

CENSUS OF INDIA

SERIES-2

ANDHRA PRADESH

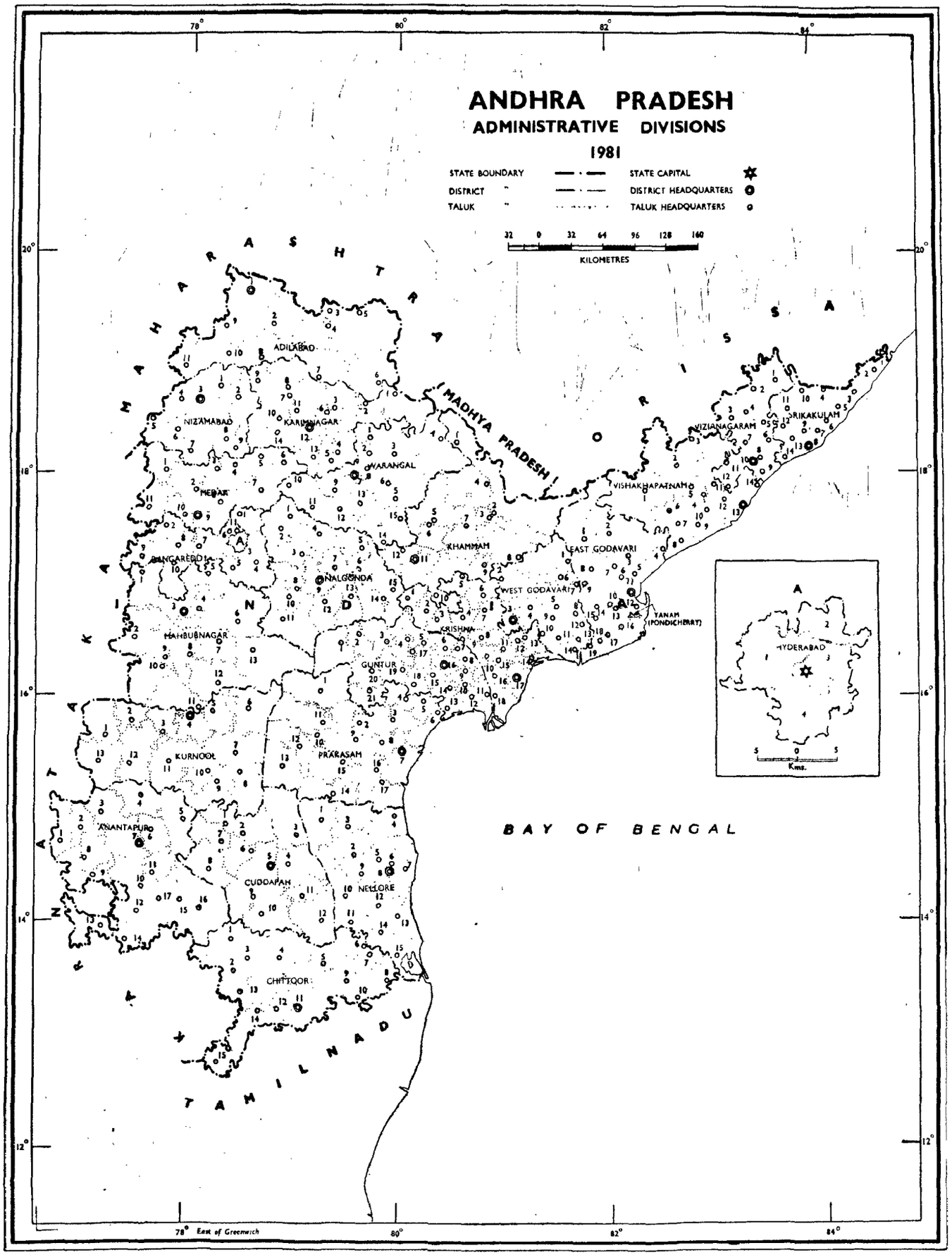
PART I-A
ADMINISTRATION REPORT
(ENUMERATION)

S. S. JAYA RAO

OF THE INDIAN ADMINISTRATIVE SERVICE

Director of Census Operations

ANDHRA PRADESH



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SECTION A

REPORT

CHAPTER I

INTRODUCTION

Appointment of the Census Director:

In early May, 1979 while I was working as the Managing Director of Andhra Pradesh State Trading Corporation (A.P.S.T.C.), I was pleasantly surprised to get a phone call from the late Shri A. Chandrasekhar who was the then Secretary for Home, Government of Andhra Pradesh. He informed me that the Government were considering a few names for the post of Director of Census and that mine was one among them and wanted me to indicate whether I would like to take it up. Before I could reply he asked me as to where I was presently working. On my informing him that I was working as the Managing Director of the A.P.S.T.C., he said "Oh! in that case I think you would not be interested." But I told him that I would require a day's time to think it over. The next day I phoned him up and informed him that I was willing to be considered. He was surprised because he was sure that I would not care to exchange an exciting post of the Managing Director of S.T.C. for the rather mundane one of the Director of Census Operations. Two reasons had weighed with me in coming to my decision. Firstly, it was Mr. Chandrasekhar himself who had as the Director of Census Operations in 1961 or rather as the Superintendent of Census Operations as it was then designated, suggested my name for one of the posts of Deputy Superintendents of Census which proposal was vetoed by Mr. K. M. Unnithan, I.C.S., the then First Member of Board of Revenue under whom I was working. The second reason that weighed with me was that though in the course of my service I had had a variety of experiences, I had escaped both the 1961 and 1971 Censuses, and I practically knew nothing about the subject. I, therefore, felt that tackling up the job of Director of Census Operations would be both a rewarding and a challenging one. It was in these circumstances that I accepted the offer. At that time I did not know that my emoluments would be very adversely affected. It was only after I joined that I discovered that far from adding to my emoluments, I was actually losing Rs. 500 a month. It was due to the kindness and generosity of Sri Padmanabha that after an year the situation was changed by devising a method which enabled me to work as Joint Secretary in the State Government and attend only to the work relating to that of Director of Census. I took charge of the post of Director of Census Operations on the afternoon of 22nd June, 1979. In spite of some of the disadvantages that the post has, I agree with the late A. Chandrasekhar's views that this is an opportunity which does not come to every administrator and also comes only once in the career of any one administrator. After having been actually involved in the great experiment, I feel that it is really a privilege to be associated with the Census and that the experience is a rich one.

Introduction to the Collectors and other State hierarchy:

The Government of Andhra Pradesh were kind enough to permit me to entertain direct correspondence with all the State Government departments in respect of all matters pertaining to Census 1981. This facilitated my task to a very great extent. I was declared 'Head of Office' for Andhra Pradesh Census Directorate with effect from 23rd June, 1979 by the Registrar General, India. (Appendices Nos. 1(a) to 1(e) relate to appointment and other related aspects in respects of Sri S. S. Jaya Rao, I.A.S., as Director of Census Operations, Andhra Pradesh).

Census Directorate and its hierarchy as on 1-7-1979:

I was better placed than my erstwhile predecessors in regard to accommodation, furniture and availability of staff at the time of assumption of office. In fact I inherited a fairly well-established office manned by a considerable component of senior staff, some of whom participated in the two earlier Censuses and had gained good and valuable experience. I had also the advantage of having with me as Deputy Director, Sri P. S. R. Avadhany who was a seasoned Census campaigner having had the rich experience of organising two censuses. To supplement, there were two Assistant Directors, and nine Investigators/Tabulation Officers. The statement given as Appendix No. 2(a) shows the number of posts sanctioned to this Directorate and the persons in position, categorywise, when I assumed charge as Director.

Initial preparations:

By the time I took over as Director in the last week of June, 1979, considerable preparatory work for the 1981 Census had been accomplished. Work relating to translation of Census schedules and instructions, preparation of location code statements, jurisdictional maps etc. was initiated. While it was so, the initial field preparations for the 1981 Census might be said to have commenced with the launching of the pilot study in 10 rural and 10 urban enumeration blocks in this State between the 12th and 18th June, 1978 with 19th June, 1978 as the reference date, followed by a revisional round from 19th to 21st June, 1978. Based on the field experience gained from the pilot study, the Registrar General considerably modified the questionnaires and they were subjected to the first pre-test in 20 selected enumeration blocks in the State (10 Rural and 10 Urban) from the 21st to 30th September, 1978 with the sunrise of October 1, 1978 as the reference date, followed by a revisional round on 1st and 2nd October, 1978.

Backlog of 1971 Census work:

ADMINISTRATIVE PROBLEMS:

The issue relating to the fixation of inter-seniority among the persons recruited particularly for the 1961 Census was unfortunately pending even by the time I assumed charge of the post of Director in June, 1979. In spite of the best efforts of my predecessors this problem remained a knotted one and was passed on to me. There was some follow-up action to be taken based on the court decisions against the writ petitions with regard to the regularisation of staff done during 1976. The task of settling this special problem fell on my shoulders. Thanks to the interest shown by the Registrar General in this matter, I was able to finalise the inter-seniority of Tabulation Officers, Statistical Assistants, Computors and Assistant Compilers based on the guidelines communicated in July, 1979. The Office Order No. A.23/11/76-Estt., dated 28-9-1979 issued by me put an end to the long-standing, vexatious problem of interse seniority. I need hardly mention here that this achievement created a general feeling of happiness and comraderie among the majority of the staff members. In close succession I took up an equally important issue of the declaration of permanancy and many of the eligible officials were declared permanent under the rules. I have great satisfaction in recording here that many persons were promoted on regular basis subsequently as and when different cadre posts were sanctioned to the Directorate as the volume of work increased during the 1981 Census. Statement at Appendix No. 2(b) indicates the permanent cadre of this office as on 31-12-1979. In spite of the additional sanction of posts at different levels for 1981 Census, the total staff strength remained almost the same as in 1971. The Registrar General was apprised of this position and was requested for the sanction of more posts based on the norms of work-load and population basis.

TECHNICAL ASPECTS:

CENTRAL PUBLICATIONS : Part I-A—General Report on 1971 Census could not be published as its draft could not be cleared in time by the Deputy Director because of his pre-occupation with the preparatory work for 1981 Census and also due to administrative work. Hence this report had to be given up. Again the report on 'Portrait of Population, 1971 of Andhra Pradesh' also could not see the light due to delayed clearance. The painful option of not sending this to the press was taken by me with the approval of the Registrar General as I felt that bringing out the '1971 Portrait' in 1981 would not be appropriate.

SPECIAL SURVEY MONOGRAPHS : Out of 20 towns selected for special study in Andhra Pradesh as ancillary to 1971 Census, the monographs of only three towns i.e. Kakinada, Manthani and Bhongir were printed while the field survey was conducted in respect of only five more towns. Restudy was conducted in five villages and monographs were published in respect of two of these viz., Panchalamarri and Unagatla villages. It will be worthwhile to complete the study of some of the five towns and the remaining three villages by incorporating the 1981 Census data rather than abandoning them altogether. The special study on the river Godavari initiated by my predecessor in 1971 remained unfinished.

State Publications—District Census Handbooks of 1971—Part-C:

The finalisation of various statistical tables prescribed for presentation in Part 'C' of the 1971 District Census Handbooks was held up indefinitely for various reasons, and the State Government expressed reluctance to bring out this publication as they felt that it was over-delayed and that the 1981 Census publication was also not very far off. However, I successfully persuaded the State Government by stressing its utility and importance and obtained their approval for its printing in November, 1980. The State Government entrusted the printing work of Part 'C' to the State Director of Printing who pleaded inability to take up this voluminous printing job because of other governmental priorities. In these circumstances and in the light of the Registrar General's decision that 'the States which had not so far entrusted printing to the presses already may drop the publication of Part 'C' of 1971 District Census Handbooks', the project had to be dropped. One inhibiting factor in pursuing and completing various inter-censal projects mentioned above was the paucity of staff especially at higher levels. Added to this there was major retrenchment of the staff at lower levels in March, 1974 while a large number of the depleted staff members were deployed for a major part of the period in the Mechanical Tabulation Unit (M.T.U.) for processing certain top priority items of work entrusted by the National Council of Educational Research and Training, Fertility Survey, Infant and Child Mortality Survey and other agencies. This consumed the full time and attention of the staff. The Deputy Director of Census who had to function as the Head of Office during the inter-censal period did not find the requisite time to concentrate on the technical matters and give clearance for the draft reports well ahead of the commencement of the preparatory work for 1981 Census.

Suggestions for Future Census:

The tradition of appointing the Director of Census two to three years before the commencement of main census work should be continued. The Director for 1991 Census should assume office positively before the pilot studies are undertaken i.e. by June, 1988 or even earlier. In as much as the Director of Census Operations is likely to lay down his office well before all the reports are printed and brought out, I would suggest that during the inter-censal period, the State Census Directorates should be headed by a Joint Director who would function as 'Head of Office' assisted by two Deputy Directors and five Assistant Directors. This arrangement would ensure that there is no backlog of the previous census by the time the preparatory work for the next census begins and would also eliminate the necessity of obtaining fresh sanction and fil-

ling up of posts for the ensuing census. Once this continuity in personnel at the middle and senior levels is maintained, it would be smooth sailing for the Director who assumes office during 1988-89. The suggestion for more posts of Assistant Director has been made to take care of the work relating to reports on special studies, printing, editing, coding and Direct Data Entry System and Sample Registration System.

It has been my experience that having only the Regional Deputy Directors to start with, without any complement of supporting staff will not be effective. I would like to suggest that an officer not below the rank of Investigator and one L.D.C./Typist should be allotted to each regional office in the State by the time the Regional Dy. Director takes over his office. One Statistical Assistant for each district should be allotted to the Regional Deputy Director immediately after he assumes charge. By the time the Regional Deputy Directors start functioning, there should be one Investigator, one Statistical Assistant (for each district in the region) and one L.D.C. already in position. This would greatly facilitate the preparation and finalisation of the Location Code Statements and Charge Registers for Houselisting well in time. With the increasing work-load in their own departments, the charge officers i.e. the Tahsildars and the Municipal Commissioners, despite their best intentions, would not be in a position to bestow their attention to these items of work. I need hardly emphasise that the correctness and timeliness of these data are very crucial for the census taking. If staff in the respective regions is already in position by the time the Regional Deputy Directors join, conducting of the pilot studies and pretests would be an easy task and could be organised systematically. This arrangement would also give ample opportunity to the Census officials to establish close liaison with the district and lower level officers of the State Government well ahead of the Houselisting operations.

My experience in conducting the census operations in the two municipal corporations in the State—Hyderabad and Vishakhapatnam, frankly speaking, had been none too happy. There is a special need for the posting of well-trained technical staff from the Census Office to attend to the work in these corporations much in advance of the houselisting operations for the next census. For the Municipal Corporation of Hyderabad there should be at least one Statistical Assistant for each municipal circle three months before the commencement of Houselisting. One Deputy Director, two Assistant Directors and two Investigators should be earmarked for handling all items of census work pertaining to the Hyderabad Municipal Corporation. One Assistant Director and one Investigator should be allotted to the Vishakhapatnam Municipal Corporation. Similar facilities may be extended to the Vijayawada, Guntur and Warangal Municipal Corporations as also in respect of those new municipal corporations that might be constituted in future.

CHAPTER II

PREPARATORY STEPS

The preparations for conducting the 1981 Census were commenced around 1976 at the national level while at the State level the curtain was raised with the receipt of the first two circular letters from the Registrar General, India in January, 1978 on the "planning for the 1981 Census and procurement and updating of Maps, jurisdictional changes and lists of villages," and a demi-official letter addressed to the State Chief Secretary requesting him to extend all reasonable assistance to the Census department as in the past in the conduct of Census Operations in the State. The first concrete move made in the direction was to request the Chief Secretary in March, 1978 to issue suitable instructions to all the State Government departments particularly the District Collectors, the Tahsildars and the Municipal Officials who were closely involved in the Census Operations to extend their full cooperation in the gigantic task ahead.

Sri P. S. R. Avadhany who was the Head of Office before I took over the charge as Director of Census Operations had set up a small unit—the 'Census Cell' in March, '78 to monitor and coordinate the efforts between this Directorate and the various State Government offices and to handle all matters pertaining to the 1981 Census on a top priority basis. The village lists furnished by the Tahsildars were scrutinised and compared with those of the 1971 statements and the differences and discrepancies noticed were got reconciled. The final lists of villages numbering about 31,000 which spread over 195 taluks in 21 districts were prepared. Thus the rural frame for Andhra Pradesh was built up assiduously well in advance and with due care. The taluk maps were traced out in this Directorate correcting wherever necessary the boundaries to reflect the territorial changes that might have occurred after the 1971 Census. The finalised village numbers of these taluks were plotted on these maps. Six copies of both the village lists and taluk maps were forwarded to the Tahsildars for attestation and certification as to their correctness. Similarly, the urban frame of the State which comprised 4 urban Agglomerations, 2 Municipal Corporations, 83 Municipalities, 151 Panchayat Towns, one Cantonment Board and 15 towns for which civic status was not yet determined—all totalling 252 urban units had been prepared following a rigid time schedule drawn up for the 1981 Census. But this satisfaction was a short lived one. Since almost immediately after the finalisation two new districts were formed—Rangareddy district on 15-8-1978 by bifurcating the State headquarters district of Hyderabad and Vizianagaram on 1-6-1979 in the north-eastern part of the State by transferring certain taluks from Srikakulam and Vishakhapatnam districts. The State Government of Andhra Pradesh also intended creating many new taluks with a view to make their jurisdictions coterminous with the Panchayat Samithi Blocks on the grounds of administrative expediency and convenience. I made an impassioned plea to the Revenue Secretary and Commissioner to postpone this move till after the 1981 Census enumeration was completed. But I was informed that the Chief Minister Dr. Chenna Reddy was very particular on the issue and that it would be discussed in the Collectors' Conference convened shortly afterwards. I barged into this conference. The Chief Minister wanted the Collectors to indicate whether the changes should be made immediately or sometime in January-February, 1981. I took the opportunity and suggested that the exercise should be done either immediately or only after April, 1981. The Chief Minister decided on the immediate reorganisation and the result was the formation of several hundred new taluks taking the existing number of 195 to an all-time high figure of 316. The new taluks came into being by about June, 1980 and resulted in the redoing of every item of work almost from a scratch. For a while the census clock was put back. The job consisted of re-preparation of all the village lists and the jurisdictional maps for all the taluks of every district de novo. The work was completed only because of the unstinted cooperation extended by the taluk officials and the hard work put in by the Census Cell and Map units of my Directorate.

The Registrar General, India organised two field surveys in 1978 and one in 1979 which constituted important preparatory steps in the direction of main census operations to be launched during February-March, 1981.

PILOT STUDY:

In February, 1978 the Registrar General, India convened the first Data Users' Conference to discuss the concepts to be adopted and the questionnaires to be canvassed in the 1981 Census. Representatives of the Central and State Governments, Planning Commission, Central Statistical Organisation (C.S.O.) and various Research Organisations participated in the deliberations of the conference. Based on the suggestions made by the participants the draft questionnaires were prepared and put to a field test through a 'pilot study' in this State and eight other States. Gujarat, Haryana, Jammu and Kashmir, Karnataka, Kerala, Rajasthan, Uttar Pradesh and West Bengal were the other eight States.

The Survey was planned mainly for assessing the canvassability of the draft 'Individual Slip' proposed for the 1981 Census with special reference to the questions on economic activity, the quality of data thrown up by this slip and their comparability with that of 1971 Census. It also attempted to know the public reaction to the questionnaires as well as the time required for filling up the Individual Slip.

The pilot study was conducted in this State during June, 1978 in 20 rural and 10 urban enumerators' blocks selected at random from two districts and three towns respectively and communicated by the Registrar General's office. The field operations were carried out from 12-6-78 to 18-6-78 with the sunrise of the 19th June as the reference point, followed by a revisional round for three days from 19th to 21st June, 1978 as scheduled. Though the regular staff of the Census Department were deployed on the field operation of this survey, the co-operation of the State Government was enlisted since their assistance was an indispensable factor for the conduct of the Census Operations in all its phases and at all stages. We, therefore, requested the State Government to issue necessary instructions to the concerned Collectors and local bodies to extend their co-operation for the conduct of the pilot study survey in the selected areas during June, 1978. In all, 31 officials of this Directorate—One Statistical Assistant, 24 Computors and 6 Assistant Compilers carried out the field work in 30 Enumerator Blocks. As two enumerators were appointed in one large urban block, the total number of enumerators rose to 31 instead of 30 for the 30 blocks taken up for the study. Both the Deputy Director and Assistant Director conducted the training classes for the officials concerned and supervised the field work in some of the units. The enumeration and the revisional rounds were completed as per schedule.

The pilot study was confined only to demographic, social and cultural and economic aspects. It cast light on important aspects on the operational front, defects in the draft schedule and the attitude of the public towards census. The Elementary Household List and the Individual Slip (Universal) canvassed in the pilot study are given as Appendices Nos. 3(a) and 3(b).

FIRST PRETEST

Based on the experience gained from the Pilot Study, it was proposed to hold the first pretest of Census schedules in preparation for the 1981 Census during September, 1978. It was also proposed to canvass on a sample basis the questions relating to 'migration and fertility' in this pretest in addition to those covering the demographic, social, cultural and economic characteristics enquired in the pilot study conducted in June, 1978. It was planned to conduct the pretest as a "full drill" survey which meant preparation of the notional map, the Houselist, canvassing of the household establishment schedule and the individual slip and filling up of the population record form. It was also proposed to take advantage of this pretest for making methodological and sampling studies. Keeping in view these objectives, the States and the Union Territories were categorised into two groups barring the four Union Territories of Lakshadweep, Mizoram, Dadra and Nagar Haveli and Pondicherry which were left out of the purview of the first pre-test.

Andhra Pradesh was placed in the group-I segment of the 12 States in which were in addition Uttar Pradesh, Bihar, West Bengal, Tamil Nadu, Madhya Pradesh, Haryana, Punjab, Gujarat, Maharashtra, Kerala and Assam.

Twenty Census Enumeration Blocks of the 1971 Census frame-10 each from the rural and urban areas in Guntur District were selected for the survey of first pre-test in this State. The field work was spread over a total period of 17 days from the 16th September to 2nd October, 1978 with the sunrise of October 1, 1978 as the reference date, followed by a revisional round on October 1 and 2, 1978.

The following five schedules were canvassed during the first pre-test (i) Houselist (ii) Household Establishment Schedule (iii) Universal Individual Slip (iv) Sample Individual Slip (v) Degree Holders and Technical Personnel Survey Schedules. In addition, the Population Record, the Houselist Abstract, the Enumerator's Compilation Sheets and the Enumerator's Abstract were also filled up.

The schedules printed centrally by the office of the Registrar General, India were received in time and the programme of work commenced as per the schedule. In this survey also, the regular census staff numbering in all 20 officials comprising of 1 S.A., 11 Computors and 8 picked Assistant Compilers, each covering one sample unit carried out the field operations of the pre-test. Each of the five officers of the cadre of Tabulation Officer/Investigator supervised the work of four enumerators. The enumerators spent the first four days in preparing the notional maps, in updating the housenumbers and in preparing the houselists of their allotted units. On the 20th September, the sample households were selected as per the systematic linear sampling method for canvassing Sample Individual Slip. The actual enumeration was done for 10 days from 21-9-1978 to 30-9-1978 and the houseless households were enumerated on the night of 30th September, 1978. The revisional rounds were made on 1-10-1978 and 2-10-1978 and the records were brought up-to-date simultaneously as per the fixed programme. Both the Deputy Director and Assistant Director guided the operations and inspected most of the units while the work was in progress. The pretest was completed successfully.

The co-operation from the district, municipal and local officials was spontaneous and in accordance with the instructions of the State Government who had been requested by us and the Registrar General, India. Adequate publicity was given by the leading newspapers published both in English and Telugu from the State capital while the A.I.R., Vijayawada gave considerable publicity in their news bulletins. This publicity educated the inhabitants of the sample units on the pre-test to some exent.

The enumerators did not face any specific difficulty so far as the field enquiries were concerned. Handling of Houselist Abstract, preparation of the list of households, selection of households for canvassing sample Individual Slip, filling up of the Sections I and II of the Household list were all done with ease. The enumerators expressed some inconvenience in the handling of the Enumerator's Compilation Sheet because of its large size. The space provided for writing the par-

ticulars in columns 4 to 6 and 14 was inadequate in the Houselist. While finalising the schedule for the 1980 houselisting operations, I suggested the shifting of columns relating to the physically handicapped to the end of the schedule. No difficulty was experienced in handling the Household and Establishment Schedules. The population record however proved to be difficult to operate upon in the field due to its large size. In addition to this, the 100 leaves books added their own weight and tested the patience of the enumerators in the carrying of the records from door to door. Hence the abridgement of the population record and a cut to 50 leaves from the 100 leaves book were suggested to the Registar General.

Some conceptual difficulties arose mainly due to lack of training in the techniques in conveying to the respondent the exact concept for which a response was required. This trend was noticed particularly in responses returned in the case of 'non-workers and marginal workers' (Q-12-Seeking or available for work) and working characteristics (Qs. 14A to 16) and with regard to the questions pertaining to migration and fertility. Apart from the above draw-back, some of the enumerators also could not distinguish between the main activity and marginal work. In as much many persons particularly the females who were engaged in agricultural works during the last season in addition to their own household chores, were returned under the main activity "household duties" while agricultural labour was shown as secondary activity. It is possible that this was so because the pre-test survey fell in the slack agricultural season. Unless the objectives of these enquiries are explained clearly to the enumerated, correct answers are difficult to obtain. Thus there was a fear that female participation rate in the agricultural sector might come down over the previous rates.

A detailed report giving our views on handling of schedules and various concepts designed to obtain important information relating to seeking work, economic activities, migration, fertility, registration of births etc. was communicated to the Registrar General, India as soon as the first pre-test was over. The first pre-test schedules are given as Appendices Nos. 4(a) and 4(b).

SECOND PRETEST

Evolving of Census questionnaires and schedules to meet the demands and the needs of the data users, and testing of methodology in the field are the two important aspects in the preparatory steps for census taking. Two field studies—the pilot study conducted in June, 1978 and first Pretest in September-October, 1978 had already taken place. While the main aim of pilot study was to test the economic questions introduced in the 1981 Census Individual Slip that of the first Pre-Test was a full-fledged exercise of census taking aimed at evaluating the public response, field difficulties, conceptual clarity and the testing of the sampling procedures besides assessing the time required for canvassing. The results of these two surveys were critically examined in the second conference of the data users convened at New Delhi from 21st to 23rd December, 1978 and based on the detailed discussions thereat, the questionaires were finalised. The schedules so finalised were put to the final test in the field through the second pre-test which was conducted in this State during June-July, 1979. As in the first pre-test all stages of the main Census operation namely the preparation of notional maps, updating of housenumbering and the preparation of houselists and enumeration were observed. However, the second pre-test differed from the first one in the following respects.

While the regular census personnel had themselves conducted the survey of the first pre-test, the State Government Agency was involved in the primary field work for the second pre-test. Secondly, household schedule was introduced in the second pre-test by transferring some of the item heads from the houselist by merging the population record with it. Thirdly, all schedules and instructions were got translated into the principal regional language—Telugu and were canvassed in the field to test their efficacy. Fourthly, instead of the household, the enumeration block was adopted as sample unit. On the request made by the Registrar General, India the Government of Andhra Pradesh permitted the utilisation of the services of its employees in this test. For the purpose of study, a set of two units—one urban and one rural were selected from each of the five selected districts, two each from the coastal Andhra and Telangana and one from the Rayalaseema Region which represent broadly the natural economic divisions of the State. The census enumeration blocks of the 1971 Census frame were picked up as units for the pre-test. The field supervision was done by the Tabulation Officers and Statistical Assistants and the Deputy Director and Assistant Director inspected the units while the work was in progress and guided the operation.

The training package consisted of a two-tier programme. At the first stage, the training was imparted for three days in the first week of June, 1979 to the Tabulation Officers and Statistical Assistants drafted for the supervisory duties. At the second stage, the enumerators were given intensive training for two days on the 11th and 12th June, 1979 at three centres—Khammam, Gudivada and Proddatur by the Deputy Director and Assistant Directors with the assistance of Tabulation Officers and Statistical Assistants. The entire pre-test operation lasted for a period of 23 days commencing on 14-6-1979 and ending on 6-7-1979. The first six days were devoted to the preparation of notional maps, assigning housenumbers, houselisting and to the preparation of houselist abstract and the abridged houselist. The enumeration of population was carried out for 15 days from 20-6-1979 to 4-7-1979 with the sunrise of July 5, 1979 as the reference date followed by a revisional round for two days on the 5th and 6th July, 1979. Houseless persons were netted on the night of 4th July, 1979.

The State Government and local body authorities extended their cooperation to the survey. Adequate publicity was given to the event by both the press and

the All India Radio. These measures helped in educating the people on the importance of the Census pretest and contributed in no small measure to its successful conduct.

By and large the existing house-numbering system was adopted by updating wherever necessary in all the units selected for the survey in the urban areas. In the rural blocks chalk had to be used for assigning the housenumbers in a large number of cases since in most cases either the number plates or the number marks were not available on the doors. The enumerators had to use the electoral rolls for identifying the blocks and the houses in some of the rural units where the word 'house number' sounded almost alien.

Most of the enumerators could not prepare the notional maps as they were not used to such work and these were got prepared under the guidance of the Supervisors sent from my office.

The enumerators despite their full devotion to the work of enumeration found it difficult to complete it within the allotted span of fifteen days. On an average, enumeration of a household, noting down of entries in columns 1 to 7 of the population record and filling up of Part I of household schedule took about 30 mts., while other scriptory work consumed roughly one and a half hours. It was not, therefore, possible for an Enumerator to attend to Census work beyond office hours without some strain and without the quality of work being affected adversely. In view of this we indicated in the report on the second pre-test that the Enumerator would not be able to complete the enumeration work in respect of about 750 persons in the rural areas and 650 persons in the urban areas and do the scriptory work pertaining to various schedules conveniently during the enumeration period of 20 days from February 9 to February 28, 1981 unless they were wholly put on the job.

Though clear cut definitions were given and doubts regarding classification of workers particularly as agricultural or non-agricultural workers in 'plantation crops' and 'working for major part of the year' were removed at the stage of conducting this pre-test, still there were areas in which lack of clarity and inconsistency persisted. As a result both the enumerator and the respondent failed to arrive at a correct answer and the concerned columns were left blank.

In the preceding paragraphs I have touched briefly upon the operational aspects of the survey only. A copy of the full-fledged report containing our views and suggestions made on various technical aspects in addition to the above-mentioned highlights, furnished to the Registrar General, India on the conclusion of the second pre-test, is available in the Central Tabulation Unit (C.T.U.). The second pre-test schedules are given as Appendices Nos. 5(a), 5(b) and 5(c).

By the time I took over as the Director of Census in the last week of June, 1979, enumeration for second pre-test was in full swing in all the 10 units. The Deputy Director and the Assistant Directors were moving in the field giving necessary guidance to the field personnel. I visited some of the units. My association with the pre-test, though very brief, was of considerable help since it provided me with an opportunity to have a bird's eye view of the different problems that the enumerators would be facing in the general census.

Pre-test experience

The two pretests had afforded us an opportunity to meet a cross-section of the society and feel the pulse of the public towards census. The need for intensive publicity was felt. The pretests gave an idea about the time that would be normally taken for the canvassing of the schedules and for doing the scriptory work relating to the statements to be prepared by the Enumerator after his day's field work.

Creation of census consciousness among state hierarchies:

Though Census is a central subject, the achievements of the census have always been the outcome of the joint endeavours of the central and state governments. The entire field operations of the Census which consisted of two-phases—houselisting and enumeration, were organised through the general administrative machinery of the State Governments. The Census Department had to lean heavily on the State Government from the very first stage of the initial preparatory measures instituted in January—March, 1978. The demi-official letter No. 1/24/77-RG (P) dated 11-1-1978 of the Registrar General, India to the State Chief Secretary and this office letter No. 196/General/78-2, dated 28-3-1978 also addressed to the State Chief Secretary requesting him to extend all possible and reasonable assistance to the Census Department in connection with the conduct of 1981 Census operations and to issue suitable instructions to all the District Collectors and other Revenue officials and Municipal officials to furnish the information required by this Directorate on priority basis and the State Government's own Circular Memorandum No. 492/Elec. B/78-2, dated 20-4-78 directing all the District Collectors, Director of Municipal Administration, Special Officer, Hyderabad Municipal Corporation and other important officials in the State hierarchy who have had a link with the organisation of the 1981 Census went a long way in creating the census consciousness among the State Government officials. These letters are reproduced as Appendices 6(a), 6(b), 6(c), 6(d) and 6(e) for the benefit of my successor.

CHAPTER III

PREPARATIONS FOR THE CENSUS

In this chapter I have outlined the important discussions we had had and the decisions we had taken at the three all-India conferences of the Directors of Census Operations organised by the Registrar General, India at New Delhi and elsewhere in India. I have also given the gist of the deliberations of the two State-level conferences which I convened at Hyderabad in August and October, 1980.

First Conference of the Directors—August, 1979

The first conference of the Directors of Census Opertions was held at the India International Centre, New Delhi from 24th to 29th August, 1979 to review the results of the second pretest, to discuss the organisational matters relating to the 1981 Census Operations in all its phases and finalise the instructions and procedures. Sri Dhanik Lal Mandal, Minister of State in the Ministry of Home Affairs inaugurated it. He stated that the Census Operations in India were internationally recognised for their excellence and coverage and for the quickness with which the results are published. The Census today is universally acknowledged as the most authentic and comprehensive source of information about our land and people. In the context of the present plan with its focus on rural needs and development and its special emphasis on employment and the revised minimum needs programme, census results acquire particular importance. The Minister urged all the Directors of Census Operations and the Registrar General to pay particular attention to the need of total coverage and accuracy in the collection of Census data.

The following are some of the important decisions arrived at the first conference:

(a) *Hierarchy and Notification of Census Officers*:

The functional hierarchy involved in the Census Operations in a State/Union Territory would be the Director of Census Operations at the State/Union Territory level, the Principal Census Officer at district level (supported by District and Additional District Census Officers), the Sub-Divisional Census Officers (R.D.Os.) at Sub-Division level, the Municipal and Taluk Charge Officers at the town and taluk levels, supervisors for a circle of five to six enumeration blocks, and the Enumerator for each enumeration block.

There would also be additional functionaries wherever necessary in view of the work-load or other exigencies. The above hierarchy would be created by issue of Notifications by each State Government/Union Territory Administration under Section 4(2) of the Census Act, 1948. The role of the Principal Census Officer is very important as he would oversee the work of all the Census functionaries in his district and the success of various operations would depend on him. Appendix No. VIII gives the lists of the Census functionaries in Andhra Pradesh for the 1981 Census Operations.

(b) *Rural and Urban Areas*:

The 1971 criteria for urban classification was proposed to be retained for the 1981 Census also in order to ensure comparability and provide a basis for analysis of trends in urbanisation.

(c) *Main phases of the Census*:

The Census Operations were decided to be completed in two phases viz., the Houselisting and the Enumeration proper. It was decided to conduct the first phase of houselisting well in advance of the enumeration so that there would be sufficient time for the demarcation of enumeration blocks, the selection and appointment of Enumerators and Supervisors and for imparting thorough training to them.

It was generally agreed to that depending upon the local situations in regard to availability of personnel, training etc., the first phase of houselisting should be completed about a year in advance of the enumeration. In Andhra Pradesh, the Houselisting Operation was scheduled to be completed by May, 1980.

The reference date for the Census was fixed as Sunrise of March 1, 1981, and the period of enumeration was decided to be from the 9th to 28th February, 1981, with a revisional round from 1st to 5th March, 1981.

(d) *Houselisting Operations*:

Several important items such as the preparation of village lists, urban areas, military and defence areas, location code, delineation of houselisting blocks in rural and urban areas, preparation of Charge Registers, selection of Enumerators and Supervisors, training, printing of forms, field supervision were all discussed in great detail and appropriate decisions were taken.

(e) *Economic Census*:

It was decided to integrate the Economic Census with the Houselisting Operation to be conducted in 1980. Along with the houselist schedule, the Enumerators would canvass the Enterprise list that would be provided by the Central Statistical Organisation (C.S.O.) well ahead of the commencement of the Census houselisting operation in each State/Union Territory.

(f) *Printing of Individual slips*:

Printing of Individual Slips for use in Universial and Sample areas should be of different colours and care should be taken to see that the sample items do not appear in the Individual Slips for non-sample areas. In the smaller States and in all the Union Territories, canvassing of the individual slips including the 'Sample' items would be on 100% basis. In Andhra Pradesh which is one of the larger States, the sample slips were to be canvassed in certain enumeration blocks selected on a 20% sample basis.

(g) *Post Enumeration Check*:

The Post Enumeration Check (PEC) which had become a part of Census Operations since 1951, and the Census Evaluation Study (CES) would be undertaken in selected blocks but in the major States only. Both these surveys were to be conducted in Andhra Pradesh in 385 Enumeration Blocks in April, 1981 with 310 for Post Enumeration Check and 75 for Census Evaluation Study.

(h) *Tabulation Plan*:

The Tabulation plan was under preparation and it was likely that the 1971 Tabulation Plan would by and large be adopted for the processing of 1981 data. For the 1981 Census the Individual Slip pads would remain unbroken and the individual slip data would be keyed from the pads to the tape directly.

Advance tabulation at the national level would be made on the basis of 5% sample while the final tabulation based on a 20% sample would be presented at district level.

(i) The Registrar General, India desired to start immediately the work of collection and compilation of the non-census data for the village/town directories so that all the necessary information would be available in time.

(j) Some administrative and organisational matters were discussed in some detail on the last day of the conference. In the matter of making direct recruitment of staff, it was emphasised that the procedure of notifying the vacancies to the surplus staff cell of the Department of Personnel in respect of group 'C' posts, and of the Directorate General of Employment and Training in respect of group 'D' posts and to the Staff Selection Commission, Employment Exchanges in the event of non-availability of candidates from the surplus cell should be scrupulously followed. The Directors were asked to send proposals to the Registrar General, India for obtaining approval of the Financial Adviser (Home) for filling up of the posts lying vacant beyond one year and above.

It was also decided to make a proper distribution of work among the Deputy/Assistant Director etc. Furniture and other equipment should be kept in good condition. Replacement of duplicating machines would be done on the receipt of proposals from the Directors. All the Directors were requested to study quickly the circulars on the cadre-review as it was proposed to take up that item in the next conference.

On conclusion of the proceedings, Sri Ravindra Gupta, Director of Census Operations, Uttar Pradesh thanked the Registrar General, India for providing us the opportunity to discuss the various aspects of the Census and to exchange our views and share each other's experiences. Each session was marked for an in-depth study of each agenda item and understanding of various problems on both the operational and organisational fronts that the Directors of Census were called upon to tackle while organising the 1981 Census Operations. The experience we gained from the first conference was very valuable. Besides its official importance which was bound to be there, the achievement of the conference was remarkable in as much as it strengthened the ties of our personal relationship. It knitted all of us as members of the unique census 'household' in close brotherhood which I at least am sure to cherish always.

Census Calendar

One common item of singular importance I noticed during the course of my study of various census circulars and instructions issued by the Registrar General, India to the State Census Directors and by the latter to their respective State Government departments was with regard to issuing a detailed schedule known as 'Census Calendar' indicating the time limit for each item of work and the important phases of Census Operations so that nothing could be lost sight of at any stage, right from the initiation of the preparatory steps till the publication of the prescribed census reports. Essentially, it is a basic control document in the hands of the Census Director and enables him to keep a close watch over the progress of different items of work dealt with by several state government departments at the district and taluk level.

I issued a comprehensive calendar for the Andhra Pradesh State showing the month-wise tasks for the period from July, 1979 to the end of February, 1984 which marks the main phases of the 1981 Census Operations. The calendar is reproduced as Appendix No. 7.

Second Conference of the Directors—January, 1980

The second conference of the Directors of Census Operations was held at Mysore from the 16th to 19th January, 1980 to review the arrangements for the Houselisting Operations and finalise the instructions for filling up the Abridged Houselist (A.H.L.), Household Schedule, Individual Slip and for the preparation of Enumerators' Working Sheets and Abstracts. The conference was inaugurated by Sri R.A. Naik, Revenue Commissioner to the Government of Karnataka. The Revenue Commissioner stated that the Government of Karnataka attached special importance to the population census which had a significant role to play in the country's planning. He pointed out that planning

could be meaningful only if the population census was conducted properly since the basic data needed for planning was mainly collected through the census. He added that each question to be canvassed was important from the planning point of view and serious thought should therefore be given to the nature of instructions which will elicit correct information.

The Registar General, India initiated detailed discussion on each one of the agenda items and the following were the important decisions taken in the Conference.

(a) *HOUSELIST*

Referring to the houselisting operation, the Registrar General emphasised the need for close supervision to be paid in the slum areas especially in the big metropolitan cities of Bombay and Calcutta.

(b) *ABRIDGED HOUSELIST*

As there would be considerable gap between the houselisting and the enumeration of population, the frame provided by the houselist would have to be updated. This was to be done through the Abridged Houselist. Provision had been made in the Abridged Houselist for incorporating the changes that might have taken place after the houselisting was completed and before the actual enumeration is made. Therefore it would not be necessary to re-write the Abridged Houselist except in very rare cases where too many changes had taken place in the interregnum. The blocks for general enumeration should consist of about 150 households in urban areas. Temporary huts or the new colonies that might have come up after the houselisting would have to be enumerated by entering them in the Abridged Houselist. Preparation of the Abridged Houselists is the responsibility of the charge officers who would be provided with some clerical assistance for the purpose. The Abridged Houselist should be completed and kept ready before the training programme for enumeration starts.

(c) *HOUSEHOLD SCHEDULE*

The instructions for filling up the household schedule parts I and II were discussed para by para. It was decided that in the case of institutional households only Q. 1 and Q. 15 of the Part I of the Household Schedule would be filled.

(d) *INDIVIDUAL SLIP*

It was emphasised with particular reference to the economic questions that the instructions should be gone through first and then each para should be taken up one by one in the training classes. This would help in the better understanding of the instructions.

(e) *HOUSELESS POPULATION*

Enumeration of houseless population was fixed for the night of February 28, 1981. But in the case of bigger cities this operation could be spread over two nights i.e. 27th and 28th February, 1981. Alternatively, more number of enumerators could be deployed for enumerating the houseless population on the night of the 28th February.

(f) *REVISIONAL ROUND*

The revisional round was fixed from the 1st to 5th March, 1981. It was stressed that if in the revisional round, the enumerator found groups of people that had been missed in his earlier rounds, he should enumerate them during his revisional round.

(g) *ENTERPRISE LIST*

The representative of the Central Statistical Organisation explained and clarified certain points relating to the instructions for filling up the Enterprise List.

(h) Lastly, the matters pertaining to printing, Direct Data Entry System, Maps and Social Studies were also discussed in general in the concluding session of the conference.

The proceedings concluded with the vote of thanks by Sri Dhir, Director of Census Operations, Punjab on our behalf. He thanked the Registrar General, India for giving us the opportunity to discuss various aspects of the Census and also for listening to our problems patiently. He also thanked the Director of Karnataka and his staff for the best possible arrangements made by them for the successful conduct of the conference and for the comfortable stay of the delegates at Mysore, the famed historic city in the south.

Third Conference of the Directors—November, 1980

The third conference of the Directors of Census Operations was held at Vigyan Bhavan, New Delhi between the 15th and 18th November, 1980 to review (i) the organisation for enumeration, (ii) arrangements for Post Enumeration Check and Census Evaluation Studies, (iii) Tabulation plan and the Tabulation procedures including the organisation of the generation of Primary Census Abstract, etc.

The conference was inaugurated by Giani Zail Singh, the then Union Home Minister. In his inaugural address the Home Minister said that he attached great importance to Census taking because it collects demographic and socio-economic data needed vitally for all types of planning in the country. In view of this great importance all possible care should be taken to ensure the accuracy of the results. He, therefore, emphasised that the total success of the operation should be achieved both in terms of coverage and accuracy of reporting. He stated that the Census was a challenge to each one of those involved in it and felt sure that each Director would give of his best for ensuring its success. He pointed out that the data collected in 1971 Census was being used by various agencies not only in India but also in several other countries in the world, and he hoped that the quality of 1981 Census data would be still better. He expressed confidence that the census operations

would be carried out not only with its traditional efficiency but with the increasing improvement in techniques, modern methods, organisation and accuracy. He mentioned that the data collected at this census would be helpful for taking various measures in regard to family planning. He cautioned that on no account should the enumerator make wrong entries in the slip. Entries regarding age, especially of women, tended usually to be misleading.

He assured maximum help from his side to the census organisation so that the operation could be carried out successfully and as per the schedule. He emphasised by saying that census-taking calls for single-minded devotion. He concluded "your task is indeed very difficult but your ability and willingness make one confident that you will do very well. The Government of India and the State Governments will give you full co-operation in your work."

The following were the important decisions arrived at the conference after detailed discussions by the participants.

(a) *BLOCK FORMATION*

The block for enumeration would be determined on the basis of the work-load norm of 750 persons in rural areas and 600-650 persons in the urban areas. A 10% reserve should be added to the total requirement of Enumerators and Supervisors.

By and large there was a good response from the State Government departments in getting the personnel for appointment as Enumerators and Supervisors. It was only in the case of certain Central Government departments that the response was poor. It was decided that the Registrar General should approach the Home Ministry for issue of suitable instructions to the Central establishments located in the States to extend their cooperation to the Census work by releasing the required staff.

The Enumerators and Supervisors including the reserve personnel should be grouped into batches of not more than 40-50 for training purposes and each batch should be trained separately. The training should be imparted over three or four rounds of 2-3 days duration.

(b) *REPORTING OF PROVISIONAL RESULTS*

The provisional population figures should be communicated to the Registrar General by each Director by the 12th March, 1981, at the latest. These figures would then be consolidated and released by the 17th March, 1981 at the all-India level and by the 23rd March at the State/Union Territory level.

The report would be published in two stages as paper-I of 1981 and Supplement to Paper-I of 1981 respectively.

(c) *ORGANISATION OF GENERATION OF PRIMARY CENSUS ABSTRACT*

On the finalisation of the provisional population totals, it was necessary to take up the work pertaining to the compilation of Primary Census Abstract in each Regional Tabulation Office set up for the purpose. For 1981 Census the individual slip pads or the Household Schedules pads would not be broken, and the data for the Primary Census Abstract would be obtained from the data available in Part-II of the Household Schedule viz. the population record. The Primary Census Abstract should be generated within ten months by commencing it by January, 1982.

(d) *POST ENUMERATION CHECK (PEC) AND CENSUS EVALUATION STUDY (CES)*

Immediately after the population enumeration, two surveys viz. the Post Enumeration Check and the Census Evaluation Study would be conducted in the bigger states to assess the accuracy of the census taking.

The Directors concerned should evince personal interest to see that the necessary staff was made available to carry out these studies successfully. The PEC and CES staff should be independent of each other and should not have done census work in the field and the field work of these twin surveys should not go beyond 15-4-1981.

(c) *TABULATION PROCEDURES*

After the generation of the Primary Census Abstract the other tables to be generated would be as follows:

1. National level estimates would, as an intermediate process, be generated on the basis of 5% of the sample blocks.
2. Other tabulation would be based on the 20% sample.
3. The household schedules will be processed 100% so far as Part-I is concerned, and on the computer.
4. This would be followed by tabulation of the individual slips in so far as scheduled castes and scheduled tribes are concerned for 100% data entry.
5. Thereafter, further tabulation will be carried out in respect of the remaining 60%.

Two units of staff would be deployed for the tabulation of data. The staff that attends to the P.C.A. preparation would be on fixed pay but the staff for D.D.E. System would be on regular pay scales.

(f) *PRIMARY CENSUS ABSTRACT MANUAL*

The manual of instructions for compilation of the Primary Census Abstract was read para by para and discussed in the conference. It was emphasised that

the instructions for the three levels of personnel—Supervisor, Checker and Tabulator are inter-related and training should be imparted to each of these levels so that each understands his specific function.

(g) *EDITING AND CODING CELLS*

The following matters relating to the organisation of the Editing and Coding Cells were briefly explained:

1. The staffing pattern
2. Location of Editing and Coding Cells
3. Service conditions of staff
4. Appointment of staff on consolidated pay
5. Hiring out of buildings
6. Furniture and other needs
7. Financial and accounting procedures.

A copy of the tabulation plan was circulated among the Directors. The tabulation plan was on conventional lines. The General Population Tables i.e. the A-series Tables and the Primary Census Abstract were alone to be produced by the manual system of tabulation while all the other series of tables would be processed on the computer.

(h) *PUBLICATION PLAN*

The publication plan for the 1981 Census was discussed in the conference. The Registrar General, India emphasised that the Administration Report was an important document which must be prepared by each Director after the completion of the general enumeration. In order not to burden the administration report with too many details, it has been suggested to build up guard files incorporating all the relevant circulars issued by the Registrar General, India, the Director of Census Operations and the State Government authorities.

(i) *STATISTICAL QUALITY CONTROL (S.Q.C.)*

The Registrar General explained that for the first time in Census history, it was proposed to introduce the statistical quality control of the data collected in Census. This would be restricted to coding of the economic questions only. The work would be done by independent verification and it would be done at the headquarters of the major states only. The quality control method aims at instant evaluation of the quality of data from an on going operation and ensuring acceptable level of accuracy of data by suitable corrective action.

(j) *PUBLICITY*

Publicity included documentary films, messages over the commercial channels of the All India Radio and posters and articles in the local newspapers. The documentary film on Census had already been prepared and would be screened in the theatres from the last week of November, 1980 onwards. It was also proposed to supply 16 mm film prints in the regional languages along with the English prints. Messages of the Governor, Chief Minister/Chief Secretary should be arranged to be broadcast and published in the leading local newspapers of the State/Union Territory.

Administrative matters, socio-economic surveys, special studies, map work, vital statistics and S.R.S. also figured in our discussions in the Conference.

STATE LEVEL CONFERENCES

1. Military Census Officers' Meeting

Andhra Pradesh had only eight strictly military areas spread in four districts. Their dispersal was 2 in Vishakhapatnam, one in Bapatla of Guntur district and 5 in and around Hyderabad city but falling within the jurisdictions of both Hyderabad and Rangareddy districts.

I called for a meeting of the Military Census Officers in my office on 4th August, 1980 with a view to acquaint them with the significant aspects of the census enumeration with which only they were concerned. As per the instructions issued by the Registrar General, India, houselisting operation was not to be conducted in the strictly military areas. It was also pointed out that no formal houselisting need be done in these areas during enumeration but the Military Census Officers were required to ensure that the house-numbering was done and that enumeration blocks were carved out so that the location particulars could be filled in the Census schedules.

Enumeration

The Military Census Officers would have to prepare the Charge Registers and jurisdictional maps for their areas to facilitate operational convenience but they need not furnish these documents to the Census Directorate. The Military Officers, Cantonment Board Officials, the Tahsildars of the taluks concerned and the Hyderabad Municipal Corporation officials should discuss and demarcate clearly the jurisdictions of their respective areas so that there may not be any omission or overlapping of work. It was decided that the Military Census Officers be given training in respect of filling the household schedule and individual slip along with the civilian officers of Rangareddy district and that these trained Military Officers should impart training over four training sessions to the enumerators and supervisors appointed for the strictly military areas lying in Hyderabad and Rangareddy districts. The forms and instruction booklets, all in English, would be supplied by the Census Directorate as per their requirements.

The filled-in schedules and other related records will have to be handed over in the Census Directorate by 10-3-1981.

In the case of service personnel, the answers to the economic questions would be recorded in a specified manner using certain codes devised for the purpose. Barring the three questions on economic aspects, answers for all the remaining questions in the universal individual slip would be recorded as per general instructions as in the case of all other persons.

2. Principal Census Officers' Conference

The Principal Census Officers' Conference was convened on 4-10-1980 under the aegis of Sri P. Padmanabha, I.A.S., Registrar General, India at the Jubilee Hall, Hyderabad to review the arrangements for the actual enumeration and discuss the organisational matters relating to the 1981 Census Operations in this State. It was inaugurated by Sri S.R. Rama Murthy, I.A.S., Chief Secretary to Government of Andhra Pradesh. In his inaugural address the Chief Secretary observed that it would be difficult to imagine the economic and social development without census data and requested the Principal Census Officers to bear in mind the need for total coverage and accuracy of census data besides keeping up the time schedule. He also asked the Joint Collectors, Sub-Collectors, Revenue Divisional Officers to participate in the training programmes of the enumerators and supervisors and make them effective. He finally exhorted that the unique distinction the State had achieved during the 1961 and 1971 Census Operations by being the first to communicate the provisional totals to the Registrar General, India in the country should be repeated in 1981 Census also.

The Registrar General while outlining the salient features of the 1981 Census said that it needs two to make a census viz. the enumerator and the enumerated. It is, therefore, necessary that the enumerators and supervisors are thorough with the instructions and are polite and business like when they are on census duty. He urged that it should be the endeavour of all to make the 1981 Census operations a total success both in terms of coverage and accuracy. In order to achieve this, each step towards the ultimate census count would need careful planning, close attention and constant supervision. He specially pointed out that the Principal Census Officers would not only act as Supervisors of this massive operation but also as coordinators between various hierarchies in their districts.

The following agenda items were discussed in the conference:

1. *COVERAGE OF AREAS IN THE DISTRICTS*

After a brief description of the objective of the Census enumeration, I requested the Principal Census Officers to ensure that the entire area in their jurisdiction was fully covered and that there were no omissions or overlappings. To achieve this objective, a district map would be supplied to each Principal Census Officer on which they should mark out the various charges by showing the boundaries of the charges distinctly in different colours.

2. *WRITING OF ABRIDGED HOUSELIST*

I explained the importance of the document and the need for its preparation and stressed that this item should be completed by the end of November, 1980.

3. *TRAINING PROGRAMMES*

While emphasising the need for thorough training in the Census enumeration I informed the delegates that the first round of training classes for the district officers and charge officers had been conducted in September and requested the Principal Census Officers to arrange for the second round of training classes during October, 1980. I also suggested that each Census Officer should enumerate his own household during the practice enumeration so that he would be thorough with the questionnaire. This would also enable him to impart the training to the enumerators and supervisors more thoroughly. I suggested that the enumerators and supervisors should be trained in four rounds of training classes between November, 1980 and January, 1981 with the practice enumeration to be conducted in the 2nd or 3rd session and that the optimum strength of the training class should be about 50 enumerators including the reserve and that the duration of the training classes for each of the first three rounds should be 2 days each while for the last round it could be for one day. I assured them that the officers and staff of the Census Directorate would be deputed to the districts to supervise the training classes and suggested that the charge officers should communicate the training programmes to me as well as to the Regional Deputy Directors concerned.

4. *SUPERVISION OF ENUMERATION WORK*

Since it is the close supervision that pays rich dividends, I exhorted both the District Census Officers and Charge Officers to undertake intensive tours of their jurisdiction during the enumeration period and ensure the progress of work and total coverage of the area.

5. *ENUMERATION OF THE HOUSELESS POPULATION*

The houseless population such as beggars, mendicants, nomads etc. who may not have any fixed place of residence should be enumerated on the night of February 28, 1981 at the places where they normally sleep in the nights. The Principal Census Officers were requested to ensure that the enumerators are given requisite help for the count of the houseless on the night of February 28, 1981.

6. *COMMUNICATION OF PROVISIONAL TOTALS*

I stated that it is a matter of pride that Andhra Pradesh stood first in the country in communicating the provisional population totals to the Registrar General, India during the preceding two censuses of 1961 and 1971 and earnestly wished that this unique tradition will be kept up by the Principal Census Officers at 1981 Census also.

Thereafter the conference took up for detailed discussion certain problems faced by the Principal Census Officers. Many Collectors raised the issue of the payment of T.A. and D.A. for enumerators and supervisors for attending the Census training classes. Some Collectors and Special Officer, Hyderabad Municipal Corporation stated that they had difficulties in regard to stationery and meeting of contingency expenditure. I informed the conference that necessary orders of the State Government were under issue as per which T.A. and D.A. could be paid to the enumerators and supervisors, stationery articles could be purchased from the open market and the contingency expenditure could be met by them without any difficulty. The Principal Secretary to Government in the Finance and Planning Department, Sri B.P.R. Vithal stated that there would be no difficulty on this score. The doubts of the Collectors were dispelled and they were satisfied with this reply. The Registrar General agreed to the creation of the posts of Deputy Tahsildar, U.D.C. and Attender for the agency taluks in Vizianagaram district if requested for by the Collector of that district but did not favour the enhancement of the honorarium for writing the Abridged Houselist since on a nation-wide basis it would lead to an enormous expenditure.

The 1981 Census schedules were taken up for detailed discussion and the instructions for filling up the schedules were explained by me.

The conference concluded with the summing up of the day's deliberations by the Registrar General and Census Commissioner for India.

CHAPTER IV

BUILDING UP OF THE ORGANISATION

When I took over as the Director of Census Operations in Andhra Pradesh in the last week of June, 1979, there was a complement of about 145 officials working in different cadres and attending to the preparatory measures for the ensuing 1981 Census taking. But there was only one Deputy Director and one Assistant Director supervising the entire work of the office. I felt that the officer cadre was not in correct proportion to the body of the middle and lower level officials and that unless the ratio of higher level officers was increased, the machinery could not be geared up and the pace of the preparatory work keyed up to the required level. I also noticed that two posts of Deputy Director and one post of Assistant Director were lying vacant in this Directorate. I, therefore, requested the Registrar General to fill up these three vacant posts immediately. The Registrar General, India filled one post of Deputy Director by promoting Sri Akhlaq Ahmed, Assistant Director of this Directorate and Sri Ahmed took charge of the post on 23-7-1979 A.N. While this was so, Sri P.S.R. Avadhany who was functioning as 'Head of Office' during the 1971 Census inter-censal period and lookng after both the administrative and technical work was due to retire from the service in the month of July, 1979 on attaining the superannuation. However, due to his rich census experience spanning over three censuses he was re-employed for a period of six months from the 1st August, 1979. These two appointments helped me to some extent in going ahead with the preparatory work of 1981 Census.

When the re-employment period of Sri Avadhany expired on 31-1-1980, I asked Sri G. Sreenivasa Rao, an officer of the State Civil Service who had been selected for appointment as a Regional Deputy Director to temporarily locate his office in my Directorate and also to look into the administrative matters which Sri Avadhany was taking care of so far. I made this posting as a purely ad-hoc arrangement. In the meantime, the appointment of Sri M.S.N. Chary, Assistant Commissioner in the State Endowment Department was finalised by the Registrar General and Sri Chary took over as Deputy Director (Admn.) from Sri Sreenivasa Rao on the 7th March, 1980. From then onwards Sri Sreenivasa Rao became free to organise the work in Hyderabad Region. In close succession two more appointments were made in this grade by promoting two departmental officials--Sri Y.G. Krishna Murthy working as Assistant Director in the Karnataka Census Directorate and Sri B. Satyanarayana an Assistant Director in my office. While Sri Satyanarayana took over on 3-4-80, Sri Krishna Murthy who was away in Bangalore could join us only on 28-4-1980 afternoon.

Thus by the end of April, 1980, all the three posts of Deputy Directors meant for the main office were filled and we were in a position to concentrate our full attention on all important issues relating to the first phase of 'Houselisting' which was slated for May, 1980.

An equal number of posts at the level of Assistant Director for the main office and one post exclusively for the census work of Hyderabad city were sanctioned by the Registrar General, India. Three departmental officials working as Investigators, Sarvasri Ch. Purnachandra Rao, A Chandrasekhara Reddy and K.K. Sarma were promoted against the three posts meant for the main office while against the fourth one sanctioned for the city work, I selected Sri M.P. Ranga Reddy an officer of the State Statistical Service basically because of his previous experience. Sri Ch. Purnachandra Rao took over as Assistant Director in July, 1980 while the remaining three officials took their positions in the last week of September, 1980.

Strengthening of staff in the Main Office

The staffing pattern of the main Directorate falls broadly into two distinct wings, viz., the Ministerial wing comprising of the Establishment, Accounts, Stores and Library sections and the non-ministerial technical wing consisting of the census cell units, Sample Registration System dealing with the urban sampling units (S.R.S.U.), Social Studies, Mapping Unit and the Handbooks sections. The Ministerial wing of this Directorate had not been staffed adequately during the 1961 and 1971 Censuses and the work was managed by appointing officials on deputation basis drawn from the local State/Central government offices during the peak periods of Census-taking and by diverting the staff borne on technical cadres such as Statistical Assistants, Computors and Assistant Compilers during the inter-censal periods. It was only at the commencement of the 1981 Census that the various cadres of ministerial wing were strengthened in stages. In November, 1979, the following posts were sanctioned by the Registrar General, India.

Cadre & No. of Posts	Scale of pay in Rs.
1	2
Two Assistants	425—700
Three Upper Division Clerks . . .	330—560
One Lower Division Clerk . . .	260—400
One Chowkidar	196—232
Two Farashes	196—232
One Junior Steno	330—560

Simultaneously the technical cadres were also strengthened to meet the increasing work-load of the 1981 Census. I was permitted by the Registrar General, India in December, 1979 in his demi-official letter No. 1/35/79-Ad. 1 dated 24-12-1979 to create 7 posts of Statistical Assistants in the pay scale of Rs. 425-700/- and 36 posts of Computors in the pay scale of Rs. 330-560/-. These 43 higher cadre posts were required to be filled by promotion to the maximum extent possible while the resultant vacancies of the Assistant Compiler were not to be filled. I created and filled these posts in a phased manner in the months of March, May and October, 1980 as and when the work-load required it.

The Regional Census Establishments

The nine Regional Deputy Directors selected for the nine regions into which Andhra Pradesh had been divided for the 1981 Census purpose, took charge of their respective regional offices between January and November, 1980. Unlike in the past censuses, the Regional Deputy Directors were not vested with the powers of 'Drawing and Disbursing Officer' at this census. This was a good arrangement since it freed the Regional Deputy Directors from expending their energies on the complicated procedures involved in maintaining accounts and helped them concentrate on their main work. The entire work pertaining to accounts and stores relating to all the nine regional establishments devolved on the staff working in the Accounts Branch of my Directorate. In view of this increased work-load, I requested the Registrar General to sanction additional staff to my Directorate. The Registrar General conveyed his approval for the creation of the following 10 posts in his letter No. 1/40/79-Ad. I dated 14-11-1980.

Cadre & No. of posts	Scale of Pay in Rs.
1	2
Three Assistants	425—700
Four Upper Division Clerks	330—560
Three Lower Division Clerks	260—400

The Registrar General sanctioned one post of Confidential Assistant in the grade of Rs. 550-900/- to assist the Director in dealing with the confidential matters in April, 1980 and one post of Junior Accounts Officer in the grade of Rs. 500-900 to supervise the accounts matters in October, 1980 through R.G's letters No. 1/40/79-Ad. I dated 5-4-1980 and 10-10-1980 respectively.

Due to the substantial increase of work on the Roneo machines, I created with the concurrence of the Registrar General, India one post of junior Gestetner Operator in the pay scale of Rs. 210-270/- in my order No. A. 11011/1/80-Estt., dated 3-2-1981.

Mapping Unit

I found at the time of my taking over charge that the Mapping unit was somewhat under-staffed. The Registrar General, India who visualised the importance of the cartographic work especially in an organisation like the Census of India which was dealing with the Atlas projects, socio-economic studies, maps for the District Census Handbooks etc. decided to strengthen suitably the Mapping units in the State Census Directorates. As a first step in that direction, 8 posts were sanctioned to this Directorate in Registrar General's letter No. 1/40/79-Ad. I dated 31-12-1979.

Cadre & No. of posts	Scale of Pay in Rs.
1	2
Two Senior Draftsmen	425—700
Six Draftsmen	330—560

These additional posts pushed up the existing strength of the Mapping unit, but the supervisory staff was not in requisite proportion to the base level cadre of Draftsman. For a job of the nature of cartography, close and effective supervision is a must. I, therefore, requested the Registrar General to sanction higher level posts of Senior Artist and Senior Draftsman to this office and two posts in each of these two cadres were sanctioned in the last week of May, 1981 thus strengthening the Mapping unit by about the middle of 1981.

Staff on consolidated pay for compilation of H.I/H. II Tables

Houselisting, the first and main phase of the census operation was completed during May, 1980 as scheduled. As per the plan of tabulation for the 1981 Census, H-Series comprising two tables viz. H.I. (Census houses and the uses to which they are put) and H.II (Disabled population by type of disability) had to be compiled on a top priority basis and were planned to be completed by the end of February, 1981. Just as the filled-in Houselist records were being received in my office, the Registrar General, India in his letter No. 1/62/80-Ad. I dated 24-7-1980 sanctioned the following three categories of Group 'C' posts on consolidated pay to attend to the tabulation of Houselist data.

Designation & No. of posts	Amount of consolidated pay attached to the posts in rupees
1	2
Three Supervisors	380 p.m.
Nine Checkers	330 p.m.
Fifty Six Tabulators	280 p.m.

Through a demi-official letter in September, 1980, the Registrar General was pleased to delegate necessary powers to me to create more posts in the above categories if the exigencies of work warranted it. In October, 1980 I had to raise the existing strength by adding 2 Supervisors, 7 Checkers and 41 Tabulators. While the creation of the posts did not pose any difficulty, their filling up through the Employment Exchanges created problems for us.

The Employment Exchanges were not concerned with our priorities and time-schedules and as such the candidates were not sponsored in time and there was considerable delay in the appointment of staff. As a result the tabulation of H-series could not be commenced till November, 1980 and it was felt that the prescribed tables could not be completed by February, 1981 as scheduled unless the strength of consolidated staff put on the job was further reinforced suitably. The position was explained to the Registrar General who wanted the work to be completed positively by 28-2-1981 and he sanctioned one post of Supervisor, 4 posts of Checker and 24 posts of Tabulator during the last week of December, 1980. Thus a total complement of 6 Supervisors, 20 Checkers and 121 Tabulators had to be kept on the job to achieve the target on schedule.

Setting up of Coding and Editing Cells

With a view to ensure the quality of data collected in the 1981 Census schedules by several thousand Enumerators drawn up from different departments, it was proposed by the Registrar General, India to set up Coding and Editing Cells in the Census Directorate to function from March, 1981. In tune with the above proposal, the following three categories of temporary posts carrying consolidated salaries (inclusive of all allowances) were sanctioned to this Directorate by the Registrar General, India in his Lrs. No. 1/74/80-Ad. I dated 29-11-1980 and 19-2-1981. A small complement of middle level supervisory staff of Investigators and Statistical Assistants were also sanctioned to man the two cells. The particulars of the posts are as given below:

Category of post	Scale of pay in Rs.	No. of posts and the date of their coming into existence	
		1-3-1981	1-5-1981
1	2	3	
Investigator . . .	550—900	2	3
Statistical Assistant . .	425—700	5	9
Supervisor . . .	380 (Cons.)	10	18
Checker . . .	330 Do	44	72
Coder	280 Do	52	112

The personnel appointed against the above categories were to take position in two batches, one in March and the other in May, 1981.

There was thus a gradual augmentation in the strength of the existing cadres of the Directorate on both its ministerial and non-ministerial technical wings as the work load for the 1981 Census increased.

The number of employees rose to 358 in August, 1981 from 145 in June, 1979. Thus there was almost a three-fold increase in the staff strength of this Directorate after I took over. In terms of the work-load and norms worked out on the basis of population of the States and in comparison with the other State Census Directorates, the strength of this Directorate was just adequate. The statement given at Appendix No. 8 gives the details of the staff sanctioned and the staff in position in each cadre as on 1-8-1981 in the Head Office.

Set-up of the Regional Tabulation Offices

In the first instance four posts of Deputy Director in the Central grade of Rs. 1100-50-1600 were sanctioned by the Government of India to Andhra Pradesh in September, 1979 to man the four regional census offices which were required to be set up in October, 1979. These four Deputy Directors were also meant to assist the Director in the organisation of the massive operation which called for an all-out effort on the part of the organisers. Certain procedural formalities and other obstacles in the terms of deputation that arose due to revision of pay scales in this State resulted in considerable delay in the process of selection and appointment of the officers from the State Civil Service. The first officer to report among the first batch of the four Regional Deputy Directors was Sri G. Sreenivasa Rao, an officer of the State Civil Service in January, 1980 followed by Sri Yadgir Reddy an officer of the State Statistical Service in March, 1980. In April 1980 Sri K. G. Rama Murthy and in May 1980 Sri P. V. Gopala Rao both belonging to the State Civil Service joined as the Regional Deputy Directors. I allotted the three State Civil Service Officers to the districts and kept Sri Yadgir Reddy in charge of the census work of Hyderabad City in view of his earlier association with the job during 1961 and 1971 Censuses as Assistant Director of Census. These four Deputy Directors created a census consciousness by frequently meeting the various Revenue and Municipal officials in the districts and in the city. They also attended to various other items of census work such as the finalisation of village lists, checking of out-growths and urban agglomerations, conducting trainng programmes, selection of enumeration personnel etc. as per the census calendar.

The Register General, India sanctioned in November, 1979 the following skeleton staff to assist the Regional Deputy Directors in his Lr. No. 1/70/79—Ad.I (24158) dated 16-11-1979.

Designation and No. of posts	Scale of pay in rupees
1	2
Four Statistical Assistants . . .	425—700
Four Junior Stenos	330—560
Four Lower Division Clerks . . .	260—400
Four Peons	196—232

I had originally intended to set up 10 Regional Tabulation Offices including the Central Tabulation Office for centrally processing all the urban schedules at one place in the State. However, following a revised decision to tabulate the urban slips in the respective regional offices, only nine Regional Tabulation Offices were established. Out of the ten posts of the Deputy Directors only nine posts were filled and the tenth one was transferred to the office of the Registrar General. However one post of Assistant Director was sanctioned to this Directorate in lieu thereof. Considering the volume of work and other intricate factors, I allotted this post to the Hyderabad city Region.

The following inset table gives the particulars of the 9 Regional Tabulation Offices in the State.

Sl. No.	*Headquarters of the R. T. O.*	*Jurisdiction*	*Name of the R.D.D./A.D. & Deptt. from which drafted*	*Date of joining Census*
1	2	3	4	5
1.	Vizianagaram	1. Srikakulam 2. Vizianagaram 3. Vishakhapatnam	Sri Bh. V. Satyanarayana Rao, Special Grade Deputy Collector (Revenue Deptt.)	14-6-1980
2.	Rajahmundry	1. East Godavari 2. West Godavari	Sri J.V.S. Subba Rao, Deputy Collector (Revenue Deptt.)	2-11-1980
3.	Guntur	1. Krishna 2. Guntur 3. Prakasam	Sri P.V. Gopala Rao, Special Grade Deputy Collector, (Revenue Deptt.)	27-5-1980 A.N.
4.	Tirupati	1. Nellore 2. Chittoor 3. Cuddapah	Sri K.S. Rudra Murthy, Deputy Collector (Revenue Deptt.)	29-5-1980
5.	Kurnool	1. Kurnool 2. Anantapur	Sri P.V. Ramana Murthy, Deputy Collector (Revenue Deptt.)	25-11-1980
6.	Hyderabad	1. Hyderabad 2. Rangareddy 3. Medak 4. Mahbubnagar	Sri G. Sreenivasa Rao, Deputy Collector (Revenue Deptt.)	19-1-1980 A.N.
7.	Nizamabad	1. Nizamabad 2. Adilabad 3. Karimnagar	Sri K.G. Rama Murthy, Deputy Collector (Revenue Deptt.)	10-4-1980
8.	Khammam	1. Khammam 2. Warangal 3. Nalgonda	Sri S. Satyanarayana Naidu Special Grade Deputy Collector (Revenue Deptt.)	29-5-1980
9.	Hyderabad City	1. Hyderabad City	1. Sri Yadgir Reddy, Asstt. Director, Bureau of Economics & Statistics, A.P., Hyderabad	1-3-1980
			2. Sri M.P. Ranga Reddy Statistical Officer, B/E & S., A.P., Hyderabad on deputation as Asstt. Director	26-9-1980

Staff pattern of the Regional Tabulation Offices:

In addition to the four posts of Deputy Director sanctioned for the initial preparatory measures discussed in the previous paragraphs, the Registrar General sanctioned the following complement of the temporary gazetted and non-gazetted posts to run the Regional Tabulation Offices on a uniform pattern and in accordance with a fixed programme.

Designation and No. of posts	*Scale of pay*	*R.G.'s reference No. and date*
1	2	3
Six Deputy Directors	Rs. 1100—1600	Lr. No. 2/4/79-Ad. I(2) dated 23-11-1979
Six Statistical Assistants	425—700	No. 1/70/79-Ad. I, dated 23-11-1979
Six Junior Stenographers	330—560	Do
Six Lower Division Clerks	260—400	Do
Six Peons	196—232	Do
Ten Investigators	550—900	No. 1/70/79-Ad. I, dated 5-11-1980
Twenty two Statistical Assistants	425—700	Do
Ten Head Clerks	425—700	No. 1/70/79-Ad. I, dated 17-12-1980
Ten Upper Division Clerks	330—560	Do
Twenty Lower Division Clerks (One post was for records)	260—400	Do

Method of Recruitment:

In the 1961 and 1971 Censuses the Tabulatioin Offices were mostly run by the State Government officials appointed on deputation basis except for a couple of regions. In the 1981 Census I decided to appoint the regular departmental candidates in all the regional offices against the time-scale posts. Accordingly, all the posts of Investigator and Statistical Assistant were filled by giving ad-hoc promotions to the staff of the Directorate while some of them were promoted on regular basis in a temporary capacity. The vacancies of 'Head Clerk' and 'Upper Division Clerk' were however filled by officials taken on deputation from the other government departments to the extent available. In certain regions where other departmental candidates were not available, the posts were filled by the re-employment of retired persons. After the revision of pay scales in the State Government, the terms of deputation ceased to attract the State personnel. The dearth of hands in the ministerial wing of my office necessitated the commissioning into service of about half-a-dozen retired persons in the above cadres. A number of vacancies of the Junior Stenographiers were filled in by the candidates sponsored by the local Employment Exchanges while two posts were filled by persons on deputation basis. While most of the vacancies of the Lower Division Clerk were filled by the candidates sponsored by the local Employment Offices, the vacancies in Kurnool region were filled by the deputationists by the Regional Deputy Director of that region.

Peons and Chowkidars:

Nine peons at the rate of one for one regional office were sanctioned to this Directorate. In his letter No. 1/62/80—Ad.I dated 8-10-1980, the Registrar General issued futher instructions permitting the engaging of casual labourers on a daily wage payment basis at the rates fixed by the Commissioner of Labour for the locality. A total of 76 persons were engaged in the 9 regional offices. The distribution of these casual labourers varied between three allotted to the Hyderabad City Regional Office, the smallest one and 13 allotted to the Guntur Regional Office, the largest among the Regional Tabulation Offices, and this was roughly based on the output of work expected to be done in each of the centres.

The specifications laid down by the government for accommodating both men and material were such that in most of the regional headquarters, the Regional Deputy Directors could not secure single buildings of the required dimensions and were, therefore, compelled to have their offices in more than one building. Almost all the regional offices were housed in several buildings sometimes situated in different localities. After securing accommodation, a Chowkidar had to be appointed in time-scale as also a casual labourer for sweeping and fetching water to each building. Initially I allotted two casual labourers for each building but fearing that it may be risky to leave valuable census material, stores articles, furniture etc. to a casual labourer, I created about 20 additional posts of Chowkidar on time-scale to look after the watch and ward duties of the nine regional offices in the State.

Drivers:

Following up the orders of the State Government of Andhra Pradesh sanctioning 9 vehicles to the nine Regional Deputy Directors in the State communicated in the G.O.No. 4958 dated 4-12-1980 of the Revenue Department and expecting their delivery in January, 1981, I created 9 posts of Drivers for a period of four months. As the automobile firms with which the purchase orders were placed failed to supply the vehicles and as the Commissioner for Land Revenue could supply only one vehicle, only one post of Driver was filled and continued till the end of June, 1981.

Staff for Post Enumeration Check and Census Evaluation Study Schemes:

For carrying out of the twin schemes of Post Enumeration Check and Census Evaluation Study on the completion of Census taking, it became necessary for me to create 293 posts comprising of 60 Supervisors and 233 Enumerators based on the guidelines issued by the Registrar General, India for allotment to the nine Regional Tabulation Offices. The number of

posts was arrived at by taking into account the work-load involved in the two schemes and the deployment of field personnel at the rate of one Enumerator for two blocks and one Supervisor for four Enumerators. The status and pay of the Enumerators were to be on par with those of the Checkers. For the preparation of the Primary Census Abstract, the Registrar General, had, based on the projected population of this State, permitted the deployment of about 95 Supervisors, 286 Checkers and 1714 Tabulators in the nine Regional Offices in his letter No. 15/2/79—Ad.I dated 22-9-1980. The increase in population as revealed at the House-listing operation entitled the State for a proportionate increase in the strength of the above cadres and sanction was accorded for the creation of 5 more posts in the cadre of Supervisor, 15 more in the Checker's cadre and 96 in the Tabulator's cadre. Thus a total complement of 2205 posts in all the three cadres were created in this Directorate for the 1981 Census. They came into existence with effect from March 1, 1981. The table given below gives at a glance the break-up of the consolidated pay staff allotted to each R.T.O. for the 1981 Census:

Name of the Regional Tabulation Office	No. of Supervisors on consolidated pay of Rs. 380	No. of Checkers on consolidated pay of Rs. 330	No. of Tabulators on consolidated pay of Rs. 280
1	2	3	4
Vizianagaram . .	12	35	212
Rajahmundry . .	12	35	212
Guntur . . .	16	50	302
Tirupati . . .	12	38	230
Kurnool . . .	10	30	177
Hyderabad	11	33	195
Nizamabad . . .	11	33	194
Khammam	12	35	212
Hyderabad (City) .	4	12	70
	100	**301**	**1804**

Method of Recruitment of staff sanctioned on consolidated pay to the Regional Tabulation Offices:

The procedure for recruitment to the three categories of posts carrying consolidated pay viz. Supervisors/Checkers/Tabulators (Compilers) was laid down in the Registrar General's letter No. 3/2/80—Ad.I dated 23-7-1980. Though higher educational qualifications viz. graduation was prescribed for Supervisor and Intermediate or its equivalent for Checker, a provision was made to relax them upto the level of Matriculation/S.S.L.C. which is the basic qualification prescribed for direct recruitment to the group 'C' posts under Central Government in the event of non-availability of the candidates with higher qualifications. Similarly, the normal maximum age limit of 25 years fixed for group 'C' posts under the Government of India was relaxed upto 50 years for direct recruitment to these categories and upto 58 and later on upto 60 years in the case of retired personnel provided they were physically fit at the time of re-employment and otherwise suitable. These instructions were communicated in the Registrar General's letter No. 3/2/80—Ad.I dated 20-10-1980. The Registrar General also sought the approval of the Director General of Employment and Training, New Delhi for recruiting persons under 35 years of age to the above cadres from open market and through other permissible channels if the local employment exchanges did not respond within three weeks to the employment references made to them. All these relaxations enabled us to fill up the posts created for short durations and for handling specific items of work in accordance with the targetted dates and time schedules drawn up uniformly for the entire country.

Staff in the Districts/Municipalities:

As in the previous censuses, necessary clerical assistance was provided this time also in the district and taluk offices and in the urban areas having one lakh and more population to handle the census work from 1-8-1979 to the end of May, 1981.

The scale of assistance was as follows:

For District Census Offices	— 1 U.D.C. — 1 L.D.C. — 1 Peon
For Taluk Offices	— 1 L.D.C.
For Local Bodies	
i) Cities with 1 or 2 lakh population	— 1 U.D.C.
ii) Cities with more than 2 lakh population	— 1 U.D.C. 1 L.D.C. for every additional lakh of population

On the basis of the guidelines communicated in his circular letter No. 1/34/79—Ad.I dated 26-6-1979 to the State Chief Secretary by the Registrar General India, the Government of Andra Pradesh issued necessary orders for the appointment of staff during August, 1979 in the district/taluk offices and in the Municipalities qualified for the assistance in their G. O. Ms. Nos. 552 and 553 G.A. (Elec. B) Department dated 3-8-1979.

Special Staff for Agency Taluks:

The Collectors of Vishakapatnam and Vizianagaram Disticts wanted additional staff of one Deputy Tahsildar, one U.D.C. and one Attendar for each of the six agency taluks lying in their jurisdiction. The Registrar General through his letter No. 1/34/79—Ad.I dated 10-12-1980 conveyed his approval for the creation of 18 posts in the three cadres with effect from 1-12-1980 to 31-3-1981 for deployment in the six agency taluks in the two districts. The expenditure on these posts was to be borne initially by the State Government under its own budget and to be fully

reimbursed later from the census budget as in the case of clerical assistance extended to the districts and municipalities.

The Govenment of Andha Padesh issued necessary orders in their G.O.Ms. No. 1 G.A. (Elec.B) Department dated 2-1-1981 indicating the designation and number of posts, scale of pay, area of allotment and their duration. All the 18 posts came into existence with effect from 1-1-1981 and remained till 31-3-1981 A.N. The staff against these posts were appointed by the Collectors concerned.

Honorarium to designated Census Clerks in certain Municipalities and Project Townships:

Though clerical assistance was extended to the district/taluk level offices and to the class I towns (cities) having one lakh and above population, there were a good number of towns enjoying municipal status and about half-a-dozen project townships in the State wherein the work relating to census was of considerable volume but these could not be given exclusive clerical assistance. In respect of these places the regular clerks working in the offices who were additionally entrusted with the census work were sanctioned an honorarium of Rs. 25/- p.m. for the period from 1-12-1979 to 31-5-1981. The expenditure was to be met initially by the State Government from their budget and was to be reimbursed later by the Government of India. In their G.O. Ms. No. 11/G.A. (Elec. B) Department dated 6-1-1981, the Government of Andhra Pradesh issued orders for payment of honorarium to the clerks who looked after the census work in connection with the 1981 Census Operations.

CHAPTER V

TOURING AND TRAINING PROGRAMMES

Tours and travels, both intensive and extensive, form an important part of the job of the Director of Census Operations. In his very first communication to me the Registrar General laid stress on the several advantages and benefits of widely travelling the jurisdiction and frequently meeting the officials at different levels in the State.

Following the tradition and with a view to gain the first hand knowledge of the field problems and also to get myself in close touch with the powers that be in the district hierarchy, I undertook intensive touring of the entire state soon after I took over the charge of the post of Director of Census Operations in June, 1979. Since in the State Government I had served in several departments and directorates I was fairly well acquainted with the State. Areas which I did not have occasion to visit earlier were now covered by me. I asked by deputies and other senior officers in the Directorate to tour intensively in their respective regions/districts so that they could establish the necessary rapport with the officials involved in census taking. I also underlined the advantage of settling matters that are not solved through protracted correspondence by paying a visit and holding personal discussions with the officials concerned.

In the first phase of my touring I visited a number of places in the districts in connection with the classification of rural-urban units and also to decide the constituent units of the urban agglomerations proposed at the 1981 Census. The periodical tours undertaken by me during October, November and December, 1979 brought me closer to the district/taluk administrative apparatus particularly the Revenue/Municipal/ Panchayatiraj officials who formed our hierarchy at those levels in the districts for the duration of the period upto Census-taking in February-March, 1981.

After a brief break due to the second all-India conference of the Directors held in Mysore in January, 1980, I took up the touring of several districts for helping in the preparations for the conduct in May, 1980, of the Houselisting Operation throughout Andhra Pradesh. While the tours performed in the first and last weeks of February resulted in holding training classes for the District Census and Charge Officers in some of the coastal Andhra district capital towns, those in the first week of March, 1980 took me to the Rayalaseema tract for the same purpose. I took part in the second round of training classes held in the third week of March, 1980 in Vishakhapatnam in view of its special importance next only to the State's capital city of Hyderabad. These visits marked the end of my training programmes chalked out for houselisting operation in the districts.

I undertook short tours during April, 1980 and reviewed the progress of work in some major municipalities particularly the newly constituted Vishakhapatnam Municipal Corporation, the Vijayawada, Vizianagram, Srikakulam and Ongole municipalities which proved to be difficult ones and which had caused me considerable concern. I held discussions with the Special Officers of these municipalities and with the concerned District Collectors and removed to a large extent the irritants in the way of smooth census-taking. For most part in May, 1980, I watched the progress of Houselisting operation from the headquarters. But I kept my deputies and some senior officials in charge of the districts during the month-long operation with clear instructions to provide necessary assistance to the field personnel, aid the district authorities and closely supervise the various items of work in the areas allotted to them.

After the successful conclusion of the Houselisting operations in the State and after the receipt of the filled-in Houselists and Houselist Abstracts in my office in the first fortnight of June, 1980, the preparation of the Abridged Houselist (A.H.L.), the next important phase of work in the preparations for the main Census engaged our full attention. To impart necessary instructions and to acquaint the charge officers with the important aspects pertaining to the preparation of charge lists and carving out the Enumeration Blocks and supervisory circles, I planned training classes for them in the second half of June and in July 1980. I made short tours during this period, visited selected centres and addressed the Charge Officers on the preparation of Abridged Houselist and other related aspects mentioned above. I deputed the Deputy Directors and some senior officials to participate in the monthly and other periodical conferences of the Revenue Officers held in some of the districts during this period to address them on the Census subjects.

Preparations for the General Census—Hectic Activity:

The first round of training classes on 'enumeration' were fixed for September, 1980 and I set out on intensive tours to different places from September. The purpose of these tours was to train up thoroughly the District Census and Charge Officers on the enumeration of population during February-March, 1981, since they in turn were required to impart intensive training to the enumerators and the supervisors. These they were required to do over four rounds of the training classes to be held in November and December, 1980 and also during January, 1981 in accordance with the broad guidelines issued in my circular No. 9 dated 17-10-1980.

After conducting the training class for the Hyderabad Municipal Corporation Officers on 8th and 9th September, I air-dashed the following day to Vishakhapatnam, the second largest city in the State to address the District Census and Charge Officers there. Between 15th and 19th September, 1980, I held training classes at Eluru, Machilipatnam, Vijayawada and Kakinada for the District Revenue Officers and the Special Officers and Commissioners of the municipalities.

In the months of November and December, 1980, I planned two sets of short tours. In the first leg, I proceeded on 7-11-80 to Nirmal, a renowned toy-making, painting and lacquer-ware centre in the State and reviewed the census work pertaiing to the border district of Adilabad. In the final phase of my touring for the year 1980 that took place between the 19th and 24th December, I visited a couple of district headquarters and few divisional/taluk headquarters towns and watched the training classes conducted at these places by the respective Municipal and Taluk Charge Officers for the Enumerators and Supervisors drafted for the enumeration proper.

The above visits marked the end of the tours planned for conducting the training classes by the Director himself as envisaged for the States by the Registrar General, India.

Whirlwind Tour:

The gigantic operation of the head-count was launched simultaneously in all parts of the State on February 9, 1981. About one lakh Enumerators and twenty thousand Supervisors were spread all over the State to tackle this time-bound programme on a war-footing. I drew up a hectic schedule and tried to cover as much area as was physically possible during this most crucial phase of the Census operation. I covered 18 out of the 23 districts between the 10th and 26th February, 1981 and contacted the Collectors, Joint Collectors, Municipal Commissioners and Special Officers. While the enumeration was in progress I checked randomly some of the schedules filled-in by the enumerators during my inspection rounds and issued on the spot instructions wherever necessary. I also instructed the Enumerators to maintain uniform progress of daily work so as to avoid the last minute anxiety over the accumulation of pendency that might otherwise mount up. I performed all these hectic journeys by the staff car save a few air travels to Tirupati and Vishakhapatnam to save time and to enable me to visit the maximum number of places and contact the maximum number of enumerators. On 25-2-1981, I watched the progress of enumeration in some rural and urban areas of the three north-eastern coastal Andhra districts of Srikakulam, Vizianagaram and Vishakhapatnam, and terminated my tour at the steel and port city of Vishakhapatnam from where I took off by air to Hyderabad on the 26th February, 1981. I supervised the counting of houseless population in the Hyderabad Corporation area on the night of February 28, 1981.

P.E.C. and C.E.S. Surveys (25-3-81 to 8-4-81)

The last week of March and the first week of April, 1981 saw me once again moving in the field but not so intensively as was the case with both the house-listing and population enumeration conducted earlier. This time it was a tour with the limited purpose of checking up the work relating to Post Enumeration Check (P.E.C.) and the survey relating to the Census Evaluation Study (C.E.S.) carried out in a few selected blocks numbering about 385 in the entire State.

With the conclusion of these twin surveys, the tours I planned for organising the 1981 Census in Andhra Pradesh concluded.

Director's Tours—Indispensable:

There are no two opinions on the indispensability of touring in an organisation like the Census which has no field formations of its own at the district and taluk levels to carry out its multifarious tasks. In their absence, it has had to lean heavily on the State governmental machinery at every step right from the initiation of the preliminary preparatory work to the final phase of the successful conclusion of the enumeration proper. Surprisingly, the Census Director is given the responsibility and not the men and machinery matching that arduous responsibility to execute the innumerable rigid time-bound programmes of Census. It was only through sheer personal drive and the friendly cooperation of various persons that I was able to achieve the goals. There is, therefore, a paramount necessity to keep in constant touch with the field organisation and hence the supreme need for touring.

Transport—Provision of:

Staff Car: When I assumed charge in June, 1979, there was an old Ambassador car, ADY 5789 allotted to this Directorate in February, 1969 for 1971 Census Operations. After serving for over a decade covering about 98,437 Kms. and moving along some of the most rugged terrains in the State, the vehile became old and unfit for road-journeys. Just at this juncture, a new Ambassador, ATY 7157 was supplied to this Directorate in August, 1979. The arrival of this new vehicle solved the transport problem of the Director whose job involved constant touring and perambulations throughout the State especially during the main census period.

As the preparations for conducting the Houselisting operations during May, 1980 gained momentum, we felt an acute need for more vehicles. In addition to me, there were three Deputy Directors and one Assistant Director and a Regional Deputy Director, all of whom were closely involved in the Houselisting training programmes spread over three months from the first week of February, 1980 and these officers were required to move fast and frequently in the field during this period. I requested the Registrar General to permit me to use the old Ambassador kept in the garage after making necessary repairs to make it

road-worthy. But the Registrar General did not agree to this since 'use of a car which has already been condemned just was not permissible under rules' and 'that getting any repairs done to a condemned vehicle was itself incorrect.' However, he suggested that I move the State Government towards securing vehicles first for the Regional Deputy Directors, then for the Assistant Directors (Planning and Statistics) who were designated as the Additional District Census Officers at the 1981 Census and then finally for the Taluk Charge Officers of some of the newly created taluks who were not yet equipped with the departmental vehicles.

Vehicles to Regional Deputy Directors:

I requested the Government of Andhra Pradesh in my D.O. letter No. 2577/Peshi/80, dated 7-4-80 for the supply of vehicles to the Regional Deputy Directors from then till the end of March, 1981. I also informed the government of the provision made in my budget for meeting the propulsion charges for the vehicles to be supplied by their departments and requested them to authorise the Collectors concerned to requisition a vehicle each and place them at the disposal of the Regional Deputy Director concerned during the above period. Though the State Government issued necessary orders on my proposal certain practical difficulties cropped up in the way of collectors who expressed difficulty in requisitioning a single vehicle from a single source and keep it for a long period continuously at the disposal of the Regional Deputy Directors. With a view to avoiding inconvenience to both the Collectors as well as to the sources of requisition, I suggested that the vehicles may be requisitioned by rotation for a limited period of 3-4 months. The State Government were kind enough to issue necessary instructions to the concerned Collectors in their Memo. No. 478/Elec.-B/80-1, dated 10-6-1980 and I felt this device would stand us in good stead and the Regional Deputy Directors could move up briskly in their jurisdictions in accordance with their work-schedule. But in actual practice the situation was not as satisfactory as we wished it to be. Many of the Regional Deputy Directors reported that the vehicles requisitioned by the Collectors for their use were reporting either sick or did not report at all. Despite my best efforts, some of the Regional Deputy Directors could not secure vehicles and were, therefore, unable to see through the programme of their work in their regions. Lack of transport was thus adversely affecting the preparations for the houselisting and the general census as well.

To tide over the above difficulty, I suggested to the Registrar General that we purchase the vehicles for the use of the Regional Deputy Directors and make them over to the State Government at the book-value after the necessity ceased in our department. The Registrar General, however, differed with my suggestion and insisted that I pursue the matter further with the State Government and obtain favourable orders. Once again I moved the State Government in the matter who issued fresh orders in August, 1980 to all Collectors and the Heads of Departments in the State to extend full cooperation in procuring vehicles to the Regional Deputy Directors. This directive also did not come to our aid. With a view to finding a way out of this impasse I requested the State Government to requisition by itself nine vehicles and place them at my disposal till the end of April, 1981 for distribution among the nine Regional Deputy Directors in the State. While this proposal was pending with the State Government, Sri B.P.R. Vittal, Principal Secretary to Government in the Finance and Planning Department suggested to me during the Principal Census Officers' Conference held on 4-10-1980 that I could request the Revenue Department to buy nine vehicles immediately as a budget provision was available to that department and that they could place the vehicles at my disposal till the end of March, 1981. I persuaded Sri Shravan Kumar, Revenue Secretary to agree to the suggestion made by the Principal Secretary, Finance and Planning and to purchase the nine vehicles without any loss of time and allot them to me for distribution among the Regional Deputy Directors. I informed them that their maintenance and petrol cost would be met by us so long as the vehicles were with us. The Revenue Department rushed through all formalities with commendable speed and obtained the sanction of Government for the purchase of nine Ambassador cars at a cost of Rs. 5,40,000/- in the first week of December, 1980.

I am extremely thankful to both the Principal Secretary, Finance and Planning and the Revenue Secretary to Government of Andhra Pradesh for their timely aid but the two automobile firms with which the purchase orders were placed by the Commissioner for Land Revenue failed to supply the cars in time and the whole exercise became a futile one. I could get only one out of the nine cars sanctioned by the State Government, during February, 1981 when the enumeration work was in full swing. I allotted this car to the Regional Deputy Director based at Vizianagaram as he had to undertake long and arduous tours in the mountainous tracts and forest areas of the agency belts lying in the three districts under his jurisdiction.

Vehicles for Assistant Directors (Planning and Statistics):

The Assistant Directors of Planning and Statistics were designated as Additional District Census Officers at the 1981 Census. Since the Economic Census was made an integral part of the Houselisting operation of the 1981 Census and the Enterprise list had to be canvassed simultaneously along with the Census Houselist during May, 1980, the Assistant Directors were closely involved in the training programmes in April and later for effective supervision of field work relating to the filling up of the Enterprise list in May, 1980. I requested the Principal Secretary to Government in the Finance and Planning Department to arrange for the supply of suitable vehicles to the Assistant Directors by issuing necessary orders of the Government empowering the District Collectors to re-

quisition the vehicles and allot them to the said officers from 1st April to the first week of June, 1980 to enable them to see through the part of their work during the houselisting operation.

Vehicles for Taluk Charge Officers:

I was informed that some of the Tahsildars in charge of some newly created taluks did not possess departmental vehicles. These Taluk Charge Officers were required to supervise closely the work of enumerators in their jurisdiction and maintain constant touch with them from 9-2-1981 to 5-3-1981 and this would have been difficult without vehicles. I impressed upon the State Government the need for the allotment of vehicles to them and the State Government issued Memo. No. 123/Elec.B/81, dated 6-2-1981 authorising the Collectors concerned to secure vehicles and place them at the disposal of the Taluk Charge Officers who had not yet been provided with the vehicles and to ensure the smooth conduct of the enumeration.

Suggestion for Future Census:

Almost all the Regional Deputy Directors while offering their comments on the provision of transport were emphatic on the point and felt that unless vehicles were provided to them form the day of their taking over charge, full justice could not be done to the job entrusted to them. I concur with this view and suggest from my own experience that the Census Directorate should have its own vehicles from the time the preparations commence for conducting the Houselisting operation till the closure of the Regional Tabulation Offices if the decennial Census Operations are to be conducted on sound lines.

CHAPTER VI

CENSUS SCHEDULES—TRANSLATION

PRINTING AND DISTRIBUTION

One of the most arduous tasks that has to be taken up and completed well ahead of each decennial census operation is the printing and distribution of various census schedules. The enormity and the magnitude of the job can be gauged from the fact that we require one slip per individual in the State which meant 53,550,000 slips as the minimum and some reserve stocks. Similarly the Houselists, Enumerator's Daily posting Statements, Working Sheets and Abstracts, Abridged Houselists, Household Schedules, Instruction Booklets for the Supervisors and voluminous Instruction Books for the Enumerators are all required to be printed in millions.

The above task consisted of three operations—first, the procurement of paper; second the translation of schedules and instructions into the main local language viz., Telugu and the third the actual printing and distribution. Since the Registrar General informed us that his office would look after the procurement of paper and printing of the English forms and English Instruction Books centrally, our task was limited to the translation into Telugu of the English instructions received from the office of the Registrar General, India and their printing as per our requirements.

ESTIMATION OF REQUIREMENT OF DIFFERENT CENSUS SCHEDULES

The office of the Registrar General, India worked out the State's requirements of various census schedules proposed to be canvassed for the 1981 Census both for training and field operations and the Instruction Books for the Enumerators and Supervisors on the basis of the projected population for this State for 1981 and added 10% extra material to meet marginal and emergent requirements as also to cover wastage. The estimates were communicated to this office by the Registrar General's office seeking confirmation thereof. After necessary checking the various schedules required for this State were intimated to the Registrar General.

We worked out the district-wise and taluk-wise requirements on the lines simialr to those on which the States' requirements had been worked out by the Registrar General's office. The number of forms and schedules for both the houselisting and enumeration were worked out on the basis of the projected population. But the requirements of the enumeration proper were modified after the houselisting population of the State became known.

SUPPLY OF CENSUS SCHEDULES TO THE CHARGE OFFICERS

All the Principal Census Officers were supplied with the material required for field operations accompanied by a distribution list indicating the quantities of different schedules to be supplied to the Charge Officers in their jurisdictions. While distributing the material, extra quantities for each item was supplied as reserve at the district level and at the charge level. The Charge Superintendents were given necessary instructions on the distribution of the schedules and forms to the Enumerators and were also instructed to ensure that there was no wastage of material at any level as it would be highly impossible to make any further supply.

Three statements showing the district-wise distribution of various census schedules are given as Appendices Nos. 9(a), 9(b) and 9(c).

LANGUAGE BREAK-UP OF SCHEDULES

The language-wise break-up of the Census Schedules and Instruction Books were worked out on the basis of demands made at the 1971 Census. As observed by my predecessor in his Administration Report for the 1971 Census, I too noticed that there was a large demand for the Telugu forms and Telugu Instruction Books followed next by the English forms and English Instruction Books. In a few places where army personnel and their families were residing Hindi forms were utilised while the Urdu forms were utilised only in some of the old city areas of Hyderabad. Tamil Schedules in certain areas of Chittoor district, Kannada schedules in some pockets of Anantapur and Kurnool districts and the Marathi schedules in a few taluks of Adilabad and Nizamabad districts were indented by the Principal Census Officers.

With the main thrust on the spread of the Telugu, the main language of the State and with the avowed policy of the State Government to implement it at all levels as the official language, there would be far greater demand for the Telugu schedules and forms at the next Census. The demand for the other language schedules which is on the wane would further dwindle down.

TRANSLATION OF CENSUS QUESTIONNAIRES AND SCHEDULES

The instructions issued in English at the all-India level by the Office of the Registrar General, India were communicated to the States much in advance of each field operation and the States in their turn were required to get them translated into the predominant local language(s).

The Census schedules proposed to be canvassed in the Second Pretest conducted in June, 1979 in the State as a full-dress rehearsal, were got translated into the Telugu, the main language of the State by the staff members of this office. This was followed by the translation of the schedules canvassed during the Houselisting Operation in May, 1980 viz. the Houselist proper and the Enterprise List for the Central Statistical Organisation (C.S.O.) The translation of instructions booklet on Houselisting and the preparation of art-pulls in respect of Houselist Abstract etc. were taken up during November, 1979 and they were got printed in January-February, 1980 while the Enterprise List and its related instructions were translated simultaneously by the officials of the State Bureau of Economics and Statistics who also attended to its printing. Sri S. Lakshminarayana, Deputy Director and Sri M.P. Ranga Reddy, Assistant Director were nominated by the Director of Bureau of Economics and Statistics to handle this job and coordinate the efforts from their side.

I assigned the translation work to Sri Ch. Purnachandra Rao, Investigator later promoted as Assistant Director and his Telugu rendering was quite coloquial, simple and understandable to the enumerator and to the common man. I approved the translation of the 1981 Census questionnaires and instructions in a joint sitting of the Deputy Directors, Sarvasri Y. G. Krishna Murthy, B. Satyanarayana and G. Sreenivasa Roa who were closely involved in the 1981 Census Operations from the early stages. The translation presented some ticklish problems since at times it became very difficult to locate a suitable Telugu word for some simple English word. For example, the translation of the first column of Houselist 'line No.' presented some difficulty. It had been translated as 'క్రమ సంఖ్య' (KRAMA SANKHYA) which denotes 'Serial No.' and not the 'Line No.' though the Telugu words 'వరుస' (VARUSA), 'క్రమము' (KRAMAMU), 'పంక్తి' (PANKTI) are the translation of the English word 'Line', they do not exactly convey the intended meaning and they vary as per the context. This ambiguity was removed finally by issuing an amendment to correct 'క్రమ సంఖ్య' (KRAMA SANKHYA) as 'లైను సంబరు' (LINE NUMBARU) since this adaptation of the English words in Telugu script is easily understood by all and in view of the fact that some of the English words such as these have gained currency among the people in their common parlance. Again, the translation of the word 'Totally Crippled' in column 12 of the Houselist became problematic at one stage. There is no equivalent single word in Telugu to convey the complete import of the word 'Crippled'. If it was translated as 'కుంటి' (KUNTI) or 'అవిటి' (AVITI) they would not convey the complete meaning of the English word. In order to obviate this difficulty it was ultimately translated as 'కాళ్ళు/చేతులు లేని వారు' (KALLU/CHETULU LENI VARU) i.e. the persons who have lost both legs or both arms.

PRINTING AND DESPATCH OF CENSUS SCHEDULES

For the 1981 Census also as in the 1971 Census, the printing of the main census schedules viz., the Houselist, the Enterprise List, the Individual Slip, the Household Record both in English and in the regional languages was got done centrally by the office of the Registrar General, India in several Government of India Presses. This centralised printing was found to be of immense help to us in view of the vast magnitude of the job. In sheer numbers, this State's requirements of the above-mentioned schedules ran into a few crores and to get them printed locally in the private presses would have been a herculean task and perhaps even impossible in view of the limited capacities of local presses. However the ancillary forms to the main schedules such as the Abridged Houselists, Enumerator's Abstracts, Enumerator's Daily posting statements, Charge Abstracts etc. which ran into a few lakhs were got printed locally.

The forms and schedules required for the training purposes and for practice enumeration were got printed in red ink while for the main census operation the Universal Individual Slips were printed in black and the sample Individual Slips in blue and were stitched in pads of 25 and 50 leaves each to facilitate convenient handling.

The printing of Telugu Instruction Books to the Enumerators for both Houselisting and population enumeration were got printed locally in the Messrs. Swarajya Printing Corporation. The Instruction Booklets in Marathi, Kannada and Urdu were got printed by the Census Directorates of Maharashtra, Karnataka and Uttar Pradesh respectively and were supplied by them to us as per our requirements while the English Instruction Books were supplied by the Office of the Registrar General, India.

Most of the 1981 Census material was received from the office of the Registrar General, India through private lorries. The Marathi, Kannada and Urdu schedules were sent in trains by the respective Census Directorates. The various schedules received either through the lorry transport or by train were checked carefully and preserved in the Census office till they were despatched to the districts for distribution among the Charge Superintendents. The first three months and the last three months of 1980 were marked by the hectic material movement—the first in connection with the Houselisting operation scheduled for May, 1980 and the second in connection with the population enumeration fixed for February-March, 1981.

The training material of the Houselisting operation intended for the districts was sent through staff members by train or bus. Incidentally, the freight charges of the State Road Transport Corporation were found cheaper than that of the railways.

A review made after houselistng left me with the clear view that considering safety of material and delivery as per time schedule lorry transport was better.

After observing all formalities. I selected Messrs. M. G. Brothers, one of the reputed transport organisations in the State who transported maximum material and extended full cooperation by making door delivery at different distribution points.

Despite specific instructions on the conservation of the schedules and liberal supply based on estimates calculated as per the projected population for the State for the Houselisting operation and as per the houselist population for the enumeration, there were quite heavy demands from several charge officers while the field operations were in progress. These last minute extra demands were met from the State reserves kept in my office and the material was rushed through special messengers. Ater the records were recieved back on the completion of the enumeration, it was noticed that considerably large quantities of un-utilised blank forms were returned along with the filled-in schedules. There had evidently been over-n-denting of the material by some Charge Officers based on the demands of over-anxious enumerators.

A similar trend in regard to the last minute demands and supply of different schedules was noticed at the 1971 Census also. My predecessor had also faced and encountered the same problems. It becomes clear from the 1971 and 1981 Censuses that non-implementation by the Charge Officers of several instructions issued by the Census Directorate at the charge-level which forms the base for census-taking, is the root cause. This is mainly due to the multifarious tasks of the Tahsildar which leaves very little time at his disposal as Taluk Charge Officer to pay close attention to the details involved in Census work. To obviate these difficulties and to ensure smooth sailing of the Census operations at different stages, I suggest the creation of a post of a Deputy Tahsildar exclusively for the Census subject with a small body of supporting staff of 2-3 Assistants in the taluks and for setting up of Regional Census Offices three months ahead of the Houselisting Operations for the 1991 Census.

CHAPTER VII

Procurement of Maps

The maps play a vital role in the successful conduct of Census Operations. The mapping work pertaining to 1981 Census was initiated as early as in 1978 when the Registrar General, India through his letter No. 1/24/77-RG (P) dated the 11th January, 1978 gave a directive to all the Census Directorates to take necessary preparatory steps for the finalisation of the taluk-wise village lists, urban units, assignment of location code numbers and procurement and updating of jurisdictional maps.

A few sets of the ferro print copies of the district and taluk maps prepared for the 1971 Census and left by my predecessor for use in the 1981 Census came in handy for demarcating the boundaries of the villages, towns, taluks and districts as they were existing in 1978, taking into consideration the territorial changes that took place after 1971 Census. By the time I took over as the Director of Census in June, 1979, considerable progress had been made in the preparation of jurisdictional maps as also in respect of other related items of work connected with the organisation of 1981 Census in this State.

The cartographic unit of my Directorate traced the taluk maps marking out the boundaries and locating the villages existing in the respective taluks while the sections dealing with the finalisation of the taluk-wise village lists, urban units and their location code numbers made a preliminary scrutiny of the different aspects with the data available with them. Thereafter, six ammonia copies of each of the taluks were taken in the office and forwarded to the Tahsildars concerned for making a thorough check and a ground verification of the boundaries and plotting of the villages and also for their certification. Out of the six final copies of the maps, one was meant for retention in the Taluk office for reference, one for the Collectorate while the remaining four were to be returned to the Census Directorate.

The jurisdictional maps in respect of all districts and taluks were prepared as per schedule. But the whole structure crumbled shortly after-wards when the Government of Andhra Pradesh resolved to create several new taluks coterminus with the panchayat samithi blocks on the grounds of administrative convenience and political expediency. My pleadings that the above step of the State Government might dislocate the entire programme of the 1981 Census which was finalised in many respects did not find favour with Shri M. Chenna Reddy, the then Chief Minister who was intent upon the creation of the new taluks. Thus at one stroke the administrative map of Andhra Pradesh was radically changed. The number of taluks rose stupendously to an all-time high figure of 316 from a mere 195 at 1971 Census, upsetting my time-schedule. Painstakingly all the taluk-wise village lists were prepared afresh. The jurisdictional maps for all the newly created taluks as also for the old ones and also for all the districts were prepared within a limited span of time by deputing the staff members to some of the taluk offices to assist the taluk officials. I was able to finalise the location code numbers and classification of the urban units by the end of October, 1979 and those of the districts and taluks in the first week of January, 1980.

Base Map of Andhra Pradesh

The Assistant Registrar General (Map), Office of the Registrar General, India, New Delhi with his letter No. 5/1/80-Map (Vol. I) dated 31-12-80 supplied one base map of Andhra Pradesh showing the State and district boundaries and the certified coastline for adoption by this Directorate. Fifty copies of this map were got printed for our use and the original map was returned to the Office of the Registrar General as desired.

City and Town Maps

The two special officers of the Hyderabad and Vishakhapatnam Municipal Corporations and the Commissioners of the Municipalities were requested to prepare five copies of updated jurisdictional maps of their respective cities/towns in their offices and to forward to me a copy each showing the ward/locality boundaries and other prominent land marks within them. I am constrained to record that the response from most of the local body establishments was not quite encouraging despite periodical reminders and persuasions. Though some of the Municipal Commissioners had sent the maps of their towns/cities, nothing could be made out of them as they had been very clumsily prepared and as adequate care had not been given to exhibit important land marks, ward boundaries or even the jurisdictions of the Enumeration Blocks.

Preparation of the Maps for District Census Handbooks

The circular No. 19 issued by the Register General, India contains detailed instructions on the preparation of the district and taluk maps to be incorporated in the 1981 District Census Handbooks. A fairly vivid account on the preparation of maps and their presentation in the District Census Handbooks was given in section 9 of the 1971 Administration Report. The 1971 report and the circular No. 19 may be referred to for details.

Staffing of the Mapping Unit

The Mapping Unit of this Directorate was manned by 16 hands out of whom two were supervisory officials while two others—a Ferro Typer and a Hand Press Operator, were not attending to main

cartographic work. Thus effectively only 12 officials were left in the categories of Artist and Draughtsman for the main stream of mapping work. In terms of work-load obtaining in this office where several hundreds of taluk, town and district maps in addition to a considerable number of charts, diagrams, motifs etc. required for different publications have to be prepared as per set dates, the present staff strength is grossly inadequate. It may be worth-mentioning here that some of the monumental works of lasting value for posterity such as the State Census and Administrative Atlases, State Town Directory, Socio-Economic Survey Monographs and other publications on selected projects are planned and brought out during the inter-censal periods. Considering the magnitude and the extent of volume of cartographic work involved in the publications, I am of the view that the Mapping unit should be adequately strengthened as quickly as possible. I would also suggest lamination of the more important maps.

CHAPTER VIII

PREPARATION OF RURAL AND URBAN FRAMES

It has been the tradition of the Indian Census to present census data for rural and urban areas separately. The practice was to decide first the urban units in the State and treat the remaining places as rural. I, therefore, proceeded to prepare the rural and urban frames on this basis.

The result was that two hundred and fifty two places which include 18 constituent towns under four Urban Agglomerations were recorded as Urban units at the 1981 Census, and 29,700 villages were identified as rural areas.

The definition of the urban unit adopted at the 1981 Census remained almost the same as that adopted for the 1961 and 1971 Censuses being as given below:

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

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

(i) a minimum population of 5000

(ii) at least 75% of the male working population is in non-agricultural pursuits

(iii) a density of population of at least 400 persons per sq. km. or (1000 per sq. mile).

We listed out all the rural areas which had a population of 4000—5000 in 1971 census and which were likely to cross the 5000 mark by 1981 Census and also those units which had more than 5000 population in 1971 Census but were not treated as towns. The District Collectors, were requested in my letter No. 509/MTU/79 dated the 20th March, 1979 to recommend the places qualified to be recognised as urban units as per the urban criteria in their respective districts. The proposals of the Collectors were carefully examined in the light of the recommendations made by them and on the demographic particulars available with us. In the case of places which did not completely fulfil the urban criteria but possessed distinct urban features such as educational and medical facilities, power, post and telegraph, commercial and marketing facilities, growth potential etc., decision based on the merits of each case was taken. In respect of the places where spot inspections and personal discussions were considered necessary, my Deputy Directors and Assistant Directors visited the concerned areas and held discussions with the local officers. After processing the matter in the manner indicated above, the list of urban units for Andhra Pradesh for adoption at 1981 Census was finalised and communicated to the Registrar General, India for approval and to the State Government for concurrence. The Registrar General finally approved thirty two new places to be treated as towns at 1981 Census out of 252 referred to him. The district-wise break up of these new towns is given in the following inset table:

Name of the District	*Places treated as towns for the first time at 1981 Census*	*Class of Town*
1	2	3
Vizianagaram	1. Kothavalasa (P)	V
East Godavari	2. Bandarulanka (P)	V
	3. Donkarayi (P)	VI
	4. Ramanayyapet (P)	V
	5. Suryaraopet (P)	V
West Godavari	6. Jangareddigudem (P)	IV
Krishna	7. Kondapalle (P)	IV
Prakasam	8. Chirala N.M.A.	III
	9. Singarayakonda (P)	IV
Nellore	10. Kovurpalle (P)	IV
Cuddapah	11. Donimaranandyal (P)	V
	12. Madhavaram (P)	V
	13. Nagireddipalle (P)	V
	14. Veparala (P)	V
	15. Yerraguntla (P)	IV
Kurnool	16. Allagadda (P)	IV
Rangareddy	17. Budvel (P)	V
	18. Ghatkeswar (P)	V
	19. Kapra (P)	IV
	20. Qurbullapur (P)	III
	21. Yapral (P)	V
Hyderabad	22. Gaddiannaram (P)	V
Medak	23. Narayankhed (P)	V
	24. Patancheru (P)	IV
Nizamabad	25. Yellareddy (P)	IV
Adilabad	26. Lakshettipet (P)	V
Karimnagar	27. Huzurabad (P)	III
Khammam	28. Motugudem (P)	VI
Nallgonda	29. Chandoor (P)	V
	30. Devarakonda (P)	IV
	31. Ramannapet (P)	V
	32. Yadagirigutta (P)	V

Note : P — Panchayat
NMA—Non-Municipal Area

No new places qualified for urban status at the 1981 Census in the seven districts of Srikakulam, Vishakhapatnam, Guntur, Chittoor, Anantapur, Mahbubnagar and Warangal while only one place qualified in each of the ten districts of Vizianagaram, West Godavari, Krishna, Nellore, Kurnool, Hyderabad, Nizamabad, Adilabad, Karimnagar and Khammam. Two each qualified in Prakasam and Medak districts and four each in East Godavari and Nalgonda districts and five each in Guddapah and the newly constituted Rangareddy districts. Of these 32 towns, the maximum number of 17 towns were in Class V size followed by 10 towns in Class IV size, three in Class III and two in the last size of Class VI with less than 5000 population.

In all 252 towns in the urban frame and 29,700 villages inclusive of 1,902 un-inhabited villages in the Rural Frame were identified from Andhra Pradesh. In order to ensure complete coverage of the area of the State all the un-inhabited villages listed out by the Tahsildars in their village-wise taluk lists were also taken into account while finalising the rural frame. This enabled us to ensure that in case any of the un-inhabited villages were temporarily occupied by residential or houseless persons, these habitations were not missed from the head-count.

There were 224 towns including 17 constituent units under the four Urban Agglomerations in 1971. Of these 224, one town viz., Piduguralla in Guntur district was declassified while Uppal Khalsa in Rangareddy district although not treated as an independent town at 1981 Census has been treated as an outgrowth to Hyderabad Municipal Corporation. Two towns—Chittivalasa in Vishakhapatnam district and Zamisthanpur in Hyderabad district were merged respectively in the Bheemunipatnam Municipality and Hyderabad Municipal Corporation by the State Government. Thus these changes brought down the number of towns to 220. 32 new towns were added to the list giving thereby a total of 252 towns in the 1981 Census. The list of towns finally recognised as urban units for the 1981 Census is given in Circular No. 2 under Appendix No. 11.

Jurisdictional changes in the Districts/Taluks.

During the decade 1971-81, two new districts—Rangareddy and Vizianagaram were constituted. The former was formed on the 15th August, 1978 by transferring some portions of the Hyderabad Urban Taluk and by merger of the rural and urban areas of the remaining taluks of Hyderabad district. The district of Vizianagaram was constituted on the 1st June, 1979 by combining certain taluks fully and some partly from out of the two north-eastern districts of Srikakulam and Vishakhapatnam. In the process of carving out the new district of Vizianagaram, both Srikakulam and Vishakhapatnam under-went radical territorial changes in their respective jurisdictions. The number of districts in 1981 rose to 23 from 21 in 1971.

14 villages from Srikalahasti taluk of Chittoor district were transferred to Naidupet taluk of Nellore district on 1st December, 1979. Almost all the taluks in the State had undergone changes in their jurisdiction when the government of Andhra Pradesh reorganised them to conform with the boundaries of the Panchayat Samithi blocks existing in each district. On account of this re-organisation, there was a phenomenal rise in the number of taluks which touched an all-time high figure of 316 as against 195 taluks existing during 1971 Census.

A detailed account of the inter-district territorial changes that took place in the State during 1971-81 decade can be had from Part II-A-'General Population Tables' of this State.

The Urban Agglomerations

The concept of Urban Agglomeration introduced for the first time in 1971 Census was continued for the 1981 Census also. It was defined as a continuous urban spread constituting a town and its adjoining urban outgrowths or two or more physically continguous towns together with continuous and well-recognised outgrowths, if any, of such towns. Such urban agglomeration takes into its fold all such areas which have sprung up on the periphery of the town but may be falling outside the statutory limits of the individual local body.

In circular No. 7 dated 22-9-1979, the Registrar General, India, communicated detailed instructions on the formation of the Urban Agglomerations. In the light of these instructions, each individual case pertaining to the constitution of Urban Agglomeration in Andhra Pradesh was examined carefully and the following four Urban Agglomerations which were constituted for the 1971 Census were continued for the 1981 Census also with some marginal changes. Their composition is as given below:

1. Hyderabad City Urban Agglomeration

(a) Hyderabad Municipal Corporation

(b) Secunderabad Cantonment

(c) Osmania University

(d) Lalaguda

(e) Malkajgiri (p)

(f) Uppal Khalsa O.G. to M.C.H.

(g) Ramanthapur Khalsa O.G. to M.C.H.

(h) Saroornagar O.G. to M.C.H.

(i) Qutubullapur (P)

(j) Alwal (P)

(k) Dommaiguda O.G. to Alwal

(l) Fatehnagar (P)

(m) Balanagar (P)

(n) Jinkalwada O.G. to Balanagar

(o) Kukatpalle (P)

(p) Bhegameeri O.G. to Kukatpalle

(q) Macha Bolarum

(r) Mowkur O.G. to Macha Bolarum

(s) Yapral (P)

(t) Moosapet (P)

(u) Bowenpalle (P)

(v) Kapra (P)

2. Vishakhapatnam City Urban Agglomeration

(a) Vishakhapatnam Municipal Corporation

(b) Gajuvaka O.G. to V.M.C.

(c) Gopalapatnam (P)

3. Vijayawada City Urban Agglomeration

(a) Vijayawada Municipality

(b) Bhavanipuram O.G. to Vijayawada

(c) Patamata (P)

(d) Kanuru O.G. to Patamata (P)

(e) Gunadala (P)

(f) Ramvarappadu O.G. to Gunadala (P)

4. Rajahmundry City Urban Agglomeration

(a) Rajahmundry Municipality

(b) Katheru O.G. to Rajahmundry

(c) Nukumpeta O.G. to Rajahmundry

(d) Rajahmundry Non-Municipal Area

The Standard Urban Area (S.U.A.)

One of the difficulties in comparing the Urban population and its characteristics between one census and another, apart from the changes in the list of urban units, had been the changes in the jurisdictions of the urban units from census to census. The concept of the 'Standard Urban Area' was evolved to overcome this difficulty to some extent and introduced at the 1971 Census replacing the earlier concept of 'Town Group' that was in vogue at the 1961 Census.

The essentials of a Standard Urban Area are:

1. It should have a core town of a minimum population size of 50,000

2 The contiguous areas made up of other urban as well as rural administrative units should have close and mutual socio-economic links with the core town; and

3. The probabilities are that this entire area will get fully urbanised in a period of 2 or 3 decades

The idea is that it should be possible to provide comparable data for a definite area of urbanisation continuously for three decades which would give a meaningful picture. Twentynine places were treated as Standard Urban Areas at the 1971 Census.

In the 1981 Census the approach was that the boundaries of the Standard Urban Areas fixed in the 1971 Census should not be disturbed as far as possible because the area covered by the Standard Urban Area was intended to serve as the basis of long-term urban development planning for the concerned city or town upto 1991, and was to remain as a statistical reporting unit during the three successive censuses of 1971, 1981 and 1991, irrespective of the changes in the boundaries of the local administrative units within the tract.

In 1981, only two places viz., Ongole and Khammam were treated as the Standard Urban Areas in this State. With the addition of these two places the total number of the Standard Urban Areas rose to 31 from 29 and they are as given below:

1. Srikakulam
2. Vizianagaram
3. Vishakhapatnam
4. Anakapalle
5. Kakinada
6. Rajahmundry
7. Eluru
8. Bheemavaram
9. Machilipatnam
10. Gudivada
11. Vijayawada
12. Guntur
13. Tenali
14. Ongole
15. Chirala
16. Nellore
17. Tirupati
18. Chittoor
19. Cuddapah
20. Proddatur
21. Anantapur
22. Guntakal
23. Nandyal

24. Kurnool
25. Adoni
26. Mahbubnagar
27. Nizamabad
28 Warangal
29. Khammam
30. Kothagudem
31. Hyderabad.

The constituent units of the above mentioned Standard Urban Areas and the details regarding the changes of the urban components thereof including changes in boundaries between 1971 and 1981 and also the nature and reasons for the changes are recorded minutely in Table A-5 in Part II-A volume of this State which relates to the Standard Urban Areas and it may be referred to for getting a fuller account on the subject.

Location Code

The location of a village or a town is identified by linking it with the relevant taluk, district and the state. This involves writing of lengthy names of the several administrative units down to the level of village or town. This detailed scriptory work which is out of proportion to its utility can be reduced by coding the various levels of administrative units in a systematic manner. The combination of these codes became the location code. The codes are represented numerically. Thus the location code is a simple method of expressing the identity of a village or a town in coded numerical language. The numbers representing a level of administrative unit constitutes an element in the location code series and each element is distinguished by putting an oblique after it except in the case of the last element. The enumerator's block within the lowest administrative unit is also an element but is indicated within brackets.

The Registrar General, India in his circulars No. 5 and 9 dated 16-7-1979 and 11-12-1979 informed that all the districts in the States/U.Ts. should be serialised either in the order of contiguity or in an alphabetical order of their names. Similarly each taluk (rural) in a district should be serialised in a convenient manner and numbered continuously within the district commencing from number 1. While giving numbers to taluks, urban areas should be excluded for which separate numbers had to be allotted. Accordingly the districts, taluks and towns within each district were numbered. In respect of the villages in each taluk, first the lists of villages were prepared and then the villages were serialised in a serpentine manner keeping geographical contiguity from the north-west corner down to the south-east point. However, in the case of a tail projecting in the north-east corner of the map of a district, the serialisation of the taluks was done starting from the tail.

State and District

The States and Union Territories of India were asigned serial numbers in alphabetical order. Andhra Pradesh was allotted code No. '02' which constitutes the first element of location code series in this state. The 23 districts of the State constitute the second element of the location code. The districts were serially numbered according to geographical contiguity starting with Srikakulam district in the north-east corner of the State as number 1, progressing in a clock-wise direction and ending with Nalgonda which was numbered as 23.

The code numbers for the towns and cities were given in Roman numerals in order to distinguish them readily from the rural areas. The structure of the location code consisted of five elements to identify the State, the district, the taluk, the village or ward and the Enumeration Block number within brackets. The elements of composite location code identifying different levels of administrative unit in the Rural and Urban areas were as follows:

Rural: State/District/Taluk/Village and Enumeration Block

Urban : State/District/Town/City/Ward/Locality/Block and Enumeration block

In my circular No. 3 dated the 3rd January, 1980, I had explained clearly the importance and usefulness of the location code numbers. Annexure to this circular contains the location code numbers allotted to the 23 districts and to the taluks in each district in Andhra Pradesh for 1981 Census. A complete list of location code numbers starting with the State down to the town/city and village levels was prepared in my office and communicated to all the census charge officers for adoption in the 1981 Census schedules.

For the use of Enumerator, we prepared rubber stamps showing the first three elements for each charge. The last two elements pertaining to the village and Enumerator's Block were left blank to enable the respective Enumerators to fill them in each of the schedules/Individual Slips. Similar stamps for urban areas were also got prepared and supplied to the Charge Officers for use. In the training classes the methodology of location code was explained thoroughly to the Enumerators and Supervisors. In the course of field operation, the Enumerators had to write only the village or ward/locality/block number as the case may be and the Enumeration Block number within brackets on the schedules.

The location codes have been used for depicting the villages in the District Census Hand Books of 1981 Census. The Village Directory Statements and the presentation of the Primary Census Abstract were also in accordance with the location code assigned to each village.

Charge Registers

In order to have complete control over the field operations and also to ensure full coverage of the rural and urban habitations it was essential to maintain the Charge Registers. With this end in view the Charge Officers were requested to prepare and maintain Charge Registers in duplicate separately for the houselisting operation and the enumeration proper. There were 252 towns and 316 taluks in Andhra Pradesh at the 1981 Census. Of the 252 towns, two were Municipal Corporations, 81 Municipalities, 150 Panchayats and 19 were special charges which included strictly military areas, cantonment, colliery areas, Project townships and non-municipal areas.

In my circular No. 5 dated the 25th October 1979, I issued instructions on the preparation of Charge Registers for the first phase operation of houselisting scheduled to be conducted in May, 1980 in this State. Formats prescribed for the rural and urban charges were also enclosed to this circular. As per para 11 of the circular, it was required that the Charge Register should be prepared in duplicate after the demarcation of the houselisting blocks and appointment of Enumerators and Supervisors and they should be got approved by the Director or Deputy Directors or Regional Deputy Directors before February, 1980. Of the two copies, one was meant for the use of the Charge Officer and the other was to be forwarded to the Census Directorate.

The first phase Charge Register provided separately for each Supervisory Circle full details of the allocation of work to each Enumerator under a Supervisor. Each Charge Register contained 10 pages enabling the details of 10 Supervisory circles to be recorded in one Register. In the case of large charges containing more than 10 supervisory circles, additional copies of charge registers were used. Sufficient number of copies of Charge Registers were supplied to each Charge Officer. The Charge Registers were got printed locally.

The Census circular No. 6 dated the 19th May, 1980 issued by me contained detailed instructions on the preparation of the Charge Registers prescribed for the second phase operation. The Taluk Charge Officers were instructed to prepare the Charge Registers in the form prescribed for rural charges by including all rural areas and such of the places which were declared as towns for the 1981 Census and are administered by Panchayats i.e., other than the Municipalities. This implied that a single Charge Register would be maintained for all villages and the non-municipal towns in a taluk. The Charge Register for Municipal Charges, Special Charges and Municipal Circle Charges in the case of Hyderabad Municipal Corporation was required to be prepared in the form prescribed for the urban charges. The Charge Officers were instructed to complete the preparation of Charge Registers by the 15th July, 1980 and obtain the approval of the Director or Deputy Directors or Regional Deputy Directors of Census Operations so that it would enable them to proceed with the preparation of the next important document—the Abridged Houselist for each enumeration block. Specimen of the filled-in formats prescribed for the Rural and Urban Charge Registers for enumeration operation were enclosed to the circular No. 6 so as to enable the Charge Officers to prepare the registers on correct lines for their respective charges without any difficulty. Necessary care was taken by the Charge Officers in the preparation of this Register which served a very useful purpose as the basic control document.

CHAPTER IX

ENUMERATION AGENCY

The enumeration agency consisted mostly of the school teachers. However some Government servants, local body employees and village officials were also employed. In Hyderabad the services of the personnel working in the railways and other establishments like the Road Transport Corporation (APSRTC) were utilised wherever necessary.

The Regional Deputy Directors of Hyderabad City Region and Vizianagaram Region gave detailed accounts of their experiences with regard to the functioning of the enumeration personnel drafted from different sources vis-a-vis the attitude of the respective heads of the departments/institutions. It was generally felt that among all the personnel, the teachers were the most conscientious and understood the instructions thoroughly.

Sri G. Sreenivasa Rao, Regional Deputy Director, who organised the Census in Hyderabad Region (excluding the City) expressed the view that it would be desirable to conduct the Houselisting Operations during the period July to September and to avoid the period between March and June. His contention was that an overwhelming majority of the Enumerators and Supervisors were drafted from the teaching community and they should not be disturbed before the examinations which are generally conducted in March and April. And since the succeeding months of May and June would coincide with the summer vacation it would be difficult to keep the enumerators (teachers) at the place of the blocks assigned to them if the operation is undertaken during these two months.

There were no protests or any organised movements in this State by the enumeration agency against the Census work. A few instances were noticed in Vishakhapatnam where the lady enumerators sought exemption on the grounds of inability and in Hyderabad where some municipal employees in a couple of circles showed some indifference but these were negligible and would have been avoided and tackled successfully had the concerned charge officers taken appropriate action in advance by sensing the mood of the personnel under their control.

CHAPTER X

HOUSELISTING OPERATIONS

Numbering of Houses

Correct housenumbering is a must in the attempt to build a sound statistical structure. As the purpose of Census is to enumerate all persons wherever found, every building whether residential or non-residential or whether it was a pucca or kutcha building or only a temporary hut was required to be numbered. Thus even places of worship, asylums, hospitals, schools, libraries, dharmasalas, temporary labour camps in project works, huts of hillmen and forest guards were required to be numbered.

My predecessor had in his 1971 Administration Report dwelt at length on the implementation of the permanent housenumbering scheme in the State introduced by the Registrar General, India in 1968 and about the constitution of the State and district level committees to supervise its implementation. Section-12 in the report referred to give a full picture of the scheme. In a subsequent paragraph he deplored that inspite of the formation of these committees and the provision of incentive by way of central subsidy much remains to be done in evolving a satisfactory housenumbering system throughout the State. This observation holds good even today after a lapse of more than a decade for nothing appreciable has been done by the State Government in this direction, nor do I expect anything in the future.

In paragraph 25 of my Circular No. 1 dated 22-10-1979 I touched briefly on the need for good housenumbering as an essential pre-requisite for an efficient census-taking. But I issued detailed and very exhaustive instructions in my circular No. 4 dated 16-11-1979 to enable the officials concerned to understand clearly the principles and the concepts of a scientific housenumbering system. I reiterated that it was a basic and essential pre-requisite for Census operation where accuracy of head-count was of sole and supreme importance and that it was also a compelling necessity for running the administration of government and of local bodies on sound lines.

In order to ensure a complete coverage of all the houses irrespective of their use and in view of the fact that even a scientific housenumbering system in vogue in a particular area fails to take stock of the continuously changing situations in the field, particular stress was laid on the need for updating the existing housenumbering system. The village officers under the supervision of Firka Revenue Inspectors or other Revenue Officers under the control of the Collectors constituted the agency responsible for numbering of the houses in the rural areas. The Special Officers of the Municipal Corporations, the Commissioners of the municipalities, the Executive Officers of the notified Gram Panchayats and of the Cantonment Boards and Garrison Engineers in the strictly military areas were the agency for housenumbering in the urban areas of the State.

In view of the vital importance attached to the housenumbering in the census, I asked the authorities concerned to pay the closest attention to the system and to ensure that all structures including the unauthorised ones that might have come up even on prohibited lands were all numbered. I also requested that various agencies of State Government should educate the public on the provisions of the Census Act and other relevant local Acts under which interference with the housenumbers is an offence. Housenumbering must precede the houselisting.

HOUSELISTING

I scheduled for May, 1980, the conducting of the Houselisting operations in Andhra Pradesh. I issued comprehensive instructions in my circular No. 5 dated 25-12-1979 addressed to all the District Collectors, Special Officers of the Hyderabad and Vishakhapatnam Municipal Corporations and Ex-officio Principal Census Officers under copy to various census officers involved in the 1981 Census Operations covering all the important aspects such as delineation of houselisting blocks in both the rural and urban areas, formation of Supervisors' Circles, preparation of Charge Registers, Jurisdictional Maps, appointment of Enumerators and Supervisors and their training, collection and despatch of forms and maintenance of accounts at the district level and in the Charge Offices.

INTEGRATION OF THE ECONOMIC CENSUS

The primary objective of the Houselisting operation was to provide the basic frame for the all-important phase of enumeration of population by closely identifying the areas of settlements and collecting preliminary information on houses and households. It is customary in the decennial census operations to collect some data of topical interest or of social importance though it may not have any bearing on the census. Following this tradition, it was proposed to collect during the Houselisting Operation some basic data relating to enterprises conducted by the households as part of the Economic census for the Central Statistical Organisation (C.S.O.) and data on the three categories of physically handicapped persons viz., the totally blind, the totally crippled and the totally dumb persons at the behest of the Social Welfare Department, and this later exercise was done for the first time after 1931 Census.

Two Schedules—(1) the Houselist and (2) the Enterprise List were canvassed simultaneously during the Houselisting Operation in May, 1980. These

schedules are reproduced at Appendices Nos. 10(a) and 10(b).

CARVING OF HOUSELITING ENUMERATORS' BLOCKS:

The entire area falling under the jurisdiction of a Charge Officer was required to be split up into convenient houselisting enumerators' blocks so as to facilitate smooth conduct of the Houselisting operation. The Charge Officers were specifically instructed to observe meticulously the compactness of the area and reasonable work-load for the enumerator while carving out the Houselisting Enumerators' Blocks within their jurisdiction. As there was no possibility of getting correct population figure prior to houselisting, the Charge Officers were asked to form the blocks based on the estimated population arrived at from the 1971 Census population figures coupled with their local knowledge.

RURAL AREAS

An Enumerator Block was generally required to consist of 150-200 households or a population of 750-1000 persons in the rural areas. Care was to be taken to ensure that a village with less than 1000 population was constituted into only one enumerator block in the normal course. However, more than one village could be formed into a block provided the villages were contiguous and their combined population did not exceed the optimum limit of 1000 persons and the distance between the respective villages was reasonable enough to enable the enumerators to cover them conveniently. Similarly, the villages with more than 1000 population could be divided into two normal blocks in such a manner that the population of each block did not exceed 1000 persons.

URBAN AREAS

An Enumerator Block was required to consist of 200 households or a population of 1000 persons in the urban areas. Each Municipal Ward/locality or municipal block was to be divided in such a fashion that no Enumerator Block cuts across the municipal divisions. Though emphasis was laid to adhere to the population criterion of 1000 persons per block, marginal adjustments were allowed to meet the local situations.

SUPERVISORS' CIRCLES

Both in the urban as well as in the rural areas, a Supervisor's Circle was constituted with five Enumerators' Blocks for effective supervision of the work. But the five blocks were required to be contiguous.

CHARGE REGISTERS

The maintenance of Charge Registers was of utmost importance for the exercise of control over the operation and for ensuring the coverage of all the units including the remote ones without any omission or overlapping. Two formats, one for the rural and another for the urban charges were designed and all the Charge Officers were requested to prepare the registers for their respective charges in duplicate before the end of February, 1980 and obtain the approval of the Director or his deputies or the Regional Deputy Directors concerned. Of the two copies of the Charge Register, one was meant for the use of the Charge Officer concerned while the other was intended for the use in the office of the Director of Census Operations.

The Charge Officers were also instructed to prepare the jurisdictional maps showing the jurisdictions of the enumerators' blocks with the Supervisors' Circles superimposed, indicating clearly both the Enumeration Block and the Supervisor's Circle numbers on them.

With regard to the appointment of Enumerators and Supervisors, the Charge Officers were asked to draw upon the functionaries of various departments and wherever available the local officials. In a village, village officers like Karnam/Patwari, Village Development Officers or a local school teacher were required to be appointed as Enumerator while the Revenue Inspectors or Head Masters were to be appointed as Supervisors.

In towns/cities, Enumerators and Supervisors were to be drafted from the teaching staff of government-aided or municipal schools, municipal staff and government employees working in various departments. The personnel working in the public sector undertakings were also drafted for Census work in consultation with the authorities concerned. In the railway or industrial colonies, the work of houselisting operation was entrusted to the employees belonging to the respective establishments in consultation with the managements concerned.

In regard to the appointment of Supervisors, the Charge Officers were instructed to observe that (1) a Supervisor was of a higher cadre than that of the Enumerator, (2) only five Enumerators were placed under the charge of a Supervisor normally and (3) if the officials proposed for appointment of Supervisors had any official jurisdictions as in the case of Firka Revenue Inspectors, they were to be allotted the circles coinciding with their own official jurisdictions.

RESERVE PERSONNEL

A sufficient number of Enumerators and Supervisors were kept as reserve to meet any unforeseen emergent situations and not less than 10% of the total number of personnel in each category were kept for the purpose in each charge.

TRAINING OF HOUSELISTING STAFF

The State of Andhra Pradesh extending over an area of 2,75,068 sq. kms. and comprising 23 districts and 316 taluks was carved into about 60,000 Houselisting Enumerators' Blocks and about 12,000 Supervisors' Circles for the 1981 Census Houselisting operations. As many as 79,148 personnel of which 65,644

were Enumerators and 13,504 were Supervisors including the Reserve personnel drawn from various departments, were engaged for the Houselisting Operations conducted during May, 1980.

In our discussions in the two all-India Census Directors' conferences held at New Delhi and Mysore in August, 1979 and January, 1980 respectively, the Registrar General favoured a three-tier system of training classes for the officers and enumeration personnel. But due to certain practical difficulties and administrative convenience, I preferred to conduct the training classes in two stages in Andhra Pradesh. I accordingly issued necessary instructions and guidelines to all the District and Charge Officers on the conduct of training classes for the Houselisting staff in my circular No. 5 dated 25-12-1979 referred to already in the beginning of the chapter. In the first stage, training was imparted to the District Census Officers down to the level of the Charge Officers and Additional Charge Officers at the district headquarters by me and/or by the Director of Bureau of Economics and Statistics on canvassing of the Enterprise List, and by the Deputy and Assistant Directors of Census Operations. At the second stage, the training was imparted to the Enumerators and Supervisors by the Charge Officers over three or four rounds in order to thoroughly train them since the quality of work depended on their assimilation of the instructions. The canvassing of Enterprise List along with the Houselist schedules at the 1981 Census during May, 1980 cast an additional burden and responsibility on the Enumerators. The Charge Officers took the Enumerators into the field for practical exercise in the last two spells of the training programmes to infuse confidence in them.

As a start, I called for a training meet in my office for two days in March, 1980 in which the Deputy Directors, a Regional Deputy Director and Assistant Directors besides the senior officials of the levels of Investigator/Tabulation Officer and Statistical Assistant took part. We waded through the formats, instructions and precedures again and again till we felt sure of ourselves. In all, about 30 officials including five lady officials were closely involved in the Houselisting operation from the Census side, while one Deputy Director and a Statistical Officer were nominated by the Director of Bureau of Economics and Statistics to coordinate the work relating to the Enterprise List at the State level. At the District level, the Assistant Directors of Bureau of Economics and Statistics who were designated as the Additional District Census Officers were involved in the training programmes. They moved hand in hand with the Census staff both on the training platform and in the field supervision and played their part effectively in this joint operation, a rare feature in the history of Census of India.

I drew up in consultation with the District Collectors, a detailed training programme for the District Census Officers and Charge Officers for holding training classes on the filling up of the Houselist and the Enterprise List. I allotted a day for each district headquarters commencing from the last week of January and ending in the last week of February, 1980. The District and Charge Officers were put through two rounds of training, one by me or by my Deputy Directors and another round by the respective Principal Census Officers. I however provided assistance to the Charge Officers by deputing trained census personnel to the districts in the first week of April, 1980 with clear instructions to assist them in their training programmes and later on to supervise the field operation in May, 1980.

COLLECTION AND DESPATCH OF THE SCHEDULES

After filling in both the Houselist and Enterprise List forms, each Enumerator was required to prepare the Houselist Abstract and the Enterprise List Abstract for his block. The Supervisor had to collect from the Enumerators under his charge all the filled-in schedules after ensuring that all columns of the forms were duly filled up. After careful scrutiny of the forms, the Supervisor was to hand them over to the Charge Officer with an account for the used and unused forms under acknowledgement. The Charge Officer in turn was required to scrutinise all the schedules and send them to the Principal Census Officer with an inventory for the records. The Principal Census Officers, after receipt of all the records from all the Charge Officers in the districts, were to forward them through a responsible officer to the Census Directorate.

FINDINGS AND COMMENTS

Though very detailed and exhaustive instructions had been issued much in advance of the field operations stressing the usefulness and the need for good and accurate housenumbering, the authorities concerned did not take necessary steps to implement them. Consequently the enumerating staff faced difficulty in May, 1980 when they moved into the field with heavy schedules in their hands. While the housenumbering was comparatively better in the rural areas, there was a picture of utter confusion in several of the urban areas.

Even where the housenumbering was available, no uniform method was adopted. For instance, in some areas the housenumbering commenced in the main villages and then proceeded to hamlets while at other places it started in a hamlet and ended in the main village. Instances were also not lacking where the housenumbering series were abruptly interrupted in the main village, then continued in a hamlet and thereafter the same series of numbers were continued again in the main village. The housenumbering in some of the urban areas was still more confusing and haphazard. It differed from municipality to municipality and no uniform and scientific method was adopted while giving numbers to the new structures. What was most surprising was that some of the municipal authorities themselves were not in a position to locate the houses bearing certain municipal numbers. One of my deputies had cited a few such cases which are

worth-mentioning in the context. He reported that about 80 housenumbers in a particular block in Warangal City could not be identified on the ground in spite of the fact that those numbers were very much available on the municipal records. The municipal authorities had no satisfactory explanation to offer for this abnormal situation. In another place, a small district headquarters town, the municipal officials could not locate about a hundred houses. In one block the house numbers were not in series but scattered and more often than not jutted into another housenumbering block. In yet another municipal town we came across situations where confusion became worse confounded in that a part of one ward was located at one end of the town far away from the remaining part of the same ward and separated by the houses belonging to a different ward.

The Central Government colonies and the colonies of public sector undertakings adopted a separate housenumbering system without relation to the existing municipal or panchayat numbers and the latter did not maintain any records for these colonies on the ground that no property tax was liable to be paid by them. The Uppal Panchayat in Rangareddi district is a case in point in respect of the N.G.R.I. Colony lying within its limits.

Another Regional Deputy Director who looked after the city Census work painted an equally bizarre picture of the housenumbering system obtaining in Hyderabad City. The numbering system adopted during the 1961 Census was being continued by adding a by-number to the nearest housenumber. No fresh wards or no new blocks were carved out after the 1971 Census even for the large number of new houses constructed on the outskirts of the city. The block adjacent to the new constructions was extended by giving by-numbers to the last housenumber of that existing block, as a result of which there were cases where over a hundred by-numbers had the same housenumber e.g. 3-4-390/1, 390/1A, 390/1A1, 390/1A2 etc. These by—numbers were peculiar to Hyderabad City with several alphabetical and numerical appendages like 11-8-41/A(20)C. Even these by-numbers were not given in a proper sequence. There were also instances where one house number bearing same by-numbers fell in two Enumerators' Blocks thereby making it well-nigh impossible to demarcate them on the field.

I endorse the views expressed by my deputies that the housenumbering was very defective and that no sincere attempt was made by the authorities concerned to revise or update the system. The tremendous growth of urban areas during the last decade and the adhocism adopted in assigning new numbers to such new houses has thrown out of gear the existing housenumbering system. Unless some concrete steps are taken by the authorities concerned to set right the existing housenumbering system particularly in the urban areas of the State the various surveys that might be undertaken by different departments from time to time would go awry. The effect of such a haphazard numbering on the efficiency of the Civic administration is best left uncommented.

In the actual field work, some enumerators expressed difficulty in the preparation of a second notional map of the blocks where prominent land marks in the village or town as the case may be were required to be shown besides indicating the actual location of all housenumbers of the Census houses in the block with different symbols and hatchings of pucca and kutcha, residential and non-residential houses. In spite of clear instructions and practical examples, many enumerators could not distinguish between a building and a census house. A few enumerators misunderstood the household number in Col. No. 5 for the total number of members in the household. Barring these minor mistakes, the Houselisting was, by and large, satisfactory.

In the filling up of the Enterprise List and its abstract, most of the enumerators expressed difficulties. This was largely due to the several code numbers intended for different characteristics as also due to a lack of interest on their part in thoroughly understanding the instructions. It was reported that a majority of the Enumerators were not accurate in striking totals in the schedule and could not prepare the abstract properly. The staff deputed from the Census Directorate and from the Bureau of Economics and Statistics who assisted the Charge Officers in conducting the training programmes, supervised the field work and guided the Enumerators in filling up the schedules and corrected the mistakes during their random checking of the schedules. Despite these limitations, the Houselisting Operations were successfully completed in the State as per schedule.

CHAPTER XI

ENUMERATION

In accordance with the provisions of the Census Act, 1948 (Act No. 37 of 1948), the Government of India by Notification No. 9/11/79-CD (CEN) dated the 16th April, 1979 declared that a census of the population of India shall be taken during the year 1981 and the reference date for the census shall be the sunrise of 1st March, 1981.

The following was the time schedule of Enumeration period:

Enumeration period . .	9-2-1981 to 28-2-1981
Enumeration of houseless population	Night of 28-2-1281
Reference date . . .	Sunrise of 1st March, 1981
Revisional Round . .	1-3-1981 to 5-3-1981

DELINEATION OF THE ENUMERATION BLOCKS AND ABRIDGED HOUSELIST

Soon after the completion of the first phase of the Houselisting operation in May, 1980 in the State, two important and essential steps viz., the formation of Enumeration Blocks for actual census enumeration and the preparation of the Abridged Houselist (AHL) engaged our full attention. I issued necessary instructions in my circular No. 6 dated the 19th May, 1980 and requested all the charge officers except those in charge of the strictly military areas where houselisting was not required to be done, to accord top priority to these two items of work. Since it was proposed to conduct an evaluation study (CES) in a sub-sample of Sample Registration Scheme Blocks the Charge Officers were asked to maintain the identity of the S. R. S. Block as far as possible by making it a census Enumeration Block. In case the S.R.S. Block was larger than the normal work-load of an enumerator, it was to be split into two or more Census Enumeration Blocks.

The work-load for each enumerator in rural areas was to be 750 persons or about 150 households and in urban areas about 650 persons or 130 households. Blocks were to be carved out on the basis of above norms.

ABRIDGED HOUSELIST

To ensure full coverage of Census houses and households, an intermediate form called 'Abridged Houselist' was adopted. The Abridged Houselist contained certain essential details from the Houselist and was to be up-dated by the Enumerator as he went round his block during the enumeration period.

The Abridged Houselist established an essential link between the Houselist and the population enumeration. It served as a frame for assigning the household serial number to each household in an enumeration block and also for post-enumeration surveys and other surveys. In this document, certain information had to be copied down from the original Houselist and updated during the field work of second phase. A separate Abridged Houselist form had to be filled up for each Enumeration Block. Since the houselisting operatidons were not conducted in the strictly military areas, the question of the preparation of Abridged Houselist did not arise in military areas.

The Abridged Houselists were got prepared in the respective charge offices. As the amount sanctioned for writing the Abridged Houselist was not adequate, the Charge Officers generally found it very difficult to secure the services of willing persons for the preparation of the Abridged Houselist. It was also pointed out that an amount of Rs. 20 was being paid for copying out the names of 1000 persons in the voters' list while only a half of that amount was being paid for writing out the particulars of about 6000 persons. On account of this lower rate of honorarium and higher work-load compared to the higher rate of amount and lesser work involved in the preparation of the voters' lists many persons did not come forward to write down the Abridged Houselists and even those who turned up did not do their job willingly. Added to this, the houselists particularly of bigger cities like Hyderabad, Vishakhapatnam etc., were defective due to bad house-numbering. These defects were however taken care of by the duty-minded Enumerators who took pains and covered all the houses in their blocks by preparing fresh abridged houselists wherever necessary.

SELECTION OF 20% SAMPLE OF ENUMERATION BLOCKS

Andhra Pradesh was one of the twelve States in the country where it was decided to canvass the Universal and Sample slips together in certain blocks which were selected by a method of sampling. It was intended to adopt a 20% sample of the enumeration blocks for this purpose. The unit of area sampling is the enumeration block. Out of all the enumeration blocks in a charge, only 20% of the blocks were to be selected by the method of random sampling in a systamatic manner. In order to select the first block of an operational unit namely the city, non-city urban area, and rural charge (taluk) in a district, a random number between 1 and 5 was allotted and communicated to the concerned charge officers. The random number was the serial number of the enumeration block in a charge which would be selected first.

For the purpose of sample selection each district in the State had been divided into the following strata:

1. City i.e., town with 1 lakh and above population including the urban agglomeration

2. Non-city urban areas of the district i.e., all towns other than the city within a district
3. Taluk i.e., rural areas of a charge

For each of the above operational units, the procedure for selection of 20% sample enumeration blocks was different.

No sampling was to be done in the strictly military areas as there were no houselisting operations conducted in those areas.

Both the universal and sample individual slip were canvassed in the sample enumeration blocks while in the non-sample blocks only the universal individual slip was canvassed. However, the household schedule was canvassed in both the sample and non-sample units. To distinguish easily the individual slips to be canvassed in the sample blocks were printed in blue colour.

In view of the importance attached to the data sought to be collected through the sample individual slip, I instructed the charge officers to select and appoint intelligent and sincere and qualified Enumerators and Supervisors in the sample blocks. All the charge officers and the District Census Officers and Special Officers in charge of urban agglomerations were requested to complete the sampling frame in their respective rural/urban charges by 25-8-1980 and obtain the approval of the concerned Regional Deputy Directors of Census Operations by 31-8-1980.

I issued detailed instructions regarding the selection of 20% sample of Enumeration Blocks in the districts in my circular No. 8 dated the 30th July, 1980. In Annexure-I to this circular procedure for selection of the sample blocks in cities/non-city urban areas/rural areas (taluks) in the districts was indicated while the method for preparing the control sheets and working sheets prescribed for each of the above operational units in a district was explained in detail illustratively in the next three annexures. In the last two annexures the list of urban agglomerations and their constituents, and the random numbers allocated to each category of operational units in the districts/taluks were given.

TRAINING

The success of census depends largely on the intensity and quality of training imparted to the Enumerators and Supervisors. It is necessary that the various concepts and definitions adopted in the census are grasped and understood clearly in order to elicit correct answers from the respondent.

In my circular No. 9 dated the 17th October, 1980 dealing with the guidelines for the actual enumeration, I issued comprehensive instructions covering the important aspects of the training. With a view to see that the programme in the districts was conducted systematically and effectively, a tentative time-schedule was drawn up and communicated to all the charges. The first training class was to be held in the second fortnight of November, 1980 and the second during December, 1980, each of these were to be of two days duration. The third and fourth rounds of training classes were to be taken during January, 1981 and were to be of a duration of 2 days and one day respectively.

The Principal Census Officers were requested to be present at as many training classes as possible and address at least one class at each of the divisional headquarters. The Joint Principal Census Officers and the District Census Officers were also requested to take at least one training class in each of the divisions. The Assistant Directors of Planning and Statistics were closely involved in the training programmes while the District Panchayat Officers and Deputy Chief Executive Officers were also required to address the enumerators who were mostly drawn from amongst the School teachers and staff of local bodies.

PRACTICE ENUMERATION

Each enumerator was requested at the end of second training session to enumerate a few households in the practice enumeration schedules and hand them over to his supervisor. The Supervisors were to scrutinise the schedules and correct the Enumerators wherever necessary and pass on the corrected schedules to the charge officer who would scrutinise them and judge the quality of work of the Enumerators and Supervisors.

ATTENDANCE AND RECORD OF TRAINING

The Charge Officers were asked to maintain an attendance register in the prescribed form noting down the names of the Enumerators and Supervisors including the reserve personnel. Their attendance was taken at each training class. The Enumerators and Supervisors were informed of the programme and venue of training to be conducted by the District Census Officers and Charge Officers. The Charge Office kept a record of every Enumerator and Supervisor to ensure that he had completed the full course of training.

I asked the Charge Officers to communicate before 15-11-80 copies of training programmes arranged by them to my office, to the concerned Regional Deputy Directors, to the Principal Census Officers and other officers involved in Census taking. I myself conducted some of the training classes in the district headquarters towns for the District Census Officers and Charge Officers and participated in some training classes addressed by the Municipal Charge and Taluk Charge Officers. I deputed my Headquarters Deputy Directors and Assistant Directors and also some of the Investigators/Tabulation Officers and some senior Statistical Assistants to the districts/taluks to assist the Charge Officers in conducting the training classes. Due to one reason or the other

these census officers had to impart training in almost all the places of their visit. Later on these officials were allotted to the districts for supervising the field operations in February-March, 1981. Some of the senior lady officials were also involved in the training classes in Hyderabad and its next door neighbour Rangareddy district. The roll-up black boards made of rexine cloth in which the questions appearing on Individual Slip (Universal) and Individual Slip (Sample), Household Schedule and Population Record were painted in Telugu/English were extensively used in the training classes. Two sets of each roll-up black-boards were supplied to each Charge Officer.

A total of about one lakh Enumerators and 20,000 Supervisors—a vast motely collection of persons drafted from different departments were trained in the manner detailed above over four rounds of training sessions to enumerate teeming millions in 425 charges carved for 1981 Census in Andhra Pradesh during February-March, 1981.

ARRANGEMENTS FOR ENUMERATION

The Enumerators and Supervisors were issued the Appointment-cum-Identify cards along with the actual census material in the fourth round of the Census training classes conducted in January, 1981. In order to see that the Supervisors handled their work efficiently, they were supplied with a copy of 'Supervisor's Manual'—a small booklet containing simple and clear instructions on their functions and responsibilities right from the beginning of the enumeration till the handing over of the records to the Charge Officer.

PUBLICITY

The Census comes once in ten years and has no mass appeal. Because of these two factors there is a vital need for wide publicity on both the occasions, first for the houselisting and next for the enumeration of population which is the most important phase in the entire census operations. Unless the public are made aware of the census taking and are convinced of its importance in the country's planning, welfare measures and other nation building activities undertaken by the State and Central Governments. their cooperation cannot be expected. But when once the public mind is attuned and the people are conditioned, the task of Enumerators and Supervisors also becomes easier.

The Press, the All-India Radio and the Doordarshan Kendra of Hyderabad played a vital role in carrying the message of the census and its important aspects to all sections of the people living even in the nook and corner of the State. Sri K. C. Abraham, former Governor of Andhra Pradesh gave his personal blessings to the conduct of the operations in the State and encouraged me and all those officers who were involved in Census taking by broadcasting a message over the All India Radio on the eve of the launching of the operation and also appeared on the television on the 9th February, 1981, the day the great count commenced.

The following were the important publicity measures taken by this Directorate for the 1981 Census.

1. *Visual Display* : The Directorate of Advertising and Visual Publicity supplied posters and folders in English and Telugu. These were distributed to the District Census Officers and Charge Officers with a request to display them prominently at busy places like bus stands, railway stations, public parks, near cinema houses, big hotels etc. where usually people congregate.

2. *Audio Visual*: The Registrar General, India supplied 764 cinema slides of which 629 were in Telugu, 51 in English and one in Hindi. These slides were sent to the Principal Census Officers to be shown in the districts in various cinema houses while the Commissioner of Police was requested to take similar action in the case of Hyderabad city. A documentary film on census entitled "TO MEET YOUR NEEDS" was also supplied by the Films Division, Bombay. Only a total of 14 copies of this documentary—10 copies in Telugu in 16 MM print, 2 in Urdu of the same print and two copies of 35 MM print in Telugu were supplied at the 1981 Census. The film shows were arranged to be exhibited in different parts of the State through the coordination and good efforts of the Regional Field Publicity Unit, Government of India, Hyderabad. Sri M. Shyamala Rao, Regional Officer and Sri G. Nalini Mohan, Field Publicity Officer of this State unit took keen personal interest. Sri D. Gopala Krishna Murthy, Deputy Director in the State Directorate of Information and Public Relations, Government of Andhra Pradesh extended the arm of State Publicity Department whenever we looked to them. The people, particularly the rural masses watched the screening of the Census film with keen interest and it had a great impact on their mind. It was noticed that there was a drastic cut in the number of copies of the census film supplied now and at the 1971 Census when more than 40 prints were supplied to this Directorate. Considering the tremendous influence, this mass media play on the minds of the viewers, necessary steps should be taken to raise the number of film prints.

3. *Radio Broadcasts* : Broadcasts were made highlighting the importance of census-taking and the role of individuals. These broadcasts were made from the All India Radio, Hyderabad and Vishakhapatnam during January, 1981. The text for this in Telugu was prepared by Sri B. Satyanarayana, Deputy Director of Census Operations (Tech.). Also in a broadcast intended for women, coverage was given highlighting the importance of houselisting and the part to be played by women. The text of this item was prepared by Smt. P. Lalitha, Investigator.

4. *Door Darshan*: The Door Darshan Kendra, Hyderabad arranged for the telecast of my appeal on the occasion of the Houselisting Operations and followed them by interviewing two of our Deputy Directors Sri B. Satyanarayana and Sri Yadgir

Reddy. This programme was telecast on the 30th April, 1980, the day before the commencement of the houselisting operations in the State. Some officers of the Doordarshan Kendra even travelled with some of the enumerators in some difficult terrains of East Godavari and televised the good work being done by them. In addition, they televised and showed a 'Burra Katha' specially written on the census theme.

5. *News Papers*: An article entitled "The History of Census and its Importance" in Telugu was published in most of the Telugu daily newspapers in the State during February, 1981.

6. *Burra Katha* : Considering the mass attraction the 'Burra Katha' weilds in the social and recreational activities of the public in almost all parts of this State, I arranged for one on the 'Census' at 1981 and used it as an effective publicity measure. The script was prepared by one of the members of the troupe which hailed from Thondangi village in East Godavari District in simple colloquial language which I accepted for public staging after ensuring the correctness of the text. In Hyderabad City the troupe gave about a dozen performances. I addressed the Regional Field Publicity Officer, Government of India, to arrange for its staging in different parts in the State during February, 1981 when the enumeration of population would be in progress. The All India Radio recorded the 'Burra Katha' while the Doordarshan Kendra televised it. This was relayed thrice each lasting for twenty minutes during February, 1981. The Burrakatha Dalam travelled various places in the State and staged several performances.

Direct Appeals: Heads of Departments/Offices of the Central and State Governments, Heads of Public Sector undertakings, major commercial and industrial concerns, reputed business houses, transport organisations, prominent private establishments etc., were requested to advise their staff and workers to extend their cooperation to the enumerators in giving the correct particulars particularly of their job, and in the event of their absence due to official tour or some other contingency, to leave the required data with a responsible member of their family with instructions to pass it to the Census Enumerator when he calls on the household.

Members of Parliament/Legislature/Council and Social Workers were requested to keep a watch on the coverage by the Census Enumerators of their areas. About 5000 reply post cards were posted as per a random list taken from the Telephone Directory, to some dignified and leading public figures living in different localities in Hyderabad city with a request to intimate the Census Directorate as to whether their households were enumerated or not by putting a tick or otherwise in the printed reply card addressed to them. In respect of Vishakhapatnam, the second largest city in the State, about 1000 printed reply cards were sent to the District Collector, Vishakhapatnam indicating the procedure to be followed in communicating the above cards to the prominent citizens residing in different localities in the city. The Collector was informed that the replies of the citizens would reveal the actual position of enumeration and further action will have to be taken by him based on that position. This devise enabled us to know the extent of enumeration/under enumeration in different localities in the two cities, and to take the remedial measures wherever necessary.

Supervision: As per the instructions issued by me from time to time, during the training classes and on the eve of census enumeration on the need for close supervision over the field work from February 9 to March 5, 1983, the District Census Officers, the Charge Officers and the Assistant Directors of Planning and Statistics, the Municipal Commissioners and other Executive Officers in-charge of various urban units and special charges programmed to supervise the census enumeration work. These officers were specifically requested to instruct the supervisors to check up the work of each enumerator in their circles every day and ensure that the enumerator's daily posting statements etc., were maintained up-to-date.

Apart from the above measures taken at the district and taluk levels, I allotted to each district a senior official of the Census Directorate who was earlier associated with the training programme of that district. I also instructed the Regional Deputy Directors to chalk out programmes for effective Supervision in their jurisdictions with the assistance of the headquarters staff allotted to them.

Besides the above arrangement I myself visited most of the areas and ensured that there was maximum coverage and that the quality of work was good.

COVERAGE

A large number of prominent public persons were addressed by sending printed reply paid post cards with a request to post the card immediately after the visit of the enumerator to their households. Apart from this some enthusiastic individuals sent in representations/complaints to this Directorate about the non-coverage of their households/areas while the enumeration was in progress. Concerned charge officers were pulled up and asked to look into these cases and take necessary steps to get such of the households enumerated. I had also instructed the census staff members at the headquarters to go round their own residential areas and the adjoining ones and make a random check and report back the result of their enquiries during the third week of February, 1981. The spot enquiries made by our staff members enabled us to know the extent of coverage. Based on the reports submitted by them the position was reviewed and intimated to the Deputy Director and Assistant Director in-charge of the City census work for taking necessary action in consultation with the concerned Municipal Circle Charge Officers. Sri Yadgir Reddy, Regional Deputy Director, City Region

also brought to my notice that some of the circle charges in Hyderabad City were running short of enumerators due to one reason or the other. Added to this, large segments of certain Government Colonies, Quarters of defence personnel at Kanchanbag, C.R.P. Quarters at Chandrayanagutta, some segments at Begumpet airport did not bear municipal numbers and all these were left out in the respective charge registers. Large numbers of huts and several unauthorised constructions that had come up on the outskirts of the city were not accounted in the charge registers of the concerned blocks. This was a most shocking situation. But steps to cover all these areas were taken by deploying nearly 100 persons drafted from the census staff recruited for the houselisting tabulation work and for P.E.C. in Hyderabad City and Hyderabad Rural regions and by deputing special teams. Thus maximum coverage was ensured at the census enumeration.

ENUMERATION OF THE HOUSELESS

The enumeration of the houseless poulation was done on the night of the 28th February, 1981 in accordance with the instructions issued in my circulars 1 and 7 and also during the training classes. As per the instructions, the Enumerators were required to make a note of the places in their respective jurisdictions where the houseless persons such as nomads, pavement dwellers etc. lived and all of such persons were counted on the night of February 28, 1981. The Director General of Police was requested to issue suitable instructions to the Superintendents of Police to provide security to the Census Staff in the districts while the Commissioner of Police was approached in respect of twin cities to extend similar police help to the Census personnel on the night of February 28, 1981. At my request, the State Government were kind enough to issue orders for the closure of the second show in the cinema theatres and all bars, toddy and arrack shops for the whole day of 28-2-81 and till the morning of 1-3-81 throughout the State. Some of the officers including the Deputy Director (Admn.) and some senior staff members who were available at the headquarters played a significant part in netting the houseless population who numbered about 5,398 persons in Hyderabad city. I moved around several places in the city during the night-long operation of the counting of houseless on the night of 28th February, 1981 and watched the progress of work. During these rounds a few hundreds of construction labour working and staying at the sites of multi-storeyed buildings which were in different stages of construction in the city were netted.

ENUMERATION OF 'SEA POPULATION'

The 'Sea Population' which broadly consisted of the persons living on the Indian Naval Ships, ocean liners coming in from foreign countries, Indian Mercantile Ships plying between Indian Ports and foreign ports were enumerated on the 28th February and 1st March, 1981 as per the instructions and procedure indicated in my circular No. 9 dated the 17th October, 1980 which contained "guidelines for the actual enumeration". The Vishakhapatnam port was the only major port in Andhra Pradesh which received ocean-going vessels and ships. In consultation with the Vishakhapatnam Port Trust Authorities Sri Tirupathi Raju was appointed as the Census Charge Officer for the enumeration of shipping personnel in the harbour area. In all 11 enumerators and 2 supervisors were appointed to undertake the enumeration of the 'sea population' and the harbour area.

There was no non-synchronous enumeration in the State at the 1981 Census unlike in 1971. All areas in Andhra Pradesh including the remote and far-flung tiny habitations nestling in certain agency tracts in the Vizianagarm region were enumerated simultaneously with the rest of the area during the enumeration period from February 9 to 28, followed by a revisional round from the 1st to 5th March, 1981

DEFENCE PERSONNEL

All defence establishments in the State—the Army units around Hyderabad city, the Naval Base and the Coast Battery based at Vishakhapatnam and the Air Force stations at Dundigul and Hakimpet near Hyderabad and the one near Bapatla in Guntur district were covered by the respective Military Charge Officers appointed for the respective units in consultation with the defence authorities. There was no problem in conducting the census enumeration in the strictly military areas. As the Military Officers did not have a clear idea of the population living in their respective charges and as there was no houselisting in the strictly military areas providing basis for demarcating the enumeration blocks, the complement of Enumerators and Supervisors was found to be slightly in excess of the actual requirement in some of the charges.

SPECIAL ARRANGEMENTS IN HYDERABAD CITY AND VISHAKHAPATNAM CITY

In view of the sprawling and top-heavy nature of the Hyderabad Municipal Corporation, the city area was carved into a separate region viz., the Hyderabad City Region. A Deputy Director was appointed exclusively to look after the city census work. After the work gained momentum an Assistant Director was also allotted to the city region to assist the Deputy Director in handling different issues. Both these officers supervised the enumeration of the population in the twin cities of Hyderabad and Secunderabad and sent special batches of enumerators drawn up from their own regional office wherever shortage of enumerating personnel was noticed and also got enumerated the households and areas not covered by the regular enumerators appointed for the purpose by the civic authorities and thus took prompt follow-up action in the city enumeration. The census of Hyderabad city was organised and conducted by these two officers in the face of many difficulties.

In respect of Vishakhapatnam, the second largest city in the State after Hyderabad, no Deputy Director or Assistant Director was appointed exclusively as in the latter case. However, I deputed an Assistant Director from my office to coordinate the efforts of the three District Census Officers of Vishakhapatnam, Vizianagaram and Srikakulam districts during the enumeration period. This Assistant Director concentrated his energies mostly on the enumeration work of Vishakhapatnam Municipal Corporation in view of its importance. Both the Regional Deputy Director Sri Bh. V. Satyanarayana Rao and Sri Ch. Purnachandra Rao, Assistant Director from the headquarters rose to the occasion and ensured the completion of enumeration of the city population.

REPORTING OF PROVISIONAL TOTALS

Based on the instructions received from the Registrar General, India in his circulars No. 22 and 23 dated the 5th and 10th July, 1980 respectively, I issued detailed instructions to the District Census Officers and Charge Officers on collection and communication of the Provisional population totals in my circular No. 11 dated the 15th December, 1980 addressed to all the District Collectors and the Special Officers of the Vishakhapatnam and Hyderabad Municipal Corporations. While stressing the urgency for releasing the provisional population totals by a set date at the national and state levels, I drew up a calendar indicating the procedure to be followed step by step by the Enumerators, Supervisors and Charge Officers in communicating the provisional figures and handing over the records in the Regional Tabulation Offices between the 1st and 10th March, 1981.

As per the instructions issued in my circular cited the enumerators completed the enumeration of all the persons in their blocks by 28-2-1981 including the houseless persons on the night of 28-2-1981. They undertook a revisional round in their allotted areas and up-to-date population figures of their respective blocks as on the Sunrise of 1st March, 1981 by recording the new births and cancelling the Individual Slips of dead persons and also by making necessary changes in the population record and the working sheet. Immediately after completing this process, the Enumerators prepared the Enumerator's Abstract. The Supervisors ensured that the enumeration, revisional round and preparation of Enumerator's Abstract and inventories were all completed by each one of the Enumerators in their circle. After making a thorough check of the above record pertaining to each Enumerator, the Supervisor took possession of the filled-in schedules and unused forms as per the inventories prepared by the Enumerators in the circle before 6-3-1981.

In order to facilitate quick movement of records and transmission of the provisional figures, the Tahsildars were instructed to divide the charge into two segments and keep one under the control of the Tahsildar and the other under the Block Development Officer. The Tahsildar in consultation with the Block Development Officer divided the Supervisors' Circles into groups, and fixed up two or three convenient centres for the collection of the records from the Supervisors on 7-3-1981. The Tahsildar with the assistance of the Revenue Inspectors and the Block Development Officer with the assistance of the Progress Assistants collected the records from the Supervisors of their respective segments at the predetermined points by going round in fast moving vehicles and sent the records to the charge office by the evening of the 9th March, 1981 without fail. The Prinscipal Census Officers allotted vehicles to the Tahsildars and Block Development Officers for a period of 8 days from 3-3-1981 to 10-3-1981 to enable the Tahsildars and the Block Development Officers to pool up the records first in the Charge Offices and then to transport them to the concerned Regional Tabulation Offices by 10-3-1981.

The Charge Officers got a register prepared in duplicate in the format of the 'Enumerator's Working Sheet'. As soon as the records are received on 7-3-1981 the charge clerk posted the relevant total figures from the last page of the working sheets for normal households of each block in the columns concerned. The Register of provisional figures in the Rural Charges was prepared separately for the rural areas and for the non-Municipal towns since the totals were required to be posted for the villages and for the towns separately.

In order to prepare the provisional totals the charge officer (Rural/Municipal/Special charge) prepared for his charge a statement identical to that of the 'Enumerator's Abstract' in duplicate. The statement was prepared separately for rural and each one of the non-municipal towns in the charge. For purpose of Census, each non-Municipal town was treated as a charge and records maintained separately though rural areas and non-Municipal towns are shown in one Charge Register.

Immediately after the totals were struck the charge officer communicated the figures of rural and each town separately to the Principal Census Officer (Collector) and to the Director of Census Operations by the quickest possible means i.e. by express telegram, phone or police wireless.

In case the figures are communicated by express telegram, its post copy was sent in confirmation to both the Principal Census Officer and to the Director of Census Operations in order to resolve discrepancies, if any in the communication.

The Principal Census Officer communicated the consolidated totals in respect of all the charges in his district. The district totals were communicated

simultaneously to the Director of Census Operations and the Registrar General, India, New Delhi in the standardised format.

The figures were communicated to the Registrar General, India by Express Telegram, Wireless Message or over phone.

The Special Officers of Vishakhapatnam and Hyderabad Municipal Corporations communicated their figures directly to the Director of Census Operations and to the Registrar General, India. The Military Census Officers of the strictly military areas situated around Hyderabad communicated their figures directly to the Director of Census Operations while the figures of the Naval Base, Coast Battery and Port Trust were added to the figures of the Vishakhapatnam Municipal Corporation and communicated.

ARRANGEMENTS FOR RECEIPT OF PROVISIONAL TOTALS IN THE CENSUS DIRECTORATE

In order to receive the telegrams and telephonic messages containing the provisional population totals, I posted staff in my office who worked round the clock from 1st March, 1981. The Municipal Commissioner, Adilabad was the first to report the provisional figures relating to his charge while the Collector, Nizamabad was the first Principal Census Officer in the State to flash the District Provisional figures.

The staff posted to receive the provisional totals in my office were very vigilant in their duty throughout and sought necessary clarifications immediately from the concerned wherever discrepancies were noticed. As per the original programme, the 12th March, 1981 was indicated for the onward transmission of the provisional figures to the Registrar General, India. Thanks to the competitive spirit, zeal and enthusiasm displayed by the charge officers as well as the District Census Officers, I was able to communicate the provisional population totals for this State to the Registrar General, India on phone by 6.00 P. M. on the 8th March, 1981 itself, and repeated the record of 1961 and 1971 of being the first State to communicate the provisional figures.

I would like to mention in this connection that while the enumeration was in progress, I deputed senior staff of my office and from the Regional Tabulation. Offices to check up the field work, guide the enumerators and also to see that the charge officers promptly communicate the provisional figures soon after completing the revisional round and updating the records without any let or laxity. As mentioned already, myself and my Deputy Directors were also on intensive tours throughout the State while the Regional Deputy Directors in their respective regions to accelerate the field work and clarify the doubts in the field.

Provisional and Final Population Figures

A statement giving the provisional and final population figures for Andhra Pradesh and each district is given below:

State/District	Provisional Population	Final Population
1	2	3
ANDHRA PRADESH	**53,592,605**	**53,549,673**
1. Srikakulam	1,902,941	1,959,352
2. Vizianagaram	1,809,688	1,804,196
3. Vishakhapatnam	2,522,313	2,576,474
4. East Godavari	3,701,714	3,701,040
5. West Godavari	2,856,999	2,873,958
6. Krishna	3,041,949	3,048,463
7. Guntur	3,427,081	3,434,724
8. Prakasam	2,456,543	2,329,571
9. Nellore	2,006,447	2,014,879
10. Chittoor	2,746,847	2,737,316
11. Cuddapah	1,927,682	1,933,304
12. Anantapur	2,618,239	2,548,012
13. Kurnool	2,404,358	2,407,299
14. Mahbubnagar	2,446,548	2,444,619
15. Rangareddy	1,579,862	1,582,062
16. Hyderabad	2,240,508	2,260,702
17. Medak	1,827,588	1,807,139
18. Nizamabad	1,679,277	1,679,683
19. Adilabad	1,638,130	1,639,003
20. Karimnagar	2,436,075	2,436,323
21. Warangal	2,301,374	2,300,295
22. Khammam	1,744,966	1,751,574
23. Nalgonda	2,275,476	2,279,685

CHAPTER XII

Directives issued by the Central/State Governments

The Census is so gigantic an operation that it cannot be carried out without the close co-operation and active support of the Government of India, State Government and the local bodies. The first step was taken by the Registrar General, India, by addressing a demi-official letter (No. 1/24/77-RG(P) dated 11-1-1978) to the Chief Secretary to the Government of Andhra Pradesh. The Registrar General had requested the Chief Secretary to extend all reasonal assistance and co-operation to the Census directorate in organising the 1981 census, and to make available the State, district and taluk maps as well as the taluk-wise lists of revenue villages together with the hamlets under them. The Chief Secretary gave effect to the request of the Registrar General, India by issuing Circular Memo. No. 492/Elec. B/78-2, dated 20-4-78 directing the State Government officers who were involved in the census taking and the Municipal Commissioners and Special Officers to co-operate with the Census Directorate in the conduct of 1981 census.

In April, 1979 the Government of India issued Notification No. 9/11/79-CD (CEN) published on page No. 1113 of Part II, Section 3—sub-Section (ii) of the Gazette of India, New Delhi, dated Saturday, April, 28, 1979 declaring that a census of the population of India shall be taken during the year 1981, the reference date for the census being the sunrise of 1st March, 1981. The Registrar General requested me to forward a copy of this Notification to the Government of Andhra Pradesh for its publication in their State Gazette for wide publicity. I communicated a copy of the Notification to the Chief Secretary to Government of Andhra Pradesh with a request to publish it in their State Gazette.

The Registrar General in his D.O. letter No. 9/31/79-CD(CEN) dated 12-7-1979 to the Chief Secretary sought permission to avail the facility of the telecommunication system for urgent communications by the Director of Census Operations and it was agreed to by the State Government and it proved extremely helpful to us.

The Registrar General, India issued Memorandum No. 9/11/79-CD(CEN) dated 14-3-1980 indicating certain concessions to be given to the staff drafted for the census work. He desired that instructions may be issued that the officials engaged in census work would be considered as on duty and permitted to be away from their offices for half-a-day from 9th to 28th February, 1981 and allowed to be exclusively on census work for the whole day from 1st to 5th March, 1981, in order to conduct the intensive revisional round during the last five days. On my request and acting on the Registrar General's Circular letter, the Government of Andhra Pradesh had in their G.O. Rt. No. 1844 dated 12-5-1980 directed all Heads of Departments and officers of local bodies to issue suitable instructions to the subordinate officers under their administrative control to accord to the personnel drafted for Census houselisting operations as Enumerators and Supervisors permission to attend office/school/institution late by two hours and to leave an hour early, till such time as the houselisting operations were on. The Government also directed further that in case any employee owing to census work entrusted to him during May and June, 1980 was unable to attend office even late on any working day, his absence should be treated an on duty. Through another order, G.O. Ms. No. 382 dated 14-5-1980 issued from Education (H) Department, the State Government directed that the leave accrued to teaching personnel drafted for the houselisting operation between 1st and 31st May, 1980 should be credited with full pay leave for the summer vacation. The State Government of Andhra Pradesh had extended the following concessions to the personnel engaged in the census count in order to ensure smooth conduct of the operation in their G.O. Rt. No. 3509 G.A. (Elec. B) Department, dated 18-9-1980.

1. to treat the employees drafted as Enumerators and Supervisors as on duty when they attend training classes;

2. to permit the employees so drafted for census duty, to be away from their office for half-a-day during the period from 9th to 28th February, 1981 and

3. to treat them as on duty when they are exclusively engaged on intensive revisional rounds from 1st to 5th March, 1981.

The employees drafted for census work in twin cities were permitted to be away from offices for a full day instead of half-a-day during the period from 9th to 28th February, 1981 (vide Memo. No. 42/Elec.B/81-2 dated 2-2-1981). This Memorandum and the G.O. cited are reproduced as Appendix No. XIV.

Supply of vehicles by the State Government

The State Government of Andhra Pradesh issued based on the proposals submitted by me from time to time and on the request of the Registrar General, India, certain instructions to the District Collectors and the Departmental Heads to make available deparmental vehicles to the Regional Deputy Directors and some other State officials not having vehicles and involved in the conduct of 1981 census. The relevant orders of the Government and other related aspects on the supply of vehicles have been dealt in detail in Chapter V—'ours and Training Programmes'.

Participation in Training Programmes by Senior Officers and in publicity

While issuing census circular No. 1 in October, 1979 which contained general instructions on the organisation of 1981 census, I requested Dr. M. Channa Reddy, the then Chief Minister to issue a message to the State officials so as to make them aware of the decennial census-taking in Andhra Pradesh during February-March, 1981 with the rest of India. He was kind enough to give a demi-official letter dated the 11th October, 1979 in which he exhorted the officers to take up the task assigned to them with sincerity of purpose. I enclosed this letter to the first circular on 1981 census issued from this Directorate with the hope that it would inspire the rank and file in the State hierarchy.

The most important of the conferences which I held was the Principal Census Officers' Conference convened at Hyderabad on the 4th October, 1980. The Chief Secretary to Government of Andhra Pradesh Shri Ramamurthy inagurated the conference while the Registrar General, India, Shri Padmanabha, presided over it. The Principal Secretary, Finance and Planning Department Mr. B.P.R. Vittal also attended the meeting. Their presence and participation in the meeting was a great morale booster to the District Collectors and Ex-Officio Principal Census Officers who were to conduct the census at the district level.

CHAPTER XIII

GENERAL

Census Circulars

A mass operation such as the census can succeed only if each stage of the operation is planned and executed carefully according to a definite programme. Following the tradition, detailed instructions/guidelines were issued through 'Census Circulars' to the functionaries at different levels who were involved in the conduct of 1981 Census. The Registrar General, India issued as many as 35 circulars addressed to all the Directors of Census Operations in the States and Union Teritories while I issued 11 circulars addressed to all District Collectors and Ex-Officio Principal Census Officers and copies to the revenue, municipal and panchayat officials, the Commanding Officers of the Military, Air Force and Navy based in the State, Railway Officers and Officers in-charges of the project townships, Heads of Departments and University officials. Broadly, a census circular incorporates specific instructions or guidelines on the specific aspects of census to be tackled and completed within a specified time-limit so as to ensure correctness and uniformity in the operation on a nation-wide basis. Keeping in view these vital aspects, I issued the census circulars in a phased manner over a year starting with Circular No. 1 dated the 22nd October, 1979 which contained important facts of the 1981 Census and general instructions for its organisation in the State and ending with Circular No. 11 dated 15th December, 1980 which dealt with the procedure for communicating the provisional totals of population soon after the completion of enumeration. Each census circular contained clear instructions on each stage of the operations indicated in the district census calendar which was communicated through circular No. 1.

Brief description and the main contents of the circulars issued by me are given below:

Circular No. 1: In this circular, the general background of the census, some broad aspects of the 1981 Census, Census Act, notification of census officers and their jurisdictions notified by the Government of Andhra Pradesh, Census organisational set-up, role of the Census Officers down to the enumerator, selection and appointment of Enumerators and Supervisors, training of census officers, publicity, district census calendar were briefly outlined so as to acquaint the officers with the significant facets of the 1981 Census.

Circular No. 2: Principles for recognising a place as a town for finalising and deciding the number of towns for 1981 Census and instructions to the Tahsildars to get in touch with the concerned Municipal Secretary/Project/Colliery authorities to ensure their jurisdictions to avoid possible omission or overlapping of any area in their respective towns were given in this circular. The list of places declared as towns for the 1981 Census in Andhra Pradesh was also communicated with this circular.

Circular No. 3: This circular relates to location codes. In order to identify each of the census schedules with the area to which they related, names of the State, district, taluk, town/ward and village/block, had to be written on them. As this involved a lot of scriptory work, an easy and simple method of identification known as 'Location Code Numbers' in census parlance was evolved by giving numbers in a systematic manner to the above administrative units. The importance and the usefulness of these location code numbers and how the numbers should be given was explained in this circular.

Circular No. 4: Principles of housenumbering, the concepts of building and census house (units of housenumbering), permanent housenumbering system, preparation of housenumbering plans in rural and urban areas, numbering of houses in special areas such as railway colonies, project townships and military areas, agencies responsible for numbering in rural and urban areas and other related aspects were dealt in this circular.

Circular No. 5: The salient features of the Houselisting operation, the first important phase in the Census Operation, delineation of houselisting blocks in rural and urban areas, formation of Supervisors' Circles, preparation of charge registers, jurisdictional maps, appointment of Enumerators and Supervisors and their training, calendar for houselisting operations and the procedure for collection of forms were all dealt in this important circular.

Circular No. 6: Detailed instructions regarding the formation of the Enumeration Blocks for the actual enumeration of population and for writing of the Charge Registers for the enumeration proper and preparation of the Abridged Houeslist (A.H.L.) and the jurisdictional maps indicating the jurisdictions of the Enumerators' blocks and the Supervisors' Circles in different colours appointment of Enumerators and Supervisors for enumeration proper were issued in this circular.

Circular No. 7: This was a very important circular dealting with the process of enumeration slated for February-March, 1981. Detailed instructions covering all the important phases of the main census operation were issued in this circular. A calendar showing the various tasks and the time allotted for their completion was also given in this circular focussing the attention of the Officers concerned to the rigid time-bound programme of the Census count where accuracy, coverage and timliness were of paramount importance.

Circular No. 8: Instructions relating to the selection of 20% sample of Enumeration Blocks, strata for sampling i.e., cities, non-city urban areas and rural areas in each district, preparation of different control sheets for the operational units to ensure coverage and systematic selection of enumeration blocks, time limit for completion of the sampling frame and the selection of sample blocks were given in this circular.

Circular No. 9: In this circular detailed guidelines for the actual enumeration were issued. Particular emphasis was laid in this circular with respect to the selection of better quality of enumerators for the sample blocks and for imparting more intensive training to them. The Principal Census Officers were requested to address the training classes at each divisional headquarters in their districts. Role of the Divisional Census Officers in addressing the training classes in their divisions, responsibility of the Charge Officers in training the enumerators and supervisors, practice enumeration, maintenance of the attendance registers and the record of training, enumeration of the population in boats/sea and ocean going vessel and the procedure to fill up the separate household schedule books and individual slip pads for enumerating the boat population in an enumeration block, preparation of the Eunmerator's Abstract for sea population, distribution of census schedules to enumerators, watching over the progress of enumeration and canvassing of Degree Holders and Technical personnel schedules in the sample blocks were the important items highlirghted in this cicular.

Circular No. 10: Procedure regarding the management of records relating to Individual slips and Household Schedules etc. at various levels and method for the preparation of inventories by the Enumerator, by the Supervisor and by the Charge Officer, and the movement and transfer of filled-in schedules and blank forms were indicated in this circular.

Circular No. 11: Instructions regarding communication of provisional population totals on the completion of the census count, preparation of Enumerator's Abstract and Charge Abstract, formats of the message, were detailed and the charge officer asked to communicate by the quickest possible means i.e., by express telegram, over phone or through police wireless the provisional population totals for his charge to the Principal Census Officer as well as to the Director of Census Operations. The Principal Census Officer was requested to communicate the consolidated totals in respect of all the charges in his district simultaneously to the Director of Census Operations and to the Registrar General, India, New Delhi. A calendar to be followed in communicating the provisional population totals and handing over the records between the 1st and the 11th March, 1981 was drawn up and given in this circular. The Principal Census Officers and the Charge Officers were cautioned against the release of any sort of information pertaining to the 1981 Census to the press or any other agency as the census records are confidential. They were also requested to watch closely the performance of the Enumerators and other officers with particular reference to the zeal and sincerity with which they undertook the census work as the good work turnel out by them was to be placed on record and the outstanding personnel awarded the census medals and certificates by the President of India.

An index of the circulars issued by the Registrar General, India, New Delhi and by me is given below. (All these circulars and other important correspondence made with the Registrar General and the State Government have been preserved carefully for use of my successor in the 1991 Census).

CIRCULARS ISSUED BY THE REGISTRAR GENERAL, INDIA IN CONNECTION WITH THE CENSUS, 1981

Circular No.	Date of Issue	Subject
1	5-2-1979	Classification of Rural and Urban Units, 1981 Census
2	19-6-1979	Organisation of the Census of India, 1981—General Instructions
3	23-6-1979	Appointment of Census Officers—Issue of Notifications
4	16-7-1979	Village and Town Directory—Complilation of
5	16-7-1979	Location Code Numbers
6	11-9-1979	Classification of Rural and Urban Units—1981 Census—Clarifications on Circular No. 1
7	22-9-1979	Formation of Urban Agglomerations
8	22-9-1979	Village Directory for 1981 Census
9	11-12-1979	Location Code Numbers—Amendment to Circular No. 5
10	20-12-1979	Formation of Enumeration Blocks and Preparation of the Abridged Houselist
11	27-2-1980	Preparation of the Abridged Houselist—Amendments to Circular No. 10
12	5-3-1980	Houselisting Operations—Handling and Processing of forms
13	2-4-1980	Houselisting Operations—Further instructions regarding census circular No. 12
14	15-4-1980	Instructions for selection of 20% Sample of Enumeration Blocks
15	21-4-1980	Delineation of Standard Urban Area, 1981 Census
16	9-5-1980	Management of records relating to Individual Slips and Household Schedules at various levels
17	30-5-1980	Compilation of District Census Handbooks of 1981 Series
18	30-5-1980	Management of records relating to Individual Slips and Household Schedules at various levels—Supplement to Circular No. 16
19	30-6-1980	Preparation of District and Tehsil/Police Station/C.D. Block/Circle Maps for the District Census Hand Books, 1981

Circular No.	Date of Issue	Subject
20	3-7-1980	Drafting of the Administration Report
21	3-7-1980	Instructions to Enumerators for filling up the Household Schedule and Individual Slip
22	5-7-1980	Reporting of Provisional results and commencement of Post Enumeration Check/Census Evaluation Study
23	5-8-1980	Provisional Population Totals—Corrigendum
24	11-8-1980	Instructions for selection of 20% Sample of Enumeration Blocks—Clarifications
25	29-8-1980	Management of records relating to Individual Slips and Household Schedules at various levels
26	20-9-1980	Instructions for selection of 20% sample of Enumeration Blocks—Clarification regarding treatment of Urban Agglomerations
27	21-9-1980	Preparation of Standard Urban Area Maps, 1981 Census
28	8-10-1980	State level Town Directory, 1981 Census
29	9-10-1980	Compilation of Village Directory (DCH, 1981)-Circular No. 4—Clarifications—Regarding
30	23-12-1980	Presentation of data for Standard Urban Areas—1981 Census
31	22-2-1981	Provisional Population Totals—Supplement to Paper 1 of 1981
32	5-8-1981	District Census Handbooks—Parts A and B—Coverage and Presentation of data
[illegible]	[illegible]	Instructions on the preparation of the land use and other maps for the State level Town Directory, 1981
[illegible]	[illegible]	Management of Records—Notional Maps and layout sketches—Regarding—Third Supplement to Circular No. 16
35	3-3-1982	Presentation of Standard Urban Area data, 1981 Census

Honorarium to the Census Functionaries—Rates and Payment:

No honorarium was paid to the Enumerators and Supervisors in the 1951 Census. The Census was considered to be a part of the normal official duties. The personnel assigned with the Census duty performed their job voluntarily beyond office hours and on the holidays without aspiring for any remuneration. It was from the 1961 Census that the practice of paying a small amount of honorarium to the Enumerators and Supervisors was adopted to enable them to meet the out of pocket expenses while they were on census duty. The practice continued since then.

The rates of honorarium fixed for the Census functionaries at different levels starting from the Enumerator at the lowest rung upto the highest functionary i.e. the Principal Census Officer for the 1981 Census were as follows:

Category of Census Functionary	Rates of honorarium for	
	I Phase House-listing, House-numbering and Economic Census	IInd Phase Actual Enumeration of Population
1	2	3
1. Enumerators	(i) Rs. 20	(i) Rs. 70 for Filling I.S. (Universal)
	(ii) Rs. 15 (for Economic Census)	(ii) Rs. 20 for filling I.S. (Sample)
		(iii) Rs. 10 for canvassing DHTP Schedule
2. Supervisors	(i) Rs. 20 (ii) Rs. 15 (for Economic Census)	(i) Rs. 70
3. Charge Officers/Addl. Charge Officers/Dy. Charge Officers/City Census/ Addl. City Census/Asst. City Census Officers/Special Charge Officers/Military Census Officers/Asst. Military Census Officers	@ Rs. 200 for both the House-listing and Actual Enumeration	
4. Addl. Dist. Census Officers/Dy.Dist. Census Officers/Sub-Divisional Census Officers	@ Rs. 300	Do.
5. Principal Census Officers/Jt. Principal Census Officers/Dist. Census Officers	@ Rs. 500	Do.

Compared with the rates of honorarium paid at the 1971 Census, the rates fixed for the 1981 Census were high and attractive particularly so for the second phase operation of population count during February-March, 1981.

Payment of Honorarium

The procedure for payment of honorarium to the Census Functonaries for Houselisting, Housenumbering and also for canvassing enterprise list on behalf of the Central Statistical Organisation, and for actual population count during February—March, 1981 was

laid down by the Registrar General, India, New Delhi vide his letters Nos. G. 18020/5/80-Budget, dated 23-5-1980 and G. 18020/4/81-Budget Cell, dated 12-1-1981. It was indicated in these references that the Pay and Accounts Officer (Census), Ministry of Home Affairs, Government of India and the Pay and Acounts Officer (Statistics), Planning Commission would make advance payment through a crossed cheque drawn in favour of the Accountant General, Andhra Pradesh, Hyderabad to meet the expenditure towards honorarium. The advance payments made by the Pay and Accounts Officers to the Accountant General were to be treated as deposits and credited to the deposit head "848—Other Deposits—Miscellaneous Deposits—Deposits for payment of honoraria to the Enumerators in connection with 1981 Census." Necessary payments to the Census functionaries were made out of the said deposits and a certified statement of expenditure furnished to Pay and Accounts Officer (Census)/Pay and Accounts Officer (Statistics) Planning Commission separately before the closure of accounts for the financial year 1980-81. Unspent balance lying in the deposit head out of the advance was refunded by the Accountant General to the Pay and Accounts Officer (Census), Ministry of Home Affairs before the closure of accounts for the year 1980-81.

Award of Census Medals

At the 1981 Census a scheme of awarding census medals and certificates of merit to the census personnel who showed outstanding zeal and enthusiasm in the discharge of their duties was drawn up.

The Registrar General, India had suggested the norms for the distribution of medals as follows:

1. One Silver Medal to the best District Census Officer and one Bronze Medal to the next best District Census Officer in the State
2. One Silver Medal to the best Charge Officer and one Bronze Medal to the next best Charge Officer in a district
3. One Silver Medal to the best Supervisor and one Bronze Medal to the next best Supervisor in a district
4. One Silver Medal to the best Enumerator and one Bronze Medal to the next best Enumerator in a charge

Considering the suggestions made by the Directors of Census Operations, the Registrar General, India agreed to the award of medals to the following categories of officers also on a State-wide basis. These were made in addition to the medals indicated above.

1. The best Principal Census Officer in a State—one Silver Medal only
2. The best Additional District Census Officer in a State—One Silver Medal only
3. The best Deputy District Census Officer in a State—One Silver Medal only
4. The staff of the each Census Directorate—one Silver Medal only, and
5. Staff of Regional Tabulation Offices in a State—one Silver Medal only

I wrote to the District Collectors and the Special Officers of the Hyderabad and Vishakapatnam Municipal Corporations to prepare the list of candidates for each of the categories in their respective districts for the award of census medals and recommend the names of official after duly assessing their performance. After the receipt of the proposals from all Collectors and the two Special Officers, the issue of the award of medals was finalised and the concurrence of the State Government obtained. I made a proposal to the State Government that it would be appropriate if the Census Medals were distributed on 15th August, '82 as a part of the Independence Day celebrations at the district headquarters by the Collectors to the Enumerators, Supervisors and other District Officers and that the recipients of the Census medals may be permitted to receive the medals and their travelling allowances be borne by the Government. The Government of Andhra Pradesh issued a Government Order accordingly. The medals were distributed on the 15th August, 1982 in all districts.

A special function presided by Sri P. Padmanabha was organised on the 19th October, 1982 in the Ravindra Bharathi auditorium in the State capital of Hyderabad for distribution of the medals to the I.A.S. Officers and other State Government Officers. Sri B.N. Raman, the then Chief Secretary to Government of Andhra Pradesh distributed the medals to the awardee officers. (I enclose in the appendix a list of officers who were the recipients of the various medals).

Merit Certificates: As per the instructions communicated by the Registrar General, India in his letter No. G. 20017/2/79-Ad. II dated the 28th November, 1981, the Regional Deputy Directors were asked to send the proposals recommending the candidates working as Supervisors, Checkers and Tabulators in their offices for the award of merit certificates following the procedure indicated to them. The Discharge certificates were issued by the Regional Deputy Directors concerned while the merit certificates were given by the Director.

Concessions to Retrenched 1981 Census Staff

The Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms in their O.M. No. 14024/9/81-Estt(D), dated the 5th July, 1982 extended certain concessions to the retrenched 1981 census employees with regard to their re-employment/absorption and in securing alternative employment and for appearing in the examinations conducted by the Staff Selection Commission and the Rail-

way Service Commission for Group 'C' posts etc. The concessions offered in the above office memorandum were in addition to those already admissible to the retrenched Central Government employees.

The Government of Andhra Pradesh also granted certain concessions in the matter of employment in the State sector to the retrenched census staff. This was the first time the State Government agreed to accord priorities to the census staff who were retrenched in 1981 Census and directed the State Service Commission, the Heads of Departments and Collectors in their G.O. Ms. No. 4760, dated 1-12-1982 of the General Administration (Services-A) Department relating to the absorption of the retrenched census staff. The State Government have through their Memo No. 614/Ser. A/83-A, dated 27-10-1983 further liberalised and made applicable the concessions contemplated in the above G.O. to all the retrenched employees provided they stood registered on the rolls of Employment Exchanges on the day they were given initial appointment in the Census Directorate of Andhra Pradesh. I place on record my grateful thanks to the State Government in this excellent gesture.

The memoranda issued by the Central and State Governments are reproduced as Appendices Nos. 12 (a) to 12(e) to this volume.

Staffing of the Direct Data Entry (DDE) System Units

Andhra Pradesh is one of the States where the Direct Data Entry System was set up due to the Central location of Hyderabad city and the availability of other infrastructural facilities required for it. For the processing of the 1981 Census data, two units were sanctioned for installation in this State.

The following is the staff pattern for system per shift.

Designation and Status	Scale of Pay	Number of posts
Assistant Director (Group - A)	Rs. 700—1300	One
Sr. Supervisor (Group - B)	Rs. 550—900	One
Jr. Supervisor (Group - C)	Rs. 425—700	Three
Operators (Group - C)	Rs 330—560	18 (inclusive of (2) leave reserve)

CHAPTER XIV

POST ENUMERATION CHECK

It has been the practice to conduct the Post Enumeration Check and the Census Evaluation study as soon as possible after the completion of the population count. The Registrar General, India in his D.O. No. 1-5/79/DD, dated the the 28th April, 1980 indicated that in view of the importance attached to the above studies and as they would be conducted by the officers and staff of the Census Department, it would be essential that each Census Directorate has one or two senior officers who would be able to impart training to the staff with regard to these twin schemes. With this end in view, a training conference was held at New Delhi from the 23rd-26th June, 1980 and Sri Y. G. Krishna Murthy and Sri. B. Satyanarayana both Deputy Directors were nominated from Andhra Pradesh to receive the intensive training proposed by the Registrar General in the above conference.

The P.E.C. and C.E.S. survey in the selected enumeration blocks was to be conducted only in 15 States and the Union Territory of Delhi. A total of 385 Enumeration Blocks-310 for P.E.C. and 75 for C.E.S. were selected in Andhra Pradesh. In the third conference of the Directors of Census Operations held at New Delhi between the 15th and 18th November 1980 detailed discussions regarding the arrangements for the conduct of Post Enumeration Check and Census Evaluation Study, among others, took place. It was decided that the Directors should direct personally the carrying out of these studies and the P.E.C. and C.E.S. staff should be entirely independent from thoes who had done the actual census work in the field. Following the decision taken in the above conference a Regional Training Conference was conducted at Madras for two days on the 29th and 30th December, 1980 for the Southern States. The nine Regional Deputy Directors accompanied by the Tabulation officer or a Statistical Assistant from their respective officers and one Assistant Director and an Investigator from the Census Directorate participated in this Regional Training meet and received detailed instructions on the conduct of P.E.C./C.E.S. surveys imparted by Ms G Suguna Kumari, Senior Research Officer from the office of the Registrar General, India.

I issued detailed instructions in my Circular letter No. 3595/Census/80 dated 12-2-1981 indicating the important stages and other aspects in organising the P.E.C. and C.E.S. surveys in this state as per the calendar drawn up for the purpose. The above circular letter is reproduced as Appendix No. 13 to this volume.

Staff for P.E.C./C.E.S. Schemes

Based on the guidelines issued by the Registrar-General, India and considering the work-load involved in the two surveys and deployment of field personnel at the rate of one Enumerator for two blocks and one Supervisor for four Enumerators, I had to create about 293 posts comprising 60 Supervisors and 233 Enumerators on consolidated pay without any allowances for this Directorate. While allotting the posts to the regions I indicated that about 17 or 18 blocks are expected on an average per each district and I asked the Regional Deputy Directors to complete the recruitment of personnel by 15-2-1981 as per the above norms and ensure that a Charge Register as per the proforma was prepared immediately for exercising effective control over the survey I emphasised that different batches of persons should be engaged for the re-listing and re-enumeration operations on one hand and the desk match and field re-conciliation operations on the other hand.

The following calender was prescribed for conducting the P.E.C. survey:

P. E. C. : FOR CANVASSING FORMS I AND II

18th - 21st March . . .	Covering 1st block
22nd March	Journey day
23rd - 26th March . .	Covering 2nd Block
27th March	Return to R.T.O.
30th March - 2nd April . .	Desk Match
3rd April	Journey day
4th to 5th April . . .	Reconciliation in 1st block
6th April	Journey day
7th to 8th April . . .	Reconciliation in 2nd block
9th April	Return to R.T.O.

FOR CANVASSING FORMS I, II AND III IN SUB-SAMPLE BLOCKS

18th - 22nd March . .	Covering 1st block
23rd March . . .	Journey day
24th - 28th March . .	Covering 2nd block
29th March	Return to R.T.O.
30th March - 2nd April . .	Desk Match
3rd April	Journey day
4th - 5th April . . .	Reconciliation in 1st Block
6th April	Journey day
7th to 8th April . . .	Reconciliation in 2nd block
9th April	Return to R.T.O.

The objective of the C.E.S. was to study the extent of omission or duplication of children below 5 years of age and the accuracy of their age returns. Certain S.R.S. blocks were selected in each region and communicated to the concerned Regional Deputy Director. The houselists of the selected S.R.S. units and the Form 10 thereof which was got prepared in the office of the Assistant Director, Vital Statistics. Di-

rectorate of Medical and Health Services, Government of Andhra Pradesh who is looking after the S.R.S. (Rural) in this State were also communicated to the Regional Deputy Directors.

The first step in this study is to fill up the household matching form (CES—Form 'A') which gives the S.R.S. house-number and the corresponding census house-number so that the records could be made comparable. The Census Evaluation Study also involved three stages (1) Copying out the births occurring in the household in the unit from 1-1-1976 to 28-2-1981 (both the days inclusive) in C.E.S. Form B i.e., the births noted in the S.R.S. Form 10 A were to be copied in C.E.S. Form 'B' (2) the desk match of S.R.S. births with those of the population Record (CES—Form 1) and (3) Field reconciliation.

The Regional Deputy Directors were instructed to ensure that all the entries in the Population Record were got checked up thoroughly with the corresponding entries in the Individual Slip so as to ensure that no transcriptional mistakes occurred while copying down the events from one record to another.

The following was the calendar for the C.E.S. Survey :

18th to 22rd March . .	Scrutiny of population record with corresponding individual slips pertaining to the selected units
24th - 27th March . .	Desk match
28th March	Journey day
29th - 31st March . . .	Field Reconciliation in 1st block
1st April	Journey day
2nd - 4th April . . .	Field reconciliation in 2nd block
5th April	Return to R.T.O.

I visited some of the units during the last week of March and in the first week of April, 1981 and found that the work was being carried out as per the calendar. I directed the Regional Deputy Directors to send the filled-in schedules pertaining to both the surveys along with the inventories in duplicate to the Coding Cell of my office by the 30th April, 1981. The control sheets were received much in advance from almost all the Regional Deputy Directors. This enabled us to undertake a close scrutiny of the records and wherever large variations in population in the P.E.C. blocks were noticed they were referred back to the concerned Regional Deputy Directors for their clarification and comments.

I intimated the Registrar General, India on the 28th April, 1981 by a wireless message that the P.E.C. and C.E.S. work was completed as per schedule and that the control sheets which were being scrutinised in my Directorate would be forwarded soon. This marked the conclusion of the field operations of the 1981 Census in all respects.

CHAPTER XV

Conclusions and Acknowledgements

I have in the preceding Chapters given an account of the preliminary requirements for the conduct of Census and I have also highlighted some of the experiences I had encountered during this gigantic task. Wherever necessary I have made frank suggestions. But I have also restrained myself to a very great deal with a view to ensure the smooth passage of cooperation between the State and Centre in future Censuses also. I have shackled my emotions so that my unknown successor to the 1991 Census does not incur a handicap of starting as the enemy of the State Government.

I take this opportunity to thank all those who have cooperated with me in the conduct of Census. While this would cover all the officers of the State Government and the Local Government, I would like to be more specific in regard to some of them.

Firstly I am beholden to Sri P. Padmanabha, IAS., the Registrar General and Census Commissioner for India but for whose kindness and encouragement I would have found my task a difficult, an uncongenial and a dull one. In the Registrar General's office itself I must mention the names of Sri V.P. Pandey, Joint Registrar General, India, Sri S. Rajagopalan, Deputy Director and Sri K.K. Chakravorty. It was Sri Chakravorty who gave me the first insight into the magnitude of the task and educated me in the correct approach to the problem but it was Sri Rajagopalan who lent me his broad shoulder upon which to weep my woes.

At the State Government level I received cooperation and help from Sri S.R.Ramamurthy, IAS., Chief Secretary to Govt. of A.P., Sri V. Sundaresan, IAS., Commissioner for Land Revenue, Sri B.P.R. Vithal, IAS., Principal Secretary, Finance and Planning Dept., and Sri Shravan Kumar, IAS., Secretary, Revenue Department. I especially thank Sri M. Apparao, Joint Secretary, General Admn. (Elections) Dept. and his dedicated team of workers, but for whose cheerful encouragement and unstinting co-operation I could not have got through even a single order issued from the State Government.

At the Directorate level I do not intend naming anyone because in some measure or the other everyone in the organisation helped me, including those who at the beginning of my taking office had for some mysterious and unknown reasons adopted a belligerent attitude. Each one in the Directorate has vied with the other to turn out his or her best and I am overwhelmed by the cooperation I got from them. I must however, for the purpose of the Administrative report, place on record the work done by Sri N. Gangaraju who was my Stenographer and later became my Confidential Assistant and especially that of Sri K. V. Sarma, Tabulation Officer who in spite of his physical handicap helped me draft this report. Also, I place on record the service rendered by Smt. Ch. Lalitha Kumari, Jr. Stenographer who attended to fair-copying of this voluminous report.

I cannot end this report without recollecting the happy times I have had with my counterparts in the other States of the Country. If there is a department of Central Government or for that matter any Government State or Local where there is a feeling of real fraternity and comradery, it is the Census department. It is only in this Department that the largest number of the IAS officers function at the same level. The Directors of Census Operations of all the States are a tribe by themselves and like all primitive tribes each one has his own fads and fancies. It was the mutual exchanges of these fads-which the more serious among us mistook for facts—and it was the brotherly spirit with which we smoked the pipe of peace that lent an other wordly charm and the enhancement to a great adventure. The Totem of course was Shri Padmanabha, the Registrar General.

I thank the myriad Enumerators who made the count possible. My greatest gratitude is however to the "enumerated" of Andhra Pradesh who suffered willingly or unwillingly our in-roads into their private lives.

SECTION B

APPENDICES

APPENDIX NO. 1(a)

No. 11/78/79-Ad. I

Government of India

Ministry of Home Affairs

Office of the Registrar General, India

New Delhi the 21 May, 1979.

To

The Deputy Director of Census Operations

Andhra Pradesh

Hyderabad.

Subject: Appointment of Shri S. S. Jaya Rao, IAS (AP. 1965) as Director of Census Operations, Andhra Pradesh.

Sir,

Shri S. S. Jaya Rao, IAS (AP; 1965) has been selected for appointment as Director of Census Operations, in Andhra Pradesh for the 1981 Census. The Chief Secretary, Government of Andhra Pradesh has been requested to release Shri Jaya Rao immediately to take over charge as Director of Census Operations at Hyderabad. He is expected to join the Census Directorate soon. You may, therefore, make necessary arrangement for his assuming charge as Director of Census Operations at Hyderabad.

Yours faithfully,

Sd/

(O. P. SHARMA)

Assistant Director.

True Copy

APPENDIX NO. 1(b)

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

DEPUTATION—Jaya Rao, IAS (Sri) S. S.—Services placed at the disposal of Government of India—Orders—ISSUED.

General Administration (Special A) Department

G.O. Rt. No. 2148 Dated the 29th May, 1979

Read the following:—

1. G.O. Rt. No. 113, G. A. (Spl. A) Dept., dated 8-1-79
2. From the Government of India, Wireless Message No. 6/22/78-EO (MM), dated 16-5-1979.

ORDER

The services of Sri S. S. Jaya Rao, IAS, Vice-Chairman and Managing Director, A.P. State Trading Corporation, are withdrawn from the A.P. State Trading Corporation and placed at the disposal of Government of India for appointment as Director of Census Operation for the State of Andhra Pradesh under the Ministry of Home Affairs (Office of the Registrar General of India) on pay as for Deputy Secretary to the Government of India, New Delhi.

2. Sri S. S. Jaya Rao, IAS, will hand over charge of the post of Vice Chairman and Managing Director, A.P. State Trading Corporation to Sri T. Munivenkatappa, IAS, Joint Secretary to Government, Industries and Commerce Department, who will be in full additional charge of the duties of the post of Vice Chairman and Managing Director, A.P. State Trading Corporation until further orders and will take up his new assignment immediately under intimation to the Registrar General of India.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

I. J. NAIDU,

Chief Secretary to Government

To

Sri S. S. Jaya Rao, IAS,

Vice Chairman and Managing Director

A.P. State Trading Corporation, Hyderabad.

(True Copy)

APPENDIX NO. 1(c)

GOVERNMENT OF ANDHRA PREDESH

ABSTRACT

Census 1981:—*Director of Census Operations for Andhra Pradesh—Assumption of charge—Instructions regarding communications to Government and direct correspondance relating to Census,* 1981—*Issued.*

General Administration (Elections B) Department

G.O. Rt. No. 2655 *Dated the 2nd July,* 1979

Read the following:—

From the Deputy Director of Census Operations Letter No. A. 12/22/79 Estt. (DCO) da'ed 25-6-1979

ORDER

Sri S. S. Jaya Rao, I.A.S., has assumed charge as Director of Census Operations, Andhra Pradesh, Hyderabad on the afternoon of 22nd June, 1979. His office is located at H.No. 11-4-646, 'Khusro Manzil' Mahaveer Marg, (A.C. Guards), Hyderabad-500 004.

2. All requests from the Director of Census Operations, Andhra Pradesh, Hyderabad, for information, statistics or papers should be attended to without delay. To facilitate despatch of business letters addressed to the Government on the subject of Census 1981, should be forwarded to Government through the Director of Census Operations, Andhra Pradesh, Hyderabad.

3. The Government also permit direct correspondence between the Director of Census Operations, Andhra Pradesh, Hyderabad and the officers of the State Government concerned in respect of all matters pertaining to Census, 1981.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Sd/-

DILSUKH RAM

Chief Electoral Officer and Secretary to Government

To

All District Collectors.

(True Copy)

APPENDIX NO. 1(d)

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

No. 11/78/79-Ad. I

Government of India

Ministry of Home Affairs

Office of the Registrar General, India

2/A, Mansingh Road,
New Delhi-110 011.
5th July, 1979.

NOTIFICATION

The President is pleased to appoint Shri S. S. Jaya Rao, an officer beloning to the Andhra Pradesh (Cadre of the Indian Administrative Service), as the Director of Census Operations, Andhra Pradesh, Hyderabad, with effect from the afternoon of 22 June, 1979, until further orders.

2. The headquarters of Shri Jaya Rao will be at Hyderabad.

Sd/-

P. PADMANABHA,

Registrar General, India.

To

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

(True Copy)

APPENDIX NO. 1(e)

No. 15/1/79-Ad.I/12158

Government of India
Ministry of Home Affairs
Office of the Registrar General, India

New Delhi the 4 July, 1979

To

The Director of Census Operations,
Andhra Pradesh, Hyderabad.

Subject: Declaration of "Head of Office" in respect of the office of the Director of Census Operations, Andhra Pradesh, Hyderabad

Sir,

In exercise of the powers conferred by rule 10A of the Delegation of Financial Powers Rules, 1958, I have the honour to declare Shri S. S. Jaya Rao, Director of Census Operations, Andhra Pradesh, Hyderabad to be the "Head of Office" in respect of the Office of the Director of Census Operations, Andhra Pradesh, Hyderabad with effect from 23 June, 1979, until further orders.

Shri Jaya Rao while functioning as "Head of Office" shall exercise financial and administrative powers delegated vide Ministry of Home Affair's letter No. F.2/16/59-Pub.I(1) dated 13-11-1959, No. F. 2/16/59-Pub. I dated 22-12-1959 and No. 2/150/60-Pub. I dated 7-11-1960 (copies enclosed)

Hyderabad shall be deemed to be prescribed Headquarters of Shri Jaya Rao under rule 59 of the Supplementary Rules.

Yours faithfully,

Sd/-

(P. PADMANABHA)
Registrar General, India.

True Copy

APPENDIX NO. 2(a)

Statement showing number of posts sanctioned and total working strength (category-wise) as on 1st July, 1979 in the office of the Director of Census Operations, Andhra Pradesh, Hydrabad

Sl. No.	Category	Sanctioned strength	Working strength
	Gazetted		
1.	D.C.O.	1	1
2.	Deputy Director	3	1
3.	Assistant Director	3	2
	Non-Gazetted Ministerial		
4.	Office Superintendent	1	1
5.	Head Assistant	1	..
6.	Accountant	1	1
7.	Steno Grade I	1	1
8.	Hindi Translator	1	..
9.	Steno Grade II	1	1
10.	U.D.C.	3	3
11.	L.D.C.	9	7
12.	Driver	1	1
13.	Record Keeper-cum-Librarian	1	1
14.	Senior Gestetner Operator	1	1
15.	Attender/Daftry	3	3
16.	Class IV (Peons)	12	9
17.	Class IV (Others)	4	4
	Non-Gazetted Non-Ministerial		
18.	Senior Geographer	1	..
19.	Investigator	4	4
20.	Tabulation Officer	6	5
21.	Cartographer	1	1
22.	Artist	1	1
23.	Statistical Assistant	16	17*
24.	Senior Draughtsman	1	1
25.	Junior Draughtsman	6	4
26.	Computor	36	36
27.	Ferro Typer	1	1
28.	Assistant Compiler	43	39
	TOTAL	163	146

*Salary drawn against T.O's post

Sd/-

(P.S.R. AVADHANY)
Deputy Director of Census Operations

APPENDIX NO. 2(b)

STATEMENT SHOWING CADRE-WISE PERMANENT STRENGTH OF THE OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, ANDHRA PRADESH, HYDERABAD AS ON 1-1-1980

Sl. No.	Cadre	No. of permanent posts
1	2	3
	Gazetted	
1.	D.C.O.	..
2.	Deputy Director	1
3.	Assistant Director	..
	Non-Gazetted Ministerial	
4.	Office Superintendent	..
5.	Head Assistant	1
6.	Assistant	..
7.	Accountant	..
8.	Steno Grade I	1
9.	Steno Grade II	1
10.	Hindi Translator	..
11.	U.D.C.	2
12.	L.D.C.	8
13.	Driver	1
14.	Record Keeper-cum-Librarian	1
15.	Senior Gestetner Operator	1
16.	Attender/Daftry	3
17.	Selection Grade Peons	2
18.	Class IV (Peons)	10
19.	Class IV (Others)	4
	Non-Gazetted Technical	
20.	Senior Geographer	..
21.	Investigator	2
22.	Tabulation Officer	6
23.	Cartographer	1
24.	Artist	1
25.	Statistical Assistant	13
26.	Senior Draughtsman	1
27.	Draughtsman	4
28.	Computor	24
29.	Ferro Typer	1
30.	Assistant Compiler	40
	TOTAL	129

Copy of:—

APPENDIX NO. 3(a)

Pilot Study

Elementary Household List

1. Sl.No.
2. Building No.
3. House No.
4. Use to which census house is put
5. Household No.
6. Name of head of household

Copy of:—

APPENDIX NO. 3(b)

Individual Slip (*Universal*)

(Pilot)

1. Name
2. Relationship to head
3. Male/Female
4. Age
5. Marital Status
6. Mother tongue
7. Nationality
8. Religion
9. SC/ST
10. Literate/Illiterate
11. Educational attainment
12. Worked any time last year?
    Yes: No. H/ST/D/B/R/I/O
13. A. If yes in 12, whether worked Major part last year — Yes (C/AL/HHI/OW) / No (H)/ST/D/B/I/O)

    If yes in 13A

    (i) Name of establishment

    (ii) Industry, trade, profession or service

    (iii) Description of work

    (iv) Class of worker

13. B. 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

13. C. If No. in 12 or 13A, Seeking work? Yes/No.
14. A. If yes, in 12, worked at least one day in last week.

    Yes (C/AL/HHI/OW)

    No

    If yes in 14A

    (i) Name of establishment

    (ii) Industry, trade, profession or service

    (iii) Description of work

    (iv) Class of worker

14. B. If No in 14A, seeking work during last week? Yes/No.

Copy of:—

APPENDIX NO. 4(a)

(1st Pretest)

Houselist

1. Sl. No.
2. Building No.
   (Municipal or local authority or census No.)
3. Census House No.
4. Predominant construction material of census house
   (i) Wall
   (ii) Roof
   (iii) Floor
5. Purpose for which census house is used
6. Facilities in the house
   (a) *Electricity*
      (i) Available
      (ii) Not available
   (b) *Drinking water supply source*
      (i) Available
         (1) Well
         (2) Tap
         (3) Hand Pump/Tube Well
         (4) River/Canal
         (5) Tank
         (6) Others
      (ii) Not available
   (c) *Toilet*
      (i) Available
      (ii) Not available
7. Is this house used wholly or partly as an establishment?
   (i) If yes, describe
   (ii) If household type activity go to Estt. Schedule and note serial No. (from Col. 1) of the establishment schedule
8. If used wholly or partly as a residence
   (i) Household No.
   (ii) Name of the head of household
   (iii) If head is SC or ST, write name of caste/tribe
   (iv) Is there a physically handicapped person in the household? If so indicate number within brackets for each category
      (a) Totally blind
      (b) Totally dumb
      (c) Totally disabled
   (v) No. of living rooms in the occupation of Census household
   (vi) Does the household live in owned or not owned house?
      (a) Owned
      (b) Not owned

(vii) No. of persons normally residing in Census household on day of visit of the enumerator

(a) M

(b) F

(c) T

(viii) Does the household cultivate land?

If yes, owned or rented?

(a) Owned

(b) rented

(c) Owned and rented

(d) does not cultivate

(ix) No. of married couples in the household (both spouses usually living in the household).

9. **Remarks**

APPENDIX NO. 4(b)

Household establishment Schedule
(1st Pretest)

(For household type activity only)

1. Sl. No.
2. Serial No. in houselist
3. Census house No.
4. Name of the establishment/Head of household
5. Average No. of persons working daily last week/last season
   (1) Total
   (2) Hired
6. Type of fuel/power used
7. Description of the products, processing, servicing done or goods bought and sold or bought for sale
8. (i) In case of manufacturing
   (1) Seasonal
   (2) Perennial
   (ii) In case of trade
   (1) Wholesale
   (2) Retail
9. Financial assistance
   1. Government
   2. Bank credit
   3. Co-operative Societies
   4. Private
   5. Others
   6. Not available

Copy of:—

APPENDIX NO. 5(a)

(2nd Pretest)

Houselist

1. Sl. No.

2. Building No.
(Municipal or local authority or
Census No.)

3. Census House No

4. Purpose for which census house is used (if totally non-residential go to ECs)

5. Household No.

6. Name of the head of household

7. Is the household engaged in an enterprise using the member of the household or hiring out side labour within or outside this census house and with or without premises, If so, go to ECs.

8. Is there a physically handicapped person in the household? If so, indicate number within brackets for each category totally blind, totally dumb, totally crippled (Like 1(2) 3(1); 2(1) etc.)

9. Number of persons normally residing in census household on day of visit of the enumerator

APPENDIX NO. 5(b)

Abridged houselist for each census enumerator's Block

I. Section 1: Identification particulars

1. District name and location code
2. Taluk/Tehsil/P.S/Dev. Block/Island name and location code
3. Village/Town Name and Location Code
4. Ward/Mohalla/Hamlet Name and Location code
5. Enumerator's Block

II. Section 2: Population of Enumerator's Block

III. Section 3: Houselist (to be copied from original houselist)

1. Sl. No.
2. Building No.
3. Census House No.
4. Purpose for which Census house is used
5. Household No.
6. Sl. No. of the household
7. Name of the head of household
8. Remarks

IV. Section 4: Added to section 3 (to record Census house/households not covered in Section 3 but found by Census enumerator during enumeration).

APPENDIX NO. 5 (c)

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. Nationality
9. Religion
10. Name of SC or ST
11. Illiterate/Literate
12. Attending School/College
    Yes/No
13. Educational attainment

14A. Worked any time at all last year?

Yes

No (H/ST/D/R/B/I/O)

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

15A. Main activity last year?

Yes in 14B(C/AL/HHI/OW)

No in 14B(H/ST/D/R/B/I/O)

If HHI/OW in 15A

(i) Name of establishment

(ii) Description of work

(iii) Nature of industry, trade or service

(iv) Class of worker

15B. Any other work (Yes in 14 B) any time last year?

Any work (No in 14 B)

Yes (C/AL/HHI/OW) C

No

If HHI/OW in 15 B

(i) Name of establishment

(ii) Description of work

(iii) Nature of industry, trade or service

(iv) Class of worker

16. If no in 14 A or 14 B seeking or available for work?
    Yes/No

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. Reason for migration from place of last residence (Code.)
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 ever born alive (Male/Female/Total)
6. *For currently married women only*
   (a) Any child born alive during last one year.

APPENDIX NO. 6(a)

No. 1/24/77—RG(P)

Government of India

Ministry of Home Affairs

Office of the Registrar General, India

Kotah House Annexe
2/A, Mansingh Road
New Delhi-110 011

11th January, 1978

To

All Directors of Census Operations (Andhra Pradesh)

Subject : Planning for the 1981 Census—Procurement and updating of maps.

Sir,

With the setting up of a permanent and continuing census organisation in the country it has been possible for us to start giving thought to the preparation of the next census fairly early. The pattern of census operations is likely to be basically the same as in the past. It is hoped that you have given some thought to the census programme by now.

2. One of the earliest tasks in preparing for the census, as you all know, is the building up of the district/tahsil/thana/taluk/police station/development block/town and village maps indicating the boundaries of all administrative units. You may be fortunate to have already inherited good maps prepared at the last census on a scale of 1″=1 mile or 1″=4 miles. It is believed that your office has already taken upon itself the task of bringing these maps uptodate taking into account all changes of boundaries that might have occurred since the last census. It is important that this work should receive first priority so that these maps are finalised as early as possible. The maps will be useful for determining the location code numbers of each administrative unit which will facilitate the allotment of jurisdictions to census officers in a systematic manner without overlapping or omission thus ensuring complete coverage of your state. Thus updating of these maps is essential at this stage.

3. I have addressed you separately on jurisdictional changes, list of villages etc. You will doubtless take note of the changes and update your maps. I should like to have a report on this by 31 March 1978.

4. Please acknowledge receipt of this letter.

Yours faithfully,

Sd/-
P. Padmanabha

Registrar General and Census Commissioner of India

Copy with one spare copy to all divisions of R.G's office for information and necessary action.

5 spare copies for map division of R.G's office

Sd/-
P. Padmanabha
Registrar General and Census Commissioner of India

APPENDIX NO. 6(b)

No. 1/24/77—RG(P)

Government of India

Ministry of Home Affairs

Office of the Registrar General, India

2/A, Mansingh Road
New Delhi-110 011
January 11, 1978

To

All Directors of Census Operations

Subject : Planning for the 1981 Census—Jurisdictional changes and list of villages.

Sir,

As you know census aims to enumerate—as at the census date—all individuals in the country, once and only once, i.e. without omission or duplication. These individuals live in some area or the other, either by themselves or in clusters. In order, therefore, that a complete coverage is achieved at the census, it is absolutely necessary to prepare a list of localities and other areas comprising the entire country.

2. We have in this country been following the administrative set up for most of our statistical activities including the population census. Each state or union territory is divided into districts, each district into tahsils/talukas/police stations/development blocks and below this level we have our villages and towns. We all know that there have been several jurisdictional changes between 1971 and now. There may be some more in the coming months. We should at this stage take stock of all these changes and update our own frame. To achieve this, you will be required to obtain lists of the districts and tahsils/talukas etc., and compare the same with the corresponding 1971 list, Jurisdictional changes are made by government notifications delineating or modifying areas. You should obtain copies of such notifications in support of all changes that have taken place after 1971 census.

3. You should also obtain lists of villages from the State Government (Revenue Department- and compare the same with your 1971 lists. Discrepancies should be reconciled to ensure one to one correspondence. The village lists should comprise not only the inhabited ones, but also the uninhabited ones. Within a village there could also be hamlets. You should obtain lists of all such hamlets and compare the same with your circle and charge registers. This process can be expedited by sending a copy of the 1971 list to each Tahsildar etc. for updating.

4. As you know, the state governments establish local bodies (municipalities etc.) within their jurisdictions by notification in the official gazette. These notifications delineate areas which would comprise the municipal limits in terms of villages or parts thereof. There is no doubt that between 1971 and now there have been several additions to the list of local bodies. You should not only obtain such a list from the state government (local self government department) but should procure copies of notifications also creating new municipalities etc. or effecting jurisdictional changes in the existing municipalities

5. I need hardly say that any incompleteness in building up your frame on the basis of these lists will have serious consequences. Extreme care to ensure accuracy is essential. You should set up a small cell to monitor all relevant information in this matter and ensure that copies of notifications effecting jurisdictional changes come to your office as and when these are issued. You should send a report of compliance to me by 31 March, 1978.

6. Please acknowledge receipt of this communication.

Yours faithfully,
Sd/-
P. Padmanabha
Registrar General and Census Commissioner of India

Copy with a spare copy to all Chief Secretaries of State/Union Territories for information and favour of issuing necessary instructions to all concerned.

Copy to all divisions of R.G's office.

Sd/-
P. Padmanabha
Registrar General and Census Commissioner of India

Encl : Two spare copies

APPENDIX NO. 6(c)

D. O. No. 1/24/77—RG(P)
Ministry of Home Affairs

P. PADMANABHA

The Registrar General and Census Commissioner of India
2/A, Mansingh Road,
New Delhi-110 011

January 11, 1978

As you are aware, the next census of India will be taken in early 1981. We have commenced preparations for this census and in this process we necessarily heavily depend upon the assistance of the State governments and the governments of Union Territories. As an initial step, we have now to prepare a list of all areas such as Districts, Taluks/ Police Stations/Tahsils/Development Blocks, villages, etc. and all towns and cities in the country and identify these in suitable maps. I have separately asked my colleagues in the census directorates in the States and Union Territories, including yours, to procure up-to-date maps and information regarding changes in jurisdiction along with the relevant government notifications and orders. For thisc purpose, they would be graeful if you would be so good as to request the concerned departments to extend all reasonable assistance to the census directorates in this matter.

With regards,

Yours sincerely
(P. Padmanabha)

To
Sri
Chief Secretary,
..... (State)
Copy with a spare Copy to all Directors of Census Operations and Divisions of the R.G's Office.

APPENDIX NO. 6(d)

Copy of letter No. 196/Genl/78-2 dated 28th March 1978 addressed to Chief Secretary to Govt. of A.P., G.A. (Elections B) Department, Andhra Pradesh Secretariate Hyderabad.

Subject : Planning for the 1981 Census—jurisdictional changes after the 1971 census and updating of list of villages—Procurement and updating of maps—Regarding.

Reference: D.O.Letter No. 1/24/77—RG(P) dated 11-1-1978 from the Registrar General & Census Commissioner of India addressed to you and copy marked to the D.C.O., A.P., Hyderabad.

Kindly refer to the D.O. letter cited (copy enclosed for ready reference)

In order to ensure complete coverage in the ensuing population census it is essential to have up-to-date list of villages and towns of the State. There might have been jurisdictional changes at the taluk and district levels after the 1971 census. Hence fresh and up-to-date lists of villages and towns in each taluk and district have to be obtained in connection with the preparations for the next census. The District Collectors, Director of Municipal Administration, and special Officer, M.C.H., may kindly be requested in this regard to instruct the concerned Tahsildars, Municipal Commissioners and other subordinate officers in their respective jurisdictions to send us a list of villages and hamlets (both habited and uninhabited) in their respective jurisdictions. To facilitate their work, the jurisdictional maps of the taluks prepared for the 1971 census would be sent by this office to the respective Tahsildars so that they could mark the changes, if any, by way of addition or deletion of villages, in their jurisdictions after the 1971 census, on these maps. They may also be advised to send to this office copies of notifications issued in respect of the changes taken place after the 1971 census along with the list of villages so as to reach this office by a date which would be specified while sending these maps to them. It may also be impressed on all the Officers that as the population census involves a rigid time bound programme, they should adhere to the specified dates fixed by the D.C.O for furnishing the required particulars.

In addition to the formation of the new taluk of Sattupalle in Khammam district after the 1971 census, most of the sub-taluks were upgraded into full-fledged taluks. The Tahsildars of these taluks will be required to send their jurisdictional maps to the scale of 1 cm=5 kms. indicating the village boundaries by the specified date, to this office, along with the list of villages.

I shall be highly thankful, if the Government of Andhra Pradesh could issue necessary instructions on the above points to the District Collectors, Director of Municipal Administration, Special Officer M.C.H. as also to the Tahsildars and Municipal Commissioners at an early date so that follow up action could be taken by this office. I request you kindly to mark a copy of the instructions issued in this regard, to this office for reference.

Sd/-

Deputy Director

APPENDIX NO. 6(e)

MOST IMMEDIATE

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (ELECTIONS B) DEPARTMENT

Memorandum No. 492/Elecs. B/78-2 dated 20th April, 1978.

Sub: Census 1981—Preparations—Collection of material regarding changes in Territorial jurisdictions effected after 1971 census—instructions—Issued.

Ref: 1. From the Registrar General in the D.O. letter No. 1/24/77-RG(P) dated 11-1-1978

2. From the Deputy Director of Census Operations, A.P., Hyderabad letter No. 196/Genl/78-2 dated 28-3-1978

In connection with the conduct of the Census Operations in 1981 the Census Department of the Government of India, Ministry of Home Affairs have intimated in the references cited (copies enclosed) that the particulars of the jurisdictional changes in the Taluk and District levels and also in the Municipal limits will be required by them. For this purpose the Census Department will arrange to send jurisdictional maps of the Taluks prepared at the 1971 census to the Tahsildar concerned for indicating the changes in their jurisdiction. All the District Collectors/the Director of Municipal Administration/the Special Officer, Municipal Corporation of Hyderabad are requested to issue necessary instructions to their subordinate officers concerned (i.e. Tahsildars/Municipal Commissioners/Assistant Commissioners of Municipal Corporation of Hyderabad) to furnish the required particulars to the Census Department within the time stipulated by that Department *on priority basis.* A copy *of instructions so issued* may be sent to this Department and Director Census Operations, Hyderabad.

2. As the Census Operations is a national programme to be conducted according to time schedule all the concerned officers should ensure that the particulars required from them are furnished to the Census Department within the time stipulated by them.

DILSUKH RAM,
Chief Electoral Officer &
Secretary to Government

To

All District Collectors (w.e.)

The Director of Municipal Administration, Hyderabad (w.e.).

The Special Officer, Municipal Corporation of Hyderabad, Hyderabad (w.e.)

Copy to the Additional Commissioner, M.C.H., Secunderabad Division, Secunderabad.

Copy to the Deputy Director of Census Operations, Government of India, Khusromanzil, A.C. Guards, Hyderabad-4.

Copy to Housing, Municipal Administration & Urban Development (Elections) Department (2 copies).

Copy to Revenue Department

(Forwarded by order)

Sd/-
Section Officer

APPENDIX NO. 7

CENSUS CALENDAR FOR ANDHRA PRADESH FOR 1981 CENSUS

JULY AND AUGUST 1979

1. Preliminary discussions with the State Government regarding issue of certain notifications.
2. Recognition of new towns that classify and declassification of existing ones if they did not satisfy the definition of a town.

SEPTEMBER, 1979

1. Collection of administrative statistics from various agencies (non-census data) for Part I of the Town and Village Directories.
2. Appointment of Principal Census Officers and Census Charge Officers.

OCTOBER, 1979

1. Issue of instructions to all Census Officers explaining the scope of 1981 Census (Circular No. 1).
2. Issue of instructions regarding the places declared as urban areas for 1981 Census (Circular No. 2).
3. Issue of instructions regarding assignment of location code numbers for the 1981 census (Circular No. 3).
4. Issue of instructions explaining house numbering operations (Circular No. 4).

NOVEMBER, 1979

Checking of taluk, etc. maps with village lists and assigning of location code numbers to all units.

DECEMBER, 1979

1. Preparation of General Village Register and Town Register (Location Code Statements).
2. Delineation of Standard Urban Area for 1981 Census.
3. Issue of instructions regarding the house-listing (Circular No.5)

JANUARY & FEBRUARY, 1980

1. Notification of census questionnaires and instructions in the Gazette as required by the Census Act.
2. Constitution of blocks and supervisor's circles for the purpose of housenumbering and houselisting (preparation of charge registers)
3. Training classes for all Census Officers and Census Charge Officers in the district in housenumbering, houselisting and filling up of Economic Census Schedules.
4. Appointment of Enumerators and Supervisors for enumeration and houselisting operations.

MARCH & APRIL, 1980

1. Drawing up of a 'Training Programme' for Enumerators and Supervisors for Houselisting.
2. Publicity of Houselisting.
3. Despatch of Houselists, Houselist Abstracts, Economic Census Schedules, Abridged Houselists and Instruction Booklets to Principal Census Officers.
4. Training classes for the Enumerators and Supervisors for housenumbering and houselisting operations including canvassing of Houselist and Economic Census Schedules as a practical exercise through training schedules.

MAY, 1980

1. Housenumbering, houselisting and canvassing of Economic Census Schedules and preparation of notional maps showing the lay-out of houses and the numbers allotted to them.
2. Preparation of Houselist Abstract.

1ST JUNE TO 8TH JUNE, 1980.

1. Arrival of the houselists, Economic Census Schedules, etc., at the headquarters.

9TH JUNE TO 15TH JUNE, 1980.

1. Arrival of the houselists, Economic Census Schedules, etc., at the headquarters of the Director of Census Operations, Andhra Pradesh.

16TH JUNE TO 15TH JULY, 1980.

1. Checking of the houselists for completeness, sampling of houselists, coding and punching of houselists and Economic Census Schedules commence in the Tabulation Office (Separate programme will be drawn up for setting up of the Tabulation Office and completion of tabulation).

2. Issue of instructions regarding the formation of Census Divisions, Supervisors' Circles and Enumerators' Blocks and preparation of Charge Registers.

16TH JULY TO 31ST AUGUST, 1980.

1. Preparation of Charge Registers, delineation of Enumerators' Blocks and Supervisors' Circles on the basis of houselists by the Census Charge Officers.

2. Detailed instructions formulating the training programme of Census Officers at all levels including Enumerators and Supervisors (Circular No. 7).

3. Publicity measures.

4. Selection of 20% sample of enumeration blocks for canvassing the sample slip.

5. Tabulation of Houselisting in the Main Office.

SEPTEMBER & OCTOBER, 1980.

1. Selection and earmarking of Census Enumerators and Supervisors in each Charge (preparation of charge registers).

2. Scrutiny of charge registers.

3. Detailed instructions regarding the conduct of 1981 census enumeration (Circular No. 8).

4. Issue of detailed instructions regarding the compilation of provisional totals and despatch of census schedules to Tabulation Offices (Circular No. 9).

5. Training classes for all census officers and census charge officers in the districts for filling up the individual slips and population records.

6. Despatch of training enumeration slips and instructions to all districts.

7. Depatch of individual slips, household schedules, etc., to district headquarters.

8. Reassessment of blocks and circles constituted and finalisation of charge lists by charge officers.

NOVEMBER, 1980 TO JANUARY, 1981.

1. Compilation of Part I (Non-Census data) of the village and town directories.

2. Intensive training of Enumerators and Supervisors including practical exercise in enumeration on training schedules.

3. Preparation of Abridged Houselists for each enumerator's block.

4. Issue of appointment letters to Enumerators and Supervisors.

5. Issue of schedules, etc., by the Charge Officers to the Census Enumerators.

6. Setting up of Regional Tabulation Offices for receiving and tabulating the census schedules relating to special areas.

7. Role of supervision (Circular No. 10).

FEBRUARY, 1981.

1. Census enumeration

28TH FEBRUARY, 1981 (Night)

1. Enumeration of houseless population.

1ST MARCH TO 5TH MARCH, 1981.

1. Revisional Round.

6TH MARCH TO 10TH MARCH, 1981.

1. Compilation and Reporting of Provisional Totals.

11TH MARCH TO 15TH MARCH, 1981.

Despatch of census schedules to Regional Tabulation Offices by Charge Officers.

16TH MARCH TO 4TH APRIL, 1981.

1. Converting the Regional Offices into Tabulation Offices with enlarged staff.
2. Receiving the schedules from the Charge Officers and their verification.

5TH APRIL TO 30TH SEPTEMBER, 1981.

1. Post Enumeration Check.
2. Sorting and tabulation of schedules in the tabulation offices.

1ST OCTOBER TO 31ST DECEMBER, 1981.

Compilation of Tables

31ST DECEMBER, 1981.

Winding up of tabulation offices.

1ST JANUARY, 1982.

Establishment of Central Tabulation Unit in the main census office.

JANUARY 1982 TO 28TH FEBRUARY, 1984.

Compilation of state tables and preparation for publication of prescribed Census Reports (by stages).

Sd/-

S. S. JAYA RAO,

Director of Census Operations.

APPENDIX 8

STAFF POSITION AS ON 1-8-1981

S.No.	Category	Scale of pay	Sanctioned strength	Working strength
1	2	3	4	5
Gazetted				
1.	Director (Sr. IAS scale plus Spl. pay of Rs. 300)		1	1
2.	Deputy Director	1100—1600	3	3
3.	Asst. Director	700—1300	3	3
Non-Gazetted (Ministerial)				
1.	Office Supdt.	550—900	1	1
2.	Confidential Asst.	550—900	1	1
3.	J.A.O. (Ex-cadre post)	500—900	1	1
4.	Head Assistant	550—750	1	1
5.	Assistant	425—700	5	5
6.	Accountant	425—640	1	1
7.	Hindi Translator	425—700	1	1
8.	Stenographer Gr. I	425—700	1	1
9.	Stenographer Gr. II	330—560	3	3
10.	U.D.C.	330—560	10	8
11.	L.D.C.	260—400	13	9
12.	Driver	260—350	1	1
13.	Record Keeper/Lib.	260—400	1	1
14.	Sr. Gest. Operator	260—350	1	1
15.	Daftry	200—250	3	3
16.	Jr. Gest. operator	210—270	1	1
17.	Class IV (Peons)	196—232	10	9
18.	Selection Gr. Peon	200—240	2	1
19.	Class IV Others	196—232	7	7
Non-Gazetted (Technical)				
1.	Sr. Geographer	650—960	1	1
2.	Investigator	550—900	13	13
3.	Cartographer	550—900	1	1
4.	S.A.	425—700	31	31
5.	Sr. Artist	550—700	2	2
6.	Artist	425—700	1	1
7.	Sr. D/Man	425—700	5	4
8.	Computor	330—560	72	61
9.	Draftsman	330—560	10	5
10.	Ferro Typer	260—430	1	1
11.	Asst. Compiler	260—400	43	..
				The R.G. has imposed ban on filling up of the posts of Asst. Compilers
12.	Coder(Consolidated pay Rs. 280p.m.)	280	112	99
13.	Checker Do.	330	72	62
14	Supervisor Do.	380	18	15
			453	359

APPENDIX No. 9(a)

STATEMENT SHOWING THE ITEM-WISE DISTRIBUTION OF THE CENSUS MATERIAL, 1981 IN ANDHRA PRADESH

S.No.	Name of the Item		Received	Distributed	Balance	Remarks
1	2		3	4	5	6
		Field Material				
1.	Individual Slips *Black* (50 slips pads)	Telugu	1,029,750	974,700	55,050	
2.	Do.	English	33,150	30,000	3,150	
3.	Do.	Urdu	39,200	19,300	19,900	
4.	Do.	Marathi	3,840	3,500	340	
5.	Individual Slips *Black* (25 slips pads)	Telugu	298,100	247,200	50,900	
6.	Do.	English	300	150	150	
7.	Do.	Urdu	7,800	5,100	2,700	
8.	Do.	Marathi	..	..	..	
9.	Individual Slips *Blue* (50 slips pads)	Telugu	234,900 *4,950	239,600	250	*Locally printed
10.	Do.	English	13,050	13,000	50	
11.	Do.	Urdu	11,200	3,500	7,700	
12.	Do.	Marathi	900	750	150	
13.	Individual Slips *blue* (25 slips pads)	Telugu	46,500 *20,000	58,900	7,600	*Locally printed
14.	Do.	English	16,800	9,000	7,800	
15.	Household Schedules (25 forms)	Telugu	4,96,500	493,000	3,500	
16.	Do.	English	14,700	14,575	125	
17.	Do.	Urdu	19,300	9,500	9,800	
18.	Do.	Marathi	840	840	..	
19.	Household Schedules (10 Forms)	Telugu	168,600 *97,800	221,300	45,100	*Locally printed
20.	Do.	English	30,000	17,875	12,125	
21.	Do.	Urdu	6,400	2,000	4,400	
22.	Enumerator Abstract	Telugu	150,000	132,800	17,200	
23.	Do.	English	6,000	4,000	2,000	
24.	Do.	Urdu	12,000	1,200	10,800	
25.	Enumerator Working Sheet	Telugu	140,000	135,000	5,000	
26.	Do.	English	21,000	14,700	6,300	
27.	Do.	Urdu	42,000	5,300	36,700	
28.	Degree Holders and Technical Personnel Forms	English	315,000	315,000	..	
29.	Enumerator Progress Reports	English	400,000	396,300	3,700	
30.	Supervisor Progress Reports	English	80,000	79,800	200	
31.	Notional Maps	English	380,000	293,200	86,800	
		Training Material				
32.	Individual Slips *Red* (50 slips pads)	Telugu	253,950	223,480	30,470	
33.	Do.	English	4,050	3,000	1,050	

APPENDIX 9(a)—*Contd.*

1	2	3	4	5	6
34.	Individual Slips *Red* (25 slips pads) Urdu	9,450	2,400	7,050	
35.	Do. Marathi	900	400	500	
36.	Do. . . . . Telugu	7,200	2,000	5,200	
37.	Household Schedules *Red* (25 slips pads) . . . . Telugu	93,300	87,465	5,835	
38.	Do. English	1,800	1,400	400	
39.	Do. Urdu	4,500	500	4,000	
40.	Do. Marathi	320	100	220	
41.	Enumerator Abstract *Red* . . . . . Telugu	130,000	129,985	15	
42.	Do. English	3,000	2,200	800	
43.	Do. Urdu	7,000	200	6,800	
44.	Enumerator Working Sheet *Red* . . . . . Telugu	129,000	128,805	195	
45.	Do. English	1,000	900	100	
46.	Abridged Houselist *Red* . . . . . Telugu	6,000	5,800	200	
47.	Do. Marathi	2,000	..	2,000	
48.	Instruction Booklets . . . . . Telugu	130,000	124,700	5,300	
49.	Do. English	8,925	5,700	3,225	
50.	Do. Urdu	6,000	3,300	2,700	
51.	Do. Marathi	4,000	450	3,550	

APPENDIX No. 9(b)

STATEMENT SHOWING THE DISTRIBUTION OF CENSUS MATERIAL DURING THE CENSUS ENUMERATION 1981

S.No.	Item	Telugu	English	Urdu	Marathi	Kannada	Hindi
1	2	3	4	5	6	7	8
1.	Individual Slip (50 P) Black	974,700	30,000	19,300	3,500	..	..
2.	Individual Slip (25 P) Black	247,200	150	5,100	..	..	..
3.	Individual Slip (50 P) Blue	239,600	13,000	3,500	750	..	..
4.	Individual Slip (25 P) Blue	58,900	9,000	..	..	..	..
5.	Household Schedules 25 Forms	493,000	14,575	9,500	840	..	..
6.	Household Schedules 10 Forms	221,300	17,875	2,000	..	..	..
7.	Enumerator Abstract	132,800	4,000	1,200	..	..	..
8.	Enumerator Working Sheets	135,000	14,700	5,300	..	..	..
9.	DHTS	..	315,000	..	..	..	..
10.	Enumerators Progress Reports	..	396,300	..	..	..	..
11.	Supervisors Progress Reports	..	79,800	..	..	..	..
12.	Notional Maps	293,200	..	..	..	..	..
13.	Instruction Booklets	124,700	5,700	3,300	450	5	145

APPENDIX No. 9(c)

STATEMENT SHOWING THE DISTRIBUTION OF INSTRICTION BOOKLETS IN ANDHRA PRADESH

S.No.	Name of the language	No. of booklets distributed
1	2	3
1.	**All Languages**	**149,175**
2.	Telugu	130,000
3.	Hindi	150
4.	Marathi	4,000
5.	Kannada	100
6.	Urdu	6,000
7.	English	8,925

APPENDIX No. 10 (a)
CENSUS OF INDIA 1981
HOUSELIST

Name of State/Union Territory .....Code No.....
Name of District.....Code No.....
Name of Tehsil/Taluk/P.S./Dev. Block/Circle etc. .....Code No.....

Name of Village/Town.....Code No.....
Name of Ward/Mohalla/Hamlet.....Code No.....
Enumeration's Block No .....

Line No.	Building No. (municipal or local authority or census No.)	Census house No.	Purpose for which census house is used (if wholly or partly non-residential, fill Enterprise List)	Household No.	Name of the head of household	Is the household engaged in an enterprise outside this census house and without premises If yes fill Enterprise List	Number of persons normally residing in census household			Is there a physically handicapped person in the household? If so, indicate number of those who are totally			Remarks
							Males	Females	Total	Blind	Crippled	Dumb	
1		3	4	5	6	7	8	9	10	11	12	13	14
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
Total	× ×	(a)	× × ×	(a)	× × ×	× ×							× × ×

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

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

Signature of office Compiler.....Date.....

Note: (a) Count No. of entries and give total.

Strike total for each of the columns 8 to 13.

APPENDIX NO. 10(b)

CENSUS OF INDIA 1981
(ECONOMIC CENSUS)
ENTERPRISE LIST

1. State/Union Territory .....Code No.....
2. District .. ..Code No.....
3. Tehsil/Taluka/P.S./Dev. Block/Circle etc. .....Code No.....
4. Village/Town .....Code No.....
5. Name or No. of Ward/Mohalla/Hamlet ..... Code No.....
6. Enumerator's Block No .....
7. C.D. Block .... Code No.....
8. Rural/Urban ..... Code No.....

Line number of Houselist (col. 1 of HL)	Census house No. (col. 3 of HL)	Sl. No. of enterprise (col. 4 of HL)	Sl. No. of enterprise (col. 7 of HL)	Description of activity of enterprise	Code	Classification of enterprise (agri-1, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership*	Social group of owner (SC-1, ST-2, others-3)	Power/fuel used for activity**	Number of persons usually working daily: Non-agricultural enterprises (Code 2 in col. 5): Total (including unpaid workers): Males	Females	Total	Hired: Males	Females	Total	Agricultural enterprises (Code 1 in col. 5): Total (including unpaid workers)	Hired	Remarks
1	1(i)	2	3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Total	× ×	[a]	[a]	× × ×	×	[b]	[b]	[b]	[b]	[b]			[c] [ ]			[c] [ ]		[c] [ ]	× × ×

Signature of Enumerator .....date.....

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

[a] Count number of entries and give total.

[b] Count number of entries with code 1 and give total.

[c] Count number of entries and give total in the brackets.

*Type of ownership—private-1, cooperative-2, central govt.-3 state govt-4, local body-5, others-6

**Power/fuel used for activity—without power-1, electricity-2, coal/soft coke/wood-3 petrol/diesel—4 gas—5, animal power—6, others—7

APPENDIX NO.11

CIRCULARS ISSUED BY THE DIRECTOR OF CENSUS OPERATIONS

CIRCULAR NO. 1 CENSUS—IMMEDIATE

GOVERNMENT OF INDIA

Ministry of Home Affairs

Office of the Director of Census Operations

Andhra Pradesh

From

Sri S. S. JAYA RAO, I.A.S.,
Director of Census Operations,
Andhra Pradesh, Hyderabad.

Hyderabad—500 004,
Dated 22 nd October, 1979.

To

All District Collectors & Ex-Officio

Principal Census Officers.

Sir,

Sub:—Census 1981—Organisation of Census Operations General Instructions.

1. **Introduction.**—Census taking in India has always been a task of national importance. The conduct of Census Operations on this scale unmatched anywhere in the world has been made possible with the spontaneous flow of co-operation from the various agencies of the Government. The co-operation and efficiency with which it has been conducted from one decade to another with unbroken regularity have helped develop a rich "Census tradition".

2. **Scope of this Circular.**—The preparatory work of 1981 Census which will be the twelfth in the series has commenced. I thank you for your cooperation in updating the list of villages, finalisation of list of towns, and updating of jurisdictional maps of various administrative units. I am grateful to you for the interest you have evinced in spite of your pressing problems such as drought and conduct of elections.

3. It is my intention to acquaint you in this Circular with the important facets of 1981 Census and to generally outline the organisational task before us as also the framework in which we would have to operate in arriving at the final population count of the State as on the sunrise of 1st March, 1981.

4. I am doing this with a view to enable you to chalk out your own programme suitably. I will also be issuing detailed circulars explaining the steps that may have to be taken by you during the various phases of the Census Operations. You will find that the time spent by you in going through these circulars or instructions in great details will immensely help you in your running the Census mechanism smoothly and effectively. As the head of the District Census Organisation your role is vital in conducting the Census Operations.

5. **Census Schedules**—The following questionnaires and schedules to be canvassed during the 1981 Census Operation were evolved keeping in view the need of the data users and after testing them in three field studies such as the Pilot Study, the First Pretest and the Second Pretest. These schedules are:

(i) Houselist

(ii) Enterprise List

(iii) Individual Slip (Universal)

(iv) Individual Slip (Sample)

(v Household schedule

6. An important distinguishing feature of 1981 Census is the introduction of sampling at enumeration stage for the first time in the history of population censuses of the country. Two individual Slips will, therefore, be canvassed—(1) Individual Slip (Universal), (2) Individual Slip (Sample). Individual Slip (Universal) will be canvassed for all areas while Individual Slip (Sample) will be canvassed only in some of the selected enumeration blocks. These two individual Slips and Household Schedules will be canvassed in February, 1981. In later circulars I will be giving you details on these two slips.

7. **1981 Census reference period.**—One of the essential features of a population census is that each person must be enumerated at a well defined point of time which is universally applied. The reference date for the 1981 Census will be the sunrise of 1st March, 1981. The actual enumeration will be spread over from the 9th February till the 28th February, 1981 with a revisional round from 1st March to 5th March 1981 in order to bring the census count correct upto the reference date, viz., the 1st March, 1981.

8. **The Census Act.**—The Census Operations are conducted under the authority of the Indian Census Act (Central Act No. XXXVII of 1948). An up-to-date copy of the Act is appended for your ready reference. I request you to get yourself thoroughly acquainted with the Act in order to know the authority and the responsibilities of the Census Officers. It will help you to meet all possible eventualities that are likely to arise in the course of Census Operations. Under the Act the District Magistrate or the authority notified by the State Government can requisition the services of those in-charge of Military units, Institutions, Establishments, Local Bodies, etc., to perform Census duties. The Act empowers a Census Officer to ask of the persons in his jurisdiction the questions as directed by Government and to expect truthful answers. The Act also guarantees the confidential nature of Census records which will not be open to inspection or be admissible in evidence in any judicial proceedings except where a prosecution, is for an offence under the Census Act itself. The Act is a simple one and I would specially request you to be thoroughly acquainted with it.

9. The Government of Andhra Pradesh have notified the following Census Officers under sub-section 2 of section 4 of the Census Act in their G. O. Ms. No 658 General Administration (Election-B) Department dated 17th September 1979.

	Officers	Local Area
1.	Director Census Operations, Andhra Pradesh	The whole of the State of Andhra Pradesh
2.	Deputy Directors of Census Operations, Andhra Pradesh	The whole of the State of Andhra Pradesh
3.	Assistant Directors of Census Operations Andhra Pradesh	The whole of the State of Andhra Pradesh
4.	Agents to the Government of Andhra Pradesh for agency areas of Srikakulam, Vizianagaram, Vishakhapatnam, East Godavari, West Godavari and Khammam districts	The agency tracts of their respective districts
5.	Collectors and Joint Collectors of districts and all officers in-charge of revenue divisions of all the districts, except the district of Hyderabad and	Their respective jurisdictions
6.	Collector and Joint Collector of Hyderabad district and officers in-charge of revenue divisions in Hyderabad district	Their respective jurisdictions, excluding the Hyderabad Municipal Corporation
7.	Collector and Joint Collector of Vishakhapatnam district and officers in-charge of revenue divisions in Vishakhapatnam district	Their respective jurisdictions, excluding the Vishakhapatnam Municipal Corporation
8.	Special Officer of the Hyderabad Municipal Corporation	The whole of Hyderabad Municipal Corporation Limits
9.	Special Officer of the Vishakhapatnam Municipal Corporation	The whole of Vishakhapatnam Municipal Corporation Limits
10.	Deputy Commissioner of the Hyderabad Municipal Corporation, Secunderabad Division	Local limits of the Secunderabad Division of the Municipal Corporation of Hyderabad
11.	Deputy Commissioner of Hyderabad Municipal Corporation	Local limits of the Hyderabad Division of the Hyderabad Municipal Corporation
12.	Deputy Commissioner of Vishaknapatnam Municipal Corporation	The whole of Vishakhapatnam Municipal Corporation Limits
13.	Personal Assistants to District Collectors	Within the district
14.	Deputy Chief Executive Officers, Zilla Parishad	Within the district
15.	District Statistical Officers of all districts	Within their respective jurisdictions
16.	Tahsildars	All areas within their taluks other than Municipalities and the 'Special Charges' constituted for cantonments, Army, Navy, Air Force Establishments and the Nagarjunasagar, Srisailam, Sileru and Sriramsagar Dam Site Camp areas, Bellampalli Collieries Kothagudem Notified Area Committee and Ramachandrapuram (B.H.E.L.) Township
17.	Commissioners and Special Officers of all Municipalities	Their respective Municipal limits
18.	Officers Commanding Army Stations or appointed by Officers Commanding Army Stations for the Census of strictly military areas	The limits of the Strictly military area, as determined for each station
19.	Officer in-charge of Secunderabad Cantonment	The limits of Secunderabad Cantonment, excluding the strictly military area, persons comprised in such units or bodies
20.	Officers Commanding units or bodies or Troops in camps	All persons comprised in such units or bodies
21.	Officers Commanding Air Force Establisnments	The limits of their respective establishments
22.	Deputy Secretary, Port Trust, Vishakhapatnam	The limits of the establishments of Port trust
23.	Officers, Commanding Naval Establishments	The limits of their respective establishments
24.	Executive Engineer in-charge of Camps and Buildings, Nagarjunasagar Canals, Vijayapuri North	Entire Nagarjunasagar Project Dam Camp site including right bank
25.	Executive Engineer in-charge of Camp and Buildings, Srisailam Project	Entire Srisailam Project area (both the banks)
26.	Senior Assistant Engineer, Sriramsagar Project	Entire Sriramsagar Project area (both the banks)
27.	Executive Engineer (Designs and Quality Control), Lower Sileru Project	Entire Upper and Lower Sileru Project area
28.	Personnel Officer, Singareni Collieries Company Limited, Bellampalli	Bellampalli Collieries area
29.	Assistant Personnel Officer (Estates), Singareni Collieries Company Limited, Kothagudem	Entire Kothagudem Notified Area by Committee
30.	Officer in-charge of Town-ship Administration, Ramachandrapuram (B.H.E.L.) Township	B.H.E.L. Township Area

10. The Government have also been pleased to delegate to the officers under Sec. 4 (4) of the Census Act, the power to appoint Census Officers within the local areas of their jurisdictions. These officers have also been authorised to issue the declarations in writing under Sec. 4 (3) of the Act in respect of the Census Officers appointed by them.

11. Action is being taken separately to notify all the Block Development Officers as Additional Census Charge Officers for their respective jurisdictions.

12. **Principal Census Officers, Joint Principal Census Officers, District Census Officers, Additional District Census Officers, Sub-Divisional Census Officers.**—The State Government have designated the Collectors, Joint Collectors, Personal Assistants to the Collectors, Deputy Chief Executive Officers, Zilla Parishads, District Statistical Officers and Officers in-charge of the Revenue Divisions as follows:

1. Collectors	Principal Census Officers
2. Special Officers of Hyderabad and Vishaknapatnam Municipal Corporations	Principal Census Officers
3. Joint Collectors	Joint Principal Census Officers
4. Personal Assistants to the Collectors	District Census Officers
5. Deputy Chief Executive Officers, Zilla Parishads	Additional District Census Officers
6. District Statistical Officers	Additional District Census Officers
7. Officers in-charge of Revenue Divisions within a district	Sub-Divisional Census Officers
8. Additional Commissioner of the Hyderabad Municipal Corporation	Joint Principal Census Officer
9. Deputy Commissioners of Hyderabad and Vishakhapatnam Municipal Corporations	City Census Officers
10. Tahsildars	Census Charge Officers
11. Municipal Commissioners and Special Officers of Municipalities	Town Census Officers

13. **Census Organisational Set—up.**—The population Census of India is ordered by the Government of India. This is conducted under the over-all control of the Registrar Generel and ex-officio Census Commissioner of India under the Ministry of Home Affairs which is the apex body of the Census Organisational set—up. The Director of Census Operations. Andhra Pradesh, Hyderabad appointed by the Government of India for this State under Section 4(1) of the Census Act will supervise and direct the Census Operations in the State. Two Deputy Directors and one Assistant Director at Headquarters are assisting the Director at present. Four Regional Deputy Directors are expected to be in position shortly. They will keep a liaison between the Director of Census Operations and the District Collectors to coordinate all the Census work in their regions. The jurisdictions of the Regional Deputy Directors will be intimated to you later.

14. The responsibility for the successful undertaking of Census in the Districts rests mainly on the Principal Census Officer, viz., the Collector who is the head of the District Census Organisation. He will be assisted by the District Census Officer who is the Personal Assistant to the Collector and the latter will relieve the Collector of all routine Census work and perform the Census duties under the direction of the Collector. The deputy Chief Executive Officer, Zilla Parishad and the District Statistical Officer who have been designated as Additional District Census Officers will assist the District Census Officer. At the lower Administration levels, i.e., taluks and municipalities, the Tahsildars and Municipal Commissioners will attend to the Census work in their respective jurisdictions as 'Census Charge Officers' and they will guide the Supervisors and Enumerators who will eventually attend to the field work.

15. **Principal Census Officers.**—The Collector is notified as the Principal Census Officer for the district in his jurisdiction while the Special Officers of Municipal Corporations are designated as Principal Census Officers in their respective jurisdictions. It is important to remember that the Municipal Corporation area is under a separate Principal Census Officer and, therefore, to the extent, the jurisdiction of the Collector, so far as the Census is concerned, does not extend to Municipal Corporations in his district. The Joint Collector in the capacity of Joint Principal Census Officer will assist the Collector. The Personal Assistant to the Collector, notified as District Census Officer, or his equivalent, i.e., Deputy Municipal Commissioner in the Municipal Corporation area as City Census Officer will be totally responsible for ensuring the conduct of the Census Operations within his jurisdiction. It may be noted that the District Census Officers would oversee the work of Town Census Officers, who are Municipal Commissioners of Municipalities, the Deputy Chief Executive Officers of Zilla Parishads, who have been notified as Additional District Census Officers will primarily look after the work in Panchayat Samithi Blocks. The District Statistical Officers who have been notified as Additional District Census Officers will be actively involved in the conduct of Census Operations but will be primarily responsible for providing guidance, co-ordination and imparting training for canvassing the 'Enterprise List' during the Houselisting Operations. At the Revenue Divisional level, the Principal Census Officer will be assisted in a large measure by the Sub-Collectors or the Revenue Divisional Officers, who have been notified by the State Government as Sub-Divisional Census Officers.

16. **Census Charge Officers.**—At the next lower level are the Census Charge Officers. Each Taluk in a district will normally form a 'Census Charge' and the Tahsildars will be the Charge Officers and will be assisted by the Block Development Officers who will be declared as Additional Census Charge Officers. Officers of similar levels in military areas will be the Charge Officers. In the case of municipalities, the Municipal Commissioner himself will be the Charge Officer. In case of Municipal Corporation areas there can be more than one Charge Officer who will be in-charge of circles/wards. The Charge Officer is an extremely important functionary because the entire success of the operations in a local area such as taluk or municipal town or part of the municipal corporation would depend on him. It is necessary to constitute certain special areas such as project areas, strictly military areas, etc., into special charges and place them in-charge of the officer of the concerned administrative department in order to get the Census work done more effectively in those areas. In cantonment area, the Executive Officer of the Cantonment Board or Officer nominated by the Board may be the Charge Officer for cantonment area (other than the strictly military areas).

It is most important that the Principal Census Officers, District Census Officers and Sub-Divisional Census Officers will have to ensure that all the areas in the districts are properly divided into Census Charges and placed under properly notified Charge Officers and their jurisdictions clearly demarcated without overlapping or omission of any area. A statement showing the various hierarchy of Census Officers together with their duties and jurisdictions is appended.

17. **Census Supervisors and Enumerators.**—The charges will be broken into a number of Enumerators' Blocks. Normally five such blocks will constitute a Supervisor's jurisdiction and will be designated as the Supervisor's Circle. The greatest care should be exercised in the delineation of the Enumerator's Blocks. The Enumerator's Blocks should be compact and formed in such a way that the Enumerator will be able to cover the entire population in his block within the specified enumeration period, viz., 9th February to 28th February, 1981. In rural areas the Enumerator Block will be made up of about 150 households with a population of about 750 persons. In urban areas the Enumerator Block may cover about 120 households with a population of about 600 persons. The Supervisor will check the work of about five Enumerators and he is expected to check 20 per cent of the work of each Enumerator. The Enumerators shall be recruited as far as possible from a single agency. It is hoped that with the expansion of educational facilities there will not be dearth of suitable elementary school teachers for appointment as Census Enumerators. If it is not possible to get adequate number of school teachers, they may be supplemented by other suitable village officers, local body staff and block or other staff. It is important that the Enumerators for the blocks are so appointed that the areas in which they have to operate lie close to their residence so that the Enumerator may find it convenient to devote as much time as possible for Census enumeration work. This will also avoid heavy expense towards the travelling allowance, etc. Each Enumerator may have to work in the field at least for three hours every day if he has to cover all the households thoroughly. The Supervisors in rural areas may be appointed from amongst staff of higher cadres like Progress Assistants, Social Education Organisers, Extension Officers, Village Development Officers, Taluk Statistical Assistants, Revenue Inspectors, Deputy Inspectors of Schools, Health Inspectors and other touring officers in the rural areas. In urban areas the Executive Officers of Panchayats, the Revenue Inspectors of Municipalities, Building Supervisors, Sanitary Inspectors and other State Government Officers whom, the Charge Officer concerned feels, are competent to perform the duties of Supervisor are appointed. Their jurisdictions should be so fixed that they will be able to cover the circles within their jurisdiction in the course of their normal tours. It is always desirable that large Institutions such as big hospitals, Borstal Schools, Central Jails and Special areas like Railway colonies, Port areas, etc., are constituted into Special Supervisors' Circles and the Supervisors and Enumerators for such institutions and areas are appointed from amongst the staff of the institutions or the area itself. Smaller institutions will be covered by the ordinary Supervisor and Enumerator within whose circle a block may lie.

18. **Responsibilities of Charge Officers, Supervisors and Enumerators.**—The Charge Officer is the Kingpin in the Census Organisation. Apart from the selection of Enumerators and Supervisors, he will have to effectively instruct and train the Enumerators and Supervisors and keep the Census on a strict time schedule. The Supervisors form an important link in the chain of Census Officers. They will have to be thorough with the instructions and rules and explain them to the Enumerators. They will have to closely supervise the work of Enumerators and guide them. The Enumerators, of course, form the back bone of the Census Organisation and as such they have to grasp the instructions thoroughly and have to be free from all doubts before undertaking the field work. The accuracy and success of a Census depends largely on the quality of the Enumerators and Supervisors and also the training that has been imparted to them. This in turn will depend on the training you would have imparted to the Charge Officers.

19. The persons appointed as Enumerators and Supervisors have to discharge their duties as Census Officers under the Census Act. They should, therefore, take up the Census work and discharge it faithfully. They can neither refuse the work nor intentionally make false entries in the Census schedules. Their legal obligations are specified in section 8 and 11 of the Census Act and the Enumerators and Supervisors should be made to understand these provisions at the training classes so that they are made aware of their responsibility and authority under the Act, and are able to discharge their duties diligently with the necessary legal backing. It must be clear to the Enumerators that the success of the Census will depend largely on the quality of their work and that they, therefore, have an important role in the Census count.

20. Location Code.—It is necessary to identify each of the Census schedules and questionnaires with the areas to which they relate. The most essential requisite of Census work is, therefore, a graduated breaking up of the entire district to distribute the work amongst the Census Officers at various levels and the building up of a pyramid of jurisdiction and responsibility from below. For this purpose, the minimum details necessary, will be the name of the district, taluk and the town or village. It is evident that writing of these details on every sheet would involve the volume of scriptory work not worth its utility. Any easy method of such identification has, therefore, been evolved by assigning a location code. The location code is a simple device consisting of digits by which every area comprising an administrative unit in the State can be identified. Each such area can then be referred to by a combination of such numbers.

(i) In rural areas the location code will have four elements separated by oblique strokes. The first element will represent the district number, the second, the taluk number, the third, the village number and the fourth will be Enumerator's Block number given in the brackets.

For example: "2/5/37 (10)"

Here the first figure '2' represents the district, '5' the taluk '37' the village and '10' in brackets the Enumerator's Block.

(ii) The urban location code will have four elements, representing district number, town number, ward/locality/block number and the Enumerator's Block number.

For example: 9/IV/6 (13)

Here '9' represents the district number, 'IV' the town number in that district, '6' the ward/locality/block number and '13' within brackets the Enumerator's Block number in that particular town.

21. I will be intimating to you the codes assigned to the various hierarchy of units and also issuing detailed instructions in due course, as soon as the re-organisation of taluks as per the recent decision of the State Cabinet takes place.

22. **Finalisation of the List of Towns.**—Urbanisation will be one of the important studies at a Census. It will be necessary to determine as early as possible the places which will be recognised as cities and towns at the 1981 Census. Early notification of towns will also enable us to finalise the location code quickly. There has been considerable correspondence already on the subject of the determination of towns. All corporations, municipalities and cantonments will automatically be treated as towns. As regards the other areas they should satisfy the following criteria, namely, (1) the place should have a jurisdiction of more than 5,000 population; (2) at least 3/4ths male working population should be non-agricultural; and (3) the density of population should not be less than 400 persons per Sq. Km. It is possible that certain places with even less than 5,000 population might have sprung up with definite urban characteristics, i.e., newly formed industrial areas, large housing settlements, places of tourist importance, project areas, etc., which may deserve to be treated as towns. Cer-

tain proformae have already been communicated to you requesting you to furnish the particulars to enable me to finalise the list of towns for the 1981 Census. The replies received thereto are being examined. I will be communicating to you the approved list of towns in due course through another circular which will also give you the detailed instructions on the location code numbers to be adopted in the 1981 Census.

23. **Checking of Location Code Maps of Districts, Taluks and Towns.**—The importance of having proper district and taluk maps indicating the village boundaries cannot be over emphasised. These maps will help to demarcate clearly the Enumerators' and Supervisors' jurisdictions as well as Census Charges, in order to ensure that all the areas in the district are fully covered. As you are already aware, we have got the 1971 Census map duly updated by you. Six copies of each map will be sent to you after incorporating latest changes, if any, and also indicating the 1981 Census location code number thereon along with the location code statements. You will have to get them checked up again on the field through the concerned Tahsildars and Municipal Commissioners and attested. One of the six copies of the map will be retained in Taluk Office for reference, one in the Collectorate and the remaining four copies will have to be returned to this office. Necessary instructions in this regard will be issued while forwarding these maps to you.

24. **Broad stages of Census Operations.**—Census Operations consist of four distinct stages namely, (1) House-numbering and Houselisting, (2) Enumeration, (3) Tabulation and (4) Preparation of Census Reports. You will be concerned with the first two stages. The tabulation and preparation of Census reports will be attended to by the Directorate of Census Operations.

25. **Need for Housenumbering.**—A good system of housenumbering under which each house can be easily located will be an essential pre-requisite of an efficient Census. The permanent housenumbering system has not been properly implemented in several areas particularly in rural tracts. We have, therefore, to take up the task of rebuilding the house numbering or renumbering in the cases in which the maintenance has been badly neglected or the original numbering was defective. In cases where the existing numbers are very defective and cannot be improved upon satisfactorily, re-numbering will have to be resorted to according to the instructions which I will issue in due course.

26. **Outline Maps of Villages and Towns.**—It will be necessary to prepare outline maps of villages and towns on which the housenumbering adopted for that particular village or town will be shown. More detailed instructions will be issued on how these maps should be drawn up in my circular on Housenumbering which will follow shortly.

27. **Programme of Housenumbering and houselisting.**—The Housenumbering and the Houselisting Operations in this State will be taken up from 1st May to 31st May, 1980. This will be done under the supervision of Municipal Commissioners in respect of Municipalities, Executve Officers of Gram Panchayats in respect of Notified Gram Panchayat Areas and the Tahsildars in the rural areas with the help of Village Officers. Revenue Inspectors may be made responsible for their jurisdiction for Housenumbering and Houselisting Operations. Along with the housenumbering, houselisting on a prescribed schedule will also be done. Besides collecting the particulars of Census houses in the Houselist, certain additional information on Enterprises will be collected in another schedule called 'Enterprise List'. The Houselist and Enterprise List forms are being printed and will be supplied to you in adequate quantity during March, 1980. Before that, we will have to prepare the charge registers indicating the jurisdictions of Enumerators and Supervisors and select and appoint suitable persons as Enumerators and Supervisors and train them for the job of Housenumbering and Houselisting. As indicated earlier, proper outline plans to indicate the housenumbering will also have to be got ready. A detailed circular about the training programme, Housenumbering and Houselisting is being issued separately.

28. **Selection and training of Enumerators.**—Enumeration is the most important stage of a Census operation. This can be done either by leaving printed slips with the household with the request to fill them up or get them actually canvassed by an enumerator. In India the canvassed mehod is adopted, i.e., a Census Officer who is designated as an Enumerator visits each household within his allotted block during a prescribed enumeration period and puts across the Census questionnaire to the Head or a responsible member of the household and records the answers in the prescribed schedules. It is a cardinal principle of Census that no individual is missed out from enumeration and each individual is enumerated but only once.

29. The success of the Census will depend on the quality of the enumerator and the training he receives. The Enumerators may be selected with care from amongst primary school teachers supplemented if absolutely necessary by village officers or other suitable agency. Our experience shows that the Enumerators require a very thorough drilling and close supervision of their work. The quality of the enumeration depends on the understanding of instructions by the Enumerators and supervisory staff and the interest and enthusiasm exhibited by them.

30. **Appointment of Enumerators and Supervisors.**—For the purpose of Housenumbering and Houselisting, the demarcation of enumerators' blocks can be taken up in January, 1980 and appointment orders to Enumerators and Supervisors issued. As suggested earlier it will facilitate if a list of persons suitable for appointment as Enumerators and Supervisors is prepared in advance. The charge registers indicating the jurisdictions of Enumerators and Supervisors under each Charge Officer will have to be approved by me. The order appointing a person appointed as an Enumerator shall be served on him and a second copy invariably obtained and filed in the office of the Charge Officer.

31. Soon after the Housenumbering and Houselisting is completed by May, 1980, the demarcation of Enumerators' Blocks and Supervisors' Circles may be carved out and Charge Registers are prepared for actual Census Enumeration. Detailed circular in this regard will issue later.

32. **Training of Census Officers.**—The intensive training of the Enumerators and Supervisors may be taken up from March, 1980 for housenumbering and houselisting operations. While for actual enumeration the training classes may be held for Enumerators and Supervisors during December, 1980 and January, 1981. Before that myself and my Deputy Directors will be touring the districts and will undertake training classes for Census Officers, i.e., Principal Census Officers, Joint Principal Census Officers, District Census Officers, Additional District Census Officers, City Census Officers, Census Charge Officers/Census Additional Charge Officers and Town Census Officers, etc. Thereafter Principal Census Officers should organise the training programme for the Enumerators in the district through District Census Officers and Charge Officers. It is better that they attend a number of classes so that the Supervisor and the Charge Officer are fully satisfied that the Enumerator has a thorough knowledge of his work. The training classes will include as much as possible a programme of practice in filling up individual schedules and slips. The Principal Census Officer may programme to address at least one instruction class in each Revenue Division. It will be better if the training programme is so arranged that each Enumerator is made to attend an instruction class run by Charge Officer or District Census Officer at least once.

33. The Enumeration machinery should be fully geared up to tackle the enumeration with confidence and felicity.

34. **Practice Enumeration.**—For the purpose of practice enumeration, to enable the Enumerators to get practical experience it is proposed to print training Census Schedules and each enumerator will be expected to enumerate about 10 households at the practice enumeration in order to give him confidence and get his doubts, if any, cleared.

35. **Supply of main Enumeration Schedules.**—The enumeration schedules and instructions printed in the regional languages of the State, viz., Telugu, Urdu, etc., will be supplied well in time. It is desirable that the Census Schedules for each State are filled up in one language only to facilitate tabulation. Therefore, the Principal Census Officers are requested to ensure that in the selection of Enumeraors and Supervisors Telugu knowing staff are appointed as far as possible. It will be an advantage if the Enumerator, though Telugu knowing, is also able to speak the local language of certain households who may not know Telugu. For example, in some areas there may be a household speaking only Urdu or Kannada or Tamil or Oriya or Marathi. It will be convenient if the Enumerator is able to question the people in their language, if they cannot understand Telugu and elicit answers but record the answers in the forms in Telugu. If for any unavoidable reasons it is found not possible to get Telugu knowing Enumerators in certain areas, a small reserve of Schedules and instructions in other languages will be supplied. Such cases should, however, be very minimum as enumeration schedules in a multiplicity of languages will render the tabulation work extremely difficulty and costly. Adequate number of forms and instructions in English also will be supplied which may be particularly useful to the supervisory staff. English forms may have to be used in certain urban localities, strictly Military areas, etc.

36. **Enumeration of houseless persons.**—There is likelihood of houseless persons such as nomads, pavement dwellers, etc., living in certain areas in a village or town of your jurisdiction. A note has to be made of such areas by the Enumerator concerned and these houseless persons will have to be systematically covered on the night of 28th February, 1981. Special steps will have to be devised to see that persons, if any, living on boats in inland waterways and coastal crafts are also enumerated on the night of 28th February, 1981 itself. Detailed instructions will issue separately in this regard.

37. To bring the population count up-to-date as on the sunrise of 1st March, 1981, the Enumerator will have to quickly go round his jurisdiction again on a revisit from 1st to 3rd March, 1981 and enumerate any fresh arrival in his jurisdiction who might not have already been enumerated elsewhere and also take into account any fresh births that might have taken place in any of the households after his previous visit but before the sunrise of 1st March, 1981 and fill in fresh Census schedules to cover such cases. Similarly, he should cancel schedules relating to persons who may have died since his last visit to the household but prior to the sunrise of 1st March, 1981. Births or deaths that had taken place after the sunrise of 1st March, 1981 should not be taken into account.

38. **Proovisional Totals.**—Soon after the enumeration is completed, by an efficient system of relay, the Principal Census Officers should be able to collect and communicate their district totals to the Director of Census Operations and also to the Registrar General, India by telegram or wireless between 5th and 8th March, 1981. It will be good, if each Census Charge Officer conveys the provisional totals for his charge, directly to the Director of Census Operations by telegram immediately after he secures the figures from his Supervisors and also to the Principal Census Officer. With this the Census field operations will practically come to a close. The filled in Census schedules should be despatched by the Charge Officer to the Tabulation Offices.

39. **Despatch of filled in schedules.**—The filled in Enumeration schedules should be handed over by the Enumerator to his Supervisor soon after the revisional round is over and provisional totals are stuck for the Enumerator's Block. The Supervisor after collecting and carefully scrutinising the Schedules of all the Enumerators under his jurisdiction should hand them over to his Charge Officer before 10-3-1981. The Charge Officer, in his turn, should collect the Census schedules of all the Enumerators from the concerned Supervisors and transmit the schedules to the Regional Deputy Directors of Census Operations by 25-3-1981 at the latest under personal escort.

40. **Publicity.**—It needs two to make a Census viz., the Enumerator and the enumerated. It is important that the citizen should be fully acquainted with what a Census is and what questions he will be required to answer. The success of Census not only depends on the quality of enumeration but also on the cooperation and the level of awareness of the persons enumerated. The repetitive and intensive training of Enumerators can go a long way to control the quality of Enumerators but controlling the quality of respondents cannot be easily achieved. With a view to percolating awarenesss of the importance of Census to the masses and educating them about their responsibility towards it, wide publicity through mass and other media tailored to the requirements of the Census will have to be done. While certain measures, such as radio talks, publishing of articles, issue of posters, films, etc., will be taken up centrally at Government of India level as well as State Government level, it will be necessary to organise local publicity measures in the District. The Panchayat Raj Department can undertake Census publicity as part of the Social Education Programme. Knowledge of Census can be disseminated through schools, informal talks by district officers and local leaders with villagers. The Principal Census Officers may kindly exercise their minds in this direction and devise suitable publicity measures which can be put nto effect at proper time so that by the time the Census count is taken the Census Organisation as well as the people are fully prepared for it.

41. **Honoraria.**—Though Indian Census has had a unique tradition of honorary enumeration, the question of paying some remuneration is being examined. The final decision will be indicated to you shortly.

42. **District Census Calendar.**—I enclose a District Census Calendar indicating the various stages of the Census operations that you may have to deal with at district level, for your guidance. It is only brief and not exhaustive but is enough to bring out the several steps that will have to be taken by you to make a good Census of your district.

43. **Recognition of good work done at the Census.**—The meritorious services of the Enumerators and other Census Officers will not go unrecognised. As at the previous Census, the good work turned out by Census Officers will be placed on record and the system of awarding Census medals and certificates will be continued. Detailed instructions in this regard will issue later. It shall be the endeavour of every one who is called upon to perform Census duties to put forth his or her best effort with the realisation that it is a privilege to have participated in this great national task.

44. **Conclusion.**—I enclose to this Circular the D.O. letter from Dr. M. Channa Reddy, Chief Minister of Andhra Pradesh which I am sure will inspire you and your district colleagues in preparing for the great count ahead.

45. Permit me to take this opportunity for re-reading with you a few concepts from a message given by late Shri C. Rajagopalachari in 1951. The Ex-Governor-General of India addressing himself in particular to the enumerator said,

"You are an enumerator and therefore, you build the very base of the whole structure. The base is as you know, the most important part of any structure. The record of your work will remain carefully kept for use throughout the next ten years.

Yours is not an isolated inquiry. You are one of about six hundred thousand patriots, all of whom will be engaged on an identical task at the same time. All of you are jointly responsible for enumerating all the people. Collectively you will prepare a record of basic facts of the citizens and families in our republic.

If this record is to be correct and complete, the part which you contribute should in itself be correct and complete. You should master the simple instructions which you have received and apply them uniformly and conscientiously. These instructions are based on a common plan for the country as a whole. Like a swarm of bees that build a beautiful hive according to the laws of geometry, each doing its part in obedience to a mystic urge, you should do your part according to conscience and the sense of truth inherent in us all.....I do hope you will take pride over the quality of your contribution to this nation-wide enterprise and do your best. God bless you."

Yours faithfully,

S. S. JAYA RAO,
Director of Census Operations

HIERARCHY OF CENSUS OFFICERS—1981 CENSUS

ANDHRA PRADESH

Census Designation	Designation	Duties	Jurisdiction
1. Census Enumerators	Local school teachers, village officials, local bodies officials	Enumeration	Enumeration Block 600-750 persons
2. Census Supervisors	Revenue Inspectors, Village Officers, Head Masters, UDCs, and other Officials, higher in cadre than Enumerator.	Ensuring of supply of schedules in adequate numbers, supervision of field work by test checks and scrutiny.	Five Enumerators' Blocks
3. Charge Officers	Tahsildars, Municipal Commissioners, Special Charge Officers, Deputy Commissioners of Circle Offices of Hyderabad Municipal Corporation.	Housenumbering, Houselisting, formation of Enumerator Blocks and Supervisors Circles, selection of Enumerators and Supervisors. Imparting of training, distribution and collection of schedules and other responsibilities attached with the Census taking.	For Tahsildars entire taluk excluding municipalities and special charges. For Commissioners of Municipalities, entire municipal area. For Deputy Commissioners of Hyderabad Municipal Corporation, entire circle within their jurisdiction, For Charge Officers within their jurisdiction.
4. Sub-Divisional Census Officers	Revenue Divisional Officers/Sub-Collectors.	Guiding the Charge Officers, training the Supervisors and Enumerators and Inspection of Enumeration work.	Within their division excluding municipalities.
5. Additional District Census Officers	Deputy Chief Executive Officers of Zilla Parishads.	Guide the Charge Officers in Selection of Enumerators and imparting of training to Enumerators and Supervisors, inspection of Enumeration.	Entire district excluding municipalities and special charges.
6. Do.	District Statistical Officers		
7. District Census Officers	P.A. to Collector	Oversee the entire census work in the district excluding municipal corporations if any.	Entire district excluding Municipal Corporations.
8. City Census Officers	Deputy Commissioners of Hyderabad and Vishakhapatnam Municipal Corporations	Oversee the entire census work in the Municipal Corporation of Hyderabad and Vishakhapatnam.	Entire Municipal Corporation area
9. Joint Principal Census Officer	Joint Collectors/Additional Commissioner of Hyderabad Municipal Corporation	Assist the Principal Census Officers.	Joint Collectors entire district excluding municipal corporations
10. Principal Census Officers	District Collectors, Special Officers of Municipal Corporations	Totally responsible for the conduct of Census	Entire district excluding municipal Corporations for District Collectors and entire Municipal Corporation area for Special Officers.

DR. M. CHANNA REDDY

Chief Minister

HYDERABAD,

Dated 11th Oct., 1979.

My dear Sri Jaya Rao,

I am indeed happy to learn that the work on the next decennial Census of 1981 has already begun and that our Government had taken steps in this direction and appointed Officers to supervise and conduct Census.

The strategy for the future planning lies only on 1981 Census. Keeping in view the importance the Census plays, I advise the officers to derive the correct population figures. I feel that a greater responsibility lies over the shoulders of the field staff in taking the correct Census. I also advise them to work tirelessly and help the Government to formulate the future plans on the basis of 1981 population. I hope the officers will take up the task assigned to them with all sincerity of purpose and wish them Godspeed.

With best wishes,

Yours sincerely,

(Sd.) M. CHANNA REDDY

Sri S. S. JAYA RAO, I.A.S.,
Director of Census Operations,
Ministry of Home Affairs, Government of India,
Hyderabad.

THE CENSUS ACT, 1948

ACT No. 37 of 1948

An Act to provide for certain matters in connection with the taking of census, (3rd September 1948)

WHEREAS it is expedient to provide for the taking of census in [1]* * *India or any part thereof whenever necessary or desirable and to provide for certain matters in connection with the taking of such census;

It is hereby enacted as follows:—

1. Short title and extent.—(*1*) This Act may be called the Census Act, 1948

[2][(*2*) It extends to the whole of India [3]* * *]

[4][**2. Rule of construction respecting enactments not extending to Jammu & Kashmir.**—Any reference in this Act to the Indian Penal Code 45 of 1860 of 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 that State.]

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

4. **Appointment of census staff.**—(*1*) The Central Government may appoint a Census Commissioner to supervise the taking of the census throughout the area in which the census is intended to be taken and 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 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 this behalf, by a written order so directs—

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

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

(c) every person in charge of a lunatic asylum, hospital, work-house, prison, reformatory or lock-up or any public, charitable, religious or educational institution,

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

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

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

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

(2) All the provisions of this Act relating to census-officers shall apply, so far as may be, to all persons while performing such duties under this section, and any person refusing or neglecting to perform any duty which under this section he is directed to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code (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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1 The words "the provinces and Acceding States" were rep. by the A.O. 1950.

2 Subs. *ibid.*, for the 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.

5 Subs. for the words "Superintendents of Census Operations" by Sec. 3 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 question to the best of his knowledge or belief:

Provided that no person shall be bound to state the name of any female member of his household, and no woman shall be bound to state the name of her husband or deceased husband or of any other persons 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 to be filled up to the best of his knowledge or belief so far as regards the inmates of such house or part thereof or the persons employed under him, as the case may be, at the time aforesaid, and shall sign his name thereto and, when so required, shall deliver the schedule so filled up and signed to the census-officer or to such person as the census officer may direct.

11. Penalties.—(1) (a) Any census-officer or any person lawfully required to give assistance towards the taking of a census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made thereunder, or any person who hinders or obstructs another person in performing any such duty or in obeying any such 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 members of the census staff who removes secrets, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulations which he is legally bound by section 8 to answer, 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 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 tresspasses into a census office,

shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (b) or (c) shall also be punishable with imprisonment which may extend to six months.

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees.

12. Sanction required for prosecution.—No prosecution under this Act shall be instituted except with the previous sanction of the State Government or of any authority authorised in this behalf by the State Government.

13. Operation of other laws not barred.—Nothing in this Act shall be deemed to prevent any persons from being prosecuted under any other law for any act or omission which constitutes an offence under this Act:

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

14. Jurisdiction.—No Court inferior to that of a Presidency Magistrate or a Magistrate of the second class [1] * * *. 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, 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 (1 of 1872).

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[2] or with such other authority as the State Government may authorize 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.

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[1]The words "or in a Part B State. A Magistrate corresponding to a Magistrate of the Second class" ins. by Act 51 of 1950, of S. 4 omitted by the Adaptation of Laws (No. 3) Order, 1956.

17. Grant of statistical abstracts.—The Census Commissioner or any Director of Census Operations[2] or such person as the State Government may authorise in this behalf may, if he so thinks fit, at the request and cost (to be determined by him) of any local authority or person, cause abstracts to be prepared and supplied containing any such statistical information as can be derived from the census returns for[3] (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 persons 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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[2]Subs. for the words "Superintendent of Census Operations" by Sec. 3 of the Repealing and Amending Act, 1974 (Act No. 56 of 1974).

[3]Subs. by the A.O. 1950, for "the Province of India or the Province".

DISTRICT CENSUS CALENDAR, 1981 CENSUS, ANDHRA PRADESH

OCTOBER & NOVEMBER, 1979

1. Furnishing of the up-to-date village lists for each taluk to the Director of Census Operations.
2. Forwarding of the further recommendations, if any on the places to be treated as towns for the 1981 Census.
3. Return of 1971 Census jurisdictional maps duly updated.
4. Reconciliation of discrepancies in the village lists.
5. Furnishing of administrative statistics required under village and town directory portions of District Census Handbooks.
6. Furnishing of up-to-date lists for each Panchayat Samithi to the Director of Census Operations, along with the jurisdictional maps showing each constituent village.

DECEMBER, 1979

1. Scrutiny and return of the location code statements for 1981 Census prepared and forwarded by the Census Office.
2. Scrutiny and certification of District, Taluk and Municipal Town maps prepared for the 1981 Census.

JANUARY & FEBRUARY, 1980

1. Constitution of Enumerators' Blocks and Supervisors' Circles for the purpose of Housenumbering and Houselisting (Preparation of Charge Registers).
2. Training classes for the District Officers and Charge Officers in Housenumbering, Houselisting and filling up of "Enterprise List".
3. Appointment of Enumerators and Supervisors for Housenumbering and Houselisting Operations.

MARCH & APRIL, 1980

1. Finalisation of Training Programme for Enumerators and Supervisors for Housenumbering and Houselisting Operations including selection of convenient training centres.
2. Receipt of the Houselists, Enterprise lists and Houselist Abstract forms and instructions Booklets, etc., from the Census Office.
3. Training classes for the Enumerators and Supervisors for Housenumbering and Houselisting Operations (At least three training classes to be conducted at each training centre) including canvassing of Houselist and Enterprise list in the field as practical exercise.

MAY, 1980

1. Housenumbering, Houselisting and filling up of Enterprise list in all parts of the State.
2. Preparation of Houselist Abstract.

1st JUNE to 8th JUNE, 1980

Collection and despatch of filled in Houselists, Enterprise lists and Houselist Abstracts by the Charge Officers to the Principal Census Officers.

9th JUNE to 15th JUNE, 1980

Despatch of the filled in Houselists, the Enterprise lists and the Houselist Abstracts obtained from the Charge Officers to the Office of the Director of Census Operations, Andhra Pradesh, Hyedrabad.

16th JUNE to 31st AUGUST, 1980

1. Preparation of Charge Register, delineation of Enumerators' Blocks and Supervisors' Circles on the basis of Houselists by the Census Charge Officers for enumeration work.
2. Collection of particulars of personnel working in various Government Offices, Local Body institutions and other institutions of the District for the selection of Enumerators and Supervisors for Enumeration work.
3. Selection of 20% sample of enumeration blocks for canvassing the sample individual slip.

SEPTEMBER & OCTOBER, 1980

1. Selection and earmarking of Census Enumerators and Supervisors for enumeration work.
2. Scrutiny of Charge Registers showing the jurisdiction of each of the Enumerators and Supervisors.
3. Training classes for all Census Officers and Census Charge Officers in the districts for filling up the individual slips and Population Records.
4. Receipt of practice enumeration slips and instructions from the Census Office, Hyderabad.

NOVEMBER & DECEMBER, 1980

1. Finalisation of the Charge Register.
2. Receipt of individual Slips, Household Schedules. etc., in the District Headquarters.
3. Preparation of Abridged Houselist for each Enumerator's Block for issuing them to Enumerators and Supervisors.
4. Intensive Training of Enumerators and Supervisors including practical exercise in Enumeration on training schedules.

1st JANUARY to 8th FEBRUARY, 1981

1. Issue of appointment orders to Enumerators and Supervisors by the Charge Officers.
2. Issue of Census Schedules (Individual Slips, Household Schedules, etc.) to the Enumerators by the Charge Officers.

9th FEBRUARY to 28th FEBRUARY, 1981

Actual Census Enumeration.

28th FEBRUARY, 1981 (Night)

Enumeration of houseless population (i.e., pavement dwellers, beggars, vagrants, nomads and also those living in boats, tourist specials, etc., who are not enumerated elsewhere).

1st MARCH to 5th MARCH, 1981

Revisional round.

6th MARCH to 10th MARCH, 1981

1. Scrutiny of Enumerators' Abstract by the Supervisors and communication of the provisional totals of the Enumerators' blocks to the Charge Officers.
2. Compilation and reporting of provisional totals by the Charge Officers to Principal Census Officers and to the Director of Census Operations, Andhra Pradesh, Hyderabad.
3. Compilation and reporting of provisional totals of each district to the Director of Census Operations, Andhra Pradesh, Hyderabad and the Registrar General, India, New Delhi.

10th MARCH to 25th MARCH, 1981

Despatch of filled-in Census schedules to the concerned Regional Tabulation Offices.

CIRCULAR No. 2 CENSUS—IMMEDIATE

GOVERNMENT OF INDIA

Ministry of Home Affairs

Officce of the Director of Census Operations, Andhra Pradesh

Hyderabad-500 004

Dated 27th October, 1979.

From

S. S. JAYA RAO, I.A.S., Director of Census Operations, Andhra Pradesh.

To

All District Collectors and ex-officio Principal Census Officers.

Sir,

Sub:—Census 1981—Classification of Urban Units—List of places to be treated as towns for the 1981 Census—Communicated.

Principles for recognising a place as a Town.—It has been the tradition of the Indian Census to present Census data for rural and urban areas separately. Considerable thought has been given to the definition and criteria to be applied for classifying an area as an urban unit. Various views were examined and the Registrar General, India, felt that in view of the complexity of the Indian situation and regional variations in the level of infrastructural facilities, it would be desirable to adopt the same concept or criteria used at the previous censuses for demarcation of urban areas. Also it would facilitate meaningful comparison and analysis of trends of urbanisation with the earlier data. Accordingly the Registrar General, India has communicated the following broad principles in this context which were referred to you vide my office letter No. 509/MTU/79, dated 20-3-1979 for sending to me your recommendations regarding the list of places in your district.

(a) All places with a municipality, Corporation, cantonment board or notified town area committee, etc, are to be treated as towns irrespective of their population size and other characteristics.

(b) All other places which satisfy the following criteria are to be treated as towns:

(i) A minimum population of 5,000;

(ii) At least 75% of the male working population engaged in non-agricultural pursuits; and

(iii) A density of population of at least 400 persons per sq. Km. (1000 per Sq. mile).

Based on the replies received from you and on the demographic particulars available in my office, the proposals were examined in my office. Further in respect of places where personal inspections and discussions were considered necessary, my Asst. Directors, Deputy Director have visited the concerned areas and held discussions with local officers to decide about the inclusion or otherwise of a place in the urban frame. I am extremely thankful to you for communicating your recommendations which helped me considerably to process and finalise the list of urban units for our State. The Registrar General, India, has approved the list. I am enclosing the list of places to be treated as towns in this State for 1981 Census as Annexure to this Circular.

Some of the places proposed to be treated as urban might not have completely fulfilled all the above urban criteria. In such cases factors such as distinct urban characteristics, growth potential etc., were taken into consideration and decision taken based on the merits of each case. This list of urban areas has been communicated to the State Government for their concurrence. Amendments, if any, will be communicated to you subsequently.

It has already been explained in my Circular No. 1 dated 22nd October, 1979 that Location Code Numbers to towns should be given in Roman figures (I, II, III, IV, etc,) to distinguish them from the location code numbers for villages which will be indicated by Arabic numerals (1, 2. 3, 4, etc.,). To enable easy reference by data users the system of numbering adopted by me for each district is alphabetical serial of the towns. The Location Code numbers assigned for the towns listed in Annexure districtwise in a separate series in alphabetical order, are indicated against each town, in the Annexure and these have to be adopted in all the 1981 Census Operations. Details about L.C. Nos. of Districts, Taluks, Villages etc., will be given in my next Circular (Circular No. 3) which will be issued in due course.

Jurisdiction of places recognised as towns.—The jurisdiction of the towns in the list conforms to the present municipal/panchayat limits as the case may be. In the case of special areas like project sites, colliery areas, the jurisdiction extends over the area under the administrative control of the concerned project or colliery authorities.

Agency for carrying out the Census work in towns.—The 1981 Census work in the Municipalities/Corporations will have to be looked after by the Municipal Secretaries/Special Officers as Charge Officers, i.e. Town/City Census Officers. In special areas like project sites, colliery areas, etc., the concerned officers of the project/colliery administration notified by the Government of Andhra Pradesh in their G.O. Ms. No. 658, G.A. (Elec. B) Department, dated 17-9-1979 will have to attend to the Census work. In all other towns in the taluk and also in the villages the Tahsildars concerned will have to attend to the 1981 Census work. The Tahsildar should, therefore, immediately get in touch with the concerned Municipal Secretary/Project/Colliery authorities and make sure of their exact jurisdictions to avoid any possibility of omission of any area or overlapping of jurisdiction in the ensuing Census Operations.

May I trouble you for an acknowledgement of the receipt of the Circular by returning the form enclosed duly signed.

Yours faithfully,

S. S. JAYA RAO,
Director of Census Operations

Encl: List of towns.

ANNEXURE

1981 CENSUS

District-wise Alphabetical List of Towns

Sl. No.	Name of the Town	Location Code Number
1	2	3
	1. SRIKAKULAM DISTRICT	
1.	Amadalavalasa (P)	I
2.	Ichchapuram (P)	II
3.	Mandasa (P)	III
4.	Narasannapeta (P)	IV
5.	Palakonda (P)	V
6.	Palasa (P)	VI
7.	Parasamba alias Kasibugga (P)	VII
8.	Rajam (P)	VIII
9.	Sompeta (P)	IX
10.	Srikakulam (M)	X
11.	Tekkali (P)	XI
	2. VIZIANAGARAM DISTRICT	
1.	Bobbili (M)	I
2.	Cheepurupalle (P)	II
3.	Gajularega (P)	III
4.	Kanapaka (P)	IV
5.	Kondapalem alias Sriramnagar (P)	V
*6.	Kothavalasa (P)	VI
7.	Nellimarla (P)	VII
8.	Parvathipuram (M)	VIII
9.	Salur (M)	IX
10.	Vizianagaram (M)	X
	3. VISHAKHAPATNAM DISTRICT	
1.	Anakapalle (M)	I
2.	Bheemunipatnam (M)	II
3.	Chodavaram (P)	III
4.	Gopalapatnam (P)	IV
5.	Madugula (P)	V
6.	Narasapatnam (P)	VI
7.	Payakaraopet (P)	VII
8.	Upper Sileru Project Site Camp.	VIII
9.	Vishakhapatnam (M.C.)	IX
10.	Yellamanchili (P)	X

Sl. No.	Name of the Town	Location Code Number
1	2	3
	4. EAST GODAVARI DISTRICT	
1.	Amalapuram (M)	I
*2.	Bandarulanka (P)	II
3.	Dowleshwaram (P)	III
*4.	Donkarayi (P)	IV
5.	Kakinada (M)	V
6.	Machavaram (P)	VI
7.	Mandapeta (M)	VII
8.	Peddapuram (M)	VIII
9.	Pithapuram (M)	IX
10.	Rajahmundry (M)	X
11.	Rajahmundry Non-Municipal Area	XI
12.	Ramachandrapuram (M)	XII
*13.	Ramanayyapeta (P)	XIII
14.	Razole (P)	XIV
15.	Samalkot (M)	XV
*16.	Suryaraopet (P)	XVI
17.	Tuni (M)	XVII
	5. WEST GODAVARI DISTRICT	
1.	Akiveedu (P)	I
2.	Bheemavaram (M)	II
3.	Eluru (M)	III
*4.	Jangareddigudem (P)	IV
5.	Kovvur (M)	V
6.	Narasapur (M)	VI
7.	Nidadavole (M)	VII
8.	Palacole (M)	VIII
9.	Penugonda (P)	IX
10.	Tadepalligudem (M)	X
11.	Tanuku (M)	XI
	6. KRISHNA DISTRICT	
1.	Avanigadda (P)	I
2.	Challapalle (P)	II
3.	Gannavaram (P)	III

1	2	3
6.	KRISHNA DISTRICT (*Contd.*)	
4.	Gudivada (M)	IV
5.	Gunadala (P)	V
6.	Jaggayyapet (P)	VI
7.	Kaikalur (P)	VII
8.	Kankipadu (P)	VIII
*9.	Kondapalle (P)	IX
10.	Machilipatnam (M)	X
11.	Nandigama (P)	XI
12.	Nuzvid (P)	XII
13.	Patamata (P)	XIII
14.	Pedana (P)	XIV
15.	Tiruvur (P)	XV
16.	Vijayawada (M)	XVI
17.	Vuyyur (P)	XVII
7.	GUNTUR DISTRICT	
1.	Bapatla (M)	I
2.	Bhattiprolu (P)	II
3.	Chilakaluripet (M)	III
4.	Guntur (M)	IV
5.	Macherla (P)	V
6.	Mangalagiri (M)	VI
7.	Narasaraopet (M)	VII
8.	Phirangipuram (P)	VIII
9.	Ponnur (M)	IX
10.	Repalle (M)	X
11.	Sattenapalle (P)	XI
12.	Tadepalle (P)	XII
13.	Tenali (M)	XIII
14.	Vijayapuri South	XIV
15.	Vinukonda (P)	XV
8.	PRAKASAM DISTRICT	
1.	Addanki (P)	I
2.	Chirala (M)	II
*3.	Chirala Non-Municipal Area	III
4.	Cumbum (P)	IV
5.	Giddalur (P)	V
6.	Kandukur (P)	VI
7.	Kanigiri (P)	VII
8.	Markapur (M)	VIII
9.	Ongole (M)	IX
*10.	Singarayakonda (P)	X
11.	Vetapalem (P)	XI

1	2	3
9.	NELLORE DISTRICT	
1.	Gudur (M)	I
2.	Kavali (M)	II
3.	Kovur (P)	III
*4.	Kovurpalle (P)	IV
5.	Nayudupet (P)	V
6.	Nellore (M)	VI
7.	Sullurpet (P)	VII
8.	Venkatagiri (P)	VIII
10.	CHITTOOR DISTRICT	
1.	Chittoor (M)	I
2.	Kuppam (P)	II
3.	Madanapalle (M)	III
4.	Nagari (P)	IV
5.	Pakala (P)	V
6.	Palmaner (P)	VI
7.	Punganur (P)	VII
8.	Puttur (P)	VIII
9.	Renigunta (P)	IX
10.	Srikalahasti (M)	X
11.	Tirumala (P)	XI
12.	Tirupati (M)	XII
13.	Tirupati Non-Municipal Area	XIII
11.	CUDDAPAH DISTRICT	
1.	Badvel (P)	I
2.	Cuddapah (M)	II
*3.	Dommara Nandyal (P)	III
4.	Jammalamadugu (P)	IV
5.	Kamalapuram (P)	V
*6.	Madhavaram (P)	VI
*7.	Nagireddipalle (P)	VII
8.	Proddatur (M)	VIII
9.	Pulivendla (P)	IX
10.	Rajampet (P)	X
11.	Rayachoti (P)	XI
*12.	Veparala (P)	XII
*13.	Yerraguntla (P)	XIII
12.	ANANTAPUR DISTRICT	
1.	Anantapur (M)	I
2.	Dharmavaram (M)	II
3.	Gooty (P)	III

1	2	3
ANANTAPUR DISTRICT (*Contd.*)		
4.	Guntakal (M)	IV
5.	Hindupur (M)	V
6.	Kadiri (M)	VI
7.	Kalyandrug (P)	VII
8.	Penukonda (P)	VIII
9.	Rayadurg (M)	IX
10.	Tadpatri (M)	X
11.	Uravakonda (P)	XI
13.	KURNOOL DISTRICT	
1.	Adoni (M)	I
*2.	Allagadda (P)	II
3.	Atmakur (P)	III
4.	Banaganapalle (P)	IV
5.	Bugganipalle (P)	V
6.	Dhone (P)	VI
7.	Kurnool (M)	VII
8.	Nandikotkur (P)	VIII
9.	Nandyal (M)	IX
10.	Srisailam Project Township Right Flank Colony	X
11.	Yemmiganur (M)	XI
14.	MAHBUBNAGAR DISTRICT	
1.	Alampur (P)	I
2.	Badepalle (P)	II
3.	Farooqnagar (P)	III
4.	Gadwal (M)	IV
5.	Kollapur (P)	V
6.	Kosigi (P)	VI
7.	Mahbubnagar (M)	VII
8.	Nagarkurnool (P)	VIII
9.	Narayanpet (M)	IX
10.	Srisailam Project Township Left Flank Colony	X
11.	Wanaparthi (P)	XI
15.	RANGAREDDY DISTRICT	
1.	Alwal (P)	I
2.	Balanagar (P)	II
3.	Bowenpalle (P)	III
*4.	Budvel (P)	IV
5.	Fatehnagar (P)	V
*6.	Ghatkeswar (P)	VI
*7.	Kapra (P)	VII
8.	Kukatpalle (P)	VIII
RANGAREDDY DISTRICT (*Contd.*)		
9.	Macha Bolaram (P)	IX
10.	Moosapet (P)	X
*11.	Qutbullapur (P)	XI
12.	Shamshabad (P)	XII
13.	Strictly Military Area	XIII
14.	Tandur (M)	XIV
15.	Vicarabad (P)	XV
*16.	Yapral (P)	XVI
16.	HYDERABAD DISTRICT	
*1.	Gaddi Annaram (P)	I
2.	Hyderabad (M.C.)	
	(a) Hyderabad Division	IIA
	(b) Secunderabad Division	IIB
3.	Lalaguda	III
4.	Malkajgiri (P)	IV
5.	Osmania University	V
6.	Secunderabad Cantonment	VI
7.	Zamistanpur	VII
17.	MEDAK DISTRICT	
1.	Andole (Jogipet) (P)	I
2.	Medak (M)	II
*3.	Narayankhed (P)	III
*4.	Patancheruvu (P)	IV
5.	Ramachandrapuram (B.H.E.L. Township)	V
6.	Sadasivpet (M)	VI
7.	Sangareddy (M)	VII
8.	Shankarampet (P)	VIII
9.	Siddipet (M)	IX
10.	Zahirabad (M)	X
18.	NIZAMABAD DISTRICT	
1.	Armur (P)	I
2.	Banswada (P)	II
3.	Bodhan (M)	III
4.	Kamareddy (P)	IV
5.	Nizamabad (M)	V
6.	Sriramsagar (Pochampad Project Township Right Flank Colony	VI
*7.	Yellareddy (P)	VII
19.	ADILABAD DISTRICT	
1.	Adilabad (M)	I
2.	Asifabad (P)	II

1	2	3
ADILABAD DISTRICT (*Contd.*)		
3.	Bellampalle	III
4.	Bhainsa (M)	IV
5.	Kagaznagar (M)	V
6.	Kagaznagar Non-Municipal Area	VI
7.	Lakshettipet (P)	VII
8.	Mancheriyal (M)	VIII
9.	Mandamarri (P)	IX
10.	Nirmal (M)	X
11.	Sirpur (P)	XI
12.	Sriramsagar (Pochampad) Project Township Left Flank Colony	XII
20. KARIMNAGAR DISTRICT		
*1.	Huzurabad (P)	I
2.	Jagtial (M)	II
3.	Jangaon (P)	III
4.	Karimnagar (M)	IV
5.	Koratla (P)	V
6.	Kothapalle Haveli (P)	VI
7.	Manthani (P)	VII
8.	Metpalli (P)	VIII
9.	Peddapalli (P)	IX
10.	Ramagundam (P)	X
11.	Sirsilla (P)	XI
12.	Vemulawada (P)	XII
21. WARANGAL DISTRICT		
1.	Dornakal (P)	I
2.	Jangaon (M)	II
3.	Mahabubabad (P)	III
4.	Warangal (M)	IV
22. KHAMMAM DISTRICT		
1.	Bhadrachalam (P)	I
2.	Khammam (M)	II
3.	Kothagudem	III
4.	Madhira (P)	IV
5.	Motugudem (P)	V
6.	Palwancha (P)	VI
7.	Yellandu (P)	VII
23. NALGONDA DISTRICT		
1.	Bhongir (M)	I
*2.	Chandoor (P)	II
*3.	Devarakonda (P)	III
*4.	Gundlapalle (P)	IV
5.	Kodad (P)	V
6.	Miryalguda (P)	VI
7.	Nalgonda (M)	VII
*8.	Ramannapet (P)	VIII
9.	Suryapet (M)	IX
10.	Vijayapuri North	X

(M) Indicates Municipality
(P) Indicates Panchayat
*New towns added at 1981 Census

CIRCULAR NO. 3 CENSUS—IMMEDIATE

GOVERNMENT OF INDIA

Ministry of Home Affairs

Office of the Director of Census Operations

Andhra Pradesh

Hyderabad-500 004

Dated 3rd January, 1980

From

S.S. JAYA RAO, I.A.S.,

Director of Census Operations.

Andhra Pradesh

To

All the District Collectors and Special Officers of Municipal Corporations of Hyderabad and Vishakhapatnam and Ex-officio Principal Census Officers

Sir.

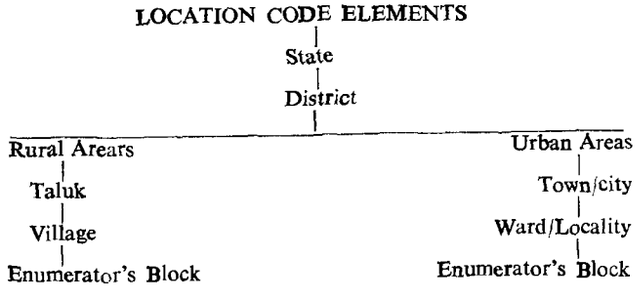
Sub:—Census 1981—Organisation of Census Operations—Location Code And its Importance.

Location Cade and its Importance

I am discussing in this Circular the concept of 'Location Code' as applicable to 1981 Census. You are aware, the location of a village or a town is identified by linking it up with the relevant taluk, district and the State. It involves writing of the names of the array of administrative units down to the level of town or village. This detailed scriptory work can be reduced by coding the various levels of administrative units in a systematic manner. The combination of these codes is described as location code in census parlance. The codes are represented numerically. Thus the location code is a simple method of expressing the identity of a village or a town in a coded numerical language. The numbers representing a level of administrative unit constitute an element in the location code series and each element is distinguished by placing an oblique after it except in the case of the last element. The enumerator's block within the lowest administrative unit is also an element for coding but is indicated within parentheses.

Elements of Location Code

The following administrative units are the elements that constitute the location code for 1981 Census.



Rural as well as urban areas will be represented by a location code containing five elements. The location code in rural areas should consist of codes representing State, District, Taluk, Village and Enumerator's Block. The location code in urban areas should consist of State, District, town or city, ward or locality or Street or Block and Enumerator's Block. The principle followed in assigning code numbers to the various elements are discussed below

Code Number for State and District

The States and Union Territories of India have been assigned serial numbers in alphabetical order. Andhra Pradesh State is allotted a code number '02', which constitutes the first element of location code series. The 23 districts of the State constitute the second element of the location code. These have been numbered serially according to geographical contiguity. The serial number starts from Srikakulam district in the North-East corner of the State and progresses in clock-wise direction ending with Nalgonda district. The code assigned to each district of the State is indicated in column no. 2 of the annexure.

Code Numbers for taluks

All taluks are numbered in a series within each district. The taluks have been assigned serial numbers in a serpentine order starting from the north-west corner of a district. In case of a tail projecting in the north-east corner of the map of a district, the serialization of taluks has been done starting from the tail. The code numbers for taluks are given in column no. 4 of the annexure.

Code Numbers for Towns and Cities

The towns and cities are coded in a separate series within a district serialised according to the alphabetical order. These numbers are indicated in Roman numerals so that the location code numbers of urban areas are readily distinguishable from the location code of the rural areas. The code assigned to a town or a city constitutes the third element in the location code series. The code numbers given to the towns and cities in the State are indicated in the annexure to my circular no. 2, dated 27th October, 1979.

Location Code for Wards and Localities

Administrative divisions of a town or city like wards, localities, blocks constitute the fourth element in the location code series. The numbers assigned to such divisions by the civic authorities will be adopted as codes and will be indicated by Arabic numerals.

Code Numbers for Villages

Revenue village is the lowest administrative unit in rural areas. All villages inhabited or uninhabited in a taluk are numbered in a serpentine order starting from northwest corner in a series. A hamlet of a revenue village is considered to be part of the village and therefore no separate code number is assigned to it. The code for the village constitutes the fourth element of the location code. The location codes for villages are being finalised in this office and will be sent to you shortly.

Location Code for Enumerator's Block

Each enumerator block within a taluk or within a town or city should be numbered serially. The enumerator's block should be serialised in serpentine order within the

administrative division of a town or city. This code number constitutes the 5th and last element of the location code. These numbers should be finalised by the Charge Officer.

The location code system discussed in the above paras can be illustrated by the following examples:

Illustrations

IN RURAL AREAS THE LOCATION CODE FOR THE STATE, DISTRICT, TALUK, VILLAGE AND ENUMERATOR BLOCK MAY BE AS FOLLOWS.

1. 02/05/14/36(42) which means enumerator Block No. 42 in village No. 36, Pemmaraju Polvaram of taluk No. 14 i.e., Narasapur taluk in District No. 05 i.e., West Godavari district of State No. 02 i.e., Andhra Pradesh.

2. 02/18/04/101 (65) would mean that Enumerator Block No. 65, village Fakeerabad bearing No. 101 of taluk No. 04 i.e., Bodhan in district No. 18 i.e., Nizamabad in State No. 02 i.e., Andhra Pradesh.

IN URBAN AREAS THE LOCATION CODE FOR THE STATE, DISTRICT, TOWN/CITY, WARD/LOCALITY/ BLOCK AND ENUMERATOR BLOCK MAY BE AS FOLLOWS.

1. 02/04/X/22 (37) which means Enumerator Block No. 37 in locality 22 of town No. X Rajahmundry of district No. 04, East Godavari in State No. 02 i.e., Andhra Pradesh.

2. 02/17/VII/8(23) would mean Eunmerator Block No. 23 of ward 8 of town No. VII, Sangareddy of district No. 17, Medak in State No. 02 i.e., Andhra Pradesh.

I request you to acknowledge receipt of this circular by return of post in the acknowledgement form enclosed.

Yours faithfully,

S. S. JAYA RAO,
Director of Census Operations.

ANNEXURE

Location Code Numbers of Districts and Taluks in Andhra Pradesh, 1981 Census

Name of the District	Location Code Number of the District	Name of the Taluk	Location Code Number of the Taluk
Srikakulam	01	Ichchapuram	01
		Sompeta	02
		Palasa	03
		Pathapatnam	04
		Tekkali	05
		Kotabommali	06
		Narasannapet	07
		Srikakulam	08
		Amadalavalasa*	09
		Hiramandalam	10
		Palakonda	11
		Rajam	12
		Ponduru	13
		Ranasthalam	14
Vizianagaram	02	Kurupam	01
		Parvathipuram	02
		Salur	03
		Bobbili	04
		Badangi	05
		Cheepurupalle	06
		Gajapathinagaram	07
		Nellimalrla	08
		Bhogapuram	09
		Vizianagaram	10
		Srungavarapukota	11
		Viyyampeta	12

Name of the Distirct	Location Code Number of the District	Name of the Taluk	Location Code Number of the Taluk
Visakhapatnam	03	Chintapalle	01
		Paderu	02
		Araku	03
		Chodavaram	04
		Madugula	05
		Narasapatnam	06
		Kotauratla	07
		Nakkapalle	08
		Yellamanchili	09
		Anakapalle	10
		K. Kotapadu	11
		Sabbavaram	12
		Visakhapatnam	13
		Bheemunipatnam	14
East Godavari	04	Rampachodavaram	01
		Yellavaram	02
		Prathipadu	03
		Tuni	04
		Pithapuram	05
		Peddapuram	06
		Rangampeta	07
		Korukonda	08
		Rajahmundry	09
		Rayavaram	10
		Kakinada	11
		Tallarevu	12
		Ramachandrapuram	13
		Alamur	14
		Kothapeta	15
		Mummidivaram	16
		Amalapuram	17
		P Gannavaram*	18
		Razole	19
West Godavari	05	Polavaram	01
		Chintalapudi	02
		Eluru	03
		Bhimadole	04
		Tadepalligudem	05
		Gopalapuram	06
		Kovvur	07
		Tanuku	08
		Ganapavaram*	09
		Akiveedu	10
		Bheemavaram	11
		Penumantra*	12
		Poduru	13
		Narsapur	14
Krishna	06	Jaggayyapet	01
		Nandigama	02
		Kanchikacherla	03
		Mylavaram	04
		Tiruvur	05

Name of the District	Location Code Number of the District	Name of the Taluk	Location Code Number of the Taluk
Krishna—Concld.	06	Vissannapet	06
		Nuzvid	07
		Gannavaram	08
		Vijayawada	09
		Vuyyuru	10
		Gudivada	11
		Mandavalli	12
		Kaikalur	13
		Bantumilli	14
		Pamarru	15
		Movva	16
		Bandar	17
		Divi	18
Guntur	07	Macherla	01
		Palnad	02
		Piduguralla	03
		Rajupalem	04
		Talluru	05
		Tadikonda*	06
		Mangalagiri	07
		Emani	08
		Tenali	09
		Amruthalur*	10
		Repalle	11
		Pallapatla	12
		Bapatla	13
		Ponnur	14
		Prathipadu	15
		Guntur	16
		Sattenapalle	17
		Chilakaluripet	18
		Narasaraopet	19
		Ipur	20
		Vinukonda	21
Prakasam	08	Yerragondapalem	01
		Darsi	02
		Addanki	03
		Santhamaguluru	04
		Parchur	05
		Chirala	06
		Ongole	07
		Maddipadu	08
		Podili	09
		Tarlupadu	10
		Markapur	11
		Bestavaripeta	12
		Giddalur	13
		Pamur*	14
		Kanigiri	15
		Kondepi*	16
		Kandukur	17

Name of the District	Location Code Number of the District	Name of the Taluk	Location Code Number of the Taluk
Nellore	09	Udayagiri	01
		Atmakur	02
		Vinjamur	03
		Kavali	04
		Butchireddipalem	05
		Kovur	06
		Indukurpet	07
		Nellore	08
		Podalakur	09
		Rapur	10
		Venkatagiri	11
		Gudur	12
		Vakadu	13
		Naidupet	14
		Sullurpet	15
Chittoor	10	Thamballapalle	01
		Madanapalle	02
		Vayalpad	03
		Chinagottigallu	04
		Chandragiri	05
		Srikalahasti	06
		Thottambedu	07
		Satyavedu	08
		Puttur	09
		Nagari*	10
		Chittoor	11
		Bangarupalem	12
		Punganur	13
		Palmaner	14
		Kuppam	15
Cuddapah	11	Jammalamadugu	01
		Proddatur	02
		Badvel	03
		Sidhout	04
		Cuddapah	05
		Kamalapuram	06
		Muddanur	07
		Pulivendla	08
		Lakkireddipalle	09
		Rayachoti	10
		Rajampet	11
		Kodur	12
Anantapur	12	Rayadurg	01
		Kanekal	02
		Uravakonda	03
		Gooty	04
		Tadpatri	05
		Singanamala	06
		Anantapur	07
		Kalyandurg	08
		Kambadur	09
		Chennekothapalle	10

Name of the District	Location Code Number of the District	Name of the Taluk	Location Code Number of the Taluk
Anantapur—*Concld.*	12	Dharmavaram	11
		Penukonda	12
		Madakasira	13
		Hindupur	14
		Nallamada*	15
		Kadiri	16
Kurnool	13	Adoni	01
		Yemmiganur	02
		Kodumur	03
		Kurnool	04
		Nandikotkur	05
		Atmakur	06
		Nandyal	07
		Allagadda	08
		Koilkuntla	09
		Banganapalle	10
		Dhone	11
		Pattikonda	12
		Alur	13
Mahbubnagar	14	Kodangal	01
		Makthal	02
		Mahbubnagar	03
		Jadcherla	04
		Shadnagar	05
		Kalvakurthi	06
		Nagarkurnool	07
		Wanaparthi	08
		Atmakur	09
		Gadwal	10
		Alampur	11
		Kollapur	12
		Achampet	13
Rangareddy	15	Medchal	01
		Marpally	02
		Hayathnagar	03
		Ibrahimpatnam	04
		Maheswaram	05
		Rajendranagar	06
		Chevella	07
		Vicarabad	08
		Tandur	09
		Pargi	10
Hyderabad	16	Golkonda	01
		Secunderabad	02
		Mushirabad	03
		Charminar	04

Name of the District	Location Code Number of the District	Name of the Taluk	Location Code Number of the Taluk
Medak	17	Narayankhed	01
		Andole	02
		Medak	03
		Ramayampet	04
		Dubbak	05
		Siddipet	06
		Gajwel	07
		Narsapur	08
		Sangareddy	09
		Sadasivpet *	10
		Zahirabad	11
Nizamabad	18	Armur	01
		Bheemgal	02
		Nizamabad	03
		Bodhan	04
		Madnur	05
		Banswada	06
		Yellareddy	07
		Kamareddy	08
		Domakonda	09
Adilabad	19	Adilabad	01
		Utnur	02
		Wankadi	03
		Asifabad	04
		Sirpur	05
		Chinnur	06
		Lakshettipet	07
		Khanapur	08
		Boath	09
		Nirmal	10
		Mudhole	11
Karimnagar	20	Mahadevpur	01
		Manthani	02
		Peddapalli	03
		Huzurabad	04
		Bheemadevarapalli	05
		Sultanabad	06
		Mallial	07
		Jagtial	08
		Metpalli	09
		Vemulawada	10

Name of the District	Location Code Number of the District	Name of the Taluk	Location Code Number of the Taluk
Karimnagar--*Concld*		Gandadhara	11
		Karimnagar	12
		Husnabad	13
		Sirsilla	14
Warangal	21	Chitiyal	01
		Parkal	02
		Mulug	03
		Eturnagaram	04
		Gudur	05
		Narasampet	06
		Warangal (Urban)	07
		Warangal(Rural)	08
		Ghanpur	09
		Cheriyal	10
		Jangaon	11
		Kodakondla	12
		Wardhannapet	13
		Maripeda	14
		Mahbubabad	15
Khammam	22	Nugur	01
		Bhadrachalam	02
		Bhoorgampadu	03
		Mangoor	04
		Sudimalla	05
		Yellandu	06
		Kothagudem	07
		Aswaraopet	08
		Sathupalli	09
		Madhira	10
		Khammam	11
		Thirumalayapalem	12
Nalgonda	23	Yadagirigutta	01
		Bhongir	02
		Ramannapet	03
		Mothkur	04
		Thungathurthi	05
		Suryapet	06
		Nakrekal	07
		Chandur	08
		Nalgonda	09
		Nampalli	10
		Devarakonda	11
		Nidamanur	12
		Miryalguda	13
		Huzurnagar	14
		Kodad	15

*Based on the preliminary notification of the Govt. of Andhra Pradesh.

CIRCULAR No. 4 CENSUS-IMMEDIATE

Government of India

Ministry of Home Affairs

Office of the Director of Census Operations

Andhra Pradesh, Hyderabad.

Dated 16th November, 1979.

From

S. S. JAYA RAO, I.A.S.,
Director of Census Operations,
Andhra Pradesh.

To

All the District Collectors and Special
Officers of Municipal Corporations of
Hyderabad and Vishakhapatnam and Ex-Officio
Principal Census Officers.

Sir.

Sub: Census 1981—Housenumbering.

Scope of the Circular

I have dwelt briefly upon the need of an efficient housenumbering system in para 25 of my Circular No. 1, dated 22-10-1979. I am giving in this Circular a detailed account of the need, the principles and the concepts of a scientific housenumbering system.

Need for Housenumbering System

2. A Housenumbering System plays an important role in an efficient conduct of population Census. Firstly, the accuracy of count largely depends on the coverage of dwelling units without overlapping and omission. Secondly, carving out of Enumerators' Blocks for operational convenience is facilitated if each and every house is systematically numbered. Thirdly, it helps locate the respondents and the households without much difficulty. There are umpteen uses of a good housenumbering system in other spheres too. It is more a necessity than a boon for running of administration of the Government and local bodies extension of public amenities and services and personal convenience of the citizens. Location of every house and household efficiently is needed not only for municipal assessment but also for providing essential services to the public like post and telegraph, health and family welfare services, electricity and water supply, rationing, etc. Housenumbering provides a frame for the preparation of electoral rolls and the conduct of socio-economic surveys. A good housenumbering system is, therefore, a basic civil and administrative necessity. It is also a pre-requisite of Census Operations.

Permanent Housenumbering Scheme

3. The Registrar General, India, introduced a Permanent Housenumbering Scheme in 1968 with a view to effecting uniformity in the numbering system throughout the country. Under this scheme, the houses were to be numbered on a permanent basis according to a scientific system. The Government of A. P. had instructed all the local authorities in the State to implement the Permanent Housenumbering Scheme and maintain them continuously. For the effective implementation, the Government of Andhra Pradesh appointed an Advisory Committee at the State level with the Chief Electoral Officer as the Chairman and also an Advisory Committee at District level with the Collector as the Chairman. It is presumed that this scheme might have been implemented in the areas under your jurisdiction. Wherever this scheme could not be fully implemented, I request the Principal Census Officers of such areas, to take immediate steps to implement this scheme effectively and completely. If this scheme has not made a headway, steps may be taken immediately to number the houses or to fill up the gaps wherever warranted according to the instructions given in this Circular. I have already requested you to do so in my Lr. No.J.11/12/76-Estt. dated 9-9-1979. (copy enclosed). I would now like to acquaint you with the various concepts and principles of housenumbering system.

Building

4. A building is a single structure on the ground having walls and roof. The buildings which have pillars with roof or the structures of conical shape whose walls and roof are not discernible will also be treated as buildings. A series of structures not separated by any open land will be treated as separate buildings. A building may be made up of one unit or many adjoining units which are used or likely to be used as dwellings or for running establishments such as shops, business houses, offices, factories, workshops, schools or used as places of entertainment, worship or godowns, stores, etc. It is also possible that one building can be used for one purpose or combination of various purposes such as shop-cum-residence, workshop-cum-residence, office-cum-workshop, etc.

Census House

5. A Census House is a building or part of a building having a separate main entrance from the road or common courtyard or a landing from the staircase etc., used or recognised as a separate unit. A Census House can be used for residential or non-residential purpose or for both or may be unoccupied or unused. If a building contains a number of flats or dwelling units independent of one another having separate entrance from the road or landing from the staircase or common courtyard, they will be considered as separate houses. It is necessary not only to identify the buildings but also the Census Houses.

6. A Household is a group of persons commonly living together and taking their meals from a common kitchen unless the exigencies of work prevent any one of them from doing so. It may be a household of related persons or unrelated persons or of both. A cook or servant living with a household comprising of related persons will also be a member of that household. A hostel is also a household of unrelated persons and is known as "Institutional Household". These concepts have been discussed in detail in the instructions sent to you vide my letter No. 4602/Census/79, dated 27-10-1979.

Principles of Housenumbering

7. Principles of housenumbering are to be applied both in updating the existing housenumbering system as well as taking up the housenumbering afresh in the areas where housenumbering is not satisfactory or does not exist at all. These are further explained hereafter.

Units of Housenumbering

8. The unit of housenumbering is a building and sub-unit is a Census House. Buildings are to be numbered in a series by assigning each of them arabic numerals. A distinction is to be made between a building containing one Census

House and that containing more than one Census House. Only a building number should be assigned to buildings having only one Census House. If there are more than one Census House in a building, a further number appending to the building number shown within parentheses should be given for each Census House.

9. A building may be given a number as 1, 2, 3, 4, in combination of such numbers which indicate ward, street of a particular area. The Census number within a building should then be given as 1 (1); 1 (2); 1 (3); the sub-number termination with the last Census House in the building.

Rural Areas

Permanent Housenumbering

10. A village may be divided into a number of housenumbering blocks depending upon the population size and compactness of settlements. The houses in each block should be numbered in one series. In small villages comprising about 125 houses or less having one compact settlement i.e., without any hamlets, all the houses should be numbered in one series without splitting them into housenumbering blocks. If such a village contains one or more hamlets, it will be preferable to adopt each of such settlements and the main village as separate housenumbering blocks. If the village is big, it will be necessary to split up the area into a number of housenumbering blocks. Each block may cover approximately 100 houses and may comprise adjoining streets or other compact local area with well defined boundaries. The blocks should be assigned serial numbers in a convenient order and then within each block the houses should be numbered in a separate series. If the houses are scattered, the numbering may be done clockwise or anti-clockwise or starting from one direction ending with the opposite direction like from North to South or East to West in a systematic manner covering all the houses. If the houses are situated along the streets the numbering may be done by streets proceeding from North to South or East to West depending upon the axis of the street.

Every village has to be broken down into a number of housenumbering blocks either because of size of population or because of hamlets, the houses in each block must be numbered in separate series. In such cases it is important that the number indicated on the door of the house should indicate the block number as well as the house number as illustrated in the following examples:

1-20 (House 20 in Block Number 1)

2-104 (House 104 in Block Number 2)

3-78 (House 78 in Block Number 3)

Urban Areas

11. The following three systems of housenumbering are in vogue in the urban areas of the State:

(1) Ward Block Housenumbering System

In most of the towns in Telangana region, the city or town is first divided into wards and then into blocks. All the wards are numbered in a series. The blocks are numbered in a separate series within a ward. The houses within each block are continuously numbered in a series.

Under this system, the house number contains three elements of codes. The first element indicates the ward number, the second the block number within the ward and third the house number within a block. For example, a house numberd as 3-6-515 indicates that it is the house number 515 in Block No. 6 of Ward No. 3.

(2) Locality Ward-Street-Housenumbering System

In this method also the housenumbering system contains three elements—the first indicating wards i.e., administrative divisions of a city, or well established localities or mohallas; the second element indicates street within each locality or ward; and the third element indicates the number assigned to the houses in a series for a street. In such a system all localities/wards are serially numbered within a town and all the streets within a locality or ward The houses are numbered in a series for each street.

(3) Ward or Block Housenumbering system.

Under this system the house number consists of two elements—one indicating the ward/block and the other the house number. The wards or blocks within a town are serially numbered. The houses are then numbered in a series in the entire ward or block.

Preparation of Housenumbering Plans

12. For preparing housenumbering plan, sketches showing the layout of buildings are to be drawn on the notional maps of a village or part thereof. In case of rural areas and for ward or block or locality of a town or city in urban areas. In a layout sketch every single building or house should be shown. A distinction should be made between 'Kutcha' and 'Pucca' houses and they should be shown distinctly by different-signs. A Kutcha house is depicted by a triangle while a pucca house is depicted by a square. The use of a house is also represented in the sketch namely whether it is being used for residential or partly residential purpose or for non-residential purpose. The residential or partly residential houses are represented by shading the square or triangle. These are illustrated below:

Pucca houses, whether wholly or partly residential

Pucca wholly non-residential

Kutcha houses, whether wholly or partly residential

Kutcha wholly non-residential

Rural

13. A layout sketch (not necessarily drawn to scale) showing the position of houses and showing topographical details and landmarks like rivers, canals, hills, roads, important buildings, etc., may be drawn for each village for each housenumbering block if the village is large or contains hamlets. Once the layout sketch is prepared it should be easy to decide the direction in which the series of numbering must move. The numbers allotted to each house should be marked on the sketch and with the help of arrow marks at convenient intervals, the direction in which the house number runs should be indicated. Three copies of the sketches must be prepared. One copy may be retained with the village Karnam/Patwari/Executive Officer of the Gram Panchayat; another copy with the taluk office and the third copy may be sent to the Census Department. Two illustrative sketches showing the housenumbering in rural areas are enclosed.

Urban

14. Notional sketches showing layout of the buildings are to be prepared for each locality or ward or block for every town and city. All the topographical details and landmarks like rivers, canals, hills, roads, important buildings, parks etc., are to be shown to facilitate identification. The layout of all the streets and lanes of the ward or block or locality and the municipal boundries are to be shown clearly. The boundaries of wards or blocks or localities and of municipality are to be drawn notionally (not to the scale). An illustrative notional sketch for a town and a ward or locality or block is enclosed.

15. It is very necessary that a house numbering plan for each town and city is prepared immediately. The plan should cover all the areas of the municipality. Lay-out sketches of buildings may be prepared for each ward or locality or block or street as may be considered convenient in a particular case. In doing so, care should be taken that all the areas comprising the city or town are covered in these sketches. The houses may be numbered systematically according to the instructions on the basis of these sketches. I may reiterate that great care should be taken to ensure that no areas constituting the town or city or no house in the unit for which layout sketch had been prepared is left out.

I hope that by and large old housenumbering plans are available with the town or city authorities either prepared in connection with the implementation of the Permanent Housenumbering Scheme or at the time of 1971 Census. If that is so, these sketches may be updated and housenumbering revised to the extent necessary, taking into account changes if any.

Updating of existing housenumbering

16. For ensuring complete coverage of the houses irrespective of their use it is important that every house is numbered before Census taking. Even a scientific housenumbering system in vogue in a particular area at times, fails to take stock of the continuously changing situation in the field. It is therefore, essential to update the existing numbering system by taking into account all the newly built houses. All the houses which have not been numbered earlier may be assigned a number by giving numerical appendices to the preceding existing number. This can be done by placing an oblique after the preceding existing number and assigning serial numbers to the houses without numbers. For example, if two new houses be ween the housenumbers 6-38 and 6-39 have come up, these houses should be numbered as 6-38/1, 6-38/2 etc.

Agency for numbering in rural areas

17. The initial numbering of houses or updating of the existing number, preparation of layout sketches in rural areas should be done by the Village Officers under the supervision of firka Revenue Inspector or other revenue officers under the direction of the Collector. In notified Panchayats, the Executive Officer is responsible for getting the housenumbering done.

Agency for housenumbering in urban areas

18. The importance of housenumbering is felt more in urban areas than in rural areas because of a large concentration of population. The houses should be numbered very systematically and carefully in towns and cities in such a manner that they can be maintained permanently. A good system of housenumbering in towns and cities brings credit to the concerned local authority as day-to day business of various Government and private agencies and the public is facilitated by a good housenumbering system. The Special Officers of Hyderabad and Vishakhapatnam Municipal Corporations the Commissioners of Municipalities, Executive Officers of the Cantonment Board in Cantonment areas; Garrison Engineers in the strictly military areas and Executive Officers of Notified Panchayats are responsible for the housenumbering and its maintenance in their respective areas.

Numbering of houses in special areas such as large railway colonies, project areas, military areas

19. Though the special areas like the large railway colonies, project areas, strictly military areas are generally parts of a town or city, it is advantageous to have the numbering of houses done in a separate series by the concerned authorities. This may, however, be done in close liaison between the local civil authorities and the authorities in-charge of the special areas. It is also important that the general principles of housenumbering laid down by the local civil authorities for the entire area of their jurisdiction may be adopted in the special areas also. Small railway colonies or small colonies of other establishments must be numbered by the local civil authority.

20. I hope this might have been achieved to a large extent under Permanent Housenumbering Scheme introduced in 1968. It is necessary for the Officers of such special areas to update the numbering by taking into account the changes.

All houses to be numbered

21. It is important that all the houses within an area are numbered. Any omission in numbering may have adverse effect on the accuracy of the count and there is always a danger of good work getting an ill-repute in the critical eyes of the public. Sometimes, odd structures scattered about in remote areas such as Forest Rest House and Guard's quarters, Railway Gangman's quarters, a remote temple, farm servants, hut in a remote field etc., may be found. It is the foremost duty of the village officers to ensure that all structures within the limits of their villages have invariably been allotted housenumbers.

Place where the housenumber is to be fixed

22. A suitable place to mark the house number is the centre of the lintel of the front door of the house or the front door itself or a place on the wall adjacent to it. In some huts, if there is no suitable door worth the name then a small portion of the wall near the entrance to the house should be white-washed if this has not already been done by the owner and the number stencilled on the white-washed portion. In case of huts the number may be marked on any suitable rafter, pillar or flat part in the house. Failing all these, a small metal plate (prefrably zinc) or wooden board should be hung by a wire or rope at the door or from the roof of the dwelling as near to the entrance as possible. An acknowledgement from the person residing in the dwelling of having received the number plate or board may be obtained.

Old numbers be effaced

23. Uniformity of location is ideal in respect of the selection of the places on the houses for marking the numbers. Where deviations cannot be avoided, they should be subjected again to some uniformity which would facilitate location of numbers, without any effort. *Wherever fresh numbering is done, all the old numbers if any, should completely be effaced.*

Housenumbering material

24. Under the Permanent Housenumbering Scheme, housenumbering plates may have been already affixed to most of the houses in the State. In villages/towns where the housenumber plates have not been affixed immediate action may be taken to procure and affix them. If any difficulty is faced, coal tar or geroo may be used for painting the housenumbers. I request the Census Officers to ensure that this work is not postponed under any pretext further.

Cost of housenumbering to be borne by the municipality, Panchayat, etc.

25. The municipal and other local administration authorities in towns concerned are responsible for a good system of housenumbering in a town or city and its maintenance in their respective areas. The legislation has also given legal powers to the local bodies to number houses and maintain them properly. The cost of numbering and maintenance of the numbers will have to be met entirely by them as was done previously. It will be in the interests of the local authority concerned to have a good housenumbering within its area.

Canvassing of Houselist and Enterprise List

26. The filling up of Houselists and Enterprise List will be done in May, 1980. I will be separately issuing the instructions for the filling up of the forms relating to Houselist and Enterprise List.

Period for housenumbering

27. If the number of houses is not updated or the existing housenumbering system has become unsatisfactory or the houses have not been numbered at all, the updating or numbering the houses afresh as the case may be, will have to be done during the Houselisting Operations in May, 1980. It is advisable to avoid this contingency as far as possible.

Interference with housenumbers an offence under Census Act

28. The people should be well educated to maintain the housenumbers. They should be taught to take pride in the proper maintenance of their house numbers. They should also be educated about the fact that under the Census Act as well as under the Local Acts an effacement or interference with house numbers is an offence.

Closest attention to be given to housenumbering

29. As the housenumbering is the basis not only for the Census but also for other purposes, all the authorities concerned are requested to give the closest attention to the housenumbering. They should ensure that all houses in their jurisdictions including unauthorised constructions or the houses built on prohibited areas are numbered and not even a single house is left out of the count. The field staff should not try to match the houses numbered in the Census housenumbering operations with those borne on the property registers maintained by the urban local body or Panchayat authorities.

The receipt of this Circular may please be acknowledged by returning the form enclosed duly signed.

Yours faithfully,

S. S. JAYA RAO,

Director of Census Operations.

CIRCULAR No. 5

CENSUS-IMMEDIATE

GOVERNMENT OF INDIA

Ministry of Home Affairs

Office of the Director of Census Operations

Andhra Pradesh

Hyderabad-500 004

Director of Census Operations

From

S.S. JAYA RAO, I.A.S.,
Director of Census Operations,
Andhra Pradesh.

To

All the District Collectors and Special Officers of Municipal Corporations of Hyderabad and Visakhapatnam and Ex-Officio Principal Census Officers.

Sir,

Sub:—Census 1981—Houselisting Operations During May, 1980.

Scope

The salient features of Houselisting Operations which will be conducted during May, 1980 are detailed in this Circular. Houselisting is almost as extensive a field operation as enumeration itself, demanding almost the same attention, organisational skill and discipline. The Houselisting Operations will cover all the areas except strictly military areas in the State. I must stress that meticulous care should be taken of all the points made out in this Circular.

The importance of Houselisting Operations

2. The basic objective of the Houselisting Operations is to provide a frame for Census taking by identifying the areas of settlements and collecting preliminary information on houses and households. Nevertheless, they throw up very useful data as bye-product, bridging some of the gaps in the availability of the statistics in the country. It is also customary to collect some data of topical interest or social importance not essential for constituting the frame for Census taking We are going to collect some basic data on physically handicapped persons and enterprises through Houselisting Operations. The two roles—as the provider of a base for Census taking and as generator of Statistics make Houselisting Operations of crucial importance.

Schedules

3. Two schedules will be canvassed during Houselisting Operations. These schedules are (1) Houselist and (2) Enterprise list. These two schedules will be canvassed simultaneously. The specimen forms of Houselist and Enterprise list are enclosed.

Delineation of Houselisting blocks

4. The area under each charge officer will be split up into houselisting enumerator blocks. These blocks will be the basic unit for Houselisting Operations and each of these blocks will be operated by an Enumerator. The blocks should consist of a compact area with clearly demarcated boundaries covering such population which constitute reasonable workload for the Enumerator. The area under the jurisdiction of Charge Officer should be divided into convenient blocks without overlapping or omission of any area.

5. Since the correct population figure will not be available before Houselisting Operations, it will not be possible to carve out Enumerator Blocks accounting strictly in accordance with the population criterion for the purpose of work load accurately. The estimated population figures available on the basis of 1971 Census coupled with the local knowledge could however form a fairly reliable base for carving out the Houselisting Operation blocks.

Rural areas

6. An Enumerator Block should generally consist of 150-200 households or a population of 750-1000 persons. However, the population of a block may vary beyond these depending on the local conditions. A village having a population of less than 1000 should normally constitute one block. However, more than one village can be made into one Enumerator Block if the villages are contiguous, their combined population does not exceed 1000 and the total distance to be covered between the villages is conveniently manageable by an Enumerator. The villages having population exceeding 1000 could be divided into two normal blocks in such a manner that the population of each block does not exceed 1000 persons.

7. Certain settlements in the forest areas which do not fall within any of the revenue villages must be identified with the smallest forest administrative unit e.g., Forestor's beat. Each such administrative unit will be considered as a Houselisting enumeration block. However, it must be ensured that the distance and the population should be manageable from the point of view of work load. The details of such areas must be obtained from the District Forest Officers.

8. Such of places which have been declared as towns for the purpose of Census and are administered by Panchayats will be covered by Tahsildars under whose charge the rural area of his jurisdiction falls for the purpose of Census taking.

Urban areas

9. An Enumerator Block should consist of 200 households or a population of 1000 persons. Each municipal ward, locality or municipal block should be divided in such a fashion that no Enumerator Block cuts across these municipal divisions. Secondly, the enumerator blocks should be delineated to form a compact area with clear demarcable boundaries and cover the entire area open or inhabited of a ward, locality or town block. Thirdly, while adhearing to the population criterion of 1000 for carving out the Enumerator Block, some flexibility can be allowed depending on the local situations. For example, a ward having a population of 8,300 persons need not necessarily have 8 blocks of 8,000 and one block of 300 persons. Based on the situation on ground these wards could be broken down into 8 or 9 blocks keeping in view an equitable work load to the Enumerators.

Supervisor's Circles

10. Both in urban and in rural areas, a Supervisor's Circle for the purpose of supervision of the enumeration work must be constituted with 5 Enumerator Blocks. The blocks constituting a Supervisor's Circle should be contiguous.

Preparation of Charge Registers

11. A Charge Register should be maintained in the proforma enclosed for all the areas. The maintenance of Charge Register is of a great importance for exercising control over the operation and ensuring coverage without any overlapping or omission of areas. The Charge Register in the prescribed form is to be prepared separately for each Charge *namely Taluk Charge, Municipal Charge, Special Charge* and Municipal Circle Charge in case of Hyderabad Municipal Corporation. The preparation of Charge Register should be completed during February, 1980. This must be prepared in duplicate after the demarcation of houselisting blocks and appointment of Enumerators and Supervisors. Each page of the Charge Register should be allotted to a Supervisor's Circle. The Register should then be got approved by the Director or Deputy Directors or Regional Deputy Directors of Census Operations. A copy of this Charge Register may be retained by the Charge Officer and the other copy may be sent to the Director of Census Operations.

Jurisdictional Maps

12. The Charge Officer should have a jurisdictional map showing the jurisdictions of Enumerator Blocks and the Supervisor's Circle in his charge. The Block number must also be indicated along with the supervisor circle number. This is illustrated in the following map.

Appointment of Enumerators and Supervisors.

13. The Charge Officers should appoint Enumerators and Supervisors by drawing upon the functionaries of various departmen s. A local functionary should be appointed wherever available. In villages, a Village Officer like Karnam/Patwari, Village Development Officer or a Teacher of a local school may be appointed as Enumerator. The Revenue Inspectors or Head Masters, etc., may be appointed as Supervisors.

14. In towns, Enumerators and Supervisors, for Houselisting Operations should be drafted from teaching staff of Government aided or municipal schools, municipal staff and Government employees working in various departments located in the city or town. The officers working in the Public Sector Undertakings can also be drafted for this purpose in consultation with the authorities concerned.

15. In Railway or industrial Colonies run by the concerned administration, the work of houselisting operations may be entrusted to the Enumerators and Supervisors belonging to the concerned establishment in consultation with the authorities.

16. In appointing Supervisors, the following points may be taken into account: (1) A Revenue Inspector must be given a Supervisor Circle within his own jurisdiction. Similarly in the case of other Supervisors having any such jurisdiction, each of them must be given a circle as far as possible constituting his own jurisdiction. (2) It must be noted that a Supervisor must be of a cadre higher than that of Enumerator. (3) Normally, five Enumerators must be put under the supervision of a Supervisor.

17. It is also important that sufficient reserve of the Enumerators and Supervisors is kept to meet any emergent situation. Not less than 10% of the actual requirements of the Enumerators and Supervisors should be held in reserve for each Charge. It should also be ensured that the Enumerators and Supervisors appointed for the purpose of Houselisting Operations are thoroughly conversant with the local language. The selection and appointment of Enumerators and Supervisors must be completed by the end of February, 1980.

Training of Houselisting Staff

18. The training will be imparted in two stages. At the first stage the training will be imparted to the Census Officers down to the level of Charge Officers and Additional Charge Officers at the district headquarters. The training will be imparted by me, the Director of Bureau of Economics and Statistics, by Deputy Directors of Census Operations and Assistant Directors of Census Operations. I will be soon informing you about the training programme.

19. At the second stage, the training will be imparted to the Enumerators and Supervisor's by the Charge Officers concerned. It is very important that the Enumerators and Supervisors are trained thoroughly as the quality of work will very much depend on their assimilation of instructions. At this time along with the houselisting, we are going to canvass also the enterprise list as part of the Economic Census, it is important that repetitive training classes are organised for the primary functionaries. Three to four training classes may be held by the Charge Officers for training the Enumerators and Supervisors. All the persons kept in reserve must also be trained. The training of Enumerators and Supervisors must be completed by the middle of April, 1980. It is also important that the primary workers must be taken to the field for practical exercises in the last two training spells.

Copies of filled in Schedules

20. The houselist will have to be prepared in duplicate. One copy of the houselist will be kept in the Taluk Office or Municipal Office and another copy will be sent to the Director of Census Operations. In the urban areas, the houselist, houselist abstract, layout sketch and notional map should be stitched together Enumerator Blockwise. These should however be stitched villagewise in rural areas. The Enterprise list should be prepared in single copy for each Enumerator Block in urban areas and for each village in rural areas and the same should be stitched separately with the abstract and sent to this office along with the Houselist.

Detailed Calendar for Houselisting Operations

1.	Preparation of national maps and detailed layout sketches	1-5-80 to 3-5-80
2.	Updating of housenumbering	4-5-80 to 6-5-80
3.	Filling in of theHouselist and Enterprise list	7-5-80 to 28-5-80
4.	Preparation of Houselist Abstract and Enterprise list Abstract for his block by the Enumarator	29-5-80 to 31-5-80
5.	Scrutiny by the Supervisors of all filled in forms during the actual operations and after the opeoation is over ensuring their despatch to the Charge Officers	1-6-80 to 3-6-80
6.	Scrutiny and despatch of forms by the Charge Officers to the principal Census Officers	4-6-80 to 8-6-80
7.	Despatch of forms by principal Census Officer to the Director of Census Operations.	9-6-80 to 15-6-80

21. It is of utmost importance that the various phases of Census Operations should be completed according to the calendar.

Collection of forms

22. The Enumerators should prepare the Abstract for Houselist and Enterprise List immediately after completion of the filling up of the Houselist and Enterprise List. The Supervisors should collect all the filled in schedules after ensuring that all the columns of the forms are duly filled up. They should then scrutinise the schedules and hand them over to the Charge Officer. The Supervisor should also give an account of the used and unused forms to the Charge Officer. The Supervisors must be issued an acknowledgement by the Charge Officers in token of having received the filled in schedules. The Charge Officer in turn will scrutinise the schedules and send them to the Principal Census Officer with an inventory of the schedules. The Principal Census Officer after receipt of the schedules from all Charge Officers will send them to this office through a responsible officer.

23. I will be sending you the printed materials such as forms, schedules, instruction booklets etc, required for houselisting operations in the next few months. These printed materials will be sent to the Principal Census Officers for distribution among the Charge Officers under his jurisdiction. The requirement of the printed materials will be supplied on the basis of the projected population and after giving allowance for meeting wastage. In view of the large requirements of these materials throughout the State, it will be very difficult to meet unforeseen requirements caused by loss or damage by careless handling at any stage. I, therefore, request you to take note of the following points:

(i) To make good arrangement for storage of Census material;

(ii) To see that all Charge Officers use Census material with utmost consideration of economy;

(iii) To ensure acknowledgement of receipt from every recipient officer; and

(iv) To see that store account is maintained for Census forms and Schedules at the district level and in the Charge Offices.

24. The Charge Officer should maintain an account of forms and other printed materials in the proforma enclosed. It will be the responsibility of the Charge Officer to see that the store account is maintained properly by the Census Clerk.

25. The Charge Officer should also maintain an account showing the distribution and utilisation of materials of each Enumerator in the proforma enclosed. At the end of the Houselist Operations, the Charge Officer will prepare a statement showing the distribution and utilisation of various forms and schedules and will send this statement to this office along with the unutilised Census materials.

26. I request you to acknowledge receipt of this Circular by return of post in the acknowledgement form enclosed.

Yours faithfully,

S. S. JAYA RAO,

Director of Census Operations

CENSUS OF INDIA 1981

HOUSELISTING OPERATIONS

Rural Charge Register

I. IDENTIFICATION PARTICULARS

1. District ——————Code No.——————

2. Taluk——————Code No.——————

3. Location Code of Charge——————

II. PARTICULARS OF THE SUPERVISOR

1. Name ——————

2. Supervisor's Circle No.——————

3. Designation & Official Address——————

4. Residential Address ——————

5. Telephone No. ——————Office/Residential——
(if any)

Village/Non-municipal town		Hamlets, if any						Particulars of Enumerator			
L.C. No.	Name	Name	Distance from village	Reason (—) for Separate settlement if distance is less than 5 kms. (give codes)	Boundaries of Census Enumerator's Block (in House Number) From	To	S. No. of E.Bs	Name & Designation	Address Official	Residential	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Separated by : Stream/River RS
Rail/Road RR
Caste/Religion CR
Others-Specify O ( )

CERTIFICTAE

Certified that all the areas and buildings within my charge have been included in the Enumerator's Block and no area or building has been left out and that there is no over lapping of the jurisdiction of Enumerators.

Signature of the Charge Officer ——————

Date ——————

CENSUS OF INDIA 1981

HOUSELISTING OPERATIONS

Urban Charge Register

I. LOCATION PARTICULARS

1. District.....Code No.....
2. Taluk.....Code No.....
3. City/Town..... Code No.....
4. Name of the Charge..... Code No.....
5. Name of the ward/Locality.....
6. Name of the Municipal Block/ Street if any.....

II. PARTICULARS OF THE SUPERVISOR

1. Name.....
2. Supervisor's Circle No.....
3. Designation & Official Address

.....

.....

4. Residential Address.....

.....

5. Telephone No.....Official/ (if any) Residential

Enumerator Blocks			Sl. No. of EB	Particulars of Enumerators			
Cod No	House No			Name	Designation & Official Address	Residential address	Remarks
	From	To					
	2	3	4	5	6	7	8

CERTIFICATE

Certfied that all the areas and buildings within my charge have been included in the Enumerator's Block and no area or building has been left out and that there is no overlapping of the jurisdiction of Enumerators.

Signature of the Charge Officer .....

Date ....

STORE ACCOUNT OF CENSUS FORMS AMD SCHEDULES

Date of Transaction	Details of Receipt or issue ±	Particulars of Census Forms							Remarks
		Houselist for practical training	Enterprise List for practical training	Houselist forms	Houselist Abstract	Enterprise List forms	Enterprise List Abstract	etc.	
1	2	3	4	5	6	7	8	9	10

REPORT OF THE CHARGE OFFICER ON THE UTILISATION OF FORMS AND SCHEDULES

Name & Location Code No. of VILLAGE/TOWN	E.B. No.	No. of forms supplied				No. of forms used				No,of forms returned unused				Wastage				Remarks
		H.L.	H.L.A.	E.L.	E.L.A.	H.L.	H.L.A.	E.L.	E.L.A.	H.L.	H.L.A.	E.L.	E.L.A.	H.L.	H.L.A.	E.L.	E.L.A.	

H.L. House List; H.L.A. Houselist Abstract; E.L. Enterprise List; E.L.A. Enterprise List Abstract.

Note.—(i) In the remarks col. No. of forms being used in the Charge Office should be indicated.

(ii) Total of Cols. for No. of forms returned unused, wastage and remarks will be total No. of unused forms.

CENSUS OF INDIA 1981

HOUSELIST

Name of State/Union Territory .....Code No.....

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

Name of Tehsil/Taluka/P.S. /Dev. Block/Circle etc. .....Code No.....

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

Name or No. of Ward/Mohalla/Hamlet .....Code No.....

Enumerator's Block No .. ..

Line No.	Building No. (municipal or local authority or Census No.)	Census house No.	Purpose for which Census house is used (if wholly or partly non-residential, fill Enterprise List)	Household No.	Name of the head of household	Is the household engaged in an enterprise outside this Census house and without premises ? (If yes, fill Enterprise List)	Number of persons normally residing in Census household			Is there a physically handicapped person in the household ? If so, indicate number of those who are totally			Remarks
							Males	Females	Total	Blind	Crippled	Dumb	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Total	x x	(a)	x x x	(a)	x x x	x x							x x x

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

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

Signature of Office Compiler.....Date .....

Note:—(a) Count No. of entries and give total.

Strike total for each of the columns 8 to 13.

CENSUS OF INDIA 1981

(ECONOMIC CENSUS)

ENTERPRISE LIST

1. State/Union Territory .....Code No.....
2. District .....Code No.....
3. C.D. Block .....Code No .....
4. Tehsil/Taluka/P.S./Circle etc.....Code No.....
5. Rural/Urban .....Code No.....
6. Village/Town .....Code No.....
7. Name or No. of.....Code No. .....
8. Enumerator's Block No .....

Line number of house-list (Col 1 of HL)	Sl. No. of enterprise		Description of activity of enterprise	Code	Classification of enterprise (agri-1, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership (H) *	Social group of owner (SC-1, -2,)	Power /fuel used for activity( ) **	Number of persons usually working daily-Non-agricultural enterprises (Code—2 in Col. 5)						Agricultural enterprise (code 1 in col. 5)		Remarks
										Total (including unpaid workers)			Hired					
	(Col. 4 of HL)	(Col. 7 of HL)								Males	Females	Total	Males	Females	Total	Total including unpaid workers	Hired	
1	2	3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Total	(a)	(a)	Code	1 2	(b) (c)	(b)	(b)	(b)	(b)						(d)		(d)	

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

(a) Count number of entries and give total. (b) count number of entries and give total for code 1. (c) Count number of entries and give total for code 2. (d) Count number of entries with hired employment and give total within brackets.

*type of ownership: Private—1, Co-operative—2, Central Govt.—3, State Govt.—4, Local Body—5, Others—6

**Power /fuel used for activity: without power—1, electricity—2, Coal/Soft Coke/Wood—3, Petrol, diesel—4, gas—5, animal power—6, others—7

CIRCULAR No. 6 CENSUS-IMMEDIATE

GOVERNMENT OF INDIA

Ministry of Home Affairs

Office of the Director of Census Operations

Andhra Pradesh

Hyderabad-500 004

Dated 19th May, 1980

From

S. S. JAYA RAO, I.A.S.,
Director of Census Operations,
Andhra Pradesh.

To

All the District Collectors and Special Officers of Municipal Corporations of Hyderabad and Vishakhapatnam and Ex-Officio Principal Census Officers

Sir,

Sub: Census 1981—Formation of Enumeration Blocks for actual Census Enumeration and preparation of the Abridged Houselist.

Scope of this Circular

I am grateful to you for the interest you and your officers have evinced in conducting the Houselisting Operations which was the first phase of Census Operations.

Now we will have to proceed with the preparatory work for the actual Population count. I have already indicated in my previous Circulars that the Houselisting Operations provide the basic frame for the formation of Enumeration Blocks for the actual Census Enumeration which will be conducted throughout the country, during February-March, 1981. For this purpose, a copy of the Houselist has been retained in the Charge Offices. Basing on this houselist, the Charge Officers should carve out the enumeration blocks in their jurisdiction. After carving out the enumeration blocks, they should prepare the new Charge Register and thereafter Abridged Houselist for each Enumeration Block.

Two important Steps

Soon after the Houselisting Operations are over, two important and essential steps have to be taken by the Charge Officers. These are:

(i) The Enumeration Blocks must be formed and the Charge Register for the Enumeration Operations written up.

(ii) The Abridged Houselist must be prepared.

The carving out of the Enumeration Blocks and the preparation of the Abridged Houselist is the responsibility of the Charge Officer. The instructions for formation of Enumeration Blocks and preparation of Abridged Houselist are appended to this Circular. Since the delineation of the enumeration blocks, the writing up of the new Charge Registers for the enumeration and the preparation of Abridged Houselist are all important steps for the actual count, the Charge Officers should go through the instructions carefully and prepare them accordingly. The formats with specimen entries of the rural and urban charge registers and Abridged Houselist are also enclosed. Printed Copies of Abridged Houselist will be supplied to the Charge Officers.

Identity of the S. R. S. Blocks to be maintained

The Sample Registration Scheme has been in operation on a full scale in this State. As in 1971 Census it is proposed to conduct an evaluation study in a sub-sample of the Sample Registration Scheme blocks. Since, the blocks selected for Sample Registration Scheme are based on the 1961 Census frame as well as the 1971 Census frame there will be field problems if the enumeration Blocks are different from the S.R.S. Blocks. To avoid these operational problems, it is necessary to ensure that to the extent possible the identity of S.R.S. Blocks and the corresponding Census Enumeration Blocks are maintained. In other words, the S.R.S. Block should by itself form a Census Enumeration Block and if the S.R.S. Block is larger than the normal workload of an enumerator, it can be split into two or more Census Enumeration Blocks. The Charge Officers concerned are requested to keep this in mind while forming the Census Enumeration Blocks. The particulars of the S.R.S. Blocks and the names of the Part-time Enumerators engaged in this Scheme will be communicated shortly to the concerned Charge Officer directly.

Preparation of Charge Registers

After the formation of Enumeration Blocks on the basis of Houselist is over, new Charge Registers on the basis of these enumeration Blocks will have to be prepared. The correct preparation of Charge Register cannot be overemphasised. sinee this helps in exercising control over the operation and ensuring coverage without any overlapping or omission of areas. The taluk Charge Officers should therefore prepare the Charge Registers in the form, prescribed for rural Charges by including all rural areas and such of the places which have been declared as towns for the 1981 Census and are administered by Panchayats (Other than Municipalities). This means that there will be one charge register for all villages and the non municipal towns in the taluk. The Charge Register for Municipal Charges, Special charges and Municipal Circle Charges in case of Hyderabad Municipal Corporation should be prepared in the form prescribed for urban charges. The Charge Officers need not fill up the columns pertaining to names and addresses of Enumerators and Supervisors at this stage since it is too early to appoint them. The Appointment of Enumerators and Supervisors can be taken up during September and October, 1980 and entries in the relevant columns can be made in the Charge Registers at that time. The Charge Register should be prepared in duplicate. Each page of the Charge Register should be allotted to a Supervisor's Circle. The preparation of Charge Register without the names of enumerators and Supervisors should be completed by 15th July, 1980. The Charge Register should then be got approved by the Director or Dy. Directors or Regional Deputy Directors of Census Operations to enable the Charge Officers to proceed with the preparation of Abridged Houselist for each enumeration block in their offices. A copy of the Charge Register should be retained by the Charge Officer and another copy should be sent to this office under intimation to the principal Census Officer, after the appointment of Enumerators and Supervisors is completed and necessary columns in the Charge Register have been filled up.

The House Numbers in the main village and the hamlets should be shown separately against the main villages and the relevant hamlets in col. Nos. 5 & 6 of the Charge Register. The enumeration block Nos. in col. 9 should be continuous for the entire charge.

Jurisdictional maps

After preparation of Charge Register the Charge Officer should indicate the jurisdictions of Enumeration Blocks and Supervisor's Circles in different colours and assign the Enumeration Block Numbers in rectangles and Supervisor circle Numbers in Triangle in all the (4) copies of Jurisdictional Maps as has been done in the case of Jurisdictional Maps prepared for the Houselisting Operations. For this Purpose, 4 ferro print copies of jurisdictional maps of the Charges will be supplied to the Charge Officers. These maps are required to be approved alongwith the Charge Registers by Officers of my Office. Out of the 4 Jurisdictional Maps thus approved one will be retained by the Charge Officer, one by the Principal Census Officer, one by the Regional Deputy Director of Census Operations concerned and one Copy alongwith the Charge Register should be sent to this Office.

Strictly Military Areas

Since, the Houselisting Operations have not been conducted in strictly Military Areas, the correct population figures are not available with the Military Census Officers. However, with the local knowledge the Military Census Officers may be able to carve out the enumeration blocks keeping in view the instructions applicable for formation of Enumeration Blocks in other charges. Needless to say that the preparation of Abridged Houselist does not arise in the Military areas.

Appointment of Enumerators and Supervisors

The Charge Officers should appoint Enumerators and Supervisors during September & October, 1980 by drawing upon the Officials of various departments. Normally, employees should be appointed at their place of work. In villages, a Village Officer like Karnam/Patwari, Village Development Officer or teacher of a local school may be appointed as Enumerator. It would be better if the Supervisors are appointed from among the executive Staff such as Extention Officers, Deputy Inspectors of Schools, the Revenue Inspectors or Head Masters, etc, In non-municipal towns the Executive Officer, Town Planner, Sanitary Inspector, Bill Collector, Office Manager, etc., should invariably be drafted.

In towns and cities, they may be drafted from among the teaching staff of Government aided or Municipal Schools, Municipal Staff and State & Central Government Employees working in various departments. The Officials working in the Public Sector Undertakings can also be drafted for this purpose in consultation with the authorities concerned, if it becomes absolutely necessary. While appointing Supervisors the Sanitary Inspectors, Bill Collectors and other executive staff should invariably be drafted.

In Railway or Industrial Colonies run by the concerned administration, the Enumerators and Supervisors may be appointed from among the officials of the concerned establishments in consultation with the authorities.

The approximate Number of Enumerators to be appointed in a Charge will be equal to the population of the Charge as per houselist divided by 750 in rural areas and 650 in urban areas. The actual number of enumerators may be a little more or less depending upon the local circumstances and convenience. As far as possible the workload should be distributed equitably among the enumerators.

It is important that 10 per cent of the actual requirement of the enumerators and supervisors should be kept in reserve for each Charge to meet any emergent situations. The Charge Officers should ensure that the Enumerators and Supervisors so appointed are thoroughly conversant with the local language.

Abridged Houselist

Since the Houselisting perations precede the actual count by a few months, it is essential to ensure that the coverage of the Census houses and Households at the time of the actual enumeration is complete. To ensure full coverage of the census houses and households, an intermediate form called 'Abridged Houselist' is being adopted. the Abridged Houselist contains certain essential details from the Houselist and will be updated by the enumerator as he goes round his block during the enumeration period. Therefore, soon after the formation of enumeration blocks and preparation of Charge Registers are completed, the Abridged Houselist for each Enumeration Block must be prepared in Charge Offices.

Since the delineation of enumeration blocks and preparation of Charge Register, writing up of Abridged Houselist is very important, the Charge Officers may be advised to get these items done under their personal supervision and guidance. I specially request you to ensure that the instructions appended to this Circular in respect of formation of the enumeration Blocks and Preparation of Abridged Houselist are thoroughly and carefully gone through by the Charge Officers.

The receipt of this Circular may kindly be acknowledged in the form enclosed.

Yours faithfully,

S. S. JAYA RAO

Director of Census Operations.

Instructions for formation of Enumeration Blocks

The enumeration blocks for the census count will be carved out on the basis of the Houselist. The workload for each enumerator in rural areas will be about 750 persons or about 150 households and in urban areas it will be about 650 persons or about 130 households. Each block should be carved out on the basis of the above norms. One of the most convenient methods of carving enumeration blocks is to start from the first line of the houselist and to draw a line in red ink or red pencil after the appropriate number of households and persons has been counted. This system of marking of blocks may be continued till the end of the Houselists of the area covered during houselisting operations. In demarcating the enumeration blocks it is absolutely essential to ensure that well known landmarks are taken into consideration which will avoid duplication or omission by the enumerators. For example, in an urban area it is necessary for the block to be identified both at the beginning and at the end with reference to the street name, a prominent building, etc., and in the rural areas by any other well recognised feature on the ground. While no doubt convenient norms will be adopted for carving out the enumeration blocks, if it is noticed that a few houses or households are left over when such blocks are formed, these cases will be added to the last block even if it marginally increases the workload.

Normally, the blocks formed for houselisting operations will not have conformed to these norms and it is, therefore, necessary that the houselists are completely and fully reviewed to carve out the new enumeration blocks. Even in cases where some attempt has beein made to keep the blocks size for houselisting operations small, such a review must be made. It will be evident that generally the enumeration blocks will be larger in number than the houselisting blocks. Consequently, the numbering of the blocks would also change and to that extent the block numbers would have to be re-serialised so that the correct number is reflected in the individual slip, the household schedule and other records relating to the actual enumeration. Obviously, having formed the enumeration blocks, it would be necessary to re-write the charge registers for the enumeration exclusively.

Some of the main points which must be kept in mind in forming enumeration blocks are given below:—

(i) When a houselisting block is split into two or more enumeration blocks, care should be taken to ensure that the demarcation of such blocks is definite. In other words, the enumeration blocks should be formed so that their limits can conveniently and definitely be identifiable on the field and are such as can be clearly indicated to the enumerator.

(ii) Enumeration blocks must not cut across the boundaries of wards or Municipal divisions. Similarly, no block should include portions of two villages.

(iii) Each village should be constituted into a separate block or blocks. No block should cover parts of separate villages. Village means a revenue village and includes the entire revenue limits of the village and not merely the main inhabited portion of a village.

(iv) Hamlets may be constituted into separate blocks. A block should not cover parts of separate hamlets.

(v) If a main village or a hamlet has a large population, it may be constituted into more than one block so as to maintain the work norms.

(vi) Uninhabited villages and forest areas not coming within the revenue limits of any village should also be constituted into separate blocks.

(vii) In forming the enumeration blocks, large institutions such as central Jails, Hospitals, etc., may be constituted into separate blocks if the population of such institution is large enough. Otherwise, they may be included within the existing blocks.

(viii) Railway colonies, labour camps in Project Areas, industrial colonies, etc., should be constituted into separate blocks with well identified boundaries. Such areas would normally have been formed into separate houselisting blocks. These may be retained or subdivided but the identity of these special areas should be maintained.

(ix) Care should be taken to see that no structure is partly in one block and partly in another.

In "strictly military areas", the Military Census Officers will form the enumeration blocks keeping in view the principles indicated above which are relevant. Civilian and Miltary Census Officers must coordinate their work so as to ensure that no area is omitted or included twice over in any block.

(x) One Supervisor will be in charge of about 5 Enumerators. If operational factors such as distances or terrain impose limitations, the size of the supervisor's circle may be slightly varied. While forming supervisor's circles care should be taken that villages in which there are about 5 to 6 enumerators all of them should form part of one circle. However in case of large villages where it will become inevitable to include the Enumerator Blocks in more than one circle in view of large number of enumeration blocks.

(xi) After forming the enumeration blocks in the manner indicated above, the charge officers may allocate more than one enumeration block to one enumerator keeping in view the norms prescribed for an enumerator.

The formation of the enumeration blocks on the basis of the houselisting will be the personal responsibility of the charge officer concerned. He is also responsible for ensuring that the details of each enumeration block are copied out correctly in the corresponding abridged houselist and that the charge registers are correctly prepared for the enumeration operations. To avoid any possibility of mistakes, it will be necessary for the Charge Officer to personally compare the houselist with the new Charge Register and thereafter the abridged houselist should be compared with the New Charge Register.

The sequence of the organisational steps would therefore be as follows:

(i) The enumeration blocks for the actual count will be prepared on the basis of houselist.

(ii) New Charge Registers will be written on the basis of these enumeration blocks for each charge.

(iii) The abridged houselist for each enumeration block will be prepared.

Instructions for preparation of the Abridged Houselist in Charge Offices

These instructions relate to the filling in of location particulars and section 2 of the Abridged Houselist under the directions of the Charge Officer in the Charge Offices. These sections of the abridged houselist will be filled in by such clerks or assistants to whom the work is assigned by the Charge Officer.

As in the 1971 Census, an Abridged Houselist will have to be prepared at the 1981 Census also. The Abridged Houselist establishes an essential link between the Houselist and the population enumeration. It will serve as a frame for assigning the household serial number to each household in an enumeration block, as will be seen later, and it will also serve as a frame for post-enumeration surveys and other surveys which may be taken up in the

future. The Abridged Houselist will be prepared separately for each enumeration block. It is an important document and you must fill it up carefully after reading these instructions and the instructions given in the notes to the Abridged Houselist form itself.

This form has three sections besides location particulars. You will have to fill in the location particulars and section 2 of the form. Section 1 and 3 will be filled in by the enumerator later.

The form starts with identification particulars of the enumeration block. You should have no difficulty in filling in this section, as you would have been given the complete identification particulars and the location code of the Census enumeration blocks.

Section 2 relates to certain details of Census houses and households in the enumeration block as listed in the Houselist. This section will be filled in by copying the relevant details directly from the filled in Houselist form available in the charge office. Where the Enumeration block comprises the whole houselisting block, details of all Census houses in the Houselist will be copied in the abridged houselist. In case the houselisting block has been broken up into more than one enumeration block, you must copy the details of only those census houses which fall in a particular enumeration block. In other words, one Abridged Houselist will be separately prepared for each enumeration block. This can be done by identifying the part of the houselist pertaining to the particular block by the red lines drawn in the houselist at the time of carving the enumeraton blocks. It has, however, to be ensured that details of only the census houses in the houselist which fall in that enumeration block and of no other census house are copied into the Abridged Houselist form.

Section 2 must contain all entries regarding buildings, census houses and households contained in the houselist itself so far as the enumeration block you are dealing with is concerned. In filling section 2 you will start with the first census house in the houselist pertaining to an enumeraton block. Copy only those lines of the houselist which have an entry in either column 3 or column 5 or both. In such cases you should fully copy the details given in Cols. 2 to 6 of the houselist. You need not copy details from lines in which there is a 'dash' in both cols. 3 and 5 of the Houselist.

The instructions for filling up each of the columns of section 2 of the Abridged Houselist are given below.

(i) In col. 1, write the serial number starting from 1. This serial number may be different from the line number of the houselist.

(ii) Cols. 2 to 6 are identical with the corresponding Cols. of the houselist and the entries from the Houselist should simply be copied into these Columns.

(iii) Col. 8 corresponds to Col. 14 of Houselist and the entry in that col. should be copied.

(iv) Only Col. 7 needs some explanation It relates to the serial number of the household and has to be given by you. It must be emphasised that this serial number is extremely important as it will be entered in other census documents, such as the Individual slip, Household Schedule, etc. Extreme care should therefore be taken in giving this serial number and you should read these instructions carefully.

As the Col. heading indicates, the serial number is for households. Every household entered in Col. 5 should be given a serial number in Col. 7 starting with the first household in Col. 5, this serial number will be continuous for all the households in the enumeration block. This means that all the lines in which Cols. 5 & 6 have '—' will be skipped for this serial number and '—' will be entered in col. 7.

After completing this section, you should handover the Abridged Houselist partly filled by you to your Charge Officer.

Please ensure that the location code number which includes the state/District/Taluk or Town/Village or Ward and Enumeration block codes, is indicated on page of sections 2 & 3.

I. IDENTIFICATION PARTICULARS

CENSUS OF INDIA 1981

II. PARTICULARS OF THE SUPERVISOR:

1. State ANDHRA PRADESH Code No. 02
2. District Medak Code No 17
3. Taluk Sangareddy Code No. 09

ENUMERATION OPERATIONS

Rural Charge Register

1. Name Sri P. Ramulu
2. Supervisor's Circle No. 22
3. Designation & Official Address: Head Master, Z.P.H.S., Chintamadka
4. Residential Address: Chintamadka Village

Village/Non-Municipal Town		Hamlets, if any		House Numbers allotted *to the Enumeration Block* (House Nos. shall be given fully alongwith *ward/block/street Number*		Total Number of households allotted (as per House-list)	Population allotted (as per Houselist)	Sl. No. of Enumeration Block	Particulars of Enumerator			Remarks
L.C. No.	Name	Name	Distance from main village	From	To				Name and Designation	Address: Official	Address: Residential	
1	2	3	4	5	6	7	8	9	10	11	12	13
53	Chintamadka			1—1	1—113	92	455	107	Sri Vittal,	Z.P.H.S.	Chintamadka	
				2—1	2—57	57	285		Assistant	Chintamadka Village	Village	
							740					
		Appanapalle	2 Kms.	2—58	2—130	75	380	108	Sri Shanka-	C.P.S.	—do—	
				3—1	3—91	70	370	109	raiah, H.M.	Chintamadka		
							750					
54	Ankampet			1—1	1—27	22	125	110	Sri Venkat Rao,	P.S. Seetharam-	Seetarampalle	
55	Seetharampally			1—1	1—111	120	665	111	Assistant	palle	Village	
							790					
56	Narayanaraopet			1—1	1—110	100	505	112	Sri Chandra-	P.S. Naravana-	Narayanaraopet	
				2—1	2—55	50	250		mouli Assistant	raopet	Village	
							750					
		Jakkapur	1½ Km.	3—1	3—130	130	650	113	Sri Aleem, Assistant	—do—	—do—	

CERTIFICATE

Certified that all the areas and buildings within my Charge have been included in the Enumeration Blocks and no area or building has been left out and that there is no overlapping of the jurisdiction of Enumerators.

Charge Officer

I. IDENTIFICATION PARTICULARS:

1, State: ANDHRA PRADESH Code No. 02
2. District : East Godavari Code No. 04
3. City/Town Rajahmundry (M) Code Bo. X
4. Name of the Ward/Locality 22
5. Name of the Municipal Block/Street, if any 4

CENSUS OF INDIA 1981

ENUMERATION OPERATIONS

Urban Charge Register

II. PARTICULARS OF THE SUPERVISOR:

1. Name: Sr K.S. Narayana Rao
2. Supervisor's Circle No. 15
3. Designation & Offiieal Address: U.D.C. Municipality. Rajahmundry
4. Residential Address: Rajahmundry

House Numbers allotted to the Enumeration Block (House-numbers shall be given fully along with ward/locality, Block/Street)		Total Number of Households allotted (as per Houselist)	Population allotted (as per houselist)	Particulars of Enumerator				REMARKS
From	To			Serial Number of Enumeration Block	Name	Designation & Official Address	Residential Address	
1	2	3	4	5	6	7	8	9
22—4—1	22—4—150	140	680	103	Sri T. Lakshminarayana	Assistant, Z.P.H.S., Rajahmundry	22—4—26. Rajahmundry	
22—5—1	22—5—130	100	515	104	Shri K. Poorniah	L.D.C., Municipal Office	22—5—32, Rajahmundry	
22—6—1	22—6—50	42	140					
			655					
22—6—51	22—6—161	102	520	105	Sri A. Suryanarayana	L.D.C., Polytechnic College	Rajahmundry	
22—7—1	22—7—42	50	198					
			718					
22—7—43	22—7—180	135	647	106	Sri K. Venkateswarlu	L.D.C.	Rajahmundry	
22—8—1	22—8—135	137	653	107	Sri D. Tirumalaiah	Teacher, Municipal School	Rajahmundry	

CERTIFICATE

Certified that all areas and buildings within my charge have been included in the Eunermation Blocks and no area or building has been left out and that there is no overlapping of the jurisdiction of enumerators.

Charge Officer

CENSUS OF INDIA 1981

Name of State/UniOnTerritory Andra pradesh Code No. 02 | ABRIDGED HOUSELIST | Name of Village/Town Panasapadu | Code No. 20

Name of District East Godavari Code No. 04 | *Identification Particulars* | Name or No. of Ward/Mohalla/hamlet Gomcherla | Code No.....

Name of Tehsil/Taluk/F.S./Dev. Block/ Circle etc.....Kakinada Code No. II | Enumeration Block No. 69

SECTION 1 : (To be filled only on completion of Census Enumeration)

(A) Population of Enumeration Block.....(B) Number of occupied residential houses .....

(C) Number of households

SECTION 2 Houselist particulars (To be initially copied from the original Houselist)

Sl. No.	Building No.	Census house No.	Purpose for which Census house is used	Household No.	Name of the head of household	Sl. No. of the household	Remarks
1	2	3	4	5	6	7	8
1.	1	1 (1)	Workshop-cum-residence	1 (1)	Sankar Rao	1	
2.	—	1 (2)	Cattleshed	—	—	—	
3.	2	2 (1)	Workshop-cum-residence	2 (1)	Sheela Rani	2	
4.	—	2 (2)	Cattleshed-rearing cattle for sale of milk	—	—		
5.	3	3	Workshop-cum-residence	3 (a)	Ramesh	3	
6.	—	—	—	3 (b)	Govind Rao	4	
7.	4	4 (1)	Workshop-cum-residence	4 (1)	Danaish	5	
8.	—	4 (2)	Cattleshed	—	—	—	
9.	5	5 (1)	Shop-cum-residence	5 (1)	Veeraswamy	6	
10.	—	5 (2)	Vacant	—	—	—	Under repair
11.	6	6 (1)	Shop-cum-residence	6 (1)(a)	Syed	7	
12.	—	—	—	6 (1) (b)	Hussain	8	
13.	—	6 (2)	Cattleshed-rearing cattle for sale of milk	—	—	—	
14	7	7 (1)	Residence	7 (1) (a)	Kamalakar	9	
15.	—	—	—	7 (1) (b)	Kailash	10	
16.	—	7 (2)	Residence-cum-pig rearing	7 (2)	Hemavathi	11	

And so on

Date and signature of Charge Office Clerk

Checked and found correct Charge Officer

Date and signature of Enumerator

CIRCULAR No 7

CENSUS-IMMEDIATE

GOVERNMENT OF INDIA

Ministry of Home Affairs

Office of the Director of Census Operations

Andhra Pradesh

Hyderabad-500 004

Dated 19th June, 1980

From

S. S. JAYA RAO, I.A.S.,
Director of Census Operations.
Andhra Pradesh.

To

The District Collectors and Special Officers, Municipal Corporations of Vishakhapatnam and Hyderabad and Ex-Officio Principal Census Officers

Sir,

Sub: Enumeration in February-March, 1981— Calendar of Operations.

In my Census Circular No. 1, sent to you on 22nd October, 1979, I had provided a broad outline of the process of Census taking. You must have found therein that the most important stage of the 1981 Census Operations is the actual enumeration which is planned from 9th February, 1981 to 5th March 1981. The reference date for the population Census in India will be the Sunrise of the 1st March, 1981. So far as the operations are concerned, the enumeration, or the final count to be taken in February-March, 1981 will be the final stage of the Census process in which you and your officers are actively involved.

2. The houselisting operation which has been completed in your district marks the completion of an important stage of 1981 Census Programme. The information received through this operation, viz., Number of Census Houses, Households and population will provide the frame for organising the great population count in February-March, 1981. Now it is time for us to plan and organise the details of various measures before we conduct the most gigantic operation in the Field. I hereby communicate a calendar of various steps which have to be taken by you in the field from now on and till the completion of enumeration.

3. The present Circular details the process of Enumeration and gives an idea of the schedules which will be canvassed. This includes various stages of preparation before enumeration and the work after completion of Enumeration. A copy of the Calendar for Census Programme is given in this Circular. I reuest you to go through this calendar and issue suitable instructions to vour officers. The enumeration is a strictly time-bound programme **throughout the nation and therefore no deviation from this programme is possible at any cost.**

4. I sincerely hope that you are by now quite familiar with the reference date on population enumeration which is the Sunrise of 1st March, 1981. This indicates that the snapshot or portrait of population of any area as at the Sunrise of 1st March, 1981 has to be taken. The operations for enumeration are spread over from the 9th February, 1981 to the Mid-night of 28th February, 1981, during which the enumerator will count all persons right from the newborn to a grand old man who is about to die. All such persons should be residing within his jurisdiction during the period of 9th February-28th February, 1981. All the houseless persons will be enumerated on the night of 28th February 1981. For all persons, the enumerator will canvass a schedule called 'Individual Slip' which contains some simple questions. This slip, aims to collect basic demographic information on sex, age, marital status, literacy, educational levels, scheduled caste/tribe, religion, etc. Also it is intended to collect the information on economic activity of the individual, whether a full time worker, seasonal worker, or a marginal worker, etc. In addition to the individual slip a sample slip covering questions on migration and fertility will be canvassed in 20% of the enumeration blocks. Instructions on sampling procedures will be communicated to you in due course. Besides the individual slip, a 'Household Schedule' will also be canvassed for each household during the field operations in February, 1981. This schedule aims at collecting important information on housing conditions, amenities and facilities available in the house. I am enclosing a copy of the Universal and Sample Individual Slips as also Household Schedule for your information and reference.

5. After the completion of enumeration operation from 9th February-28th February, 1981, the enumerator is expected to go for a revisional round in his entire jurisdiction from 1st March to 5th March, 1981 to take stock of new births or arrivals and any unfortunate deaths, occurred during the enumeration period referred as the Sunrise of 1st March, 1981. District Census Officer, on completion of revisional round, will have to make adequate arrangements to collect provisional totals of population of his district in another 4 days time and pass on the information telegraphically to my office as well as to the Registrar General, India, New Delhi. The next important step is to collect the records from Enumerators & Supervisors through the Charge Officers and send them on to different Regional Tabulation Offices.

6. This, in brief is the programme of enumeration for 1981 Census in India. In all these operations accuracy and coverage are most important factors and hence you have to take suitable steps in planning organisational measures to see that all the Census Officers down to the Enumerator have very clear understanding of the instructions and concepts involved. You must also have clear analysis of short comings if any, during the houselisting operations to ensure successful population count.

7. The following are important phases of census operations:—

(a) Carving out by the Charge Officers of fresh enumeration blocks for actual enumeration based on the population figures arrived through the Houselists and preparation of Charge Registers (This should be completed by 15th July).

(b) Area sampling for selection of sample enumeration blocks (Before 1st week of August).

(c) Preparation of abridged houselist in Charge Offices (This should be completed by October, 1980).

(d) Selection of Enumerators & Supervisors including reserve. (August-September, 1980).

(e) Training of trainer Officers like District Census Officers, Charge Officers, etc., (During September-October, 1980).

(f) Issue of letters of appointment to Enumerators and Supervisors and preparation of training programmes by Charge Officers (October, 1980).

(g) Intensive and thorough training for about 4 rounds for Enumerators & Supervisors at various Centres (During November, December, 1980 and January, 1981).

(h) Preparation of Abridged Houselist, Notional Map, Lay-out sketch by Enumerators under the guidance of Supervisors (During the training operations and to be completed by January 1981).

(i) Distribution of Forms and Schedules to the Charge Officers and further below to Enumerators (During December, 1980—January, 1981).

(j) Actual Enumeration between 9th February and 28th February, 1981.

(k) Revisional round from March 1st to March 5th, 1981.

(l) Supply of provisional totals of population between 3rd March to 5th March, 1981.

(m) Despatch of filled in Census records to Regional Tabulation Offices by 10th March, 1981.

Detailed instructions in the form of Circulars will be issued on all the above aspects in due course. I request you to encourage your officers to undertake the work with a sense of devotion and to review the operations in the field in detail

9. Please acknowledge receipt of the Circular alongwith enclosures.

Yours faithfully,

S. S. JAYA RAO,
Director of Census Operations.

CIRCULAR NO. 8

CENSUS-IMMEDIATE

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

Office of the Director of Census Operations
Andhra Pradesh, Hyderabad

Dated : 30th July 1980

From

S S. JAYA RAO. I. A. S.,
Director of Census Operations,
Andhra Pradesh.

To

All the District Collectors and Special Officers of Municipal Corporations of Hyderabad and Vishakhapatnam and Ex-Officio Principal Census Officers.

Sir,

Sub: Census 1981—Instructions for Selection of 20% Sample of Enumeration Blocks.

Instructions have already been issued for formation of enumeration blocks and preparation of charge registers in this office Circular No. 6. I trust that the charge officers would have completed the preparation of charge registers by now.

Scope of Individual slip (sample) and sampling

2. In Circular No. 7. I had indicated that a sample individual slip will be canvassed by adopting area sampling. At the 1981 Census, the sample slip will be canvassed in a 20% sample of enumeration blocks. This circular deals with the procedure of selection of sample enumeration blocks. In selected enumeration blocks both a universal individual slip and a sample individual slip will be canvassed while in non-sample enumeration blocks only universal individual slip will be canvassed.

Unit of Area sampling

3. The unit of area sampling will be the enumeration block. Out of all enumeration blocks in a charge, only 20% of the blocks will be selected by the method of random sampling systematically. In order to select the first block of an operation unit, a random number has been allotted and is communicated along with this circular. This random number is the serial number of the enumeration block of the charge which will be selected first. A list indicating a random number of each operational unit is enclosed for reference (Annexure VI).

Strata for sampling

4. For the purpose of sample selection each district will be divided into 2 or 3 strata. The strata will be:

(i) City i.e., town with a population of one lakh and above as per houselisting operations (including urban agglomeration).

(ii) Non-city urban areas of the district *i.e.*, all towns other than city within a district.

(iii) Taluk i.e., rural areas of a charge.

Cities

5. Each city (including urban agglomeration) will be a separate operational unit for selection of sample blocks. If in a district, there is more than one city, then each city will be treated as a separate operational unit and *the sample blocks will be selected separately in each of the cities.* The consituent units of a city including out-growths which formed into an urban agglomeration will also be treated as an operational unit for the purpose of sample selection. List of urban agglomerations along with their constituent units together with the out-growths, if any, is appended (Appendix V).

6. The Municipal Commissioners and Special Officers of the cities (City Census Officers) are responsible for selection of 20% sample enumeration blocks in cities including the constituent units and out-growths which formed into urban agglomeration of the city. In case of Hyderabad urban agglomeration the Addl. Commissioner (Joint Principal Census Officer) of Municipal Corporation of Hyderabad is responsible for selection of 20% sample enumeration blocks.

7. The Charge Officers under whom the constituent units and out-growths of urban agglomeration fall will have to communicate the total number of enumeration blocks formed for these units together with the enumeration block numbers to the city charge officer concerned, so that he can include these blocks at the time of selection of sample blocks.

Urban Area (Non-City)

8. Urban areas other than cities in a district will together constitute one stratum. To ensure that no urban area is omitted, it will be necessary to arrange the towns (other than cities) in a district in order of location code numbers of towns communicated in this office Circular No. 2 and then select the sample as indicated in the instructions for selection of sample blocks appended to this circular.

9. The selection of the sample blocks of the non-city urban areas will have to be attended to by the District Census Officers *i.e.* P.As. to the Collectors with the assistance of the Asst. Director, Planning and Statistics (Additional District Census Officers). The Charge Officers of municipal towns (other than cities), panchayat towns and special charges which have been declared as towns for 1981 Census, have to communicate the total number of enumeration blocks and the actual enumeration block numbers of the towns, to the District Census Officers concerned *i.e.*, PAs to the Collectors.

Rural Areas

10. In the case of rural areas, all the villages in a taluk would constitute an operational unit. The Tahsildars are responsible for selection of sample enumeration blocks for the rural areas in ther charges.

Control Sheets to be used

11. For each of the above operational units, the procedure of selection of 20% sample enumeration blocks will be different. To ensure accuracy and systematic selection of enumeration blocks, different control sheets have been prescribed for each of the operational units. Form I relates to cities (including Urban Agglomeration), Form-II for non-city urban areas of the district and Form-III to the rural areas. *These control sheets have to be filled in duplicate.*

12. One copy should be sent to my office and the other should be retained by the Tahsildar in case of rural areas and by the District Census Officer in case of non-city urban areas and the control sheets relating to cities should be retained by the City Census Officers. The instructions for selection of sample blocks in three different operational units are enclosed to this Circular. The formats of control sheets and the way in which forms I, II and III will be filled up is illustrated for guidance (Annexures I to IV).

No sampling in Strictly Military Areas

13. *There will be no sampling in strictly military areas, since houselisting operations have not been conducted in these areas.*

14. The selection of the sample blocks must be made *very carefully*. The information obtained through the sample individual slip will be used to generate very important tables relating to migration and fertility.

15. As mentioned earlier, in the sample enumeration blocks both the universal and sample individual slip will be canvassed. In the non-sample blocks only the universal individual slip will be canvassed. (However, the household schedule will be canvassed in both the sample and non-sample blocks *i.e.*, it will be canvassed for all households). The individual slips to be canvassed in the sample blocks are printed in *blue.*

Time limit for completion of sampling frame and selection

16. I would request you to issue suitable instructions to the Charge Officers to start selection of 20% sample blocks immediately after the Charge Registers for actual enumeration have been approved. The Commissioners of Municipalities (which are not cities), the Tahsildars and Charge Officers incharge of Special Charges should communicate the particulars of Enumeration Blocks of Municipalities and Towns to the P.A. to the Collector concerned by 15-8-1980. The P.A. to the Collector with the assistance of Asst. Director of Planning and Statistics of the District should select sample blocks of all towns (excluding Urban Agglomerations & Cities) in control sheet Form II by 25-8-80. The Municipal Commissioners of cities should complete the selection of 20% of sample blocks in cities by **25-8-1980**. Similarly, the Tahsildars also should complete the selection of sample blocks by 25-8-1980. The Sub-Divisional Census Officers *i.e.*, Dy. Collectors and Revenue Divisional Officers may please be advised to check the accuracy of selection of sample blocks in rural areas. In case of city urban agglomerations, charge officers who are in charge of the constituent units should communicate the particulars of Enumeration Blocks by 15-8-80 to the concerned *i.e.* in case of Vishakhapatnam Urban Agglomeration to the Special Officer Vishakhapatnam Municipal Corporation; Rajahmundry Urban Agglomeration to the Commissioner and Special Officer Rajahmundry Municipality, Vijayawada Urban Agglomeration, to the Commissioner and Special Officer Vijayawada Municipality and Hyderabad Urban Agglomeration to the Addl. Commissioner, Hyderabad Municipal Corporation. The concerned Officers of these Urban Agglomerations should complete the selection of 20% blocks in Form I by 25-8-1980. After the selection of blocks, the control sheet forms will have to be got approved by the Regional Deputy Directors and one copy should be sent to this office by 31-8-1980.

17. After selection of blocks is completed, the P.As. to the Collectors and officers responsible for selection of sample blocks in Urban Agglomerations should communicate the list of sample blocks to the concerned Charge Officers immediately. The Charge Officers after knowing the sample blocks, should circle the sample Enumeration Block No. in the Charge register so that it will facilitate him to issue individual slips printed in blue colour for this purpose and also to give separate appointment orders-*cum*-identity cards to the enumerators appointed for sample blocks.

Please acknowledge receipt of this circular in the enclosed slip.

Yours faithfully,

S. S. JAYA RAO,

Director of Census Operations,

Andhra Pradesh, Hyderabad.

ANNEXURE I

Part I—Instructions for selection of 20% Sample Blocks in a City (Including Urban Agglomeration)

These instructions indicate the way in which the sample blocks will be identified in the case of Cities and Urban Agglomerations. Control Sheet Form I will have to be used in respect of each city (including Urban Agglomeration).

In cities there may be more than one charge, each consisting of a number of enumeration blocks. To make sure that blocks are not omitted and to ensure that the sampling is continuous within the city, control sheet Form I will have to be filled up along with the identification particulars. Under 'Identification Particulars' the name of the State, District and City along with the code numbers are to be written. Random start is a number between 1 and 5 which is supplied to each city (including Urban Agglomeration) by this office (Annexure VI (A)). This random number is to be recorded at the top of the form against 'Random start'. Besides identification particulars, the control sheet consists of eight columns.

Col. 1 : Name of Charge and Location Code Number

In this column the name and the location code number of the charge are to be written. If the entire city or Urban Agglomeration is treated as one charge, then enter the name. If the city has more than one charge, then enter the names or numbers of the charges one after the other in order. In respect of Urban Agglomeration, the constituent units will be written one after another, after the name of core city, That is to say, in case of Vishakhapatnam Urban Agglomeration first Vishakhapatnam Municipal Corporation will be written and relevant particulars will be noted in other columns. Thereafter, Gopalapatnam with its particulars and Gajuvaka out-growth along with its particulars are to be written. In case of Hyderabad Urban Agglomeration, first circle-wise particulars one after another of the Hyderabad Municipal Corporation will have to be recorded. Thereafter, the constituent units as listed out in the statement will be recorded in that order. It is to be noted that the name and location code number of the second charge will be entered in this column only after the sampling operation in respect of first charge is completed.

Col. 2 : Total Number of Blocks in the Charge

Enter here the total number of blocks in the City/Charge/Constituent unit as the case may be. Since this is important information this has to be ascertained carefully.

Col. 3 : Number of the first block selected

Write down the random number which is assigned to the city and shown against 'Random Start' on the top of the form. This indicates the starting point for sample selection. If the random number allotted for the city is 4, the first sample block will be enumeration block No. 4. In case of constituent units, the notional serial Number as given in the working sheet to Form I will be entered (Annexure II(B)).

Starting with the random number in column 3 select every 5th block till all the blocks are exhausted. This means there is no further block which can be selected in the charge. For example, if the random in column 3 is '4' the block numbers to be selected are 9, 14, 19, 24 etc. If in this city there are 356 Enumeration Blocks the last block selected will be the Enumeration Block No. 354. All the block numbers so selected should be entered in this column accommodating 5 sample blocks in every line as indicated below:

(4, 9, 14, 19, 24)

(29, 34, 39, 44, 49)

(— — — — etc.)

In this case it will be seen that the digit at the unit place of each selected block number is either '4' or '9'.

Col. 5 : Number of blocks in the sample

After listing all the sample blocks in column 4, count the number of blocks in the sample and enter this total number in column 5. The number of blocks in the sample should be equal to the number of blocks in the charge entered in column 2 divided by 5. If the number of blocks in the column 2 is not exactly divisible by five then the number of sample blocks in column 5 will be equal to.

(a) $\frac{\text{(The number of blocks in the charge)}}{5}$ Ignoring the remainder

(b) $\frac{\text{(The number of blocks in the charge)}}{5}$ Ignoring the remainder+1

The actual number of blocks in the sample will be equal to the former if the remainder is less than the starting block number. If the remainder is equal to or greater than the starting block number, the number of blocks selected will be equal to the latter i.e., the quotient plus one.

For example, let us consider a city which has 356 enumeration blocks. In this case, if 356 is divided by 5, the result would be 71 leaving a remainder of 1. If the random start is 2, 3, 4, or 5, the remainder is less than the random start and therefore, there would be 71 sample blocks as indicated in (a).

On the other hand, if the random start is 1 the remainder is equal to the random start (also in cases when the remainder is greater than the random start) and therefore, there would be 72 sample blocks as indicated in (b).

Col. 6 : Number of the last block selected

Enter here the serial number of the last block selected. In the above example of a charge with 356 blocks and the random start being 4, the serial number of the last block selected will be 354 and this 354 is to be recorded in this column. In case of constituent units, the notional serial No. as given in the working sheet to Form I will be entered here.

Col. 7 : Number of blocks left out (Col. 2—Col. 6)

The total number of blocks remaining in the charge after the last block listed in column 6 should be entered here. In the example discussed in previous para, the number 2 should be entered here (356—354=2). The number entered in this column will be less than five. In case this number is zero, enter zero in this column.

Col. 8 : Starting block of the next Charge/Constituent unit (5-entry in Col. 7):

The entry in col. 7 is to be substracted from the number 5 and the result is to be entered in this column. This number will be serial number of the first block to be selected in the next charge. This number should also be copied in column 3 against the next charge for which sample selection has now to be commenced.

After completing this charge, take up the next charge and repeat the above operations. Instead of using a fresh random start you will have to use the number indicated in column 8 in the entry relating to the immediate previous charge as the starting point in sample selection.

General : An illustrative example of Form I is appended at Annexure-II (A). Before attempting this, it is necessary to prepare a working sheet in respect of the constituent units of Urban Agglomerations as given in Annexure—II (B).

Part II—Instructions for selection of sample blocks in non-city urban areas

These instructions indicated the way in which the sample blocks will be identified in non-city urban areas, in other words, in all towns (excluding cities and constituent units of urban agglomerations) control sheet Form—II will be used for this purpose (Annexure III (A)).

Write the name of the State and district and their location code numbers in the appropriate space provided.

Towns will be arranged according to their location code numbers. The sample selection will start from the first town.

One random number is selected and allotted to non-city urban areas of each district (Random numbers appended to this circular as Annexure VI(B)) Enter this number against the random start. This number given against the random start indicates the serial number of the enumeration block of the first town from which you will start the selection of the sample blocks. Subsequent blocks will be selected taking every fifth block in a systematic manner.

Col. 1 : Name of town and its location code number

The name of the first town and its location code number will be entered in this column. The name and the location code of the next town will be entered only after completing the sample selection in the first town. For example in case of non-city urban areas of Nizamabad District, Armur Town (02/18/I) will come first followed by Banswada (02/8/II), Bodhan (02/18/III), Kamareddy (02/18/IV), Sriramsagar (Pochampad) Project township right flank Colony (02/18/VI) and Yellareddy (02/18/VII). Since Nizamabad (02/18/V) is a city, it has to be excluded from this operational unit viz., non-city urban areas.

Col. 2 : Total number of blocks in the town

The total number of blocks in each town is to be ascertained *from the concerned charge officers and entered under this* Column carefully.

Col. 3 : Number of the first block selected

A random number as supplied and entered against 'random start' on the top of this form is to be recorded under this column. This indicates the starting point for sample selection. If the random number allotted for non-city urban areas of Nizamabad district is 4, the first sample block of Armur town will be enumeration block No. 4.

Col. 4 : List of enumeraton blocks selected

Under this column all the selected enumeration block numbers will have to be recorded. Starting with the random number in Col. 3, selected every 5th block till you cannot select any further block in the town. For example, if the random number is 4 for the first town (non-city urban area), the block numbers to be selected for the purpose are 4, 9, 14, 19, 24 and so on. If in this town there are 86 blocks the last serial number to be selected is 84. In such case the entries can be made in different lines accommodating five sample blocks in every line as indicated below.

(4, 9, 14, 19, 24)
(29, 34, 39, 44. 49,)
(— — — — — —etc.)
(— — — — — 84)

In this case it may be noted that the digit at the unit place of each selected number is either 4 or 9. Use as many lines as needed in this column. Blocks listed in this column are the sample blocks for the town. Please also see the entries in the working sheet for Form II and Form II itself.

Col. 5 : The number of blocks in the sample should be equal

After listing all the sample blocks in Col. 4, count the number of blocks in the sample and enter this total number in col. 5. The number of blocks in the sample should be equal to the number of blocks in the town entered in col. 2 divided by 5. If the number of blocks in col. 2 is not exactly divisible by five, then the number of sample blocks in col. 5. will be equal to.

(a) $\frac{\text{(The number of blocks in the charge)}}{5}$ ignoring the remainder

OR

(b) $\frac{\text{(The number of blocks in the charge)}}{5}$ ignoring the remainder 1

The actual number of blocks in the sample will be equal to the former if the remainder is less than the starting block number. If the remainder is equal to or greater than the starting block number, the number of blocks selected will be equal to the latter, *i.e.*, the quotient plus one.

For example, let us consider a town which has 86 enumeration blocks. In this case, if 86 is divided by 5, the result would be 17 leaving a remainder of 1. If the random start is 2, 3, or 5, the remainder is less than the random start and therefore there would be 17 sample blocks as indicated in (a).

On the other hand, if the random start is 1, the remainder would be equal to the random start (also in cases when the remainder is greater than random start) and therefore, there would be 18 sample blocks as indicated in (b).

Col. 6 : Number of the last block selected

Serial number of the last block is to be recorded under this column. In the above example with 86 blocks, if the random start is 4 the serial number of the last block selected will be 84 and this 84 is to be recorded in this column. Please see the entries given in the working sheet for Form II and the Form II itself.

Col. 7 : Number of blocks left out (Col. 2-Col 6)

The total number of blocks left over in the town after the last block is listed in Col. 6 should be entered under this column. In the example discussed in the previous para, the number 2 should be entered here (86—84=2). The number entered in this column will be less than five. In case this number is Zero, enter Zero in this column.

Col. 8 : Starting block of the next town (5-Col. 7)

Substract the entry in col. 7 from the number 5 and write the result in this column. This number will be the serial number of the first block to be selected *in the next town.* This number should also be copied in column 3 against the next town for which sample selection has now to be commenced.

After completing this town, take up the next town and repeat the operations. Instead of using a fresh random start use the number indicated in col. 8 in the entry relating to the immediate previous town as the starting point in sample selection. You have to copy this number in col. 3 in each case. The other columns will be filled up as before.

General: An illustrative example of Form-II is appended as Annexure-III(A). Before attempting this it is essential to prepare a working sheet in respect of each one of the towns as given in Annexure III (B).

Part III—Instructions for sample selection in rural areas

These instructions indicate the way in which the sample blocks will be selected in each rural charge. Control sheet Form 3 will be used for selection of sample blocks in rural areas. This Form will be filled by extracting information contained in the Charge Register itself.

The names of the State, district and Rural charge will have to be written in the appropriate spaces along with their location code numbers. Random start for each charge has to be shown on the top (right hand side) of the form. List of random Nos. allotted for each charge are given at Annexure VI (C).

Col. 1 : Serial number

This is a running serial number of the enumeration blocks. *For each enumeration block a separate line will be used*

Col. 2 : Circle number

The supervisor's circle number in the Charge Register should be entered one after another in this column.

Col. 3 : Location code of the village

The location code of the village has to be given in this column.

Col. 4 : Block number

The Enumeration Block number has to be entered in Col. 4. In case a particular village has more than one block for the purposes of enumeration, then separate lines should be used for each block. The block number should be continuous within each charge as far as villages are concerned.

If the rural charge is also having a non-municipal town, the enumeration block numbers in that town should not be listed in this form.

Cols. 5, 6, 8, 10 and 12 : Size of block by population

Enter the population of the block as determined at the houselisting operations in the relevant col. If the block does not have any population *i.e.,* for an uninhabited village enter 0 (zero) under column 5. If the population of the block is less than 300 or between 300 and 499 or between 500 and 749 or 750 and above enter the actual population of the enumeration block in col. 6, 8, 10, or 12 as the case may be. Each block will have an entry in only one of these five columns. After entering the particulars for a block enter the particulars for the next block and so on and continue this operation till all the rural blocks in the charge are exhausted.

Cols. 7, 9, 11 and 13 : Notional numbers

After you have exhausted all the blocks in your charge, you must now go to cols. 7, 9, 11 and 13. Starting with col. 7, you must allot a fresh serial number to the blocks where there are entries in these columns. Thus, the first entry in col. 6 will get number 1 in col. 7 and the second entry number 2 and so on. After you have exhausted all the entries in col. 6, continue the serial number in col. 9 also. For example, if there are 51 blocks with population less than 300 in a particular charge, the last number in col. 7 will be 51 and against the first entry in col. 8 the serial number 52 will have to be recorded in col. 9. Similarly, after exhausting col. 9, continue the serial number in col. 11 and col. 13, respectively. In case there is no block of a particular size group in the charge, there will be no entry in the relevant column. For example, if there are no blocks of population 750 and above in the charge, then columns 12 and 13 will be blank. At the end of this re-numbering operation, each enumeration block will have a notional number given in col. 7 or 9 or 11 or 13.

Selection of sample blocks

For each charge a random number between 1 and 5 has been allotted and is indicated at the top of the form against 'Random Start'. For example, if random number of a taluk charge is 3 the blocks having notional numbers 3, 8, 13, 18, etc., will be selected. The notional numbers in the relevant columns will be circled in red pencil. The corresponding block number in col. 4 will also be circled with red pencil. The circled blocks will be sample blocks in the charge.

It should be noted that *the blocks with no population will not be selected.* The enumeration block number of such blocks will be noted in col. 4 and the fact that they have no population will also be noted in col. 5 with the entry '0' (Zero), but it will be noticed that there is no column for the notional serial number in the case of such blocks. In other words, the sample blocks will be selected only from among those enumeration blocks which have some population.

Another very important point to be noted is that the notional number in columns 7, 9, 11 and 13 are only meant to identify the sample blocks. This number *MUST NOT BE USED FOR ANY OTHER PURPOSE.*

General: An illustrative example of Form-III is appended at Annexure IV. This should be gone through in detail before the Rural Charge officers actually prepare Form III.

ANNEXURE II (A)

Page No.....

FORM I

Census of India, 1981

Control sheet for the selection of sample blocks—City/Urban Agglomerations

State :—Andhra Pradesh

District :—Vishakhapatnam

City :—Vishakhapatnam Urban Agglomeration

Random Start : 2

Name of Charge and Location Code Number	Total number of blocks in the charge	Number of the first block selected	List of Enumeration blocks selected	Number of blocks in the sample	Number of the last block selected	Number of blocks left out (Col. 2-Col. 6)	Starting block of next charge/ constituent of U.A. (5-Col. 7)
1	2	3	4	5	6	7	8
Vishakhapatnam Municipal Corporation 02/03/IX	513	2	2,7,12,17,22, 27,32,37,42,47 52,57,62,67,72, 77,82,87,92,97 102,107,112,117,122, 127,132,137,142,147 152, 157,162,167,172 177,182,187,192,197, 202,207,212,217,222, 227,232,237,242,247, 252,257,262,267,272, 277,282,287,292,297, 302,307,312,317,322, 327,332,337,342,347, 352,357,362,367,372, 377,382,387,392,397, 402,407,412,417,422, 427,432,437,442,447, 452,457,462,467,472, 477,482,487,492,497, 502,507,512.	103	512	1	4
Gopalapatnam 02/03/IV	31	4 (Notional Sl. No. given in the working sheet).	74,79,84,89,94, 99.	6	29 (Notional Sl. No. given in the working sheet)	2	3
Gajuvaka Out-Growth	15	3	84,89,94	3	13 (Notional Sl . No. given in the working sheet).	2	3

ANNEXURE II (B)

Working sheet to Form 1 for selecting sample blocks in City Urban Agglomeration

Name of the Unit	Enumeration Block Nos.	Notional Sl. No.
1	2	3
Gopalapatnam (P)	71	1
	72	2
	73	3
	(74)	(4)
	75	5
	76	6
	77	7
	78	8
	(79)	(9)
	80	10
	81	11
	82	12
	83	13
	(84)	(14)
	85	15
	86	16
	87	17
	88	18
	(89)	(19)
	90	20
	91	21
	92	22
	93	23
	(94)	(24)
	95	25
	96	26
	97	27
	98	28
	(99)	(29)
	100	30
	101	31
Gajuvaka (Out Growth)	82	1
	83	2
	(84)	(3)
	85	4
	86	5
	87	6
	88	7
	(89)	(8)
	90	9
	91	10
	92	11
	93	12
	(94)	(13)
	95	14
	96	15

ANNEXURE III (A)

FORM II

Control sheet for the selection of sample blocks—Non-City Urban

State :—Andhra Pradesh

District : Nizamabad

Towns :—Armur, Banswada, Bodhan, Kamareddy, Sriramsagar Project Township, Yellareddy

Random Start : 2

Name of Town and its Location Code	Total number of blocks in the Town	Number of the first block selected	List of Enumeration blocks selected	Number of blocks in the sample	Number of the last block selected	Number of blocks left out (Col. 2-Col. 6)	Starting block of next Town (5 -col. 7)
1	2	3	4	5	6	7	8
Armur 02/18/1	50	2	2,7,12,17,22, 27,32,37,42,47,	10	47	3	2
Banswada (P) 02/18/II	38	2 (Notional Sl. No. assigned in the working sheet).	113,118,123,128,133 138,143,148	8	37 (Notional Sl. No. given in the working sheet)	1	4
Bodhan (M) 02/18/III	59	4	4,9,14,19,24 25,29,34,39,44, 49,54,59	13	59	0	5
Kamareddy (P) 02/18/IV	26	5 (Notional Sl. No. given in the working sheet)	75,80,85,90,95	5	25 (Notional Sl. No. given in the working sheet)	1	4
Sriramsagar Project Township Right Flank Colony 02/18/VI	23	4	4,9,14,19	4	19	4	1
Yellareddy (P) 02/18/VII	33	1	67,72,77,82,87, 92,97	7	31 (Notional Sl. No. given in the working sheet)	2	3

ANNEXURE III (B)

Working Sheet for Form II for the Selection of Sample Blocks — Non-City Urban

Name of the Town	E.B. No.	Notional Sl. No.
1	2	3
Banswada (P)	112	1
	(113)	(2)
	114	3
	115	4
	116	5
	117	6
	(118)	(7)
	119	8
	120	9
	121	10
	122	11
	(123)	(12)
	124	13
	125	14
	126	15
	127	16
	(128)	(17)
	129	18
	130	19
	131	20
	132	21
	(133)	(22)
	134	23
	135	24
	136	25
	137	26
	(138)	(27)
	139	28
	140	29
	141	30
	142	31
	(143)	(32)
	144	33
	145	34
	146	35
	147	36
	(148)	(37)
	149	38
Bodhan (M)	1	1
	2	2
	3	3
	(4)	(4)
	5	5
	6	6
	7	7
	8	8
	(9)	(9)
	10	10
	11	11
	12	12
	13	13
	(14)	(14)
	15	15
	16	16
	17	17
	18	18
	(19)	(19)
	20	20
	21	21
	22	22
	23	23
	(24)	(24)
	25	25
	26	26
	27	27
	28	28
	(29)	(29)
	30	30
	31	31
	32	32
	33	33
	(34)	(34)
	35	35
	36	36
	37	37
	38	38
	(39)	(39)
	40	40
	41	41
	42	42
	43	43
	(44)	(44)
	45	45
	46	46
	47	47
	48	48
	(49)	(49)
	50	50
	51	51
	52	52
	53	53
	(54)	(54)
	55	55
	56	56
	57	57
	58	58
	(59)	(59)

Bodhan (M)—*Contd.*

1	2	3
Kamareddy (P)	71	1
	72	2
	73	3
	74	4
	(75)	(5)
	76	6
	77	7
	78	8
	79	9
	(80)	(10)
	81	11
	82	12
	83	13
	84	14
	(85)	(15)
	86	16
	87	17
	88	18
	89	19
	(90)	(20)
	91	21
	92	22
	93	23
	94	24
	(95)	(25)
	96	26
Sriramsagar Project Township	1	1
	2	2
	3	3
	(4)	(4)
	5	5
	6	6
	7	7
	8	8
	(9)	(9)
	10	10
	11	11
	12	12
	13	13
	(14)	(14)
	15	15
Sriramsagar Project Township—*Contd.*	16	16
	17	17
	18	18
	(19)	(19)
	20	20
	21	21
	22	22
	23	23
Yellareddy (P)	(67)	(1)
	68	2
	69	3
	70	4
	71	5
	(72)	(6)
	73	7
	74	8
	75	9
	76	10
	(77)	(11)
	78	12
	79	13
	80	14
	81	15
	(82)	(16)
	83	17
	84	18
	85	19
	86	20
	(87)	(21)
	88	22
	89	23
	90	24
	91	25
	(92)	(26)
	93	27
	94	28
	95	29
	96	30
	(97)	(31)
	98	32
	99	33

ANNEXURE IV

Page No..... ....

FORM — III

Census of India, 1981

Control sheet for Selection of Sample Blocks—Rural

State : Andhra Pradesh—02

District : Krishna — 06

Taluk : Gudivada —11

Random start — 4

Sl. No.	Circle No.	Location Code of the Village	Enumeration Block No.	Size of Block population and Notional No.								
				Zero	<300	Sl. No.	300 to 499	Sl. No.	500 to 749	Sl. No.	750 & above	Sl. No.
1	2	3	4	5	6	7	8	9	10	11	12	13
1	1	1	1								753	72
2		1	2								760	73
3		2	(3)								767	(74)
4		3	4		187	1						
5		4	5	0								
6		5	6								790	75
7		5	7						746	26		
8	2	6	8						525	27		
9		6	9						500	28		
10		7	(10)						572	(29)		
11		7	11						500	30		
12		8	12								800	76
13		8	13								761	77
14		8	14						680	31		
15	3	9	15								777	78
16		9	(16)								782	(79)
17		9	17						700	32		
18		10	18						703	33		
19	4	11	19								775	80
20		11	20								763	81
21		11	21								780	82
22		11	22								756	83
23		11	(23)								760	(84)
24	5	11	24								771	85
25	5	11	25								769	86
26		12	26								787	87
27		12	27								796	88
28		12	(28)								800	(89)
29		12	(29)						695	(34)		

1	2	3	4	5	6	7	8	9	10	11	12	13
30	6	13	30								798	90
31		13	31								756	91
32		13	32								766	92
33		13	33								772	93
34		13	(34)								786	(94)
35		13	35								790	95
36	7	14	36						557	35		
37		15	37								763	96
38		16	38								755	97
39		16	39								800	98
40		17	40				332	15				
41	8	18	(41)								788	(99)
42		19	42						543	36		
43		20	43				444	16				
44		21	44								765	100
45		22	45						673	37		
46	9	23	46						558	38		
47		24	(47)						531	(39)		
48		24	48						600	40		
49		25	49						630	41		
50		25	50						579	42		
51	10	26	51								759	101
52		26	52								760	102
53		26	53						735	43		
54		27	(54)						653	(44)		
55		28	55								789	103
56	11	29	(56)								800	(104)
57		29	57						637	45		
58		30	58						594	46		
59		30	59						543	47		
60	12	31	60									105
61		31	61								782	106
62		31	62								791	107
63		32	63						500	48		
64		32	(64)						594	(49)		
65	13	33	65				422	17				
66		34	66								798	108
67		34	(67)								765	(109)
68		35	68		293	2						
69		36	69						640	50		
70		36	70						647	51		

1	2	3	4	5	6	7	8	9	10	11	12	13
71	14	37	71						600	52		
72		37	72						616	53		
73		38	(73)						600	(54)		
74		38	74						517	55		
75		39	75		148	3						
76	15	40	76								798	110
77		40	77								776	111
78		41	78								780	112
79		41	79								799	113
80		41	80						660	56		
81	16	42	(81)								797	(114)
82		42	82								782	115
83		43	83				331	18				
84		44	84						625	57		
85	17	45	85								761	116
86		45	86								779	117
87		45	87								781	118
88		45	(88)								793	(119)
89	18	46	89								789	120
90		46	90								776	121
91		46	91						728	58		
92		47	92								760	122
93		48	(93)						679	(59)		
94	19	49	(94)				445	(19)				
95		49	95						600	60		
96		50	96						500	61		
97		50	97						563	62		
98		51	98								774	123
99	20	52	(99)								780	(124)
100		52	100								779	125
101		53	101	0								
102		54	102				441	20				
103		55	103				401	21				
104	21	56	104								791	126
105		57	105				464	22				
106		58	106								775	127
107		59	107				350	23				
108		60	(108)				449	(24)				
109	22	61	(109)		153	(4)						
110		62	110								794	128
111		63	111		277	5						

1	2	3	4	5	6	7	8	9	10	11	12	13
112		64	112						523	63		
113		64	(113)						500	(64)		
114	23	65	114						521	65		
115		65	115						600	66		
116		68	158								777	(129)
117		68	159								782	130
118		68	160						679	67		
119		68	161				435	25				
120	24	69	162						740	68		
121		69	163								788	131
122		69	(164)						559	(69)		
123		70	165						728	70		
124	25	71	166								750	132
125		71	167								766	133
126		72	168		285	6						
127		73	169		218	7						
128		74	170		186	8						
129	26	75	(171)		98	(9)						
130		76	172		272	10						
131		77	173		150	11						
132		78	174						591	71		
133	27	79	175		89	12						
134		80	176		186	13						
135		81	(177)		242	(14)						
136		82	178	0								

Note :— (1) The location code Nos. Enumeration Blocks and population given above are notional.

(2) Blocks having zero population will not be considered for sample selection.

(3) Village Nos. 66 and 67 constitute Panchayat town and Enumerator Block Nos. 116 to 157 are in that town which constitute part of the non-city urban area of the district. Hence, there will be break up in L.C. No. of Villages and Enumerator Blocks in Columns 3 and 4.

(4) In the above example, out of 136 blocks, 3 blocks have zero population. Hence with random start 4 (as in this case) total number of blocks selected will be $\frac{136-3}{5} = 26.6$

Since the random start is 4, the number of blocks selected is 26.

ANNEXURE V

List of Urban Agglomerations in Andhra Pradesh State—1981 Census

Sl. No.	Name of Urban Agglomeration	Constituent Units	Name of the Taluk	Name of the District
1	2	3	4	5
1	Vishakhapatnam	1. Vishakhapatnam (M.C.)	Vishakhapatnam	Vishakhapatnam
		2. Gopalapatnam (P)	Do.	Do.
		3. Gajuvaka (O.G.)	Do.	Do.
2	Rajahmundry	1. Rajahmundry (M)	Rajahmundry	East Godavari
		2. Rajahmundry Non-Municipal Area	Do.	Do.
		3. Katheru (O.G.)	Do.	Do.
		4. Hukumpeta (O.G.)	Do.	Do.
3	Vijayawada	1. Vijayawada (M)	Vijayawada	Krishna
		2. Gunadala (P)	Do.	Do.
		3. Patamata (P)	Do.	Do.
		4. Kanuru (O.G.)	Do.	Do.
		5. Ramavarappadu (O.G.)	Do.	Do.
		6. Bhavanipuram	Do.	Do.
4	Hyderabad	1. Hyderabad (M. C.)		Hyderabad
		2. Lalaguda	Secunderabad	Do.
		3. Malkajgiri	Do.	Do.
		4. Osmania University	Musheerabad	Do.
		5. Secunderabad Cantonment	Secunderabad	Do.
		6. Zamistanpur Town	Musheerabad	Do.
		7. Alwal Town	Rajendranagar	Rangareddi
		8. Balanagar Town	Do.	Do.
		9. Bowenpalle Town	Secunderabad	Hyderabad
		10. Fatehnagar Town	Rajendranagar	Rangareddi
		11. Kapra Town	Medchal	Do.
		12. Kukatpalle Town	Rajendranagar	Do.
		13. Machabolaram Town	Medchal	Do.
		14. Moosapet Town	Rajendranagar	Do.
		15. Qutubullapur Town	Medchal	Do.
		16. Yapral Town	Do.	Do.
		17. Uppal Khalasa (O.G.)	Hayatnagar	Do.
		18. Saroornagar (O.G.)	Do.	Do.
		19. Bhagmeeri (O.G.)	Rajendranagar	Do.
		20. Jinkalwada (O.G.)	Do.	Do.
		21. Dommalguda (O.G.)	Do.	Do.
		22. Kowkur (O.G.)	Medchal	Do.

ANNEXURE VI (A)

Allocation of Random Numbers to City/Urban Agglomeration

Name of the City/Urban Agglomeration	Random Number allotted
1	2
Vizianagaram	3
Vishakhapatnam Urban Agglomeration	2
Kakinada	4
Rajahmundry Urban Agglomeration	3
Eluru	1
Machilipatnam	3
Vijayawada Urban Agglomeration	1
Guntur	1
Tenali	2
Nellore	3
Tirupati	5
Proddutur	3
Anantapur	4
Kurnool	5
Adoni	4
Hyderabad Urban Agglomeration	1
Nizamabad	1
Warangal	2

ANNEXURE VI (B)

Allocation of Random Numbers to Non-city Urban Areas

Unit of Non-City Urban	Random Number allotted
1	2
Srikakulam District	3
Vizianagaram District	5
Vishakhapatnam District	3
East Godavari District	1
West Godavari District	4
Krishna District	1
Guntur District	2
Prakasam District	2
Nellore District	3
Chittoor District	5
Cuddapah District	5
Anantapur District	2
Kurnool District	4
Mahbubnagar District	3
Rangareddy District	4
Hyderabad District	3
Medak District	4
Nizamabad District	4
Adilabad District	4
Karimnagar District	3
Warangal District	4
Khammam District	4
Nalgonda District	2

ANNEXURE VI (C)

Random Numbers allotted for each Charge for selecting 20% sample of Enumeration Blocks for actual Census

Andhra Pradesh — Rural Charges (Rural Areas only)

District/ Taluk Charge L.C. No. (Rural areas only)	Random Number Selected & allotted	District/ Taluk Charge L.C. No. (Rural areas only)	Random Number Selected & allotted	District/ Taluk Charge L.C. No. (Rural areas only)	Random Number Selected & allotted	District Taluk Charge L.C. No. (Rural areas only)	Random Number Selected & allotted
1	2	3	4	1	2	3	4
01/01	2	01/02	4	05/10	2	05/11	4
01/03	1	01/04	5	05/12	4	05/13	2
01/05	2	01/06	4	05/14	5	06/01	1
01/07	3	01/08	3	06/02	1	06/03	5
01/09	2	01/10	4	05/04	2	05/05	4
01/11	3	01/12	3	06/06	5	06/07	1
01/13	1	01/14	5	06/08	4	06/09	2
02/01	4	02/02	2	06/10	5	06/11	1
02/03	3	02/04	3	06/12	1	06/13	5
02/05	4	02/06	2	06/14	3	06/15	3
02/07	3	02/08	3	06/16	4	06/17	2
02/09	1	02/10	5	06/18	2	07/01	4
02/11	4	02/12	2	07/02	1	07/03	5
03/01	1	03/02	5	07/04	2	07/05	4
03/03	3	03/04	3	07/06	5	07/07	1
03/05	2	03/06	4	07/08	3	07/09	3
03/07	1	03/08	5	07/10	5	07/11	1
03/09	1	03/10	5	07/12	1	07/13	5
03/11	1	03/12	5	07/14	2	07/15	4
03/13	2	03/14	4	07/16	3	07/17	3
04/01	2	04/02	4	07/18	5	07/19	1
04/03	3	04/04	3	07/20	2	07/21	4
04/05	5	04/06	1	08/01	5	08/02	1
04/07	2	04/08	4	08/03	3	08/04	3
04/09	3	04/10	3	08/05	3	08/06	3
04/11	5	04/12	1	08/07	4	08/08	2
04/13	1	04/14	5	08/09	5	08/10	1
04/15	2	04/16	4	08/11	3	08/12	3
04/17	5	04/18	1	08/13	4	08/14	2
04/19	1	05/01	5	08/15	5	08/16	1
05/02	3	05/03	3	08/17	5	09/01	1
05/04	1	05/05	5	09/02	5	09/03	1
05/06	3	05/07	3	09/04	2	09/05	4
05/08	3	05/09	3	09/06	4	09/07	2
09/08	4	09/09	2	16/04	4	17/01	2
09/10	3	09/11	3	17/02	5	17/03	1
09/12	3	09/13	3	17/04	2	17/05	4
09/14	3	09/15	3	17/06	3	17/07	3
10/01	3	10/02	3	17/08	1	17/09	5
10/03	2	10/04	4	17/10	1	17/11	5
10/05	1	10/06	5	18/01	3	18/02	3
10/07	2	10/08	4	18/03	4	18/04	2
10/09	5	10/10	1	18/05	4	18/06	2
10/11	2	10/12	4	18/07	2	18/08	4
10/13	5	10/14	1	18/09	1	19/01	5

ANNEXURE VI (C) —*Contd.*

1	2	3	4	1	2	3	4
10/15	2	11/01	4	19/02	2	19/03	4
11/02	3	11/03	3	19/04	1	19/05	5
11/04	4	11/05	2	19/06	2	19/07	4
11/06	4	11/07	2	19/08	4	19/09	2
11/08	5	11/09	1	19/10	1	19/11	5
11/10	3	11/11	3	20/01	5	20/02	1
11/12	4	12/01	2	20/03	2	20/04	4
12/02	4	12/03	2	20/05	2	20/06	4
12/04	1	12/05	5	20/07	3	20/08	3
12/06	4	12/07	2	20/09	1	20/10	5
12/08	3	12/09	3	20/11	1	20/12	5
12/10	1	12/11	5	20/13	2	20/14	4
12/12	3	12/13	3	21/01	5	21/02	1
12/14	5	12/15	1	21/03	1	21/04	5
12/16	2	13/01	4	21/05	3	21/06	3
13/02	2	13/03	4	21/07	4	21/08	2
13/04	2	13/05	4	21/09	5	21/10	1
13/06	4	13/07	2	21/11	3	21/12	3
13/08	1	13/09	5	21/13	1	21/14	5
13/10	1	13/11	5	21/15	5	22/01	1
13/12	2	13/13	4	22/02	1	22/03	5
14/01	1	14/02	5	22/04	3	22/05	3
14/03	2	14/04	4	22/06	5	22/07	1
14/05	3	14/06	3	22/08	5	22/09	1
14/07	4	14/08	2	22/10	5	22/11	1
14/09	4	14/10	2	22/12	5	23/01	1
14/11	5	14/12	1	23/02	5	23/03	1
14/13	2	15/01	4	23/04	1	23/05	5
15/02	3	15/03	3	23/06	3	23/07	3
15/04	5	15/05	1	23/08	2	23/09	4
15/06	1	15/07	5	23/10	5	23/11	1
15/08	1	15/09	5	23/12	4	23/13	2
15/10	1	16/01	5	23/14	5	23/15	1
16/02	2	16/03	4				

CIRCULAR NO. 9 CENSUS-IMMEDIATE

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Office of the Director of Census Operations
Andhra Pradesh, Hyderabad.

Dated 17th October, 1980

From

S. S. JAYA RAO, *I.A.S.*,
Joint Secretary to Governnment of Andhra Pradesh &
Ex-Officio Director of Census Operations,
Andhra Pradesh,
Hyderabad.

To

All the District Collectors and Special Officers of Municipal Corporations of Hyderabad and Vishakhapatnam and *ex-officio* Principal Census Officers.

Sir,

Sub: Census 1981—Guidelines for the actual enumeration.

Abridged Houselist

In this office Circular No. 6, detailed instructions have been issued for writing of the Abridged Houselist in the Charge Offices. Since the Abridged Houselists are being prepared from the Houselists. I would like to impress upon the Charge Officers the need for meticulous care regarding the correctness of the entries relating to the building number, the census house number, the household number and the name of the head of the household etc. This is necessary because in a census house where there is an enterprise or more than one enterprise, multiple lines would have been used in the Houselist and by mistake, the building or census house numbers would have been repeated in these lines. Such entries in the Houselist should not be copied in the Abridged Houselist.

Preparation of notional maps, layout sketches and updating of house numbers by enumerators

2. Immediately after the completion of the third round of training class, each enumerator should acquaint himself thoroughly with his jurisdiction defined in terms of house numbers in the village/locality/street/ward, etc. allotted to him. If any of the houses do not have house numbers he must give house numbers to such houses as per the instructions given in the booklet "Instructions to Enumerators for filling up the "Household Schedule and Individual Slip". New houses that have come up after the houselisting should also be given house numbers. If a new colony has come up after the houselisting operations in May 1980, such colony should as far as possible be treated as a separate house numbering block and allotted to an enumerator from the reserve list and the fact should be intimated by the Charge Officers to the Principal Census Officer and to the Director of Census Operations, Andhra Pradesh, Hyderabad. The number of enumeration blocks formed in the charge as shown in the charge register should not be altered. It is likely that such situations may exist in project sites, rehabilitation camps, etc., where labour camps may have come up after the Houselisting. Complete coverage of all such camps, etc., should be ensured. The house numbers adopted during Houselisting Operations should be followed during the actual enumeration also. They should not be changed under any circumstances. In certain areas, it may be possible that the house-numbering would have been done with chalk and all such numbers may not be visible during the main operation in February. It is the duty of the enumerator to ensure that all houses are numbered by him before he takes up enumeration.

3. It may be noted that the enumeration of population living in temporary camps, etc., should not be postponed till the end, but should be done in sequence. Only houseless population should be enumerated on the night of 28th February, 1981.

4. The enumerators will have to prepare a notional map and a lay-out sketch for the entire village or urban block. The notional map should contain topographical details such as the village site, roads, hills, rivers, canals, railway lines and similar clearly recognisable features while the lay-out sketch should contain every single building or house as per the instructions contained in the instruction booklet. In case of large villages, the notional map may be prepared for each enumeration block. The sketches are important because they not only help to ensure full coverage at the census but also help in identifying the area or any house therein, for any survey at a later date. One could, however agree to the preparation of notional map and lay-out sketch in advance of actual enumeration, but it should be brought up-to-date, if necessary, when the enumerator goes round his block for enumeration.

Updating of Abridged Houselist

5. The enumerator will be updating the Abridged Houselist as at the enumeration period. The enumerator should be instructed to tick off (√) a household in the Abridged Houselist as soon as he completes the enumeration of that household. This will firstly facilitate him to know how many houses he has covered during each day. Secondly, it will help him to locate and enumerate households which were not covered earlier in the serial order, because they were either locked or could not be enumerated for any other reason. Thirdly, it will help the supervisor in the effective supervision of the enumerators' daily work.

Location Code

6. Apart from the State/District/Taluk or Town/Village or Ward No. it is necessary to fill up the enumeration block number in brackets in the schedules. For this purpose, rubber stamps bearing location code number of the State/District/Taluk or Town are being supplied to all the Charge Officers through the concerned Regional Deputy Directors. The charge Officers should get all the Individual Slips and Household Schedule forms in all the pads and books (including cover page) rubber stamped at appropriate places before they are issued to enumerators. Since the rubber stamps contain only

3 elements of the location code namely the State/District/ Taluk or Town, the enumerators should be asked to write the location code number of the village after taluk number in case of villages and ward number after the town number in case of towns. The enumeration block number should be given in brackets after the village number or ward number as the case may be.

Pad No. and Book No.

7. The pad numbers of individual Slip pads will be in one series for each charge inclusive of the size of the pads. These numbers should be marked on the outer cover of each pad before the pads are distributed to the enumerators by the Charge Officer. It is advised that the Individual Slip pads printed in black ink and containing 50 slips each may be given numbers serially first and then the serial number may be continued for the pads having 25 slips each. After exhausting all the pads printed in black colour, the pads pertaining to Individual Slips printed in blue colour may be taken up and given serial numbers in continuation of the last serial number of the last pad of the Individual Slip pad of black colour. Here also the pads of 50 slips may be taken up first and then pads of 25 may be tackled.

8. The book numbers of household schedule books will be in one series for each charge irrespective of the size of the books consisting of 25 and 10 forms. These numbers should also be marked on the outer cover page of each book in the Charge Offices, before distribution to the enumerators. The slip numbers and form numbers in a pad or book should be noted by the enumerator serially for each pad or book given to him.

9. If an enumerator has been put in-charge of more than one enumeration block, he should be given separate pads of Individual Slips and books of Household Schedule forms for each of the enumeration block and he should be instructed not to enumerate the population of a second enumeration block in continuation of the first in a common pad or book. The schedules for each enumeration block will have to remain separate. It should be made clear to the enumerators that if a major portion of an enumeration block is enumerated and only a few persons are left to be enumerated, Individual Slip pads of 25 slips and Household Schedule books of 10 forms may be used for enumerating this small population instead of using Individual Slip pads of 50 and Household Schedule books of 25 forms to avoid wastage of Schedules.

Issue of appointment orders to enumerators and supervisors

10. The appointment of the census enumerators and supervisors should be completed by 31-10-1980. The printed forms of appointment orders will be supplied to all Charge Officers. The Charge Officers should issue these to all the enumerators and the supervisors indicating their jurisdiction.

11. With regard to the appointment of enumerators in the sample blocks, it is suggested that senior teachers or brighter persons from among those available should be selected taking into consideration the location and other operational points. Apart from the effort to select better quality of enumerators for the sample blocks, their training should also be more intensive.

12. Immediately after the completion of training classes to District Census Officers and Charge Officers, the Charge Officers should take up intensive training of the Supervisors and Enumerators under their jurisdiction. At least four instruction classes should be conducted for the enumerators and the supervisors.

13. I would make the following suggestions in order to make the census training programme in the district more systematic and effective.

Training programme to enumerators and supervisors

14. The first training class to enumerators and supervisors should be conducted at least by the second fortnight of November, 1980 in all the charges and its duration should be of two days. Second training class should also be held for two days during December 1980. Third and fourth training classes should be arranged during January 1981 and it should be of two days and one day duration respectively.

15. You are requested to ensure that the training sessions are so organised as to expose the process of enumeration in phases, systematically. I suggest that the following method may be adopted.

(a) In the first training session exposure to Abridged Houselist, general instructions regarding preparation of notional maps and lay-out sketches, need for getting familiar with the block, reference dates, timings of the operations, indicating those who are eligible for enumeration, etc., and a quick general explanation of the filling up of schedules.

(b) In the second training class the instructions can be gone through in detail for all schedules to be canvassed for one and half days and remaining half a day may be used for a practical round.

(c) In the third round of training class, the important aspects of the instructions can be gone through, and make sure that the enumerators go round their blocks with their supervisors and prepare notional maps and lay-out sketches of their jurisdictions.

(d) In the fourth class the schedules and forms intended to the enumerators may be distributed and opportunity could be taken to ensure that the enumerators are fully aware of their areas, have all the material with them and have understood the instructions fully.

Principal Census Officers to address classes at each Divisional headquarters

16. The Prinicipal Census Officer should himself programme to be present at as many instruction classes as possible at the various centres in his district. It will have very good effect if he can himself address at least one instruction class at each divisional headquarters in his district. Similarly, the Joint Principal Census Officer and the District Census Officer should take at least one training class in each Division. The Assistant Director, Planning and Statistics should be involved in imparting training to enumerators and supervisors. It may be useful if the District Panchayat Officers and Deputy Chief Executive Officers are associated with the training programme and made to address the enumerators, as it is bound to have a salutary effect on the enumerators who are mostly drawn from amongst the school teachers and staff of local bodies.

17. The Divisional Census Officers who are mainly responsible for the successful conduct of the census enumeration in their divisions, have a vital role to play in the training programme. They should hold training classes at several convenient centres in each taluk of their respective divisions. Besides addressing the training classes, they should supervise the classes run by the Charge Officers and Additional Charge Officers.

Responsibility of Charge Officers in training enumerators and Supervisors

18. The responsibility of the Charge Officers to see that each enumerator and supervisor (including reserve personnel) in his charge is trained completely cannot be over emphasised. He should hold a number of training classes not merely at the firka head-quarters but also at a number of convenient places throughout the taluk which are easily accessible to the enumerators. This procedure is necessary in view of the fact that a training class of enumerators and supervisors should not consist of more than 50 trainees in any case. If a large number is involved, training cannot be effective. The centres for training classes should be selected in such a way that no enumerator or supervisor need travel a distance of more than 8 Kms. The Charge Officer should satisfy himself that each and every enumerator in his charge has attend-

ed all the four instruction classes and has acquired thorough knowledge of census work. Any indifference on the part of the enumerators or supervisors should be severely dealt with. Opportunity should also be taken to weed out any unwanted enumerators and supervisors even at the training stage and appoint substitutes. The Block Development Officer should associate himself with the Charge Officer and conduct two training classes at each of the centres.

Practice Enumeration

19. Great emphasis should be laid on the need for practice of enumeration at each instruction class. Apart from some practical demonstration and the filling in of a few practice slips at the instruction classes, it has been decided that each enumerator should at the end of second training class, enumerate a few households of average size in the practice enumeration schedules and hand them over to their respective supervisors. The Supervisor should scrutinise them closely and correct the enumerators wherever necessary. The supervisors should pass on the practice enumeration schedules to the Charge Officers who should scrutinise them and judge the quality of work of the enumerators as also the Supervisors. The Charge Officers should discuss the point arising out of the practice enumeration during the third training class. The defects noticed should be brought to the noice of the enumerators so that they may guard against them during actual enumeration. If any of the enumerators are found to have committed several mistakes, they should be given a further practical training.

20. The Charge Officers should communicate a copy of the training programme of the enumerators and supervisors in his charge to this office, to the concerned Regional Deputy Directors of Census Operations, to the Principal Census Officers (The District Collectors). Personal Assistants to the Collectors, Divisional Officers, Assistant Directors of Planning and Statistics, District Panchayat Officers, Deputy Chief Executive Officers and Block Development Officers in the proforma given in Annexure I before 15-11-1980.

Attendance register and record of training

21. The Charge Officer should maintain an attendance register in the form prescribed in Annexure II noting down the names of all Supervisors and Enumerators of his charge including reserve personnel. Their attendance at each of the instruction classes should be taken in the register. The enumerators and supervisors should be informed of the programme of instruction classes to be run by the District Census Officers and Charge Officers and the training centres at which they are required to attend. The Charge Officer's Office should keep a record of every supervisor and enumerator to see that he has completed the full course of training. Reserve Enumerators and Supervisors should also be accounted for.

Enumeration of population in Boat/Sea and Ocean going Vessels

Boat population

22. Persons who live in boats for a number of months in the year or permanently and have no residence on land will be enumerated as boat population. Also persons who have residence on land, but live for a part of the year in boats and are in fact found living in boats during the entire period of enumeration (9th February to 28th February, 1981) will be treated as boat population. But persons who have their residence on land and operate ferries or boats on inland rivers do not come under the category of boat population.

23. All boats found at ghats situated on the banks of rivers and other water ways during the enumeration period (9th February to 28th February, 1981) will be enumerated. The enumerator of the village or enumeration block of the town where the ghat is situated will enumerate the persons living on the boats simultaneously with the population residing in the village/urban block. The boats will be assigned numbers in a series different from that in which buildings of a village/urban block have been numbered. These numbers will be assigned in serial orders as and when the enumerator finds the boat at the ghat and will enumerate the population *in it*. The assigned serial numbers painted on the boats will then indicate that the boat has been enumerated.

24. The location code for the boat population will be same five element location code as for the village/urban block where the ghat is situated. Thus, the location code will consist of State No./Dt. No./Taluk No. or Town No./Village No. or Ward No. (Enumeration Block No.) according as the ghat is in the rural or urban area. This location code will be entered on the Household Schedule, and the relevant Individual Slips. On the Household Schedule, however, besides the location code, the word 'boat' should be written. Each boat will be assigned a number as explained above. This number will be carried to the Abridged Houselist in columns 2 and 3 as explained in following para.

25. The instructions for assigning serial number of household to boat population will be as indicated in this para. When the enumerator comes across a household living in a boat, this household will have to be entered serially in Section 3 of the Abridged Houselist. Obviously, the enumeration of boat population should be taken up by the enumerator after all the Census houses have been covered. For such household, the boat number assigned will be repeated in Cols. 2 and 3 of the Abridged Houselist and a continuous serial number assigned, for each such entry in Col. 7 of the Abridged Houselist. The enumerator should, however, remember that on the night of 28th February, 1981, he has to count the houseless population also. Therefore, the enumeration of boat population should not be held over till the night of 28th February, 1981.

26. The serial number of household in Col. 7 of the Abridged Houselist will be continuous for the entire enumeration block. In other words, if in a block there are households in census houses, households living in boats and houseless households, the serial number of these households will be continuous.

27. Before enumerating a person living in a boat, it should be ascertained whether he has already been enumerated elsewhere. Only if he has not been enumerated before and is not likely to return to his house before 1st March, 1981, he should be enumerated here. But persons who might have left their residence before 9th February, 1981 but have left word at their residence that they would return before 1st March, 1981 should not be enumerated, as they will be enumerated at their residence. All persons enumerated as living on boats should be instructed not to get themselves enumerated again. Separate Household Schedule books and Individual Slips pads will be used for enumerating boat population in an enumeration block. In the Household Schedule, the location code number can be retained with the number assigned to the boat. It must be mentioned in brackets that this is a boat. Some of the particulars in the Household Schedule would obviously not be relevant. Therefore, in the case of boat population it would be sufficient if the following items are filled up:

(a) Location Code.

(b) Serial No. of Household.

(c) Type of Household.

(d) Name of the head of the household.

(e) Religion of the head of the household.

(f) Whether head of the household belongs to SC/ST etc.

(g) Name of the Caste/Tribe of the head of the household.

(h) Language mainly spoken in the household.

(i) No. of married couples usually living in the Household.

(j) Total population of the household.

28. The other items need not be filled up. Part II of the Household Schedule must, of course, be filled.

Sea Population

29. Sea population will consist of those on ship and boats of the following categories:

(a) Indian Naval Ships.

(b) Ocean liners coming from foreign countries.

(c) Indian Mercantile Ships plying between Indian ports and foreign ports.

(d) Mercantile ships plying between Indian ports.

(e) Miscellaneous.

(i) Ferry boats.

(ii) Fishing boats.

(iii) Other boats plying between limits of single port.

(iv) Passenger boats touching two remote Coastal Ports.

(v) Light house ships; and

(vi) Country boats carrying inland produce.

(a) Indian Naval Ships

30. An officer of the Naval base has been specially nominated as Charge Officer for enumeration of Naval ships at the port. In the case of Indian Naval ships arriving at a port on any day during the enumeration period, the officers and seamen who remain on board either during the entire enumeration period or for such part of the period up to 28th February, 1981 should be enumerated on board the Naval Ship itself. The commanding officers of the ship assisted by a trained enumerator of the defence establishment in the area will carry out the enumeration. The Naval Headquarters have already been issued special instructions for the purpose. The Civilian Charge Officer covering the port area need not take any action in this respect.

(b) Ocean liners coming from foreign countries

31. Only such ocean liners as are found at any Indian port on 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 sunrise of 1st March, 1981 or leave the port before sunrise of 1st March, 1981 will not be enumerated. Officials of the Port Trust or the Collectorate of Customs should be appointed as special enumerators for enumerating this category of sea population.

(c) Indian Mercantile ships plying between India and foreign countries.

32. Persons on board such ships will be enumerated only if they are at an Indian port at sunrise of 1st March, 1981. As in the case of *Ocean liners* from foreign countries this population will also be enumerated by the special enumerator of the Port Trust/Collectorate of Customs either on 28th February, or on 1st March, 1981.

33. Customs authorities should be requested not to issue clearance for any ocean liner or mercantile ship on 1st March, 1981 unless its enumeration work has been completed.

(d) & (e) Other Vessels and miscellaneous types of boats plying between Indian ports or within ports.

34. Passengers travelling on such vessels and boats need not be enumerated as they may not have been absent from their places of residence for the entire enumeration period and therefore, would have been enumerated at their residence. However, members of crew on all such vessels, and boats should be enumerated if they have been residing on them for the entire enumeration period, i.e., 9th February, 1981, onwards.

35. Enumeration of members of crew of such vessels and boats should be done on 28th February or 1st March, if they are found at any port during these two days. It is enough to enumerate only such vessels as arrive at a port before sunrise of 1st March 1981. This will apply to all ports. The Master of the vessel or boat should be questioned as to whether his vessel has already been enumerated at any other port earlier. The vessel or boat will be enumerated only if it has not been enumerated before.

36. The port enumerator will enumerate such vessels and boats.

37. For the enumeration of sea population the five element location code, namely, State/District/Taluk or Town/Village or Ward (Enumeration Block Number), as for the general population will be used. However, for the fifth element a separate block number will be assigned for sea population within the ward and charge where the port area is located. This block will also be covered in the Charge Register with suitable remarks to indicate that it constitutes sea population. Each ship on which sea population is enumerated will be treated as an institutional household with the captain or other appropriate authority being defined as the head of the household. For such blocks of sea population though the Abridged Houselist need not be prepared, each ship which will be treated as an institutional household should be assigned a household serial number in that block starting from 1. For these institutional households, in Part I of the Household Schedule only the location Code. Serial Number of Household, Name of Head of Household and total population of the Household will be filled. The name of the vessel may be recorded on the top right hand corner of Part I. Part II will have to be filled-in as in the case of any other Institutional Household. The Universal Individual Slip only will be canvassed for the sea population.

Enumerator's Abstract

38. For sea population, in order to prepare the Enumerator's Abstract, it would be convenient to fill the Household Schedule Part II (Population Record). In respect of sea population, the entire population may be listed continuously in the Household Schedule indicating the Location Code in Part I. The total in the last line of the Population Record may be struck on each Household Schedule form and the Enumerator's Abstract may be compiled from this as in the case of the general population. The sea population will also be included in the provisional population total as in the case of the general population.

Distribution of enumeration Schedules to Enumerators

39. The Individual Slips to be canvassed in Sample Blocks are printed in blue ink, showing the Sample Individual Slip on the reverse of Individual Slip (Universal), while the Individual Slip (Universal) to be canvassed in other areas are printed in black ink. These Individual Slips are supplied in pads each containing either 50 slips or 25 slips. The Individual Slip Pads, Household Schedule Form Books, Enumerators' Working Sheets, Enumerator's Abstract, etc., will be supplied to the Principal Census Officers during November, December, 1980 along with a statement showing the distribution of these forms among the various charges in the district. The Principal Census Officers should arrange for the distribution of the said forms to all the Charge Officers.

40. The procedure adopted for estimating the requirements of different forms for each district will be intimated to you so that the Charge Officers can follow this procedure in the distribution of the Individual Slip Pads and other forms to the Enumerators. Sufficient number of these forms will be kept in reserve at the Charge Offices and at the District headquarters to meet any unforeseen demand. Proper care should,

however, be taken by the Charge Officers to see that there is no wastage of the forms. In order to ensure proper distribution of these forms among Enumerators, Charge Officers concerned should prepare a statement shown in Annexure III.

Progress of Enumeration to be watched

41. The Enumerators should start the enumeration work promptly without any further orders, from the morning of 9th February, 1981. The work should be spread out uniformly; accumulation of heavy arrears should not be allowed as it will result in slipshod and unsatisfactory work towards the end. The enumerators should visit the households in the morning as well as in the evening when the heads of the households are likely to be at home and should try to enumerate at least 8 to 10 households each day. An enumerator should work for not less than 3 hours each day. On Sundays and holidays he should put in longer hours. There is no objection to the enumeration work being completed even before 28th February, 1981.

42. Instructions contained in para 181 of the instruction Booklet for filling-up the Household Schedules and Individual Slips give an impression that the Enumerator will start work on the "Enumerator's Working Sheet" after the Enumeration Work is over, i.e., after the Revisional round. In fact each Enumerator after striking totals of each household in the Population Record for those households which have been enumerated during the day, should simultaneously post these totals in the Enumerator's Working Sheets also. In other words, instructions should be issued that each Enumerator should necesarily fill the Working Sheet daily and should not wait till the completion of the revisional round. However, during the revisional round if any additions or deletions are made he should make necessary changes in the Population Record as well as the working sheet. This will facilitate easy and quick preparation of Enumerator's Abstract.

43. The Enumerators should submit progress report on the 15th, 20th and 25th February, 1981 and completion report on 1st March, 1981 to the Supervisor in the form shown in Annexure IV.

44. In the first three or four days it is essential that the supervisor makes a 100% check of the work of each one of his enumerators, so that any misconceptions and doubts are clarified immediately and recurrence of these mistakes is avoided in later enumeration. As the enumeration work progresses, the supervisor will be required to over-check at least 20% of the schedules filled in by each enumerator in his circle. The supervisors should so arrange their checking work that they are able to check the work of all the enumerators conveniently and as frequently as possible. The supervisor should conduct the verification and return the verified pads and Working Sheets etc., to the enumerator before 28-2-1981 as the enumerator would be requiring the pads for the revisional round and for preparing the Enumerator's Abstract. The supervisor should submit progress reports in the form prescribed in Annexure V to the Charge Officer on 17th, 22nd and 28th February. 1981. He must send a completion report on 3rd March, 1981.

45. The Charge Officers, Block Development Officers, Revenue Divisional Officers, Assistant Directors of Planning & Statistics, District Panchayat Officers, Deputy Chief Executive Officers, Personal Assistants to the Collectors, Joint Collectors and District Collectors must make intensive tours of their jurisdictions during the enumeration period and see that the enumeration is progressing satisfactorily.

46. It should be impressed upon the enumerators and supervisors that the forms should be very carefully used with least possible wastage and cancellation. They should be told to preserve the census forms very safely. They should also be told that the Individual slips and Household schedule forms that will be supplied in pads and books should not be broken up under any circumstances and that the cover paper of the pads should be kept intact.

47. The good and bad work of the Enumerators, Supervisors, Charge Officers and other Census Officers should be taken cognisance of and recorded in their character rolls. It has been a practice to recognise the good and outstanding work done by the Enumerators, Supervisors and other Census Officers by way of award of the President's Silver and Bronze Medals accompanied by the certificates of merit. This fact may be specifically explained to all the Census Officials particularly the enumerators and supervisors during the Census training classes, so that they will try to excel each other in doing good work. If the performance of the enumerators and supervisors is bad, not only such bad work should be recorded in their character rolls, but they should not be paid any honorarium.

Canvassing of Degree Holders & Technical Personnel Schedules

48. Originally, the intention was to canvass the Degree Holders & Technical Personnel Schedules universally. Based on the cost and other factors it has been decided that Degree Holders & Technical Personnel schedules will be canvassed only in sample blocks. In other words, these schedules will be canvassed only in those blocks where the sample slip is also being canvassed. Hence, during training classes it must be clarified to enumerators in the non-sample areas that they do not have to bother about these schedules and correspondingly, this aspect should be emphasised so far as the enumerators in the sample blocks are concerned. This is an important change which should be noted by all the Charge Officers.

49. The receipt of this circular may please be acknowledged.

Yours faithfully,

S.S. JAYA RAO,
Director of Census Operations.

ANNEXURE I

1981 Census Enumeration Training Programme of Enumerators and Supervisors

Name of the District ——————————

Name of the Taluk/Town ——————————

Name of the Charge Officer and Designation ——————————

Sl. No.	Name of the Village/ Town at which training class is proposed to be held	Name and Designation of the Officer who will conduct the training class	Venue	Date and time	State whether it is 1st, 2nd, 3rd or 4th round of training class	Approximate No. of Enumerators and Supervisors including Reserve personnel who will attend the training class		
						Enumerators	Supervisors	Total
1	2	3	4	5	6	7	8	9

ANNEXURE II

Record of Training of Supervisors/Enumerators

Name of the District ——————————

Name of the Taluk ——————————

Name of the Charge ——————————

Name and Designation of the Charge Officer——————————

Sl. No. of Supervisors/ Enumerators (as per the charge register)	Name and address of the Supervisor/ Enumerator	Has the Supervisor/Enumerator been supplied with the following and acknowledgement obtained			Training classes attended				Practice enumeration		Quality of Supervisor's/ Enumerator's work-good, average, poor, (to be filled by Charge Officer)	Have the final enumeration schedules been issued to the enumerators and the acknowledgement obtained	REMARKS
		Appointment order	Instruction booklets	Practice enumeration schedules	I Date	II Date	III Date	IV Date	No. of household schedule forms filled	No. of individual slips filled			
1	2	3	4	5	6	7	8	9	10	11	12	13	14

ANNEXURE III

Statement Showing the Distribution of Enumeration Schedules

Name of the District ——————————

Name of the Taluk ——————————

Name of the Town ——————————

Name of the Charge ——————————

E.B. No.	Name & Designation of enumerator	Approximate No. of households in the E.B.	Approximate population in the E.B.	Household Schedule form books			Pads of Individual slips			Notional maps and layout sketch forms	DHPP schedules (in case of sample blocks ony)	Enumerators working sheets	Enumerators Abstract	Acknowledgement of the enumerator	REMARKS
				Books of 25 forms	Books of 10 forms	Total books	Pads of 50 slips	Pads of 25 slips	Total pads						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

ANNEXURE IV

Enumerator's Progress Report

(For the period 15th Feb. /20 th Feb./25th Feb. /1st March, 1981)

District ———— Code No. ———— Name of the Enumerator ————

Taluk/Town ———— Code No. ———— Designation ————

Village/Ward ———— Code No. ———— Enumeration Block No. ————

Number of the households to be enumerated (as per Abridged Houselist)	Progress of Enumeration		Remarks (Indicate if the enumeration schedules given to you are adequate)
	No. of households covered so far	No. of persons enumerated so far	
1	2	3	4

To

Sri ————
Supervisor

Signature of the Enumerator ————

Date ————

ANNEXURE V

Supervisor's Progress Report

(For the period ending 15th Feb./20th Feb. /25 Feb./1st March. 1981)

District ———— Code No. ———— Name of the Supervisor : ————

Taluk ———— Code No. ———— Designation. ————

Town/Village ———— Code No. ———— Supervisor's Circle No. ————

No. of E.B's in the Circle. ————

E.B. No. in the Supervisor's Circle	No. of Households to be enumerated	Progress of Enumeration		Overcheck (Minimum 20%)			Remarks
		No. of Households enumerated	No. of Persons enumerated	No. of Households Schedule forms overchecked	No. of Individual Slips overchecked	No. of working sheets overchecked with population records	
1	2	3	4	5	6	7	8

To

Sri ————

Charge Officer

Signature of the Supervisor :————

Date

CIRCULAR NO. 10

CENSUS-IMMEDIATE

GOVERNMENT OF INDIA

Ministry of Home Affairs

Office of the Director of Census Operations

Andhra Pradesh, Hyderabad-500004

Dated 17th October, 1980

From

S. S. JAYA RAO, I.A.S.,
Joint Secretary to Government of Andhra Pradesh &
Ex-Officio Director of Census Operations,
Andhra Pradesh,
Hyderabad.

To

All the District Collectors and Special Officers of Municipal Corporations of Hyderabad and Vishakhapatnam and ex-officio Principal Census Officers.

Sir,

Sub: CENSUS 1981—Management of records relating to Individual Slips and Household Schedules, etc., at various levels.

Scope of the Circular

This circular deals mainly with the management at various levels of records received from the field during actual enumeration in February-March 1981. At the end of the enumeration each enumerator will have with him the following records in respect of each enumeration block that he has enumerated:

1. Notional Map
2. Lay-out Sketch
3. Filled-in and up-dated Abridged Houselist
4. Filled-in Household Schedule Books
5. Filled-in Individual Slip Pads
6. Working Sheet for Enumerator's Abstract in three sets, *i.e.*, for Normal Households, Institutional Households and Houseless Households-tagged together.
7. Enumerator's Abstract.
8. Filled-in Degree Holder and Technical Personnel Schedules (Only in respect of Sample Blocks).
9. Statement showing the number of Degree Holder & Technical Personnel Schedules received, issued, Filled-in Schedules collected and blank schedules returned (Only in respect of Sample Enumeration Blocks).
10. Blank Household Schedule Books and Individual Slip Pads.
11. Blank Degree Holder & Technical Personnel Schedules (Only in respect of Sample Enumeration Blocks).

Inventory to be prepared by the Enumerator

The enumerator is required to hand over all these documents with an inventory to his supervisor. The format of the inventory to be prepared by each enumerator in triplicate is enclosed with this circular as Appendix I. One copy of the inventory will be retained by the enumerator after taking signature of his supervisor and the other two copies will be handed over along with the records to his supervisor to enable him to check whether the records issued to all the enumerators under his charge have been returned correctly and also to help him to prepare inventory for his circle.

Inventory to be prepared by the Supervisor

The format of the inventory which each Supervisor is required to prepare in duplicate is given as Appendix II. He will have to consolidate the entries given in the inventories of enumerators and post them in his own inventory. He will retain one copy of the inventory prepared by the enumerators under his control for his own record and the remaining one will be handed over to the Charge Officer along with a copy of the inventory prepared by him while handing over the records of his circle. However, one copy of the inventory prepared by him for his circle will be retained by him after obtaining signature of the clerk in the Charge Office for his records.

Inventory to be prepared in the Charge Office

Before signing the inventory prepared by each supervisor the Clerk in the Charge Office should physically check the records relating to each enumeration block and should sign only after he has satisfied himself about the correctness of the inventory. These records will be transferred to the Regional Tabulation Offices concerned. Before the records are transferred to the Regional Deputy Director of Census Operations, in-charge of Regional Tabulation Offices, the Charge Clerk will prepare inventories separately for rural areas and urban areas in the form contained in Appendix III, for the entire Charge with the help of inventories received and submitted for each enumeration block by the supervisor. The Charge Clerk will be required to prepare the inventory in triplicate separately for rural areas and urban areas. One copy will be retained for record in the Charge Office after obtaining signatures of Regional Deputy Director of Census Operations, in-charge of Regional Tabulation Office, or an Officer of his Office to whom records are handed over. Of the other two copies, one copy will be handed over to the Regional Tabulation Office and the other will be sent to the Director of Census Operations, Andhra Pradesh, Hyderabad.

The records received in the Charge Office will be both filled-in as well as blank schedules/forms. The filled-in schedules should be sent to the Regional Tabulation Offices but the blank schedules need not be sent to the Regional Tabulation Offices. The blank schedules should be sent direct to the Office of the Director of Census Operations, Andhra Pradesh, Hyderabad. While forwarding the blank schedules/forms, etc., to the Office of the Director of Census Operations, the Charge Clerk should prepare an inventory for these blank schedules/forms also in duplicate and one copy should be retained by him for his own record after taking signature from an Officer in the Directorate and hand over the other copy to that Officer along with blank schedules/forms.

The management of various filled-in records will be as indicated below:

1. Notional Maps & Lay-out Sketches

All the Notional Maps and Lay-out Sketches received in the Charge Offices should be arranged in ascending order of

the enumeration block numbers separately for rural and urban areas for the entire charge and handed over to the Regional Tabulation office.

2. Abridged Houselist

The Abridged Houselist should be arranged in ascending order of the enumeration block numbers separately for rural and urban areas in the Charge Office before handing them over to the Regional Tabulation Offices.

3. Filled-in Household Schedule Books and Individual slip Pads

The Charge Officer while handing over the filled-in Household Schedule books and filled-in Individual Slip pads, should tie them up for the entire enumeration block separately in two bundles. Thus, there will be two bundles for each enumeration block, one for Household Schedule books and the other for Individual Slip pads. *"These should not be tied up together"*. These bundles should be arranged separately for rural and urban areas and records pertaining to sample blocks should also be kept separately for rural and urban areas.

4. Working Sheets for Enumerator's Abstract and the Enumerator's Abstract itself.

Each supervisor should hand over to the Charge Officer the Working Sheets and Enumerator's Abstracts relating to enumeration block under his charge, arranged in ascending order of enumeration block numbers. The Working Sheets and Enumerator's Abstract relating to the entire Charge separately for rural and urban areas should be arranged in ascending order of enumeration block numbers before handing them over to the Regional Tabulation Office.

5. Statement showing the number of Degree Holder & Technical Personnel Schedules received, issued, filled in Schedules collected and blank schedules returned (in respect of Sample Enumeration Blocks only).

On receipt of the above statement from the enumerator of sample enumeration block, the supervisor should consolidate all the statements and hand over the same to the Charge Office. In the Charge Office a consolidated statement should be prepared for the entire Charge separately for rural and urban areas and all the statements prepared by enumerators and supervisors should be handed over to the District Census Officer, *i.e.*, Personal Assistant to the District Collector, who in turn should send them to the Office of the Director of Census Operations, Andhra Pradesh, Hyderabad.

The receipt of this circular may please be acknowledged.

Yours faithfully,
S. S. JAYA RAO
Director of Census Operations.

APPENDIX I

Rural/Urban

Name of State ———— Code No. ———— Name of Village ————

Name of District ———— Code No. ———— Ward——Code No. ————

Name of Charge ———— Code No. ———— E.B. No. ————

Name of Schedule/Form	Blank schedules/ forms received	Filled-in schedules/ forms returned to Supervisor	Blank schedules/ forms returned to Supervisor	Remarks
1	2	3	4	5
1. Notional Map				
2. Lay-out Sketch				
3. Abridged Houselist				
4. Household Schedule books :				
25 Forms				
10 Forms				
5. Individual Slip pads				
50 Slips				
25 Slips				
6. Working Sheets : Normal Household Institutional Household Houseless Household				
7. Enumerator's Abstract				
8. Degree Holder & Technical Personnel Schedules (In respect of Sample Enumeration Blocks only)				

Signature of Enumerator :

Received the above records

Signature of Supervisor :

Circle No : ————

APPENDIX II

Rural/Urban

Name of State ———— Code No. ———— Name of Supervisor's Circle, if any, or Number ————

Name of District ———— Code No. ————

Name of Charge ———— Code No. ———— E.B. Nos. From———to ————

Name of Schedules/ Forms	Blank Schedules/ Forms received	Filled-in Schedules/ Forms returned to Charge Office	Blank Schedules/ Forms returned to Charge Office	Remarks
1	2	3	4	5
1. Notional Map				
2. La y-out Sketch				
3. Abridged Houselist				
4. Household Schedule books :				
25 Forms				
10 Forms				
5. Individual Slip pads				
50 Slips				
25 Slips				
6. Working Sheet :				
Normal Household				
Institutional Household				
Houseless Household				
7. Enumerator's Abstract				
8. Degree Holder & Technical Personnel Schedules				
9. Filled-in Appendix -I as submitted by Enumerator				

Signature of Supervisor :

Received the above records

Signature of Charge Clerk :

APPENDIX III

Rural/Urban

Name of State : _____ Code No. _____

Name of District : _____ Code No. _____

Name of Charge. _____ Code No. _____

Enumeration Block Number	Notional Map	Lay-out sketch	Abridged Houselist (No. of Pages)	Household Schedule books		Individual Slip pads		Working Sheets (No. of Pages)			Enumerator's Abstract
				25 Forms	10 Forms	50 Slips	25 Slips	Normal house-hold	Institutional house-hold	Houseless house-hold	
1	2	3	4	5	6	7	8	9	10	11	12

CIRCULAR NO. 11 CENSUS-IMMEDIATE

GOVERNMENT OF INDIA

Ministry of Home Affairs

Office of the Director of Census Operations

Andhra Pradesh

HYDERABAD-500 004

Dated 15th December, 1980.

From

S. S. JAYA RAO, IAS.,

Joint Secretary to Government of Andhra Pradesh &

Ex-officio Director of Census Operations,

Andhra Pradesh, Hyderabad

To

All District Collectors and the Special Officers of Municipal Corporations of Vishakhapatnam and Hyderabad.

Sub: Census 1981—Communication of Provisional Population Totals.

Sir,

Scope of this Circular

The population figures of our State and also of the country should be made available as early as possible after the Census enumeration is completed, i.e., after 5-3-1981. The aim of the Census Organisation is to publish the provisional population totals showing the total number of males, females and literates as immediately as possible after the Census count is finalised. It is, therefore, essential to follow an organised and systematic method of consolidating and communicating the totals from the level of the enumerator to the highest level. This circular lays down the procedure which should be followed strictly at all levels in the District Census Organisation without slip or laxity at any level.

Each Enumerator to prepare an Abstract for each Enumeration Block

The enumerator shall complete without fail the enumeration of all the persons in the enumeration blocks allotted to him by 28-2-1981 and cover the houseless population on the night of 28-2-1981 in the area allotted to him. The revisional round shall be conducted from 1-3-1981 to 5-3-1981 during which each enumerator will bring up-to-date the population of each enumerator block as at Sunrise of 1st March, 1981 by recording the new births and cancelling the Individual Slips of dead persons while making the changes in the Population Record as well as the working sheet. The enumerators should ensure that only the births and deaths which occur after his last visit but before the Sunrise of 1st March, 1981 are alone taken into account.

Keeping in view the urgency of releasing the provisional population totals, it is essential that the enumerator fills in Part II—Population Record from the Individual Slips daily and posts the totals for the households from the population records in the working sheet on the same day. By so doing, it will facilitate him to prepare the Enumerator's Abstract immediately. There will be no objection if the enumerators are able to complete all their work including revisional round and preparation of Enumerator's Abstract early. The enumerator should have to ensure that the revisional round starts only on 1st March, 1981.

Supervisors should ensure the correctness of Enumerator's Abstract

The supervisor should visit all his enumerators frequently and ensure that the enumeration, revisional round and preparation of Enumerator's Abstract and Inventories are completed by the enumerator. The supervisor should overcheck the working sheet, population records and enumerator's abstract prepared for each enumeration block by enumerators. Thereafter the supervisor should take delivery of filled in schedules alongwith the unused schedules as per the inventories prepared by the enumerators. The supervisor should collect all the schedules from all the enumerators under his circle before 6-3-1981. The supervisor shall then prepare the inventory of records for his circle and keep all the records ready for handing them over to the charge officer.

Charge Abstract to be prepared by the Charge Officers

In order to facilitate the communication of the provisional figures quickly by the charge officer, the following system is indicated. Each taluk under the charge of Tahsildar should be divided into two segments and kept under the control of Tahsildar and Block Development Officer concerned. The Tahsildar in consultation with the Block Development Officer should divide the supervisor's circles into two groups. The Tahsildar with the assistance of revenue inspectors should collect the records from the supervisors of one group from two or three centres on 7-3-81 by going round in a fast vehicle. Similarly, the Block Development Officer with the help of progressive assistant should collect the records from the supervisors of another group at two or three convenient centres on 7-3-1981. The Principal Census Officers are requested to see that the vehicles are kept under the control of Tahsildars and Block Development Officers for 8 days from 3-3-81 to 10-3-1981. The programme of collecting the records should be intimated to the enumerators and supervisors by the charge officers during the last training class. The supervisors should be told to hand over the records of all the enumerators of his circle to the Tahsildar or Block Development Officer as the case may be at the fixed place as determined by the Tahsildar in consultation with the Block Development Officer on 7-3-1981 without fail. Thus all the records should reach the charge officer by the evening of 7th March, 1981.

On receipt of these records the charge officer (Rural/ Municipal Special Charge) should immediately take up the working sheets of the enumerators for each block from the bundle of records handed over by the enumerator to (supervisor) and the corresponding Enumerator's Abstracts and process these for arriving at the provisional results. In order to be able to do so the charge officer can very conveniently have a register prepared in duplicate in the format of the "Enumerator's Working Sheet" itself, except that in Col. 2 instead of "Serial Number of Household" "Enumeration Block Number" could be noted. When the records are received on the 7th March, 1981, the charge clerk should post in this register the relevant total figures which would be available from the last page of the working sheets for normal households of each block in the columns concerned. It may be noted that the register of provisional figures in the *rural charges* may

be prepared for *rural areas* and for non-Municipal town *separately*. Since the registers would be posted blockwise, the totals would give the figures for each of the characteristics for all the villages and for each town separately. It would be convenient if the charge officer can ensure that these registers are written up in advance so far as the block numbers are concerned so that as and when records are received the figures of each block can be posted and compiled for the provisional totals. (Separately for rural and urban (non-municipal towns) in case of rural charges.).

In order to prepare the provisional results, the charge officer (Rural/Municipal/Special Charges) would necessarily have to prepare for his charge a statement identical ot that of the "Enumerator's Abstract" in duplicate. If a Tahsildar has any panchayat town under his jurisdiction, the statement has to be prepared separately for rural and each one of towns in his charge, viz., non-municipal towns. It should be borne in mind that each non-municipal town should be treated as a charge for purpose of census and records maintained separately, though rural areas and other non-municipal towns are shown in one charge register.

Immediately after the totals are struck the charge officer should communicate the figures of rural and each town separately to the Principal Census Officer (District Collector) as well as the Director of Census Operations by the quickest possible means *i.e.* by express telegram, phone or police wireless and also hand over all the records as per the instructions contained in this office circular No. 10 dated 17th October, 1980, in the Regional Tabulation Offices by 10th March, 1981. The format of the message through which the figures are to be communicated is given below:

1981 Census Provisional Totals

Rural

Rural charge (Panchayat town)

Municipal Charge.....district .....

Special Charge

Males.....Females .....

Total Population .....

Literate Males .....

Literate Females .....

Total literates .....

In case the figures are communicated by express telegram a post copy must be sent both to the Principal Census Officer and to the Director of Census Operations in confirmation. This will obviously help in resolving discrepancies, if any, that may have arisen during communication. The telegraphic address of the Director of Census Operations is "CENSUS-ANDHRA—HYDERABAD". The figures as indicated above may also be communicated to this office over the phone. Arrangements will be made to receive the message round the clock in this office from 7th to 10th March, 1981 over the following telephones;

Hyderabad

34355

36015

224556

Similarly, the Principal Census Officer should communicate consolidated totals in respect of all the charges in his district. The Principal Census Officer will simultaneously communicate the figures to the Director of Census Operations and to the Registrar General, India, New Delhi, in the format indicated below, on 11th March, 1981 at the latest.

1981 Census Provisional Totals

State.....District .....

Males.....Females .....

Total Population .....

Literate Males .....

Literate Females .....

Total literates .....

The figures should be communicated to the Registrar General, India by Express Telegram or Wireless Message or over phone. The telegraphic address of the Registrar General, India is "REGGENLIND—NEW DELHI". Arrangements are also being made in the Registrar General's office to receive the messages round the clock from 8th to 11th March, 1981 over the following telephones:

New Delhi

383761

383145

383157

386583

The same format in which the figures are to be communicated by telegram or wireless message should be adopted in case the information is communicated over the telephone.

The Special Officer of Municipal Corporation of Vishakhapatnam will have to forward the message in the formats specified directly to the Director of Census Operations and to the Registrar General, India. This message need not be communicated to the District Census Officer. However, the provisional population figures of Naval base, coastal battery and port trust area furnished by the Military Census Officer, Naval Base and port trust authorities will have to be added to the figures of Vishakhapatnam Municipal Corporation and communicated by 10th March, 1981.

The Deputy Commissioners in-charge of Municipal Circle Offices of Hyderabad Corporation should prepare the provisional population totals for their charge and communicate to the Director of Census Operations and to the Special Officer, Municipal Corporation of Hyderabad. The Special Officer, after receiving the provisional population figures of each circle, will consolidate for the entire Municipal Corporation in the format specified and communicate the provisional figures of Hyderabad Municipal Corporation to the Director of Census Operations and to the Registrar General, India on 10th March, 1981.

The Military Census Officers of strictly military areas situated around the Hyderabad city will, however, communicate the provisional population totals direct to the Director of Census Operations, Hyderabad.

The calendar to be followed in communicating the provisional population totals and handing over the records is indicated below:

1. Revisional round	1—5 March, 1981
2. Submission of Enumerator's Abstract and all other records by Enumerators to their Supervisors	6th March, 1981
3. Submission of all records by the Supervisors pertaining to his circle to the Charge Officer	7th March, 1981
4. Preparation of Charge Abstract for provisional results by the Charge Officers and communication of charge figures to the Principal Census Officer in standard message form and handing over of records in	

Regional Tabulation Offices under intimation to the District Census Officer concerned.	10th March, 1981
Preparation of District Abstract for provisional results by the Principal Census Officer/District Census Officer and communication of district figures in the standard message form to the Director of Census Operation and the Registrar General, India. Similarly, Principal Census Officers of Vishakhapatnam and Hyderabad Municipal Corporation will communicate the provisional results of their areas to Director of Census Operations and the Registrar General, India.	11th March, 1981

Immediately after communicating the Provisional Population Totals, a copy of the charge working sheet and charge abstract should be sent direct to this office to reach by 15-3-1981 and another copy of the charge working sheet and charge abstract should be sent to the Regional Tabulation Office along with the filled in schedules.

The Revenue Divisional Officers and Sub-Collectors who are sub-divisional Census Officers should move about briskly from 6th to 10th March, 1981 and ensure that the provisional totals are being relayed promptly and that the Principal Census Officers obtained them from all the Charges under their jurisdiction by 10-3-1981 at the latest. If there are any bottlenecks they must see that they are cleared immediately.

With the transmitting of provisional totals and the despatch of enumeration pads etc. to the Regional Tabulation Offices, the great task with which the District Census Organisation had been engaged would be completed.

Release of Provisional Totals.

The Registrar General, India will release the minimum basic information relating to total population figures and literates for the entire country and the individual states on 17th March, 1981. The District-wise information of our State will be released to press on 23rd March, 1981 by the Director of Census Operations at a press conference to be convened in this office.

Prohibition of giving census data to other agencies

The Principal Census Officers or the Charge Officers should not release any sort of information to the press or to any other agency from the 1981 Census data as the Census records are confidential. This is very important and should be kept in view.

Recognition of good work by Census personnel

The Principal Census Officers and District Census Officers should watch closely the performance of the enumerators and other officers in this National task with particular reference to the zeal and sincerity with which they undertake the census work. As in the past, the good work turned out by them will be placed on record. There will also be awards of Census Medals and certificates by the President of India for outstanding work. Detailed instructions in this regard will be issued shortly.

It is needless to reiterate that the charge officers and district census officers should make all necessary arrangements to see that the provisional results are communicated briskly. It is a matter of pride that Andhra Pradesh State stood first in the country in communicating the provisional population totals to the Registrar General, India during the 1961 and 1971 Censuses. I earnestly hope that with cooperation of all census enumeration staff and officers this good tradition will be kept up for the 1981 Census also.

The receipt of this circular may be acknowledged.

Yours faithfully

S. S. JAYA RAO,
Director of Census Operations,
Andhra Pradesh.

APPENDIX NO. 12(a)

Government of India

Ministry of Home Affairs

Office of the Director of Census Operations

Andhra Pradesh, Hyderabad

No. A. 15018/2/82-Estt. Dated 9-8-1982

To

The Director of Employment and Training,
Andhra Pradesh,
Hyderabad.

Sub: Re-employment/absorption of retrenched Temporary Central Government employees of the Census Directorate.

Sir,

I am forwarding herewith a copy of the Department of Personnel & A. R.'s Office Memorandum No. 14024/6/81-Estt (D) dated 5-7-1982 regarding further concessions granted to the retrenched census employees for information. I request you to issue suitable instructions to all the Dist. Employment Officers to give priority to the retrenched census employees in their re-employment/absorption in alternative employment, making a copy of the same to this office.

Yours, faithfully,

M. S. N. CHARY,
Deputy Director (Admn.),
for Director

Copy to: All Dist. Employment Officers along with a copy of O.M. dated 5-7-82 of the Department of Personnel & A.R. for necessary action.

No. 14024/6/81-Estt. (D)

Government of India

Ministry of Home Affairs

Department of Personnel & A.R.

Dated the 5-7-1982

OFFICE MEMORANDUM

Subject.—Re-employment/absorption of retrenched Temporary Central Government employees of the Directorates of Census Operations in States and U.T.s.

The absorption of the retrenched 1981 census employees in alternative employment has been receiving the attention of the Government. The matter has been considered carefully and keeping in view the large body of retrenched census staff, it has been decided to grant further concession to the retrenched census employees in addition to those already admissible to the retrenched Central Government employees. Accordingly, the following concessions will be admissible to such employees subject to the conditions stipulated below:

(i) Considering the fact that these employees have put in an appreciable length of service in the Central Government and during this period, a number of them might have crossed the maximum age limit prescribed for recruitment to the various posts, it has been decided by the Government that the retrenched census employees in the Directorates of Census Operations in the States and U.T.s who were initially recruited through the employment exchanges or other permissible channels and who have put in not less than six months of 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 recruitment in the census organisation and only if they are otherwise eligible to compete in these examinations on the basis of educational and other qualifications prescribed in the rules for recruitment to the posts in question.

(ii) In order to facilitate the absorption of these retrenched census employees, it has also been decided that 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 also be eligible to apply for recruitment to vacancies advertised by various recruitment authorities without their having to be sponsored through the respective employment exchanges even though they might have got themselves registered with the employment exchanges for the purpose of availing of concession of high priority (priority III, in the submission rosters of these employment exchanges).

(iii) Further, it has been decided that 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 Organisation upto the end of December, 1982, without the necessity of their being responsored through the employment exchanges. Such an 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/Railway Service Commisston 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 employee was initially recruited through the employment exchanges.

(iv) The above concessions will be admissible only to the employees of the 1981 Census Operations who have been retrenched due to reduction in establishment and will not be applicable to the retrenched employees of other Departments/Offices of the Govt. of India.

Ministry of Finance, etc., are requested to bring the contents of this Office Memorandum to the notice of various recruitment authorities under their administrative control.

(Sd.) K. S. R. KRISHNA RAO
Under Secretary to the Govt. of India

To

1. All Ministries/Departments of the Govt. of India.
2. DGE&T.
3. Staff Selection Commission, New Delhi.
4. Railway Board/P&T Board.
5. Registrar General, India, 2/A, Man Singh Road, New Delhi.

(Sd.) K. S. R. KRISHNA RAO
Under Secretary to the Govt. of India

True Copy

APPENDIX No. 12(b)

Government of Andhra Pradesh

ABSTRACT

CENSUS 1981—Retrenched employees—Absorption in State Government Offices—Orders—Issued.

GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O.Rt.No. 4769

Dated: 1-12-1982

Read the following:—

1. From the Registrar General & Census Commissioner, India, D.O. No. 24/3/81—Ad. I, dated 19-10-1981
2. From the Home Minister, India D.O. No. 24/3/81—Ad. I, dated 2-11-1981
3. From the Secretary, APPSC Lr. No. 3693/B1/4/82 dated 19-11-1982

ORDER

In the references first and second read above the State Government were requested to extend all possible facilities to the retrenched staff of the Census Department. The Government have examined the matter in detail in consultation with the Andhra Pradesh Public Service Commission and direct that the following concessions shall be accorded to the temporary employees of the Census Organisation to be retrenched in 1982.

(i) Retrenched employees of the Census Organisation with not less than six months service will be placed in priority (iii) list under Group III for employment assistance through Employment Exchange

(ii) A period of three years shall be excluded in computing their age for appointment through the Andhra Pradesh Public Service Commission and the Employment Exchange provided they have rendered temporary service of at least six months in the Census Department (Organisation) of this State

(iii) The rule of reservation shall be followed in making appointment of retrenched Census employees

The Heads of Departments and Collectors are requested to get the particulars of the retrenched employees of the Census Organisation of the State Government from the Director of Census Operations, Andhra Pradesh. The Departments of Secretariat are requested to communicate these orders to the Public Sector Undertakings under their administrative control for strict compliance.

Necessary amendments to the General Rules for the State and Subordinate Services will be issued separately from General Administration (Services-D) Department.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

B. N. RAMAN,
Chief Secretary to Government

To

All Departments of Secretariat.

All Heads of Departments.

All Collectors & District Judges.

The Director of Employment and Training, Andhra Pradesh Hyderabad.

The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.

The Registrar, High Court, Hyderabad.

The Registrar General and Census Commissioner of India, New Delhi.

The Home Secretary, Government of India, New Delhi.

Stock File/Spare Copy.

Forwarded by Order

(Sd.)
Section Officer

True Copy

M.S.N. CHARY
Deputy Director (Admn.),
Census Operations, A.P.

APPENDIX No. 12(c)

Government of Andhra Pradesh

General Administration (Services-A) Department

MEMO No. 614/Ser.A/83-4. Dated: 27-10-1983.

Sub:—CENSUS 1981—Retrenched Employees—Absorption in the State Government Offices—Orders—Issued—Clarification sought—Regarding.

Ref:—From the Director of Employment & Training A.P., Hyderabad letter No. N1/9552/82, dated 7-1-1983.

The attention of Director of Employment and Training is invited to the reference cited and he is informed that the concessions contemplated in G.O.Rt. No. 4769, General Administration (Services-A) Department dated 1-12-1982 are applicable to all the retrenched employees irrespective of the fact whether they were previously sponsored by employment Exchanges or not, provided they stand registered on the rolls of Employment Exchanges on the day they were given initial appointment in the Census Organisation of Andhra Pradesh.

G. V. RAMAKRISHNA,
Chief Secretary to Government.

To

The Director of Employment & Training A.P., Hyderabad.

All Departments of Secretariat.

All Heads of Departments.

All Collectors & District Judges.

The Secretary, A.P., Public Service Commission, Hyderabad.

The Registrar, High Court, Hyderabad.

The Registrar General and Census Commissioner of India, New Delhi.

The Home Secretary, Government of India, New Delhi.

Forwarded by order.

(Sd.)
Section Officer.

True Copy

M.S.N. CHARY
Deputy Director (Admn.)
Census Operations, A.P.

APPENDIX No. 12(d)

Government of Andhra Pradesh

ABSTRACT

CENSUS 1981 — Retrenched employees — Absorption in State Government Offices — Further orders — Issued.

GENERAL ADMINISTRATION (SERVICES—A) DEPARTMENT

G.O.Rt.No. 2475 Dated: 26th March, 1984

Read the following:—

1. G.O.Rt. No. 4769 Genl. Admn (Ser-A) Department, dated 1-12-1982

2 From the Registrar General & Census Commissioner, India D.O. No. 24/3/81. Ad. I, dated 18-1-1984

3. From the D.C.O. Government of India, Ministry of Home Affairs, No. A. 17015/1/84—Estt. dated 13-2-1984.

ORDER

The Director of Census Operations Andhra Pradesh in his letter third cited has stated that 430 members of the staff appointed on consolidated pay have been continued in that Directorate for attending to the coding and editing of 1981 Census data received from the Regional Tabulation Offices and that since the coding and editing work of 1981 Census data was nearing completion, all the above mentioned 430 members of staff of that Directorate were being retrenched from service on 29-2-1984 on account of reduction in Establishment. It has been stated by him that some of the above mentioned staff members face retrenchment after having rendered service for about three years and more. Therefore, he has requested for extending the concessions granted in the Government Order read above to the census employees to be retrenched during 1984.

2. Government have carefully examined the matter and direct that the Orders issued in G.O. read above shall be extended to the 430 census employees to be retrenched during 1984, referred to in para 1 above.

3. The Heads of Departments and Collectors are requested to get the particulars of the census employees to be retrenched during 1984 from the Director of Census Operations, Andhra Pradesh. The Departments of Secretariat are requested to communicate these orders to the Public Sector Undertakings under their administrative control for strict compliance.

4. Necessary amendments to the General Rules for the State and Subordinate Services will be issued separately from General Administration (Services—D) Department.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHRAVAN KUMAR,
Chief Secretary to Government

To

All Departments of Secretariat.

All Heads of Departments.

All Collectors & District Judges.

The Director of Employment & Training, Hyderabad.

The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.

The Registrar, High Court, Hyderabad.

The Registrar General & Census Commissioner of India, New Delhi.

The Home Secretary, Government of India, New Delhi.

All Services Sections in G.A. Department.

Copy to G.A. (Ser—D) Department

Forwarded by order

(Sd.)
Section Officer.

True copy

M.S.N. CHARY
Deputy Director (Tech.) (Admn.)

APPENDIX No. 12(e)

No. 14024/6/81—Estt. (D)

Government of India

Ministry of Home Affairs

Department of Personnel & AR.

New Delhi, the 10th May, 1984.

OFFICE MEMORANDUM

Subject: Re-employment/absorption of retrenched Temporary Central Government employees of the Directorates of Census Operations in States and UTs—Further extension of concessions.

The undersigned is directed to invite attention to this Department's O.M. No. 14024/6/81—Estt.(D) dated the 5th July, 1982 (copy enclosed) extending certain concession to the retrenched temporary Central Government employees engaged in connection with the 1981 census, to facilitate their re-employment/absorption.

2. It has been brought to the notice of this Department that a large number of retrenched census employees are yet to be provided with alternative employment and also that the last batch of these employees, consisting of a substantial number has been retrenched only in February, 1984. In order to facilitate the re-employment/absorption of such employees, it has been decided that the concession envisaged in this Department's O.M. dated the 5th July, 1982 with a minor change stated below, should be extended for a further period upto 31-12-1985. The extension of the concession to appear in the competitive examinations, referred to in sub-para(i) will, however, be available during the extended period only in respect of the examinations conducted by the Staff Selection Commission.

3. Ministry of Finance, etc. are requested to bring the contents of this Office Memorandum to the notice of various recruiting authorities under their administrative control.

(Sd.)

K.S.R. KRISHNA RAO

Under Secretary to the Government of India

Tele. No. 373180.

To

1. All Ministries/Deptts. of the Govt. of India.
2. The DGE&T, New Delhi
3. Staff Selection Commission, New Delhi.
4. RGI, New Delhi.

True Copy

APPENDIX NO. 13

CENSUS-IMMEDIATE

Circular Lr. No. 3595/Census/80
Government of India
Ministry of Home Affairs
Office of the Director of Census Operations
Andhra Pradesh, Hyderabad

Dated 12-2-1981.

To

All Regional Deputy Directors

Sir,

Sub:—Census 1981—PEC & CES Surveys—Regarding.

You are already aware, the Post Enumeration Check Survey would be conducted immediately after the census enumeration. The objective of PEC is to quantify the likely omission or duplication in census enumeration. The survey tries to evaluate the coverage error and the content error. During the survey, 3 forms will be canvassed. Form I is intended to quantify the omission or duplication of persons due to omission or duplication of households residing in census houses which will be canvassed in the entire selected enumeration block. Form II is intended to quantify the omission or duplication of individuals in censused households which wll be canvassed in a 10% sub-sample of census households in each selected block. Form III is intended to quantify the error in content which will be canvassed in a sub-sample of 50 blocks in 10% households in each block.

The receipt of list of selected blocks in the State for this survey is awaited from the Registrar General's office. As soon as it is received it will be communicated to you. For canvassing Form II a sub-sample of 10% households will have to be selected from each of the selected block. This selection will have to be done at the R.T.O. according to the instructions given in the Instruction booklet. Since the selection of sample households is very important, this should be done either by you or entrusted to the Investigator/T.O. or the senior most S.A. of your office. The list of households so selected should be prepared in duplicate in the proforma given in the instruction booklet at page 7. One copy may be given to the enumerator and another copy to supervisor.

The control sheet for selected P.E.C. block-Part A and control sheets for selected households in each P.E.C. block-part B given at pages 18 & 19 of instruction booklet should be prepared for all the selected blocks in each R.T.O. and despatched to this office and to the Demographic Division of R.G.'s office before desk match commences.

There will be three stages of work in P.E.C. survey i.e., (1) listing and enumeration, (2) desk match between the PEC forms and the corresponding census records and (3) field reconciliation.

You have already been requested to appoint enumerators and supervisors for this survey. It is expected that on an average 17 to 18 E.Bs. will be selected for each district. It is proposed that each enumerator will be entrusted with the enumeration work of two blocks and each supervisor will have to supervise the work of 4 enumerators. As per the above norms, you will have to earmark the persons for the selected blocks and prepare a Charge Register in the proforma enclosed herewith for effective control over the survey. However, some staff members of this office will be deputed to assist you in the survey.

As envisaged in the instructions, entirely different seats of persons are to be engaged for the relisting and reenumeration operations on the one hand and the desk match and field reconciliation operations on the other hand. You may interchange the personnel in such a manner. that a person who does the basic listing and enumeration does not undertake the desk match or field reconciliation for the same set of blocks.

The recruitment of enumerators and supervisors required for the survey should be completed by 15-2-81, if not already done. The enumerator and supervisors so appointed for this work should have the basic knowledge of main census schedules. As such, you may train them in the first instance on filling up of household schedule and individual slip besides updating of abridged houselist during 15th to 20th February, 1981. Steps also may be taken to train them on PEC and CES in the light of training you had at Madras. However, some officers of this office will also be deputed to assist you in the said training programme during 21st to 26th February 1981 and their programmes will be communicated to you in advance.

The following is the calendar for PEC which would be adhered to:

PEC : For canvassing Forms I & II

18th March—21st March	For covering 1st block
22nd March	Journey day
23rd—26th March	for covering II block
27th March	Return to RTO
30th March—2nd April	Desk match
3rd April	Journey day
4th April to 5th April	Reconciliation of I block
6th April	Journey day
7th to 8th April	Reconciliation in II block
9th April	Return to RTO

For canvassing Forms I, II & III in sub-sample blocks

18th March—22nd March	For covering I block
23rd March	Journey day
24th to 28th March	For covering II block
29th March	Return to RTO
30th March to 2nd April	Desk match
3rd April	Journey day
4th April to 5th April	Reconciliation of 1st block
6th April	Journey day
7th April to 8th April	Reconciliation of II block
9th April	Return to R.T.O.

Census Evaluation Study

The objective of the C.E.S. would be to study the extent of omission or duplication of children below 5 years in the Census and the accuracy of their age returns. The S.R.S. blocks selected for this study have already been communicated to you. However a list is appended herewith.

The first step of this study will be the filling up of the household matching form (C.E.S. Form A). This gives the S.R.S. house number and the corresponding Census house number, so that the records can be made comparable. The houselist for the S.R.S. selected unit and Form 10 of S.R.S. will be sent to you shortly. This study will also involve 3 stages. (1) Copying out all the births occurring in the household in the unit from the 1st January, 1976 to 28th February, 1981 (both the days inclusive) in C.E.S. form B. You are requested to see that the births noted in S.R.S. Form 10 A are copied in C.E.S. Form B. This work has to be done during the 1st week of March 1981 (2) The desk match of S.R.S. births with those of the population record (C.E.S.—Form I). (3) The field reconciliation (C.E.S.—Form I).

It is expected that all the Census records are received by the R.T.Os by 10th of March, 1981. As soon as the records are received in the R.T.Os., the records pertaining to the selected blocks of P.E.C. and C.E.S. may be taken out and kept separately. It is essential that all the entries in the population record should be got checked with the corresponding entries in the Individual Slip to ensure that no mistake has been committed in transcribing from one record to another. This is very important and should be completed before the P.E.C. & C.E.S. surveys are taken up.

The following is the calendar for the C.E.S. Survey.

18th March to 22nd March	Scrutiny of Population Record with corresponding individual slips for selected units
24th March to 27th March	Desk Match
28th March	Journey day
29th March to 31st March	Field reconciliation of 1st Block
1st April	Journey day
2nd April to 4th April	Field Reconciliation of IInd block
5th April	Return to R.T.O.

The forms required for P.E.C. & C.E.S. and instruction booklets are sent herewith as per the enclosed statement.

Please acknowledge receipt of the letter along with the forms and instruction booklets.

Yours faithfully,

S. S. Jaya Rao,
Director

PROFORMA FOR PREPARING CHARGE REGISTER FOR P.E.C. & C.E.S.

Name of the District	Name of Taluk	Name of the Village/Town	Selected E.B. No.	House numbers		Name of the enumerator for listing & enumeration	Name of the Enumerator for desk match and field reconciliation	Name of the Supervisor
				From	To			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

E R R A T A

Part - I A - Administration Report (Enumeration)

Page No.	Column No.	Line No.	For	Read
1	2	10	Respects	Respect
9	1	1	Universial	Universal
22	1	18	by	my
27	1	2 (from below)	-	
28	1	3 (from below)	-do-	in
29	2	13 (from below)	Register	Registrar
32	2	20 / 21	Continguous	contiguous
37	1	17	give	gives
38	1	1st sub-head	House-liting	House-listing
41	1	II	28-2-1201	28-2-1981
44	2	15	1983	1981
46	1	6 (para 3)	up-to-date	to update
45	2	Appendix No. XIV -	Not given.	
48	2	last line	Ours	Tours
49	1	Sub-head	in training programmes by Senior Officers and in publicity	in training programmes and in publicity by Senior Officers
50	1	12	and	under
	1	25	facts	facets
	2	(Circular No. 7)2 10	dealting timliness	dealing timeliness
51	1	Cir.No. 9 last line	highlirghted	highlighted
	2	3	turnel	turned
	2	Cir.No. 4	Complilation	Compilation
52	2	4th line (from below)	Functonaries	Functionaries
53	2	Para 2	List of recipients of 1981 Census medals not given.	
55	1	14	thoes	those
57	2	Para 2, 15	enhancement	enchantment
79	--	3 (from below)	thise	this
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80	--	2	Secretariate	Secretariat
69	2nd Column Head Number		-	2

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Page No.	Col.No.	Line No	For	Read
93	1	Sl.No.5, Line 8	Hyderabad and	Hyderabad
95	2	Para 20, Line 11	Any	An
	2	Para 22, Line 11	'a jurisdiction of'	Deleted
97	1	Last line	stuck	struck
120	2	Circular No. 5	under Hyderabad-500 004, the words 'Director of Census Operations'-- deleted.	
121	2	Para 12	Illustrative jurisdictional map not given.	
122	1	Under 'Detailed Calendar.....' Item 1	National	National
125	Under 'Enumerator Blocks'		Cod	Code
	-do-		-	1
129	Col.8 of Statement Code Nos		- 2 -	ST - 2 O - 3
134	In the column head for cols.5 & 6		Numbe	Number
137	Col.1, para 2, last line		The word 'and'	deleted
139	Col.1, Para 10, last line		ther	their
141	Col.1, under head Col. 4, line No. 3		selected	select
	Col.2, under head 'Col.5(b) line 2		renai nder 1	remainder + 1
154	Column head 12 (1st word)		DHPP	PHTP
	Last word		ony	only
173	Col.1, Para 1, line No. 3		ot	to
180	Para 6 line No. 1		seats	sets
	Para 7, line No. 2		enumerator	enumerators