the relevant records will be handed over by the Enumerator to the Supervisor. Instructions regarding the handling and processing of these records by the various officers are given in this circular.

At the Enumerator level

2. The Charge Officers and Supervisors have to ensure that the Enumerators scrutinize the schedules with particular reference to Circular No. 6 as this circular lists out some of the common mistakes committed by the Enumerators during their training period and the instructions to rectify these defects. The filling up of the Houselist Abstract has to be done by the Enumerator with particular care and after studying the instructions thoroughly. In case the Houselist Abstract for a housenumbering unit runs to more than one page, then the Enumerator has to make use of a fresh sheet of the Houselist Abstract for striking the grand total of the housenumbering unit. The totals given for each page of the Houselist Abstract should be copied in a fresh sheet line by line and then the grand total for the housenumbering unit should be worked out. (Also see the relevant instruction in Circular No. 6 under the heading Houselist Abstract.)

At the Supervisor level

3. The Supervisor has greater responsibility in the accuracy of the data and also for the proper filling up of the schedules. The Supervisor's Manual already circulated highlights its importance and it gives his duties and responsibilities. This should be studied in detail by him before he scrutinizes the schedules received from the Enumerators. Circular No. 6 will also help him in checking the shedules.

4. The Supervisor will receive from the Enumerator the following records for each housenumbering unit (kara, desom/sub-divided kara, desom/ward/forest range or portion of forest range, as the case may be).

(i) Lay-out sketch (2 copies)

(ii) Houselist (2 copies)

(iii) Houselist Abstract (1 copy)

(iv) Enterprise List (1 copy)

(v) Enterprise List Abstract (1 copy)

(vi) Unused forms (1 copy)

5. Before handing over the above records received from the Enumerators, the Supervisor should ensure the following points:

(i) Keep the filled-in schedules of rural and urban areas separately.

(ii) Ensure that the houselists of each housenumbering unit (kara, desom/sub-divided kara, desom/ward/forest range or portion of forest range) are bound with a cover paper and stitched on the left side. Similarly the enterprise list for each housenumbering unit should be bound separately.

(iii) The Houselist Abstract and Enterprise List Abstract should be stitched separately for the entire village or town. In the case of a forest range falling in more than one district, the same has to be bound separately, as the schedules and abstracts have to be prepared separately for each district.

(iv) Note down the following details on the facing cover paper of each set of schedules.

Houselist/Enterprise List

Name of Charge :

Rural or Urban :

Name of housenumbering unit :

Complete Location Code :

Houselist Abstract/Enterprise List Abstract

Name of Charge :

Rural or Urban :

Name of Village/Town/Forest range :

After scrutiny and stitching of the schedules arrange them in the order of the location code numbers of the housenumbering units.

6. After completing the above items of work the Supervisor should prepare a Supervisor's Houselist Abstract (Specimen form appended. Sufficient number of forms for actual use will be supplied to you separately). Since the figures given in this abstract are totalled from the Houselist Abstract it is essential to check the arithmetical accuracy of the Houselist Abstract of each house numbering unit initially with reference to the relevant columns of the Houselist. This can be done as noted below:

(i) Check the totals given in column 3, 5 and 8 to 13 on each page of the houselist and verify whether these totals have been correctly copied in the corresponding line of the Houselist Abstract.

(ii) Check the totals of the Houselist Abstract. If more than one page is used for the Houselist Abstract ensure whether grand total for the housenumbering unit has been prepared as instructed in para 2 above.

(iii) The Supervisor then posts the grand total of the Houselist Abstract for each housenumbering unit in the Supervisor's Houselist Abstract, in the order of the location code numbers. The note given in the Supervisor's Houselist Abstract should be strictly followed. The Supervisor's Houselist Abstract should be prepared in *duplicate* and both copies are to be forwarded to the Charge Officer—one copy to be subsequently forwarded to the Director of Census Operations and one copy to be retained by the Charge Officer.

7. After scrutiny and verification of the records and preparation of the Supervisor's Houselist Abstract, each Supervisor should arrange the records in two bundles as noted below:

First bundle:

(i) Lay-out sketches

(ii) Houselist (2 sets)

(iii) Houselist Abstract

(iv) Unused forms of houselist and houselist abstract

Second bundle:

(i) Enterprise List

(ii) Enterprise List Abstract

(iii) Unused forms of enterprise list and enterprise list abstract.

The Supervisor will then have to pack these two bundles of schedules separately and hand over the same to the Charge Officer along with the Supervisor's Houselist Abstract (both copies) kept in a separate cover. An inventory of the records handed over should also be prepared in duplicate by the Supervisor and the Charge Officer will sign and return one copy of the inventory in acknowledgement of having received the records.

At the Charge level

8. The Charge Officer will carry out a test check of the Houselist Abstract and verify whether the figures have been correctly posted in the Supervisor's Houselist Abstract. Moreover, the arithmetical accuracy of the Supervisor's Houselist Abstract should be checked thoroughly. After the checking of these abstracts the Charge Officer should prepare the Charge Houselist Abstract (Specimen form appended. Sufficient number of forms for actual use will be supplied to you separately). The Charge Houselist Abstract is prepared from the Supervisor's Houselist Abstract. While filling up the Charge Houselist Abstract it should be ensured that the Supervisor's Houselist Abstracts are kept in the order of the location code. It will be advantageous if columns 1 and 2 of the Charge Houselist Abstract are filled up in advance with reference to the location code number before the figures in the other columns are posted. This will ensure that no area is left out while preparing the Charge Houselist Abstract. Finally, grand total for the charge must be worked out. Three copies of the Charge Houselist Abstract have to be prepared one copy for the District Census Officer, one copy for the Director of Census Operations and one as office copy for the Charge Officer for future reference. If your charge falls in more than one district (particularly in the case of forest areas) then you have to prepare a separate Charge Houselist Abstract for the area falling in each district.

9. After preparation of the Charge Houselist Abstract you have to forward one copy of the Charge Houselist Abstract to the concerned District Census Officer immediately for preparing the District Houselist Abstract.

10. Similarly you have to take immediate steps to forward **through special messenger** the following documents to the Director of Census Operations, Kerala, Sastha Buildings, Kaudiar, Trivandrum.

(i) Houselist (1 set)
(ii) Houselist Abstract
(iii) Supervisor's Houselist Abstract
(iv) Charge Houselist Abstract
(v) Unused forms

11. The following documents will have to be packed separately and handed over to the Additional District Census Officer (Officer of the Bureau of Economics & Statistics) or his representative, as intimated by him.

(i) Enterprise List
(ii) Enterprise List Abstract
(iii) Unused forms of Enterprise List and Enterprise List Abstract

Thus the entire schedules relating to Enterprise List and its abstracts will have to be handed over to the Bureau of Economics and Statistics directly by you.

12. Now the Charge Officer will be left with the following documents.

(i) Lay-out sketch (2 copies)
(ii) Houselist (1 set)
(iii) Supervisor's Houselist Abstract (1 copy)
(iv) Charge Houselist Abstract (1 copy)

Besides, you will be having one set of the notional map prepared as per circular No. 2A/2B/2C. All the above records should be kept in tact for the delimitation of blocks and circles for the actual census enumeration. Separate circular on delimitation of blocks and circles will be issued to you shortly.

13. While forwarding the records to the Directorate and to the Officer of the Bureau of Economics and Statistics you have to prepare separate inventories and obtain receipts in acknowledgement from the concerned offices.

At the District level

14. At the district level the District Census Officer will check the arithmetical accuracy of the Charge Houselist Abstract. Thereafter the District Census Officer has to prepare the District Houselist Abstract (Forms for actual use will be supplied separately). One copy of the District Houselist Abstract should reach this office by **10th June 1980** so as to enable this office to prepare the State Houselist Abstract.

15. In the light of the instructions contained in this circular you have to give suitable instructions to the concerned officers for proper compliance of the circular.

16. After the completion of houselisting operations each Supervisor should prepare a brief report mentioning any special features, difficulties or interesting experiences encountered by himself or the Enumerators in his area along with suggestions for improvement. The Supervisor will submit his report to the Charge Officer. The Charge Officer may prepare a separate report of his own containing the above points in respect of his Charge. The Charge Officer will forward his general report along with the Supervisors' reports received by him to the Director of Census Operations along with the other records indicated in para 10 above.

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

Director of Census Operations

Enclosure:

1. Supervisor's Houselist Abstract Form
2. Charge Houselist Abstract Form
3. Acknowldegement Form

To

All Charge Officers

Copy to:

All Principal Census Officers (2 copies)
All District Census Officers (2 copies)
All Sub-Divisional Census Officers (2 copies)
All Regional Deputy Directors of Census Operations (5 copies)
Director's Table/DD/AD (T)/AD(A)

Copy with compliments forwarded to:

The Registrar General, India
The Deputy Registrar General (C&T)
All Directors of Census Operations

Director of Census Operations

ACKNOWLEDGEMENT

(Circular No. 7)

I acknowledge receipt of Circular No. 7 dated April 10, 1980 from the Director of Census Operations, Kerala.

Signature:
Date:
Name:
Designation and Address:

To

The Director of Census Operations,
Kaudiar, Trivandrum-3

CENSUS OF INDIA 1981

SUPERVISOR'S HOUSE LIST ABSTRACT

Page No.....

RURAL/URBAN (Strike off whichever is inapplicable)

Name of State .....Code No.....

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

Name of Taluk/Town/Forest Division .....Code No..... Number of Enumerators under the Supervisor.....

Location code number (*See note below*)	Name of kara, desom or sub-divided kara, desom/Name or number of ward/Name of forest range or portion of forest range (*See note below*)	Total No. of census houses	Number of census houses by uses						Total No. of house-holds	Total Population			Total No. of handicapped persons		
			Occupied residential census houses			Vacant census houses	Total of col. 6 & 7	Census houses put to other uses (col. 3 *minus* col. 8)		Males	Females	Total	Totally blind	Totally crippled	Totally dumb
			Wholly residential	Partly residential	Total										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
TOTAL															

NOTE:— In the case of kara, desom/forest range which is sub-divided, the location code number and name of each sub-divided portion should be entered in separate lines and the figures relating to each portion entered in the subsequent columns against each line. In such cases the combined total figures for the whole kara, desom/forest range need not be entered.

Checked and found correct

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

Name .....

Designation .....

CIRCULAR
CENSUS OF
CHARGE HOUSE

Name of State.....Code No.....

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

Name of Taluk/Town/Forest Division .....Code No.....

Location code number	Name of Village/Census Town/Name of Forest Range/Name or number of ward of Statutory Town	Total No. of census houses	Number of census houses by uses			
			Occupied residential census houses			Vacant census houses
			Wholly residential	Partly residential	Total	
1	2	3	4	5	6	7
TOTAL						

Signature of Census Clerk.....Date.....

No. 7—*concld.*

INDIA 1981 Page No.....

LIST ABSTRACT RURAL/URBAN (Strike off whichever is inapplicable)

Number of Supervisors in the charge.....

Number of Enumerators in the charge.....

			Total Population			Total No. of handicapped persons		
Total of col. 6&7	Census houses put to other uses (col. 3 *minus* col. 8)	Total No. of house-holds	Males	Females	Total	Totally blind	Totally crippled	Totally dumb
8	9	10	11	12	13	14	15	16

Checked and found correct

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

Name .....

Designation .....

CIRCULAR 8

CIRCULAR No. 8 (TALUKS)

Dated : June 16, 1980

Sub: Delimitation of Enumerator Blocks and Supervisor Circles and preparation of Register of Enumerators & Supervisors and Block & Circle Register

As indicated in Circular No. 4 one of the main objectives of housenumbering and houselisting is the delimitation of enumerator blocks and supervisor circles for the actual census enumeration in Feb-March 1981. The reference time for the coming census is the sunrise on 1st March 1981. Enumeration will be undertaken during the period of 20 days from 9th February to 28th February 1981 Houseless persons will be enumerated on the night of 28th February 1981. Thereafter within a couple of days from 1st March 1981 the enumerator quickly re-visits all households and updates the population as at the sunrise on 1st March 1981. Some of the basic data collected by the enumerator will be compiled by the supervisor and consolidated by you and the figures relayed simultaneously to the Principal Census Officer and the Director of Census Operations. The State and all-India provisional population figures are expected to be released by 10th March 1981. Since these operations are strictly time-bound, you have to plan the operations carefully and follow all the instructions promptly thoroughly and meticulously.

Enumerator Block

2. For the timely completion of enumeration it is necessary to divide each kara/desom or sub-divided kara/ desom and each ward of a census town into small compact units called 'enumerator blocks'. An enumerator block in your charge should normally have a size of about 650 population. An enumerator appointed for an enumerator block should be able to cover the entire area allotted to him during the twenty-day period of enumeration. In the case of difficult areas with inaccessible mountainous or waterlogged terrain, the size of the block could be reduced suitably upto a limit of 500. It may be necessary in rare and exceptional cases to fix a still smaller size in extraordinarily difficult areas where population is scarce and houses are widely scattered. Reduction in the size of the block should be done with utmost vigilance keeping in view the extra financial commitment and avilability of adequate number of enumeration personnel to cover all the blocks. What is important is that the boundaries and extent of each block should be delinated in such away that the enumerator should be able to cover the area allotted to him within the time limit.

3. After the completion of census enumeration we have to present separate data for each kara/ desom, each ward (enumerator block-wise) of census towns, forest range and panchayat. To achieve this objective, it is necessary to form the enumerator blocks in such a way that they do not cut across the boundaries of panchayat, kara/desom, ward of census town and forest range.

Supervisor Circle

4. A supervisor Circle will consist of 5 contiguous enumerator blocks. Only in very exceptional cases will a circle have lesser number of enumerator blocks.

Records used for formation of enumerator blocks and supervisor circles

5. After houselisting operations you are retaining with you the following records.

(i) Lay-out sketch (2 copies)

(ii) Houselist 1 set (The other set already despatched to the Directorate of Census)

(iii) Supervisor's Houselist Abstract

(iv) Charge Houselist Abstract

(v) Notional map

The above records will be utilized for the delimitation of enumerator blocks and supervisor circles.

Procedure for delimitation of blocks and circles

6. Delimitation of enumerator blocks and supervisor circles has to be done with utmost care as it is the very foundation of the final census count in February-March 1981. Any lapse or non-compliance of the instructions given hereunder will affect the entire census operations. Therefore, you are requested to follow this circular scrupulously and get any doubt clarified from the Regional Deputy Director of Census Operations.

7. The delimitation of blocks and circles should be done as per the directions given below:

(i) Arrange lay-out sketches, houselist and Supervisor's Houselist Abstract in the order of the location code and ensure that all the sketches and schedules are available. Rural and urban records should be kept separately.

(ii) Take the rural records first and complete the delimitation of blocks and circles in the rural areas. Thereafter take up the delimitation of blocks and circles in urban areas. Enumerator block numbers will, however, be given continuously for the entire charge, first rural followed by urban blocks. Similar is the case with Supervisor Circle numbers.

(iii) The preliminary items of work to be done by you before commencing the actual formation of blocks in a kara/desom or sub-divided kara/desom or ward of census town are indicated below:

(a) Scrutinize the lay-out sketches and ensure that the topographical details particulary direction, roads, by-lanes, foot paths, canals, rivers, streams etc. have been marked.

(b) Verify whether the kara/desom or sub-divided kara/desom or ward of census town falls in one panchayat or more than one panchayat and whether the panchayat boundary has been clearly indicated in the map. If it has not been clearly indicated it has to be ascertained and marked in the map.

(c) Take the houselist of the kara/desom or sub divided kara/desom or ward of census town and verify whether all the buildings entered in the houselist have been duly marked in the lay-out sketch noting the building numbers and the symbols of square and triangle.

(iv) It will be desirable and helpful if the Village Officer and the concerned enumerator who have done the houselisting are present while forming the enumerator blocks, as these blocks have to be formed with reference to the natural boundaries and panchayat boundaries. It has also to be ensured that the work of the enumerators in an area is evenly distributed and also that the terrain of the area is duly taken into account.

(v) In no case should the boundaries of an enumerator blocks cut across the boundaries of the kara/desom, ward of a census town, forest range or panchayat.

(vi) In the rare case of the population of the kara/desom or sub-divided kara/desom or ward of census town being very small and well below the size of 650 population the entire area should be treated as a single enumerator block.

(vii) If the population is large it will be necessary to divide the area into more than one enumerator block. In such cases the following points should be borne in mind:

(a) Take the Supervisor's Houselist Abstract, ascertain the total population in the house-numbering unit.

(b) Divide the total population by 650 and see the number of blocks to be formed. In certain cases, the number of members in certain households in that area may exceed even 650 ie. the size of one enumerator block. For example, institutional households like jails, orphanages, hospitals, armed reserve camps, hostels, monasteries etc. Examine whether the population of such households or group of households lying contiguous is so large that they have to be for tied into one or more individual

enumerator blocks by themselves depending on size and allotted to one or more enumerators. It follows that if the number of members in any such household is much less than 650, it need not be formed into a separate enumerator block.

(c) Care should be taken to see that no structure is partly in one enumerator block and partly in another enumerator block.

(d) It should be ensured that each enumerator block has well-defined boundaries such as roads, by-lanes, rivers, streams etc. The size of the block may be allowed to vary slightly on either side of the standard size depending on the local topography and natural boundaries of the area.

(e) In exceptional cases it may be necessary to form enumerator blocks smaller than the standard size. Instead of having a separate enumerator for such a small block, it can also be allotted to the enumerator who is working in the contiguous block eventhough it may increase his work load marginally. The enumerator thus posted will, however, have to prepare separate schedules for each such block. But no enumerator should be assigned a rural block and an urban block together.

(viii) After the formation of enumerator blocks in respect of one kara/desom or sub-divided kara or ward of census town take the next kara/desom/ward and continue the process till the entire charge is covered.

(ix) After the formation of enumerator blocks within a housenumbering unit is over, mark the block boundaries distinctly in **red ink** and circle boundaries in **blue ink** in both sets of layout sketches. Then write the block numbers in bold letters in red ink within each block and the circle numbers in blue ink within each circle. It may be necessary to include not only the households but also houseless areas like paddy fields, hills, ponds etc. in an enumerator block. The idea is that there should be no area left without being covered by enumerator blocks. Moreover, all the blocks together should cover the entire kara/desom or sub-divided kara/desom or ward of census town.

(x) The enumerator block number will be given continuously within a charge, first completing the rural area followed by the urban area.

(xi) Five contiguous blocks should be assigned to a supervisor. However, the same supervisor should not be assigned both urban and rural blocks.

8. You will have to prepare two separate registers—(i) Register of Enumerators and Supervisors (E & S Register for short) and (ii) Block and Circle Register (B & C Register for short). (Specimen registers appended)

Register of Enumerators and Supervisors (E & S Register)

9. The Register of Enumerators and Supervisors will have to be prepared and kept in your office for constant reference till the completion of the enumeration. This Register consists of three parts as indicated below:

Part I—Details of attendance of enumerators and Supervisors (Batch-wise)

Part II—Details of blocks & circles and enumerators and supervisors

Part III—List of reserve enumerators and supervisors

10. Part I and Part III above need be filled up only later after the appointments of the enumerators and supervisors are completed. Instructions regarding the appointment of enumerators and supervisors will be issued separately. Initially you have to fill up only some of the columns in Part II of the E & S Register ie. those items which are entered in the B & C Register also. Before sending the B & C Register to this office you should ensure that the entries made in it agree with the relevant items and columns of Part II of the E & S Register. This is essential because Part II of the E & S Register serves as your office copy of the B & C Register. The E & S Register is to be centrally stitched:

11. The instructions for filling up the Register of Enumerators and Supervisors are given below:

PART I: DETAILS OF ATTENDANCE OF ENUMERATORS AND SUPERVISORS

A separate page of the register should be allotted for each batch of trainees. The batch number should be indicated in the appropriate space. The attendance of Enumerators and Supervisors in each training class can be marked in the 4 columns provided against each name. The instructions for filling up each column of this Part of the register are given below:

Column 1 *Sl. No.*

Continuous serial numbers should be given in this column for all the enumerators and supervisors in each batch.

Column 2 - *Name of Enumerator/Supervisor*

The names of all enumerators and below that the names of all the supervisors in that batch should be given in this column.

Column 3 - *Date(s) of training class*

The date (s) of training class should be given at the top of the register and attendance should be marked against each name. This has to be done by the Charge Officer who is conducting the class.

Column 7 - *Remaks*

Remarks, if any, may be given in this column.

PART II: DETAILS OF BLOCKS & CIRCLES AND ENUMERATORS & SUPERVISORS

(i) The E & S Register should be prepared separately for the rural and urban areas of each charge.

(ii) The name of Charge and whether Rural or Urban should be indicated in the facing page. It may be noted that census towns are to be treated as urban areas.

(iii) The Charge Officer should see that enumerator blocks of his charge are formed in the ascending order of location code. However, the enumerator block number should be continuous for the entire charge as stated in para 7(ii) above.

(iv) For every circle a fresh page should be used.

(v) Details of the housenumbering unit and the details of supervisor circle and supervisor should be given in the space provided on the left hand side.

(vi) The mode of filling up each of the items of the left hand side of Part II is given below:

Item 1 —*Name or number of ward/Name of kara, desom or sub-divided kara, desom/Name of forest range or portion of forest range*

Inapplicable items may be deleted and the name of housenumbering unit should be entered in the space provided.

Item 2 —*Complete Location Code*

Complete location code of the housenumbering unit intimated to you earlier should be given here.

Item 3 —*Number of households in the housenumbering unit*

Total number of households as per col. 10 of Supervisor's Houselist Abstract in each housenumbering unit should be noted.

Item 4 —*Total population*

Total population as per col. 13 of Supervisor's Houselist Abstract in each housenumbering unit should be given here.

Item 5 —Supervisor circle No.

Supervisor circle number should be given here. The circle number should run continuously for each charge.

Item 6 —Enumerator block Nos. included in the circle

The serial numbers of the Enumerator blocks included in each supervisor circle should be indicated here.

Item 7 —Name, designation and address of supervisor

The name, designation and address of supervisor (office and residence) should be given in the space provided. (This and the next column need be entered only after the appointments are finalised)

Item 8—Appointment order of supervisor served on

The date of service of the appointment order on the supervisor should be entered here.

(vii) Instructions for filling up the 'Details of Enumerator blocks and Enumerator' are given below:

Col. 1 — Enumerator block No.

Continuous serial numbers from 1 onwards should be given for enumerator blocks in each charge in this column.

Col. 2 — First and last numbers of buildings in the block

The first and last numbers of the buildings comirg under each enumerator block should be given in this column (Eg. C-2-153 to C-2-258); (Eg. C-3-1 to C-3-57 and C-3-98 to C-3-147.

Col. 3 — Number of households in the blocks as per col. 5 of the houselist

The number of households falling in each enumerator block should be counted from col. 5 of the houselist and entered in this column.

Col. 4 — Population in the block as per column 10 of the Houselist

Population of each enumerator block should be computed from column 10 of the Houselist and entered here.

Cols. 5 & 6 — Name, designation and address of the enumerator

Name, designation and address of the enumerator (office and residence) appointed in each enumerator block should be given in these columns. (These and the next column need be filled up only after the appointments are finalised).

Col. 7 — Appointment order served on

The date of service of the appointment order on each enumerator should be given in this column.

Col.8—Remarks

Remarks, if any, may be given in this column.

PART III — LIST OF RESERVE ENUMERATORS/SUPERVISORS

Separate pages should be allotted for enumerators and supervisors

Col. 1 — Serial No.

The serial number should be given separately for enumerators and supervisors.

Col. 2 — Name

Name of enumerator/supervisor should be noted here.

Cols. 3 & 4 — *Address*

The address of enumerators and supervisors (office and residence) should be given in columns 3 and 4 respectively.

Col. 5 — *Enumerator Block No./Supervisor Circle No. to which he can be appointed*

The number of the enumerator block or circle which could be assigned to each reserve enumerator/supervisor should be given in this column. This can be ascertained in consultation with the concerned enumerator/supervisor also. In the event of replacement becoming necessary, enumerators and supervisors could be readily and easily drafted from the reserve list.

Block and Circle Register (B & C Register)

12. As already indicated, the B & C Register is to be copied from Part II of the E & S Register. For convenience, the B & C Register comprises of two sets of sheets, viz. the facing sheet which give 'Details of housenumbering unit' and sheet (s) on 'Details of enumerator block and supervisor circle' While copying the details from the E & S Register to the B & C Register the following instructions may be followed.

(i) DETAILS OF HOUSENUMBERING UNIT (FACING SHEET)

The items covered in the facing sheet are self explanatory. It gives a summary of the blocks and circles included in the housenumbering unit. For each housenumbering unit separate sheet should be used.

(ii) DETAILS OF ENUMERATOR BLOCKS AND SUPERVISOR CIRCLES

The details covered in the sheet (s) are copied from Part II of the E & S Register. For convenience, the items of the B & C Register and the relevant columns in the E & S Register are given below:

Items in B & C Register	*Relevant columns of E&S Register*
1. Enumerator Block No.	Col. 1 of Part II
2. First and last number of the buildings in the block	Col. 2 ,,
3. No. of households in the Block as per col. 5 of the houselist	Col .3 ,,
4. Population in the Block as per col. 10 of the houselist	Col. 4 ,,
5. Supervisor Circle No.	Given under 'Details of Supervisor circle and supervisor, on the left hand side in Part II
6. Enumerator Block numbers included in the circle	-do-

After filling up the details in the loose sheets of the B&C Register you have to arrange them in the order of the location code with the facing sheet and other sheets relating to each housenumbering unit kept one below the other and stitch them together in to one volume each separately for rural and urban areas. Before sending the B & C Register to this office you should ensure that the entries made in it agree with the relevant items and columns of Part II of the E&S Register. This is essential because Part II of the E & S Register serves as your office copy of the B& C Register.

13. The above work is to be completed by 30th August 1980. You should then forward by registered post to this office the B & C Register and one complete set of all the lay-out sketches for scrutiny.

14. The delimitation of enumerator blocks and supervisor circles as well as marking out the boundaries and numbers of the blocks in both copies of the lay-out sketch should commence immediately on receipt of this circular. Filling up of the registers will be taken up on completion of the above work and after receipt of the printed Register forms which will be supplied from this office. The Charge Officer should personally check the work at each stage and ensure that it is being done as per the instructions contained in this circular.

15. The Regional Deputy Directors of Census operations will also inspect the work done by the Charge Officers.

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

Encl: Specimen of E&S Register
Specimen of B&C Register
Acknowledgement form

Director of Census Operations

To
All Tahsildars (2 copies)

Copy to: All Principal Census Officers (2 copies)
All District Census Officers (2 copies)
All Sub-Divisional Census Officers (2 copies)
All Regional Deputy Directors (5 copies)
Director's Table/DD/AD(T)/AD(A)

Copy with compliments forwarded to:
The Registrar General, India
The Deputy Registrar General (C & T),
All Directors of Census Operations

Director of Census Operations

CIRCULAR No 8

(STATUTORY TOWNS) June 16, 1980

Sub: Delimitation of Enumerator Blocks and Supervisor Circles and preparation of Register of Enumerators & Supervisors and Block & Circle Register—

As indicated in Circular No. 4 one of the main objectives of housenumbering and houselisting is the delimitation of enumerator blocks and supervisor circles for the actual census enumeration in Feb-March 1981. The reference time for the coming census is the sunrise on 1st March 1981. Enumeration will be undertaken during the period of 20 days from 9th February to 28th February 1981. Houseless persons will be enumerated on the night of 28th February 1981. Thereafter within a couple of days from 1st March 1981 the enumerator quickly re-visits all households and updates the population as at the sunrise on 1st March 1981. Some of the basic data collected by the enumerator will be compiled by the supervisor and consolidated by you and the figures relayed simultaneously to the Principal Census Officer and the Director of Census Operations. The State and all India provisional population figures are expected to be released by 10th March 1981. Since these operations are strictly time-bound, you have to plan the operations carefully and follow all the instructions promptly, thoroughly and meticulously.

Enumerator Block

2. For the timely completion of enumeration it is necessary to divide each ward (division) into small compact units called 'enumerator blocks'. An enumerator block in your charge should normally have a size of about 650 population. An enumerator appointed for an enumerator block, should be able to cover the entire area allotted to him during the twenty-day period of enumeration. What is important is that the boundaries and extent of each block should be delineated in such a way that the enumerator should be able to cover the area allotted to him within the time limit.

3. After the completion of census enumeration we have to present separate data for each ward/division (enumerator block-wise), forest ranges and panchayats. To achieve this objective, it is necessary to form the enumerator blocks in such a way that they do not cut across the boundaries of ward (division).

Supervisor Circle

4. A Supervisor Circle will consist of 5 contiguous enumerator blocks. Only in very exceptional cases will a circle have lesser number of enumerator blocks.

Records used for formation of enumerator blocks and supervisor circles

5. After houselisting operations you are retaining with you the following records.

(i) Lay-out sketch (2 copies)

(ii) Houselist (1 set) (The other set already despatched to the Directorate of Census)

(iii) Supervisors' Houselist Abstract

(iv) Charge Houselist Abstract

(v) Notional map

The above records will be utilized for the delimitation of enumerator blocks and supervisor circles.

Procedure for delimitation of blocks and circles

6. Delimitation of enumerator blocks and supervisor circles has to be done with utmost care as it is the very foundation of the final census count in February-March 1981. Any lapse or non-compliance of the instructions given hereunder will affect the entire census operations. Therefore, you are requested to follow this circular scrupulously and get any doubt clarified from the Regional Deputy Director of Census Operations.

7. The delimitation of blocks and circles should be done as per the directions given below:

(i) Arrange lay-out sketches, houselist and Supervisor's Houselist Abstract in the order of the location code and ensure that all the sketches and schedules are available.

(ii) The preliminary items of work to be done by you before commencing the actual formation of blocks in a ward (division) are indicated below:

(a) Scrutinize the lay-out sketches and ensure that the topographical details particularly direction, roads, by-lanes, foot paths, canals, rivers, streams etc. have been marked.

(b) Take the houselist of the ward (division) of the town and verify whether all the buildings entered in the houselist have been duly marked in the lay-out sketch noting the buildings numbers and symbols of square and triangle.

(iii) It will be desirable and helpful if the Supervisor and the concerned Enumerator who have done the houselisting are present while forming the enumerator blocks, as these blocks have to be formed with reference to the natural boundaries. It has also to be ensured that the work of the enumerators in an area is evenly distributed and also that the terrain of the area is duly taken into account.

(iv) In no case should the boundaries of an enumerator block cut across the boundaries of the ward (division).

(v) In the rare case of the population of the ward (division) of the town being very small and well below the size of 650 population the entire area should be treated as a single enumerator block.

(vi) If the population is large it will be necessary to divide the area into more than one enumerator block. In such cases the following points should be borne in mind:

(a) Take the Supervisor's Houselist Abstract, ascertain the total population in the house numbering unit.

(b) Divide the total population by 650 and see the number of blocks to be formed. In certain cases, the number of members in certain households in that area may exceed even 650 ie. the size of one enumerator block. For example,institutional households like jails, orphanages, hospitals, armed reserve camps, hostels, monasteries etc. Examine whether the population of such households or group of households lying contiguous is so large that they have to be formed into one or more individual enumerator blocks by themselves depending on size and allotted to one or more enumerators. It follows that if the number of members in any such household is much less than 650, it need not be formed into a separate enumerator block.

(c) Care should be taken to see that no structure is partly in one enumerator block and partly in another enumerator block

(d) It should be ensured that each enumerator block has well-defined boundaries such as roads, by-lanes, rivers, streams etc. The size of the block may be allowed to vary slightly on either side of the standard size depending on the local topography and natural boundaries of the area.

(vii) After the formation of enumerator blocks in respect of one ward (division) take the next ward (division) and continue the process till the entire charge is covered.

(viii) After the formation of enumerator blocks within a housenumbering unit is over, mark the block boundaries distinctly in red ink and circle boundaries in blue ink in both sets of lay-out sketches. Then write the block numbers in bold letters in red ink within each block and the circle numbers in blue ink within each circle. It may be necessary to include not only the households but also houseless areas like paddy fields, hills, ponds etc. in an enumerator block. The idea is that there should be no area left without being coverd by enumerator blocks. Moreover, all the blocks together should cover the entire ward (division) of the town.

(ix) The enumerator block numbers will be given continuously within a charge.

(x) Five contiguous blocks should be assigned to a supervisor.

8. You will have to prepare two separate rgisters—(i) Register of Enumerators and Supervisors (E & S Register for short) and (ii) Block and Circle Register (B &C Register for short). (Specimen registers appended)

Register of Enumerators and Supervisors (E &S Register)

9. The Register of Enumerators and Supervisors will have to be prepared and kept in your office for constant reference till the completion of the enumeration. The Register consists of three parts as indicated below:

Part I—Details of attendance of Enumerators and Supervisors (batch-wise)

Part II—Details of blocks and circles and enumerators and supervisors

Part III—List of reserve enumerators and supervisors

10. Part I and Part III above need be filled up only later after the appointments of the enumerators and supervisors are completed. Instructions regarding the appointment of enumerators and supervisors will be issued separately. Initially you have to fill up only some of the columns in Part II of the E & S Register ie. those items which are entered in the B & C Register also. The E & S Register is to be centrally stitched. Before sending the B & C Register to this office you should ensure that

the entries made in it agree with the relevant items and columns of Part II of the E & S Register. This is essential because Part II of the E & S Register serves as your office copy of the B & C Register.

11. The instructions for filling up the Register of Enumerators and Supervisors are given below:

PART I: DETAILS OF ATTENDANCE OF ENUMERATORS AND SUPERVISORS

A separate page of the register should be allotted for each batch of trainees. The batch number should be indicated in the appropriate space. The attendance of Enumerators and Supervisors in each training class can be marked in the 4 columns provided against each name. The instructions for filling up each column of this Part of the register are given below:

Column 1 - *Sl. No.*

Continuous serial numbers should be given in this column for all the enumerators and supervisors in each batch.

Column 2 - *Name of Enumerator/Supervisor*

The names of all enumerators and below that the names of all thesupervisors in that batch should be given in this column.

Column 3 - *Dates of training class*

The date(s) of training class should be given at the top of the register and attendance should be marked against each name. This has to be done by the Charge Officer who is conducting the class.

Column 7 *Remarks*

Remarks, if any, may be given in this column.

PART II - DETAILS OF BLOCKS & CIRCLES AND ENUMERATORS & SUPERVISORS

(i) The name of Charge should be indicated in the facing page.

(ii) The Charge Officer should see that enumerator blocks of his charge are formed in the ascending order of location code. However, the enumerator block number should be continuous for the entire charge as stated in para 7 (ii) above.

(iii) For every circle a fresh page should be used.

(iv) Details of the housenumbering unit and the details of supervisor circle and supervisor should be given in the space provided on the left hand side.

(v) The mode of filling up each of the items on the left hand side of Part II is given below:

Item 1: *Name or number of Ward/name of Kara, Desom or sub-divided Kara, Desom/name of forest range or portion of forest range*

Inapplicable items may be deleted and the name of housenumbering unit should be entered in the space provided.

Item 2: *Complete location code*

Complete location code of the housenumbering unit intimated to you earlier should be given here.

Item 3: *Number of households in the housenumbering unit*

Total number of housenolds as per col. 10 of Supervisor's Houselist Abstract in each housenumbering unit should be noted.

Item 4: TOTAL POPULATION

Total population as per col. 13 of Supervisor's Houselist Abstract in each housenumbering unit should be given here.

Item 5: SUPERVISOR CIRCLE NO.

Supervisor circle number should be given here. The circle number should run continuously for each charge.

Item 6: ENUMERATOR BLOCK NOS. INCLUDED IN THE CIRCLE

The serial numbers of the enumerator blocks included in each supervisor circle should be indicated here.

Item 7: NAME, DESIGNATION AND ADDRESS OF SUPERVISOR

The name, designation and address of supervisor (office and residence) should be given in the space provided. (This and the next column need be entered only after the appointments are finalised).

Item 8: APPOINTMENT ORDER OF SUPERVISOR SERVED ON

The date of service of the appointment order on the supervisor should be entered here.

(vii) Instructions for filling up the 'Details of Enumerator blocks and Enumerator' are given below:

Col. 1—Enumerator block No.

Continuous serial numbers from 1 onwards should be given for enumerator blocks in each charge in this column.

Col. 2—First and last numbers of buildings in the block

The first and last numbers of the buildings coming under each enumerator block should be given in this column. (Eg. C-2-153 to C-2-258); (Eg. C-3-1 to C-3-57 and C-3-98 to C-3-147)

Col. 3—Number of households in the block as per Col. 5 of the houselist

The number of households falling in each enumerator block should be counted from col. 5 of the houselist and entered in this column.

Col. 4 Population in the block as per column 10 of the Houselist

Population of each enumerator block should be computed from column 10 of the Houselist and entered here.

Col. 5 & 6 Name, designation and address of the enumerator

Name, designation and address of the enumerator (Office and residence) appointed in each enumerator block should be given in these columns. (These and the next column need be filled uy only after the appointments are finalised).

Col. 7 Appointment order served on

The date of service of the appointment order on each enumerator should be given in this column.

Col. 8 Remarks

Remarks, If any, may be noted here.

PART III-LIST OF RESERVE ENUMERATORS/SUPERVISORS

Separate pages should be allotted for enumerators and supervisors

Col. 1 Serial No.

The serial number should be given separately for enumerators and supervisors.

Col. 2 Name

Name of enumerator/supervisor should be noted here

Cols. 3 & 4 - Address

The address of enumerators and supervisors (office and residence) should be given in column 3 and 4 respectively.

Col. 5 Enumerator Block No. Supervisor Circle No. to which he can be appointed

The number of the enumerator block or circle which could be assigned to each reserve enumerator/Supervisor should be given in this column. This can be ascertained in consultation with the concerned enumerator/supervisor also. In the event of replacements, becoming necessary, enumerators and supervisors could be readily and easily drafted from the reserve list.

Block and Circle Register (B & C Register)

12. As already indicated, the B&C Register is to be copied from part II of the E & S Register For convenience the B & C Register comprises of two sets of sheets, viz. the facing sheet which gives 'Details of housenumbering unit' and sheet(s) on 'Details of enumerator block and supervisor circle'. While copying the details from the E & S Register to the B & C Register the following instructions may be followed.

(i) **Details of housenumbering unit (facing sheet)**

The items covered in the facing sheet are self explanatory. It gives a summary of the block and circles included in the housenumbering unit. For each housenumbering unit separate sheet should be used.

(ii) **Details of enumerator blocks and supervisor circles**

The details covered in the sheet(s) are copied from Part II of the E & S Register. For convenience, the items of the B & C Register and the relevant columns in the E & S Register are given below:

Items in B & C Register	*Relevent columns of E&S Register*
1. Enumerator Block No.	Col. 1 of Part II
2. First and last number of the buildings in the block	Col. 2 ,,
3. No. of households in the Block as per col.5 of the houselist	Col. 3 ,,
4. Population in the Block as per col. 10 of the Houselist	Col. 4 ,,
5. Supervisor Circle No.	Given under 'Details of Supervisor Circle & Supervisor' on the left hand side in Part II
6. Enumerator Block numbers included in the circle	-do-

After filling up the details in the loose sheets of the B& C Register you have to arrange them in the order of the location code with the facing sheet and other sheets relating to each housenumbering unit kept one below the other and stitch them together into one volume. Before sending the B & C Register to this office you should ensure that the entries made in it agree with the relevant items and columns of Part II of the E & S Register. This is essential because Part II of the E &S Register serves as your office copy of the B &C Register.

13. The above work is to be completed by 31st July 1980. You should then forward by registered post to this office the B & C Register and one complete set of all the lay-out sketches for scrutiny.

14. The delimitation of enumerator blocks and supervisor circles as well as marking out the boundaries and numbers of the blocks in both copies of the lay-out sketches should commence immediately on receipt of this circular. Filling up of the registers will be taken up on completion of the abovework and after receipt of the printed register forms which will be supplied from this office. The Charge officer should personally check the work at each stage and ensure that it is being done as per the instructions contained in this circular.

15. The Regional Deputy Directors of Census Operations will also inspect the work done by the Charge Officers.

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

Encl: Specimen of E & S Register
Specimen of B & C Register
Acknowledgement form

Director of Census Operations

To

All Commissioners of Corporations (2 copies)
All Commissioners/Special Officers of Municipalities (2 copies)
The Executive Officer, Guruvayur Township (2 copies)
The Executive Officer, Cannanore Cantonment (2 copies)
The Town Planner, Idukki Township (2 copies)

Copy to:

All Principal Census Officers (2 copies)
All District Census Officers (2 copies)
All Sub-Divisional Census Officers (2 copies)
All Regional Deputy Directors (5 copies)
Director's Table/DD/AD(T)/AD(A)

Copy with compliments forwarded to:

The Registrar General, India
The Deputy Registrar General (C&T)
All Directors of Census Operations

CIRCULAR No. 8 (FOREST AREAS)

June 16, 1980

Sub:- Delimitation of Enumerator Blocks and Supervisor Circles and preparation of Register of Enumerators & Supervisors and Block & Circle Register.

As indicated in Circular No. 4 one of the main objectives of housenumbering and houselisting is the delimitation of enumerator blocks and supervisor circles for the actual census enumeration in Feb-March 1981. The reference time for the coming census is the sunrise on 1st March 1981. Enumeration will be undertaken during the period of 20 days from 9th February to 28th February 1981. Houseless persons will be enumerated on the night of 28th February 1981. Thereafter within a couple of days from 1st March 1981 the enumerator quickly re-visits all households and updates the population as at the sunrise on 1st March 1981. Some of the basic data collected by the enumerator will be compiled by the supervisor and consolidated by you and the figures relayed simultaneously to the Principal Census Officer and the Director of Census Operations. The State and all-India provisional population figures are expected to be released by 10th March 1981. Since these operations are strictly time-bound, you have to plan the operations carefully and follow all the instructions promptly, thoroughly and meticulously.

Enumerator Block

2. For the timely completion of enumeration it is necessary to divide each forest range or portion of forest range into small compact units called 'enumerator blocks.' An enumerator block in your charge should normally have a size of about 650 population. An Enumerator appointed for an enumerator block, should be able to cover the entire area allotted to him during the twenty-day period of enumeration. In the case of difficult areas with inaccessible mountainous or waterlogged terrian, the size of the block could be reduced suitably upto 500 unless the houses are in a cluster as in the case of settlements or colonies. It may be necessary in rare and exceptional cases to fix a still smaller size in extra ordinarily difficult areas where population is scarce and houses are widely scattered. Reduction in the size of the block should be done with utmost vigilance keeping in view the extra financial commitment and availability of adequate number of enumeration personnel to cover all blocks. What is important is that the boundaries and extent of each block should be delineated in such a way that the enumerator should be able to cover the area allotted to him within the time limit.

3. After the completion of census enumeration we have to present separate data for each kara/desom, each ward (enumerator block-wise) of census towns, forest ranges and panchayat and also for each enumerator block wards of census towns. To achieve this objective, it is necessary to form the enumerator blocks in such a way that they do not cut across the boundaries of villlage and panchayat.

Supervisor Circle

4. A Supervisor Circle will consist of 5 contiguous enumerator blocks. Only in very exceptional cases will a circle have lesser number of enumerator blocks.

Records used for formation of enumerator blocks and supervisor circles

5. After houselisting operations you are retaining with you the following records.

(i) Lay-out sketch - (2 copies)

(ii) Houselist - 1 set (the other set already despatched to the Directorate of Census)

(iii) Supervisor's Houselist Abstract

(iv) Charge Houselist Abstract

(v) Notional map

The above records will be utilized for the delimitation of enumerator blocks and supervisor circles.

Procedure for delimitation of blocks and circles

6. Delimitation of enumerator blocks and supervisor circles has to be done with utmost care as it is the very foundation of the final census count in February-March 1981. Any lapse or non-compliance of the instructions given hereunder will affect the entire census operations. Therefore, you are requested to follow this circular scrupulously and get any doubt clarified from the Regional Deputy Director of Census Operations.

7. The delimitation of blocks and circles should be done as the per the directions given below.

(i) Arrange lay-out sketches, houselist and Supervisor's Houselist Abstract in the order of the location code and ensure that all the sketches and schedules are available.

(ii) The preliminary items of work to be done by you before commencing the actual formation of blocks in a ward (division) are indicated below:-

(a) Scrutinize the lay-out sketches and ensure that the topographical details particularly direction, roads, by-lanes, foot paths, canals, rivers, streams etc. have been marked.

(b) Verify whether the forest range or portion of forest range falls in one panchayat or more than one panchayat and whether the panchayat boundary has been clearly indicated in the map. If it has not been clearly indicated it has to be ascertained and marked in the map.

(c) Take the houselist of the forest range or portion of forest range and verify whether all the buildings entered in the houselist have been duly marked in the lay-out sketch by noting the building numbers and the symbols of square and triangle.

(iii) It will be desirable and helpful if the Range officer and the concerned enumerators who have done the houselisting are present while forming the enumerator blocks as these blocks have to be formed with reference to the natural boundaries and panchayat boundaries. It has also to be ensured that the work of the enumerators in an area is evenly distributed and also that the terrain of the area is duly taken into account.

(iv) In no case should the boundaries of an enumerator block out across the boundaries of the forest range and panchayat.

(v) In the rare case of the population of the forest range or portion of forest range being very small and well below the size of 650 population the entire area should be treated as a single enumerator block.

(vi) If the population is large it will be necessary to divide the area into more than one enumerator block. In such cases the following points should be borne in mind:

(a) Take the Supervisor's Houselist Abstract, ascertain the total population in the house-numbering unit.

(b) Divide the total population by 650 and see the number of blocks to be formed. In certain cases the number of members in certain households in that area may exceed even 650 ie, the size of one enumerator block. For example, institutional households like jails, orphanages, hospitals, Armed Reserve camps, hostels, monasteries etc. whether the population of such households or group of households lying contiguous is so large that they have to be formed into one or more individual enumerator blocks by themselves depending on size and allotted to one or more enumerators. It follows that if the number of members in any such household is much less than 650, it need not be formed into a separate block.

(c) Care should be taken to see that no structure is partly in one enumerator block and partly in another enumerator block.

(d) It should be ensured that each enumerator block has well-defined boundaries such as roads, by-lanes, rivers, streams etc. The size of the block may be allowed to vary slightly on either side of the standard size depending on the local topography and natural boundaries of the area.

(e) In exceptional cases for the purpose of ensuring that an enumerator block does not cut across a panchayat boundary it may be necessary to form enumerator blocks smaller than the standard size. Instead of having a separate enumerator for such a small block, it can also be allotted to the enumerator who is working in the contiguous block eventhough it may increase his workload marginally. The enumerator thus posted will, however, have to prepare separate schedules for each such block.

(vii) After the formation of enumerator blocks in respect of one range or portion of range take the next unit and continue the process till the entire charge is covered.

(viii) After the formation of enumerator blocks within a housenumbering unit is over, mark the block boundaries distinctly in **red ink** and circle boundaries in **blue ink** in both sets of lay-out sketches. Then write the block numbers in bold letters in red ink within each block and the circle numbers in blue ink within each circle. It may be necessary to include not only the households but also houseless areas like paddy fields, hills, ponds etc. in an enumerator block. The idea is that there should be no area left without being covered by enumerator blocks.

(ix) The enumerator block numbers will be given continuously within a charge.

(x) Five contiguous blocks should be assigned to a supervisor.

8. You will have to prepared two separate registers (i) Register of Enumerators and Supervisors (E&S Register for short) and (ii) Block and Circle Register (B & C Register for short) (specimen registers appended)

Register of Enumerators and Supervisors (E & S Register)

9. The Register of Enumerators and Supervisors will have to be prepared and kept in your Office for constant reference till the completion of the enumeration. This Register consists of three parts as indicated below:

Part I—Details of attendance of Enumerators and Supervisors (batch-wise)

Part II–Details of blocks & circles and enumerators and supervisors

Part III–List of reserve enumerators and supervisors

10. Part I and Part III above need be filled up only later after the appointments of the enumerators and supervisors are completed. Instructions regarding the appointment of enumerators and supervisors will be issued separately. Initially you have to fill up only some of the columns in Part II of the E & S Register ie. those items which are entered in the B & C Register also. Before seuding the B & C Register to this office you should ensure that the entries made in it agree with the relevent items and columns of Part II of the E & S Register. This is essential because Part II of the E & S Register serves as your office copy of the B & C Register. The E & S Register is to be centrally stitched.

11. The instructions for filling up the Register of Enumerators and Supervisors are given below:

PART I: DETAILS OF ATTENDANCE OF ENUMERATORS AND SUPERVISORS

A separate page of the register should be allotted for each batch of trainees. The batch number should be indicated in the appropriate space. The attendance of Enumerators and Supervisors in each training class can be marked in the 4 columns provided against each name. The instructions for filling up each column of this Part of the register are given below:

Column 1 – *Sl.No.*

Continuous serial numbers should be given in this column for all the enumerators and supervisors in each batch.

Column 2 - *Name of Enumerator/Supervisor*

The names of all enumerators and below that the names of all the supervisors in that batch should be given in this column.

Column 3 – *Date(s) of training class*

The date(s) of training class should be given at the top of the register and attendance should be marked against each name. This has to be done by the Charge Officer who is conducting the class.

Column 7 – *Remarks*

Remarks, if any, may be given in this column.

PART II: DETAILS OF BLOCKS & CIRCLES AND ENUMERATORS & SUPERVISORS

(i) The name of Charge and whether Rural or Urban should be indicated in the facing page It may be noted that census towns are to be treated as urban areas.

(ii) The Charge Officer should see that enumerator blocks of his charge are formed in the ascending order of location code. The enumerator block number should be continuous for the entire charge.

(iii) For every circle a fresh page should be used.

(iv) Details of the housenumbering unit and the details of supervisor circle and supervisor should be given in the space provided on the left hand side.

(v) The mode of filling up each of the items on the left hand side of Part II is given below:

Item 1: NAME OR NUMBER OF WARD/NAME OF KARA, DESOM OR SUB-DIVIDED KARA, DESOM/NAME OF FOREST RANGE OR PORTION OF FOREST RANGE

Inapplicable items may be deleted and the name of housenumbering unit should be entered in the space provided.

Item 2: COMPLETE LOCATION CODE

Complete location code of the housenumbering unit intimated to you earlier should be given here.

Item 3 – NUMBER OF HOUSEHOLDS IN THE HOUSENUMBERING UNIT

Total number of households as per col. 10 of Supervisor's Houselist Abstract in each house-numbering unit should be noted.

Item 4 – TOTAL POPULATION

Total population as per col. 13 of Supervisor's Houselist Abstract in each housenumbering unit should be given here.

Item 5 – SUPERVISOR CIRCLE NO.

Supervisor circle number should be given here. The circle number should run continuously for each charge.

Item 6 – ENUMERATOR BLOCK NOS. INCLUDED IN THE CIRCLE

The serial numbers of the enumerator block included in each supervisor circle should be indicated here.

Item 7 – NAME, DESIGNATION AND ADDRESS OF SUPERVISOR

The name, designation and address of supervisor (office and residence) should be given in the space provided (This and the next column need be entered only after the appointments are finalised.)

Item 8 – APPOINTMENT ORDER OF SUPERVISOR SERVED ON

The date of service of the appointment order on the supervisor should be entered here.

(vii) Instructions for filling up the 'Details of Enumerator blocks and Enumerator' are given below:

Col. 1 – *Enumerator block No.*

Continuous serial numbers from 1 onwards should be given for enumerator blocks in each charge in this column.

Col. 2 – *First and last numbers of buildings in the block*

The first and last numbers of the buildings coming under each enumerator block should be given in this column (Eg. C-2-153 to C-2-258); (Eg. C-3A-1 to C-3A-57 and C-3A-98 to C-3A-147); (Eg. C-4A(5)-35 to C-4A(5)-105 and C-4A(5)-120 to C-4A(5)-145); (Eg. $\frac{\text{C-2A (23)-98}}{1}$ $\frac{\text{C-2A(23)-1}}{1}$ to

Col. 3 – *Number of households in the block as per col. 5 of the houselist*

The number of households falling in each enumerator block should be counted from col. 5 of the houselist and entered in this column.

Col. 4 – *Population in the block as per column* 10 *of the houselist*

Population of each enumerator block should be computed from column 10 of the Houselist and entered here.

Cols. 5 & 6 *Name, designation and address of the enumerator*

Name, designation and address of the enumerator (office and residence) appointed in each enumerator block should be given in these columns. (These and the next column need be filled up only after the appointments are finalised).

Col. 7 – *Appointment order served on*

The date of service of the appointment order on each enumerator should be given in this column.

Col. 8 – *Remarks*

If there are any remarks the same may be noted.

PART III – LIST OF RESERVE ENUMERATORS/SUPERVISORS

Separate pages should be allotted for enumerators and supervisors.

Col. 1 – *Serial No.*

The serial number should be given separately for enumerators and supervisors.

Col. 2 – *Name*

Name of enumerator/supervisor should be noted here.

Cols. 3 & 4 *Address*

The address of enumerators and supervisors (office and residence) should be given in columns 3 and 4 respectively.

Col. 5 – *Enumerator Block No. / Supervisor Circle No. to which he can be appointed*

The number of the enumerator block or circle which could be assigned to each reserve enumerator/supervisor should be given in this column. This can be ascertained in consultation with the concerned enumerator/supervisor also. In the event of replacements becoming necessary, enumerators and supervisors could be readily and easily drafted from the reserve list.

Block and Circle Register (B & C Register)

12. As already indicated, the B & C Register is to be copied from Part II of the E & S Register. For convenience, the B & C Register comprises of two sets of sheets, viz. the facing sheet which gives 'Details of housenumbering unit' and sheet (s) on 'Details of enumerator block and supervisor circle'. While copying the details from the E & S Register to the B & C Register the following instructions may be followed.

(i) DETAILS OF HOUSENUMBERING UNIT (FACING SHEET)

The items covered in the facing sheet are self explanatory. It gives a summary of the blocks and circles included in the housenumbering unit. For each housenumbering unit separate sheet should be used.

(ii) DETAILS OF ENUMERATOR BLOCKS AND SUPERVISOR CIRCLES

The details covered in the Sheet(s) are copied from Part II of the E & S Register. For convenience, the items of the B & C Register and the relevant columns in the E & S Register are given below

Items in B & C Register	*Relevant columns of E & S Register*
1. Enumerator Block No.	Col. 1 of Part II
2. First and last number of the buildings in the block	Col. 2 ,,
3. No. of households in the Block as per col. 5 of the houselist	Col. 3 ,,
4. Population inthe Block as per col. 10 of the Houselist	Col. 4 ,,
5. Supervisor Circle No.	Given under 'Details of Supervisor Circle & Supervisor on the left hand side in Part II
6. Enumerator Block numbers included in the circle	-do-

After filling up the details in the loose sheets of the B & C Register you have to arrange them in the order of the location code with the facing sheet and other sheets relating to each housenumbering unit kept one below the other and stitch them together into one volume separately for areas falling in each district. Before sending the B & C Register to this office you should ensure that the entries made in it agree with the relevant items and columns of Part II of the E & S Register. This is essential because Part II of the E & S Register serves as your office copy of the B & C Register.

13. The above work is to be completed by **31st July 1980.** You should then forward by registered post to this office the B & C Register and one complete set of all the lay-out sketches for scrutiny.

14. The delimitation of enumerator blocks and supervisor circles as well as marking out the boundaries and numbers of the blocks in both copies of the lay-out sketch should commence immediately on the receipt of this circular. Filling up of the Registers will be taken up on completion of the above work and after, receipt of the printed register forms which will be supplied from this office. The Charge Officer should personally check the work at each sage and ensure that it is being done as per the instructions contained in this circular.

15. The Regional Deputy Directors of Census Operations will also inspect the work done by the Charge Officers.

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

Director of Census Operations

Encl: Specimen of E & S Register
Specimen of B & C Register
Acknowledgement form

To All Divisional Forest Officers except Special Divisions (2 copies)
The Wild Life Preservation Officer, Thekkady (2 copies)

Copy to: All Principal census Officers (2 copies)
All District Census Officers (2 copies)
All Sub-Divisional Census Officers (2 copies)
All Regional Deputy Directors (5 copies)
Director's Table/DD/AD(T)/AD(A)

Copy with compliments forwarded to:
The Registrar General, India
The Deputy Registrar General (C & T)
All Directors of Census Operations

Director of Census Operations

ACKNOWLEDGEMENT
(Circular No. 8)

I acknowledge receipt of Circular No. 8 dated 16th June, 1980 from the Director of Census Operations, Kerala

Signature:

Date:

Name:

Designation and address:

To The Director of Census Operations, Kaudiar, Trivandrum 695 003.

CENSUS OF INDIA 1981

REGISTER OF ENUMERATORS AND SUPERVISORS

(E & S Register)

Name of Charge

Rural or Urban

CIRCULAR No. 8—*contd.*

PART I

ATTENDANCE OF ENUMERATORS AND SUPERVISORS

Batch No.....

Sl. No.	Name of Enumerator/Supervisor	DATE					Remarks

CIRCULAR No. 8—*contd.*

PART I

ATTENDANCE OF ENUMERATORS AND SUPERVISORS

Batch No.

Sl No.	Name of Enumerator/Supervisor	DATE					Remarks

CIRCULAR

PART II--DETAILS OF BLOCKS & CIRCLES

Details of Housenumbering Unit :

Name or number of ward/Name of kara, desom or sub-divided kara, desom/Name of forest range or portion of forest range :

....

Complete Location Code:..... .....

No. of households in the housenumbering unit :.....

Total population : .....

Details of Supervisor Circle & Supervisor :

Supervisor Circle No.....

Enumerator Block Nos. included in the Circle :.....to.....

Name, designation and address of Supervisor :

Address (Office) :

Address (Residence) :

Appointment order of Supervisor served on.....

Details of Enumerator Block

Enumerator Block No.	First and last numbers of buildings in the Block C-..... to C-.....	No. of households as per col. 5 of the Houselist	Population as per col. 10 of the Houselist
1	2	3	4

No. 8—*contd.*

AND ENUMERATORS & SUPERVISORS

and Enumerator

Name, designation and address of the Enumerator		Appointment order served on	Remarks
Office	Residence		
5	6	7	8

CIRCULAR No. 8—*contd.*

PART III

LIST OF RESERVE ENUMERATORS/SUPERVISORS

Sl. No.	Name	Address		Enumerator Block No./Supervisor Circle No. to which he can be appointed
		Office	Residence	

BLOCK AND CIRCLE REGISTER

(B & C Register)

DETAILS OF HOUSENUMBERING UNIT

1. Name or number of ward/Name of kara, desom or sub-divided kara, desom/Name of forest range or portion of forest range .....

2. Complete Location Code of the housenumbering unit .....

3. Total No. of households in the housenumbering unit .....

4. Total population in the housenumbering unit .....

5. Enumerator block numbers included in the housenumbering unit From.....To.....

6. Total number of enumerator blocks .....

7. Supervisor circle numbers included in the housenumbering unit From.....To.....

8. Total number of supervisor circles in the housenumbering unit .....

DETAILS OF ENUMERATOR BLOCK AND SUPERVISOR CIRCLE

Enumerator Block No.	First and last numbers of the buildings in the Block C-..... to C-.....	No. of house-holds in the Block as per col. 5 of the Houselist	Population in the Block as per col. 10 of the Houselist	Supervisor Circle No.	Enumerator Block numbers included in the circle

CIRCULAR No. 9

June 17, 1980

സംക്ഷിപ്ത വീടുപട്ടിക (Abridged Houselist) തയ്യാറാക്കുന്നതിനും എന്യൂമറേറേർ ബ്ലോക്കിന്റെ ഭൂപടം (Block Map) തയ്യാറാക്കുന്നതിനും ഉള്ള നിർദ്ദേശങ്ങൾ

നിങ്ങളുടെ ചുമതലയിൽപ്പെട്ട പ്രദേശത്തുള്ള വീടുകൾക്ക് നമ്പർ നല്കുകയും വീടുകളുടെ പട്ടിക തയ്യാറാക്കുകയും ചെയ്യുന്ന ജോലി പൂർത്തിയായല്ലോ. 1981 സെൻസസിലെ വിവരങ്ങൾ ശേഖരിക്കുന്നത് 1981 ഫെബ്രുവരി 9-ാം തീയതി മുതൽ 28-ാം തീയതി വരെയുള്ള കാലത്താണ്. അതുകൊണ്ട് വീടുകളുടെ പട്ടിക തയ്യാറാക്കുന്നതിനും ജനസംഖ്യാ കണക്കെടുപ്പ് ആരംഭിക്കുന്നതിനും ഇടയ്ക്ക് ഏകദേശം 9 മാസക്കാലത്തെ കാലദൈർഘ്യം വരുന്നുണ്ട്. ഈ 9 മാസത്തെ ഇടവേളയിൽ മുമ്പ് തയ്യാറാക്കിയ വീടുകളുടെ പട്ടികയിൽ ഉൾപ്പെടുത്തിയ ചില വീടുകൾ ഇല്ലാതായിരിക്കുവാനും പട്ടികയിൽ ഉൾപ്പെടുത്തേണ്ടതായ പുതിയ ചില വീടുകൾ പുതുതായി വന്നിരിക്കുവാനും സാധ്യതയുണ്ട്. ജനസംഖ്യാ കണക്കെടുപ്പ് സമയത്ത് നിലവിലുള്ള എല്ലാ കെട്ടിടങ്ങളും, സെൻസസ് വീടുകളും, കുടുംബങ്ങളും കണക്കെടുപ്പിൽ ഉൾപ്പെടുത്തപ്പെട്ടിട്ടുണ്ടെന്ന് ഉറപ്പു വരുത്തേണ്ടതുണ്ട്. ഈ ആവശ്യത്തിന് ഒരു സംക്ഷിപ്ത വീടുപട്ടിക (Abridged houselist) ഉപയോഗിക്കുന്നു. പൂരിപ്പിച്ച വീടുകളുടെ പട്ടികയിൽ നിന്ന് ചില പ്രധാന വിവരങ്ങൾ സംക്ഷേപിച്ച് പകർത്തി എഴുതിയാണ് ഈ സംക്ഷിപ്ത വീടുപട്ടിക തയ്യാറാക്കുന്നത്. കണക്കെടുപ്പു സമയത്ത് ഈ സംക്ഷിപ്ത വീടുപട്ടിക എന്യൂമറേറേർമാർ update ചെയ്യുന്നതുമാണ്. പൂരിപ്പിച്ച സംക്ഷിപ്ത വീടുപട്ടികയുടെ മാതൃക ഈ സർക്കുലറിന്റെ കൂടെ കൊടുത്തിട്ടുണ്ട്.

2. ഈ ആഫീസിൽ നിന്നുള്ള സർക്കുലർ നമ്പർ 8.ൽ നിർദ്ദേശിച്ച പ്രകാരം എന്യൂമറേറേർ ബ്ലോക്കുകൾ രൂപീകരിക്കുകയും ബ്ലോക്കിന്റേയും സൂപ്പർവൈസർ സർക്കിളിന്റേയും വിവരങ്ങൾ അടങ്ങിയ രജിസ്റ്റർ തയ്യാറാക്കുകയും ചെയ്തു കഴിഞ്ഞാൽ അടുത്ത പടിയായി ഈ സർക്കുലറിൽ നിർദ്ദേശിക്കുന്ന പ്രകാരം സംക്ഷിപ്ത വീടുപട്ടികയും ഓരോ ബ്ലോക്കിന്റേയും Block map-ഉം നിങ്ങളുടെ ആഫീസിൽ തയ്യാറാക്കേണ്ടതാണ്. ഇതിനായുള്ള നിർദ്ദേശങ്ങൾ താഴെ ചേർക്കുന്നു.

സംക്ഷിപ്ത വീടുപട്ടിക തയ്യാറാക്കൽ

3. ഓരോ എന്യൂമറേറേർ ബ്ലോക്കിനേയും സംബന്ധിക്കുന്ന സംക്ഷിപ്ത വീടു പട്ടിക പ്രത്യേകം പ്രത്യേകം തയ്യാറാക്കേണ്ടതാണ്. സംക്ഷിപ്ത വീടു പട്ടികയിൽ സ്ഥലസൂചനാ വിവരങ്ങൾക്കു പുറമെ താഴെ പറയുന്ന 3 ഭാഗങ്ങൾ കൂടി അടങ്ങിയിരിക്കും.

ഭാഗം 1: എന്യൂമറേറേർ ബ്ലോക്കിനെപ്പറ്റിയുള്ള പൊതു വിവരങ്ങൾ

ഭാഗം 2: വീടുകളുടെ പട്ടികയിലെ വിവരങ്ങൾ

ഭാഗം 3: ഭാഗം 2.ന്റെ അനുബന്ധം (ഭാഗം 2-ൽ രേഖപ്പെടുത്തിയിട്ടില്ലാത്തതും എന്യൂമറേറേർ കണക്കെടുപ്പിനിടയിൽ പുതുതായി കാണാനിടയാകുന്നതുമായ കെട്ടിടങ്ങൾ/സെൻസസ് വീടുകൾ/കുടുംബങ്ങൾ ഇവയുടെ വിവരങ്ങൾ)

സംക്ഷിപ്ത വീടു പട്ടികയുടെ 2 പേജുള്ള ഒരു ചെറിയ മാതൃകയാണ് ഈ സർക്കുലറിന്റെ കൂടെ കൊടുത്തിട്ടുള്ളത്. യഥാർത്ഥ ഉപയോഗത്തിന് സംക്ഷിപ്ത വീടു പട്ടിക 16 പേജുകൾ ഉൾക്കൊള്ളുന്ന പുസ്തക രൂപത്തിൽ ഓരോ എന്യൂമറേറേർ ബ്ലോക്കിനും പ്രത്യേകം നല്കുന്നതായിരിക്കും. ഇതിൽ ഒന്നാം പേജിൽ സ്ഥലസൂചനാ വിവരങ്ങളും ഭാഗം 1-ഉം ഭാഗം 2-ഉം ഉണ്ടായിരിക്കും. 2 മുതൽ 14 വരെയുള്ള പേജുകളിൽ ഭാഗം 2-ന്റെ തുടർച്ചയായിട്ടുള്ള വിവരങ്ങളും, അതിന്റെ അടുത്ത പേജിൽ സ്ഥലസൂചനാ വിവരങ്ങളും അതിനു താഴെ ഭാഗം 3-ഉം, അവസാനത്തെ പേജിൽ ഭാഗം 3-ന്റെ തുടർച്ചയായിട്ടുള്ള വിവരങ്ങളും ആണ് എഴുതുവാൻ ഉദ്ദേശിച്ചിട്ടുള്ളത്. ഒരു എന്യൂമറേറേർ ബ്ലോക്കിനെ സംബന്ധിച്ചുള്ള വിവരങ്ങൾ എഴുതുവാൻ ഭാഗം 2-ലെ 1 മുതൽ 14 വരെയുള്ള പേജുകൾ പോരാതെ വരികയാണെങ്കിൽ ഭാഗം 2-ന്റെ Continuation sheet ഉപയോഗിക്കേണ്ടതാണ്. ഇത് പ്രത്യേകമായി നിങ്ങൾക്ക് തരുന്നതായിരിക്കും. അതുപോലെ തന്നിട്ടുള്ള രണ്ടു പേജുകൾ ഭാഗം 3-ലെ വിവരങ്ങൾ എഴുതുവാൻ പോരാതെവരികയാണെങ്കിൽ എന്യൂമറേറേർമാർക്ക് കൊടുക്കുന്നതിനായി ഭാഗം 3-ന്റെ Continuation sheet-ഉം നിങ്ങൾക്ക് തരുന്നതായിരിക്കും.

4. സംക്ഷിപ്ത വീടു പട്ടികയിലെ സ്ഥലസൂചനാ വിവരങ്ങളും ഭാഗം 2-ഉം ആണ് ചാർജ് ആഫീസർമാരുടെ ആഫീസിൽ പൂരിപ്പിക്കേണ്ടത്. ഭാഗം 1-ഉം ഭാഗം 3-ഉം പിന്നീട് എന്യൂമറേറേർമാർ പൂരിപ്പിക്കേണ്ടതാണ്. ഭാഗം 3 പൂരിപ്പിക്കുന്നതിനാവശ്യമായ വിവരങ്ങൾ ''കുടുംബവിവര പട്ടികയും വ്യക്തിവിവര പട്ടികയും പൂരിപ്പിക്കുവാൻ എന്യൂമറേറേർമാർക്കുള്ള നിർദ്ദേശങ്ങൾ'' എന്ന പുസ്തകത്തിൽ നല്കിയിട്ടുണ്ട്. ഈ പുസ്തകത്തിന്റെ കോപ്പികൾ നിങ്ങൾക്കു പിന്നീട് അയച്ചുതരുന്നതായിരിക്കും.

സ്ഥലസൂചനാ വിവരങ്ങളും ഭാഗം 2—ഉം പൂരിപ്പിക്കുവാനുള്ള നിർദ്ദേശങ്ങളും താഴെ കൊടുത്തിരിക്കുന്നു.

സ്ഥലസൂചനാ വിവരങ്ങൾ

5. സംസ്ഥാനം, ജില്ല, താലൂക്ക്, വില്ലേജ്/പട്ടണം/വനം ഡിവിഷൻ/ കര, ദേശം/വനം റേഞ്ച്, എന്നിവയുടെ പേരും കോഡും വാർഡിനു പേരുണ്ടെങ്കിൽ പേരും പേരില്ലെങ്കിൽ വാർഡ് നമ്പറും വാർഡിന്റെ കോഡും, യഥാസ്ഥാനങ്ങളിൽ എഴുതണം. ഇതിനു പുറമെ സർക്കുലർ 8 അനുസരിച്ച് നിങ്ങൾ രൂപീകരിച്ചിട്ടുള്ള എന്യൂമറേറ്റർ ബ്ലോക്കിന്റെ നമ്പർ കൂടി ഉൾപ്പെടുന്നതാണ്. പൂർണ്ണ സ്ഥലസൂചനാ കോഡ്. താഴെ പറയുന്ന രീതിയിലാണ് കോഡു നമ്പറുകൾ നല്കേണ്ടത്.

പട്ടണപ്രദേശം

സംസ്ഥാനത്തിന്റെ കോഡ്		ജില്ലയുടെ കോഡ്		പട്ടണത്തിന്റെ കോഡ്		വാർഡിന്റെ (ഡിവിഷന്റെ കോഡ്)	(എന്യൂമറേറ്റർ ബ്ലോക്കിന്റെ കോഡ്)
ഉദാ:—							
10	—	2	—	III	—	5	(115)

വില്ലേജുകൾ

സംസ്ഥാനത്തിന്റെ കോഡ്		ജില്ലയുടെ കോഡ്		താലൂക്കിന്റെ കോഡ്		വില്ലേജിന്റെ കോഡ്		കര, ദേശത്തിന്റെ കോഡ്	(എന്യൂമറേറ്റർ ബ്ലോക്കിന്റെ കോഡ്)
ഉദാ:—									
10	—	2	—	1	—	15	—	3	(165)

വിഭജിക്കപ്പെട്ട കര, ദേശം

സംസ്ഥാനത്തിന്റെ കോഡ്		ജില്ലയുടെ കോഡ്		താലൂക്കിന്റെ കോഡ്		വില്ലേജിന്റെ കോഡ്		വിഭജിക്കപ്പെട്ട കര, ദേശത്തിന്റെ കോഡ്	(എന്യൂമറേറ്റർ ബ്ലോക്കിന്റെ കോഡ്)
ഉദാ:—									
10	—	2	—	1	—	15	—	4_A	(215)
10	—	2	—	1	—	15	—	4_B	(200)

വനപ്രദേശം

സംസ്ഥാനത്തിന്റെ കോഡ്		ജില്ലയുടെ കോഡ്		താലൂക്കിന്റെ കോഡ്		വനം ഡിവിഷന്റെ കോഡ്		വനം റേഞ്ചിന്റെ കോഡ്	(എന്യൂമറേറ്റർ ബ്ലോക്കിന്റെ കോഡ്)
ഉദാ:									
10	—	10	—	4	—	18_F	—	1	(3)
10	—	11	—	2	—	20_F	—	$3_A(20)$	(15)
10	—	7	—	1	—	12_F	—	$2_C(1)$ 2	(1)

ഭാഗം 2: വീടുകളുടെ പട്ടികയിലെ വിവരങ്ങൾ

6. വീടുകളുടെ പട്ടികയുടെ ഒരു കോപ്പി ചാർജ് ആഫീസർ സൂക്ഷിച്ചിരിക്കുമല്ലോ. ഈ പട്ടികയിലെ വിവരങ്ങൾ അതാതു കോളങ്ങളിൽ പകർത്തി എഴുതി സംക്ഷിപ്ത വീടു പട്ടികയിലെ ഭാഗം 2 പൂരിപ്പിക്കേണ്ടതാണ്. അതായത് വീടുകളുടെ പട്ടികയിലെ ഭാഗം 2 മുതൽ 6 വരേയും, 14—ഉം കോളങ്ങളിൽ രേഖപ്പെടുത്തിയ വിവരങ്ങളാണ് ഇതിലെ 2 മുതൽ 6 വരേയും 8—ഉം കോളങ്ങളിൽ എഴുതേണ്ടത്.

7. വീടുകളുടെ പട്ടിക തയ്യാറാക്കുന്നതിന് സ്വീകരിച്ച പ്രദേശം പൂർണ്ണമായും ഒരൊറ്റ എന്യൂമറേറ്റർ ബ്ലോക്കായി തീരിച്ചിട്ടുണ്ടെങ്കിൽ വീടുകളുടെ പട്ടികയിലെ എല്ലാ വീടുകളുടേയും വിവരങ്ങൾ ഭാഗം 2—ലേയ്ക്ക് പകർത്തേണ്ടതാണ്. എന്നാൽ വീടുകളുടെ പട്ടിക തയ്യാറാക്കുന്നതിന് സ്വീകരിച്ച പ്രദേശം ഒന്നിൽ കൂടുതൽ എന്യൂമറേറ്റർ ബ്ലോക്കുകളായി തിരിച്ചിട്ടുണ്ടെങ്കിൽ ഓരോ ബ്ലോക്കിന്റേയും സംക്ഷിപ്ത വീടു പട്ടിക തയ്യാറാക്കുമ്പോൾ അതാത് എന്യൂമറേറ്റർ ബ്ലോക്കുകളിൽ

ഉൾപ്പെട്ട വീടുകളുടെ വിവരങ്ങൾ മാത്രമാണ് ഓരോ എന്യൂമറേറർ ബ്ലോക്കിനേറയും സംക്ഷിപ്ത വീടു പട്ടികയിൽ പകർത്തേണ്ടതേ. വീടുകളുടെ പട്ടികയിലെ വീടുകൾ വ്യത്യസ്ത എന്യൂമറേറർ ബ്ലോക്കുകളിൽ പെട്ടതാണെങ്കിൽ ഓരോ ബ്ലോക്കിലും ഉൾപ്പെട്ട വീടുകൾ വേർതിരിച്ചറിയുവാനായി വീടുകളുടെ പട്ടികയിൽ ഓരോ ബ്ലോക്കിലും ഉൾപ്പെട്ട വരികൾ കഴിഞ്ഞാലുടനെ ചുവന്ന വരകൊണ്ട് വിഭജിച്ചു കാണിക്കുന്നത് സൗകര്യപ്രദമായിരിക്കും. ഇത് ഓരോ ബ്ലോക്കിലും ഉൾപ്പെട്ട കെട്ടിടങ്ങൾ ഏതെല്ലാമാണെന്ന് വീടുകളുടെ പട്ടിക നോക്കുമ്പോൾ ഒറ്റ നോട്ടത്തിൽ മനസ്സിലാക്കുവാനും സംക്ഷിപ്ത വീടു പട്ടികയിലെ ഭാഗം 2 ശരിയായി പൂരിപ്പിക്കുവാനും സഹായിക്കും.

പ്രത്യേക ശ്രദ്ധയ്ക്ക്:

വീടുകൾക്ക് തുടർച്ചയായി നമ്പറിട്ടു കഴിഞ്ഞശേഷം ഇടയ്ക്ക് പുതുതായി വന്നതും, ആദ്യം നമ്പറിടുമ്പോൾ വിട്ടുപോയി പിന്നീട് കണ്ടെത്തിയതുമായ കെട്ടിടങ്ങളുടെ വിവരങ്ങൾ എന്യൂമറേറർമാർ വീടുകളുടെ പട്ടികയുടെ അവസാനം കൊടുത്തിരിക്കാൻ ഇടയുണ്ട്. ഇങ്ങനെ അവസാനം ചേർത്തിരിക്കുന്ന കെട്ടിടങ്ങൾ ഏത് എന്യൂമറേറർ ബ്ലോക്കിൽ ഉൾപ്പെടുത്തുന്നു എന്ന കാര്യം പ്രത്യേകം ശ്രദ്ധിക്കണം. അത്തരം കെട്ടിടങ്ങളെ അവ സ്ഥിതി ചെയ്യുന്ന പ്രദേശം ഏത് എന്യൂമറേറർ ബ്ലോക്കിലാണോ പെട്ടിട്ടുള്ളത് അതേ ബ്ലോക്കിൽ തന്നെ ഉൾപ്പെടുത്താൻ ശ്രദ്ധിക്കണം.

8. ബ്ലോക്കിൽ ഉൾപ്പെട്ട കെട്ടിടങ്ങളുടെ നമ്പറുകൾ എത്ര മുതൽ എത്ര വരെ എന്ന് ഭാഗം 2ൽ മുകളിൽ വലത്തുഭാഗത്ത് യഥാസ്ഥാനത്ത് എഴുതേണ്ടതാണ്. വീടുകളുടെ പട്ടികയിലെ കോളം 3, കോളം 5 ഇവയിൽ ഏതെങ്കിലും ഒന്നിലോ അല്ലെങ്കിൽ രണ്ടിലും കൂടിയോ എന്തെങ്കിലും വിവരം രേഖപ്പെടുത്തിയിട്ടുള്ള എല്ലാ വരികളിലും നിന്ന് സംക്ഷിപ്ത വീടു പട്ടികയുടെ ഭാഗം 2—ലേയ്ക്ക് വിവരങ്ങൾ പകർത്തേണ്ടതാണ്. അങ്ങിനെ ചെയ്യുമ്പോൾ വീടുകളുടെ പട്ടികയിൽ 2 മുതൽ 6 വരെയുള്ള കോളങ്ങളിൽ രേഖപ്പെടുത്തിയ വിവരങ്ങൾ പൂർണ്ണമായും എടുത്തെഴുതേണ്ടതാണ്. എന്നാൽ 3, 5 എന്നീ രണ്ടു കോളങ്ങളിലും '—' ഇട്ടതോ, ഒഴിഞ്ഞു കിടക്കുന്നതോ ആയ വരികളിലെ വിവരങ്ങൾ ഇവിടെ എഴുതേണ്ടതില്ല. കാരണം അങ്ങനെ ചെയ്താൽ സെൻസസ് വീടുകളുടെ എണ്ണം തെറ്റായി പെരുപ്പിച്ചു കാണിക്കാൻ ഇടയാകും. ഭാഗം 2—ലെ ഓരോ കോളവും പൂരിപ്പിക്കുവാനുള്ള നിർദ്ദേശങ്ങൾ താഴെ കൊടുക്കുന്നു.

കോളം 1:

9. ക്രമനമ്പറുകൾ ഒന്നു മുതൽ തുടർച്ചയായി ഈ കോളത്തിൽ എഴുതണം. സംരംഭങ്ങളുടെ വിവരങ്ങൾ മാത്രം രേഖപ്പെടുത്തിയ വരികൾ ഒഴിവാക്കുന്നതുകൊണ്ട് വീടുകളുടെ പട്ടികയിലെ ക്രമനമ്പറുകളിൽ നിന്ന് വ്യത്യസ്തമായ നമ്പറുകളായിരിക്കും ഈ കോളത്തിലുള്ളത്.

കോളങ്ങൾ 2 മുതൽ 6 വരെയും കോളം 8 ഉം

10. വീടുകളുടെ പട്ടികയിലെ 2 മുതൽ 6 വരെയുള്ള കോളങ്ങളിലെ വിവരങ്ങൾ സംക്ഷിപ്ത വീടുപട്ടികയിലെ 2 മുതൽ 6 വരെ കോളങ്ങളിലും വീടുകളുടെ പട്ടികയിലെ 14—ാം കോളത്തിലെ വിവരങ്ങൾ സംക്ഷിപ്ത വീടുപട്ടികയിലെ 8—ാം കോളത്തിലും എടുത്തെഴുതുന്നതിനു മുമ്പ് വീടുകളുടെ പട്ടിക പരിശോധിച്ച് താഴെ പറയുന്ന തെറ്റുകളുണ്ടെങ്കിൽ തിരുത്തണം. ഒരു കെട്ടിടത്തിൽ ഒന്നിലധികം സെൻസസ് വീടുകളുണ്ടെങ്കിൽ ആ കെട്ടിടത്തെ സംബന്ധിച്ച ആദ്യവരിയൊഴിച്ച് മറ്റുള്ള വരികളിൽ കെട്ടിട നമ്പർ ആവർത്തിച്ചെഴുതിയിട്ടുണ്ടെങ്കിൽ അത് വെട്ടിക്കളയണം. അതുപോലെ ഒരു സെൻസസ് വീട്ടിൽ ഒന്നിലധികം കുടുംബങ്ങളുണ്ടെങ്കിൽ ആദ്യവരിയിലൊഴിച്ച് 2 മുതൽ 4 വരെയുള്ള കോളങ്ങൾ ആവർത്തിച്ച് പൂരിപ്പിച്ചിട്ടുണ്ടെങ്കിൽ അത് വെട്ടിക്കളയണം.

11. വീടുകളുടെ പട്ടികയിലെ 2 മുതൽ 6 വരെയുള്ള കോളങ്ങളിലെ വിവരങ്ങൾ അതാത് കോളങ്ങളിലേയ്ക്ക് പകർത്തുക. ഇങ്ങനെ പകർത്തുമ്പോൾ കോളം 4—ൽ മാത്രം വിവരം എഴുതിയിട്ടുള്ള വരികൾ, അതായത് സംരംഭത്തിന്റെ വിവരം മാത്രം എഴുതിയ വരികൾ, ഒഴിവാക്കേണ്ടതാണ്. കാരണം സെൻസസ് വീടുകളെ സംബന്ധിച്ച വിവരങ്ങൾ മാത്രമേ സംക്ഷിപ്ത വീടുപട്ടികയിൽ ആവശ്യമുള്ളൂ.

12. കോളം 8-ലേയും വീടുകളുടെ പട്ടികയിലെ 14—ാം കോളത്തിലേയും വിവരങ്ങൾ ഒന്നു തന്നെയാകയാൽ വീടുകളുടെ പട്ടികയിലെ 14—ാം കോളത്തിലെ വിവരങ്ങൾ ഈ കോളത്തിലേയ്ക്ക് പകർത്തി എഴുതിയാൽ മതി.

കോളം 7: കുടുംബത്തിന്റെ ക്രമനമ്പർ

13. സംക്ഷിപ്ത വീടു പട്ടികയിലെ 5—ാം കോളത്തിൽ രേഖപ്പെടുത്തിയിട്ടുള്ള ഓരോ കുടുംബത്തിനും ഈ കോളത്തിൽ 1, 2,..... എന്നിങ്ങനെ തുടർച്ചയായ ക്രമനമ്പറുകൾ കൊടുക്കണം. ഓരോ എന്യൂമറേറർ ബ്ലോക്കിലും ഈ ക്രമനമ്പർ 5—ാം കോളത്തിലെ ആദ്യത്തെ കുടുംബം മുതൽ ആരംഭിച്ച് തുടർച്ചയായി കൊടുക്കണം. അതായത് 5, 6 എന്നീ കോളങ്ങളിൽ വിവരങ്ങൾ രേഖപ്പെടുത്താത്ത എല്ലാ വരികളും ക്രമനമ്പറിടുന്നതിൽ നിന്ന് ഒഴിവാക്കുന്നതാണ്.

14. സംക്ഷിപ്ത വീടു പട്ടികയിലെ ഭാഗം 2 update ചെയ്യലും ഭാഗം 1—ഉം 3—ഉം പൂരിപ്പിക്കലും പിന്നീട് സെൻസസ് എന്യൂമറേറർമാർ ചെയ്യാനുള്ളതാണ്. അതിനുള്ള നിർദ്ദേശങ്ങൾ എന്യൂമറേറർമാർക്കുള്ള നിർദ്ദേശ പുസ്തകത്തിൽ കൊടുത്തിട്ടുണ്ട്.

എന്യൂമറേറ്റർ ബ്ലോക്കിന്റെ ഭൂപടം (Block map) വരയ്ക്കേണ്ട വിധം

15. വീടുകളുടെ പട്ടിക പൂരിപ്പിച്ചതിന്റെ കൂടെ ഓരോ പ്രദേശത്തിന്റെയും lay-out sketch-കളും എല്ലാ വീടുകളുടെയും സ്ഥാനം കാണിച്ച് തയ്യാറാക്കിയിരിക്കുമല്ലോ. അതിനുശേഷം സർക്കുലർ 8 അനുസരിച്ച് എന്യൂമറേറർ ബ്ലോക്കുകളും ഉണ്ടാക്കുകയും അവയുടെ അതിരുകളും lay-out sketch-ൽ രേഖപ്പെടുത്തുകയും ചെയ്തുവല്ലോ. ഈ lay-out sketch-ൽ നിന്ന് ആ പ്രദേശത്തെ വിവിധ എന്യൂമറേറർ ബ്ലോക്കുകളുടെ അതിരുകളും അവയുടെ കിടപ്പും മനസ്സിലാക്കാൻ സാധിക്കും. എന്നാൽ ഓരോ എന്യൂമറേറർക്കും അയാളുടെ എന്യൂമറേറർ ബ്ലോക്കിന്റെ അതിരുകളും കിടപ്പും ശരിക്ക് മനസ്സിലാക്കുന്നതിനും കൃത്യമായി വിവരങ്ങളും രേഖരിക്കുന്നതിനും ഉതകുന്ന വിധത്തിൽ ഓരോ എന്യൂമറേറർ ബ്ലോക്കിന്റെയും ഒരു പ്രത്യേക ഭൂപടം (Block map) നല്കേണ്ടത് ആവശ്യമാണ്. ഇങ്ങിനെ തയ്യാറാക്കിയ ഒരു Block map-ന്റെ മാതൃക നിങ്ങളുടെ അറിവിലേക്ക് ഈ സർക്കുലറിന്റെ കൂടെ വച്ചിട്ടുണ്ട്. നിങ്ങളുടെ പരിധിയിൽ വരുന്ന എല്ലാ എന്യൂമറേറർ ബ്ലോക്കുകളുടേയും Block maps വരയ്ക്കാൻ ആവശ്യമായ Block map ഫോറങ്ങളും ഇവിടെ നിന്ന് അയച്ചു തരുന്നതാണ്. ഓരോ ബ്ലോക്കിന്റെയും Block map പ്രത്യേകം തയ്യാറാക്കേണ്ടതായിട്ടുണ്ട്. ഇപ്പോഴത്തെ Block map ഫോറത്തിൽ മുമ്പ് വരച്ചിട്ടുള്ള lay-out sketch-ൽ നിന്ന് ഓരോ ബ്ലോക്കും പ്രത്യേകം എടുത്തു വലുതാക്കി വരയ്ക്കാനുള്ള സൗകര്യമുണ്ട്. അങ്ങിനെ വലുതായി വരയ്ക്കുന്നത് ധാരാളം കെട്ടിടങ്ങളുടെ സ്ഥാനം വ്യക്തമായി കാണിക്കുവാൻ ഉപകാരപ്രദമായിരിക്കും. മുമ്പ് രേഖപ്പെടുത്തിയിട്ടില്ലാത്തതും എന്നാൽ എന്യൂമറേറർ 1981 ഫെബ്രുവരി മാസത്തിൽ വീടുകളും സന്ദർശിക്കുമ്പോൾ കാണുന്നതുമായ പുതിയ കെട്ടിടങ്ങളും കൂടി ഇതിൽ രേഖപ്പെടുത്തേണ്ടതുണ്ട്. Block map ഫോറത്തിന്റെ ഇടതു ഭാഗത്ത് മുകളിലായി പൂർണ്ണ സ്ഥലസൂചനാ കോഡ് എഴുതിച്ചേർക്കണം. കൂടാതെ സ്ഥലസൂചനാ വിവരങ്ങളും. അതായത് സംസ്ഥാനം, ജില്ല, താലൂക്ക്, പട്ടണം/വില്ലേജ്/വനം ഡിവിഷൻ, കര, ദേശം/വനം റേഞ്ച്/വാർഡ് എന്നിവയ്ക്കു പുറമെ എന്യൂമറേറർ ബ്ലോക്കു നമ്പർ കൂടി എഴുതേണ്ടതായിട്ടുണ്ട് Block map ഫോറത്തിൽ ഇടതു ഭാഗത്ത് താഴെയായി കൊടുത്തിട്ടുള്ള അച്ചടിച്ച സ്ഥലവർണ്ണനാ വിവരങ്ങളുടെ സൂചകങ്ങളും നേരത്തെ (Circular 2A/2B/2C അനുസരിച്ച്) തയ്യാറാക്കിയ lay-out sketchലെ സൂചകങ്ങളിൽ നിന്ന് വ്യത്യസ്തമാണ്. അതുകൊണ്ട് എന്യൂമറേറർ Block map-ൽ സ്ഥലവർണ്ണനാ വിവരങ്ങളും രേഖപ്പെടുത്തുമ്പോൾ അതിന്റെ ഇടതു ഭാഗത്ത് കൊടുത്തിട്ടുള്ള സൂചകങ്ങളെന്തെ ഉപയോഗിക്കണം. സൂചകങ്ങൾ കൊടുത്തിട്ടില്ലാത്ത സ്ഥലവർണ്ണനാ വിവരങ്ങൾ അതുപോലെ മുഴുവനായി Block mapനകത്ത് യഥാസ്ഥാനത്ത് എഴുതിച്ചേർത്താൽ മതി.

16. ഓരോ എന്യൂമറേറർ ബ്ലോക്കിന്റേയും ഭൂപടത്തിൽ അതിന്റെ അതിരുകളും, അതിരുകളിൽ സ്ഥിതിചെയ്യുന്ന മറ്റു ബ്ലോക്കു നമ്പറുകളും കാണിക്കേണ്ടതാണ്. അതിനു പുറമെ ആ ബ്ലോക്കിനകത്തുള്ള എല്ലാ കെട്ടിടങ്ങളും, അതിനകത്തെ സ്ഥലവർണ്ണനാ വിവരങ്ങളും വ്യക്തമായി രേഖപ്പെടുത്തേണ്ടതാണ്. എങ്കിൽ മാത്രമേ പിന്നീട് എന്യൂമറേറർമാർക്ക് ഈ Block map ഉപയോഗിച്ച് ആ പ്രദേശം മുഴുവൻ സഞ്ചരിച്ച് സംശയമോ പ്രയാസമോ കൂടാതെ എല്ലാ വീടുകളും കണ്ടെത്തി പൂർണ്ണമായ എന്യൂമറേഷൻ നടത്തുവാൻ സാധിക്കുകയുള്ളൂ. ഇതിനായി Block map-ഉം സംക്ഷിപ്ത വീടുപട്ടികയും പൂർണ്ണമാണെന്ന് ഉറപ്പുവരുത്തണം. അതു രണ്ടും ഒത്തുനോക്കി ഓരോ ബ്ലോക്കിനേറെയും സംക്ഷിപ്ത വീടുപട്ടികയിൽ ഉൾക്കൊള്ളിച്ചിട്ടുള്ള കെട്ടിടങ്ങളെല്ലാം Block map-ൽ രേഖപ്പെടുത്തിയിട്ടുണ്ടോ എന്നും മറിച്ച് Block map-ൽ കാണിച്ചിട്ടുള്ള എല്ലാ കെട്ടിടങ്ങളും സംക്ഷിപ്ത വീടുപട്ടികയിൽ ചേർത്തിട്ടുണ്ടോ എന്നും പരിശോധിക്കണം.

17. സംക്ഷിപ്ത വീടുപട്ടിക തയ്യാറാക്കലും Block map വരയ്ക്കലും, വീടുകളുടെ പട്ടികയും lay-out sketch-ഉം തയ്യാറാക്കിയതിന്റെ തുടർച്ചയാണ്. അതിനാൽ ഈ ജോലികൾക്ക് വീടുകളുടെ പട്ടിക തയ്യാറാക്കിയ എന്യൂമറേറർമാരുടേയും സൂപ്പർവൈസർമാരുടേയും lay-out sketch തയ്യാറാക്കിയ ഉദ്യോഗസ്ഥന്മാരുടേയും സേവനം ഉപയോഗപ്പെടുത്താവുന്നതാണ്. ഈ ജോലി ചാർജ് ആഫീസറുടെ നേരിട്ടുള്ള മേൽനോട്ടത്തിൽ ചാർജ് ആഫീസിൽ വച്ചുതന്നെ നല്ല കൈയക്ഷരമുള്ള സ്റ്റാഫിനെക്കൊണ്ട് ചെയ്തിക്കേണ്ടതാണ്. ഓരോ ചാർജിലും സംക്ഷിപ്ത വീടുപട്ടികയും Block Map-ഉം തയ്യാറാക്കാനാവശ്യമായ അച്ചടിച്ച ഫാറങ്ങളും ഈ ആഫീസിൽ നിന്ന് അയച്ചുതരുന്നതാണ്.

18. 1980 സെപ്റ്റംബർ 30-നു മുമ്പായി ചാർജ് ആഫീസർമാർ സംക്ഷിപ്ത വീടു പട്ടികയും Block map-ഉം തയ്യാറാക്കുന്ന ജോലി പൂർത്തിയാക്കേണ്ടതാണ്.

19. ഈ സർക്കുലർ കൈപ്പറ്റിയ വിവരം ഇതിനോടൊപ്പം വച്ചിട്ടുള്ള acknowledgement ഫാറത്തിൽ അറിയിക്കേണ്ടതാണ്. സർക്കുലറിലെ നിർദ്ദേശങ്ങളും ചാർജ് ആഫീസർ ശ്രദ്ധാപൂർവ്വം പഠിച്ച് ഈ ജോലി ഏല്പിക്കുന്ന കീഴുദ്യോഗസ്ഥന്മാർക്ക് വിവരിച്ചു കൊടുക്കുകയും ജോലിയുടെ ഓരോ ഘട്ടത്തിലും വ്യക്തമായ മാർഗ്ഗനിർദ്ദേശങ്ങളും നല്കുകയും ചെയ്യണം. എങ്കിൽ മാത്രമേ ഈ പ്രധാന ജോലി തെറ്റുകളില്ലാതെ തൃപ്തികരമായി പൂർത്തിയാക്കപ്പെടുകയുള്ളൂ.

ഉള്ളടക്കം

പൂരിപ്പിച്ച സംക്ഷിപ്ത വീടുപട്ടികയുടെ മാതൃക.
Enumerator Block map ന്റെ മാതൃക
Acknowledgement ഫാറം

TO All Charge Officers (3 copies)

Copy to:— All Principal Census Officers (2 copies)
All District Census Officers (2 copies)
All Sub-Divisional Census officers (2 copies)
All Regional Deputy Directors (5 copies)
Director's Table/DD/AD(T)/AD(A)

ഭാരതകാനേഷുമാരി 1981

സംക്ഷിപ്ത വീടുപട്ടിക

സ്ഥലസൂചനാവിവരങ്ങൾ

പേജ് നമ്പർ....1....

സംസ്ഥാനത്തിന്റെ പേര്... കേരളം ....കോഡ് നമ്പർ...10... വില്ലേജിന്റെ/~~പട്ടണത്തിന്റെ~~/ ~~വനംഡിവിഷന്റെ~~ പേര്..കരിവെള്ളൂർ...കോഡ് നമ്പർ...4...

ജില്ലയുടെ പേര്..... കണ്ണൂർ ..... കോഡ് നമ്പർ....1... കരയുടേയോ ദേശത്തിന്റേയോ പേര്/~~വാർഡിന്റെ പേരോ നമ്പരോ~~/ ~~വനംറേഞ്ചിന്റെ പേര്~~..കരിവെള്ളൂർ...കോഡ് നമ്പർ...2..

താലൂക്കിന്റെ പേര്....തളിപ്പറമ്പ്..... കോഡ് നമ്പർ....3.. എന്യൂമറേറ്റർ ബ്ലോക്കിന്റെ നമ്പർ....90....

എന്യൂമറേറ്റർ ബ്ലോക്കിന്റെ പൂർണ്ണ സ്ഥലസൂചനാ കോഡ്..10-1-3-4-2 (90)

ഭാഗം 1: **എന്യൂമറേറ്റർ ബ്ലോക്കിനെപ്പറ്റിയുള്ള പൊതുവിവരങ്ങൾ** (എന്യൂമറേഷൻ പൂർത്തിയായതിനുശേഷം മാത്രമേ ഇത് പൂരിപ്പിയ്ക്കുവാൻ പാടുള്ളൂ.)

(A) ജനസംഖ്യ..... (B) ആകെ താമസമുള്ള വീടുകളുടെ എണ്ണം..... (C) കുടുംബങ്ങളുടെ എണ്ണം.....

ഭാഗം 2: **വീടുകളുടെ പട്ടികയിലെ വിവരങ്ങൾ**

എന്യൂമറേറ്റർ ബ്ലോക്കിൽ ഉൾപ്പെട്ട കെട്ടിടങ്ങളുടെ... C-2-1 ....മുതൽ... C-2-10 ....വരെ

ക്രമ നമ്പർ	കെട്ടിടത്തിന്റെ നമ്പർ	സെൻസസ് വീടിന്റെ നമ്പറും വീടിന് പേരുണ്ടെങ്കിൽ പേരും	സെൻസസ് വീട് ഏത് ആവശ്യത്തിനുപയോഗിക്കുന്നു?	കുടുംബത്തിന്റെ നമ്പർ	കുടുംബത്തലവന്റെ പേര്	കുടുംബത്തിന്റെ ക്രമനമ്പർ	നിരീക്ഷണങ്ങൾ
1	2	3	4	5	6	7	8
1	C-2-1	C-2-1(1)	തൊഴിൽശാലയും താമസസ്ഥലവും	C-2-1(1)	കെ. ശങ്കരൻ	1	
2	—	C-2-1(2)	തൊഴുത്ത്	—	—	—	
3	C-2-2	C-2-2(1)	തൊഴിൽശാലയും താമസസ്ഥലവും	C-2-2(1)	എം. ഷീല	2	
4	—	C-2-2(2)	തൊഴുത്ത്-പാൽവില്പനകൗണ്ടർ കാലിവളർത്തൽ	—	—	—	
5	C-2-3	C-2-3	തൊഴിൽശാലയും താമസസ്ഥലവും	C-2-3(a)	ആർ. രമേശൻ	3	
6	—	—	—	C-2-3(b)	ആർ. ഗോവിന്ദൻ	4	
7	C-2-4	C-2-4(1)	തൊഴിൽശാലയും താമസസ്ഥലവും	C-2-4(1)	എൻ. ദിവാകരൻ	5	
8	—	C-2-4(2)	തൊഴുത്ത്	—	—	—	
9	C-2-5	C-2-5(1)	കടയും താമസസ്ഥലവും	C-2-5(1)	പി. മമ്മായി	6	
10	—	C-2-5(2)	ഒഴിഞ്ഞുകിടക്കുന്നു	—	—	—	നിഷേധർ നടക്കുന്നു
11	C-2-6	C-2-6(1)	കടയും താമസസ്ഥലവും	C-2-6(1)(a)	പി. ബാലൻ	7	

ഭാഗം 2: (തുടർച്ച) പൂർണ്ണ സ്ഥലസൂചനാ കോഡ് 10-1-3-4-2(90) പേജ് നമ്പർ 2

ക്രമ നമ്പർ	കെട്ടിടത്തിന്റെ നമ്പർ	സെൻസസ് വീടിന്റെ നമ്പറും വീടിന് പേരു ണ്ടെങ്കിൽ പേരും	സെൻസസ് വീട് ഏത് ആവശ്യത്തിനുപയോഗിക്കുന്നു?	കുടുംബത്തിന്റെ നമ്പർ	കുടുംബനായകന്റെ പേര്	കുടുംബത്തിന്റെ ക്രമനമ്പർ	റിമാർക്സ്
1	2	3	4	5	6	7	8
12	—	—	—	C-2-6(1)(ii)	സി. വിക്രമൻനായർ	8	
13	—	C-2-6(2)	തൊഴുത്ത്-പാൽവില്പന കൂടിയുള്ളകാലിവളർത്തൽ	—	—	—	
14	C-2-7	C-2-7(1)	താമസസ്ഥലം	C-2-7(1)(a)	കെ. ജനാർദ്ദനൻ	9	
15	—	—	—	C-2-7(1)(b)	കെ. കൈലാസം	10	
16	—	C-2-7(2)	താമസസ്ഥലവും പന്നിവളർത്തലും	C-2-7(2)	മറിയാമ്മ	11	
17	C-2-8	C-2-8	താമസസ്ഥലം	C-2-8	പി. നാരായണൻനായർ	12	
18	C-2-9	C-2-9	പച്ചക്കറിക്കട	—	—	—	
19	C-2-10	C-2-10	പഞ്ചായത്ത് ഓഫീസ്	—	—	—	

ചാർജ്ജ് ഓഫീസിലെ ക്ലാർക്കിന്റെ പേര് കെ. ഗോപാലകൃഷ്ണൻ

ഒപ്പും തീയതിയും 30/8/80.

പരിശോധിച്ച് ശരിയാണെന്ന് ബോധ്യപ്പെട്ടു.

ചാർജ്ജ് ഓഫീസറുടെ ഒപ്പും തീയതിയും 31/8/80.

എന്യൂമറേറ്ററുടെ പേര്.....

ഒപ്പും തീയതിയും.....

CIRCULAR No. 9—*contd.*

नक्शा नक्शा/गणक के ब्लाक का खाका
Notional Map/Layout Sketch of Enumerator's Block

भारत की जनगणना 1981
CENSUS OF INDIA 1981

मकान सूचीकरण/गणना
Houselisting Enumeration

राज्य / संघ राज्य क्षेत्र का नाम
Name of State/Union Territory _____

जिले का नाम — कोड सं०
Name of District _____ Code No _____

तहसील/तालुका/पुलिस थाना/
विकास खंड/सर्किल आदि का नाम — कोड सं०
Name of Tahsil/Taluka/P.S./Dev Block/Circle etc. _____ Code No _____

ग्राम/नगर का नाम — कोड सं०
Name of Village/Town _____ Code No _____

वार्ड/मोहल्ला/हैमलेट का नाम या नम्बर — कोड सं०
Name or No. of Ward/Mohalla/Hamlet _____ Code No. _____

गणक के ब्लाक का नम्बर
Enumerator's Block No. _____

संकेत :
REFERENCES :

ब्लाक की सीमा
Block Boundary

पक्का मकान (नम्बर सहित)
Pucca House (with No.)
निवासीय — Residential — 12
गैर निवासीय — Non-residential — 3

कच्चा मकान (नम्बर सहित)
Kutcha House (with No.)
निवासीय — Residential — 5
गैर निवासीय — Non-residential — 6

पक्की सड़क
Pucca Road

कच्ची सड़क
Kutcha Road

आम रास्ता
Common way

रेलवे लाइन
Railway Line
(i) बड़ी लाइन Broad Gauge
(ii) छोटी लाइन Meter Gauge

नदी
River

नहर
Canal

तालाब
Pond

कुआं, पानी का नल
Well, Water Tap

मन्दिर, मस्जिद, चर्च आदि
Temple, Mosque, Church etc

स्कूल, औषधालय, पंचायत घर, डाकघर आदि — S D P PO
School, Dispensary, Panchayat Ghar, Post Office etc

टिप्पणी NOTE :
(i) कृपया ब्लाक में मुख्य सड़कों, गलियों और मोहल्लों आदि के नाम लिखें। मन्दिर, स्कूल, औषधालय, पंचायत घर, डाकघर आदि संस्थाओं के नाम भी लिखें।
Please write the names of prominent roads, streets and Mohallas etc. in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Panchayat Ghars, Post Offices etc.

(ii) कृपया उस दिशा को तीर के चिह्न से दिखाएं जिस ओर से ब्लाक के नम्बर दिए गए हैं।
Please indicate by an arrow the direction in which the numbering has been done in the Block.

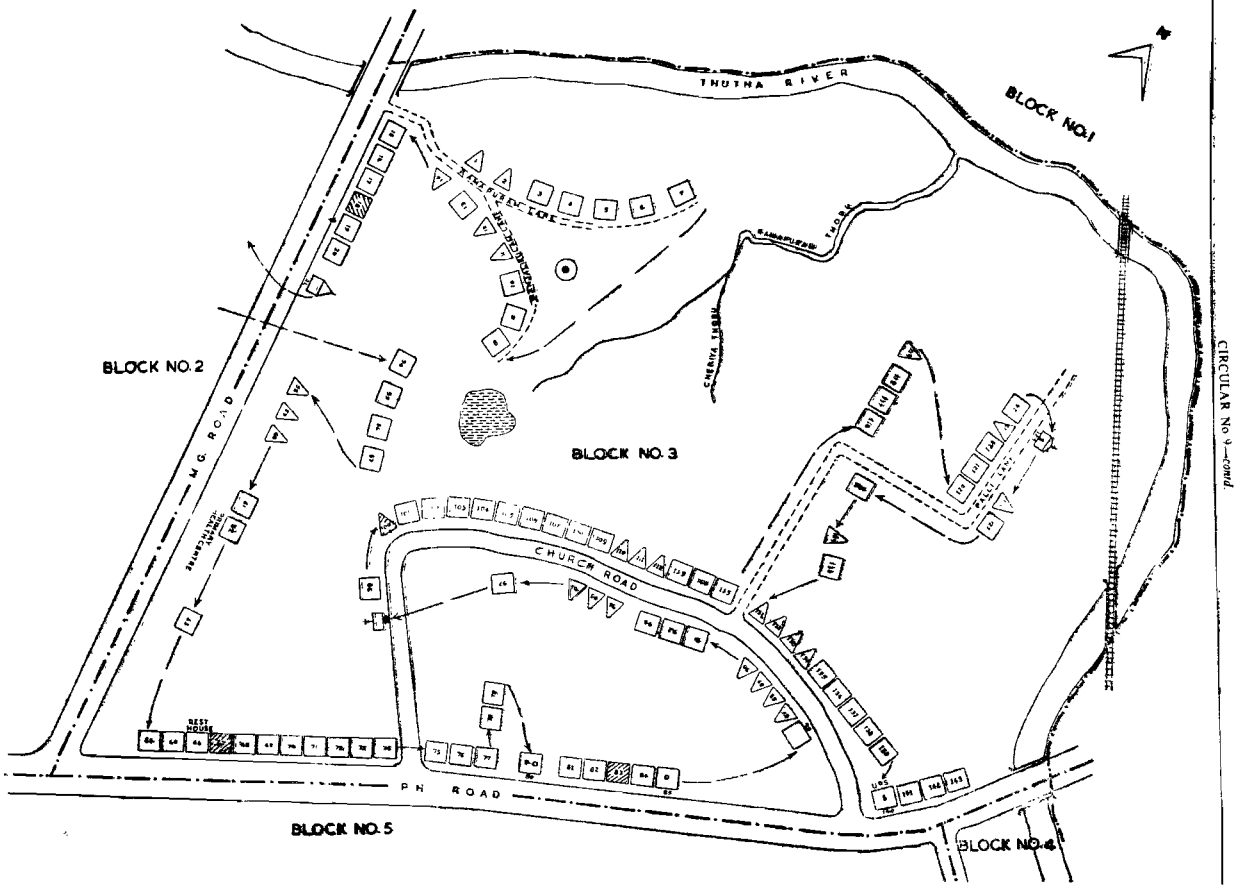
गणक का नाम
Name of Enumerator _____

हस्ताक्षर
Signature _____

सुपरवाइजर के हस्ताक्षर
Signature of Supervisor _____

COMPLETE LOCATION CODE NO.
10-4-4-9-5 (3)

BLOCK MAP OF BLOCK NO. 3



CIRCULAR No. 9—contd

CIRCULAR No. 9—*concld.*

ACKNOWLEDGEMENT

Circular No. 9

I acknowledge receipt of Circular No. 9 dated 17th June 1980 from the Director of Census Operations, Kerala.

Signature:

Date:

Name:

Designation and address:

To

The Director of Census Operations, Kaudiar Trivandrum 695 003

CIRCULAR No. 10

17th June, 1980.

Sub:— Census 1981–Appointment of Enumerators and Supervisors for census enumeration-regarding–

In pursuance of circular No. 8 you have to delineate and determine the total number of enumerator blocks and supervisor circles in your charge. As stated in paragraph 10 of that circular your next task is to select suitable and competent persons as enumerators and supervisors. Needless to say, the success of the whole operation depends on the calibre of the enumeration personnel and, therefore, their selection has to be done carefully and meticulously keeping in view the following principles:

(i) The categories of persons mentioned below may be drafted for enumeration:

Charge	*Supervisors*	*Enumerators*
(a) Statutory towns (Corporation/ Municipal/Town) ship/Cantonment	High School Teachers and other equivalent staff	Lower/Upper Primary School Teachers (S.S.L.C. and above)
(b) Taluks (including census towns)	–do–	–do–
(c) Forest areas	Forest Rangers	Foresters

In all cases the supervisors should be of a higher grade and status than the enumerators under them. Similarly, there should be no occasion for complaints that persons of the same grade or category are appointed as supervisors in one area but as enumerators in an adjacent area. Teachers include those in Government, private, aided or recognized educational institutions. Government schools teachers may be given preference to other categories. In case of dearth of hands in a locality, employees of State Government Offices, local bodies and other government institutions can also be appointed considering their qualification and status in the hierarchy. As far as possible persons may be posted in the place of their residence or in the place of their work whichever is convenient to them. This is particularly relevant in the case of lady supervisors/enumerators. It may be noted that ladies need be drafted only if sufficient number of male officials are not available. Government have been addressed to issue instructions to all the concerned heads of departments to direct their subordinate officers to furnish the list of staff on receipt of the requests from the Charge Officers and to extend all necessary co-operation to the Charge Officers in the selection and appointment of enumerators and supervisors.

(ii) In addition to the actual requirement of enumerators and supervisors you have to keep 10% of the enumeration personnel as reserve. The reserve enumerators/supervisors may be appointed at the rate of one person for every 10 contiguous enumerator blocks/ supervisor circles so as to enable substitution wherever necessary by persons of the locality.

(iii) The first step is to obtain a list of names and other details of enumeration personnel from their concerned heads of institutions/offices immediately. Staff working in the essential services should be excluded. It may be noted that persons who are due to retire before 31st March 1981, Employment Exchange hands and those working temporarily in leave vacancies and in deputation vacancies should not be appointed. The lists of staff may be collected separately for supervisors and enumerators. A sample proforma for calling for the lists of staff is enclosed which you may use with any required additional columns.

(iv) In collecting details of staff and appointing them the Tahsildars/Commissioners will have to work in close liaison with a view to avoid duplication and drawal of the same persons from the same institution.

(v) While appointing the enumeration personnel you should ensure that they have sufficient working knowledge of the language of the locality.

(vi) After the selection and appointment are over, the details of the personnel can be entered in Part II of E & S Register. The particulars of reserve enumerators and supervisors will be entered in Part III of the E & S Register.

(vii) Formal appointment orders will have to be issued to the persons in the forms which will be supplied from this office. The forms will be self-explanatory. Sufficient number of appointment order forms will be issued separately. The date of serving the appointment order should be entered at the appropriate places in Part II of the E & S Register.

Instructions on dividing the enumeration personnel into convenient batches

2. After the appointment of personnel you have to divide them into convenient batches, consisting of roughly 40 to 45 persons per batch. The batches include both regular and reserve enumerators and supervisors. In selecting batches you have to keep in view of the possible centres of training classes also. For every batch you may have to utilise two pages of Part I of E & S Register. In a page details of more than one batch need not be written.

3. The work of calling for the lists of staff from the various institutions/offices may commence immediately. The appointment of enumeration personnel will have to be completed by **30th September 1980** so that intensive training in different rounds can commence thereafter. Details of the training programme will be intimated to you in due course. Receipt of this circular may be acknowledged in the appended form.

Encl: 1. Proforma (Details of Staff)
2. Acknowledgement form

Director of Census Operations

To

All Charge Officers (2 copies)

Copy to: All Principal Census Officers (2 copies)
All District Census Officers (2 copies)
All Sub-Divisional Census Officers (2 copies)
All Regional Deputy Directors (5 copies)
Director's Table/DD/AD(T)/AD(A)

Copy with compliments forwarded to:
The Registrar General, India
The Deputy Registrar General (C & T)
All Directors of Census Operations

Director of Census Operations

ACKNOWLEDGEMENT

(Circular No. 10)

I acknowledge receipt of Circular No. 10 dated 17th June 1980, from the Director of Census Operations, Kerala.

Signature:
Date :
Name :
Designation and address:

To

The Director of Census Operations, Kaudiar, Trivandrum 695 003

CIRCULAR No. 10—*concld.*

CENSUS 1981

DETAILS OF STAFF TO BE APPOINTED AS SUPERVISORS AND ENUMERATORS

Name of Institution/Office:

Language(s) generally-spoken in the locality:

Complete address of the institution/Office:
Postal address **Telephone No.**

Sl. No.	Name	Designation	Place of working	Residential address	Scale of pay	Educational qualifications (Eg. Graduate/ S.S.L.C. etc.) Yes/No	Mother tongue	Whether he/she has working knowledge of the language of the locality	Whether he/she is due to retire before 31st March 1981	Remarks
1	2	3	4	5	6	7	8	9	10	11

CIRCULAR No. 11

September 30, 1980

Sub:- Training of Enumeration personnel for the census enumeration 1981

As you are aware, the enumeration for the 1981 census will be conducted during the period from 9th February to 5th March 1981. You would have by now completed the selection and appointment of the enumeration personnel consisting of Enumerators and Supervisors (including reserve hands, as prescribed in Circular No. 10. The ensuing months of October, November, December and January will be utilized for training and equipping these personnel for the important enumeration work. This is a most crucial phase of preparation and the success of the 1981 census is vitally dependant on the systematic and thorough completion of the training programme and distribution of all the census materials.

Forms and Instruction Booklet

2. Two important forms will be canvassed in the 1981 census. They are:

(i) Household Schedule

(ii) Individual slip

Besides, there are a number of other forms which are intended for totalling up and presenting the figures and data collected during the enumeration. Detailed instructions for filling up all these forms are given in the booklet (in Malayalam) entitled 'Instructions to Enumerators for filling up the Household Schedule and Individual Slip', copies of which are being supplied to you. Besides you will also be supplied with training forms printed in red ink which are to be used for practical training.

Importance of training

3. The size of the Instruction Booklet may appear to be slightly big. This is because it has to include detailed and exhaustive instructions for all conceivable situations which the enumerator may come across in the field at the time of enumeration. In fact, the instruction booklet will serve as a constant guide to the enumeration personnel as well as the census officers. However the need for systematic and intensive training of the enumeration personnel cannot be over-emphasized. Even small mistakes committed by enumerators will assume large proportions when aggregated and hence the need for thorough knowledge and accurate work. Since the success of the census depends on the fully trained personnel, it is imperative that all the census officers from top to bottom should be thoroughly conversant with the various census concepts so that you will be in a position to clear all the doubts and difficulties that the enumeration personnel may raise. This is also essential for you to command their respect and confidence which will go a long way in ensuring smooth completion of the work.

State and District-level Conferences

4. A state-level training conference for all District Census Officers will be held at Trivandrum on 4th and 5th October 1980 followed by a Collector's Conference on Census on 6th October. Thereafter the Director of Census Operations, Kerala will hold District-level training conferences for the other census officers of the District between 7th and 17th October as per the detailed programme communicated separately.

Training Classes for the enumeration personnel within each charge

5. On completion of the above district-level programme the Charge Officers have to conduct training classes for all the Supervisors and Enumerators (including reserve hands, in their respective charges as per the following time-schedule.

(i) Separate training class for Supervisors alone	Between 21st October and 31st October 1980
(ii) First round of combined training class for Supervisors and Enumerators	In the month of November 1980

(iii)	Second round of combined training class for Supervisors and Enumerators	In the month of December, 1980
(iv)	Final round of combined training class for supervisors and Enumerators	In the month of January 1981 and before 7th of February 1981

Separate Training class for Supervisors

6. From the above schedule it will be seen that the Supervisors will have a total of four rounds of training and the Enumerators will have a total of three rounds. For the purpose of the first separate training class for Supervisors alone, the Charge Officer will constitute all the Supervisors alone into one or more batches of convenient size depending upon the total number. The charge officer will take a training class to each such batch during the period between 21st and 31st October. The supervisors will be given a thorough grounding in the Instruction booklet and all forms in this first training class. The Supervisors will also be asked to fill up the training schedules and the filled-in schedules should be scrutinised by the Charge Officer and necessary instructions given to rectify the mistakes committed and clarify the doubts and difficulties. This advance training for supervisors is contemplated because their services will have to be utilized for scrutinising the training forms filled up later by the Enumerators in the first round of training.

Training class for Supervisors and Enumerators

7. The Charge Officers will constitute all the Supervisors and Enumerators (including reserve hands) into convenient batches of 45 to 50, and fix the date, time and centre for holding the training class for each such batch. All these classes together will constitute one round of training class like that there will be 3 rounds for each batch to be conducted in November, December and January respectively. In the case of Taluk Charge the centres should be fixed in such a way that the personnel will not have to travel long distances. This will help in ensuring full attendance and also in keeping the T.A. expenditure to the minimum. In the case of forest divisions, cities/statutory towns and special charges the headquarters centre itself may be sufficient for all batches. The charge officer will personally take the training class for each such batch. In the case of bigger taluk and city corporations where the number of batches is large, the Charge Officer may utilise the services of the Deputy Charge Officer also for taking training classes so as to complete the round in time. In the case of bigger taluks the Charge Officers will have to take special care to draw up the programme for each round of training class within the available period and also to ensure that the programme is completed as per schedule. This will require sustained and systematic work.

8. The training for Supervisors and Enumerators will be conducted for a complete day. They may also be instructed to study in detail the booklets before they attend the training classes. All the personnel will have to study the entire booklet thoroughly irrespective of whether they are ultimately posted in a normal (universal) block or a sample block. Only thing is, only those actually posted in a sample block will be required to do the work connected with the sample blocks.

9. The charge officer may, *inter alia*, high light the following points in the training class:

(i) Object of census, the national importance of census, census hierarchy and key roles played by supervisors and enumerators.

(ii) Important provisions of the Census Act mentioned in paragraph 3 of the instruction booklet.

(iii) Briefly mention that in 1980 all the structures in the state have been numbered and houselists have been prepared. These lists are for a housenumbering unit (ward, kara, desom/range). For timely completion of work they have been divided into smaller units known as Enumerator Blocks. Explain enumerator block and supervisor circle.

(iv) Extract of the houselist for a block known as Abridged houselist is given to an Enumerator for easy identification of his area of work, besides a block map.

(v) Duties of Enumerator (paragraph 12 of the booklet and those mentioned in the apointment order)

(vi) Duties of supervisor given in the appointment order. Mention that supervisors have to scrutinise the schedules and forms prepared by the Enumerators and fill up a Supervisor's Circle Summary. A Supervisor's Manual will also be given to them later.

(vii) All the forms to be used for enumeration work are printed in **black ink** except the Individual slips to be used in sample blocks which are printed in **blue** ink. However, for training purposes all the forms are printed in **red** ink and those should not be used for actual enumeration.

(viii) Give a brief outline of the following schedules:

(a) Household Schedule

(b) Individual Slip (Universal) and Individual Slip (Sample)

(c) Other forms – DHTP schedule (For sample block only), Enumerator's Working Sheet, Enumerator's Grand Total Working Sheet, Enumerator's Abstract, Statement of DHTP schedule (for sample blocks), Acknowledgement forms etc.

(ix) Procedure for canvassing of schedules by enumerator

FIELD WORK

(a) Identify the household with the help of Block map and Abridged houselist. Also update these as per the instructions given in the booklet.

(b) After visiting each household fill up columns 1 to 7 of the Household schedule

(c) Also fill up Individual Slip (Universal) (Qns. 1 to 16) for each individual in that household. In the case of sample block, Individual slip (Sample) will have to be additionally filled up.

(d) In the case of sample blocks, issue DHTP schedule to Graduates and Technical personnel.

(e) Enumeration of houseless persons after dusk on 28th February 1981.

(f) Revisional round from 1st to 5th March 1981.

DAILY HOME WORK

(a) Filling up columns 8 to 35 of Household Schedule for every household enumerated on that day.

(b) Making entries in the Enumerator's Working Sheet every day based on the Household schedule.

FINAL HOME WORK

(a) Carrying out corrections in all schedules based on the revisional round.

(b) Preparation of Enumerator's Grand Total working Sheet based on Enumerator's working Sheet.

(c) Preparation of Enumerator's Abstract based on Enumerator's Grand Total Working Sheet.

Practical Training

10. Greatest importance has to be given to practical training through practice enumerations ie. filling up of all forms by enumerating some households during training. Only when the Supervisors and Enumerators actually fill up the forms themselves will they be able to understand the concept and definitions well and overcome the doubts and difficulties actually encountered in the work. All the defects noticed in this practical training should be brought to the notice of the personnel and necessary instructions given for rectification at the next round of training class for them so that the enumeration personnel are in a position to do their work correctly.

First round of combined training class for Supervisors and Enumerators

11. The first round of combined training classes for the different batches of Supervisors and Enumerators will be held during the month of November 1980. After the theoretical instructions the Enumerators will be given the Abridged Houselist, one Household schedule Book and one Individual slip pad and asked to fill up entries by way of practical training. These filled-in forms will be handed over by the Enumerators to the Supervisors on the date to be specified by the charge officer. The Supervisors will scrutinize the forms and hand them over to the Charge Officers before the second round of training. The Charge Officers will review the same and list out all defects for giving necessary clarifications/instructions to the concerned Enumerators in the second round of training class.

Second round of combined training class for Supervisors and Enumerators

12. The second round of combined training classes will be conducted during December 1980. During the second round filled - in forms will be returned to the respective persons who filled them up and the defects noticed therein will be explained to them and they will be given further intensive training. Then they will be asked to fill up the second Household Schedule book and Individual slip pad, the Enumerator's Working Sheet, Enumerator's Grand Total working sheet and Enumerator's Abstract. These forms will be scrutinized by the concerned Supervisor before they are handed over to the Charge Officer for review. The procedure prescribed in para 11 above will be followed in respect of these filled-in forms also.

Final round of combined training class for Supervisors and Enumerators

13. The final round of trainiug classes will be conducted during the period between 1st January to 7th February 1981. During this round the Charge Officers will give instructions to rectify the defects noticed in the second round of practical training and refresh the memories of the Enumerators and clear all their doubts so that they are well-equipped to conduct the census enumeration. The Charge Officer will also utilize the final round to explain the Supervisors' Manual and Supervisor's Circle Summary to the Supervisor separately and also the importance of reporting the punctual commencenent of enumeration work in all blocks on 9th February in the given report card and the need for continous supervision and vigil till the work is over.

Distribution of Forms

14. At the end of the final round, the Charge Officer will distribute the actual requirement of forms to each of the Enumerators under proper acknowledgement. Reserve Stock of forms will also be distributed to the Supervisors under proper acknowledgement.

Training Facilities

15. Orders have already been issued by the Government instructing that all heads of Educational Institutions will place suitable halls at your disposal for conducting the training classes even by dispensing with regular classes on these days, if necessary. At each training class it is essential to have a blackboard, chalk and duster. In addition, you will also be supplied with printed enlargements of the blank forms of Abridged Houselist, Household Schedule and Individual Slip which will help you in taking classes.

Attendance Register

16. The attendance of all the personnel attending the different rounds of training classes should be recorded in the form given in Part I of the E & S Register. This will serve not only to watch the attendance of each person but also to work out the Travelling Allowance payable to each one for disbursement at the end.

Progress Report

17. A progress report is to be submitted by all Charge Officers to the District Collector (Principal Census Officer) periodically regarding the progress of the training programme and distribution of the census materials. Necessary forms and instructions on this will be issued separately.

Supervision of Training

18. The District Census Officer and the Regional Deputy Director of Census Operations concerned will equally share the responsibility of supervising and guiding the training in each district (The Regional Deputy Director of Census Operations will obviously be attending to the work in two

Districts). For systematic working of this supervision arrangement, all the charges in each district may be listed out and divided into two groups, with the charges in each group being looked after by the District Census Officer or Regional Deputy Director of Census Operations respectively. The District Census Officer/Regional Deputy Director should attend at least 2 of the 3 rounds of combined training classes held by each Charge Officer. He will also attend the Supervisor's separate training class in as many of the charges as possible. The groups of charges under the District Census Officer and Regional Deputy Director may be exchanged after the first round of combined class so that both of them would have covered all the charges in the district by the end of the training. Thus one officer will cover the Supervisor's class and first round in respect of half the charges and the second and final rounds in respect of the other half charges in the district. Greatest importance has to be attached to the proper and thorough training of the personnel since it is crucial to the success of the census.

18. The Charge Officers will draw up the programme for the Supervisor's training class and for each of the 3 rounds of combined training classes in advance before the 25th of each month starting from October 25th and communicate copies of the same to the District Census Officer and to the Regional Deputy Director in name cover.

19. The receipt of this circular may be acknowledged in the enclosed acknowledgement form

Director of Census Operations, Kerala

To

All Charge Officers including those of Special Charges (2 copies)

Copy to: All Principal Census Officers (2 copies)
All District Census Officers (2 copies)
All Sub-Divisional Census Officers (2 copies)
All Regional Deputy Directors (5 copies)
Director's Table/DD/AD(T)/AD(A)

Copy with compliments forwarded to:

The Registrar General, India,
The Deputy Registrar General (C & T)
All Directors of Census Operations

Director of Census Operations

ACKNOWLEDGEMENT

(Circular No. 11)

I acknowledge receipt of Circular No. 11 dated 30-9-1980 from the Director of Census Operations, Kerala.

Signature:

Date:

Name:

Designation:

Place:

To

The Director of Census Operations,
Kaudiar, Trivandrum 695003.

CIRCULAR No. 11A

Sir,

Sub: Census 1981 - Enumeration in Sea and Ocean-going vessels, January 8, 1981 etc.

As part of the census taking the crew and passengers including foreigners of any ship or other vessel which will be at any Indian port on the *sunrise of 1st March* 1981 will also have to be enumerated. As Charge Officer for census you will have to arrange for the enumeration in vessels and boats found in the Port within your jurisdiction. A circular on the procedure of enumeration in ships, vessels and boats is enclosed for your guidance. You may contact the concerned officer in charge of the Port whose address is given in the statement enclosed, and request him to inform you sufficiently early regarding the arrival of any ship, vessel or boat in the Port on 1st March 1981 and to give facilities for their enumeration. The Director of Ports has already issued instructions to these officers to extend all cooperation. Besides waiting for the intimation from the Port Officers, you should also keep a watch on the arrival of such ships, vessels etc.

2. Each Port will be treated as a special block identified as 'Port' (without any enumerator block number) within the kara/desom of the village or ward of the town in which it is situated. The complete location code of the Port will thus consist of the code numbers of State, District, Taluk, Village, Kara/Desom and 'Port' in rural areas (eg. 1-1-1-1-1 Port) and the code numbers of State District, Town, Ward and 'Port' in towns (eg. 1-1-1-1 Port)

3. The information regarding the kara/desom of village or ward of town where the Port is actually situated is not available here. I, therefore, request you to intimate to this office urgently the complete location code of the Port falling in your jurisdiction, as indicated above.

This may be treated as most urgent.

Director of Census Operations

Enclosure: (i) List of Ports and the addresses of the officers-in-charge
(ii) Circular on enumeration of Sea and Ocean-going vessels

To

Tahsildar Cannanore/Kozhikode/Parur/Karunagappally/Neyyattinkara
Corporation Commissioner of Trivandrum/Calicut
Municipal Commissioner Kasaragod / Connanore/Tellicherry / Badagara/Ponnani/Alleppey/ Quilon

Copy to: The Principal Census Officers, Cannanore, Kozhikode, Malappuram, Ernakulam, Alleppey, Quilon, Trivandrum.
All Regional Deputy Directors for information
Director's Table/DD/AD(T)/AD(A)

I

LIST OF PORTS, THEIR LOCATION AND ADDRESSES OF CONCERNED OFFICERS

Name of port	Taluk or Municipality or Corporation where the port is situated	Name and address of the officer in charge of the port
1. Kasaragod	Kasaragod Municipality	Sri Sebastian Job Assistant Port Conservator, Kasaragod.
2. Azhikkal	Cannanore Taluk	Sri T. Moosakoya, Senior Port Conservator, Port and Shipping Office, Azhikkal, Cannanore District.
3. Cannanore	Cannanore Municipality	Sri P. Abdulla Port, Conservator, Port and Shipping Office, Cannanore.

—contd.

CIRCULAR No. II A —*contd.*

Name of Port	Taluk or Municipality or Corporation where the Port is situated	Name and address of the Officer in charge of the port
4. Tellicherry	Tellicherry Municipality	Sri A.T. Balan Port Conservator, Port and Shipping Office, Tellicherry.
5. Badagara	Badagara Municipality	Sri A.T. Balan Port Conservator. Port and Shipping Office Badagara.
6. Calicut	Calicut Corporation	Capt. K.P. Rajan Port Officer, Port and Shipping Office, Calicut.
7. Beypore	Kozhikode Taluk	Sri K.U. Kuttan Senior Port Conservator, Port and Shipping Office, Beypore, Kozhikode District.
8. Ponnani	Ponnani Municipality	Sri K. Moiden Koya Port Conservator. Port and Shipping Office, Ponnani.
9. Munambam	Parur Taluk	Sri V.N. Gopinathan Nair Port Conservator, Munambam, Azhikode, Parur Taluk, Ernakulam District.
10. Alleppey	Alleppey Municipality	Capt. P.K. Ramachandran Nair Port Officer, Port and Shipping Office, Alleppey.
11. Neendakara	Karunagapally Taluk	Capt. K.N. Balakrishnan Nair Port Officer, Port and Shipping Office, Neendakara, Quilon District
12. Quilon	Quilon Municipality	Capt. K.N. Balakrishnan Nair Port Officer, Port and Shipping Office, Neendakara, Quilon District.
13. Trivandrum	Trivandrum Corporation	Sri V.K. Narayana Panicker, Port Conservator, Port Office, Valiathura, Trivandrum-8.
14. Kovalam-Vizhinjam	Neyattinkara Taluk	Sri M.K. Gopidas Port Conservator. Kovalam-Vizhinjam, Directorate of Ports, Trivandrum-10.

II

ENUMERATION OF SEA AND OCEAN-GOING VESSELS

As you are aware the next decennial census of the population of India will be taken as at the sunrise of 1st March 1981 which is the reference date notified by the Government of India. As part of the census - taking, the crew and passengers including foreigners of any ship or other vessel which will be at any port as at the sunrise of 1st March 1981 will have to be enumerated at that port provided they have not been enumerated elsewhere.

2. The population on ships and boats of the following categories will be enumerated:

(a) Indian Naval ships

(b) Ocean liners coming from foreign countries

(c) Indian Mercantile ships plying between Indian ports and foreign ports

(d) Merchantile ships plying between Indian ports

(e) Miscellaneous ships and boats such as

(i) Ferry boats, (ii) fishing boats, (iii) other boats plying between the limits of single port (iv) passenger boats touching two remote coastal ports, (v) lighthouse ships and (vi) country boats carrying inland produce.

The procedure for enumeration of such population is explained below:

Indian Naval Ships

3. Naval ships will be enumerated by the Census Charge Officer of the Naval Base, Cochin.

Ocean liners coming from foreign countries

4. Only such ocean liners as are found at any Indian port at the sunrise of 1st March 1981 will be enumerated. The enumeration of persons on board such ocean liners will be carried out either on 28th February 1981 or on 1st March 1981. Ocean liners which touch the port after the sunrise of 1st March 1981 or leave the port before the sunrise of 1st March 1981 will not be enumerated.

Indian Mercantile Ships plying between India and foreign countries

5. Persons on board such ships will be enumerated only if they are at an Indian port at the sunrise on 1st March 1981.

Customs clearance only after enumeration

6. Customs authorities have been requested not to issue clearance for any ocean liner or mercantile ship to leave the port on 1st March 1981 unless its enumeration work is completed.

Other vessels and miscellaneous types of boats plying between Indian ports or within Indian ports

7. Passengers travelling on vessels and boats plying between Indian ports or within Indian ports may not have been absent from their places or residence for the entire enumeration period (ie 9th February to 28th February 1981) and, therefore, would have been enumerated at their residence. If they have been enumerated at their residence, they need not be enumerated here. However, members of the crew on all such vessels and boats will have to be enumerated, if they have been residing on them for the entire enumeration period, ie. from 9th February 1981 onwards. Their enumeration should be done on 28th February or 1st March 1981, if they are found at any port during these two days. Only such vessels which arrive at a port before the sunrise of 1st March 1981 need be enumerated. The Master of the vessel or boat should be asked as to whether his vessel has already been enumerated any other port earlier. The vessel or boat will be enumerated only if it has not been enumerated before.

Personnel for enumeration

8. The Naval ships and vessels and boats touching Cochin port will be enumerated by the Charge Officer of the Naval Base and the Charge Officer of the Cochin port respectively. In the case of other ports in the State the Census Charge Officer (Tahsildar/Municipal Commissioner/Corporation Commissioner) who has jurisdiction over the port area should be informed about the arrival and departure of the ships by the concerned Port Officer sufficiently early. For timely enumeration each Charge Officer will engage the required number of trained male enumerator(s) depending on the number of persons to be enumerated, for enumerating the crew and passengers of the ship/vessel. In the case of Cochin Port which is a major port where several ships will have to be enumerated sufficient number of officials of the Port Trust will be appointed as enumerators and supervisors sufficiently early and given training for filling up the schedules.

Schedules to be canvassed

9. Two schedules are to be canvassed during enumeration. These are called the Household Schedule and Individual Slip (Universal). Based on these schedules, the Enumerator's Working Sheets and Abstracts also have to be filled up.

Household Schedule

10. A Household Schedule will be filled up for each ship enumerated. Each ship/boat which is enumerated will be treated as an institutional household with the captain or other appropriate authority being treated as the head of the household. Each ship may be treated as an institutional household and the name of the vessel may be recorded against 'serial number of the household' at the top of Part I of the Household Schedule. Only Questions 1 and 15 of Part I need be filled for such households Part II will have to be filled up in full as in the case of any other household.

Individual Slip (Universal)

11. One Individual Slip (Universal) printed in black ink will be filled up for each person while enumerating the population on ships/boats.

12. If any person in a vessel claims to have been already enumerated elsewhere between 9th and 28th February 1981 before the arrival of the vessel in your port such person will not be enumerated.

Blank forms

13. The required number of Individual Slips, Household Schedules, Working Sheet and Abstract forms for enumeration will be available with the concerned charge officers.

Return of records

14. Detailed instructions on the return of filled-in schedules will be issued separately.

15. In the case of any doubt, you may contact the Principal Census Officer/District Census Officer of the district or the Regional Deputy Director of Census Operations of the area concerned.

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

Director of Census Operations

To

The Statistical and Research Officer, (Census Charge Officer) Cochin Port.
The Tahsildars, Cannanore, Kozhikode, Parur, Karunagappally and Neyattinkara taluks (2 copies)
The Commissioners, Calicut and Trivandrum corporations (2 copies)
The Commissioners, Kasaragod, Cannanore, Tellicherry, Badagara, Ponnani, Alleppey and Quilon Municipalities (2 copies)

Copy to: The Principal Census Officers, Cannanore, Kozhikode, Malappuram, Ernakulam, Alleppey, Quilon, and Trivandrum
The District Census Officers ,, ,,
The Deputy Chairman (Port Census Officer), Cochin Port
All Regional Deputy Directors of Census Operations
All Sub-Divisional Census Officers
Director's Table/DD/AD/(T)/AD(A)

ACKNOWLEDGEMENT

(Circular on enumeration of sea/ocean-going vessles etc.)

I acknowledge receipt of circular dated 8-1-1981 on the enumeration of sea and ocean going vessels, boats etc. from the Director of Census Operations, Kerala.

Signature :
Date
Name :
Designation :
Place :

To

The Director of Census Operations, Kerala, Kaudiar, Trivandrum 695 003

CIRCULAR No. 12

December 12, 1980.

Sub: Distribution of census schedules and forms for enumeration

After the training of enumerators and supervisors the next important task is to supply them *adequate number of various schedules and forms to be filled up in the census*. In Circular No. 11 it was indicated that these schedules and forms have to be distributed in the last round of training class to be held in January-February 1981. Each Charge Officer will be getting after 15th of December the schedules and forms required for distribution among enumerators and supervisors in his charge.

Items sent to each Charge Officer

2. The following schedules and forms will be supplied to the Charge Officers for distribution among supervisors and enumerators. (It may be noted that the forms printed in English are meant for common use by the enumeration personnel in Malayalam-speaking areas as well as in Tamil and Kannada speaking areas)

To be distributed to Supervisors alone

(1) Supervisor's Circle Summary

(2) Supervisor's Report Card on commencement of enumeration (in English)

(3) Acknowledgement form for census records of Supervisor (printed in violet ink) (in English)

To be distributed among Supervisors and Enumerators

(1) Household Schedule Books of 24 forms

(2) Household Schedule Books of 8 forms

(3) Individual Slip Pads of 48 slips (printed in *black* ink for non-sample blocks)

(4) Individual Slip Pads of 24 slips (printed in *black* ink for non-sample blocks)

(5) Individual Slip Pads of 48 slips (printed in *blue* ink for sample blocks)

(6) Individual Slip Pads of 24 slips (printed in *blue* ink for sample blocks)

(7) Enumerator's Working Sheet

(8) Enumerator's Grand Total Working Sheet

(9) Enumerator's Abstract

(10) D.H.T.P. Schedules (for sample blocks only) (in English)

(11) Statement of distribution and collection of D.H.T.P. Schedules (for sample blocks only)

(12) Block Label (printed in *black* ink for non-sample blocks) (in English)

(13) Block Label (printed in *blue* ink for sample blocks) (in English)

(14) Acknowledgement form for census records of enumerators (printed in *black* ink for non sample blocks) (in English)

(15) Acknowledgement form for census records of enumerators (printed in *blue* ink for sample blocks) (in English)

It may be particularly noted that the above forms should not be issued to the reserve enumerators and supervisors unless they are actually assigned the work of any block/circle.

Distinction between Sample and Non-Sample Blocks in the issue of forms

3. The differences in the forms to be issued in sample blocks and non-sample blocks may be noted as under:

To be issued in Sample blocks	*To be issued in non-sample blocks*
1. Individual Slip - Blue	Individual Slip - Black
2. D.H.T.P. Schedules	..
3. Statement of distribution and collection of DHTP schedules	..
4. Block Label - Blue	Block Label - Black
5. Acknowledgement Form - Blue	Acknowledgement form - Black

There will be no difference between sample blocks and non-sample blocks in respect of other schedules. The enumerator block numbers of the block selected as sample blocks in each charge are being communicated separately.

Special instructions to Charge Officers of Strictly Military Areas

4. In Strictly Military Areas there are no sample blocks and hence blue Individual Slip pads, D.H.T.P. Schedules, Statement of distribution of D.H.T.P. Schedules, Blue Block Label and Blue Acknowledgement form for census records of enumerators will not be supplied. Only schedules, slips and forms printed in *black* ink will be distributed in the Strictly Military Areas.

Records to be distributed to Supervisors

5. Each Supervisor will have to be given the following:

(1) Supervisor's Circle Summary - 1 form
(2) Supervisor's Report Card on commencement of enumeration - 1 form
(3) Acknowledgement form for census records of Supervisors (printed in violet ink) – 2 forms

The above items are to be issued only to Supervisors and not to enumerators. Besides, each supervisor will be provided with the following items also as reserve stock.

(4) 10 Household Schedule Books of 8 forms
(5) 8 Individuals Slip Pads of 24 slips (Black)
(6) Enumerator's working sheet - 5 forms
(7) Enumerator's Grand Total Working Sheet-1 form
(8) Enumerator's Abstract-form

If in the Supervisor Circle there is any sample block(s) then the supervisor will be given at the rate of 2 pads of Individual Slip printed in blue ink and 5 forms of D.H.T.P. schedules per sample block in addition to those mentioned above. These details have been printed in the Acknowledgement form for supervisors.

Records to be distributed to Enumerators

6. Each Enumerator will have to be provided initially with the following records:

Non-sample Block	*Sample Block*
1. Household Schedule Books of 24 forms	1. Household Schedule Books of 24 forms
2. Individual slip pads of 48 slips printed *black ink*	2. Individual Slip Pads of 48 Slips printed in *blue* ink
3. Enumerator's Working Sheet	3. Enumerator's Working Sheet
4. Enumerator's Grand Total Working Sheet	4. Enumerator's Grand Total Working Sheet
5. Enumerator's Abstract	5. Enumerator's Abstract
5. Abridged houselist (filled-in)	6. Abridged Houselist (filled-in)
7. Continuation sheet of section 3 of AHL	7. Continuation Sheet of Section 3 of AHL
8. Block Map	8. Block Map
9. Block Label - *Black*	9. D.H.T.P. Schedules
10. Acknowledgement form for Census Records of Enumerators (printed in *black* ink)	10. Statement showing distribution and collection of D.H.T.P. Schedules
	11. Block Label - *Blue*
	12. Acknowledgement form for Enumerators (printed in *blue* ink)

In the Acknowledgement form for Census Records of Enumerators all the above items have been listed and the number to be issued has also been printed in the case of most of the items since it is constant for all enumerators. Actual working out of the Individual requirements for each enumerator is required only in the case of Household Schedule books, Individual Slip pads and Enumerator's Working Sheets. In the case of sample blocks, estimation of Individual requirements will also have to be done in respect of DHTP schedules depending on the likely number of degree holders and technical personnel. For Strictly Military Areas, the distribution has to be done as in the case of non-sample areas.

Estimation of requirements for each Enumerator Block

7. In this office letter of even number dated 28-11-1980 all the charge officers (except those in Strictly Military Areas and Cochin Port) were required to prepare a block-wise list of Individual Slip pads of 48 schedules, Household Schedule Books of 24 schedules and Enumerator's Working Sheets that will be required for each block as per the Houselist population. To take care of the increase in population after houselisting, one pad of 48 Individual Slips, one book of 24 household schedule forms and one sheet of Enumerator's Working Sheet will have to be provided additionally for each block. For example, if the Individual Slips, Household Schedule books and Enumerator's Working Sheets assessed on the basis of the Houselist population of a block are 12, 4 and 5 respectively then 13 individual Slip pads of 48 slips, 5 Household schedule books of 24 forms and 6 Enumerator's Working Sheets will have to be actually supplied for that block.

8. In those blocks where there is a big hostel, hospital or any such institution where population is shown as nil as per the houselist, additional pads will have to be supplied depending on the size because the persons in these institutions will have to be covered in the enumeration. In Strictly Military Areas and Cochin Port where houselisting has not been conducted, the Individual Slip pads, Household Schedule Books and Enumerator's Working Sheets may be supplied to each enumerator taking into account the population and households to be covered.

9. For convenience, it has been decided to issue only pads of 48 Individual Slips and books of 24 household schedule forms to be enumerators initially. Pads of 24 Individual Slips and books of 8 household schedule forms will be distributed as reserve stock to supervisors only. The pads books and forms now supplied will normally be sufficient to supply to the enumerators and supervisors as indicated above leaving some balance to be kept in the charge office as reserve. However, if in any case it is found that the pads of 48 slips and books of 24 forms are not sufficient to be supplied to all the enumerators as indicated above there is no objection in issuing pads of 24 slips and books of 8 household schedule forms also to the enumerators.

10. The D.H.T.P. Schedules have been supplied to each charge based on literacy level and probability of having large number of degree or diploma holders and technical personnel. Accordingly D.H.T.P. Schedules have to be distributed as noted below:

(i) In Cannanore, Kozhikode, Wayanad, Malappuram, Palghat and Idukki districts

Taluk charges (Including census towns)	:	15	schedules per enumerator
Statutory towns	:	50	,, ,,
Forest areas	:	15	,, ,,

(ii) In Trichur, Ernakulam, Kottayam, Alleppey, Quilon and Trivandrum districts

Taluk charges(including census towns)	:	30	schedules per enumerator
Statutory towns	:	100	,, ,,
Forest areas	:	15	,, ,,

In regard to D.H.T.P. Schedules, no reserve stock has been supplied now to Charge Officers. Even-though the quantum for distribution has been provisionally fixed by the Directorate, the Charge Officers have the liberty to make adjustments considering the local conditions. They may issue some more schedules to those blocks which they expect a larger number of degree holders and technical personnel by reducing the quantum in some blocks having very low literacy.

11. Do not fail to keep the Abridged Houselist and Block map of the respective blocks prepared by you in the bundle for the block. One continuation sheet for *Section* 3 of Abridged Houselist also will have to be given to each enumerator as he may require this for updating the

Abridged Houselist. This was already supplied to you along with Abridged Houselist booklets as per letter No. T 3-1688/80 dated 15-7-1980. As the continuation sheet for Section 2 and continuation sheet for Section 3 look alike, you should be careful not to issue continuation sheet for Section 2 instead of continuation sheet for Section 3. It is likely that for some large blocks, continuation sheet for Section 2 would have been used in the charge offices while writing the AHL as all the houses and households could not be accommodated in the 14 pages of the AHL book. In such cases the continuation sheet of Section 2 should invariably be tagged with the 8 sheets (16 pages) of AHL book and issued to the enumerator.

Writing the Name of Charge on the cover of Individual Slip Pads and Household Schedule books

12. The name of charge (..... taluk *or* ..... Municipality *or* Corporation of.....*or*..... Forest Division *or* .....Strictly Military Area) should be written or rubber stamped on the *cover page* of each Individual Slip pad and Household Schedule book. For other forms (except in the case of Acknowledgement form) there is no scriptory work in the charge office.

Procedure of filling up the Acknowledgement form of Supervisors

13. Three copies of the acknowledgement form of Supervisors printed in violet ink have to be prepared *in the charge office*. Out of these, two copies are to be given to the supervisor along with the records. In the third copy the signature of the supervisor is to be obtained at the proper place in token of receiving the forms etc. and it should be kept in the charge office as office copy. One of the two copies given to the supervisor will be returned by him when he hands over the unused forms etc. and 'Supervisor's Circle Summary' after enumeration. Thus in the case of supervisor, after enumeration he will hand over not only the records of the enumerators under him but also the records issued to him. Consequently he will be returning one copy of the Acknowledgement form of supervisors besides one copy each of the Acknowledgement form of enumerators for the blocks in his circle. In the Acknowledgement form for supervisors the number of copies of different forms to be issued have been printed. However, if a supervisor has no sample block in his circle then he need not be issued the reserve stock of *blue* Individual Slip pads and D.H.T.P. schedules. In such cases the number in col. 2 against these two items may be scored off. Similarly, if a supervisor has more than one sample block in his circle, he may be issued more *blue* pads at the rate of 2 pads per block and in such cases also the number in col. 2 against blue pads may be altered.

Procedure of filling up of the Acknowledgement form of Enumerators

14. When all the forms for a block are counted and kept ready for bundling, the numbers should be entered in col. 2 of the Acknowledgement form for census records of enumerators. The Acknowledgement form has been so evolved that it should serve as the receipt of records in 4 stages viz. (i) while the records are first given to the enumerators (ii) when the records are returned by the enumerators to the supervisors (iii) when the records are submitted by the supervisors to the charge officer and (iv) finally when the records are handed over by the charge officer to the Regional Deputy Director's Office. Therefore, it is necessary that 4 copies of the acknowledgement form are prepared *in the charge office* (only identification particulars at the top and the blank entries in col. 2 have to be written). 3 of the 4 copies should be given to the enumerators along with the records. In one copy retained in the charge office the signature of the enumerator will have to be obtained against the relevant entry as a token of having received the records. In order to minimise the scriptory work in the charge office, the number of forms of which a fixed number is to be issued for all blocks, has been printed in the form. Of the three copies of the Acknowledgement form given to the enumerator, he will have to hand over 2 copies to the supervisor along with the records after filling up colums 3 and 4 on completion of enumeration and revisional round. The other copy in which the supervisors will sign at the proper place as a token of having received the records will be retained by the enumerator as his receipt. The supervisor will hand over one copy of this acknowledgement form to the charge office along with the records of the respective block retaining with him the other copy in which the charge clerk or other official receiving the records will sign. Thus one of the three copies of acknowledgement forms of enumerators issued to the enumerator from the charge office will be received back in the charge office as a list of census records of the block. The other two copies will serve as the receipts for the supervisor and enumerator when they hand over the records. It may be noted that *Black* acknowledgement form should be used in non-sample blocks and *Blue* acknowledgement form should be used in sample blocks.

Bundling of records for each Enumerator Block

15. The bundles of each enumerator block should contain all the items in the Acknowledgement form of Enumerators. If an Enumerator has been appointed for more than one block, he should be given separate bundles for each block and, therefore, the bundles are to be prepared block-wise and not enumerator-wise. While preparing the block-wise bundles it should be scrupulously ensured that forms meant for sample blocks and non-sample blocks are not interchanged and that the forms ear-marked for one block are not wrongly issued for another block.

16. It should be ensured that all the schedules and forms earmarked for a block have been kept in the bundle of that block without omitting any item and in full quantity before securing the bundle with gunny twine or country twine. It will be convenient if the block label is kept at the top of the bundle with Enumerator Block number written in it in the space provided. The Acknowledgement form may be kept just below the Block Label and other forms and schedules below it.

Bundling of records for each supervisor

17. Similarly, the records for the supervisor should also be bundled.

Issue of the schedules and filing of the acknowledgement forms

18. The bundles should be distributed to the respective enumerators/supervisors after getting their signature in the copy of the Acknowledgement form to be retained in the charge office. After the bundles are distributed to all of them, the chrage office copy of Acknowledgement form should be checked to see that schedules have been distributed without any omission and then these acknowledgement forms should be arranged in the order of block numbers for enumerators and in the order of circle numbers for supervisors and stitched together and kept as a register.

Reserve stock with Regional Deputy Directors

19. Besides the forms supplied to charge officers, some reserve stock will be kept with the Regional Deputy Directors at Calicut, Trichur, Kottayam and Trivandrum. Charge Officers of Cannanore, Kozhikode, Wayanad and Malappuram districts may draw from the Regional Deputy Director, Calicut, those of Palghat, Trichur and Ernakulam from the Regional Deputy Director Trichur, those from Idukki, Kottayam and Alleppey from the Regional Deputy Director, Kottayam and those from Quilon and Trivandrum may draw from the Regional Deputy Director, Trivandrum. *There will be no reserve stock at the Collectorates.*

Completion report

20. After completion of distribution of forms to the supervisors and enumerators, each charge officer should send a completion report by telegram to the Director of Census Operations. Each Charge Officer should also send a report of completion of distribution of the forms to the District Collector as well as the Regional Deputy Director of Census Operations concerned and also indicate the number of forms left as reserve at the charge office. This information is required for diverting forms from one charge office to another during enumeration, if there is necessity for supplying more forms due to enexpected increase of population or shortfall of forms in some areas.

21. Receipt of this Circular may be acknowledged in the enclosed acknowledgement form.

Enclosure *Acknowledgement form* *Director of Census Operations*

To All Charge Officers (3 copies)

Copy to: All District Collectors
All District Census Officers (By name) /(Personal copy)
All Regional Deputy Directors of Census Operations (15 copies)
All Sub-Divisional census Officers
Director's Table/DD/AD(T)/AD(A)

CIRCULAR No. 12-*concld.*

ACKNOWLEDGEMENT

(Circular No. 12)

I acknowledge receipt of Circular No. 12 dated 12-12-1980 from the Director of Census Operations, Kerala.

Signature:
Date:
Name
Designation:
Place:

To

The Director of Census Operations,
Kaudiar, Trivandrum 695 003.

CIRCULAR No. 12A

December 24, 1980

Sub: Distribution of Census Schedules and forms for enumeration - further instructions

In para 7 of Circular No. 12 it was instructed that one pad of 48 individual slips and one book of 24 household schedule forms may be provided additionally for each block to take care of the increase in population after houselisting. But it has since been reported that the pads of 48 Individual slips and books of 24 household schedules now supplied to the charge officers may not suffice for distribution at this rate to all enumerators. Therefore, in modification of the instruction contained in para 7 of Circular No. 12, it is hereby instructed that the enumerators may be given one pad of 24 Individual slips (instead of one pad of 48 slips) and one book of 8 household schedules (instead of one book of 24 schedules) in addition to the requirement worked out for the houselist population of the block as per this office letter of even number dated 28-11-1980. For example, if the Individual slip pads and household schedule books assessed on the basis of Houselist population of a block are 12 and 4 respectively then 12 Individual slip pads of 48 slips and 1 Individual slip pad of 24 slips and 4 household schedule books of 24 schedules and 1 household schedule book of 8 schedules may be supplied for that block. With this modification the reserve stock with the charge officers will pads of 48 slips only. After supply of the household schedule books of 8 schedules as above, it is likely that no reserve stock of household schedules books is left in some charges. In order to replenish this, a small stock of household schedule books will be supplied from this office before end of January to all charge officers to be kept as charge reserve.

2. Before the acknowlegement form is filled up the charge officers should ensure that the pads, books and other forms received are sufficient for distribution to all the enumerators in the charge. If, inspite of the above modification, they find that there is a shortage of a few pads or books they may decide not to issue additional pads or books to those blocks where one pad or books was already provided for small balances obtained after dividing by 48 or 24 in the calculation done as per letter dated 28-11-1980. As we are giving reserve stock to the Supervisors, such enumerators can get additional pads or books from the Supervisor if their stock is exhausted.

3. Before the pads, books and forms are distributed to the enumerators in the last training class all the training forms (printed in red ink) unused or partly used left with the enumerators and supervisors should be collected back and kept separately in the charge office. This is a very important preautionary measure. The training forms printed in red ink are not to be used for actual use *under any circumstances.*

4. Receipt of this Circular may be acknowledged in the enclosed acknowledgement form.

Director of Census Operations, Kerala

To

All Charge Officers (copies 3)

Copy to All Principal Census Officers
All District Census Officers (By name) Personal Copy
All Regional Dy. Directors of Census Operations (15 copies)
All Sub-Divisional Census Officers
Director's Table/DD/AD (T) AD/(A)

ACKNOWLEDGEMENT
(Circular No. 12A)

I acknowledge receipt of Circular No. 12A dated 24-12-1980 from the Director of Census Operations, Kerala.

Signature:

Date:

Name:

Designation:

Place:

To

The Director of Census Operations,
Kaudiar, Trivandrum 695 003.

CIRCULAR No. 13

January 15, 1981

Sub: Collection of records from the enumeration personnel and handing over to the Regional Tabulation Offices

The due dates for the handing over of the census records at various levels are reproduced below:

Handing over of records by Enumerators to Supervisors	Before 5 p.m. on 5th March 1981
Handing over of records by Supervisors to Charge Officers	Before 5 p.m. on 6th March 1981
Handing over of records by Charge Officers to the Regional Tabulation Offices	Before 5 p.m. on 10th March 1981

2. The details of the records to be handed over are given in the main Instruction Booklet, Additional Instructions to Enumerators and Supervisor's Manual. In the case of blocks having no population also, a 'nil' report has to be given to ensure that all areas have been covered.

Handing over of records by the Enumerator

3. The enumerator should arrange all the records including unused forms as detailed in para 205 of the Instruction Booklet and bundle it properly with the filled-in Block Label kept on top. If an enumerator has been assigned more than one block, the records relating to each block should be bundled separately as already instructed. The enumerator should fill up the Acknowlegement form as instructed in para 37 of the Additional Instructions to Enumerators. The Supervisor should consult with his enumerators and fix up in advance a central and convenient place and time for receiving the records on 5th March itself and the enumerators should hand over the records to the Supervisor at that time and place.

Handing over of records by the Supervisor

4. The instructions to be followed by the Supervisor on receipt of the records from the enumerator are given in paras 34 to 36 of the Supervisor's Manual. The balance of the reserve stock of blank forms issued to the supervisor should be packed in a separate bundle and marked accordingly outside for convenience of handling.

Arrangements to be made by the Charge Officer

5. The Charge Officer should chalk out a detailed programme for collecting the records from all supervisors on **6th March 1981** positively. For this purpose, in addition to the Charge Office, additional collection centres may be fixed in different parts of the Charge in the case of extensive charges so that all the supervisors do not have to travel to the Charge Office with the bundles causing rush there. The Supervisors may be intimated about the programme and instructed to hand over all the records at the time and place specified by the Charge Officer. While collecting the records from Supervisors, it should be ensured that the Supervisors have filled up the Supervisor's Circle Summary properly and that all the details of all the enumerator blocks within his circle have been entered in it. Even if there is no population in a block, a 'nil' entry has to be given the Supervisor's Circle Summary.

Preparation of Charge summary and relay of Provisional Population Totals

6. As soon as the records are received, the Charge officers have to prepare the Charge Summary and relay the Provisional Population Totals to the concerned officers. Detailed instructions on these points are given in a separate circular (Circular No. 14)

Block-wise Statement for the Disbursement of Honorarium

7. Before handing over the records to the Regional Tabulation Offices the Charge Officers should also prepare a Block-wise Statement for the purpose of working out the honorarium payable to each enumerator. Required number of forms will be supplied in due course. Column 1 (Block

No.) and Column 2 (Name and address of the Enumerator) should be filled up in advance as soon as the forms are received. Column 3 (Population) will be filled from Column 2 of the Supervisor's Circle Summary on receipt of the enumeration records. Column 4 is for entering the amount of honorarium payable to each enumerator and instructions on this will be issued in due course.

Forwarding of records from the Charges to the Regional Tabulation Offices

8. As soon as the Provisional Population Totals are communicated to the concerned District census Officer(s) and the Director of Census Operations, Kerala by 8*th March* 1981 and after preparation of the Block-wise Statement, the records relating to each charge or portion of charge in each district should be sent over to the concerned Regional Tabulation Offices as noted below. *before* 10*th March* 1981.

Charges or portions of charges falling in	
(i) Cannanore, Kozhikode, Wayanad and Malappuram districts	Regional Tabulation Office, Calicut
(ii) Palghat, Trichur, Ernakulam and Quilon districts	Regional Tabulation Office, Trichur
(iii) Idukki, Kottayam, Alleppey and Trivandrum districts	Regional Tabulation Office, Kottayam.

9. Since each Regional Tabulation Office will be having a number of buildings located in different parts of the same town or in different towns, the Regional Deputy Director concerned will prepare a detailed plan and decide the actual building in which the records relating to each charge will be arranged to be received. The Regional Deputy Director will intimate the full address and locations of the building to the concerned District Census Officer and Charge Officers by 14*th February* 1981.

10. The District Census Officer may consider and finalise before 28th *February* 1981 in consultation with the Regional Deputy Directors and Charge Officers the arrangement for transporting the records from each Charge Office to the Regional Tabulation Office either separately or together. In respect of the records relating to each charge, small bundles of 5 or 10 blocks should be made into a large bundle of convenient size without mixing the records of different blocks and keeping the records of sample and non-sample blocks separate and also keeping the records of rural and urban areas separate. These large bundles should be numbered serially. An inventory may be prepared in duplicate showing these bundle numbers and the numbers of enumerators blocks or supervisor circles the records of which are kept in each such bundle. When the records are received in the Regional Tabulation Office, a general acknowledgement of the bundles will be given by signing and returning the duplicate copy of the above inventory.

11. The Acknowledgement forms of census records of Enumerators as well as supervisor relating to each charge should be tagged together and sent along with the records.

Return of the Lay-out sketches and houselists

12. The lay-out sketches and houselists kept by the Charge Officers will also be sent to the Regional Tabulation Office along with the present records. The lay-out sketches and houselists may be arranged in the order of the location code and packed in one bundle. This bundle can be packed and kept ready earlier to avoid unnecessary delay at the last minute. This instruction does not apply to the Strictly Military Areas and Cochin Port where no houselisting was done.

Verification of the records at the Regional Tabulation Offices

13. The records will be verified in the Regional Tabulation Offices item by item with reference to the respective Acknowledgement forms. If all the records are found in tact, the Regional Deputy Director will send a letter intimating the same to the Charge Officer and District Census Officer. If any items are found short or missing, the matter will be taken up with the Charge Officer and District Census Officer. The Acknowledgement forms will be retained in the Regional Tabulation Offices and will not be returned to the Charge Offices. The detailed verification should be completed within a week.

Report to Director

14. After finalising the arrangements for the transport and handing over of the records at the respective R. T. O. buildings *before 28th February* 1981 as indicated in para 10 above, the District Census Officers and Regional Deputy Directors will send a report to me before *3rd March* 1981 detailing the arrangements made.

15. Receipt of this circular may be acknowledged in the acknowledgement form enclosed.

Encl : Acknowledgement form

Director of Census Operations

To

All Charge Officers (3 copies)

Copy to :

All Principal Census Officers (2 copies)
All District Census Officers (By name) personal copy
All Regional Deputy Directors (5 copies)
All Sub-Divisional Census Officers
Director's Table /DD/AD(T)/AD(A)

ACKNOWLEDGEMENT

(Circular No. 13)

I acknowledge receipt of Circular No. 13 dated 15-1-1981 on the collection of records from the enumeration personnel and handing over to the Regional Tabulation Offices.

Signature .....
Date .....
Name .....
Designation .....
Place .....

To

The Director of Census Operations, Kerala
Kaudiar, Trivandrum 695003.

CIRCULAR No. 14

January 15, 1981

Sub : Relay of Provisional Population Totals of the 1981 Census

This Circular deals with the relay of the Provisional Population Totals by the Charge Officers and District Census Officers immediately on completion of the enumeration and the release of the provisional results of the 1981 census based thereon. The figures will be released by the Registrar General & Census Commissioner of India for the country and by the Director of Census Operations for the state down to the district-level. The Charge Officers and District Census Officers should *not* release any figures and should treat them as *confidential*. The undernoted instructions may be followed by the Charge Officers and District Census Officers in reporting the provisional population totals.

Preparation of Charge Summary

2. On receipt of the records from the supervisor, the charge officer should compare the entries given in the Supervisor's Circle Summary with those in the Enumerator's Abstract of each block and ensure that there is no discrepancy and also ensure that all the blocks in the circle have been fully accounted for in the Circle Summary without any omission. Then the Charge Officer will prepare a Charge Summary for which a separte form has been designed and a specimen is enclosed. The required number of forms will be supplied in due course. The posting of figures has to be done in the Charge Summary in the order of the circles given in the E & S Register so that no circle is left out. The Charge Summary will contain all the relevant figures that are necessary for reporting the Provisional Population Totals.

For the special attention of Divisional Forest Officers

3. In cases where a forest division falls in more than one district, the Divisional Forest Officer will have to prepare separate charge summaries for the portions of their divisions falling in each district since these have to be furnished separately to the concerned District Census Officer for adding to the figures of that district. If a Supervisor Circle contains blocks falling in different taluks, there should be a separate Supervisor Circle Summary for each taluk. The circle supervisors (Range Officers) should also submit the records of the range taluk-wise to enable the Divisional Forest Officer to compile the provisional figures for each district.

Reporting of figures by Charge Officers

4. Immediately after the Charge Summary is prepared, the Charge Officer should communicate the figures of population (total, male and female) and literates (total, male literate and female literate) to the District Census Officer and the Director of Census Operations of Kerala by the quickest means possible. The Charge Officers can communicate the details by telephone, police wireless or telegraph or by special messenger whichever is considered quickest in each case *on or before 8th March* 1981. In the case of small charges it may be possible to report the figures on *6th March itself* or by *7th March*. In bigger charges some more time will be required. ***But in any case the figures have to be reported before*** *8 p.m. on 8th March* 1981.

5. The format of the standard message form to be used for communicating the figures is given below :

1981 CENSUS PROVISIONAL TOTALS

CHARGE ——— (Name) ———(.) DISTRICT——— (Name) ——— (.)

MALES ——— (In words) ———(.) FEMALES——— (In words) ——— (.)

TOTAL POPULATION ——— (In words) ———(.)

LITERATE MALES ——— (In words) ———(.) LITERATE FEMALES ——— (In words) ———(.)

TOTAL LITERATES ——— (In words) ———(.)

6. All messages should be followed by a post copy in confirmation. *Another post copy of the message and the Charge Summary in original should also be sent to the Regional Tabulation Office concermed.* In the case of Divisional Forest Officers who have jurisdiction over more than one district, separate message should be sent for each portion of the Forest Division falling in different districts.

Role of District Census Officers

7. On receipt of the provisional figures from the charge officers, the District Census Officer should prepare the District Summary in the proforma appeneded. The District Census Officer should follow the following order in posting the figures in the District Summary.

1. Taluks inclusive of census towns in the order of the location code
2. Corporations/Municipalities/Townships/Cantonments.
3. Forest Division or portion of Forest Division falling within the district.
4. Strictly Military areas, if any.
5. Ports and other special areas, if any.

The District Census Officer should verify and ensure that all the units in his district are accounted for in the summary. He should also verify the units with reference to the code list supplied to him. Special care should be taken to avoid omissions with regard to the forest areas falling in the district. The District Census Officer will personally verify the full coverage of all the units and the accuracy of the details posted in the District Summary.

8. The following is the format of the standard message form to be used by the District Census Officer for cummunicating the figures:

1981 CENSUS PROVISIONAL TOTALS

STATE KERALA (.) DISTRICT (Name) (.)

MALES (In words) (.) FEMALES (In words) (.)

TOTAL POPULATION (In words) (.)

MALE LITERATES (In words) (.) FEMALE LITERATES (In words) (.)

TOTAL LITERATES (In words) (.)

9. The consolidated figures for the district should be communicated to the Director of Census Operations, Kerala *on or before 9th March* 1981 by telephone or wireless or special messenger whichever is quickest. The District Census Officer should also repeat the same message to the Registrar General of India on *9th March itself. All messages should be followed by a post copy in confirmation. A post copy should be sent to the Regional Tabulation Office also.*

Arrangements to receive the message

10. Arrangements will be made to receive the messages in the office of the Director of Census Operations *from 6th March* 1981 *onwards* during the following timings:

Messages from Charge Officers:

6th March 1981	:	Upto 8 p.m.
7th March 1981	:	9 a.m. to 9 p.m.
8th March 1981	:	From 8 a.m. onwards

Messages from District Census Officers

8th March 1981 and 9th March 1981	From 8 a.m. onwards

Messages can be sent earlier from the above dates. The Registrar General & Census Commissioner of India has also made arrangements to receive the messages in his Office.

11. The telephone numbers, telegraphic addresses and postal addresses of the Director of Census Operations; Kerala and the Registrar General, India are given below:

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KERALA

Telephone Numbers : 61089
62972
62479

Telegraphic address : CENKERLA, TRIVANDRUM 695003

Postal address: DIRECTOR OF CENSUS OPERATIONS,
KERALA, SASTHA BUILDINGS,
KAUDIAR, TRIVANDRUM 695003

OFFICE OF THE REGISTRAR GENERAL, INDIA

Telephone numbers : 383761
383145
383157
386583

Telegraphic address : REGGENLIND, NEW DELHI 110 011.

Postal address : THE REGISTRAR GENERAL, INDIA,
2-A, MANSINGH ROAD,
NEW DELHI 110 011.

12. The receipt of this circular may be acknowledged in the enclosed acknowledgement form.

Director of Census Operations

Encl : Charge Summary form
District Summary form
Acknowledgement form

To

All Charge Officers including Strictly Military Areas and Special Areas (3 copies)

Copy to :

All Principal Census Officers (2 copies)
All District Census Officers (By name) (personal copy)
All Sub-Divisional Census Officers
All Regional Deputy Directors of Census Operations (5 copies)
Director's Table /DD/AD(T)/AD(A)

CENSUS 1981

CHARGE SUMMARY

(To be compiled from Supervisor's Circle Summary)

Name of Charge : _____

Location Code : _____

Supervisor Circle No.	Population			Literates		
	Males	Females	Total	Males	Females	Total
1	2	3	4	5	6	7
TOTAL						

Checked and found correct

Posted by Charge Clerk Name ..... Name of Charge Officer .....

Signature with date ..... Signature with date .....

CENSUS 1981

DISTRICT SUMMARY

(To be compiled from the Charge Officer's messages)

District :.....

Code Number :.....

Name of charge	Location code	Population			Literates		
		Males	Females	Total	Males	Females	Total
1	2	3	4	5	6	7	8
TOTAL							

Checked and found correct

Name of District Census Officer:

Signature with date:

ACKNOWLEDGEMENT

(Circular No. 14)

Received Circular No. 14 dated 15-1-1981 dealing with the Relay of Provisional Population Totals of the 1981 Census.

Signature : .....

Date.....

Name .....

Designation .....

Place .....

To

The Director of Census Operations, Kerala
Kaudiar, Trivandrum 695 003

TABULATION CIRCULARS
ISSUED BY
THE DIRECTOR OF CENSUS OPERATIONS, KERALA.

TABULATION CIRCULAR No. 1

September 19, 1980

Sub:-Houselist Tabulation-Instructions regarding editing of Houselist schedules and selection of 20% sample of census houses.

Two tables as noted below are to be prepared based on the data available as the Houselist schedules :

Table H-I : Distribution of Census houses by the use to which they are put.

Table H-II : Disabled population by type of disability
Of these, table H-II will be prepared in the Directorate.

2. Houselists, and Houselist Abstracts for all areas have been received in the Directorate and they are being subjected to a preliminary scrutiny. The defects noticed during the preliminary scrutiny are being referred back to the Charge Officers for rectification and based on their reports necessary corrections are being carried out in the houselist schedules, After the completion of this scrutiny and rectification work and the preparation of H-II table here, the houselist schedules of the various charges will be forwarded to the Regional Tabulation offices for further processing.

3. Table H-I will present data on the use of census houses and is proposed to be processed on computer. The table will be generated based on a 20% sample of census houses. This sample will be drawn from the houselist forms in the Regional Tabulation offices. On the basis of the selected sample, the data will be transferred on to the tape at the Computer wing of the Directorate at Trivandrum for further processing later.

Stages of operation

4. The various stages of operation given below are to be attended to by the staff to be in position in the Regional Tabulation offices shortly.

Stage 1 : Editing of the Houselists.

Stage 2 : Checking of the page totals of the columns of the houselist after editing.

Stage 3 : Formation of housenumbering blocks in the houselists for houselist tabulation purposes. (Housenumbering blocks are different from enumerator blocks).

Stage 4 : Numbering of census houses serially, the sequence running through the entire house-numbering block.

Stage 5 : Comparison of revised page totals (arrived at after editing) of houselists with the relevant columns of the Houselist Abstract and making corresponding corrections in the Houselist Abstract. (Houselist Abstract will not be given to the Tabulators; they will be retained by the Checkers)

Stage 6 : After checking the houselisit and Houselist Abstract the records will be grouped under City/Non-city Urban/Taluk (including forest areas). Each of these groups will be called an Operational Unit for sampling. Thereafter these records will be arranged in the order of the location code for sample selection. A corrected and updated copy of the location code list of each of the districts attached to your Tabulation office is enclosed.

Stage 7: Selection of 20% sample of census houses from the houselist. A list of Randon start numbers to be used for each operational Unit of sampling is enclosed.

Stage 8 : Checking of sample selection.

Stage 9 : Arranging all the records again in the order of the location code and despatching them to the Computer Wing of the Directorate for coding and further processing.

Stages 1 to 4 and 7 have to be done by Tabulators and stages 5 and 8 will be done by the Checkers; stage 6 will be attended to by the Supervisors while stage 9 will be done by the Statistical Assistants, all under the supervision and guidance of the Regional Deputy Director.

Training

5. The Regional Deputy Director will impart training to the tabulation staff. It may be noted that all persons should be thorough with the first four stages of operations mentioned in the earlier paragraph. All the Tabulators will attend to these stages of work. After some progress is made i.e. when stage 6 has been completed for at least 4 Operational Units, a team consisting of one Checker and two Tabulators may be entrusted with the work of sample selection i. e. stages 7 and 8, in the initial stages. Therefore training in selection of 20% sample census houses need be given initially only to these persons, besides the supervisor and the Statistical Assistant. The strength of Tabulators for the sample selection work may be increased subsequently, if necessary, depending on the output of schedules after the completion of stage 6.

6. Sufficient number of spare copies of the following materials (number of copies indicated within brackets) are sent herewith for your reference and for distribution to the concerned staff members.

(i) Instructions to Statistical Assistants (copies)

(ii) Instructions to Supervisors (copies)

(iii) Instructions to Checkers (ccpies)

(iv) Instructions to Tabulators (copies)

(v) Booklet on Instructions to enumeraotrs for filling up the Houselist. (copies).

(vi) Circular No. 6 which deals with the errors noted in the filled-in houselist training schedules and the instructions to rectify the same (copies).

The Statistical Assistant/Supervisor should study well all the instructions given to Checkers and Tabulators also. Similarly the Checker should be thorough with the instructions issued to him and to the Tabulator.

Procedure for distribution and collection of schedules

7. The houselisting schedules will reach the Office of the Regional Deputy Director of Census Operations shortly. The following procedure may be followed in distributing the schedules in your office.

(i) On receipt of the records the Statistical Assistant and Supervisor should verify the records with reference to the location code and ensure that the schedules are received for all units in tact.

(ii) The Supervisor will then hand over the records of a charge to a team consisting of Tabulators under a Checker for attending to the first stage of operations.

(iii) Schedules for each housenumbering unit are stitched/tagged separately. This should not be split up. It should therefore be ensured that schedules of one housenumbering unit are *not* given to two Tabulators.

(iv) After completing stage 4 the concerned Checkers will collect the records from the Tabulators and attend to the item of work mentioned in stage 5 (Comparison of page totals).

(v) On completion of stage 5 the checker should hand over the shcedules to the Supervisor.

(vi) The Supervisor will arrange the records (stage 6) grouped under City/Non-city-urban/Taluk. (City includes towns and urban agglomerations with more than 1 lakh population. List of urban agglomeration is attached herewith. Non-City urban includes all other towns within a district other than those included in City. Taluk will include the schedules of those forest areas lying within the taluk also). The city or non-city urban or taluk can be called an Operational Unit for sampling. Within an Operational Unit the schedules should be arranged in the order of the location code for sampling.

(vii) Records relating to each Operational Unit for sampling (City/Non-city urban/Taluk) may be handed over to one Tabulator (Stage 7). In no case should one Operational Unit be given to more than one Tabulator as it is not possible to select sample houses by more than one Tabulator for an Operational Unit at a time.

(viii) After sample selection by the Tabulator, the Checker will check the sample selection (stage 8) and hand over the records to the Supervisor for verification.

(ix) After verification the Supervisor will hand over the records to the Statistical Assistant for arranging all the records again in the order of the location code (Stage 9.)

8. At every stage of operational the Regional Deputy Director of Census Operations should inspect the work and ensure that the work is proceeding according to the instructions and progressing as per the schedule. The work has to be completed before the end of February 1981 positively.

9. The progress of the above work for each month should be reported to me before the 5th of the succeeding month.

Director of Census Operations

Encl: 1. Updated location code list
2. Random start numbers to be used for each Operational Unit of sampling.
3. List of urban agglomerations.
4. Instructions to the Statistical Assistants.
5. Instructions to the Supervisor
6. Instructions to the Checker
7. Instructions to the Tabulator
8. Booklet of Instructions to enumerators for filling up the Houselist.
9. Circular No. 6.

To

The Regional Dy. Director of Census Operations, Calicut/Trichur/Kottayam.
Copy to : Director's Table/DD/AD(T)/AD/(A)

I

RANDOM START NUMBERS TO BE USED FOR EACH OPERATIONAL UNIT OF SAMPLING

(*i*) *Regional Tabulation Office, Calicut*

I OPERATIONAL UNIT: CITY

City/UA	*Random start Number*
Cannanore UA	2
Calicut UA	4

II OPERATIONAL UNIT: NON-CITY URBAN

District	*Random start number*
Cannanore	2
Kozhikode	4
Malappuram	5

TABULATION CIRCULAR No. 1—*contd.*

III OPERATIONAL UNIT: RURAL

Taluk	*Random start number*	*Taluk*	*Random start number*
Kasaragod	1	Hosdurg	5
Taliparamba	1	Cannanore	5
Tellicherry	5	Badagara	1
Quilandy	1	Kozhikode	5
Ernad	3	Perintalmanna	3
Tirur	5	Ponnani	1
Mananthavady	3	Sultan's Battery	3
Vythiri	3		

(*ii*) *Regional Tabulation Office, Trichur*

I OPERATIONAL UNIT: CITY

City/UA	*Random start number*
Palghat UA	1
Trichur UA	5
Cochin UA	4

II OPERATIONAL UNIT: NON CITY URBAN

District	*Random start number*
Palghat	1
Trichur	4
Ernakulam	2

III OPERATIONAL UNIT: RURAL

Taluk	*Random start number*	*Taluk*	*Random start number*
Ottappalam	1	Mannarghat	5
Palghat	2	Chittur	4
Alathur	2	Chavakkad	4
Talappilly	5	Trichur	1
Kodungallur	3	Mukundapuram	3
Parur	5	Alwaye	1
Kunnathunad	1	Kothamangalam	5
Muvattupuzha	3	Kanayannur	3
Cochin	2		

TABULATION CIRCULAR No. 1—*contd.*

(*iii*) *Regional Tabulation Office, Kottayam*

I OPERATIONAL UNIT: CITY

City/UA	*Random start number*
Alleppey	2
Quilon U.A.	1
Trivandrum UA	5

II OPERATIONAL UNIT: NON CITY URBAN

District	*Random start number*
Idukki	3
Kottayam	3
Alleppey	3
Quilon	3
Trivandrum	3

III OPERATIONAL UNIT: RURAL

Taluk	*Random start Number*	*Taluk*	*Random start number*
Devicolam	4	Udumbanchola	2
Thodupuzha	4	Peermade	1
Vaikom	5	Meenachil	1
Kottayam	5	Changanacherry	3
Kanjirappally	3	Shertalai	3
Ambalapuzha	3	Kuttanad	3
Thiruvalla	3	Chengannur	1
Karthigappally	5	Mavelikkara	2
Karunagappally	4	Kunnathur	2
Pathanamthitta	4	Pathanapuram	1
Kottarakkara	5	Quilon	1
Chirayinkil	5	Nedumangad	4
Trivandrum	2	Neyattinkara	3

II

LIST OF CITY URBAN AGGLOMERATIONS

(Urban agglomeration with a population of one lakh and above)

(*i*) *Regional Tabulation Office, Calicut*

CANNANORE URBAN AGGLOMERATION

1. Cannanore
2. Valapattanam
3. Chirakkal
4. Pallikunnu
5. Puzhathi
6. Cannanore Cantonment

CALICUT URBAN AGGLOMERATION

1. Calicut
2. Olavanna
3. Cheruvannur
4. Beypore
5. Feroke

(ii) Regional Tabulation Office, Trichur

PALGHAT URBAN AGGLOMERATION

1. Palghat
2. Palghat Railway Colony (O.G)

TRICHUR URBAN AGGLOMERATION

1. Trichur
2. Peringavu (O.G.)
3. Viyyur
4. Vilvattom
5. Mannuthy
6. Ayyanthole
7. Ollur

COCHIN URBAN AGGLOMERATION

1. Cochin
2. Thrikkaraka (O.G.)
3. Eloor
4. Kalamassery
5. Trippunithura

(iii) Regional Tabulation Office, Kottayam

QUILON URBAN AGGLOMERATION

1. Quilon
2. Kilikollur (O.G)

TRIVANDRUM URBAN AGGLOMERATION

1. Trivandrum
2. Thumba (O.G.)
3. Kadakampally

III

GENERAL GUIDELINES

INSTRUCTIONS TO THE STATISTICAL ASSISTANT

The Statistical Assistant will work under the control/and guidance of the Regional Deputy Director of Census Operations and will assist him in all items of work. The main items of work of the Statistical Assistant are briefly mentioned below.

(i) He will be responsible for the accuracy and timely completion of tabulation, besides maintaining discipline in the office.

(ii) He should also train the Checkers and Tabulators in the method of editing, selection of sample, arrangement of records etc. (The personnel engaged in tabulation should be thorough with the Instructions for filling up of houselists; circular No. 6 and the edit instructions).

(iii) He should check the schedules and ensure that they are processed properly.

(iv) He will be responsible for the receipt and despatch of all the schedules.

TABULATION CIRCULAR No. 1—*contd.*

INSTRUCTIONS TO THE SUPERVISOR

The main items of work of the Supervisor are briefly mentioned hereunder:

(i) The Supervisor should ensure systematic working and good discipline in his section.

(ii) Flow of records to Checkers and Tabulators and back to Supervisor has to be ensured by the Supervisor. Normally records of one complete charge should be issued to one Checker. Rural and urban records should be kept separately and at no stage should they be mixed up. If in a taluk charge there are both rural and urban schedules the urban schedules should be separated. Within urban areas sehedules relating to urban agglomerations should be kept distinctly and tabulated separately. List of urban agglomerations should be obtained from the Regional Deputy Director.

(iii) Proper instructions should be given to Checkers and Tabulators on the editing of schedules. The Supervisor should check the accuracy of editing frequently, particularly at the initial stages of editing.

(iv) The norm fixed for a Tabulator per day is 100 pages of houselist. The work involves editing, checking the totals of each page of the houselist and renumbering of Census houses. The Supervisor should ensure that all Tabulators achieve the norm consistently.

(v) The Supervisor should get back the schedules from the Checkers after completion of editing. and comparison of figures of the houselists with the Houselist Abstracts. He will then arrange the records Operational Unit-wise, ie, City, Non-city urban and Taluk (including forett areas), and in the order of the location code. Each Operational Unit will be entrusted to one Tabulator who is earmarked for the selection of sample census houses. At no stage should one Operational unit be given to more than one Tabulator for sampling.

(vi) After completion of selection of samples and checking by the Checker the schedules should be verified and the sampling Control Sheet checked by the Supervisor before it is handed over to the Statistical Assistant.

INSTRUCTIONS TO THE CHECKERS

The items of work of Checker are briefly given below:

(i) The Checker is responsible for the accuracy of the data edited by the Tabulators. He should check the schedules particularly the corrections made by them. Any discrepancy noted at the time of checking should be brought to the notice of the Supervising Officers.

(ii) The Checker will check the Houselist Abstract with the edited houselist as per the procedure indicated below: Check whether the page totals given at bottom of each page of the Houselist agree with the corresponding entries given against that page in the Houselist Abstract.

COL. 1: PAGE NUMBER OF HOUSELIST

The entry in this column should correspond to the relevant page number of the houselist.

COL. 2: NO. OF CENSUS HOUSES

The entry in this colum should correspond to the total given in col·3 of the respective page of the houselist. The corrections carried out in the houselist will have to be incorporated in the abstract also.

COL. 3 TO 8: NUMBER OF CENSUS HOUSE BY USE

The entries in these columns should correspond to the entries in column 4 of the houselist. The instruction Booklet and Circular No. 6 give detailed instructions on the same. If you have made any corrections in col. 4 of the houselist there will be consequential correction in these columns. Another point to be noted is that while classifying a census house by use there should be entries in col. 3 and col. 4 of the houselist. In certain cases col. 4 has been filled-up only in respect of enterprises. Such entries are omitted while classifying the census houses by use.

COL. 9: TOTAL NUMBER OF HOUSEHOLDS

The entry in this column should correspond to col. 5 against total of the respective page of houselist. The corrections carried out in the houselist will have to be incorporated in the Houselist Abstract also.

COL. 10 TO 15:

The figures copied from the corresponding entries in the houselist should be checked and they should tally. For each page of the Houselist Abstract strike the totals and make necessary corrections. The grand totals will also have to be corrected if there is any change in entries in previous pages.

(iii) When there is only one block in a house-numbering unit the last serial number thus recorded by the Tabulator should be equal to the total number of census houses of that house-numbering unit given in column 2 of the Houselist Abstract. When there are more than one Block in a housenumbering unit the sum of the last serial nos. of houses in the blocks assigned by you should be equal to the total number of census houses of that housenumbering unit as per the Houselist Abstract. This should be verified as soon as the numbering of all census houses in a housenumbering unit is completed before taking up the Houselist of the next housenumbering unit.

(iv) After checking the houselist and the Houselist Abstract arrange the records in the order of location codes and hand them over to your supervisor.

(v) If you are a Checker attending to sample selcetion, ensure that the records of city (including urban agglomeration)/Non - city Urban of a district/Taluk (including forest areas) are not mixted up. Only one such unit City/Non-city Urban/Taluk should be given to one Tabulator. Before you proceed with the selection of sample you should be thorough with the instructions for sampling and checking its accuracy which will be given to you separately. Training on sample selection will be given to you by your supervisory officers.

(vi) All doubts in regard to the processing of schedules should be got clarified from your supervisory officers.

IV

SELECTION OF 20% SAMPLE OF CENSUS HOUSES FROM THE HOUSELIST

INSTRUCTIONS TO CHECKERS

The Checker has a key role in the entire process of selection of 20% systamatic sample of Census houses from the houselist. He should, therefore, go through the instructions regarding edit, and sampling as well as these instructions thoroughly.

As a Checker, you have the following duties:

(i) Checking of the completeness of the documents i.e., the bundles containing Houselist Houselist Abstract of the operational unit and Control sheet before handing over these to the Tabulator.

(ii) Checking during the sample selection

(iii) Checking whether all the forms issued to the Tabulator have been received back

(iv) Checking whether in each housenumbering block the sample houses have been duly marked as instructed and 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 location code list

2. Before you hand over the above documents to the Tabulator you should thoroughly scrutinise and verify for each housenumbering unit 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 housenumbering unit pertaining to the operational unit with the location code list. This will ensure that you have physically verified all the items and hence no omission or duplication of the housenumbering unit 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 Director of Census Operations.

Supervision during sample selections

3. During the sampling operation, you must extend all possible help to the Tabulators, provide guidelines and solve various problems that may rise 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 operations.

4. This procedure will avoid increase in workload and complications at a later stage. As a Checker you should utilise the control sheet for checking of the operation according to the steps given below:

Step 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 columns 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	2 or 3+5=8
4	4 or 4+5=9
5	5 or 5+5=10

Step 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 housenumbering 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 housenumbering block in the sample. Normally such a mistake may not occur but if you come across such a case during checking, you should rectify it on the spot and 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 house-numbering block. If this sequence is maintained, the Tabulator is doing his job correctly.

Step 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 housenumbering block with a given random start. For quick checking of this column you can assume that the total number of sample houses in any housenumbering unit will 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

Location code of the House-numbering unit	House-numbering Block No.	Total No. of census houses	Serial No. of the first selected house	Sl. No. of the last selected house	No. of houses left over ie. col. 2 *minus* col. 4	5 *minus* col. 5 (Transfer it to col. 3 of next line)	No. of houses in the sample	Remarks
1(a)	1(b)	2	3	4	5	6	7	8
10-2-3-1-2	3	437	5	435	2	3	$\frac{435-5}{5}+1$ = 87	

This formula will not apply to a housenumbering block from which no house has been selected. It may happen that the number of sample houses in the housenumbering 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 Tabulator. If so, you should immediately recount the number of sample houses in that housenumbering 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 the each day.

Note: While making unit digit check you may some time 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 Tabulator to bring the Houselist for that housenumbering 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 housenumbering block that the sampler has just finished. In case the mistake has arisen in a housenumbering block that the sampler has already finished, and if correcting this mistake would involve 2 or 3 subsequent housenumbering block only, take steps to remove the mistake from all the housenumbering blocks starting from the housenumbering block in which the mistake first arise.

Overall checking after the completion of the selection of the sample for the entire operational unit

5. After receiving all the records of your operational unit at the end of sample selection of houses from the Tabulator, 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 Tabulator before sample selection have been returned to you. Also check whether any housenumbering unit from any other operational unit has inadvertantly got mixed up with the housenumbering unit of the concerned operational unit. You should carefully check that all the housenumbering unit in an operational unit have been covered and the houselists for different operational units are not mixed up. If you find a housenumbering unit of the operational unit of 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 tabulator.

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 Tabulator in the control sheet would now be carried over to houselist abstract of the respective housenumbering unit. 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 housenumbering unit and prepare a list of these hosuenumbering unit on a slip 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 housenumbering block must now be thoroughly scrutinised and serialised for formation of a new 'notional' housenumbering block after the last housenumbering 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 housenumbering 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 housenumbering block of the Houselist and tick them off. You must prepare a list of all the missed houses in your operational unit as follows:—

Location code number of the housenumbering unit	Housenumbering block No.	Page No.	Line No.
1 10-1-3-7-1	2	4	7
2 10-1-3-12-2	1	2	10
3 10-1-3-17-1	3	1	9

In the example above, it will be a 'Notional' unit with 3 houses.

5. After your checking the records of each operational unit should be packed separately and handed over to your supervisor for further action.

INSTRUCTIONS TO THE TABULATOR

The important items of work of Tabulator are briefly mentioned below.

(i) Tabulators have to attend to the processing of houselist. It consists of the following stages.
Stage 1: Editing of houselists
Stage 2: Checking of page totals of the houselist after editing
Stage 3: Formation of housenumbering blocks in the houselists for houselist tabulation
Stage 4: Numbering of census houses

In addition, selection of 20% sample census houses from the houselists will have to be done by the Tabulators who have been assigned sample selection work.

(ii) Your norm of work per day is to complete stages 1 to 4 given above for 100 pages of houselist. This out-turn should be achieved without shortfall.

(iii) You should study well the 'Instructions to the enumerators for filling up the house-list', Circular No. 6 and the instructions given here. If you have any doubt you should get it clarified from your supervisory officers before you proceed further. At the initial stages you need make corrections in the houselist only after consulting your Supervisor/ Statistical Assistant.

(iv) Ensure that the records are kept tidily and corrections, if any, are done legibly and neatly.

(v) Instructions on various stages of operations are indicated below:

Stage 1: Editing of houselist

Take the houselist and verify its entries as noted below:

Page number: Check whether page numbers have been given continuously for the house list forms relating to a housenumbering unit. In case you notice a page number missing in between on any such sheet give a number using alphabets, eg. if in between pages 12 and 13 of the houselist a page is not numbered you should write the number of that page as 12A. This method will help to avoid re-numbering of subsequent pages.

Col. 1*: Line Number:* The line numbers should be continuous for the housenumbering unit as a whole.

Col. 2: (*Building Number*), *Col.* 3: (*Census Housenumber*) *and Col.* 5: (*Household number*)

These three columns should be scrutinised together.

Col. 2: *Building number:* If the building entered in col. 2 has more than one census house and/or more than one household then-col. 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 col. 2. If the census house is used as a residence and also for carrying out seasonal activity like oil mill, gur making etc. (ie. partly residential) there will be a separate entry in col. 4 of the next line for such census house. In such cases there should be entry only in cols(1) and (4) in the next line. By mistake if the building number is repeated in the subsequent line the same should be scored off. If along with building number sub-numbers like (1), (2) etc. which denote census houses or alphabets like (a), (b) which denote households are written such sub-numbers and alphabets should be scored off.

Col. 3: *Census house number:* If the census house has more than one census household there should not be entry in col. 3 for the second and successive households in that census house. Ensure that the census house numbers are written correctly and as per the instructions given in the instruction booklet.

Col. 4: *Purpose for which census house is used:* If the building or census house has no household it, i.e. cols. 5 to 13 are blank, the entry in col. 4 should be that of non-residential use. By mistake cols. 5 to 13 might have been filled-up for shop, school etc. which are essentially non-residential. In such cases delete the entries in cols. 5 to 13. Also check in case of entries as "Vacant" in col. 4. whether the reason for vacancy has been noted correctly in col. 14. If in col. 4 'Vacant' is noted and in col. 14, 'house locked' – occupants on journey, 'pilgrimage' etc. then correct the entry in col. 4 as 'residence' instead of 'vacant'.

Col. 5: *Household Number:* For all wholly or partly residential houses in col. 4 there should be entries in columns 5 and 6 and appropriate entries in cols. 8 to 13. If there are more than one houeshold in a census house then columns 2 to 4 should not be filled up in the respective lines for the second and subsequent households. If it is filled up delete those entries.

Col. 10: *Number of persons normally living in census household:* Check if the entry in col. 10 is the sum of the entries in cols. 8 and 9. If there is any discrepancy correct the entry in col. 10.

Stage 2: Checking of page totals of houselists

After editing the schedules as indicated above, check the totals of cols. 3, 5 and 8 to 13 in each page. The total for columns 3 and 5 is based on the number of filled-in entries in that column. For columns 8-13 the figures given in each column have to be added up and verify whether the totals given at the bottom for each column are correct. Also check whether total of columns and 9 is equal to column 10.

Stage 3: Formation of housenumbering blocks in the house lists for houselist tabulation

After editing, housenumbering blocks will have to be formed on the basis of the total number of census houses in a housenumbering unit. If a housenumbering unit (desom, kara, sub-divided desom, kara/ward/forest range or portion of forest range) has less than 1000 census houses then it will be formed into one housenumbering block. If it has more than 1,000 census houses the first 999 census houses will form one housenumbering block and the remaining houses will also be formed into blocks in such a way that each block does not contain more than 999 houses. In short, for every 999 census houses or part thereof there will be a housenumbering block. A red line may be drawn across the houselist after the 999th house to indicate the end of one housenumbering block, and the beginning of the next housenumbering block. The housenumbering blocks may be assigned block numbers 1, 2 etc. within each housenumbering unit. If there is only one house numbering block in a housenumbering unit then also the block number 1 will have to be assigned. The block number may be indicated in the Remarks column, of the Houselist. as Block 1, Block 2 etc. against the first census house in the block concerned. The block numbers thus assigned in a housenumbering unit should not be continued to the next housenumbering unit.

Stage 4: Numbering of census houses

After the formation of housenumbering blocks the census houses within a housenumbering block will be numbered serially. Such serial number should be recorded in red pencil between columns 2 and 3 of the houselist along the line.

(vi) After completing the above stages of work you should hand over the records to your Checker.

Sampling

For sampling purposes the charges have been divided into the following three operational units.

(*i*) *City*

City in census means a town or urban agglomeration of one lakh and over.

(*ii*) *Non-City urban area of a district*

All towns in a district (other than those included in City mentioned above) togetherconstutute one operational unit.

(*iii*) *Rural areas*

Each Taluk including the concerned forest areas and excluding the City and Non-city urban areas is treated as a separate operational unit.

Before starting sample selection you must be in possession of the following documents pertaining to your operational unit.

(i) Bundles containing Houselist

(ii) Location code list of your operational unit

(iii) Adequate number of copies of control sheet

After receiving the above documents, you must check the following:

(a) Check from your Checker whether the houselists have been scrutinised and edited. In the editing operation each 'Census house' would have been numbered serially in each housenumbering block in *red* pencil along the line dividing columns 2 and 3 ie. 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 Checker. *You should not proceed with sample selection unless the houselist for the housenumbertng 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 housenumbering units in the operational unit by making suitable tick marks in the location code 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 housenumbering units are serially arranged according to the ascending order of the location code.

(d) The houselist forms for each housenumbering unit must be stitched together and pages numbered

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 Checker 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) Rural/Urban

(ii) The page number of the control sheet as you go from one page to another

(iii) Name of district Nature of operational unit and Name of operational unit

(iv) Random start number of the operational unit.

Step 2: For the purpose of selecting a 20% systematic sample of houses, take a houselist of the first housenumbering unit in the operational unit and record its location code in col. 1(a), house numbering block number in Col. 1(b) and the total number of census houses in the housenumbering block in column 2 of the control sheet. The total number of census houses to be entered in col. 2 of the control sheet is the last serial number of census house in that block recorded in red pencil between columns 2 and 3.

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 numbers in red pencil or some serial numbers have been duplicated bring it to the notice of your Checker 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 the sample selection. All the subsequent operations will be with reference to this serial number in red pencil. The random start number provided for the operational unit will be the first sample house of the first housenumbering 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 housenumbering 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 housenumbering 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 sample 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 Checker.

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 Checker 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 housenumbering 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 housenumbering block. This is explained with a suitable example given below: (The figures given therein are not actual figures for those housenumbering unit.)

Rural/Urban

Page No.....

CONTROL SHEET FOR SAMPLING OF HOUSES FROM HOUSELIST
(Sample Size : 20%)

Name of District : Kozhikode

Nature of operational unit : City/Non-City Urban/ Taluk (Strike off which ever is not applicable)

Name of operational unit : South Wayanad Random start number 4

Location code of the house-numbering unit	House-numbering Block No.	Total No. of census houses	Sl. No. of the first selected house	Sl. No. of the last selected house	Number of houses left over ie. col. 2 minus col. 4	5 minus col. 5 (transfer it to col. 3 of next line)	No. of houses in the sample	Remarks
1(a)	1(b)	2	3	4	5	6	7	8
10-2-3-1-1	1	751	4	749	2	3	150	
10-2-3-1-2	1	999	3	998	1	4	200	
	2	999	4	999	0	5	200	
	3	437	5	435	2	3	87	
10-1-3-2-1	1	269	3	268	1	4	54	
10-1-3-2-2	1	999	4	999	0	5	200	
	2	3	5	..	3	2	0	
10-2-3-3F-1B	1	119	2	117	2	3	24	
10-2-3-3F-2	1	4	3	3	1	4	1	
10-2-3-4F-2	1	4	4	4	0	5	1	

Step 5: Repeat steps 2 and 3 with all the housenumbering blocks in the operational unit. Note that from the second housenumbering block onwards the entry in column 3 is the same as the entry in col. 6 relating to the previous housenumbering block entered in the list. Ensure that all the housenumbering blocks in the operational unit are covered in a continuous process.

Step 6: After the selection of the sample for the entire operational unt is over, hand over the bundle of houselist and houselist abstract along with the filled in control sheet 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 housenumbering block on hand and making the corresponding entries in the various columns of the control sheet.

2. In housenumbering units having more than one housenumbering block it should be ensured that no block is omitted. As soon as sampling in all blocks in a housenumbering unit has been completed tick off the corresponding number in the location code list. After you have completed sample selection for the entire operational unit, glance through the location code list of the operational unit to detect whether any housenumbering unit has been missed.

3. In some extraordinary cases, a housenumbering block may contain less than 5 houses. Here two situations may arise. The first is when the random start for that housenumbering block is greater than the number of houses. In such a case, it is obvious that no house can be selected from that housenumbering block. However, this housenumbering block of houses will be considered as the continuation of the previous housenumbering block. Add on the number of houses in this housenumbering block to the number of houses left over in the previous housenumbering 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 housenumbering block and the previous housenumbering block in column 5 against this housenumbering block. If, however, the random start for the housenumbering block is less than or equal to the number of houses in the housenumbering 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 housenumbering unit	House numbering Block No.	Total No. of census houses	Sl.No. of the first selected house	Sl.No. of the last selected house	Number of houses left over is minus col. 4	5 minus col. 5 (Transfer it to col. 3 of next line)	No. of houses in the sample	Remarks
1(a)	1(b)	2	3	4	5	6	7	8
10-1-1F-1	1	119	3	118	1	4	24	
10-1-1F-2A	1	2	4	..	3	2	0	
10-1-1F-2B	1	134	2	132	2	3	27	
10-1-1F-3	1	4	3	3	1	4	1	

Summary of the sample selection procedure

1. With the help of location code list, verify whether you have received the houselist for all the housenumbering unit.

2. Fill in the identification particulars, random start etc. of your operational unit. Take the first housenumbering unit and note the location code block number and total number of census houses in columns 1 (a), 1 (b) and 2, respectively of the control sheet.

3. On the basis of random start of the operational unit, record in column 3 the first selected house against the first housenumbering block.

4. After selecting first sample house of the first housenumbering 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 houselist due to (i) missed houses and (ii) duplicated houses. Correct such errors before completing sample selection in the housenumbering block-Indicate in col. 8 of the control sheet the details of missed houses.

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 housenumbering blocks of the operational unit is exhausted. Transfer of entry in column 6 of one line to column 3 of the next line will indicate the serial number of the first selected house of the next housenumbering blocks.

9. After completion of sample selection of your operational unit, have a quick glance through the entire process for your satisfaction.

10. The records of your operational unit may now be handed over to your Checker for further necessary action.

RURAL/URBAN

Page: No.....

CONTROL SHEET FOR SAMPLING OF HOUSES FROM HOUSELIST

(Sample size 20%)

Name of District

Nature of Operational Unit — City/Non City Urban/Taluk (Strike off whichever are not applicable)

Name of operational Unit — Random start number

Location code of the house-numbering unit	Total number of census houses	Serial number of first selected house	Serial number of last selected house	No. of houses left over col. 2 *minus* col. 4	5 *minus* col. 5 (transfer it to col. 3 of next line)	No. of houses in the sample	Re-marks
1	2	3	4	5	6	7	8

Name of Checker:

Signature :

Date:

Name of Tabulator:

Signature :

Date:

TABULATION CIRCULAR No. 2

January 27, 1981

Subject: Coding of the Houselists

In para 4, stage 9 of the Tabulation Circular No.1, it has been stated that after sample selection all the records will be arranged in the order of the location code and despatched to the Computer Wing of the Census Directorate for coding and further processing. It has now been decided that the coding of the houselists will be done in the concerned Regional Tabulation Office itself. The instructions in this circular relate to the various steps associated with the coding of the edited and sampled Houselist.

Index Slip

2. After the sample selection is over, the houselist schedules relating to each housenumbering units are to be stitched together and sufficient quantity of brown paper has already been sent to all the Regional Tabulation Offices for this purpose (vide this office letter No. H-4616/80 dated 3-1-81). After stitching these schedules for each housenumbering unit, an index slip should be pasted on the front cover page of each set. Sufficient quantity of blank stencilled index slip forms are enclosed herewith. Items 1 to 7 in the Rural Index Slip and items 1 to 6 in the Urban Index Slip are to be filled in before coding. The DDE codes on the top right are to be entered at the time of coding (see instructions in the next para). Item 8 and 9 in the Rural Index Slip and items 7 and 8 in the Urban Index Slip are to be filled in after the completion of coding and checking respectively. Items 10 and 11 in the Rural Index Slip and items 9 and 10 in the Urban Index Slip (Keying and verifying) are to be filled at the DDE unit.

Coding of Houselist

3. Coding consists of assigning codes to (1) the location particulars and (2) use of census house in column 4. The DDE codes to be assigned to the location particulars viz. districts, taluks, cities and towns are given in the enclosures (i) to (iii). Suitable codes may be entered in the top right portion of the Index Slip pasted on the cover page of each housenumbering unit. Thereafter, the entries in column 4 (use of census house) relating to *each of the sample houses* on each page of the houselist may be coded. The codes to be used for this purpose are given in enclosure (iv) and some illustrative entries are given in enclosure (v). The codemis to be written inside column 4 itself.

4. Lead pencil should be used for writing the codes. The codes should be written legibly. For making corrections the entry should be erased and written a fresh without any overwriting. These codes have to be checked *cent per cent.*

The receipt of this circular may be acknowledged.

Director of Census Operations

Encl: (i) List of Districts and Taluks with codes
(ii) List of cities and urban agglomerations with codes
(iii) List of Districts and Towns with codes (excluding cities and urban agglomerations)
(iv) Codes for column 4 of houselist
(v) Uses of census houses—some illustrative entries

Blank forms
Rural Index slips
Urban Index slips

The Regional Deputy Director of Census Operations, Calicut/Trichur/Kottayam

Director's Table/DD/AD(T)/AD(A)

TABULATION CIRCULAR No. 2—*contd.*

(i) LIST OF DISTRICTS AND TALUKS WITH DDE CODES

State: Kerala...Code 10

District/Taluk	*Code*
Cannanore District	**01**
Kasaragod	0010
Hosdurg	0020
Taliparamba	0030
Cannanore	0040
Tellicherry	0050
Kozhikode District	**02**
Badagara	0010
Quilandy	0020
Kozhikode	0030
Malappuram District	**03**
Ernad	0010
Perintalmanna	0020
Tirur	0030
Ponnani	0040
Palghat District	**04**
Ottappalam	0010
Mannarghat	0020
Palghat	0030
Chittur	0040
Alathur	0050
Trichur District	**05**
Chavakkad	0010
Talappilly	0020
Trichur	0030
Kodungallur	0040
Mukundapuram	0050
Ernakulam District	**06**
Parur	0010
Alwaye	0020
Kunnathunad	0030
Kothamangalam	0040
Muvattupuzha	0050
Kanayannur	0060
Cochin	0070

District/Taluk	*Code*
Idukki District	**07**
Devicolam	0010
Udumbanchola	0020
Thodupuzha	0030
Peermade	0040
Kottayam District	**08**
Vaikom	0010
Meenachil	0020
Kottayam	0030
Changanacherry	0040
Kanjirappally	0050
Alleppey District	**09**
Shertallai	0010
Ambalapuzha	0020
Kuttanad	0030
Thiruvalla	0040
Chengannur	0050
Karthigappally	0060
Mavelikkara	0070
Quilon District	**10**
Karunagappally	0010
Kunnathur	0020
Pathanamthitta	0030
Pathanapuram	0040
Kottarakkara	0050
Quilon	0060
Trivandrum District	**11**
Chirayinkil	0010
Nedumangad	0020
Trivandrum	0030
Neyyattinkara	0040
Wayanad District	**12**
Mananthavady	0010
Sultan's Battery	0020
Vythiri	0030

(ii) LIST OF CITIES/URBAN AGGLOMERATIONS WITH DDE CODES

(Population of 1,00,000 and above) State : Kerala Code 10

District/City/UA	*Code*
Cannanore District	**01**
Cannanore U.A.	
(a) Cannanore (M)	3000
(b) Cannanore Cantt.	3001
(c) Valapattanam (NM)	3002
(d) Chirakkal (NM)	3003
(e) Pallikunnu (NM)	3004
(f) Puzhathi (NM)	3005

District/City/UA	*Code*
Kozhikode District	**02**
Calicut U.A.	
(a) Calicut (C)	3000
(b) Olavanna (NM)	3001
(c) Cheruvannur (NM)	3002
(d) Beypore (NM)	3003
(e) Feroke (NM)	3004
Palghat District	**04**
Palghat (M)	3000

TABULATION CIRCULAR No. 2—*contd.*

District/City/UA	*Code*
Trichur District	**05**
Trichur U.A.	
(a) Trichur (M)	3000
(b) Viyyur (NM)	3001
(c) Vilvattom (NM)	3002
(d) Mannuthy (NM)	3003
(e) Ayyanthole (NM)	3004
(f) Ollur (NM)	3005
Ernakulam District	**06**
Cochin U.A.	
(a) Cochin (C)	3000
(b) Trippunithura (M)	3001
(c) Eloor (NM)	3002
(d) Kalamassery (NM)	3003
Alleppey District	**09**
Alleppey (M)	3000
Quilon District	**10**
Quilon (M)	3000
Trivandrum District	**11**
Trivandrum U. A.	
(a) Trivandrum (C)	3000
(b) Kadakampally (NM)	3001

IMPORTANT NOTE

The urban outgrowth of city/town will have the same DDE code as that of the main city. Thus Palghat Railway Colony, Peringavu, Thrikkakara, Kilikollur and Thamba will have code 3000.

M – Municipal town NM – Non-Municipal town C – City

(iii) LIST OF DISTRICTS AND TOWNS WITH DDE CODES

(Excluding cities and urban agglomerations) State : Kerala Code 10

District/Town	*Code*
Cannanore District	**01**
Kasaragod (M)	1000
Taliparamba (NM)	1010
Kalliasseri (NM)	1020
Pappinisseri (NM)	1030
Azhikode (NM)	1040
Elayavoor (NM)	1050
Chelora (NM)	1060
Kanhirode (NM)	1070
Chala (NM)	1080
Edakkad (NM)	1090
Muzhappilangad (NM)	1100
Kadachira (NM)	1110
Peralassery (NM)	1120
Dharmadom (NM)	1130
Pinarayi (NM)	1140
Eranholi (NM)	1150
Tellicherry (M)	1160
Kodiyeri (NM)	1170
Kottayam (Malabar) (NM)	1180
Kuthuparamba (NM)	1190
Kozhikode District	**02**
Badagara (M)	1000
Malappuram District	**03**
Manjeri (M)	1000
Malappuram (M)	1010
Tirur (M)	1020
Ponnani (M)	1030
Palghat District	**04**
Shoranur (M)	1000
Ottappalam (NM)	1010
Chittur-Thathamangalam (M)	1020
Trichur District	**05**
Chavakkad (M)	1000
Guruvayur Township	1010
Irinjaprom (NM)	1020
Kunnamkulam (M)	1030
Pullazhi (NM)	1040
Aranattukara (NM)	1050
Koorkkancherry (NM)	1060
Chiyyaram (NM)	1070
Nadathara (NM)	1080
Marathakkara (NM)	1090
Kanimangalam (NM)	1100
Avinissery (NM)	1110
Edakkunny (NM)	1120
Chevvoor (NM)	1130
Kodungallur (M)	1140
Methala (NM)	1150
Puducad (NM)	1160
Irinjalakuda (M)	1170
Chalakudy (M)	1180
Ernakulam District	**06**
Vadakkekara (NM)	1000
Chendamangalam (NM)	1010
Parur (M)	1020
Kottuvally (NM)	1030
Angamaly (M)	1040
Alwaye (M)	1050
Perumbavoor (M)	1060
Kothamangalam (M)	1070
Muvattupuzha (M)	1080
Mulavucad (NM)	1090
Maradu (NM)	1100
Cheriyakadavu (NM)	1110

District/Town	*Code*
Idukki District	**07**
Idukki Township	1000
Thodupuzha (M)	1010
Kottayam District	**08**
Vaikom (M)	1000
Palai (M)	1010
Kottayam (M)	1020
Changanacherry (M)	1030
Alleppey District	**09**
Shertallai (M)	1000
Pathirappally (NM)	1010
Thiruvalla (M)	1020
Chengannur (M)	1030
Kayamkulam (M)	1040
Mavelikkara (M)	1050

District/Town	*Code*
Quilon District	**10**
Pathanamthitta (M)	1000
Punalur (M)	1010
Vadakkevila (NM)	1020
Eravipuram (NM)	1030
Paravoor (NM)	1040
Trivandrum District	**11**
Varkala (M)	1000
Attingal (M)	1010
Nedumangad (M)	1020
Neyyattinkara (M)	1030
Wayanad District	**12**
(No Towns)	

M – Municipal town NM – Non-Municipal town

(iv) CODES FOR COLUMN 4 OF HOUSELIST

Use	*Code*	
1	2	
*Vacant-dilapidated ..	1	*Ccding to be done with reference to the entry in col. 14 of the Houselist ie. Remarks column
*Vacant – for want of repair or under repair ..	2	
*Vacant – Incomplete Construction ..	3	
*Vacant – want of Tenant/Occupant ..	4	
*Vacant – other reasons ..	5	
*Vacant – unspecified ..	9	
Residence only ..	11	
Shop-cum-residence ..	12	
Workshop-cum-residence ..	13	
Residence-cum-other uses (other than shop/workshop) ..	14	
Hotels, Sarais, Dharmashalas, Tourist homes, Inspection houses ..	21	
Shops excluding eating houses ..	22	
Business houses & offices ..	23	
Factories, work-shops, worksheds ..	24	
Restaurants, Sweetmeat shops, eating places ..	25	
Places of entertainment and community gathering ..	26	
Places of worship ..	27	
Other non-residential census houses not elsewhere specified e.g. schools, colleges and other educational institutions, public health institutions etc. ..	28	
Unspecified ..	29	

Note: A 'House locked' due to the occupant being away on journey/pilgrimage etc. may not be treated as vacant Instead correct use viz. Residence with other uses etc., as the case may be, should be recorded.

TABULATION CIRCULAR No. 2—*contd.*

(v) USES OF CENSUS HOUSES-SOME ILLUSTRATIVE ENTRIES

(An attempt is made here to list out various entries which might appear under "uses of census houses". This list is purely illustrative and by no means exhaustive.)

residence only (Code-11)

Code 11 will be assigned when the entry indicates the use of the census house for 'Residence' only (and not in combination with one or more other 'uses').

Illustrations: 'Residence', out-houses, tents, gangmen's hut, houseboats, bungalow, huts, military camp sheds, village guards camp.

Shop-cum-Residence: (Code - 12)

Code 12 will be assigned when the entry indicates the use of the census house as 'residence' in combination with running of a shop and the census house has only one access although it is put to twin uses viz., (i) residence and (ii) running of a shop.

Illustrations: Residence-cum-grocery shop, residence-cum-cloth shop, residence-cum-fruit shop, residence-cum-vegetable shop, residence-cum-panbidi shop, residence-cum-general store, residence-cum-milk stall, residence-cum-cigarette stationery store and so on.

Workshop-cum-residence: (Code-13)

Code 13 will be assigned when the entry indicates the use of the census house as residence in combination with the running of a workshop (i.e. a place where some kind of manufacture, production, processing, repairing or servicing on small scale, takes place) and the census house has only one access although it is put to twin uses viz., (i) residence and (ii) running of a workshop.

Illustrations: Toy-making at home, pottery making at home, tailoring at home, gold and silver-smithy workshop at home, Cycle repairing (for others) at home, residence-cum-*chakki*, residence-cum-confectionery, residence-cum-bakery, book binding at home, black smithy at home, cloth weaving at home, making wooden articles at home, fire pot manufacturing at home, making of papier mache at home, shoe making or repairing at home, cloth printing, dyeing at home, pappad making, manufacture of agricultural implements at home, jewellery at home, basket making at home, cane-weaving at home, ivory carving at home.

Residence-cum-other use: (Code - 14)

Code numbers 12 and 13 are meant for specific 'uses' in combination with 'residence' while this (code 14) is a residuary category of the use of the census house in combination with any other use other than running a shop or a workshop at home.

Illustrations: Residence-cum-temple, residence-cum-dispensary, residence-cum-school, residence-cum-Bal Mandir, residence-cum-office, residence-cum-lodge etc.

Hotels, sarais, dharamshalas, tourist houses, inspection houses etc. (Code- 21)

This code(21) will be assigned to the census houses which are used for temporary stay or stay in transit such as Hotels with lodging facilities, travellers' bungalows, choultries etc.

Illustrations: Dak bungalows, Inspection bungalows, Circuit houses, State Guest houses, Ashrams, Dharmashalas, Boarding houses, Hostels, Community Rest houses, Jails etc.

Shops excluding eating houses: (Code - 22)

Census houses used only as shop (but *excluding eating house* for which there is a separate code) where articles are bought/sold for cash-credit will be assigned this code.

Illustrations: Cloth shop, general provision store, chemist shop, pan shop etc.

Business houses and offices: (Code - 23)

This code will be assigned to the census houses which are used for locating banks, offices of firms, commercial and business houses, Government offices as well as offices of local bodies and private offices, Chambers of Commerce, office of Insurance companies, co-operative societies, advocates/lawyers etc., stock exchange, transport company, railway station, police station, Courts Fire station etc.

Factories, workshops and worksheds (Code – 24): Census houses used for locating factories, workshops or worksheds will be given this code. These are places where manufacture, production, processing, repairing or servicing takes place. They may be large scale industries/small workshops/worksheds.

Illustrations: Spinning mills, cotton mills, fertilizer factory, hosiery manufacturing workshop, watch repairing, tailoring shop, automobile repair and servicing station, bakery, shoe making, furniture-making, rice, flour and oil mills, printing press, dairy, aerated water factory, black smithy workshop, jewellers, gold smith & silver smith's shop, power houses and loco sheds, ivory carving etc.

Restaurants, sweetmeat shops and eating houses: (Code–25): This code will be assigned to census houses which are used for locating eating places.

Illustrations: Restaurants (without lodging facilities), tea stalls, sweetmeat shops, eating places, coffee houses, *bhojanalays*, canteen, halwai shops where sweetmeat is prepared, bars etc.

Places of entertainment and community gathering excluding places of worship (Code–26): Census houses used for cinemas, clubs, theatres, Kalamandir, Vayanashala, gymnasium, stadium, panchayat ghar, museum, zoo, samadhi etc. will be assigned this code.

Places of worship (Code–27): Census houses used as temple, church, mosque, idgah, gurudwara, prayer hall etc. fall in this category and will be given code number 27.

School and other educational institutions including training classes, public health and medical institutions, hospitals, health centres, doctor's clinics, dispensaries and other uses' (Code–28): This code (28) covers some specific uses of census houses, such as educational and medical institutions as well as a residuary category of uses (not covered by codes 11 to 14 and 21 to 27).

Illustrations: Schools, colleges, other teaching institutions, carpentary, music, dancing schools, agriculture training centre, adult literacy centre, shorthand and typing institute, hospitals, doctor's clinics, nursing homes, maternity homes, veterinary hospitals, mental hospital, leper asylum, dental clinics, homeopathic/unani and ayurvedic dispensary, vaccination centre, X-ray clinics, first aid centres, home for handicapped etc.

Illustrations: (residuary category):

Cattle shed, *goshalas*, bull breeding centre, garage (for keeping the automobile), laundry, passengers' shelter or waiting halls, poultry breeding centre, power sub-station, pump house, godowns, petrol bunk, latrine, studyroom, tube-well, kitchen etc.

TABULATION CIRCULAR No. 2—*concld.*

RURAL INDEX SLIP

DDE Code

State:.....Kerala..... Code: .....10.....

1. District: ..... Code: .....
2. Taluk: ..... Code: .. ..
3. Village/Forest Division:..... Code: .....
4. Kara, desom/forest range: ..... Code:..... .....
5. Number of pages: .....
6. Number of houselisting blocks: .....
7. Number of sample houses: .....
8. Coded by: Name:
   Signature with date:
9. Checked by: Name:
   Signature with date:
10. Keyed by: Name:
    Signature with date:
11. Verified by: Name:
    Signature with date:

URBAN INDEX SLIP

DDE Code

State:.....Kerala..... Code: .....10.....

1. District: ..... Code: .....
2. City/Taluk: ..... Code: .. ..
3. Division/Ward:..... Code: .....
4. Number of pages: ....
5. Number of houselisting blocks: .....
6. Number of sample houses: .....
7. Coded by: Name:
   Signature with date:
8. Checked by: Name:
   Signature with date:
9. Keyed by: Name:
   Signature with date:
10. Verified by: Name:
    Signature with date:

TABULATION CIRCULAR No. 3

March 26, 1981

Sub: Compilation of Primary Census Abstract (PCA) and Appendix 3 to Table A–1

The compilation of final Primary Census Abstract (PCA) is the next important work to be taken up after completing the verification of records and the preparation of the tables and the provisional Primary Census Abstract required for the Supplement to Paper 1 – Provisional Population Totals. Another work to be done simultaneously with the compilation of the final PCA is the preparation of Appendix 3 to Table A–1.

Upkeep of records

2. After verification of records and scanning of unused forms, the records of each block consisting of Abridged Houselist, Individual Slip pads, Household Schedule books, Enumerator's Working Sheets, Enumerator's Grand Total Working Sheet and Enumerator's Abstract should be kept in the record room. The records in respect of 20% sample blocks and the remaining non-sample blocks should be kept separately. The records of rural and urban areas should aslo be kept separately. Specified persons will be put in charge of the record room and they should be made responsible to issue and watch the return of the records.

Issue Register

3. The person in charge of Records should fill up the Issue Register and issue the records under proper acknowledgement in the Register. Sufficient number of printed blank forms of the Issue Register will be supplied from the Directorate. The Issue Register will be prepared in the respective sections by central-stitching the required number of blank forms. Separate Issue Registers should be kept in the main Records Section as well as in each section under the supervisor/checker. The entries in the register should be verified daily by the Supervisor and initialled. The Deputy Director will inspect the Registers kept in each section periodically.

Sequence of processing of schedules

4. The sequence of processing of schedules in the Regional Tabulation Offices for the preparation of PCA and Appendix 3 to Table A-1 will be in the following order taking one after another.

1. Schedules of 5% blocks selected for advance tabulation (out of 20% sample blocks)
2. Schedules of remaining 15% blocks out of 20% sample blocks
3. Schedules of additional 20% blocks
4. Schedules of remaining 60% blocks

Forms to be used for compiling the PCA

5. For easy compilation of PCA, four forms viz. Block Compilation Sheet, Rural Master PCA, Urban Master PCA and Village/Town/Panchayat PCA are prescribed. Sufficient number of blank forms will be supplied. The uses of these forms are briefly indicated below:

(i) Block Compilation Sheet

6. Block Compilation Sheet is used for totalling up the PCA for each enumerator block. The relevant data have to be copied from the column totals of the Population Record and added up to obtain the totals for the block. Separate sheets should be used for rural and urban areas and for normal, institutional and houseless households.

(ii) Rural Master PCA and Urban Master PCA

7. The Rural Master PCA is used for arriving at the total PCA for each kara, desom while the Urbam Master PCA is used for arriving at the total PCA for each ward (or division) of a town or urban outgrowth.

(iii) Town/Village/Panchayat PAC

8. This form is used to arrive at the total PCA for each village in respect of rural areas and each town or urban out growth in respect of urban areas. This form is also used to work out the PCA for panchayats and Community Development Blocks.

Allotment of work and drawal of records

9. The preparation of PCA of each charge will be assigned to a supervisor. It is desirable that the records of rural and urban areas are processed under different supervisors. If this is not possible in all cases, the supervisor should allot the records of urban areas and rural areas to different groups of Tabulators under different Checkers. Care should be taken not to mix up the records of rural and urban areas. The following procedure is to be adopted for the drawal and return of records:

(i) The Supervisor should take from the main Record Section, after signing in the Issue Register, the records of the blocks of a taluk or town in the following order ie. 5% sample, 15% sample, Additional 20% sample and finally the balance 60%.

(ii) The supervisor should verify the records received from the records before they are distributed to the Checkers.

(iii) The Checkers in turn will distribute the records to the Tabulators.

(iv) The records should be returned by the Tabulator to the Checker/Supervisor after preparing the Block Compilation Sheet.

(v) The Supervisor should ensure that all the records are returned to the Record Section after the PCA is prepared.

Steps in the preparation of PCA

10. Different steps in the preparation of PCA are given below:

Step 1: Editing of entries in the Individual Slip (Universal)—questions 1 to 5, 8 to 11 and 14A to 16. (No editing need be done for questions 6, 7, 12 and 13 of the Individual Slip)

Step 2: Matching of the entries in Population Record with the entries in the edited Individual Slip (Universal) and making corrections in questions 1 to 5 of the Individual Slip (Universal) and in col. 8 to 35 of the Population Record.

Step 3: Checking of column totals of the Population Record for each household.

Step 4: Copying the figures of each household in an Enumerator Block into the Block Compilation Sheets, using separate sheets for Normal, Institutional and Houseless households and adding up to get their respective totals and then the total for the Block.

Step 5: Copying the Block totals from the Block Compilation sheet into the Rural or Urban Master Primary Census Abstract for the lowest territorial unit viz. kara, desom or ward (division) after reconciling discrepancies, if any, found on comparison with the Enumerator's Abstract.

Step 6: Building up kara, desom/ward-wise figures in the Rural/Urban Master PCA as soon as figures for all blocks are entered under each kara, desom/ward.

Step 7: Copying kara, desom figures into Village/PCA forms under the respective villages and building up village totals. Copying ward figures into Town/PCA forms under the respective towns and building up Town totals.

Step 8: Building up taluk rural figures by adding village-wise figures and taluk urban figures by adding town-wise and urban outgrowth-wise figures in separate sheets of Village/Town/Panchayat Primary Census Abstract.

Step 9: Preparing district PCA showing, total, rural and urban figures for the district

Step 10: Preparing Panchayat PCA and Development Block PCA by copying figures of villages, karas, desoms, census towns, wards and or blocks under the respective panchayats in the Panchayat Primary Census Abstract form.

Step 11: Preparation of Appendix 3 to Table A-1 (the Block totals of Institutional and Houseless Households in the Block Compilation Sheets are to be copied into the Compilation Sheet for Appendix 3 to Table A-1 and added up to get taluk and town figures. District tables are to be built up from taluk and town figures).

A *flow diagram* showing the different steps in the preparation of PCA is enclosed herewith for easy reference. Detailed instructions on the above steps are given in the succeeding paragraphs

Editing of Individual Slip (Universal) and Population Record

11. In our state, the presentation of data in the PCA is by desom, kara and also for panchayats. Consequently some changes have to be made from the instructions in the Manual for Compilation of Primary Census Abstract. This circular covers these changes and the edit instructions appended to this circular substitute the edit instructions given in the Manual. In short, this circular and the enclosed edit instructions will cover all the points mentioned in the Manual and may be followed instead of the Manual.

Preparation of Block Compilation Sheet

12. Block Compilation Sheet should be prepared only after matching the Population Record and checking the column-totals of the Population Record. The Tabulator should then copy down the column totals for each household into the Block Compilation Sheet. Separate forms should be used for normal, institutional and houseless households. The totals of each type of household in the block should be struck at the end of the respective forms. If more than one page is used for any type of household, the page total should be struck on each page and this should be carried forward to the first line of the next page before the next household is entered in that page. If this process is repeated in all pages, the total in the last page will be the total of all households of a particular type (i.e. normal or institutional or houseless). After finding the totals of the three types of households separately, these totals should be copied into a separate page one after the other after entering 'Normal', 'Institutional' or 'Houseless' in column 2 and then added up to get the total figures of all households (i.e. Normal + Intitutional + Houseless Households) in the block. After checking the totals in the Block Compilation Sheet once again, the Tabulator will hand these over to the Checker along with the Individual Slip pads, Household Schedule books and Abridged Houselist duly bundled.

13. The Checker will compare the block totals struck by the Tabulator in the Block Compilation Sheet with the Enumerator's Abstract and if there is any difference, it should be found out whether it has occurred in normal, institutional or houseless households by comparing with the Grand Total Working Sheet. Thereafter the household or households where the difference has occurred should be located by comparing with the Enumerator's Working Sheet. Then the Population Record of the concerned household should be examined to see whether the entries made by the enumerator in the working sheet are to be corrected or whether the entries made by the Tabulator in the Block Compilation Sheet are to be corrected. Based on this, correction should be made in the Block Compilation Sheet or Enumerator's Working Sheets, Grand Total Working Sheets and Enumerator's Abstract as the case may be and the block totals finalised.

Preparation of Rural/Urban Master PCA

14. As soon as the blank forms of Rural and Urban Master PCA forms are received, the Regional Deputy Director will make arrangements to write the first three columns. This work should be done in the main office under the guidance of the Deputy Director. The location code list sent along with this office letter No. T4-5503/80 dated 7th March 1981 may be used for writing these columns. Since this is a basic document, cent per cent check of the units included in it will have to be done.

(i) **Rural Master PCA**

15. In the Rural Master PCA after writing the particulars at the top, the name (in capital letters) and code number (village element only) of the first village will be written first in columns 1 and 2. In the next line, the name and code number (village and desom, kara element only) of the first kara, desom should be written in columns 1 and 2. From the next line onwards, each Enumerator Block Number included in the desom, kara should be written in column 3 taking as many lines as the number of blocks in the desom/kara. Columns 1 and 2 will be left blank in these lines. When all the Enumerator Block Numbers in the first desom, kara are written, the name and code number of the next desom, kara should be written in columns 1 and 2 and its Enumerator Block numbers in column 3 from the subsequent line onwards. In this way, all the desoms, karas in the village should be written up. Then the name and code number of next village should be written. After all the villages in the taluk are written, the Enumerator Block numbers of forest areas should be written under the respective forest ranges or portions of range in the taluk. Similarly the blocks of Strictly Military Areas and Ports, if any, should also be written below the appropriate kara, desom in the Rural Master PCA. The manner of writting columns 1, 2 and 3 of Rural Master Primary Census Abstract is illustrated below:

TABULATION CIRCULAR No. 3—*contd.*

Village/Forest Division and kara, desom/forest range	*Code No.*	*Enumerator Block No.*
1	2	3
KAIPARAMBA	1	
Puthur	1-1	
		1
		2
Kaiparamba	1-2	
		3
		4
		5
ANJUR	2	
Kollannur	2-1	6
Puttekkara	2-2	
		7
		8
		9
Pattikkad Range	10F-2	5
		6
Peechi Range	10F-3	7
		8

Note: Details given here are imaginary. In the case of sub-divided desom/kara its sub-total is not required and hence the first Enumerator block number under such sub-divided units may be written against the first line of such units.

(ii) Urban Master PCA

16. Columns 1, 2 and 3 of the Urban Master Primary Census Abstract also may be written in the same manner as the Rural Master Primary Census Abstract with the difference that the name or number of ward will be written in col. 1.

Division/ward Name or Number	*Code No.*	*Enumerator Block No.*
1	2	3
Ward 1	1	
		1
		2
		3
		4
		5
Ward 2	2	
		6
		7
		8

17. The blocks of Strictly Military Areas and Ports, if any, should also be written below the appropriate ward of the town in the Urban Master PCA.

18. It will be noticed that according to the sequence of processing, the records of the 5% sample blocks will be processed first and the records for the other blocks in the kara, desom or ward will be handled only after the 5% sample blocks of all charges allocated to an office have been processed.

If one or more blocks in the kara, desom or ward belong to the 60% non-sample group, its processing will take place only after a time lag of a few months. Therefore, the entry against such blocks can be made in the Rural/Urban Master PCA only later. The total for a kara, desom or ward can be struck in the Rural/Urban Master PCA only after the figures are posted for all Enumerator blocks in the kara, desom or ward. Therefore, the Supervisor should retain with him the Rural Master PCA of a taluk or Urban Master PCA of a town on completion of a posting of the sample blocks of a taluk or town when the records of the sample blocks of another taluk or town are issued for processing. He will give the Rural Master PCA of the taluk or Urban Master PCA of the town to the Checker again and again as and when the records of 15%, Additional 20% and 60% of the taluk or town are issued at different times.

Filling up of columns 4 onwards of Rural/Urban Master PCA

19. The Supervisor will hand over to the Checker Rural or Urban Master PCA forms, as the case may be, with columns 1, 2 and 3 duly filled up. The Checker should first fill up col. 4 of the Rural or Urban Master PCA from the relevant entry in Section 1(B) of the Abridged Houselist relating to each enumerator block. He should then check for each enumerator block in the Urban/Rural Master PCA whether the number of occupied residential houses in col.4 is less than or equal to the number of households in col. 5. The occupied residential houses should normally be less than or equal to the number of households. In case the number of occupied residential houses is more than the total number of households in the block as noted in col. 2 of the Block Compilation Sheet, he will verify whether the number of occupied residential houses noted in Section 1 (B) of the Abridged Houselist is correct by actually counting all the wholly or partly occupied residential houses in col.4 of sections 2 and 3 of the Abridged Houselist and correct counting mistakes, if any. In this case, before he makes corrections he will have to bring this matter to the notice of the officer-in-charge. However, in some very exceptional cases, it may still happen that the number of occupied residential houses is more than the number of households in the block e.g. in the case of a hostel having 5 buildings, treated as separate census houses but all inmates are treated as one institutional household. The Checker should copy the totals of each enumerator block from the Block Compilation Sheet totals into column 5 onwards of the Rural or urban Master PCA as the case may be.

20. Once the figures are posted in the Rural/Urban Master PCA, the Individual Slips Household Schedules, Abridged Houselist, Enumerator's Working sheet etc. will not be required in the section and may be returned to the main Record Section.

21. As already indicated, the entries in the Rural/Urban Master PCA will be made by stages ie. as and when they are processed. The preparation of PCA can be completed only when the processing of all the non-sample blocks is over. But the posting of figures has to be carefully done at every stage. The Supervisor should check the accuracy of posting at the end of every stage and keep with him the Rural/Urban Master PCA. The total for a kara, desom or ward can be struck in the Rural/Urban Master PCA only after the figures are posted for all Enumerator blocks in the kara, desom or ward. When the figures of all blocks are posted, the totals should be struck from column 4 onwards. In the case of blocks in forest areas, it is not necessary to add up and present the figures for the portion of forest ranges falling in each taluk. These are later to be copied to the Village PCA under the respective villages. It is not necessary to build up the village totals in the Rural Master PCA or the Town totals in the Urban Master PCA. As the wards or desoms, karas will be copied one after another under the respective Town/Village in the Town/Village PCA, it will be easier to strike these totals there.

Preparation of Town/Village/Panchayat PCA

22. The same form ie. Town/Village/Panchayat PCA is to be used for Village PCA by scoring off Town/Panchayat from the heading and for Town PCA by scoring off Village/Panchayat from the heading. In Col. 2 of the Village PCA, the names of villages and karas, desoms should be written. The karas/desoms should be written in the order given in the location code list one in each line under the respective villages. Complete location code numbers of villages and karas should be written in col. 1 against them. In the case of villages having forest areas, the names of forest range or portion of forest range along with block numbers included in them also should be written under the respective villages after the karas, desoms. This information will be supplied from this office latter based on the B&C Registers. The manner of writing columns 1 and 2 of Village PCA is illustrated below:

TABULATION CIRCULAR No. 3—*contd.*

Complete location code number	*Name of village/kara/desom/forest range/ town/ward*
10-5-3-1	KAIPARAMBA
10-5-3-1-1	Puthur
10-5-3-1-2	Kaiparamba
10-5-3-2	ANJUR
10-5-3-2-1	Kollannur
10-5-3-2-2	Puttekkara
10-5-3-2-3	Mundur
10-5-3-2-4	Andaparamba
10-5-3-2-5	Pazhamuck
* * *	* * *
10-5-3-26-44	PANANCHERRY
* * *	* * *
	Olakkara
	Pattikkad range
	Block 19
	Block 20
	Peechi range
	Block 77
* * *	* * *

23. The total of a desom, kara in a village arrived at in the Rural Master PCA is to be copied against that desom, kara in the Village PCA. The figures for forest blocks, if any, under a village should also be copied into the Village PCA from the Rural Master PCA. Adding the figures of karas, desoms and portion of forest range, if any, the village-wise figures should be struck against the respective villages in the Village PCA. The village totals should be written in *red* ink. When the totals against all villages in a taluk are thus written, the taluk-wise rural figures can be totalled by utilising a separate sheets of Village PCA. The total of a ward arrived at in the Urban Master PCA should be copied into the Town PCA of the concerned town against that ward. In case of Strictly Military areas, the figures will have to be merged with the kara/ward in which the Military area or portion of the Military area is located. As soon as the figures for all wards are posted in the Town PCA, they should be added to get the total for that town. If there are more than one town in taluk (census town or statutory town), their figures may be copied to one sheet of Town PCA and added to get the taluk urban figure. In the case of Cochin Corporation and Idukki Township each of which lies in two taluks, the figures of wards falling in the respective taluks are to be copied (instead of the town total) to build up the taluk urban figures. The column for area figures need not be filled up at the Regional Tabulation Office.

Appendix 3 to Table A-1

24. The Checker has to prepared the Compilation Sheet for Appendix 3 to Table A-1 along with the preparation of Rural /Urban master PCA. The taluk, rural and town figures can be obtained by adding block-wise figures. For this, it will be convenient if the blocks of a town falling in different taluks are written in separate sheets.

Preparation of District PCA

25. After building up taluk, rural and urban figures sytematically as explained above, the District PCA should be prepared under the direct control of the Regional Deputy Director. The first two columns of the District PCA are as shown below:

District/Taluk/Town	*T/R/U*
1	2
....district	T R U
1. .....taluk	T R U
(i) .....town	U
(ii) .....town	U
(iii) ..... town	U
2. .....taluk	T R U
(i).....town	U

Columns 3 onwards are the same as the Village/Town/Panchayat PCA.

The formats of District PCA, Appendix 3 to Table A-1 and Working Sheets may be drawn in sufficiently large size paper in the Regional Tabulation Office itself as blank forms will not be supplied from this office.

Panchayat PCA and Development Block PCA

26. After preparing the Village/Town PCA, the Panchayat PCA will be prepared. The forms for this are the same as Village/Town/Panchayat PCA. In this form, 'Village/Town' will be scored off from the heading. The details of villages, census towns and their constitutent units viz. desoms, karas for rural areas and wards for non-municipal towns falling in different panchayats will be supplied from this office later. When this is received the figures of villages, towns, karas, desoms or wards may be copied from the village and Town PCA under the respective panchayats and added to get the panchayat total figures. The Development Block totals will be derived by adding up in a separate sheet the figures of those Panchayats which constitute the D. Block.

Despatch of final tables

27. District PCA, Appendix 3 to Table A-1, Village PCA, Town PCA and Panchayat PCA should be sent to this office after thorough scrutiny by the Deputy Director. As and when the tabulation of one distirict is over, its table should be forwarded to the Directorate.

Arrangement of records after processing

28. After the preparation of the PCA, the Individual Slip pads and Household Schedule books of each taluk and town will be transferred to the Coding Cell for coding in the following order : 5% blocks, 15% blocks, additional 20% blocks and the remaining 60% blocks. However, all the Abridged Houselists, Enumerator's Working Sheets, Grand Total Working Sheets and Enumerator's Abstracts of all blocks in each taluk and town should be arranged in the order of Enumerator Block Numbers in the taluk or town and kept in a separate rack with proper labels in the Record Section itself.

Training

29. Before the work of compilation of Primary Census Abstract and Appendix 3 to Table A-1 is taken up, the Deputy Directors will give thorough training to all the staff in batches. While the Tabulators and Checkers will be trained for the actual work which they have to do, the Tabulation Officers, Statistical Assistants and Supervisors will be trained in all stages of the work. In the training classes which can be commenced from 1st April 1981, the instructions for filling up various questions in Individual Slip and Household Schedule should be clearly explained. Before the training class, all the personnel should be asked to study and memorize all the columns and questions in the Household Schedule and Individual Slip so that they can quote each question/column without referring the form. The Tabulators and Checkers etc. will be able to edit correctly the schedules only if they are thorough with the instructions for filling up the schedules. Therefore, they should be thorough with the, Instruction Booklet on enumeration. Besides these, the various stages of editing, matching, copying totalling etc. should be explained. In the training classes, it should be explained that wherever, town is mentioned, it includes statutory towns and census towns and also urban outgrowths. It should be impressed upon the tabulation staff at all levels that wherever a figure is copied from one statement

to another, the latter should be compared with the former and wherever possible arithmetical checks should be made before finalising any compilation sheet or table. It is desirable that after the training class, the Checkers, Supervisors and Statistical Assistants be asked to rehearse the work of preparing the PCA of one small taluk and town by way of on the job training. The Tabulators may be given the actual schedules of one block each for editing and these may be got checked by the Checkers, Supervisors and Statistical Assistants independently. At least one pad or book edited by a Tabulator may be checked by the Tabulation Officers or Deputy Director, after they are checked by Checkers, Supervisors and Statistical Assistants. The lapses or errors, if any, detected during this checking should be explained to all so that such mistakes will not be committed by others. While the work is going on periodic checks will be made by the supervisory personnel and by the Deputy Director.

Director of Census Operations

Encl: 1. Flow diagram
2. Block Compilation Sheet forms
(to be supplied by the R. D. D. on receipt of the printed forms)

To

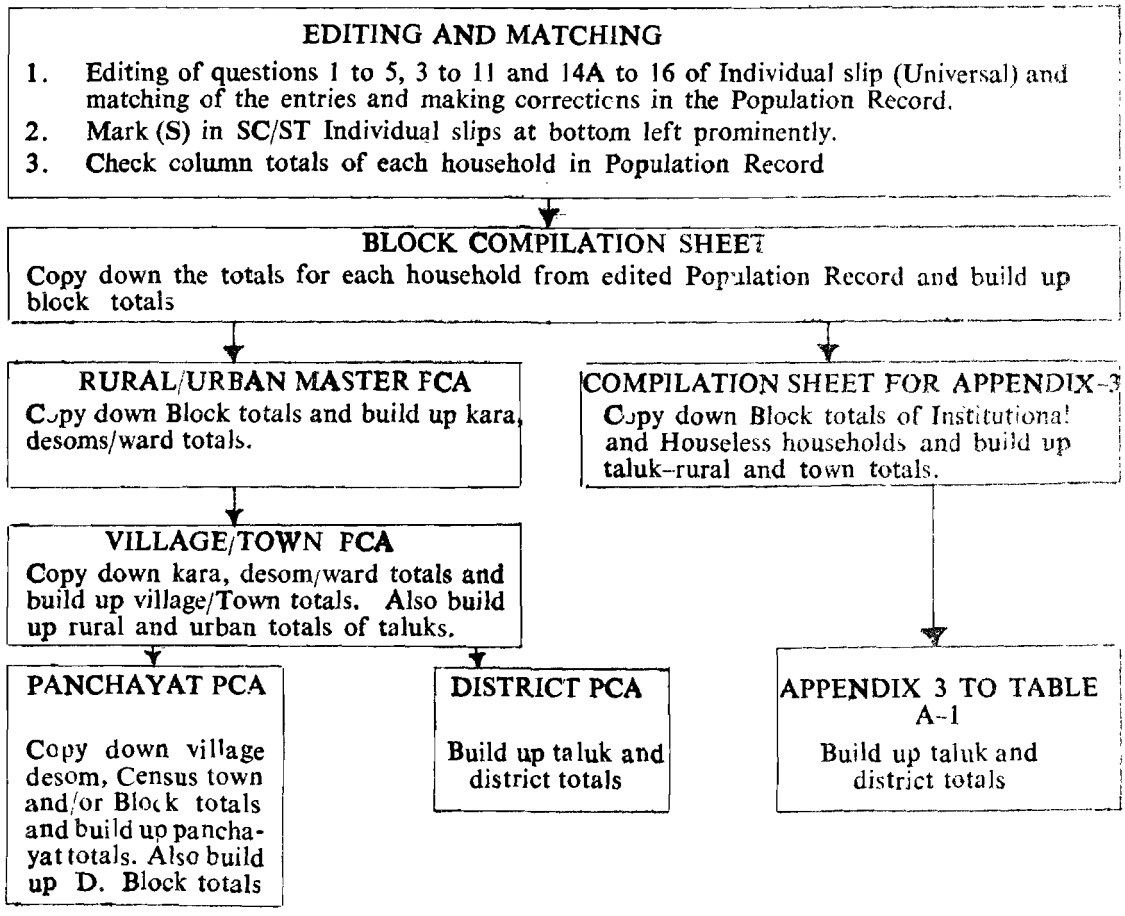
The Regional Deputy Director,
Calicut/Trichur/Kottayam (with spare copies)

Copy to : Director's Table/DD/AD(T)/AD(A)

I

FLOW DIAGRAM

Compilation of PCA in the Regional Tabulation Office



II

Editing of Individual slip and Matching with Population Record

INSTRUCTIONS TO TABULATORS

1. Preliminary checks

1.1 Check and ensure that the Household Schedule books, Individual Slip pads and Abridged Houselist given to you are of the same block by referring to the location code number. If not, report to the Supervisor and get the correct ones.

1.2 Also ensure that all the Household Schedule books and Individual Slip pads in the block recorded in the Issue Register, have been received by you.

1.3 Check whether book numbers of the Household Schedule books and pad numbers of the Individual Slip pads have been recorded on the cover page. Sometimes the book number/pad number might have been noted in the Schedules/Slips though omitted to be noted on the cover page. In such cases, write book number or pad number at the proper place on the cover page in the sequence of the Serial Numbers of households enumerated. If the number is missing only on one book or pad, it may be written by referring to the previous or subsequent pad or book.

1.4 Check that the location code including block number has been correctly and completely written on the cover of each book and pad. If not, write it correctly by referring to the location code number given to you by your Supervisor. While doing so it should be ensured that the book or pad belongs to the same block and is not one of a different block inadvertently got mixed up. Any doubt in this regard will have to be got clarified from the Supervisor before continuing the work.

1.5 Arrange the Household Schedule books and Individual Slip Pads in the order of book numbers and pad numbers respectively.

1.6 If the Abridged Houselist has been written or updated properly, the Serial Number of household given in col.7 and name of head of household in col.6 of the Abridged Houselist will be the same as written against serial number of household and name of head of household in Part I of the Household Schedule at the top. If col.7 of Abridged Houselist has not been filled-up properly then the matching may be made between the Household number in col5 and name of head of household in col.6 with those written in Part I of the household schedule to ensure that all the households have been covered.

1.7 Ensure that the location code number and serial number of the Household and household number has been written on all households schedules. In the case of continuation household schedules, it should be checked that "continued from schedule number.....of book number....." is written on the second schedule and "continued to schedule number.....of book number....' is written on the first schedule. If not, this should be written.

1.8 If the serial number of a household has been repeated on the household schedules of two different households, this may be corrected while comparing with the Abridged Houselist. If the serial number has been repeated in the Abridged Houselist also and, therefore, correction is not possible then give the second household schedule the next number after the last serial number of the households in the block.

1.9 In the case where the serial number of the household does not appear in the Household Schedule at all, you will have, as mentioned above, to first find out whether this Household Schedule is a continuation sheet for some other household. You can do this by referring to the Individual Slips for this household. If you find that this is a large household and more than one Household Schedule has been used, it is most likely that the Household Schedule which has no number really refers to this household. In such a case the name serial number as in the Individual Slips may be written in the Household Schedule where the Serial Number of the household has not been entered.

1.10 However, where the Serial Number of the household has not been entered, after applying the above check, if you find that this is not a continuation Household Schedule but represents totally new household then you should give it a continuation number which follows the last serial number of all the households in your block.

1.11 Where you are giving a new Serial Number of the household in the circumstances mentioned above, please take care to write this number on each of the Individual Slips of the members of this household in the pad concerned. In all these cases, you must keep your Supervisor informed. He will verify the correctness of the number allotted by you and make a note of it.

2. Editing of Individual Slip (Universal)

2.1 On completion of the preliminary checks, take the Individual Slip pad containing the slips of the first household, check the answers to questions 1 to 5, 8 to 11 and 14-A to 16 and edit them as indicated below if found blank, inconsistent or wrong.

2.2 No editing need be done for questions 6, 7, 12 and 13 (Mother tongue, Two other languages known, Educational level, Attending school or college) at present.

2.3 Before starting the editing of the Individual Slip of a household, the corresponding Populations Record of the Household should be kept open before you and cols. 1 to 7 gone through so as to get a clear idea about all members of the household.

2.4 Identify all the Individual Slips of the first household and check that the location code number, the serial number of the Household, pad number and slip number have been written on each slip correctly. If not, write it correctly. It should be checked and ensured that the location code number in the slips are the same as those written on the cover of the pad.

2.5 Then start editing each Individual Slip. Take each Individual Slip and edit the answers there in as noted below:

Qn. 1 *Name:* No editing need be done.

Qn. 2*: Relationship to head:* Check whether the relationship has been recorded against question? If not, see whether this has been recorded in col. 3 of Population Record against that person and if so copy it here. If not recorded in both, try whether the relationship can be written with reference to other persons of the household. In the case of a female, if the Serial Number of this person in Col. 1. or Population Record has been recorded in col. 3 against a child whose relationship to head is written as daughter or son, then it can be assumed that this female is the wife of the head of the household. Similarly a woman whose serial number is recorded against 'Son's daughter' is the wife of the son of the head of household. In the case of the first person in a household, if the relationship is not recorded, it may be written as 'Head' provided that there is no head in the household and this person is not too young to be the head of the household. If the relationship cannot be derived in any way, write 'unrelated' against that person in the Individual Slip and in the Population Record. In the case of Institutional households, the relationship for all members will be 'unrelated.' If all members in a Household are unrelated, verify whether 'I' is written in Part I of the Household Schedule.

Qn. 3*: Male or Female:* If this is not written, write it by referring to the relationship to the head recorded against Qn. 2. If there is any doubt, refer to cols. 4 and 5 of Population Record against that person and write accordingly. Sometimes names may also give a clue. If even the name does not give a clue, verify the entries on col. 8 to 35 of Population Record. If ticks (—) are given in cols. 10 to 21, it is a male and if they are in columns 24 to 35, then it is a female. If male, write 1 and if female, write 2 against Qn. 3.

In the case of all individuals where sex code is recorded against Qn. 3, it should be checked whether this is consistent with the relationship. If not consistent (Eg. relationship is recoded as son but the sex code 2 is written) correct the sex according to relationship. Before making corrections in such cases, the entries in Population Record also may be referred to for ascertaining whether sex has been correctly recorded therein.

Qn. 4. Age: Check whether age is recorded in completed years. If it is recorded in years and months or only in month, correct the entry to completed years. If age recorded in months is less than 12 months, correct it as '0' years. If there is no entry of age, write 'Not stated'.

Qn. 5: Marital Status: Check marital status recorded with relationship to head. If the marital status has not been recorded, see whether the relationship to head recorded in Qn. 2 is 'wife' or 'husband'. If so, write 'Married' against Qn. 5 otherwise write 'Not stated'. If the relationship in Qn.2 indicates that the person is 'Ever Married' but the marital status recorded against Qn. 5 is Never married, then correct the entry in Qn. 5 as 'Not stated'. But if the relationship against Qn. 2 is 'wife' or 'husband', then Qn. 5 may be corrected as 'Married'.

Qn. 8: Religion: In the case of Institutional Households, Qn. 2 of Part I of the Household Schedule is not filled up. For Normal Households and Houseless Households, correct the answer against Qn. 2 of Part I of Household Schedule according to the religion recorded in the Individual Slip of the head of the Household. If the religion of Head of the Household is blank in the Individual Slip but recorded in Qn. 2 of Part I of Household Schedule, then the entry in the Household Schedule may be copied to the Individual Slip. If the religion has not been recorded in Qn. 2 of Part I of Household Schedule and also in the slip of the Head of the Household, these should be filled up by referring to the religion recorded against Qn. 8 in the Individual Slips of all other members of the Household.

Qn. 9: Whether SC (1) or ST (2) and Qn. 10: Name of Caste/Tribe

If there is a caste/tribe name recorded against Qn. 10, check the entry in the Individual Slip with the list of Scheduled Castes and Scheduled Tribes for Kerala State. The list is given at the end of the Instruction Booklet for filling up the Individual Slip. In addition to the names of castes and tribes in the list, the entries 'Harijan' for Scheduled Caste and 'Adivasi' for Scheduled Tribe will also be reckoned as SC or ST respectively. If the entry in the Individual Slip appears in the list of Scheduled Castes or if it is 'Harijan', check the religion entered against Qn. 8. If it is not 'H' (Hindu) or 'S' (Sikh), score off the entries for Qns. 9 and 10 and record '**X**' for both because SC should be either a Hindu or Sikh and cannot belong to any other religion. If it is 'H' or 'S' correct the entry in Qn. 9 as '1', if '1' is not already recorded. If the name recorded against Qn. 10 appears in the list of Scheduled Tribes or if it is 'Adivasi', check whether entry for Qn. 9 is '2'. If not, correct it as '2'.

If the name against Qn. 10 does not appear in either the Scheduled Castes list or Scheduled Tribes list for Kerala state and if it is also not 'Harijan' or 'Adivasi', score off the entries in Qns. 9 and 10 and record 'X' for both.

If the name of caste or tribe of a person belonging to SC/ST has not been recorded in the Individual Slip, it may be examined whether it has been recorded in cols. 8/9 or 22/23 of the Population Record against that individual and if so, it may be copied.

For the head of the household, check the entry in Qn. 10 of the Individual Slip with the entries in Qn. 4 of Part I of the Household Schedules and cols. 8 and 9 or 22 and 23 of Population Record. If all the three do not agree but only two of them agree, correct the third entry on the basis of the entry in the other two. If all the three are different, correct the entries in Qn. 4 of Part I and cols. 8 and 9 or 22 and 23 of Part II in the Household Schedule, on the basis of the entry in Qn. 10 of the Individual Slip.

If entry for Qn. 10 of Individual Slip has been corrected, correct also the entry for Qn. 9 accordingly If the entry of Qn. 4 of Household Schedule Part I has been corrected, correct also entry for Qn. 3 accordingly.

IMPORTANT

In the Individual Slips of persons belonging to SC/ST, write 'S' prominently with red ball point pen at the bottom left. This is required for easily identifying SC/ST slips later when detailed tabulation on SC/ST is to be done

Qn. 11: Literate (1) /Illiterate (2): If the entry in Qn. 11 is '1', check age in Qn. 4. If age is 4 years or less, correct entry in Qn. 11 as '2'.

If the entry in Qn. 11 is '2', check educational level in Qn. 12. If some level is recorded and age in Qn. 4 is 5 years and above, correct the entry against Qn. 11 and '1'.

If there is no entry in Qn. 11, check in Qn. 4. If it is 4 years or less, record '2' in Qn. 11. If age in Qn. 4 is 5 years and above, check educational level in Qn. 12. If some level is recorded or if the entry shows that the person is literate, record '1' for Qn. 11. Otherwise, record '2'.

Qns. 14 *A to* 16

It is to be seen whether Qns. 14 A to 16 have been correctly filled up in the Individual Slips. In an Individual Slip, properly filled up the following four types of entries may come.

Qn.	*Type* 1	*Type* 2	*Type* 3	*Type* 4
14A	Yes	Yes	Yes	No, H or St or D or B or I or O
14B	1	1	2	X or blank
15A	C or AL or HHI or OW	C or AL or HHI or OW	H or St or D or B or I or O	X or blank
15B	AL or C or HHI or OW	No	C or AL or HHI or OW	
16	X or blank	X or blank	1 or 2	1 or 2

Note: 1. In Type 1, the entry in Qn. 15B will not be C if it is C in 15A and it will not be AL if it is AL in Qn. 15A. Though HHI and OW may come in both Qns. 15A and 15B, the entries in sub-questions will be different in Qn. 15B from that of Qn. 15A.

2. If HHI or OW is appearing in Qn. 15A or 15B then the sub-questions (i) to (iv) also should have proper entries.

3. In the case of Defence personnel or persons of Inteligence Bureau, details of work would not have been recorded.

4. If O is recorded in Qn. 14A *or* 15A, the answer to Qn.16 will invariably be 1 (yes) ie. the person is seeking/available for work.

Any other combination of entries in Qns. 14A to 16 are inconsistent and they have to be made consistent with each other by editing.

The editing ofthesequestions may be done as follows:

EDITING OF ECONOMIC QUESTIONS FOR CHILDREN BELOW 5 YEARS

In the case of a person whose age is entered below 5, please check the entry in 14A. If the entry is 'No'—(H/ST/D/R/B/I/O), nothing further need be done regarding this entry. If the entry is 'Yes in Qn. 14A, this must be scored off and 'NO' written below the line. If there is no entry at all then you should write 'No' below the line. If there are entries against Qns. 14B to 15B in such cases, these must be scored off neatly and 'X' recorded in their place. In Qn. 16, you must enter '2'.

EDITING OF ECONOMIC QUESTIONS FOR PERSONS OF 5 YEARS AND ABOVE

In the case of persons aged 5 and above, the following editing may be done.

Qn. 14A:

(i) If there is no entry in 14A, it may be corrected as 'Yes' if

(a) 1 (Yes) or 2 (No) is written in 14B

OR

(b) C or AL or HHI or OW or H or ST or D or R or B or I or O is written in 15 A

OR

(c) C or AL or HHI or OW is written in Qn. 15B

(ii) If No or H or ST or D or R or B or I or O is written in Qn. 14A but if there is 1 (Yes in Qn. 14B *or* C or AL or HHI or OW in Qn. 15A or Qn. 15B, then also Qn. 14A may be corrected as 'Yes'.

(iii) If there is no entry in 14A and no valid entry in 14B or 15A or 15B, then 'No' may be written against 14 A. Simultaneously Qn. 16 may be verified and if it is blank or 'X', it may be corrected as '2'.

(iv) If 14A is blank but only H or ST or D or R or B or I or O is written against 15A without any entry in 14B or 15B, then the entry in 15A may be transferred to 14A. Simultaneously Qn. 16 may be corrected as '2' for H or ST or D or R or B or I and '1' for O if it is blank or 'X'.

Qn. 14. *B* :-

(i) When there is 'Yes' in 14A, but the entries in 14B, 15A and 15B are all blank or invalid, then 14B may be corrected as 1 (Yes) and 15A may be imputed as C, if the household is cultivating as per answer to Qn. 12 of Part I of Household Schedule. If the household is cultivating, then 15A may be imputed as AL in rural areas and OW in urban areas. In both these cases, invalid entry in 15 B if any, may be scored off.

(ii) When there is Yes in 14 A and 1 in 14B and no valid entry in 15A or 15B but 1 (Yes) or 2 (No) is recorded in Qn. 16, then answer to Qn. 14B may be corrected as '2'. Invalid entry in 15A and 15B, if any, may be scored off.

(iii) When there is 'Yes' in 14A and 1 (Yes) or blank in 14B but only H or ST or D or R or I or B or O in 15A, then 14B may be corrected as '2' irrespective of the entry in 15B or 16.

(iv) When there is 'Yes' in 14A, but 2 (No) or blank or X in 14B, and C or AL or HHI or OW in 15A, then 14B may be corrected as 1.

(v) When there is 'Yes' in 14A, but no valid entry in 14B or 15A then 14B may be corrected as 2. The invalid entry in 15A, if any, may also be scored off.

(vi) If No (H or ST or D or R or B or I or O) in 14A, and 2 (No) in 14B without any details in 15A or 15B then all the questions 14B to 15B may be corrected as 'X'.

Qns. 15 *A and* 15 15 *B*:-

(i) If there is Yes in 14A, 1 (Yes) in 14B, no valid entry in 15A, but C or AL or HHI or in OW 15B, then the entries in 15B (along with sub-questions) may be transferred to Qn. 15A and 'No' written against 15B and 'X' against its sub-questions.

(ii) If Yes in 14A and 1 (Yes) in 14B without valid entries in 15A or 15B, then 15A may be imputed as C, if household is cultivating as per Qn. 12 of the Population Record. If the household is not cultivating Qn. 15A may be imputed as AL in rural areas and OW in urban areas. The sub-questions of 15B may be left blank and need not be filled up now. (The same editing is to be done in the case where the answer to 15B is 'No' instead of blank or invalid entry.)

(iii) If there is yes in 14A, 1 (Yes) in 14B and H or ST or D or R or B or I or O in 15A but with some details of work in sub-questions, then the entry in 15A may be corrected as OW instead of H or ST or D or R or B or I or O.

(iv) If there is C or AL against 15A and at the same time entries are found against sub-questions 15A (i) to 15A (iv), then C or AL in 15A may be corrected as OW, if the entries in 15B are blank or invalid or C or AL or HHI or OW with details of work etc. in sub-questions 15B (i) to (iv) different from those given in 15A (i) to 15A (iv). If the entries in 15B are HHI or OW with the same type of work etc in sub-questions as in 15B (i) to (iv), then the details of work in the sub-questions of 15A may be scored off retaining C or AL against 15A.

If there is C or AL against 15A with details of work etc. in sub-qns. 15A (i) to (iv) and HHI or OW in 15B without details of work in sub-qns. 15B (i) to (iv), then in rural areas C or AL may be retained in 15A and the details of sub-qns. 15A (i) to (iv) may be transferred to 15B (i) to (iv). In urban areas, C or AL in 15A may be changed to OW.

(v) If there is C in 15A without valid entries against sub-questions of 15A (i) to (iv) and C with details of work etc. in 15B and its sub-questions, then C in 15B may be changed to OW.

(vi) If there is AL in 15A without valid entries against sub-questions 15A (i) to (iv) and AL with details of work etc. in 15B and its sub-questions, then AL in 15B may be changed as OW.

(vii) If HHI or OW in 15A without valid entries in sub-qns. but C or AL in 15B with details of work etc. in sub-questions 15B (i) to (iv), then the details of work etc. from 15B (i) to (iv) may be transferred to 15A (i) to (iv).

(viii) If C in 15A and C in 15B, then C in 15B may be deleted. If AL in 15A and AL in 15B then AL in 15B may be deleted.

(ix) HHI or OW in 15A with details of work etc. given in sub-questions 15A (i) to 15A (iv). In such a case, if exactly the same entries are found in 15B and sub-questions 15B (i) to 15B (iv), then 15B may be corrected as 'No' and the details of work in its sub-questions scored off.

Qn. 16*:*

(i) If there is 'O' in Qn. 14A, then the entry in Qn. 16 may be corrected as '1'.

(ii) If there is 'No' or H or ST or D or R or B or I in 14A and Qn. 16 is blank or 'X', then write '2' in Qn. 16.

(iii) If there is 'No' in 14B and 'O' in 15A, then the entry in 16 may be corrected as '1'.

(iv) If there is 'No' in 14B and H or ST or D or R or B or I in Qn. 15A and the entry in 16 is blank or 'X' it may be corrected as '2'.

(v) If there is 'Yes' in 14B, then the entry in 16 may be corrected as 'X'.

3. Matching of Individual Slip (Universal) with Population Record

3.1 After editing the Individual Slips of all members of a household, then the entries of each person may be matched (i.e. compared) with the entries in the Population Record of that Household. While matching, if the entries in the Individual Slip and Population Record are found to differ then correction may be made in the Individual Slip in the answers to Qns. 1 to 5 according to the corresponding entries in cols. 2 to 7 of Population Record. (However, if this will cause an inconsistency in the already consistent entry of the Individual Slip, then the entry in Population Record may be corrected according to the Individual Slip). In the case of Qns. 8 to 11 and 14A to 16, the corrections are always to be made in the corresponding columns of the Population Record according to the entries of the edited Individual Slip.

3.2 The questions in the Individual Slip and the corresponding columns of Population Record are to be matched as indicated below:

Questions of Individual Slip		*Columns of Population Record*
Qn. 1	with	Col. 2
Qn. 2	with	Col. 3
Qn. 3	with	Cols. 4 or 5
Qn. 4	with	Col. 6
Qn. 5	with	Col. 7
Qn. 10	with	Cols. 8, 9 for males and 22, 23 for females
Qn. 11	with	Cols. 10, 11 for males and 24, 25 for females
Qn. 14A	with	Cols. 12, 13 for males and 26, 27 for females
Qn. 14B	with	Cols. 14, 15 for males and 28, 29 for females
Qn. 15A	with	Cols. 16 to 19 for males and 30 to 33 for females
Qn. 16	with	Cols. 20, 21 for males and 34, 35 for females

3.3 After you have carried out the matching described above, put a tick mark against the name in the Individual Slip Qn. 1 and against the corresponding entry in col. 2 of the Population Record. This is to indicate that you have completed the matching with regard to these questions, so far as this person is concerned.

3.4 Repeat the process for all the persons in the household. At this stage, all the Individual Slips will have matching entries in the Population Record and there should be no un-matched Individual Slip or un-matched entry in the Population Record.

3.5 After the Individual Slips of all the members of a household have been matched with the Population Record of that household, check whether any Individual Slip remains to be matched ie, whether there are any Individual Slips for which there is no matching entry in the Population Record. (In such cases that particular Individual Slip will not have the tick mark against Qn. 1 given by you.) Similarly check whether the Individual Slip is missing for any member or members entered in the Population Record of a household. (In such cases, there will be no tick mark against the names of such member or members in col. 2 of the Population Record.) All these unmatched Individual Slips and Household Schedules should be brought to the notice of the Supervisor to verify whether the Individual Slip or Population Record is available in some other pad or book. If not, fresh Household Schedules or Individual Slips should be filled by transcribing from the corresponding Slip or Household Schedule available.

4. Checking of column totals of Population Record

4.1 Now you will have to verify the totals of the various columns in the Household Schedule, Part II (Population Record). Before the column totals are verified, please ensure that every line, ie. that every person in the Population Record has been matched with the corresponding Individual Slip. This can be done by checking whether every line has the tick mark in col. 2 against each name. It should also be ensured that there is no Individual Slip in any of the pads without a corresponding line in any of the Population Record of that block.

4.2 Count the entries in col. 2 and check with the total recorded by the enumerator in this column. If your total is different from that entered by the enumerator, please check the total once again. The correct total must be entered after this checking in the last line in col. 2. The incorrect total must be struck off neatly.

4.3 Also enter this correct total against Qn. 15 of Part I of the Household Schedule by neatly scoring off the incorrect entry, if any.

4.4 Count the entries, ie. the tick marks in cols. 4 and 5 in cols. 8 to 35. Check whether your totals agree with that entered by the enumerator. If the two are different, please check the totals again. If the enumerator's total is wrong in any column, this should be neatly scored off and the correct total should be entered in that column on the last line.

4.5 After arriving at the correct totals in this manner, these totals will now be entered by you against the household number in the Block Compilation Sheet.

4.6 This process must be repeated for all the Household Schedules in the block and the corresponding entries must be made against each household in the Block Compilation Sheet.

IMPORTANT

The Tabulators should use red ball point pen for making corrections in the Individual Slips and Household Schedules. Wrong entries should be scored off by marking just one line across in such a way that the scored entry can still be read. No overwriting should be done. The wrong entry should be neatly scored off and the correct entry written next to it neatly in red ink. In the case of entries in the solid line boxes, the fresh correct entry can be written inside the box itself if there is space, if not, the correct entry may be written just outside the box on the dotted line leading to the box.

Guidelines to Supervisors for the Preparation of PCA

1. The supervisor is responsible for all the records issued from the main record section for tabulation and their return.
2. He should make available necessary blank forms to the tabulation personnel.

3. He should verify the entries in columns 1 to 3 of the Rural/Urban Master PCA before they are handed over to the Checker for posting the figures from column 4 onwards.

4. The Enumerator's Abstract etc. should be given to the Checker only when the Block Compilation Sheet of the concerned Block is prepared.

5. He will check the relationship between occupied residential houses and households. The entry in col. 4 of Rural/Urban Master PCA should normally be equal to or less than the entry in col. 5.

6. He will check the Rural/Urban Master PCA and also the Town/Village PCA for internal consistency and arithmetical accuracy.

7. Any doubt in editing or compilation of PCA should be got clarified by the Tabulation Officer or Regional Deputy Director.

8. The Supervisor will maintain discipline in the section and ensure smooth progress of the work as per the norms.

Guidelines to Checkers for the preparation of PCA

1. The Checker should check the work of Tabulators as per the Supervisor's instruction and will be responsible for the flow of records from the Supervisor and back.

2. Before issuing the records to the Tabulator it has to be ensured that all the household schedule books and Individual Slip pads relating to the block have been issued to him. The Abridged Houselist will also have to be given to the Tabulator for editing purposes.

3. The work of each Tabulator has to be checked as and when it is in progress. Do not assume that the checking can be done at the end.

4. Ensure that the Tabulator uses separate Block Compilation Sheet for Normal, Institutional and Houseless Households.

5. Check the Block Compilation Sheet with the Enumerator's Abstract, Grand Total Working Sheet, Enumerator's Abstract etc. and locate the errors and record the correct entry after thorough scrutiny.

6. Ensure whether the totals of normal, institutional and houseless households have been written in the last page and totals for the entire block struck. This block total will then have to be copied to the Rural/Urban Master PCA.

7. Before copying the Block totals, check the internal consistency of the figures recorded in the Block Compilation Sheet as noted below:

   (i) Check whether col. 3 = col. 4 + col. 5
   col. 4 = col. 12 + col. 22 + col. 24
   col. 5 = col. 13 + col. 23 + col. 25
   col. 12 = col. 14 + col. 16 + col. 18 + col. 20
   col. 13 = col. 15 + col. 17 + col. 19 + col. 21

   (ii) The figures given in cols. 6, 8, 10 and 26 should be equal or less than the figures in col. 4.

   (iii) The figures given in col. 7, 9, 11 and 27 should be equal or less than the figure in col. 5.

   (iv) The total of col. 6 and col. 8 should not exceed the figure in col. 4. Similarly the total of col. 7 & 9 should not exceed the figure in col. 5.

8. Fill up col. 4 of the Rural/Urban Master PCA from the Abridged Houselist after checking its accuracy.

9. Strike the totals of the kara, desom or ward, forest range, as the case may be (for strictly military area, add up the figures in the concerned kara, desom or ward).

10. The Checker has also to fill-up the Compilation sheet for Appendix 3 to Table A-1. In the Compilation Sheet, all blocks should be covered under col. 1 even in the case of nil entries against any.

11. After preparation of PCA, hand over the records to the Supervisor.

12. All doubts should be got clarified from the Supervisor or higher official.

Guidelines to Tabulators for the Preparation of PCA

1. Obtain the records from the Checker and verify them before proceeding with the other steps of work.

2. Edit the Individual Slip (Universal) and Population Record and match their entries as per the Edit Instructions. After editing the Individual Slips of a household match them immediately with the concerned Population Record before proceeding to the next household. This should be strictly followed.

3. After checking the column totals of the edited and matched Population Record, check the accuracy of column totals as noted below:

   Total of col. 2 = Total of col. 4 + Total of col. 5
   = Entry against Qn. 15 of Part I

Males	*Females*
Col. 4 = 10 + 11 = 12 + 13	Col. 5 = 24 + 25 = 26 + 27
Col. 12 = 14 + 15	Col. 26 = 28 + 29
Col. 14 = 16 + 17 + 18 + 19	Col. 28 = 30 + 31 + 32 + 33
Cols. 13 + 15 = 20 + 21	Cols. 27 + 29 = 34 + 35

4. After checking the column totals of the Population Record (PR), copy the particulars to the relevant columns of the Block Compilation Sheet (BCS). Use separate Block Compilation Sheets for Normal, Institutional and Houseless Hoseholds. The Sl. No. of the Household has to be copied from the Part I of the Household Schedule (which has been taken from col. 7 of the Abridged Houselist). Col. 3 of BCS has to be filled up from the total given in col. 2 of Population Record. The remaining column of the Block Compilation Sheet for males and females separately should be filled as noted below:

Item	*Males*		*Females*	
	Col. in BCS	*Col. in PR*	*Col. in BCS*	*Col. in PR*
Total population	4	4	5	5
Scheduled Castes	6	8	7	22
Scheduled Tribes	8	9	9	23
Literates	10	10	11	24
Total main workers	12	14	13	28
C	14	16	15	30
AL	16	17	17	31
HHI	18	18	19	32
OW	20	19	21	33
Marginal workers	22	15	23	29
Non-workers	24	13	25	27
Seeking/available for work	26	20	27	34

5. In the last page of the Block Compilation Sheet, write the totals for Normal, Institutional and Houseless Households and strike grand total for the block.

6. The totals of the Block Compilation sheet should then be checked as given below:

   Check whether Col. 3 = col. 4 + col. 5
   Col. 4 = col. 12 + col. 22 + col. 24
   Col. 5 = col. 13 + col. 23 + col. 25
   Col. 12 = col. 14 + col. 16 + col. 18 + col. 20
   Col. 13 = col. 15 + col. 17 + col. 19 + col. 21

7. After the preparation of the Block Compilation Sheet, hand over the records (Abridged Houselist, Household Schedule books, Individual Slip pads) and the Block Compilation Sheet to your checker

8. All doubts should be got clarified from the Supervisor or higher official.

ISSUE REGISTER

District..... Name of Sample: 5% / 15% / Additional 20%

Taluk / Town Forest Range	Block Nos. of which records are issued	Name of records issued ie Individual slip/ Household Schedule/ Abridged Houselist/ Enumerator's Working Sheet/ Grand Total Working Sheet/ Enumerator's Abstract	No. of pads/ books/sheets issued	Name & designation of person to whom issued	Signature with date of the person to whom the records are issued		Signature of Record keeper at the time of receiving back the records	Remarks
					At the time of issue	At the time of return		
1	2	3	4	5	6	7	8	9

CENSUS 1981

BLOCK COMPILATION SHEET

Page No .....

RURAL/URBAN

State .....Code No.....

District .....Code No.....

Taluk .....Code No.....

Village/Forest Division/City/Town .....Code No.....

Kara, desom/Forest Range/Ward or Division No .....Code No.....

Enumerator Block No.....

TYPE OF HOUSEHOLD:— Normal/Institutional/Houseless

Line number	Serial number of household	Total population			Scheduled Castes		Scheduled Tribes		Literates		Main workers										Marginal workers		Non-workers		Seeking/Available for work	
											Total main workers		C		AL		HHI		OW							
		P	M	F	M	F	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	26	27
TOTAL																										

Compiled by: Name.....Signature.....Date.....

Checked by: Name.....Signature.....Date.....

CENSUS 1981

Page No.....

COMPILATION SHEET FOR APPENDIX 3 TO TABLE A–1

RURAL/URBA

State.....Code No.....

Taluk/Town.....Code No.....

District.....Code No.....

Enumerator 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
TOTAL								

Compiled by: Name.....

Signature.....Date.....

Checked by: Name.....

Signature..... Date.....

CENSUS 1981

RURAL MASTER PRIMARY CENSUS ABSTRACT

Page No.....

State.....Code No..... District.....Code No..... Taluk.....Code No.....

Village/Forest Division and Kara, desom/Forest Range		Enumerator's Block Number	* No. of occupied residential houses	** No. of Households	Total Population (Including Institutional and Houseless Population)			Scheduled Castes		Scheduled Tribes		Literates		Main workers										Marginal workers		Non-workers		Seeking/ Available for work	
														Total		C		AL		HHI		OW							
Name	Code No.				Persons	Males	Females	M	F	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	26	27	28	29	30

* Include those occupied by Institutional households also
** Include Houseless and Institutional households also.

Compiled by: Name..... Signature..... Date.....

Checked by: Name..... Signature..... Date.....

CENSUS 1981

URBAN MASTER PRIMARY CENSUS ABSTRACT

Page No .....

State.....Code No.....

District.....Code No.....

City/Town/Urban outgrowth (OG).....Code No.....

Taluk (s) in which the City/Town/OG lies.....

Urban agglomeration in which the City/Town/OG lies.....

Division/ Ward		Enumerator Block Number	* No. of occupied residential houses	** No. of Households	Total Population (Including Institutional and Houseless Population)			Scheduled Castes		Scheduled Tribes		Literates		Main workers										Marginal workers		Non-workers		Seeking/ Available for work	
														Total		C		AL		HHI		OW							
Name or Number	Code No.				Persons	Males	Females	M	F	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	26	27	28	29	30

* Include those occupied by Institutional households also

** Include Houseless and Institutional households also.

Compiled by: Name.....Signature.....Date.....

Checked by: Name.....Signature.....Date.....

CENSUS 1981

TOWN/VILLAGE/PANCHAYAT PRIMARY CENSUS ABSTRACT

Page No.....

State. .....

District. .....

Taluk/C. D. Block.....

Complete Location Code Number	Name of Village/Kara, Desom/ Forest Range/Town/Ward	Area of Village in hectares OR Area of Town/Ward in sq. km.	* No. of occupied residential houses	** No. of Households	Total Population (Including Institutional and Houseless Population)			Scheduled Castes		Scheduled Tribes		Literates		Main workers										Marginal workers		Non-workers		Seeking/ Available for work	
					Persons	Males	Females							Total		Cultivators		Agricultural Labourers		Household Industry (Manufacturing, processing, servicing & repairs		Other workers							
								M	F	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	26	27	28	29	30

TABULATION CIRCULAR No. 3 – *contd.*

INVENTORY OF RECORDS ISSUED TO THE CODING CELL

District..... Name of Sample: 5% 15% Additional 20%

Taluk/Town/ Forest Range	E. E. No.	Number of				Remarks
		Individual slips pads of		H. H. Schedule books of		
		48 slips	24 slips	24 schedules	8 schedules	
1	2	3	4	5	6	7

Received the above records from the RTO.....

Name..... Designation..... Signature & Date.....

TABULATION CIRCULAR No. 4

July 9, 1981

Sub: Compilation of Scheduled Castes/Scheduled Tribes PCA

Apart from the Primary Census Abstract for the entire population, it has now been decided to compile manually the Primary Census Abstract separately for scheduled Castes and for scheduled Tribes. These formats are almost similar to those relating to the Primary Census Abstract of general population covered under Tabulation Circular No. 3. These forms are called Block Compilation sheet for Scheduled Castes/Scheduled Tribes (BCS for SC/ST), Rural Master Primary Census Abstract for Scheduled Castes/Scheduled Tribes (Rural Master PCA for SC/ST) and Urban Master Primary Census Abstract for Scheduled Castes/Scheduled Tribes (Urban Master PCA for SC/ST). The formats of these are enclosed. The BCS for SC/ST and Rural/Urban Master PCA have been printed in *blue* ink for distinguishing them easily. Sufficient number of copies will be sent to you separately.

2. This work is to be taken up simultaneously with the compilation of Primary Census Abstract of general population. As the compilation of Primary Census Abstract of general population relating to 5% and 15% sample slips have been completed, arrangements may be made immediately to retrieve the records and prepare the PCA of Scheduled Caste/Scheduled Tribe population in respect of these blocks. If the compilation of Primary Census Abstract of general population has been completed for additional 20% sample blocks also in respect of some taluks and towns, PCA for SC/ST in respect of these blocks of such taluks and towns also will have to be taken up. In the case of additional 20% sample blocks of remaining taluks and towns and 60% sample blocks of all taluks and towns, this work may be done along with the compilation of Primary Census Abstract of general population. As this work is being introduced half way through the compilation of Primary Census Abstract of general population, it should be ensured that all the enumerator blocks are covered without any omission. As the editing and coding of 5% sample slips have to be commenced immediately, the scheduled Castes/Scheduled Tribe Primary Census Abstract compilation of these blocks may be taken up immediately and completed on priority basis. One small team under each Supervisor in a branch office can look after this work.

3. Though the PCA for Scheduled Castes and Scheduled Tribes will be brought out only at taluk/town levels, it will have to be compiled at block-level and also built up for ward/desom, kara level. This will be done through the Urban and Rural Master PCA for Scheduled Castes and Scheduled Tribes.

4. The compilation of Primary Census Abstracts for Scheduled Castes and Scheduled Tribes will be part of the PCA operations in the Regional Tabulation Offices although they will be compiled independently from the Population Record. (Part II of Household Schedule.)

Personnel

5. Under each Supervisor, a separate team consisting of a Checker known as Special Checker and required number of Tabulators called as Special Tabulators will attend to this item of work.

Procedure

6. The Special Tabulator of each team will have to make the compilation block by block and the Special Checker will check all these Special Tabulators' work and make entries in the Master Primary Census Abstracts for Scheduled Castes and for Scheduled Tribes. This compilation for each block will be taken up by the Special Tabulators after the compilation for the general Primary Census Abstract of the block is completed. That is, when a Checker has finalised the totals of the Block Compilation Sheets for a block after tallying (and reconcilling) them with the Enumerator's Abstract and Working Sheets, the Special Tabulator will take up compilation work of the Primary Census Abstract for Scheduled Castes/Scheduled Tribes for the block. After completing the work of General Rural/Urban Master PCA for any block, the Supervisor will pass on the Household schedule books along with Individual Slip pads to this Special Checker of the team. The BCS of the general population also will be given to the Checker. The Special Checker will issue the Household Schedules and Individual Slips to the Special Tabulator after making proper entries in a separate Issue Register. For the compilation of the PCA for SC/ST, the special Tabulators and Special Checkers may normally require only the Household Schedule books and not the Individual Slip pads. But as these two

records for each block are normally kept together and will be often required for cross references by the different personnel in connection with the checking of editing and compilation at various stages, both the Household Schedules and Individual Slip pads of each block will be issued to the Special Tabulators and Checkers. They will return both the records together without any pad or book being missed or misplaced. The Special Tabulator when he completes the compilation work for a block will hand over the Household Schedule books along with Individual Slip pads and Compilation sheets to the Special Checker. After finalising the totals for Scheduled Castes and Scheduled Tribes for a block, the Special Checker will fill up Rural/Urban Master PCA for SC/ST and hand over the Household Schedule books and Individual slip pads along with the Compilation Sheets and Master PCA to the Supervisor.

7. The various steps to be adopted by the Special Tabulator, Special Checker and Supervisor are given below:

Special Tabulator

Step 1 : The Special Tabulator will be issued the Household Schedule books and Individual Slip pads of a block. He will also be provided with blank Block Compilation Sheets for SC/ST printed in blue ink. When the Special Tabulator receives the Household schedules for a block, the part II of the Schedules viz. population Record would already have been edited and corrected in the process of general PCA compilation. The list of Scheduled Castes and Scheduled Tribes for the state will be available with him in the copy of the book 'Instructions to Enumerators' issued previously.

Step 2 : He will start with the Household Schedule Part II Population Record by inspecting the entries in Cols. 8, 9, 22 and 23 of the Population Record and if he finds any entry of Scheduled Caste or Scheduled Tribe for any person in the household, he will take a Block Compilation sheet for SC/ST strike of SC or ST in the heading as the case may be and enter the indentification particulars for the block. He will take out a fresh Block Compilation Sheet each for Scheduled Caste and Scheduled Tribe only the first time he comes across a Scheduled Caste or Scheduled Tribe person in a block. Having started a SC/ST sheet for the block, he will have to make entries for that household and for all further households in the block with a SC/ST member in that Block Compilation Sheet for SC/ST. He will check from the Population Record for such a household, if all the members of the household are recorded as Scheduled Castes or as Scheduled Tribes or only some. If all the members are SC/ST, then the totals given for that household in the population Record can be copied. He will first copy the Household serial number in col. 2 of Block Compilation Sheet for SC/ST and then make entries in cols. 3 to 23 of BCS by copying from the Population Record. All households whether normal, institutional or houseless will be entered in these Block Compilation sheets, if there is a SC/ST member in the household.

It is possible that in some Household Schedules, all enumerated members are not recorded as SC/ST but only some are SC/ST. This would happen mostly with institutional households. In such cases, the Special Tabulator will have to compute the totals of each column of the Population Record for the SC or ST members alone. The number of males/females of SC or ST in all households can be noted by counting the entries in cols. 8 & 9 or 22 & 23 of the Population Record. For filling up other items, the Tabulator may count the '$\surd$' marks in each column against SC/ST members only or by deducting the column totals for non-SC/ST persons in the household, whichever is convenient. These computed column totals for only SC/ST members should be entered after entering the Household serial number in col. 2 of Block Compilation Sheet for SC/ST. In rare cases, it is possible that some members of a household are recorded as SC and some other as ST. If it is so, separate column totals for SC and for ST member will have to be derived by counting the '$\surd$' marks separately for SC and ST members. In this case, the serial number of household will be entered in the Block Compilation sheets for SC as well as for ST and the respective column totals will be entered against the household.

In the case of large households where more than one Household Schedule might have been used, care should be taken to copy the correct column totals'. After making entries for a household, the special Tabulator will proceed to the next Household Schedule. If in the household (Population Record), there is not SC or ST member, he will skip the household and go on to the next Household Schedule. Thus, the special Tabulator will make entries in the Block Compilation sheets for SC and ST only in respect of those households which have an SC or ST member.

Step 3 : After completion of all households in a block, he will find the totals for cols. 3 to 23 of the Block Compilation Sheets for SC/ST. If there are a large number of entries either for SC or ST, the Special Tabulator will continue in a 2nd, 3rd etc. page of BCS numbering them continuously

till the completion of the block. He will then add up totals on each page and carry forward the total from each page on to the first line on top of the next page so that the totals on each page for a block will indicate the progressive totals and the totals underneath the last page will give the totals for the block. After completion of all Household Schedules, if the special Tabulator finds that he has not come across any SC or any ST person, he will simply fill the identification particulars of the block in a Block Compilation sheet for SC or ST, as the case may be and write 'NIL' across. Thus, for every block, he must fill two Block Compilation Sheets, one for SC and one for ST, irrespective of whethler there is SC or ST population in the block or not.

Step 4: After completion of this work for a block, the Special Tabulator will hand over the Household Schedule books along with the Individual Slip pads and the Block Compilation Sheets for SC/ST for the block to the Special Checker for making entries in the Rural/Urban Master PCA for SC/ST.

Special Checker

Step 1: The Special Checker should obtain the records from the Supervisor and make entries in the Issue Register before issuing them to the special tabulator. On completion of work, he will collect the schedules and Block Compilation Sheet for SC/ST from the Tabulators.

Step 2: He will ensure that the figures from Population Record have been posted correctly into the Block Compilation Sheet for SC/ST without any omission or interchange of columns.

Step 3: The Special Checker will receive the Household Schedule books and the completed Block Compilation Sheets for SC and ST for each block, as and when completed from the Special Tabulator. For each block the Special Checker will have to first add and check whether the column totals 3, 4 & 5 of the Block Compilation sheet for SC and ST are correct. If not, he will have to correct the column totals.

Step 4: After this, he will check whether these column totals 3, 4, 5 of the Block Compilation sheets for SC and ST tally with the SC and ST population, males and females entered for the block in the BCS of general population. If these totals tally he will check all the other column totals of the Block, Compilation sheets for SC and ST and correct them if found wrong.

Step 5: Next, he will make two checks on these totals for inter-se consistency.

1. The totals of (C, AL, HHI & OW for males) columns 10, 12, 14 & 16 must add upto the total (male main workers) of col. 8. Similarly, the totals of columns 11, 13, 15 & 17 for females must add upto col. 9.
2. Also, the total (of male main workers, marginal workers and non-workers) of cols. 8, 18&20 must add upto the (male population) column total 4 and the total (for females) of cols. 9, 19 & 21 must add upto the col. total 5.

Step 6: After making these checks and ensuring that the column totals are internally consistent, he will enter then in the Master PCA for SC and for ST for the taluk/town against the block number already entered in it. Even in the case of a 'NIL' Block Compilation Sheet for SC/ST, he will make 'Nil' entries for such Blocks in the Master PCA for SC/ST.

Procedure to be followed while comparing BCS for SC/ST and BCS for general population

8. In case, the column totals 3, 4 & 5 do not tally with the SC and ST population entered in the BCS of general population, the special Checker will have to reconcile the two sets of figures. For this, he will have to first go through the Household Schedules one by one and check whether every household which has a SC or ST person entered in the Population Record has been entered in the Block Compilation sheet for SC and ST, respectively. If any such households have been missed, the Special Checker should make the entries for those households in the Block Compilation Sheet for SC/ST at the end after the totals for the block. He will then add these fresh entries in cols. 3, 4,&5 to the original totals and see whether these revised totals tally with the SC/ST population of the block as entered in the BCS of General population. It they now tally, he should strike the revised totals for all other columns adding the fresh entries to the original totals which should also be checked. If, however, the revised totals of cols. 3,4, & 5 still do not tally with the BCS of general population, Special Checker will have to check whether the entries against each of the households entered in the Block Compilation Sheet for SC/ST have been made correctly or not. He will have to do this by referring to the Household Schedule for each of the households entered in the Block Compilation Sheets for SC/ST and tallying the entries against the household with the column totals of the Population Record for household having all their members as SC/ST. For households having some members only as SC/ST, the totals of concerned members for various columns of Population Record

are to tally with the entries of BCS for SC/ST. This has to be done for all the households entered in the Block Compilation sheets one by one and after correcting the entries against them, the column totals should be accordingly corrected. At this stage, the column totals 3, 4 & 5 should tally with the SC/ST population entered in the BCS of general population. If they do not tally even at this stage, this may be brought to the notice of the Supervisor who will do the needful.

9. If the column totals 3, 4 & 5 tally with the BCS of general population, but the internal consistency checks fail, then also the whole process of checking with the Household Schedules for entry of all households with a Scheduled Caste/Scheduled Tribe person in Population Record and correcting entries in all the columns against each household should be carried out. Here, the check of entry of serial number of household in col. 2 and of other entries in col. 3 to 23 against the household with the Population Record should be carried out simultaneously.

10. These checks are independent for SC and ST and only for those, either of SC or ST which do not tally, the detailed checks with Household Schedules need be made.

Supervisor

(i) After the work on the preparation of Rural/Urban Master PCA for the general population is complete for a block, the Supervisors will hand over to the Special Checker the following records relating to the Block for the compilation of BCS and Master PCA for SC/ST.

(a) Household Schedule books

(b) Individual slip pads

(c) Block Compilation Sheet of general population

(d) Blank forms of BCS for SC/ST.

Out of the above, the Special Checker will, in turn, issue the Household Schedule books, Individual Slip pads and the blank BCS forms for SC/ST to the Special Tabulators and retain the other forms with him.

(ii) The Supervisor will fill columns 1 to 3 of the Rural/Urban Master PCA's for SC/ST and give it to the Special Checkers for preparation of the Rural/Urban Master PCA. He should also ensure that all the blocks entered in the general Master PCA have been taken up for compilation.

(iii) After collecting the records back from the Special Checker on completion of work, the Supervisor will arrange all the records of the block together again and transfer them to the Records Section.

(iv) The entries in the Rural/Urban Master PCA for SC/ST may be compared with the General Rural/Urbam Master PCA. The SC/ST figures given in the Rural/Urban Master PCA for general population should tally with the totals of the Rural/Urban Master PCA for SC/ST as noted below:

General Rural/Urban Master PCA		*Rural/Urban Master PCA For SC/ST*
Col. 9	..	Col. 6 for SC
Col.10	..	Col. 7 for SC
Col.11	..	Col. 6 for ST
Col.12		Col. 7 for ST

(v) After completing the posting of figures in the Rural/Urban Master PCA for SC/ST for all blocks in 5%, 15%, Additional 20% and Balance 60%, the totals should be arrived at for each kara, desom/ward as in the case of Rural/Urban Master PCA for general population.

11. A general narrative report on the progress of this work may be forwarded by the Regional Deputy Directors every fortnight as its completion is closely related to the flow of schedules to the Coding Cells. The Regional Deputy Directors may check the work and also get checks done by Tabulation Officers and Statistical Assistance as in the case of the preparation of general PCA.

12. The receipt of this circular may be acknowledged and commencement of the work reported

Director of Census Operations

Encl: BCS for SC/ST
Rural Master PCA for SC/ST and
Urban Master PCA for SC/ST

To

The Regional Deputy Director,
Calicut/Trichur/Kottayam with—spare copies

CENSUS 1981

RURAL MASTER PRIMARY CENSUS ABSTRACT

State.....Code No.....

District.....Code No. .....

Taluk.....Code No.....

Line number	Serial number of household	Total SC/ST* population			Literates		Total main workers		C	
		P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11
TOTAL										

*Score off whichever is inapplicable

Compiled by: Name.....Signature.....Date.....

No. 4—*contd.*

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FOR SCHEDULED CASTES/SCHEDULED TRIBES*

Village/Forest Division/City/Town.....Code No.....

Kara, desom/Forest Range/Ward or Division No. .....Code No.....

Enumerator Block No. .....

Main workers						Marginal workers		Non-workers		Seeking/ Available for work	
AL		HHI		OW							
M	F	M	F	M	F	M	F	M	F	M	F
12	13	14	15	16	17	18	19	20	21	22	23

Checked by: Name.....Signature.....Date.....

CENSUS 1981 Page No.....

URBAN MASTER PRIMARY CENSUS ABSTRACT FOR SCHEDULED CASTES/ SCHEDULED TRIBES

State.....Code No.....

District.....Code No.....

City/Town/Urban outgrowth OG).....Code No.....

Taluk(s) in which the City/ Town/OG lies.....

Urban agglomeration in which the City/Town/OG lies.....

.....

Division/Ward		Enumerator Block Number	No. of Households with SC/ST* members	Total SC/ST* population			Literates	
Name or Number	Code No.			Persons	Males	Females	M	F
1	2	3	4	5	6	7	8	9

Main workers										Marginal workers		Non-workers		Seeking/ Available for work	
Total		C		AL		HHI		OW							
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

*Score off whichever is inapplicable

Compiled by: Name.....Signature.....Date .....Checked by: Name..... . ....

Signature.....Date.....

TABULATION CIRCULAR No. 5

July 24, 1981

Sub: Post-PCA Editing and Coding of Individual Slips

Coding of Individual Slip will have to be undertaken simultaneously with the compilation of Primary Census Abstract in the Regional Tabulation Offices. Before coding, the slips will have to be subjected to further detailed editing apart from the editing done before the compilation of PCA. This editing is known as Post-PCA editing. Post-PCA editing and coding are to be done according to the instructions given in the 'Manual of Coding, Editing and Record Management Instructions for Individual Slips'. This circular deals with the preliminaries and general procedures to be followed for Post-PCA editing and coding of the Individual Slips.

Processing phases

2. 5% sample slips will be taken up right now first for Post -PCA editing and coding. On completion of this work, further instructions will be issued.

Receipt and arrangement of records in the Coding Unit(s)

3. As required in para 28 of Tabulation Circular No. 3, the Individual Slips and Household Schedule pads of each taluk and town will be periodically transferred to the coding unit. According to the instructions in para 18 of this office letter No. T1-3995/80 dated 25-2-1981, an Inventory (in duplicate) will be prepared and sent along with the records. The records will be verified thoroughly in the coding unit with the Inventory. Retaining one copy of the Inventory in the coding unit, the duplicate copy will be signed by the person in charge of records in the coding unit and returned to the concerned Branch office where it will be properly filed for reference later, if required. The Record Keeper of the coding unit should ensure with the help of the lists of 5% sample, 15% sample and additional 20% sample blocks that the records of all enumerator blocks (EB) in each of the sample groups (ie. 5%, 15%, add 20%) have been received.

4. After verifying the records with the Inventory in the coding unit, the Household Schedules and Individual Slips are to be kept separately in the record room. The Household Schedules may be arranged block-wise in racks with proper labels for taluks and towns. These will be required for coding and futher processing after completing the coding of Individual Slips. Individual Slips are to be made into bundles as explained in the next paragraph and stored in the record racks in the order of bundle numbers separately for rural and urban areas. There will be separate series of bundle numbers for 5% sample, 15% sample and additional 20% sample.

Preparation of bundles

5. The Individual Slip pads of one Enumerator Block will be made into one bundle. In rare cases where the number of filled in slips in an Enumerator Block is less than 450, it may be combined with the Individual Slip pads of the preceding or succeeding Enumerator Block in that category of sample to make one bundle. However, the pads of one Enumerator Block should always be in one bundle and should not be broken up.

6. Only after exhausting all the enumerator blocks of a village or ward in the sample group the enumerator blocks of the next village or ward should be taken for bundling. Though the enumerator block numbers are generally in the order of code numbers of villages or wards, in some cases the last enumerator block number of the taluk or town might have been assigned to a block in a village or ward at the beginning or middle of the taluk or town. Such enumerator blocks should be taken along with the concerned village or ward and not at the end of the taluk or town. For example if the enumerator blocks of a village included in the sample are 62, 82 and 562 and those of the next village are 102, and 122, then the order in which the slips are to be taken for bundling is 62, 82, 562, 102, 122. The pads of an enumerator block should be arranged in proper order in the bundle. When pads of more than one enumerator block are made into one bundle, care should be taken that pads of the different blocks do not get mixed up. Pads of the first block should be arranged first and those of the next block placed just below that. It should be remembered that enumerator block numbers may not be continuous in a bundle because all blocks will not come in the sample group being processed.

7. The enumerator blocks of forest areas should be taken along with the enumerator blocks of concerned villages. In the case of enumerator blocks of forest areas lying outside village boundaries,

they may be considered at the end of respective taluks after the last village. Such enumerator blocks should be given notional village numbers in continuation of the last village number of the concerned taluk. In such cases, the blocks of the same forest division in the taluk have to be assigned the same notional village number in that taluk. Blocks of the next division may be given the next notional village number.

8. In the case of enumerator blocks in forest areas, strictly military areas and ports, it will be necessary to assign notional block numbers for coding purposes. This is necessary because the same enumerator block number as in the taluk or town would have been assigned on these areas which were treated as separate charges. The forest blocks may be given notional EB numbers in continuation or the last EB number of the respective taluk. Similarly, enumerator blocks in ports and strictly military areas also may be given notional block numbers in continuation of the last EB number in the town or taluk concerned. If in a particular town, there is a Strictly Military Area as well as Port, then the Port may be considered first followed by the Strictly Military Area for assigning continuous notional number of blocks. If the Port has been enumerated by several enumerators it need not be considered as different blocks but may be treated as a single enumerator block.

9. A list showing the village or ward numbers and notional block numbers of enumerator blocks in forest areas, ports and strictly military areas in different taluks and towns will be prepared in this office and sent to you shortly.

10. Each bundle should have an Index Slip viz. Index slip (Bundles) the specimen form of which is enclosed herewith. Sufficient number of printed forms will be supplied from this office. This should be pasted on the cover page of the first pad of the bundle. The Index Slip should be gummed at the top portion only and pasted in such a way that it can be turned over and the details on the cover page can be read without difficulty. The code numbers, enumerator block numbers and No. of pads should be filled up on the Index Slip. This should be done correctly, neatly and legibly. The code numbers to be written are DDE codes. Zeros should be prefixed wherever necessary. Provision has been given in the Index Slip (bundles) to record the details of 5 Enumerator Blocks. But in most cases, there will be only one Enumerator Block in a bundle. In such case, the Enumerator Block number and number of pads in the block should be entered in the first column and other columns should be scored off by drawing two cross lines as shown below:

Enumerator Block No.	0125			
No. of pads in each block	13			
No. of slips to be coded in each block				

'Number of slips to be coded in each block' as well as for the bundle will be written by the coder after editing. Then the slips of more than one block are included in one bundle, the details should be filled up in the next adjacent columns and the remaining blank columns should be scored off as illustrated above.

11. When the slips of more than one Enumerator Block are kept on one bundle, then another index slip viz. Index slip (Enumerator Block) is to be additionally pasted on the first pad of each enumerator block. Cyclostyled copies of this Index Slip will be supplied from this office. When there are more than one EB in a bundle then both the Index Slips will be pasted on the first pad of the first Enumerator Block in the bundle. The Index Slip (Enumerator Block) will be pasted first and the Index Slip (Bundles) will be pasted slightly above it in such a way that both Index Slips can be turned over one after the other and the details on the cover page can be read without difficulty. The codes and other details should be written in this Index Slip also. Here also the 'number of slips to be coded in each block' will be written later by the coder.

Assigning of bundle numbers

12. After pasting the Index Slips and writing the DDE codes and other details in the Index Slips, the bundles should be tied length-wise and breadth-wise with country twine. Bundle numbers should be assigned in separate series for each taluk, each city including urban agglomeration and non-city urban areas of the district and the bundle numbers should be written on the Index slips.

Central Record Register and Inventory

13. Simultaneously with the bundling of the records as indicated above, entries should be made in columns 1 to 4 of the Central Record Register to be kept in the record room of the

Coding Unit. The format of Central Record Register is given on page 59 of Part I of the Manual. Columns 1-3 can be written with the help of the Inventory to be received from the Regional Tabulation Offices along with the records. It is only col. 4 which has to be written after bundling.

14. As soon as bundles are ready, an Inventory in *triplicate* is to be prepared and the records may be issued for coding along with these three copies of the Inventory. The format of the Inventory is given on page 60 of the Manual (Part I). Only cols. 1-3 of the Inventory are to be filled in the record section. Column 4 will be filled in the Coding Section and columns 5 and 6 in the DDE unit. After the preparation of tapes, one copy of the Inventory will be received back in the Record Section. Thereupon the Record Keeper will fill up columns 5, 6 and 7 of the Central Record Register with the help of this copy of the Inventory.

DDE codes on Index Slips

15. The State, District, Taluk, City, Urban Agglomeration codes to be written on the Index Slips are given in the Appendices 1C to 1 E supplied with the Manual of Editing and Coding. The codes should be carefully given without any mistake. The features of these codes are as given below. State code is 2 digit code ie. 10 for Kerala. District code is also 2 digit code. Taluk or Town/City Urban Agglomeration Code is 4 digit code in arabic numbers. Thousandth, hundredth and unit position of taluk codes will always be zero for Kerala. Unit position of the codes for towns other than constituants of urban agglomeration of 1 lakh and above population, will always be zero. The codes for towns in Kerala will lie between 1000 and 1190. Each main city or City Agglomeration or urban agglomeration with population of one lakh and above in Kerala will be assigned code 3000. The code numbers of constituent units of urban agglomeration in Kerala will have code numbers ranging between 3001 and 3005. *The outgrowth of a city will not be given separate code but will be given the same code as that of the main city ie. code* 3000. The village/ward code is a four digit code. The codes assigned for census purposes are to be made four digit by prefixing zeros. Wherever kara/desom(ward of census town) has been sub-divided into smaller housenumbering units and codes given to the sub-divisions suffixing alphabets, the DDE codes of kara/desom (ward of census town) have to be given ingnoring alphabet suffixes. In other words, same code number may be given for all the sub-divisions of the kara/desom (ward of census town). The forest areas within villages are to be given village code numbers of the respective villages. If there are forest areas outside village boundaries, they may be assigned village numbers as explained in para 7. The enumerator blocks of Strictly Military Areas and Ports should be assigned the ward numbers or village numbers in which they are located. The details of location of Ports where there was population are enclosed. The details of wards associated with Strictly Military area have been supplied to the Regional Deputy Directors along with secret letter No. T1-5682/79 dated 27th February 1981. The wards of urban outgrowths should be reassigned ward numbers in continuation of the last ward number of the main town or city. When there is no separate ward in an outgrowth, it may be taken as one ward and given serial numbers in continuation of the town/city wards. Enumerator Block is 4 digit code in arabic numbers. If the block number is 1, it should be written as 0001 in Index Slip.

Flow of records

16. The Supervisor of the coding unit will take the bundles of one taluk or city or urban agglomeration or non-city urban from the Record Section along with 3 copies of the Inventory after recording it in an Issue Register kept for the purpose. He will verify the records with the Inventory and rectify the discrepancy, if any, immediately.

17. The Coding Supervisor will distribute the bundles among Coders after making proper entries in a separate Issue Register, which will help to know to whom the bundles are issued.

Post-PCA Editing and Coding of Slips

18. The coder will first edit and then code the slips. He will first copy the location codes from Index Slip to the top of the first slip of the first pad of the Enumerator Block as run on ie. State code/District code/Taluk, Town code/Village, Ward code/EB No. If there are more than one Enumerator Block in a bundle, this should be done for the first slip of the first pad of each block. He will then start editing and then coding as per instructions at pages 6 to 16 of the Manual (Part I). *At the time of editing, it should be remembered that no editing should be done which will change the figures finalised in PCA.* Though it is mentioned that no coding is required for Serial Number of household Pad No. and Slip No. these should be made as 3 digit, 5 digit and 2 digit codes respectively by prefixing zeros, wherever necessary. The location particulars upto Enumerator's Block need

not be coded on each slip, but may be written on the Index Slip and on the first a slip of the first pad of the Enumerator Block. Only from 'type of household' onwards, the details are to be coded in each slip wherever coding is required as per the instructions. The coding instructions should be thoroughly studied by the coders and proper codes assigned at the appropriate places. As coding is the basis of the entire tabulation of data, it should be done very carefully. *All codes should be written legibly with blue or black ball point pens.* All numerals especially 6, 0, 5, 3, 8 should be written legibly so that these can be correctly read by all without any ambiguity or confusion. Overwriting should be avoided.

19. While assigning different codes to the answers in the Individual Slip according to the instructions, the following points may be especially noted:

(i) CODES

The same code numbers have different meanings under different questions. While the State code has only two digits in the location particulars, it has three digits against questions 1 (d) and 2 (d) of Sample Slip. Alphabetical list of towns available with the Tabulation officer should be referred to in cases of doubt while coding questions on birth place and place of last residence.

(ii) MOTHER-TONGUE

While coding the mother-tongue as per language list in Appendix III, if the mother tongue recorded in the slip is not included in the list, code 9999 is to be given and for each such entry a list is to be prepared in the form enclosed.

(iii) RELIGION

Similarly while coding the religions against an 8, religions not found in the list should be given code 999 and for each such entry, a list is to be prepared in the form enclosed. Code 999 is to be given for blank entries against religion and for those who return 'No religion'. These also should be noted in the list to be prepared separately.

(iv) SCHEDULED CASTES & SCHEDULED TRIBES

While coding the names of Scheduled Castes and Scheduled Tribes, code 499 is to be given, if there is an entry 'Harijan' under Scheduled Caste and code 999 should be given, if there is an entry 'Adivasi' under Scheduled Tribe. These names should not be deleted during editing simply because these are not included in the list of Scheduled Caste and Scheduled Tribe.

(v) EDUCATIONAL ATTAINMENT - FORMAL & NON-FORMAL

Among the various codes for educational attainment, two codes have been provided for literate through non-formal system and literate through formal system (without educational level). However, no instruction had been given to the enumerators for recording formal and non-formal systems in the Individual Slips. Therefore, these answers as such will not be found in the slips. Acquired literacy through self study/adult education literacy centre is to be treated as non-formal system and acquired ability for rending and writing by attending school is formal system. Adult education is non-formal and, in all cases, is to be treated a non-formal even when the person concerned is attending night classes etc., as it is not the regular school system. The entries in Qns. 11, 12 and 13 have to be considered for classifying the literacy as non-formal and formal. The following combination of entries under these questions may be classified as non-formal and formal.

	Qn. 11	*Qn.* 12	*Qn.* 13	*Code*
Non formal	1	..	2	02
	1	Adult education	1 (night class) or 2	
Formal	1	..	1	03
	1	Any educational standard below primary	1 or 2	

Illiterate is given code 01. For others, the following codes may be given:

	Code
Persons who have passed V Class or Standard or Preparatory or I and II Forms but below VII Class or VII Standard or III Form	04
Persons who have passed VII Class or VII Standard or III Form but below X Class or X Standard or VI Form	05
Persons who have passed X Class or X Standard for Form VI but below Pre-degree/Pre-University/Intermediate	06

For assigning codes in respect of other qualifications refer to Appendix VI of the Manual (Part I). Qualifications like Sahitya Ratna, Chartered Accountant and Cost Accountant not included in the list of educational levels given in appendix VI may be treated as Post-Graduate other than technical degree.

(vi) CODING OF QNS. 15 A (ii), (iii), 15 B (ii) and 15B (iii)

The coding of economic questions, particularly questions '15A (ii) & 15B (ii)' and '15 B(ii) and 15 B(iii)' based on National Classification of Occupation (NCO) and National Industrial Classification (NIC) respectively have to be done carefully.

Coding of Slips relating to Defence personnel

20. In respect of Qn. 15 A (ii) and (iii) the NCO (National Classification of Occupation) and NIC (National Industrial Classification) the codes for Defence personnel and para military forces will be 210 and 900 respectively. In the case of Defence personnel where Qns. 1 to 4 are blank in the Individual Slip (Sample), codes for PL may be given against Qns. 1 and 2. Qns. 2 and 3 and 4 will be blank. If, by chance, some entries have been recorded in Qns. 1 and 2 in the case of some defence personnel, they may be coded accordingly and no attempt should be made to change them as PL.

Sample check of coding

21. After editing, the Coder should write the number of slips to be coded in the box provided in the Index Slips after counting the 'effective slips' (other than cancelled and blank slips) in each block. The Coder will also write his name and date against 'Coded by' in the Index slip. Then the coded bundles will be collected by the Coding Supervisor and passed on to the Verification Supervisor along with the Inventory. Col. 4 of Inventory will be filled up by him. The Coding Supervisor will sample-check at least 10% of the codded slips from each pad at random, when he receives a bundle after coding from Coder. He will put his initials on the slips thus checked. The coded schedules should be passed on to the Verification Supervisor only after this sample check by the Coding Supervisor. For maintaining quality of work, it is essential to have a separate Verification Section. All the edited and coded slips will be passed on through this section.

Checking of edited and coded schedules

22. The Verification Supervisor, after verifying the bundles with the Inventory, will distribute them among the Checkers under him after noting down in an Issue Register. The Checker will first count the number of slips coded and ensure that the number recorded in the Index Slip and in the Inventory tallies with this count. Then he will check and ensure that each slip has been edited properly as per the edit instructions given on pages 6 to 10 of the Manual. Thereafter, he will verify all the given by the Coders in all the slips and make corrections, wherever necessary. The corrections, if any, will be made using a ball point pen of different colour by scoring off the codes given by the Coder. Overwriting should be avoided. If errors are detected, the Checker should also indicate in the reverse page of the Index Slip the pad number and slip number in which error has occurred. If the bundle contains pads of more than one block this may be noted on the Index Slip (Enumerator Block) instead of on the Index Slip (Bundle). This noting is a record of errors committed by the Coders. When there are several errors in a bundle coded, the Verification Supervisor should be informed immediately so that the Coding Supervisor may be apprised of the type of errors committed by the Coder to take suitable measures to avoid repetition of such errors. It should be ensured for each slip in 5% and 15% samples that coding has been done on both sides viz. Individual Slip (Universal) and Individual Slip (Sample).

23. When the Checker completes code-checking of a bundle, he should write his name and date on the Index Slip and return the bundle to the Verification Supervisor. The Verification Supervisor will ensure that all the bundles distributed among the Checkers have been received back without any omission. As soon as he receives back bundle after checking, he will check at least 10% of the slips at random to ensure that the Code Checker has checked the codes properly. These 10% slips should be different from the 10% slips sample checked by the Coding Supervisor. The Verification Supervisor will also put his initials on the slips checked by him at the bottom of the Individual slip (Sample) in the case of blue slips and on the back side of Individual Slip (Universal). When all the bundles of a taluk or city/urban agglomeration or non-city urban of a district are thus sample checked, the Verification Supervisor will send back the coded slips along with three copies of the Inventory to the Record Section.

24. From the Record Section of the Coding Unit the coded slips will be arranged in the order of bundle numbers and packed conveniently and sent to the DDE unit along with two copies of the Inventory as per the instructions received from the Directorate. One copy of the Inventory will be retained in the Record Section and using this, col. 5 of the Central Register will be filled up.

Procedure to be followed in SQC Unit

25. In the Coding Unit which deals with the Individual Slips of Trivandrum district, the flow of records will be slightly different as the coded slip of Trivandrum district are to be subjected to SQC operation. Here, the slips will be first edited in the Coding Section and then passed on to the SQC unit. Coding will be done only when the bundles are received back from the SQC unit. After coding, the slips will be passed on for checking as in other cases. But in the case of 10% of the bundles specified by the Control Person, questions 14 to 16 will not be subjected to code-checking. After code checking, the slips will be passed on daily to the SQC unit and not to the Record Section. Some bundles will be returned by the SQC unit to the Coding Section. The codes of all slips in these bundles should be verified again and wring codes corrected. This process is called re-coding. Thereafter these bundles will again be sent to the SQC unit. It is from the SQC unit the records will be sent to the Record Section to be sent to the DDE unit.

Supervision of work

26. The Tabulation Officer-in-charge of Coding unit should co-ordinate the work in different coding and checking sections/SQC unit and ensure smooth flow of records. He will also solve all doubts regarding codes in consultation with the Regional Deputy Director, wherever necessary. He will have to sample check the codes while the work is in progress in different sections. In the course of a fortnight, he should sample check at least one bundle coded or checked by each Coder and Checker and ensure that all are doing the work properly. The Tabulation officer should also see that the records are neatly packed, Inventory and Central Register properly written and the records despatched in time to the DDE unit.

Director of Census Operations

Enclosure:

1. Index Slip (Bundles)
2. Index Slip (Enumerator Block)
3. Revised Proforma of 'List of unclassified Mother tongues'
4. Revised Proforma of 'List of unclassified religions'
5. List of ports
6. Manual of Coding and Editing and Record Management Instructions for Individual Slip* —Part I and Part II, (Relevent portions for Kerala & Lakshadweep).

To

The Regional Deputy Director, Calicut/Trichur/Kottayam
Director's Table/JD/AD(T)

*Copies of Manuals are available in the Kerala Census Library.

TABULATION CIRCULAR No. 5—*contd.*

INDEX SILP (BUNDLES)

Name of sample: 5% / 15% / Additional 20%

Bundle No.....

State Code .....

District Code .....

Taluk/Town Code .....

Village/Ward Code .....

Enumerator Block Nos.				
No. of pads in each Block				
No. of slips to be coded in each Block				

Total No. of slips to be coded in the bundle.....

Coded by ..... date .....

Checked by ..... date .....

Keyed by ..... date .....

Verified by ..... date .....

INDEX SLIP (ENUMERATOR BLOCK)

Name of sample: 5% / 15% / Additional 20%

State Code:

District code:

Taluk/Town code:

Village/Ward code:

Enumerator Block Number (code):

No. of pads in the Block:

Number of slips to be coded:

TABULATION CIRCULAR No. 5—*contd.*

LIST OF UNCLASSIFIED MOTHERTONGUES (Code 9999)

State: Kerala Code: 10 District.....Code..... .....

Taluk/Town.....Code No..... .....

Enumerator Block No.	Pad No.	Slip No.	Sex (1 or 2)	Name of mother-tongue
1	2	3	4	5

Verified

Signature of Checker.....

Name of Checker.. .....

Signature of Coder .....

Name of Coder.....

TABULATION CIRCULAR No. 5—*contd.*

LIST OF UNCLASSIFIED RELIGIONS (Code 999)

State: Kerala Code:10 District.....Code..... .....
Taluk/Town.....Code No.....

Enumerator Block No.	Pad No.	Slip No.	Sex (1 or 2)	Name of religion or 'No religion'
1	2	3	4	5

Verified

Signature of Checker.....Signature of Coder.....

Name of Checker.....Name of Coder.....

TABULATION CIRCULAR No. 5—*contd.*

LIST OF PORTS WHERE ENUMERATION WAS DONE

	Port	*Taluk or Municipality or Corporation where the Port is located*	*Location Code*
		CANNANORE DISTRICT	
1.	Azhikkal	Azhikode Census Town	10-1-VI-1
		ERNAKULAM DISTRICT	
2.	Cochin	Cochin Corporation	10-6-XV-24
		QUILON DISTRICT	
3.	Neendakara	Karunagappally taluk	10-10-1-11
		KOZHIKODE DISTRICT	
4.	Beypore	Beypore Census Town	0-2-V-2

TABULATION CIRCULAR No. 5—*contd.*

SUPPLEMENTARY INSTRUCTIONS

I

August, 1981

Sub: Editing and Coding of Individual Slips

1. The following corrections and clarifications are issued to the instructions for coding and editing contained in the Manual. These may be explained tc the coders, checkers and other supervisory staff engaged for coding and checking work.

(i) If the entry in Qn. 14 B is yes, then there cannot be any entry in Qn. 16 other than x or blank. Therefore, at the time of editing, it is to be verified whether there is any entry other than x in Qn. 16 for those recorded 'yes' ie. 1 in Qn. 14 B and if so it is to be changed in to x.

(ii) In the instructions or editing Qn. 12 Educational attainment given on page 6 of Part I of the Manual, the last portion of the last sentence in the second paragraph may be corrected as "then record Literate without educational level in Qn. 12" instead of "then alsc record unspecified in Qn. 12".

(iii) While coding Qn. 1(d)/2(d) in the sample slips of Kerala, the State code '010' should be given, if the entry in Qn. 1(c) or 2(c) is 'D' or the name of any of the districts in Kerala, even though the entry in Qn. 1/d)/d2(d) in such cases will be 'x'. The state code is not to be given against Qn. 1(d)/2/d), if 'PL' is recorded in Qn. 1(a)/2(a).

(iv) While coding Qn. 1(a) and 2(a) of the sample slip, code '1' relates to 'PL' ie the person is born/his last residence is at the place of enumeration. Code 3 relates to a place if the place of birth/last residence is a constituent of the same agglomeration. This code will be provided if the place of birth/last residence is falling in any of the constituents of the Agglomeration of enumeration other than PL. Code '2' is to be given if the place of birth/last residence is outside the Agglomeration of enumeration viz. any other town or village of the same districts or another district of the state of enumeration or any other state. The following illustrations may be studied:

	Place of Enumeration	*Place of birth/ last residence*	*Code to be given*	
1.	Trivandrum (Corpn.)	Trivandrum (Corporation)	Same town–1	
2.	Trivandrum (Corpn.)	Thumba (OG)	Outgrowth of Trivandrum city–1	At the time of editing, PL would have been noted against Q.1 (a)/2(a)
3.	Trivandrum (Corpn.)	Kadakampally (Census town)	A constituent of Trivandrum Urban agglomeration–3	
4.	Trivandrum (Corpn.)	Trippunithura (Municipality)	A constituent of Cochin Agglomeration–2	
5.	Trivandrum (Corpn.)	Thrikkakara (OG)	Out growth of another town of another agglomeration (ie. outgrowth of Cochin Corporation)–2	
6.	Trivandrum (Corpn.)	A village outside the corporation in the same district or another district	Rural area of a taluk–2	

—*contd.*

Place of enumeration	*Place of birth/ last residence*	*Code to be given*
7. Trivandrum (Corpn.)	Rural area of Udipi taluk of Dakshin Kannad district of Karnataka	Rural area of another state — 2
8. Tumba (OG)	Trivandrum (Corporation)	The town to which the outgrowth is attached — 1
9. Thumba (OG)	Kadakampally	Another town of Trivandrum Agglomeration — 3
10. Kadakampally Census town	Trivandrum (Corporation)	Another town of the same Agglomeration — 3
11. Kadakampally Census town	Thumba (OG)	Outgrowth of another town of the same agglomeration—3
12. Trivandrum (Corpn.)	Karwar—a town in Karnataka	Urban area of any other state—2
13. Trivandrum (Corpn.)	Bangalore city	A constituent of Bangalore city Urban area of Karnataka—2

(v) An illustrative list of 'Industrial classification of establishments in the public sector" has been sent to you recentlyfor distribution among the staff engaged for coding. That list may be referred to for clarifying doubts. Any further doubts on coding may be referred to this office.

(vi) While assigning the NCO codes for 'working proprietors and other Executive and Managerial persons', it should be remembered that the codes under Division 2 relate to 'large and established organizations' and not "petty" establishments. In this context, your attention is invited to para 8.2.2. of the Introduction to NCO 1968.

(vii) In some cases, it has been found that the nature of Industry is not properly written against Qn. 15A (iii)/ 15B(iii) but it may some times be evident from the answer given against Qn. 15A(i) 15B(i). It has also been noticed that the description of work and nature of Industry, Trade, Profession etc. has been inter-changed between 15A(ii) and 15A (ii) 15B(ii) and 15B(iii). In such cases, the entries may be properly written against Qns. 15A (ii)and 15 A (iii) / 15 B (ii) and 15 B(iii) at the time of editing because otherwise it will result in wrong coding.

(viii) The educational levels mentioned under paragraph 19 of Tabulation Circular No. 5 require certain corrections as follows:

	Code
(a) Persons who have passed Preparatory (old) *or* V Class (old) or IV Standard (New) *but below* III Form (Old) or VIII Class (Old) or VII Standard (New)	04
(b) Persons who have passed III Form (old) or VIII Class (old) or VII Standard (New) *but below* VI Form (old) or XI Class (old) or X Standard (New)	05
(c) Persons who have passed VI Form (old or XI Class (old) or X Standard (New) *but below* Intermediate or Pre-University or Pre-Degree	06

Sufficient number of copies of a correction slip are enclosed for distribution to all the staff. They may be asked to paste it over the relevant portion of the circular.

The receipt of this letter may be acknowleged.

Director of Census Operations

Forwarded/By order
Sd/-
Assistant Director

Enclosure: Correction Slips

To The Regional Deputy Director, Calicut/Trichur/Kottayam

II

October 3, 1981

Sub: Editing and Coding of Individual Slips - Further instructions and clarifications:—

In addition to the points clarified in this office letter of even number dated 28th August, 1981, the following clarifications are issued for the guidance of all engaged in Post-PCA editing and coding.

General

(i) If the number of slips of an Enumerator Block is less than 450, it may be combined with the pads of preceding or succeeding Enumerator Block even if the Enumerator Blocks belong to two different villages. In such cases the code numbers of both the villages may be written on the Index Slip (Bundle). As there will be separate Index Slip (Enumerator Block) for each block, the code number of the respective village will be written on the Index Slip (Enumerator Block).

(ii) In bundles having pads of more than one Enumerator Block, both the Index Slips viz. Index Slip (Bundle) and Index Slip (Enumerator Block) should be affixed on the cover page of the first pad of the first Block and the Index Slip (Enumerator Block) alone need be affixed on the first pad of each of the other Enumerator Blocks in the bundle. In bundles having pads of only one Enumerator Block, only the Index Slip (Bundle) need be affixed on the first pad and there will be no Index Slip (Enumerator Block). But, in such cases, the heading of the Index Slip should be changed to read INDEX SLIP (BUNDLE) and (ENUMERATOR BLOCK). Most of the bundles in our State will be of this type having pads of only one Enumerator Block. Therefore, this modification may please be made on the Index Slips of all such bundles. It should be ensured that this change is not made on the Index Slip (Bundle) of bundles having pads of more than one Enumerator Block.

(iii) At present, Sl.No. of pads are written in 5 digits on the Index Slips after writing 'Sl.No. of pads' below the box in the Index Slip (Bundle) and as the last item in the Index Slip (Enumerator Block). But it has since been clarified that it is not necessary to write this item additionally and give the serial number of pads in 5 digits. The item 'No. of pads in each Block' appearing in Index Slip (Bundle) may be modified to read 'Sl.No. of pads in each Block' and the item 'No. of pads in the block' on the Index slip (Enumerator Block) may be changed to read 'Sl.No. of pads in the Block' and against this the pad nos. of all the pads in the respective blocks may be written Eg. 1 to 12, 1 to 18, 1 to 9 etc. if the pad numbers are continuous within a block. Otherwise the individual pad numbers will have to be noted. It will not be difficult to change the present entries against this item as the number of pads now written will be the last pad number of the block. The Index slips which become shabby after making the above modifications may be replaced with fresh sheets, if necessary. But in, such cases, the codes of State, District etc. and the name of Coder and Checker on the original slip will have to be written as such on the new slip.

(iv) At the time of post-PCA editing, only such editing which have been authorised as per the edit instructions at pages 5 to 10 of the Manual of editng need be done. No corrections on change of Category of workers in Q. 15A need be made in case of slips already edited at PCA stage. However, in Q. 15B glaring inconsistencies can be rectified.

(v) It should be ensured that the location code in the schedules given on the first page of the first pad of the Enumerator Block, the Index Slip and in the Inventory are the same.

(vi) Total number of slips to be coded for the Enumerator Block should be carefully counted and recorded on the Index Slip and in the Inventory and there should not be any error in this number.

(vii) It should be ensured that all the items required to be coded on the schedules are coded fully and that no blankness of any item in the schedule is left over. The Checker is particularly to remember this point at the time of verification.

(viii) All codes should be in arabic numerals. Sometimes Roman numbers might have been wrongly recorded by the enumerators in some items like Pad Number, Serial No. of household etc. In such cases, the Roman number should be scored off and the corresponding Arabic number (with zeros prefixed wherever necessary) should be written.

(ix) It should be ensured that serial number of household in Arabic numerals are recorded properly in all slips. If, by chance, the household number is recorded instead of the serial number of household the serial number of household should be correctly given. Same serial number should not appear for different households in the same block.

(x) When 15% slips are taken up, coding has to be done with soft lead pencil (black). Corrections by Checker may be done with blue-colour pencil and the corrections by Supervisors/ Statistical Assistants/Tabulation officers with red pencil.

Assigning of codes

(xi) The pad numbers written on the brown cover page and the first slip of each pad will have to be made into five digits by prefixing zeros to the left. As already instructed, this need not be done for the remaining slips in each pad.

(xii) According to the coding instructions, zeros are to be prefixed to some entries which do not require coding. When there is sufficient space, this prefixing may be done where the entries are written. But in some cases, there will not be sufficient space to prefix zeros. If zeros are written over printed matter in the slips, they may not be legible. Therefore, in such cases, the following procedure is to be uniformly adopted. The entries may be scored off and the digits with zeros may be written just to the right side or just above the scored off entry as indicated below:

~~8~~ 008 or 008
~~8~~

(xiii) According to the coding instructions, type of household is an item to be coded. It may be noted that type of household will be appearing as 0 or 1 in the Household Schedule only and not in the Individual Slip. But in the Individual Slips, the serial number of household would have been prefixed by '0' for houseless persons eg. 0–16. Only in such cases, the Code 1 is to be written for type of household. For all other slips, this item does not require coding. At present, 1 is being written for houseless households at the top righthand corner of the slip above 'Pad No.' But it is essential that in the order of codes, '1' indicating houseless household should appear just before the serial number of household in place of 0. As there is no space for this in the slip '1' may be written just outside on the right side of the bracket where serial number of household is written and in such cases the serial number of household in three digits may also be written after it, scoring off the entries in the bracket as illustrated below:

~~[016]~~

As per the instructions in para 5 above where there is no space to prefix zero to the serial number of household in braket, the serial number of household in 3 digits may be written outside the bracket for normal and Institutional households also, as shown below:

~~[12]~~

(xiv) In the case of the Bundles of forest areas, DDE codes are not prescribed for Forest Divisions and Ranges. In these slips also, the DDE codes for State, District, Taluk (or town if the block lies within a town) and village are to be given. In the case of Block numbers, the notional block numbers in 4 digits are to be written just above the existing Enumerator Block numbers after scoring off the existing Enumerator Block Number. However, if the notional block number and Enumerator Block Number are the same, it is enough if the E.B.No. is made into 4 digits as in the case of non-forest blocks.

(xv) The instruction given at page 3 in chapter 3 of Part I of the Manual of Editing and Coding under Q. 4 'Age' may be amended as "Check the age in Q. 4. If it is less than 5 years ie. 0,1,2,3 or 4 years and the entry in 14A is 'Yes', correct the age as 'Age not stated'. Do not alter the entry in Q.11, Q.14A, Q.14B, Q.15A and Q.15B.

(xvi) If an Individual Slip marked (S) but with the name of a Caste/Tribe inapplicable to Kerala is come across at the Coding stage, then the bundle is to be returned to the concerned unit where the BCS was prepared with instructions to edit properly as per the edit instructions enclosed with Tabulation Circular No. 3 and to make consequent corrections in the Population Record, BCS and Master PCA of both general population and SC/ST. The bundle may be coded when it is received back after rectifying the errors. The same procedure may be adopted if SC slips with religions other than Hindu or Sikh are found at the Coding stage.

(xvii) In the case of persons having the following general and professional qualifications, the professional qualification may be retained as indicated:

For	M.Sc. M.B.B.S.	retain	M.B.B.S.
,,	M.Sc. B.E.	,,	B.E.
,,	M.Sc. B.Sc. (Engg.)	,,	B.Sc. (Engg.)
,,	M.A.BEd.	,,	B.Ed
,,	M.A.B.L.	,,	B.L.
,,	P.D.C. T.T.C.	,,	T.T.C.

However, in the case of SSLC and Typewriting, SSLC will be retained. In the case of SSLC and ITI, ITI will be retained as this person is considered as a technical person for whom a DHT card would have been filled up in Sample blocks. Unless the degree is specified, Engineering/MBBS 4th year may be considered as Pre-degree passed and code 07 given. Malayalam 7th class, Malayalam Higher etc. may be classified as per item viii dealing with class (old) given in the letter of even No. dated 28-8-1981.

(xviii) If the occupation is Doctor with illiterate (2) in Q. 11 and '–' in Q. 12, then the slip be coded as such.

(xix) If the entry in Q.14A is ST, then the a entry in Q.13 should be edited as if it is not 1. But this editing need not be done with respect to the entry ST in Q. 15A. It is not necessary that for all entries of '1' in Q. 13 there should be ST in Q.14 For an entry 'D' in Q. 14A there can be '1' in Q.13.

(xx) A research scholar of a University getting stipend is basically a student whereas an apprentice getting stipend is a worker. However, if Research Scholar has already been taken as worker under the PCA, then he may be given the Code X10 under 15A(ii) and 15A(iii) or 15B (ii) and 15B(iii) as the case may be. For the apprentice, the NIC code may be given based on the institution where he is undergoing apprenticeship and NCO code may be given appropriately if the field of apprenticeship is clear. Otherwise NCO Code X 10 may be given.

(xxi) If responses such as Matka Agents, Gamblers, Horse Race, Smuggling, Black Marketeers etc. have been taken as OW in PCA, they may be coded as X 10 for both NIC and NCO if no further details are available.

(xxii) Barbers/Dhobies/Small traders etc. will not come under Household Industry. Such entries recorded as HHI would have been edited as OW at the time of PCA editing. If, by chance, Barbers/Dhobies under HHI are seen in some slips at the time of coding, then HHI should not be changed as OW; but they may be given NIC code 399 and NCO code X10.

(xxiii) If X is recorded in small the boxes against questions 5(b) and (c) in the case of some females for whom this question is applicable, the number of children should not be imputed as zero presuming that X stands for no children. In such cases, 'X' may be imputed as 'unspecified' and Code 99 may be given. However, if the total number of children of one sex has been recorded, then the No. of children of the other sex is to be recorded, as per the edit instructions given on page 10 of the Manual.

(xxiv) While assigning NIC code of large undertakings having different establishments, it will have to be classified into one or other of the minor groups under the classification according to the major activity of the establishment concerned whenever it is possible to separate the administrative unit, technical unit and welfare unit. For example, the Railway Board, a Railway Station and a Railway Hospital will have the NIC codes 900, 700 and 930 respectively even though all the three come under the Railways. Sales Divisions and Sales Depots of FACT will have to be accordingly classified under trade and not under Manufacture of Fertilizers.

In this context, the introduction given in the Code book on National Industrial classification 1970 especially pages ii and iii may be referred to.

(xxv) 'Toddy tapping' is to be given the NIC code 019.

(xxvi) The NIC code for renting out furniture/Hiring bycycles/Hiring of loud speakers and other equipments against Q. 15A (iii) or 15B(iii) is 827.

(xxvii) (a) If PL is recorded in Q. 1(a) of sample slip and the questions 2, 3 and 4 are blank, then PL may be imputed in Q. 2(a), X in its sub-questions and also X in questions 3 and 4.

(b) If all the questions 1, 2, 3 and 4 are left blank, then PL may be imputed in both 1(a) and 2(a) and X in sub-questions and questions 3 & 4.

(c) If PL is recorded in Q. 1(a), blank or 'X' in 2 (a), (b) (c) and (d), a valid entry in Question 3 and 'X' in question 4 then the entries may be imputed as 'Non-PL' in 2(a), 1 in 2(b), D in 2(c), 'X' in 2 (d) and 'unspecified' in question 4.

(d) If the entries are PL in 1 (a), blank or X in 2 (a), (b), (c) and (d) and 3 and a valid entry in question 4, then the imputation may be done as 'Non-PL' in 2 a), 1 in 2(b), D in 2(c). X in 2(d) and 5 in question 4. However, if the entry in question 4 is equal to or more than the age of the person then it may be deleted and PL recorded in Q.2(a).

Director of Census Operations,

Forwarded/By Order
Sd/-
Assistant Director

To The Regional Deputy Director, Calicut/Trichur/Kottayam

TABULATION CIRCULAR No. 6

January 19, 1982

Sub: Selection of Sample of Individual Slips

Introduction

1. It has now been decided to select a 20% sample of Individual Slips from the additional 20% and 60% balance slips. For this purpose, the additional 20% slips may be taken up first followed by the 60% slips. No attempt need be made to combine the additional 20% sample and 60% balance Individual Slips. For sampling purpose the Individual slip pads alone need be issued to the Tabulators. Household schedules and other records may be kept separately.

Steps

2. The following are the steps involved:

I. Preparation of List of Enumerator Blocks (EBs) by the Supervisor for each City/Town/Taluk

II. Assigning a random start number to each EB by the Supervisor

III. Filling up of the identification particulars and random start numbers in the Control chart by the Checker.

IV. Issue of the individual slip pads of each EB along with the Control Chart to the Tabulator

V. Sample selection and filling up of the Control Chart by the Tabulator

VI. Cent per cent verification of the sample selection of each EB by another Tabulator by exchanging the records.

VII. Further checking to the sample selection and Control Chart by the Checker and over check by the Supervisor.

VIII. Return of the individual slip pads to the Record room.

Preparation of List of Enumerator Blocks

3. The Supervisor should first prepare a list of Enumerator Blocks for each City/Town/Taluk separately for 20% additional sample and 60% balance Enumerator Blocks (EBs) in the prescribed form. This list is merely a listing of all the Enumerator Block numbers in the City/Town/Taluk. This will help the Supervisor to make sure that he has issued the records of all the EBs of the City/Town/Taluk and it will also help him to ensure that all the records have come back to him after the sample selection has been completed. As mentioned earlier, the records of the Individual slips have already been kept separately in two groups of the additional 20% sample and balance 60% records. In the list referred to here, it must be indicated whether the individual slip pads which are being issued to the Tabulator belong to the additional 20% area sample or the 60% blocks as the case may be, by striking off what is in applicable on the top right.

4. "List of Enumerator Blocks' can be filled up as indicated below:

Name of District and City /Town/Taluk: Self-explanatory

Starting page of random number: A random number table is stencilled and supplied. The page number of the random number table used for selecting the random start for that particular city/town taluk has to be indicated.

Starting Row: Indicate which row is taken for selection of random start number.

Sl. No., EB No., Random start number and to whom issued: These items will be entered in cols. 1 to 4 respectively.

5. Every EB has to be assigned a random start for the purpose of picking the sample and this random start will be assigned by the Supervisor and entered first in column 3 of the List of Enumerator Blocks against all the EB numbers the records of which are being issued.

Procedure for assigning a random start number to each EB

6. The selection of random start number is to be done as stated below:

Select any row of the random number table. Read the numbers row-wise. Only numbers between 1 to 15 are to be selected for assigning the random start. Number 0 and numbers 6 and above are to be rejected. If the number is 1 or 2 or 3 or 4 or 5 assign that number to a particular EB. The next number between 1 and 5 in the row will be assigned to the next EB. If the number is 0 or 6 or 7 or 8 or 9 reject this number and read the next number till you get a number between 1 and 5. When you reach the end of the last sheet, go back to the beginning of the first sheet. This process will have to be repeated every time you reach the end of the sheets.

For example if the eleventh row of the first sheet is selected, the numbers are:

18 18 07 92 46.....etc.

The selected random numbers to be assigned to the EB's will be

1 1 2 4 etc. (rejecting 8, 8, 0, 7, 9, 6 etc.)

Control Chart

7. The Control Chart plays a vital role in accurate sample selection. This should, therefore be filled in with great care. Use a separate Control Chart for each enumerator block. Before, the Control Chart is issued to the Tabulator along with the individual slip pads of an EB, the Supervisor should get the following items entered by the Checker at the top of the Control Chart.

(i) Name of state and district

(ii) City/Town/Taluk: Strike off whichever is not applicable and write against it the relevant name of city, town and taluk.

(iii) Enumerator Block No: Complete location code inclusive of the Enumerator Block number may be written.

(iv) Random start number: Write the Random start number assigned to the EB as noted in the Lists of EBs by the Supervisor.

8. The Supervisor should then verify the entries in the Control Chart and issue the Control Chart and individual slip pads of each EB to a Tabulator for sample selection.

Procedure of sample selection and filling up of the Control Chart by the Tabulator

9. First enter all the pad numbers of the EB in col. 2 of the Control Chart one below the other. The pad number will be the number given on the top right hand corner of the cover page of each pad.

10. Take the first pad. Count the number of filled-in slips in that pad. Unfilled slips or cancelled slips should be left out from the count. Enter the number of filled-in slips in col. 3 of the Control Chart against the pad number.

11. The random start for the EB will be given on the top right of the Control Chart of the EB. This random start number denotes the first slip to be sampled in the first pad of that EB. This number (which will be between 1 and 5) should also be entered on the top right of the front cover of the first pad of the E.B.

12. For sample selection, unfilled or cancelled slips are to be left out. Every fifth slip starting from the random start number has to be selected as follows: If the random start is 3, the first sample slip will be the third filled in slip of the first pad. The Tabulator will mark P' on this slip in blue ink in the blank space on the left side of the slip between Q. 15 and A 15 B. Thereafter select every fifth filled-in slip and mark it P. If the random under is 3, then the sample slips would be 3rd, 8th, 13th, 18th, etc. The sample selection from this pad will stop when less than 5 filled-in slips are left. Now count the total number of slips in the pad that are marked P and enter this number in col. 44 of the Control Chart against the concerned Pad number.

13. Count the number of filled-in-slips left over at the end of the pad, after the last sample slip. This should be 0 or 1 or 2 or 3 or 4 and should never be 5 or more. Enter this number in col. 5 of the Control Chart.

14. The number in col. 6 (ie. 5 minus the number in col. 5) denotes the starting slip for the next pad. If for example 2 slips are left at the end of the first pad after the last sample slip, the Tabulator will continue sample selection from the 3rd slip (5 minus 2) of the next pad. The number ie. (5 minus 2) will be entered in column 5 as well as on the top right of the front cover page of the next pad.

15. Continue sample selection in all the pads of the EB in the above manner. Please note that the pads must be taken up in the same order in which they have been entered in col. 2 of the Control Chart.

16. If a pad contains less than 5 filled-in slips, the Tabulator must follow the procedure given below: For example, if in Pad No. 7 after sample selection, two slips are left over, he would have entered 2 in column 5 and 3 in column 6, against pad No. 7. This indicates that the first slip to be selected in pad No. 8 is 3. If in pad No. 8 he finds only 3 slips, then he will obviously select the third slip. If, however, in pad No. 8 there are only two slips, he will not be able to select any sample slip in this pad. But the particulars of pad No. 8 must be entered against this pad No. in the Control chart. In column, 4, he will enter 0 because no slip has been selected as a sample. In col, 5 he will enter 4 which will be the number of slips left over after the last sample slip. This number actually consists of the 2 slips left over in pad No. 7 and the 2 slips which are the only ones found in Pad No. 8 The starting point for the next pad, ie. pad No. 9 of this EB would be 1 which is 5 minus 4 in this case. This type of situation with a pad containing less than 5 filled-in slips would be an extremely rare one.

17. If by mistake you have put the mark P on a wrong Individual Slip must be corrected by neatly scoring out the mark.

18. After the Tabulator has picked the sample slips in all the pads of the EB and marked them (P) he must bundle these pads in the same order as in col. 2 of the Control Chart with the Index Slip kept on top of the bundle and return them to his Checker along with Control Chart.

Cent per cent verification of the sample selection

19. The sampling work and the relevant control charts should be got checked cent per cent by the Checker. But if the number of Checkers is in sufficient to complete the work, they can be supplemented by the Tabulators themselves and the pads of the EBs sampled by one Tabulator can be checked by another Tabulator thus exchanging all the EBs.

Checking of the entries in the Control Chart

20. The Checker must check the entries in col. 4,5, 6 of each line of the Control Sheet with reference to the pads and see whether the sampling has been done correctly.

21. The Checker must also check whether the random number has been written on the top of the cover page of the first pad of the block and whether the starting number of each subsequent pad has been written on the cover page of the next pads.

22. The total number of sampled slips in an EB as given in col. 4 of the Control Chart should be

either (i) $\frac{\text{Total no. of individual slips}}{5}$ (ignoring the remainder)

or (ii) $\frac{\text{Total no. of individual slips}}{5} + 1$ (ignoring the remainder)

23. After checking, the records of each EB should be properly bundled and handed over to the Supervisor for scrutiny and return to the Record Keeper.

Arrangement of Control Charts

24. The Control Charts of each city/town/taluk must be arranged in the order of Enumerator Blocks as in the List of Enumerator Blocks (additional 20% and balance 60% separately). These will be retained and kept separately with the Supervisor.

To *Director of Census Operations*

The Regional Deputy Director, Calicut/Trichur/Kottayam
Director's Table/JD/AD(T)

TABULATION CIRCULAR No. 6—*contd.*

LIST OF ENUMERATOR BLOCKS

State: Kerala

20% Additional Sample Blocks
60% Slips

(Strike off whichever is not applicable)

District .....

City/Town/Taluk.....

Starting page of random number ..... Starting Row:.....

Sl. No.	EB number	Random start number	Issued to (Name of Tabulator)	Sl. No.	EB number	Random start number	Issued to (Name of Tabulator)
1	2	3	4	1	2	3	4

TABULATION CIRCULAR No.6—*concld.*

CONTROL CHART FOR SELECTION OF SAMPLE OF INDIVIDUAL SLIPS

(SAMPLE SIZE 20%)

State: **KERALA**

District:.....

City/Town Taluk:.....

(Strike off whichever is not applicable)

20% additional sample slips

60% slips

(Strike off whichever is not applicable)

Random start number.....

Complete location code of the Enumerator Block:.....

Sl. No.	Pad No.	No. of filled-in slips	No. of slips sampled	No. of filled-in slips left over at the end of the pad	Starting for next pad 5 *minus* col. 5	Remarks
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
TOTAL						

Prepared by:

Signature:

Name:

Date:

Checked and found correct

Signature:

Name:

Date:

TABULATION CIRCULAR No. 7

January 29, 1982

Sub : Packing and despatch of Tabulation records

Instructions have already been issued in this office letter of even number dated 7th October 1981 for packing of Lay-out sketches, Houselist (duplicate copy), Houselist Abstract and Block Maps. The present instructions cover the details on the packing of the remaining records available with the various Census Tabulation Offices under each Regional Deputy Director.

Enumeration records (other than Household Schedule and Individual Slip Pads)

2. On completion of the preparation of Master PCA, the Abridged Houselist, Enumerator's Working Sheet, Grand Total Working Sheet and Enumerator's Abstract will no more be required in the sections. Therefore, action may be taken to pack these records and keep them ready to be despatched to Trivandrum. These four items may be *separately* arranged in the ascending order of blocks (i.e. all blocks—5%+15%+addl. 20%+60%) within each Taluk/City/Town/Forest Division/ Strictly Military Area/Fort falling in each district and stitched with brown paper at the top and bottom. If the records, especially the Abridged Houselist and Enumerator's Working Sheet of a taluk or town, are too bulky to be stitched together, it may be stitched in convenient volumes. After stitching, a label in the form given below may be filled up and pasted on the front cover:

ENUMERATION RECORDS

1. Name of Enumeration Record in bold letters :
2. Name of District :
3. Name of Taluk/City/Town/ Forest Division/ Strictly Military Area/Port :
4. Enumerator Block numbers contained in the Volume : From..... To .....
5. Volume No.

If there are more than one volume for a taluk or town, the total number of volumes also should be indicated after the volume number Eg: Volume No. 2/8. Cyclostyled copies of this label to be pasted on the volumes will be sent separetely.

3. An inventory in the following form may also be prepared for each Tabulation Office under the Regional Deputy Director.

INVENTORY OF ENUMERATION RECORDS

Name of Tabulation Office,
Building No. and Place

Taluk/Town/ Forest Division/SMA/ Port	Total No. of Enumerator's Blocks	Number of volumes for				
		Abdridged Houselist	Enumerator's Working Sheet	Grand Total Working Sheet	Enumerator's Abstract	Total

4. For all the Enumeration Records pertaining to a Tabulation Office (Branch Office) bundle numbers may be given continuously within that office. These records may be referred to as Enumeration Records and, therefore, the bundle numbers may be prefixed by the letter E such as E1, E2, E3.....

5. *Acknowledgement forms :* As required in para 12 of this office letter of even number dated 25-2-1981, the Acknowledgement form of Census Records of Enumerators would have been arranged and stitched with brown paper. These should also be sent along with the above records in separate bundle, giving bundle numbers in continuation of the Enumeration Records.

Household schedules and Individual Slips

6. The remaining records are the Household schedules and Individual Slips, besides the Tabulation records of Block Compilation Sheet and Master PCA for rural areas. Of these, Household Schedules and Individual Slips of 5% and 15% blocks will be in the coding cells. In the case of additional 20% blocks, part of the records would have been sent to the coding cells and part may be lying in the Branch Offices and all the records of 60% blocks will be lying in Branch Office.

7. As per Tabulation Circular No. 6 dated 19th January 1982, 20% sample individual slips have to be selected from the additional 20% sample blocks and balance 60% blocks. This work will be done in the respective offices where the records are kept at present. However, if, in any case, the Individual slips and Household Schedules of some of the additional 20% blocks of a taluk or town have been transferred to the coding cell and those of the remaining blocks of addl. 20% sample of that taluk or town are still kept in the Branch Office, this remaining portion (of that taluk/town) also should be brought to the coding cell so that the Individual Slips of all the additional 20% Enumerator blocks of that taluk or town are available at one place for packing. If the Individual Slips and Household Schedules of all the Additional 20% blocks of a taluk or town are still lying in the Branch Office, then those may be kept there itself for packing after the selection of 20% sample individual slips is over. It has to be noted that the records of urban out-growth should be kept after its concerned core town.

8. *Individual Slips of 5% and 15% blocks :* In the coding cell, checking of Individual Slips of 15% sample blocks (and 5% necessary) may be completed as early as possible and these (Individual Slip pads only) may be packed into convenient bundles as in the case of 5% sample blocks. The inventories also may be prepared in a similar fashion (vide this office letter No. T1-2802/81 dated 4-11-1981). In the case of 15% blocks, the bundle numbers may be given continuously. "15% SAMPLE" and 'Name of Tabulation Office' should also be clearly written on each bundle. The bundles of Individual Slips of 5% sample blocks are to be transported to this Directorate later along with the Inventory in *triplicate* prescribed in paragraph 14 of Tabulation Circular No. 5.

9. *Household Schedules of 5% and 15% Blocks :* The Household Schedules of 5% and 15% may be combined and packed together, arranged in the order of enumerator blocks in 20% sample (ie. 5% + 15%). Within each taluk or city or town or Forest Division or Strictly Military Area or Port falling in a district. These should be packed in convenient bundles wrapped in brown paper or gunny cloth. The copy of the Inventory received in the coding cell from the branch offices along with the Household Schedules and Individual Slips (as mentioned in para 18 of the letter No. T1-3995/80 dated 25-2-1981) should be sent along with these in separate bundle (s) for verification of records at the receiving end. The bundle labels duly filled-up should be affixed on the bundles. The bundles may be numbered as H1, H2, H3..... for each Tabulation Office (Branch or Main).

10. *Household Schedules of Additional 20% and Balance 60% Blocks :* In the case of Additional 20% sample blocks and balance 60% blocks, the Household Schedules and Individual Slips should be packed *separately* on completion of selection of 20% sample slips. The Household Schedules can be packed even now while the sample section is going on, if it is found convenient by you, because Household Schedules are not required for sample selection. Household Schedules of Additional 20% blocks and 60% blocks should *not* be mixed, but should be packed in separate bundles. Within each group (ie. addl. 20% / 60%), the Household Schedules may be arranged in the order of blocks for each taluk/town/forest division/ SMA/ Port falling in a district and packed in convenient bundles. The records of urban outgrowth should be kept along with the records of the concerned core city. The bundles of Household Schedules may be numbered with continuous serial numbers for each Tabulation Office (Branch or Main Office). The numbers may be given as HHS1, HHS2.....etc. The bundles of 60% may be numbered after the last bundle of additional 20% sample in a continuous series. Block labels have to be affixed on each bundle.

11. *Individual Slips of additional* 20% *and Balance* 60% : After the sample selection and its checking is over, Individual Slips of Additional 20% and balance 60% may also be packed *separately* in convenient bundles, arranged in the order of blocks of each group (Addl. 20%/60%) within each Taluk/City/Town/Forest Division /Strictly Military Area/Port falling in a district. The list of Enumerator Blocks and the Control Charts used for the selection of Sample Individual Slips as per Tabulation Circular No. 6 should also be packed in separate bundles to be sent along with the Individual Slips. The bundles of Individual slips may be numbered in a continuous series for each Tabulation office separately for Additional 20% and balance 60%. Bundle labels should be filled up carefully and packed on each bundle. For easy identification, these bundle numbers may be prefixed with the letters IS. Thus the bundle numbers of Individual Slips in each Tabulation Office will be IS1, IS2, IS3..... The bundles containing the list of Enumerator Blocks and Control Charts should be given bundle numbers in continuation of the bundle numbers assigned to the bundles of Individual Slips.

12. In the case of Additional 20% and 60% blocks, an inventory of Household Schedule books and Individual Slip Pads should be prepared in the form given in para 18, page 6 of this office letter No. T1-3995/80 dated 25-2-1981. Though Household Schedules and Individual Slips are packed in separate bundles, it is enough to have a common inventory as in the case of 5% and 15% blocks. It is also enough to prepare only one copy of this Inventory. This Inventory may be packed in separate bundle(s) and kept along with the bundles of Household Schedules giving last bundle numbers in HHS—Series as in the case of Inventories relating to 5%+15% group (mentioned in para 9 above).

Block Compilation Sheets

13. The Block Compilation Sheets for general population, Scheduled Castes and Scheduled Tribes relating to rural areas may be *separately* packed in convenient bundles after arranging in the order of blocks within each taluk/town. These may be referred to as Tabulation Records and may be given bundle numbers in T-Series, continuously within each Tabulation Office, Bundle Label filled-up should be pasted on each bundle.

Bundle label

14. Specimen of the Bundle Label to be pasted on each bundle after packing is given below. The entries will have to be filled up in capital letters for clarity. Inapplicable items have to be scored off.

RURAL/URBAN
(Strike off whichever is inapplicable)

BUNDLE LABEL

1. Name of Census Tabulation Office Building No. and Place :
2. Name of Supervisor-in-charge :
3. Sample group, if any. (indicate 5%+15% *or* Addl. 20% *or* Balance 60%) :
4. Name of District :
5. Name of Taluk/City/Town/Forest Division/Port/ Strictly Military Area :
6. Name of Record (AHL *or* Enumerator's Working Sheet *or* Grand Total Working Sheet *or* Enumerator's Abstract *or* Household Schedule *or* Individual Slip *or* Inventory *or* Control Chart *or* Block Compilation Sheet) :
7. Bundle Number (Eg. E1..or H1....*or* HHS1.. *or* IS1 *or* T1) :

Sufficient number of printed forms of the Block Label will be supplied from the Directorate.

Inventory of Bundles

15. An inventory of Bundles may be prepared in the following form for the five series of bundles (i.e. E-series for Enumeration Records, H-series for 5%+15% Household Schedules, HHS-series for Additional 20% and Balance 60% Household Schedules, IS series for Individual Slips and T-series for Tabulation Records) *separately*. This inventory may be prepared in *duplicate* and sent along with the records to the Directorate /Coding Cell. One copy may be given to the concerned receiving office and the aknowledgement of receipt of bundles may be obtained in the other copy which will be later sent to this Directorate by the concerned Regional Deputy Director.

INVENTORY OF BUNDLES OF RECORDS SENT TO THE CENTRAL RECORD OFFICE

Name of Tabulation Office:

Building No. and Place :

Bundle No.	Contents		
	Name of Record	Name of Taluk/Town/ Forest Division/SMA/ Port whose records are kept in the bundle	Number of volumes* or Number of blocks whose records are kept in the bundle
1	2	3	4

* In the case of Enumeration Records mentioned in paras 2 to 5.

Note Name of record may be indicated as AHL, Enumerator's Working Sheet, Grand Total Working Sheet, Enumerator's Abstract, Acknowledgement form, 5%+15% Household Schedule, Additional 20% Household Schedule, 60% Household Schedule, Inventory, Additional 20% Individual Slip, 60% Individual Slip, Control Chart, Block Compilation Sheet.

Rural Master PCA

16. Rural Master PCAs are to be sent to this Directorate after the preparation of Panchayat PCA along with the *duplicate* copies of Village PCA, Town PCA and Panchayat PCA.

General

17. While packing the records, utmost care should be taken to ensure that there is no mix up or loss of records. The bundles should be neatly packed and the details properly noted on each bundle label. Bundle labels should be securely pasted on every bundle.

18. Instructions of transfer of records relating to establishment, accounts etc. will be issued separately.

19. The receipt of these letter may be acknowledged.

Director of Census Operations

The Regional Deputy Directors Calicut/Trichur/Kottayam
Director's Table/JD/AD (T)

Copy to AD(A) for necessary action on para 18

TABULATION CIRCULAR No. 8

March 16, 1982

Sub:- Editing and Coding Instructions for 20% sample Individual Slips and SC/ST slips from 80% blocks

As a consequence of the decision to adopt a 20% sample of Individual Slips from 80% block it has become necessary to make some minor modifications to the procedure of editing and codings. In the case of 5% and 15% sample blocks, all slips in each bundle were coded. But in the case of additional 20% blocks and balance 60% blocks, editing and coding is to be done only for the sample slips marked (P) and SC or ST slips marked (S). Other slips in the pads need not be edited and coded. Sample slips and SC and ST slips from additional 20% sample blocks will be edited and coded first and the slips from 60% blocks will be edited and coded after that.

2. Bundle preparation, maintenance of Central Record Register and preparation of Inventory are to be done in the Record Section as in the case of 5% and 15% blocks. *In the case of additional 20% blocks*, bundles would have already been formed and Index Slips pasted on these bundles. But these Index Slips already pasted to the bundles have to be removed and fresh Index Slips, ie. Index Slip (Bundle and Enumerator Block) and Index Slip (EB), now supplied are to be pasted on these bundles. Inventories will also have to be revised, if already prepared. *In the case of 60% blocks,* bundles are to be formed and Index Slips pasted as per the existing instructions. However, the form of the Index Slips (Bundle and Enumerator Block) has been changed slightly and these Index Slips are to be used for all the Bundles of additional 20% and Balance 60% blocks. In the case of Bundles having more than one Enumerator Block, Index Slip (Bundle) and Index Slip (EB) will have to be used. In such cases, the words 'AND ENUMERATOR BLOCK' may be scored off from the heading of Index Slip (Bundle and Enumerator Block) to make it Index Slip (Bundle). In this Index Slip, the enumerator block number in 4 digits may be written one after the other leaving some space in between and separated by a comma i.e. as '0562, 0589' etc. against the item 'Enumerator Block Number (s)'. The number of pads and the number of slips to be coded in each block may be written below the respective blocks against the relevant items. Number of slips are to be recorded by the Coder for which instructions are given in para 4.

3. The coding supervisors will be provided with rubber stamps with the following items.

P	ADDL SC/ST	TOTAL

They will arrange to put these rubber stamps at the right hand side bottom of the brown cover of each Individual Slip pad, before the bundles are issued for coding.

Effective Number of Slips to be Coded

4. When the Coders receive the bundles for coding, they will first verify and ensure that they have received all the pads in the Enumerator Block and that the above rubber stamp has been affixed on the cover of all the pads. Then they will take the pads one by one and count the number of 20% sample slips marked (P) in each pad and record this number under the column 'P' of the rubber stamp on the cover of the pad. Besides the sample slips marked (P), all the SC/ST slips in the pad would have been marked (S). Some of the (P) sample slips may also be an SC slip or ST slip and, therefore, such slips will be having both the (P) mark and (S) mark. While counting the 20% sample slips, all the (P) marked slips will have to be counted irrespective of whether the (P) have (S) mark or not. Thus some of the SC/ST slips will be counted among the 20% (P) sample slips. SC/ST slips which have not been included in the 20% (P) sample slips (ie. those SC/ST slips without having the (P) mark) are called the additional SC/ST slips in the pads and their number will be countedseparately. For this purpose, the Coder will count the SC/ST slips having only the (S) mark (ie. excluding those SC/ST slips having the (P) mark also) in each pad and record it under the 'Additional SC/ST' column of the rubber stamp on the cover page of the pad. Then the total of the figures under 'P' and 'ADDITIONAL SC/ST' columns should be added up and written under the 'TOTAL' column on the cover of each pad. This total would give the effective number of slips for editing and coding in a

pad. The addition of all such 'totals' of all the pads pertaining to an enumerator block will obviously give the total number of effective slips to be edited/coded for an enumerator block. This total number of effective slips to be coded in the Enumerator Block and Bundle will have to be recorded by the Coder on the Index Slips as well as in column 4 of the Inventory. After recording these numbers, the Coder will start editing and coding of (P) marked sample slips and ADDITIONAL SC/ST' slips in each pad of the enumerator block/bundle.

Editing and Coding

5. With regard to the edit instructions for these sample and SC/ST slips, there is no change and the existing instructions would operate. However, the coding instructions have a slight change in that one additional item is to be assigned a code as per details in the following paragraph.

6. As it is necessary to identify these slips at the time of transferring the data in the EBE Centres and subsequent computer processing, three different types of codes have to be assigned to these slips, as indicated below:

(a) Slips marked only (P) to be coded as : (1)

(b) Slips marked only (S) to be coded as : (2)

(c) Slips marked both (P) and (S) to be coded as : (3)

These codes are to be *prominently wtitten and circled* as (1) or (2) or (3) in the blank space available in the left side margin between questions 15B and 16.

7. The above additional coding requirement may be incorporated at the bottom of page 14 in the Manual of Coding, Editing and Record Management Instructions for Individual Slips Part I, in the following manner.

Description	*Q. No. in the field*	*Code No. allotted*	*Field length*
Type of slip	—	Marked only (P) — (1) Marked only (S) — (2) Marked both (P) and (S) — (3) (This code is to be given on left and blank space between Q. 15B and Q.16)	1

8. As there are only Individual Slips (Universal) in the 80% blocks, the editing and coding instructions for Individual Slips (Sample) given in the Manual are not applicable for the editing and coding of 20% sample slips and additional SC/ST slips.

9. In the case of most of the additional 20% blocks, codes would have already been written in all the slips. In such cases, the coder will only have check whether all the items have been coded and the code given are correct in the (P) slips and ADDITIONAL SC/ST slips of each pad. He will write appropriate codes wherever codes have not been written or wrong codes have been written. In addition, as instructed in para 6 above, codes (1) or (2) or (3) will also have to be written in the sample slips and SC/ST slips. In the case of 60% blocks all the items in the sample slips and SC/ST slips will have to be coded by the coders.

10. On completion of coding, the Coders will return the bundles to the Supervisor who will distribute them among Checkers for checking.

Checking the number of P slips

11. When the bundles are given to the Checkers, the Supervisor will also give them the Control Chart for selection of sample of Individual Slips of the concerned block. The Checker will verify that the number of P slips recorded on the cover of each pad tallies with the 'number of slips' given in column 4 of the Control Chart against that pad. If these two tally, he will put a tick mark (√) in *red pencil* against the number of P slips recorded on the cover of the pad. If there is any discrepency

he will bring this to the notice of the Supervisor. The Supervisor will then verify whether the P slips counted and recorded by the Coder is wrong or the entry in the Control Chart is wrong. In the former case, he will correct the entries on the relevant pad and in the Index Slips. The Supervisor should put his initials whenever such corrections are made. If the entries in the control chart are wrong, the Supervisor will correct them or even prepare fresh control chart, when the sample selection is found to be wrong. If fresh Control charts, are prepared, it will be pinned above the existing Control Chart after cancelling it. The number of P slips recorded in the cover of the pad will now agree with the entry in the Control Chart. Then the Supervisor will instruct the Checker to red pencil the number of P slips on the cover of the pad.

Checking of number of ADDITIONAL SC/ST Slips

12. The Checker will also count all the SC/ST slips in all the pads of each Enumerator Block for verifying whether the number tallies with the figure which have gone into the Primary Census Abstract. For this, he will count the number of slips which code (2) or (3) has been entered in the left side merging between questions 15B and 16. He will note down this number in a piece of paper along with the EB number and hand over to the Supervisor, before starting the code-checking of the block. The Supervisor will be having the Master PCAs of SC and ST of the concerned taluk/town with him. He will verify whether the number of SC/ST slips of the enumerator block given by the Checker tallies with the total of SC/ST population of the block given in the Master PCAs. If they agree, he will put a tick mark against that block in both the Master PCAs and ask the Checker to put a tick mark with red pencil against the number of ADDITIONAL SC/ST slips recorded on the cover page of the *first pad* of the Enumerator Block. If any discrepency is noticed, the matter will have to be brought to the notice of the Regional Deputy Director who will arrange to verify the Block Compilation Sheet or the relevant records and set right the discrepency.

Accuracy of coding

13. The Checker will check all the editing and coding in the sample slips and SC/ST slips carefully. If any mistake in editing and coding is detected after a Checker has checked it, then the Checker will have to bear it full responsibility even if the error was committed by a Coder.

14. Sample checks by supervisory staff prescribed for the coding of Individual Slips in 5% blocks and 15% blocks are applicable in this case also. The mistakes detected in the coded schedule of 5% and 15% blocks should be avoided by giving greater attention. Weekly out turn reports on the performance of Coders and Checkers and fortnightly progress reports on coding and checking should be sent to this office as was done earlier starting from the fortnight beginning on 15th April 1982 onwards.

Director of Census Operations

To

The Regional Deputy Director, Trichur/Kottayam
Director's Table/JD/AD (T)

TABULATION CIRCULAR No. 9

April 24, 1982

Sub: Editing and Coding of Household Schedules

On completion of the editing and coding of Sample Individual Slips, the Household Schedules of all enumerator blocks will have to be edited and coded. This circular contains the instructions for editing and coding of Households Schedules.

Grouping and arrangement

2. Household Schedules would have been stored in 4 different groups corresponding to 5% sample blocks, 15% sample blocks, additional 20% sample blocks and balance 60% blocks. The Household Schedule books of each block in these groups will have to be verified with the corresponding inventories prepared as per the instructions in para 18 of letter No. 3995/80 dated 25-2-1981 and in para 12 of letter No. 3995/80 dated 29-1-1982. Thereafter the household schedules of 5% and 15% blocks will have to be combined into one group and the Household Schedules of Additional 20% and 60% blocks will have to be combined into another group. These groups will be known as Sample Group 1 (S1) and Sample Group 2(S2). The Household Schedules in each of these two groups is then arranged by District / U.A. 1 lakh + City + Town / Ward / EBs in urban areas and by districts/Taluk/Village/EBs in rural areas. The Enumerator Blocks of Forest Areas, Port and Strictly Military Areas should be arranged under the respective villages/towns assiging notional EB Nos. as in the case of Individual Slips. In the case of Lakshadweep, 5% blocks and 95% blocks will be combined into one group ie. there will be only Sample Group 1 (S1).

3. After grouping and arranging in the schedules as mentioned above, Central Record Register in the form given below is to be prepared in the Record Section.

CENTRAL RECORD REGISTER

Project Name .....

State.....Code..... District.....Code.....

Taluk/Town.....Code.....

Sample Group No.....

Sl. No.	Village/Ward Code No.	Enumerator Block No.	Bundle No.	No. of effective households	Batch No.	No. of records keyed
1	2	3	4	5	6	7

Cols. 1 to 3 of this Register are to be filled up immediately and col. 4 is to be filled after the bundling process is over.

Preparation of Bundles

4. As in the case of Individual Slip pads, Household Schedule books also will have to be made into bundles, for the convenience of editing and coding and transferring the data into tapes at the DDE centres. Bundles will be formed in such a way that there will be about 150 household schedule in each bundle. The books of one enumerator block should always be in one bundle and the enumerator block should not be broken up to make it an exact bunch of 150 household schedules. Depending on the number of household schedules in the enumerator blocks, a bundle may contain the schedules of only one block or more than one block. Only after exhausting all the enumerator blocks of a village or ward in the sample group, the enumerator block of the next village or ward should be taken up for bundling. In the case of rural areas, the Enumerator Blocks of more than one village may be included

in one bundle depending on the number of schedules. However, all the enumerator blocks (of the sample group) of the village are to be kept in an ascending order and thereafter the schedules of the second and subsequent villages are placed in a bundle. The bundles should be separate for each town and taluk. Then the household schedule books of more than one Enumerator Block are kept in a bundle, care should be taken that books of different blocks do not get mixed up. The instructions for making bundles of Individual Slips given in para 6 of Tabulation Circular No. 5 may also be referred to for making bundles of Household Schedules.

5. Each bundle is to be cross stringed and book number written on each book, if not already done, so that no book is lost. Then an Index Slip, as per specimen given below, is to be attached on each bundle.

INDEX SLIP (BUNDLE & ENUMERATOR BLOCK)

Sample Group No..... Bundle No.....

State Code .....

District Code .....

TalukTown Code .....

Enumerator Block Code (s).....

Sl. No of books.....

No of effective Households to be coded in the bundle .....

Coded by ..... Date .....

Checked by ..... Date .....

Keyed by ..... Date .....

Verified by ..... Date .....

The Index Slip is to be pasted on the cover page of the first book of the bundle. The Index Slip should be gummed on the left margin only and pasted in such a way that can be turned over to the left and the details on the cover page can be read without difficulty. The details on the Index Slip should be filled up as in the case of Individual Slip bundles.

6. If the household schedules are of Sample Group 1 (S1). viz. 5%+15% blocks, then 1 may be written against sample group No. and if the households schedules are of Sample Group 2 (S2), then 2 may be written against this item. In the case of Lakshadweep, 1 is to be written as there is only one sample group.

7. Bundle Nos. should be assigned in separate series for each taluk, each city including urban agglomeration and non-city urban areas of the district and these bundle numbers should be written on the Index Slips against 'Bundle No.'

8. If the bundle contains the household schedules of more than one Enumerator Block, then another Index Slip viz. Index Slip (Enumerator Block), as per specimen given below, also will have to be pasted on the first book of each Enumerator Block in the bundle.

INDEX SLIP (ENUMERATOR BLOCK)

State Code ..... Sample group No....

District Code .....

Taluk/Town Code .....

Village/Ward Code .....

Enumerator Block Code .....

Serial No. of books .....

No. of effective Households
to be coded in the block.....

In such cases, the Index Slip (Bundle and Enumerator Block) is to be made Index Slip (Bundle) by scoring off 'and Enumerator Block' in the heading of the Index Slip. Also the numbers of all the Enumerator Blocks included in the bundle will have to be written in this Index Slip against the item 'Enumerator Block Code (s), and the Serial No. of books in each block against the item 'Sl. No. of books' under the respective block numbers. It is not necessary to write the serial number of each book in the block, but the book numbers of the first and last book in the block may be written as 1 to 3 or 1 to 4 etc.

Inventory

9. An Inventory (in triplicate) is to be prepared for each town and taluk, as per specimen form given below:

INVENTORY

Project name ..... Record Section
Coding Section
Keying Section

State.....Code.....District.....Code.....

Taluk/Town.....Code.....

Sample Group No.....

Bundle No.	Village/Ward Code No.	Enumerator Block No.	No. of effective households	Batch No.	No. of records keyed
1	2	3	4	5	6
TOTAL	×				

Coding Section..... Date .....Signature .....

System No..... Date .....Signature .....

Tape No. ..... Date .....Main Tape No. ..... Date.....

Signature of the Sr. Supervisor..... Date.....

Only cols. 1 to 3 of the Inventory are to be filled up in the Record Section. Col. 4 will be filled up in the Coding Section and cols. 5 and 6 will be filled up in the DDE unit. The bundles may be sent to the Coding Section along with the Inventory (in triplicate). Two copies of the Inventory are to be sent to the DDE unit along with the coded schedules. One copy of the Inventory will received back from DDE unit at a later stage for filling up cols. 5, 6 and 7 of the Central Record Register.

Editing and Coding

10. The household schedules will have to be edited and coded by the coders in the Coding Sections as per the Instructions for Editing of Part I: Household Particulars and the Code structure. Household Schedule, 1981 Census is appended to this circular.

11. The location codes should be given in complete fields in the Index Slip of each enumerator block and also on the first form of 1st book of each enumerator block. Similarly book no. may also be given in 4 digits on the cover page as well as on the first schedule of each book. It should be ensured that none of the schedules is missed during processing. Form numbers in each book are to be given, if not already given.

12. In the case of large households for which more than one form has been used for recording the details of members in Part II– Population Record, the totals in all the forms except the last may be scored off. The total thus retained in the last form would be the net total for the household. This is applicable irrespective of whether the additional forms used for a household are in the same book or in different books. It should be ensured that if the household details in respect of a house hold appear in more than one book, these books should in all cases be kept physically together.

13. In some cases the entry of the newly born child, found during the revisional round may have been included in a separate form of the last book of the concerned Enumerator Block. In such a case this additional form giving the details of the newly born child should be physically attached to the concerned household.

14. In the case of Part II, prefixng of zeros need not be done. This will be taken care of at the keying stage. For 'dots', 'dash' or 'blank' in Part II (which means nil information) the field may be left blank.

15. For coding item 14 of Part I, "Code list of local names of Tenancies under different rights of land holdings" relating to Kerala, attached with this circular, may be used. While coding the schedules of Lakshadweep, the list relating to that Union Territory is to be used (copies of this list will be supplied to the Trichur office from this office).

16. After coding, the Coders should carefully count and record the number of households to be coded in each block and bundle in the Index Slips and in the Inventory. This should be verified by the Checkers during code checking. It should be ensured that the number of schedules actually coded and the number of households to be coded recorded on the Index Slips and in the Inventory are tallying.

17. As in the case of Individual Slips, the editing and coding of household schedules will have to be carefully checked cent per cent by the Checkers. Sample checks and other quality checks by supervising staff prescribed in the case of Individual Slips are applicable in this case also. It should be ensured that there is no omission or error in the coded schedules passed on to the DDE Unit.

18. General procedures of issue, distribution and receipt back of records followed in the case of Individual Slips should be adopted in this case also.

19. Forms of Central Record Register, Inventory, Index Slip (Bundle and Enumerator Block) and Index Slip (Enumerator Block) will be supplied from this office.

Director of Census Operations

To

The Regional Deputy Director, Calicut/Trichur/Kottayam
Director's Table/JD/AD(T)

INSTRUCTIONS FOR EDITING OF PART I: HOUSEHOLD PARTICULARS

General

Question Nos. 2, 3 & 4 of the Household Schedule part I, have already been edited by matching the 100% entries of the respective questions in the Individual Slip at the time of preparation of P.C.A.

Editing

The other questions will be edited as below:

Type of Households whether Institutional or Houseless: (*Heading 3rd line*)

There are three types of Households viz., "Institutional", "Houseless" and "Normal".

In the case of "Institutional Houeholds" 'I' would have been recorded with a mark of '×' against questions 2 to 14.

In case of "Houseless Households", 'O' would have been recorded and for such Household there will be '×' in questions 6 to 10.

In normal cases '×' would have been marked against the respective questions. In case it is not done so, a single cross '×' from Qs. 2–14 for institutional households and Qs. 6–10 for houseless households may be made. (Before marking '×' for institutional household in Qs. 2–14 check up relationship of members of household in Part-II).

Religion of the head of household and whether SC/ST

It may please be remembered that S.C. (Code 1) in Q. 3 and Scheduled Caste name in Q. 4 can come only if Hindu or Sikh religion is recorded in Q. 2. But if the entry in Q. 4 is same as in part-II and has been taken as SC and is not appearing in President's Orders, code 499 unspecfied' is to be given. Religion as recorded by enumerator may be coded.

Question 5 *Language mainly spoken in the household*

In case of missing entry record the predominant language of the region

Questions 6 *&* 7

If '1' has been recorded in Q. 6, the entry in Q. 7 should be deleted. In case there is invalid entry in Q.6. and there is entry in Q. 7 impute '2' in Q. 6.

If Q. 6 has entry 2 and Q. 7 has invalid entry, impute Q. 7 as '2'.

Question 8

In sub-parts (a), (b) and (c) of Q. 8, it may be checked up that the codes given in the box are in the ranges provided against each respective sub-part of this question. For 'out of range' or missing entry, code '0' in Q.8 (a), code '8'in 8 (b) and code '7' in 8 (c) may be provided. If instead of writing the code in the box items have been ticked. then appropriate code may be given in concerned boxes.

Question 9

Q 9(*a*) (*i*): It may be checked up that the codes given in the box are within the ranges provided against this question. If not, code '6' may be given. For missing entry also code '6' may be given.

Q. 9 (*a*) (*ii*) In case the entry is 6 in Q. 9 (a) (i), the code in Q. 9(a) (ii) may be corrected as '2', if it is recorded as '1'. In case of missing entry impute '2' both in rural and urban areas. In case of invalid entry in Q. 9 (b), code 2 may be given in Rural area and code 1 in Urban area.

Q. (9) (*c*): This question is for Urban areas only. In case of missing or invalid entry, it may be treated as 'Yes' (1).

Questions 10 *&* 11

Missing entries may be imputed as per code structure ie. code '999' for Q. 10 and '99' for Q.11

Question 12: *Does the household cultivate land? Yes* (1)*/No.* (2)

If the entry is 'Yes' (code 1), there should be entry/entries in Q. 13 and also in some cases in Q.14. In case there is no entry (s) in Q. 13 (& Q. 14 in some cases) then code '2' may be given in Q. 12. In case of missing entry in Q. 12 check up Qs. 13 & 14. In case there is no entry in Q. 13 or 14 code '2' may be imputed in Q. 12, otherwise code '1' may be imputed. If all the three Os. 12, 13 & 14 are blank impute '2' in Q. 12.

Questions 13 & 14

There will be entry in this question only if there is 'Yes' (code 1) in Q. 12. In case of code 2 in Q. 12, there will be no entries in Qs. 13 & 14 and if there is a valid entry in Qs. 13 and 14 and code 2 in Q. 12, it may be corrected as Yes (1). In case of codes '2' or '3' in Q. 13, there should be an entry in Q. 14. If it is not there, 'unclassified' may be recorded in Q. 14. If there is code '1' in Q. 13, there should be no entry in Q. 14. But if the entry in Q. 14 is valid then impute Q. 13 with code '3'.

CODE STRUCTURE - HOUSEHOLD SCHEDULE, 1981 CENSUS

Description	Item No. in the Schedule Part-I/ Col. No. in Part-II	Code No. allotted	Field length
1	2	3	4
File No.			2
	PART I-HOUSEHOLD PARTICULARS		
State	Location Code 1st element	Assign Code as per Appendix I-A*	2
District	Location Code 2nd element	Assign Code as per Appendix I-B*	2
Taluk/Town/City Agglomeration 1 lac	Location code 3rd element	(i) In case of Taluk etc. assign a 4 digit code as per Appendix I-C**	4
		(ii) In case of Towns outside City/City Agglomeration/ Agglo. 1 lac+ assign a 4 digit code as per Appendix I-D**	
		(iii) In case of City/Agglomeration 1 lac+ assign a 4 digit code as per Appendix I-E**	
Village/Ward	Location code 4th element	No coding. Prefix zeros on the left to make it 4 digits, where necessary	4
Enumerator's Block No.	Location code 5th element	No coding. Prefix zeros on the left to make it 4 digits, where necessary	4
Sl. No. of Household	Second item (after location code)	No coding. Prefix zeros on the left to make it 3 digits, where necessary	3
Type of Household	Top 3rd line on the right	Houseless 'O' code 1 Institutional 'I' code 2 others Blank	1
Book No.	Top 1st line	No Coding. Prefix zeros on the left to make it 4 digits, where necessary	4

Description	Item No. in the Schedule Part–I/ Col. No. in Part–II	Code No. allotted	Field length
1	2	3	4
CODE STRUCTURE - HOUSEHOLD SCHEDULE, 1981 CENSUS—*contd.*			
Schedule (Form) No.	Top 2nd line	No Coding. Prefix zeros on the left to make it 2 digits, where necessary	2
Religion of the Head of household	Item No. 2	As per religion list, Appendix IV* In case the name of the religion is not classifiable, Code '999'. For No religion or blank also Code '999'. For 'X' leave the cols. blank	3
Whether Head of the Household belongs to SC/ST	Item No. 3	No Coding. For 'X' leave the col. blank	1
Name of S. Caste/Tribe of head of the Household	Item No. 4	As per SC/ST list Appendix V** For 'X' leave the cols. blank	3
Language mainly spoken in the Household	Item No. 5	As per language list, Appendix III*. If name of the mother tongue is not classifiable Code '9999'. For 'X' leave the cols. blank	4
Does the Household live in owned House?	Item No. 6	No Coding. For 'X' leave the col. blank	1
If 'No' in item 6, does the Household own a house or house site in the Village/ Town of Enumeration?	Item No. 7	No Coding. For 'X' leave the col. blank	1
Predominant Construction material of the house occupied by the household:	Item No. 8		
(a) wall	8(a)	No Coding. For 'X' leave the col. blank.	1
(b) Roof	8(b)	No Coding. For 'X' leave the col. blank	1
(c) Floor	8(c)	No Coding. For 'X' leave the col. blank	1
Facilities available to the Household	Item No. 9		
(a) Drinking water supply:			
(i) Source	9 a (i)	No Coding. For 'X' leave the col. blank	1
(ii) Within premises/ outside premises	9 a (ii)	No Coding. For 'X' leave the col. blank	1
(b) Electricity	9 (b)	No Coding. For 'X' leave the col. blank	1
(c) Toilet (For Urban areas only)	9 (c)	No Coding. For 'X' leave the col. blank. In case of rural areas also leave the col. blank	1

Description	Item No. in the Schedule Part-I Col. No. in Part-II	Code No. allotted	Field length
1	2	3	4
CODE STRUCTURE – HOUSEHOLD SCHEDULE, 1981 CENSUS—*contd.*			
No. of living rooms in occupation of the Household	Item 10	No Coding. Prefix zeros to make it 3 digits. For unspecified code '999', for 'X' leave the cols. blank. For no regular room code '000'.	3
No. of married couples usually living in the Household	Item 11	No Coding. Prefix zeros to make it 2 digits. For unspecified code '99'. For 'X' leave the cols. blank.	2
Does the Household cultivate land?	Item 12	No Coding. For 'X' leave the col. blank	1
If yes in item 12, category	Item 13	No Coding. For 'X' or blank leave the col. blank	1
If rented, enter local name of tenancy	Item 14	Code as per the code list for local names of Tenancy. For 'X' or blank leave the cols. blank	3
PART II – POPULATION RECORD			
Male population of household	Col. 4 against total of Part II	No Coding. For blank leave the cols blank	4
Female population of household	Col. 5	,, ,, ,,	4
Male S.C.	Col. 8	,, ,, ,,	4
Male S.T.	Col. 9	,, ,, ,,	4
Male Literacy:			
Literate	Col. 10	,, ,, ,,	4
Illiterate	Col. 11	,, ,, ,,	4
Male entry in 14 A			
Yes	Col 12	,, ,, ,,	4
No	Col. 13	,, ,, ,,	4
Male entry i n 14 B			
Yes	Col. 14	,, ,, ,,	4
No	Col. 15	,, ,, ,,	4
Male entry in 15 A			
C	Col. 16	,, ,, ,,	4
AL	Col. 17	,, ,, ,,	4
HHI	Col. 18	,, ,, ,,	4
OW	Col. 19	,, ,, ,,	4
Male: Whether seeking/ available for work			
Yes	Col. 20	,, ,, ,,	4
No	Col. 21	,, ,, ,,	4
Female S.C.	Col. 22	,, ,, ,,	4
Female S.T.	Col. 23	,, ,, ,,	4
Female Literacy			
Literate	Col. 24	,, ,, ,,	4
Illiterate	Col. 25	,, ,, ,,	4

Description	Item No. in the Schedule Part–I Col. No. in Part–II	Code No. allotted	Field length
1	2	3	4
CODE STRUCTURE – HOUSEHOLD SCHEDULE, 1981 CENSUS—*concld.*			
Female entry in 14 A			
Yes	Col. 26	No coding for blank leave the column blank	4
No	Col. 27	„ „ „	4
Female entry in 14 B			
Yes	Col. 28	„ „ „	4
No	Col. 29	„ „ „	4
Female entry in 15 A			
C	Col. 30	„ „ „	4
AL	Col. 31	„ „ „	4
HHI	Col. 32	„ „ „	4
OW	Col. 33	„ „ „	4
Female: Whether seeking/ available for work			
Yes	Col. 34	„ „ „	4
No	Col. 35	„ „ „	4

* Manual of Coding, Editing and Record Management Instructions for Individual Slips, 1981–Census Part–I

** Manual of Coding, Editing and Record Management Instructions for Individual Slips, 1981–Census Part–II.

CODE LIST FOR LOCAL NAMES OF TENANCY UNDER DIFFERENT RIGHTS OF LAND HOLDING

KERALA (10)

With Right of permanent, heritable and transferable possession (1–50)

001 Jenmam
002 Pandara Pattam
003 Pandara Vaka
050 Unspecified

With Right of permanent and heritable possession but without right of transfer (51–100)

051 Kanam
052 Kandukrishi
053 Kudi Jenmam
054 Pandaravaka Kana Pattam
055 Pandaravaka Kanam
056 Sree Pandaravaka Pattam
057 Sreepadam Vaka
058 Sreepandara Vaka
059 Venpattam
060 Verumpattam
100 Unspecified

Mortgagee in Possession (101-150)

101 Adhikaram Vaka Otti
102 Devaswam Otti
103 Jenmikaram Otti
104 Kanam Otti
105 Kandukrishi Otti
106 Kaivasa Panayam
107 Otti
108 Pandaravaka . Otti
109 Patta Otti
110 Pattam
111 Sreepandaravaka Otti
112 Ura Otti
150 Unspecified

Holding free of rent or on nominal rent in lieu of or not in lieu of service (151-200)

151 Adima
152 Adhikara Ozhivu
153 Anubhogam
154 Brahmaswam Vaka
155 Desa Ozhivu
156 Edavagai
157 Inam
158 Karam Ozhivu
159 Kuthuviruthikona Pattam
160 Madampi Vaka
161 Pandaravaka Kudi Jenman
162 Pandaravaka Verum Pattam
163 Sirkar Devaswom Vaka
164 Thiruvadayalam
165 Thiruvullam
166 Viruthi
200 Unspecified

Ordinary tenants paying fixed cash rent (201-300)

201 Chalgeni
202 Cultivating Verumpattam
203 Customary Verumpattam
204 Kanam Kuzhikanam
205 Karanma
206 Kudikidappu
207 Kudiyiruppu
208 Kuzhikanam Otti
209 Kuzhikanam
210 Mulgeni
211 Ottikanam
212 Vaidegeni
300 Unspecified

Ordinary Tenants Paying fixed produce rent ((301-400)

400 Unspecified

Ordinary tenants paying rent as share of produce (401–500)

500 Unspecified

Crop-sharers without tenancy rights (501–550)

501 Kudi Jenmikaram
502 Varam
550 Unspecified

Sub-tenants or tenants of Sub-tenants (551–600)

600 Unspecified

Conditional or temporary lessees or assignees of Government land (601–650)

601 Government Licensee
602 Kuthaga Pattam
603 Pandaravaka Kuthaga Pattom
650 Unspecified

Encroachers and Trespassers (651–700)

700 Unspecified

Unclassified (701–800)

701 Arwar
702 Hosagame
703 Marapattom
704 Marayapattam
705 Michavaram
706 Mul-Warg
707 Punam Cultivation
708 Puravaka
709 Vechu Pakuthy
800 Unspecified

TABULATION CIRCULAR No. 10

June 23, 1982

Sub :—Manual Tabulation of religion and language data from Household Schedules

1. Data relating to religion and language are to be compiled from Household Schedules by manual tabulation. This circular contains instructions for this work.

Coverage

2. Only normal and houseless households will be considered in this tabulation and institutional households will be excluded. Thus the tabulated data relate only to non-institutional population.

3. In order to reduce the workload, religion data will not be compiled from Hindu households and language data will not be compiled from Malayalam speaking households (which respectively constitute the bulk of the workload) and these data will be derived by subtracting the total of other religions/languages from the total non-Institutional population.

Procedure of Tabulation

4. The procedure of the manual tabulation for religion and language data is similar to the compilation of PCA. Data for each household will be compiled in Block Compilation Sheets (BCS) and block totals will be derived. These totals will be copied into Taluk/Town Compilation Sheets to derive Taluk/Town totals. Summary statements for Taluk/Town showing the figures of each religion and language will be prepared separately from these Totals.

5. The Household Schedules of all Enumerator Blocks will have to be covered in this tabulation without any omission. For this purpose a list of all enumerator blocks in each taluk/town is to be prepared. As the Household Schedules are kept separately for 5% sample, 15% sample, Additional 20% sample and balance 60% blocks, this list also may be prepared separately for each of these groups. For the blocks of forest areas etc., the actual EB Nos. and not the notional block numbers are to be given in this list. As the coding of Individual Slips has been completed for these different sample groups the list of blocks now prepared may be verified with the list of blocks given in the Inventory of coded slips of the respective groups. Besides the separate list for each group, a complete list of all blocks in each taluk and town may also be prepared and kept ready to verify at the end that all blocks have been included in the tabulation.

6. The compilation will be done for 5% blocks, 15% blocks, Additional 20% blocks and 60% blocks in that order as in the case of PCA compilation. Totals in taluk/town compilation sheets can be struck and summary statements can be prepared only after completing tabulation of all blocks in all the four groups. It is desirable that the blocks of all the four groups of a taluk/town are handled by the same team. The preparation of Taluk/Town Compilation Sheet for all blocks of the taluk/town will have to be done by the same person as only one person can sign in the compilation sheet.

7. For each Block, the Block Compilation Sheet for Religion will be prepared first and then the Block Compilation Sheet for language will be prepared. Then the next block will be taken up and will be processed in this manner. In order to avoid confusion, the Block Compilation Sheets for Religion and Language have been printed in black and red colours respectively. Similarly the verification of Block Compilation may be done separately for Religion and Language for each Block. The preparation of Taluk/Town compilation sheet for Religion and Language may be done by two different Checkers. Similarly their checking also may be done by two different Checkers. These Taluk/Town Compilation Sheets also have been printed in two different colours.

8. BCS are to be prepared by one set of Tabulators. Verification of BCS is to be done by another different set of Tabulators to be termed Verifiers. Taluk/Town compilation sheets are to be prepared by checkers and their checking is to be done by different Checkers. Summary statements are to be prepared from Taluk/Town Compilation Sheets by Supervisors. Detailed instructions for preparing each of these statements are given in the following paragraphs.

Preparation of block compilation Sheets for Religion

9. When the Household Schedules are issued for tabulation it should be ensured by the Supervisors that each block contains the number of books given in the Inventories prepared as per the instructions in para 18 of letter No. T1-3995/80 dated 25-2-1981 and in para 12 of letter No. T1-3995/80 dated 29-1-1982. While issuing the Schedules the necessary entries are to be made in the Issue Register.

Step 1: *Arrangement of Household Schedule Books*

10. As soon as the Household Schedules of a Block are received for compilation it should be checked whether all the Household Schedule books in the block are arranged in order of book numbers. If not, they should be placed in order. Then take a sheet of BCS for Religion printed in black and fill up name of State, name of district, name of taluk/town and EB No. at the top of the form at the appropriate place. In the case of blocks of forest Division, SMA or Port the names of Forest Divisions, SMA or Port also should be written in the space provided. The Blocks of a Forest Division falling in different taluks are to be taken along with the blocks of the respective taluks.

Step 2 : *Selecting of non-institutional households*

11. Take the first household schedule and see whether it is an Institutional household or not. If it is an institutional household go to the next household. If it is a non-institutional Household, i.e., normal household or houseless household, see the name of religion recorded against Q.2 of Part I of the Household Schedule. When it is found that no entry has been made against Q.2 of Part I of Household Schedule ascertain whether it is an Institutional Household. In Institutional household Qns. 1 and 15 only are filled up in Part I.

Step 3: *Selecting of non-Hindu Household and filling up of BCS*

12. If 'Hindu' is noted against Q.2 go on to the next schedule and go on taking up each of the subsequent Household Schedules till any entry other than Hindu is come across. If the name of religion is other than Hindu then the details are to be entered in the BCS. Suppose the religion of the Head of the Household is Muslim then write Muslim with Sl. No. 1 (ie.1 Muslim) in the blank space provided above the first set of 4 columns of the BCS and enter the serial No. of that Household under the first column 'Sl. No. of Household'. Then enter the number recorded in the box against Question 15 of Part I of Household Schedule in the next column of BCS below 'P'. Then enter in the next two columns the number of males and females in this Household from columns 4 and 5 of Part II of the Population Record ensuring that the total of males and females tallies with the number of persons recorded in the previous 'P' columns of BCS. If it is found that the total of males and females in the Household does not tally with persons the wrong entries in the Household Schedule are to be corrected and then only entries are to be made in the BCS. The discrepancy is to be set right by first checking the entries in columns 4 and 5 of Part II of Household Schedule. If the discrepancy is in either of these two columns correct the column totals in Part II. But if the entries in Columns 4 and 5 of Part II of Population Record are correct and the total against Qn. 15 of Part I is wrong then write the correct figure neatly, scoring off the existing figure. If the wrong figure has already been copied into the BCS it should also be corrected.

13. In the case of larger households more than one Schedule might have been used. In such cases the figures of total males and females are to be copied from the last schedule of the household.

14. After noting down the details from the first non-Hindu household as explained above go to the next Household Schedule and if in this case the head of household is Hindu skip it and proceed to the next Household Schedule till any religion other than Hindu is come across. Suppose a Schedule having Muslim as the religion of the Head of the Household is again come across them make entry below the one already made in the BCS. In case the Religion of the next non-Hindu household is Jain, write Jain with Sl. No. 2 (ie 2. Jain) in the blank space over the next set of four columns and make entries as explained above. Similarly each non-Hindu religion is to be recorded separately and the details of households recorded under the respective religion. This process may be followed till the last household in the Block is covered.

15. When it is found that no entry has been made against Question 2 of Part I of the Schedule and it is not an Institutional Household enter the particulars of this household under the column 'Religion not stated' in the last set of 4 columns of the BCS. One should be very careful

not to record the details of any Institutional household in these columns because it will affect the population of Hindus which will be obtained by subtraction of the totals of religions recorded in the BCS.

16. If in a Block the number of households of any non-Hindu Religion is more than the number of lines in the BCS, an additional Block Compilation Sheet is to be used and in this sheet besides the location particulars the names of religions are to be written exactly in the same serial order in which these are entered in the first BCS. This is essential to avoid any mistake in striking the totals for each religion. In the additional Sheets used for recording details of additional household of any Religion the first line should be used for carrying forward the totals from the previous page. At the time of preparation of BCS all religion returns found in the Household Schedules should be recorded separately in the BCS without any attempt being made to merge with some other religions even if there are some indications that these are the same religion. As there is provision in the BCS to record 6 Religions besides Religion not stated, in the rare event of there being more than 6 non-Hindu Religions in a Block a fresh Block Compilation sheet will have to be taken to record the details of such returns. In such cases if an additional sheet has been taken for recording more households of any Religion, then extreme care will have to be taken to arrive at the totals without any omission or duplication. Whenever more than one BCS have been used in a Block Compilation Sheet, page numbers should be given. Additional sheet used for additional Religions should be kept as the last sheet.

17. Even if there is not even a single non-Hindu household in a block, a Block Compilation Sheet will have to be prepared for it. Across this BCS write 'NIL' prominently after recording the location particulars at the top.

Step 4: *Totalling of BCS*

18. After completing the posting for the entire Block, count the entries in the columns 'Sl. No. of Household' under each religion and write this total against the 'TOTAL' line. Then add up the totals in the case of Persons, Males and Females and write these totals under the respective columns. In case the entries relating to one religion have spilled over to more than one page write the page total on the first page, carry over this total to the next page and follow a similar procedure till the grand total for that religion is struck at the last page. In cases where returns of only one religion spill over to more than one page and returns of other religions appear on the first page only the totals of all the religions also should be carried to the last page of the Religion with largest returns. This is necessary to make the compilation easy. In this way the total of the Block for each religion should be taken in the last page. Then the Tabulator should sign at the appropriate place in the BCS in token of having completed the compilation. Then he should hand over the BCS to the Supervisor for a general scrutiny. The Tabulator will then start the compilation for language for that Block.

Preparation of BCS for language mainly spoken in the Household

19. As already indicated the Block Compilation Sheets for Language data compilation have been printed in red colour. The procedure is exactly the same as that for religion with only the following differences.

(i) The answer to Question 5, Language mainly spoken in the household is to be considered instead of Question 2 Religion of Head of household.

(ii) In the case of languages, details of languages other than Malayalam are to be recorded. In the BCS just as non-Hindu religions were recorded while compiling BCS for Religion.

(iii) There will not be any entry under 'Language not stated' corresponding to Religion not stated. (It may be noted that in the BCS for Language such a column has not been printed)

(iv) In the case of language it is likely that in several blocks the number of languages is more than seven and therefore additional BC Sheets may have to be used frequently for additional languages.

20. After completing the posting for the entire block, the total of the block for each language is to be taken in the last page as in the case of religion and the Tabulator should sign at the appropriate place. The household schedules of the block should then be returned along with the BCS for religion and BCS for language to the Supervisor who will pass it on to a verifier for verification after noting in the Issue Register.

Verification of Block Compilation Sheets

21. The entries in the Block Compilation Sheets of each block should be completely verified with reference to the Household Schedules. All the steps followed in the compilation of BCS should be strictly followed in this case. Each and every Household Schedule is to be physically checked and all the entries in the BCS are to be verified. When an entry is verified the serial No. of the Household in the BCS is to be tick marked with pencil. This will help in verifying whether any wrong entry has been made because this will remain unticked. In such cases the entry should be scored off neatly ensuring that this household has been accounted for. During verification if it is found that a household has been left out of compilation the particulars of such household may be entered after the last entry under the appropriate religion. After verifying the postings, the totals also should be verified and the Verifier should sign at the appropriate place of the BCS in token of verification. The verification of the BCS for Religion of a block should be completed first and then the verification of BCS for language of that block should be done just as the compilation was done one after the other. Pen or dot pen of different colour may be used for making entries at the stage of verification. After completing the verification of both the Block Compilation Sheets of a block, these should be returned along with the Household Schedules of the Block of the Supervisor.

Return of records by Tabulators

22. The supervisor will note the receipt of Schedules in the Issue Register ensuring that all the Household Schedule books of the block have been returned. He will then separate out the Household Schedule books and the Block Compilation Sheets. The Household Schedule books may be returned to the record section properly tied in convenient batches keeping the BCS with the Supervisors. The BCS for Religion and Language are to be kept separately without getting mixed up.

Preparation of Taluk/Town compilation Sheets

23. When the Supervisor has received the BCS for a few blocks in a Taluk/Town he should issue them to a Checker along with some blank forms of Taluk/Town Compilation Sheets. It is desirable to issue the BCS for Religion and the BCS for language to different persons for preparing the Taluk/Town Compilation Sheets. The remaining BCS of a Taluk/Town should be issued to the same checker as and when they are received till all the blocks in the Taluk/Town including blocks of forest areas, Port or SMA, if any, are exhausted. Necessary entries should be made in the Issue Register. As far as possible the BCS should be issued for preparation of Taluk/ Town Compilation Sheet in the order of blocks in each of the Sample groups (5%, 15%, additional 20%, 60%) relating to that Taluk/Town. The list of blocks in the Sample groups in the Taluk/Town should also be given to the Checker for preparing the Taluk/Town Compilation Sheets.

24. If the Checker has completed the posting of first set of BCS of a Taluk/ Town issued to him, but the remaining BCS of the Taluk/Town are not ready, then the Supervisor may issue to him the BCS of another Taluk/Town available with him for preparation of Taluk/Town Compilation Sheet after taking back the BCS and Taluk/ Town Compilation Sheets of the first Taluk/Town. These should be kept with the Supervisor with proper labels and issued again to the same Checker when the remaining BCS of the Taluk/Town are available.

(a) COMPILATION FOR RELIGION

25. The Taluk/Town Compilation Sheet is to be prepared separately for each religion. The name of the religion is to be recorded at the top of the Taluk/Town Compilation Sheet besides the location particulars.

26. Take the first BCS from the bunch of BCS of a Taluk/Town given by the Supervisor to the Checker and see which religion appears above the first set of four columns. Then take a blank Taluk/Town Compilation Sheet and write the location particulars and the name of this Religion at appropriate places on the top. In this sheet write the concerned EB No. in column 1 and post the block totals of number of households, persons, males and females of this Religion from the last page of BCS. Having posted the figures of the first religion found in the BCS in the Taluk/ Town Compilation Sheet in the above manner the figures of the second and subsequent religions should be posted in a similar fashion till all the religions in the BCS are over. For each religion there should be a separate Taluk/ Town Compilation Sheet. Similarly there should be a separate sheet for 'Religion not Stated'. When the block totals for all religions and 'Religion not Stated' from this BCS have been copied into

the Taluk/Town Compilation Sheets the Checker should sign at the appropriate place in the BCS in token of having posted the figures of this block. Then take the next Block Compilation Sheet of another block and start posting the figures in the Taluk/Town Compilation Sheet in the same manner. If this BCS contains a religion for which a Taluk/Town Compilation Sheet has not been prepared then fresh Taluk/Town Compilation Sheet will have to be prepared for this religion by writing the location particulars and name of religion at the top and posting the block totals from the BCS. For religions for which Taluk/ Town Compilation Sheets have already been prepared the block totals are to be copied from the BCS in the respective Taluk/Town Compilation Sheet. In this way the details from the BCS of all blocks of the Taluk/ Town are to be copied into Taluk/Town Compilation Sheets. In the case of blocks of forest areas, SMA or Port in the respective Taluk/Town the name of the forest Division, SMA or Port should also be indicated above the EB No. in column 1.

Eg. Wayanad Division
EB 10
11

27. The posting should be done very carefully. To ensure that all blocks have been entered the Checker must sign at the appropriate place in the BCS after he has posted the figures of all religions from that BCS into the Taluk/Town Compilation Sheets. Later, after completing the posting for all blocks in the Taluk/Town it may be verified whether he has signed all the BCS. If he come across any BCS which he has not signed it should be verified whether figures for *all religions* from this BCS have been posted to the Taluk/Town Compilation Sheet. If it is found that figures of all religions from this BCS have already been posted but he has forgotten to sign in it, then he should sign in the BCS, now. If it is found that figures have not been posted from this BCS then he should post the figures of this block in the relevant Taluk/Town Compilation Sheet. In the case of Taluk/Town Compilation Sheets for religions, only these blocks for which there are returns will be entered and there will be no 'Nil' returns.

28. To facilitate the verification of entries in Taluk/Town Compilation Sheets, the Block Compilation Sheets of a Taluk/Town should be kept in the same order in which posting has been done.

29. As already indicated the blocks of forest areas, SMA or Port falling in each Taluk/Town should be taken along with the blocks of the respective Taluk/Town and entered in the Taluk/Town Compilation Sheets. When these blocks are entered Name of forest Division, SMA or Port should also be written in Column–1 besides the EB number.

30. When figures from BCS of all the blocks of a Taluk/Town have been posted into the Taluk/Town Compilation Sheets the totals for each religion should be written at the end adding up the Block Totals in the Taluk/Town Compilation Sheets. Then the Checker should sign the Taluk/Town Compilation Sheet and hand them over to the supervisor along with the Block Compilation Sheets.

(b) COMPILATION FOR LANGUAGE

31. The procedure for preparation of Taluk/Town Compilation Sheets for Language is similar to that for religion. Taluk/Town Compilation Sheets for Language have been printed in a different colour and these forms should be used for this. The name of language is to be written at the top of the form. In the Taluk/Town Compilation Sheets of language only those blocks in which there are returns of the respective language will be entered. After posting the figures from BCS for all the Blocks in the Taluk/Town, the totals for each language should be taken at the end of the Taluk/Town Compilation Sheets. Then the Checker should sign in the Taluk/Town Compilation Sheets at the proper place and hand over them to the supervisor along with the Block Compilation Sheets arranged in the same order as the posting was done.

Verification of Taluk/Town Compilation Sheets

32. When the Taluk/Town Compilation Sheets of a Taluk/Town and the BCS are received from the Checker after compilation the Supervisor will make necessary entries in the Issue Register and issue them to another Checker for cent per cent verification. The verification of Taluk/Town Compilation Sheets for Religion and Languages of a Taluk/Town may be entrusted to two different persons. The Verifier-Checker will have to repeat the entire process of compilation. If during the course of verification it is found that an entry has been missed this entry should be posted after the last entry in the Taluk/Town Compilation Sheet of the religion/language concerned. If it is found that wrong entry has been made it should be scored out. After verification each entry in the Taluk/

Town Compilation Sheets with the BCS the totals for each Religion/language should also be checked. After checking the should also sign in the Taluk/Town Compilation Sheet. After verification of the Taluk/Town Compilation Sheet of a Taluk/Town arrange the Block Compilation Sheets in the order of EB numbers and tie them up. The blocks forest areas, SMA or Port, if any in the Taluk/Town may be kept last. The Verifier-Checker will then hand over the Taluk/Town Compilation Sheets and the Block Compilation Sheets to the Supervisor for preparing the Summary Statements.

Preparation of Summary Statements

33. From the Taluk/Town Compilation Sheets of each charge the supervisor will have to prepare certain summary statements. Summary Statements for religions and languages will have to be prepared separately. Statement on religion will be prepared first and then the statement on language.

(a) SUMMARY STATEMENTS FOR RELIGION

34. In this case before preparing the final summary statements showing figures for all Religion including Hindus, a summary statement for other Religions and persuasions and a summary statement for merger of some returns with the main religions viz, Hindu, Muslim, Christian, Jain, Buddhist and Sikh will have to be prepared.

35. For each Taluk/Town the Supervisor will scrutinise the Taluk/Town Compilation Sheets for each religion and persuasion to determine whether some of these can be merged under any other religion as will be indicated to him. For example, if there are separate Taluk/Town Compilation Sheet for Islam, Muslim, Shia, Sunni etc. the totals of these returns have to be merged with that of Muslim. For this purpose the Taluk/Town Compilation Sheets relating to all such returns will be placed below the Taluk/Town Compilation Sheets for Muslim. Then a blank form of 'Summary Statement of merging of returns in Main Religion' may be taken and Muslim may be recorded at the top against main religion besides location particulars and the Taluk/Town totals (No. of households, population, males and females) of these religions will be copied into this, one below the other. Adding the figures of these religions in the summary statement the final totals for Muslim for the Taluk/Town is obtained. This summary sheet will be placed on top of the Taluk/Town Compilation Sheets of Muslim and related religions. On the Taluk/Town Compilation Sheets of Islam, Shia, Sunni etc. which have been merged with Muslim write 'Muslim' just below the name of religion written at the top. In the same way summary statement of merger for Christian, Sikh, Buddhist and Jain also may be prepared separately if there are religion returns which can be merged with these religions.

36. While scrutinising the Taluk/Town Compilation Sheets for this purpose, separate out those charge Compilation Sheets of returns which can be merged with Hindu, if any. Such returns will be specified to the Supervisor. These Taluk/Town Compilation Sheets of returns which are to be merged with Hindu will be kept together and their figures copied into a Summary Statement of merger for Hindu. It may be noted that the returns of Hindu as such will not be available from any of the Taluk/Town Compilation Sheets and therefore there will be no entry of 'Hndu' in this Summary Statement at this stage, but this summary statement will give the total population by sex of all other returns being merged with Hindu. If in a Taluk/Town there are no returns of religions to be merged with the main religion, then the summary statement for merger need not be prepared and the figures of main religion can be copied into the final summary statement directly from the Taluk/Town Compilation Sheets of the main religion.

37. After preparing the summary statement of merger for the main religion, put together the Taluk/Town Compilation Sheets of remaining religions and persuasions, if any, and copy the figures of each of these religions into the summary statement form for the religions and persuasions. The totals of all these religions and persuasions are to be taken in this form. The Taluk/Town Compilation Sheets for 'Religion not Stated' should not be taken along with 'other Religions and persuasions' but should be kept separately.

38. From the above mentioned summary statements and the Taluk/Town Compilation Sheets for 'Religion not Stated', the figures of number of households and population by sex of Muslims Christians, Sikhs, Buddhists, Jains, 'Other religions and persuasions' and 'Religion not Stated' are to be copied into the final summary statement for Religion of Head of Household. Having entered the figures for these seven items add them up and write their total against the item Total (1–7). From the Taluk/Town Abstract which has already been given to the Supervisor, copy the figure of number of

non-Institutional households and their population by sex against the item 'non-institutional' in the last line. Then derive the figures against 'Hindu' by deducting from the figures of 'Non-institutional' the figures of 'Total' (1–7).

39. Having arrived at the Hindu population this manner, carry over this figure into the summary statement for merger of returns under Hindu. From this figure of total Hindus, deduct the total of the returns to be merged with Hindu available in that summary statement, to derive the figures of Hindus as such ie, without including merged figures. These figures will be required later.

40. After completing the entire processing the statements should be checked once again for completeness and arithmetical accuracy. Then the charge Compilation Sheets and summary statements may be given to the Statistical Assistants along with Taluk/Town Abstracts showing Institutional and non-Institutional Population and number of households.

(b) SUMMARY STATEMENT OF LANGUAGE MAINLY SPOKEN IN THE HOUSEHOLD

41. In the case of language mainly spoken in the Household only one summary statement is to be prepared for each Taluk/Town. From the Taluk/Town Compilation Sheets for each language copy down the figures into this statement writing the names of languages one by one in column 2. At the end of this summary statement which may usually run to more than one sheet the totals of number of households and population by sex of all these languages other than Malayalam will be taken. This total will be deducted from the non-Institutional households and population available in the Taluk/Town Abstract and entry will be made of the number of households and population by sex for Malayalam. After preparing the summary statement it should be checked again by the Supervisor.

42. District-wise statement will be prepared later from the summary statements of Taluk/Towns. Instructions on this will be issued separately.

Director of Census Operations.

To

The Regional Deputy Director of Census Operations, Kottayam
Director's Table/JD/AD(T)

ADDITIONAL INSTRUCTIONS

September 2, 1983

Subject:- Manual Tabulation of Religion data

It has been subsequently decided to take into consideration the religious composition of institutional population also. It is to be remembered that the composition by the religion of members of institutional households will not be available from Part–I of the Household Schedule. Therefore, it is necessary to refer to the individual slips for identifying the religion of each member of institutional household. Since the institutional households are identifiable and are not very man in number, it will be convenient to first locate the institutional households through the Block Compilation Sheet which have been prepared at the time of the manual compilation of the P C A itself. The Block Compilation Sheets were originally prepared separately for normal, institutional and houseless households for each enumeration block. Of these, the Block Compilation Sheet relating to institutional households should be referred to for identifying the blocks which have institutional households and to locate the individual slips of institutional households. Having identified the individual slips of institutional households in these blocks which contain institutional households, the information of religion of each member of all institutional household has to be extracted. The forms used for manual abstraction of religion of Part–I of the Household Schedule may be used in this case also.

After compiling the statements for institutional households for taluk/town and district levels, the figures may be added to the non-institutional figures already posted in the concerned columns of the table and the religion-wise break-up of population finalised.

Director of Census Operations

TABULATION CIRCULAR No. 11

June 24, 1983

Sub:— Manual Tabulation of Scheduled Castes/Scheduled Tribe figures from the Household Schedules

The intention of the present tabulation is to get the population by sex of individual scheduled castes/scheduled tribes from Part II (Population Record) of the Household Schedule.

Procedure of tabulation

The following procedure will be adopted by the Tabulators:

Step 1: Get one packet of Household which contains schedules of about 10 bundles from the Supervisor. Generally a bundle contains one block. In some cases there will be schedules of more than one enumerator block in a bundle. For the compilation, the blank Block Compilation Sheet (BCS) forms which were printed for the tabulation of religion and language will be used. To distinguish the two set of schedules either "Scheduled Castes" or "Scheduled Tribes" will be rubber stamped on them. The Tabulator will be provided with both the schedules at a time, as they have to note down the entries of both SC and ST relating to a block separately.

The entries in Household Schedules fall in 4 categories

(i) Households having neither SC nor ST members
(ii) Households having SC/ST members and non-SC/ST members
(iii) Households having SC members alone or ST members alone
(iv) Households having both SC or ST members only

For item (i) no BCS form has to be prepared, while for all the remaining items (ii), (iii) and (iv) BCS has to be filled up. For SC and ST, separate BCS have to be prepared. This has to be done from the entries in the Population Record ie. name of the SC given in cols. 8 & 22 and name of the ST given in cols. 9 & 23.

Step 2: Take the household schedules of one enumerator block. Indicate in the BCS whether the schedules which you have taken relates to Rural or Urban by scoring off the inapplicable entry at the top of the BCS and then fill up the identification particulars as given in the cover page of the Household Schedules of the block.

Step 3: Arrange the household schedule books in the ascending order of book numbers. Compilation has to be done in this sequence.

Step 4: Take Part-II Population Record of the Household Schedule. Verify whether the household has any scheduled caste or scheduled tribe persons. If there is any scheduled caste person, there will be entry for males in col. 8 and for females in col. 22. For scheduled tribe, the entry will be in col. 9 (for males) and col. 23 (for females). In these columns, the name(s) of scheduled castes/ scheduled tribes to which the individuals belong would have been written. If a household has no SC/ST, leave that schedule and go to the next. Only households having SC/ST are to be noted in the BCS. There is provision in the BCS to record details of 6 SC/ST in a row. If in a block, there are more than 6 SC/ST, use additional sheet(s). Give page numbers to additional sheet(s).

Step 5: Copy the name of the SC/ST as the column heading in the BCS and note them down the serial number of the household and enter separately the number of males and females of that SC/ST in that household in the respective columns. If the entire household is SC or ST the totals given at the last line for these columns of the Population Record can be copied. Otherwise count the number of SC/ST and enter in the concerned columns. While counting, care should be taken to include the entries in respect of that household which might have been continued in more than one schedule(s).

It may be remembered that in the case of households having both SC and ST members and also households having members of more than one caste or tribe, the serial number of the household has to be repeated under all the concerned castes or tribes and the members have to be counted appropriately.

Step 6: After noting the number of males and females, under each caste/tribe relating to a household, fill up the column for 'Persons' by adding males and females. If a household consists of only SC members or only ST members, a check must be made whether this total agrees with the figures entered in question No. 15 of Part I of the Household Schedule. In case of disagreement rectify the errors in the figure posted already.

Step 7: After completing the work for all households in a block, strike the total for each caste/tribe for the entire block.

Step 8: Total up the figures under all castes/all tribes by sex and enter the total at the top left of the BCS. The item 'Total Population' there may be corrected as 'Total SC Population' or 'Total ST Population', as the case may be.

Step 9: Take the next block and continue the process till the schedules of the entire packet is completed. In the case of bundles containing more than one block, they have to be tied together, as it was supplied.

Step 10: Hand over the BCS forms as and when completed to the Supervisor. The repacked schedules need be handed over only after completing the work of the entire packet. At the end of the day's work, the work diary has to be written and handed over to the Supervisor.

Director of Census Operations

To

All Tabulators
All Supervisors
Director's Table/JD/AD(T)

TABULATION CIRCULAR No. 12

July 13, 1983

Sub :—Selection of 20% sample households from the Household Schedules

A 20% sample of household schedules is to be drawn from the Household Schedules (HHS) of each Enumeration Block (EB) including normal, institutional and houseless households. The procedure is very simple but it has to be done with utmost care. Any error at any stage will cause a lot of difficulties and even redoing of the work. Therefore, each Tabulator has to do the work with great devotion and concentration. The work comprises of two stages viz. Sample selection and Checking of Sample selection. The steps under these stages are described below:

STAGE I: SAMPLE SELECTION

Step 1 : At a time each Tabulator will be provided with one packet containing about 10 bundles of Household Schedules and Control Chart with the random number (between 1 and 5) noted therein. One bundle may contain schedules of more than one EB.

Step 2 : Ensure that the HHS are arranged in the ascending order of book numbers within an EB and also whether all the books are available. If not, inform the Supervisor. For each EB a separate Control Chart has to be prepared as stated below (see specimen Control Chart given).

Step 3 : Fill up the location particulars and columns 1 to 3 of the Control Chart, relating to the first book. The points to be remembered in filling up columns 2 & 3 of the Control Chart are given below:

Col 2 : *HHS Book No.* The book numbers should be in ascending Order i.e. 1,2,.....etc. *Col, No.* 3 *of filled in schedules*: As the heading of the column suggests additional sheets used for recording details of members of a household and *unfilled/cancelled* schedules should be *left out* from counting. In the case of additional sheets, 'continued' might have been noted on the top of Household schedules. Sometimes the 'continued' schedules may be at the end of the last book. This has to be specially noted. If there are more than one schedule used for a household, treat all the forms used for that household as one only

Step 4: Start sampling of the EB with the random start number given at the top box of the Control Sheet. For example, if the random start is 3, the first sample HHS will be the third *filled-in* HHS of the *first* HHS book. Mark P on the right hand *top corner* of this schedule just below the word 'Confidential'. Starting from this schedule every *fifth* filled-in schedule will be selected and marked. P . In the above example, the selected filled-in schedules will be 3, 8, 13. 18 etc. The sample selection from the first HHS will stop when less than 5 filled-in schedules are left over in the EB.

Step 5: Count the total number of schedules in the EB marked P and enter the number in col. 4 of the Control Chart. Also count the number of filled-in schedules left over at the end of the book and enter this number in col. 5 of the control Chart. Col. 6 gives the random starting point to be adopted for the next book. This is obtained by doing the deduction: 5 *minus* the number of schedules entered in col. 5. For example, if 2 schedules are left over in the first book, the random start for the second book will be 3 (5 *minus* 2). Enter this random start in col. 6 and also on the *front cover page* of the *next* HHS book. Continue the sample slelection till the last book of the EB even if it may contain less than 5 schedules.

Step 6 : Strike the totals of columns 3 and 4 of the Central Chart.

Step 7 : After completing the sample selection of the HHS of the EBs, hand over the packet and control charts to your Supervisor.

STAGE II: CHECKING OF SAMPLE SELECTION

Each Tabulator will be allotted a bundle which is different from what he has taken for sampling. For checking the accuracy of sampling following steps have to be followed:

Step 1:Check whether the location particulars given at the top of the Control Chart are the same with reference to the Index Slip of the EB.

Step 2: Check whether all the HHS books of the EB as per the Index Slip are available in the bundle and whether their details have been entered in col. 2 of the Control Chart. If not, bring it to the notice of the Supervisor.

Step 3: Check whether the sampling of the first HHS book has been started as per the Random number given at the top box of the Control Chart.

Step 4: Check the entries in cols. 4, 5 and 6 of the Control Chart as noted below:

Col. 4: Count the number of HHS in which P is marked and tick the entry in col. 4 with pencil, if found correct. Otherwise round the figure previously entered and note the correct number in pencil.

Col. 5; Count the number of HHS after the last selected sample schedule marked P and tick the entry in col. 5 with pencil if correct. If it is incorrect, note the correct number on the left over schedules.

Col. 6: Check whether this column equals 5 *minus* col. 5 and tick, if found correct.

Director of Census Operations

To

All Tabulators
All Supervisors
All Statistical Assistants
Director's Table/JD/AD(T)

TABULATION CIRCULAR No. 12—*contd.*

CONTROL CHART FOR SELECTION OF HOUSEHOLD SCHEDULES
(20% SAMPLE)

State: KERALA

District:

City/Town/Taluk:

EB Number:

Complete location code of the EB.....

RANDOM START

Sl. No.	HHS Book No.	No. of filled-in schedules*	No. of schedules sampled	No.of filled-in schedules left over at the end of the book	Starting point for the next book	5 *minus* col. 5	Remarks
1	2	3	4	5	6	7	8
TOTAL							

Sampled by: Name.....Signature .....

Checked by: Name.....Signature .....

Signature of Supervisor.....

*Excludes additional forms used for a household and unfilled/cancelled schedules.

TABULATION CIRCULAR No. 12—*concld.*

LIST OF ENUMERATOR BLOCKS

(SELECTION OF 20% SAMPLE HOUSEHOLD SCHEDULES)

District:

City/Taluk/Town:

Sl. No.	E.B. Number	Random start number	Total number of filled-in schedules	No. of household schedules sampled	Remarks
1	2	3	4	5	6

Cols. 1 to 3 filled up by the Statistical Assistant Signature..... .....

Cols. 4 & 5 to be filled by the Supervisor Signature..... .....

1981 CENSUS PUBLICATION PROGRAMME

KERALA STATE

Paper/Part number	*Title and subject matter*
Paper 1 of 1981	Provisional Population Totals
Paper 2 of 1981	Rural-urban Composition (Provisional Totals) Workers and Non-workers (Provisional Totals) Disabled persons
Paper 3 of 1981	Final Population Totals
Paper 4 of 1981	Primary Census Abstract for Scheduled Castes and Scheduled Tribes
Paper 5 of 1981	Final Totals of workers and non-workers
Part I	Administration Report–Enumeration and Tabulation
Part II–A	General Population Tables (A–series – Tables A–1 to A–5)
Part II–B	Primary Census Abstract
Part III–A	General Economic Tables (B–Series – Tables B–1 to B–10)
Part III–B	General Economic Tables (B–Series – Tables B–11 to B–22)
Part IV–A	Social and Cultural Tables (C–Series – Tables C–1 to C–6)
Part IV–B	Social and Cultural Tables (C–Series – Tables C–7 to C–9)
Part IV–C	Household Composition Table (C–Series – Table C–10)
Part V–A	Migration Tables (D–Series – Tables D–1 to D–4)
Part V–B	Migration Tables (D–Series – Tables D–5 to D–12)
Part VI–A	Fertility Tables (F–Series – Tables F–1 to F–19)
Part VI–B	Fertility Tables (F–Series – Tables F–20 to F–28)
Part VII	Houses and Disabled Population – Report and Tables (H–Series – Tables H–1 and H–2)
Part VIII–A	Household Tables (HH–Series – Tables HH–1 to HH–16)
Part VIII–B	Household Tables (HH–Series – Tables HH–17, HH–17 SC and HH–17 ST
Part IX	Special Tables on Scheduled Castes and Scheduled Tribes (SC–Series – Tables SC–1 to SC–6; ST–Series – Tables ST–1 to ST–9)
Part X–A	State Town Directory
Part X–B	Survey Reports on selected towns
Part X–C	Survey Reports on selected villages
Part XI	Ethnographic Notes and special studies on Scheduled Castes and Scheduled Tribes
Part XII	State Census Atlas
Part XIII–A & B	District Census Handbooks — one volume for each district (Village & Town Directories and Primary Census Abstract)