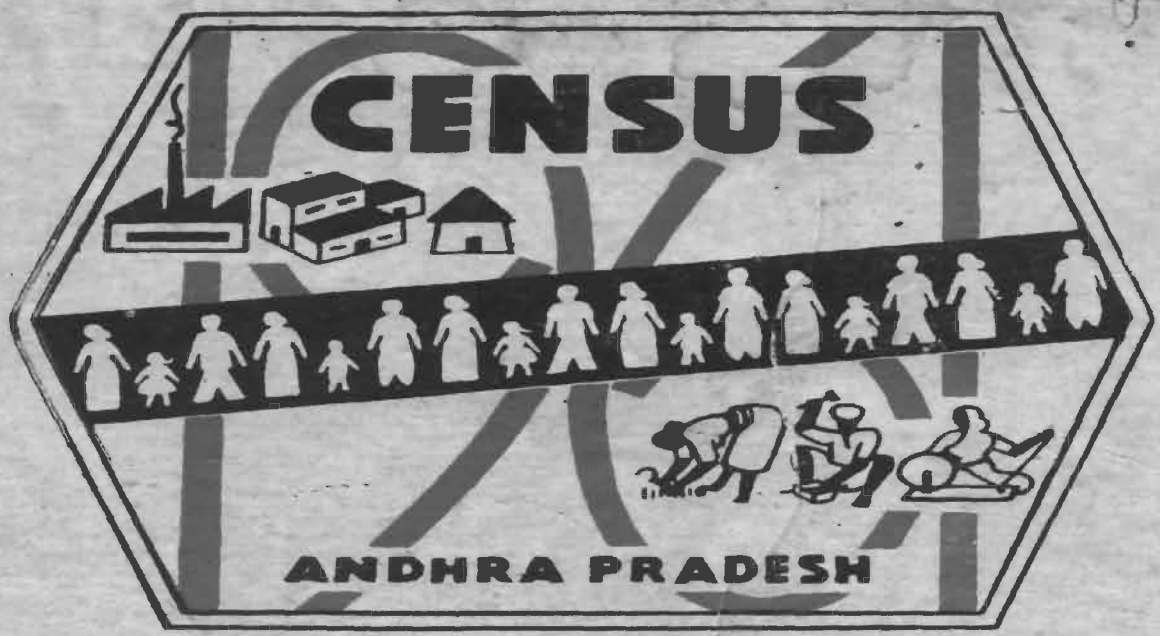

A REPORT ON CENSUS OPERATIONS

IN

ANDHRA PRADESH

VOLUME II.

(CENSUS CIRCULARS)

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VOLUME II

Part I -- CIRCULARS

OFFICE OF THE REGISTRAR GENERAL
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CIRCULAR NO. 1 **CENSUS—IMMEDIATE.**

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS,
Office of the Superintendent of Census Operations,
AndhraPradesh.

Hyderabad,
Dated the 10th November 1959.

From :
Sri A. CHANDRA SEKHAR, I.A.S.,
Superinteudent of Census Operations,
Andhra Pradesh.

To :
ALL COLLECTORS.

Sir,

CENSUS 1961 — GENERAL INSTRUCTIONS REGARDING CENSUS OPERATIONS.

Scope of this circular.

I have so far had some correspondence on the subject of Census with you and in some districts we also have had the opportunity to pretest in the field the Draft Census Questionnaire which gave us some valuable experience. At a recent All India Census Conference the questionnaire and the programme for the 1961 Census has been finalised and I now issue this first formal circular to explain the Census process. Wherever there may be deviations in this circular from any earlier instructions that might have been issued, what is stated in the present circular may be taken as superseding the earlier instructions.

1961 Census.

2. The 1961 Census will be the tenth of the decennial census series of India and it will be second since Independence. The reference date for the 1961 Census will be the **Sunrise of 1st March, 1961.** The actual enumeration will be spread over from 10th February till the 28th February, 1961 with a revisional second round from 1st March to 3rd March, 1961 in order to bring the census count correct upto the reference date, namely, the 1st March, 1961.

The Census Act.

3. The Census Operations are conducted under the authority of the Indian Census Act (Central Act No. XXXVII of 1948). A copy of the Act is attached to this circular. You may kindly get yourself thoroughly acquainted with the Act in order to know the authority and the responsibilities of the Census Officers. A study of the Act will help you to meet all possible eventualities that are likely to arise in the course of Census Operation. Under the Act the District Magistrate or the authority notified by the Provincial 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 admissible in evidence in any judicial proceedings except where a prosecution is for an offence under the Census Act itself.

Census Officers.

4. In G.O.Ms. No. 854, General Administration (Elections-D) Department, dated 30th May, 1959, the State Government have been pleased to appoint the following officers as census officers under subsection 2 of section 4 of the census Act.

Officers	Local area
1. The Superintendent of Census Operations for Andhra Pradesh.	The whole of the State of Andhra Pradesh.
2. The Agents to Government of Andhra Pradesh in Visakhapatnam, East Godavari and West Godavari districts.	The agency tracts of their respective districts.
3. Collectors of Districts except Hyderabad and all officers in charge of divisions of districts elsewhere than in Hyderabad and Secunderabad.	Their respective jurisdictions.
4. Collector of Hyderabad and officers in charge of divisions in Hyderabad district.	Their respective jurisdictions excluding Hyderabad and Secunderabad cities.
5. The Commissioner of the Hyderabad Municipal Corporation.	The city of Hyderabad.
6. The Commissioner of the Secunderabad Municipal Corporation.	The city of Secunderabad.

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

Personal Assistants to Collectors declared as Census Officers.

5. In Government Memorandum No. 44476/59-12, General Administration (Elections-D) Department, dated 10-9-1959, the State Government have been pleased to appoint the Personal Assistants to Collectors also as the census officers under section 4(2) of the Census Act within the districts. They too have been authorised to appoint Census officers within the district under section 4(4) of the Census Act.

District Census Officer, Deputy District Census Officers, Sub-Divisional Census Officers.

6. In the memorandum mentioned above the State Government were further pleased to designate the various census officers as follows :

Collectors :	District Census Officers.
Personal Assistants to Collectors :	Deputy District Census Officers.
Officers in charge of revenue divisions :	Sub-Divisional Census Officers.

Census Officers for special areas.

7. Besides the officers who have already been notified it may be necessary to appoint census officers for special areas such as large project areas where there may be a concentration of special classes of population such as the Nagarjunasagar Project area, for strictly Military areas, Naval and Air Force establishments, etc. Proposals have been received from Collectors and these are being studied and soon after they are finalised the State Government will be approached for notifying certain authorities as Census Officers for special areas.

Census Organisation and Census Divisions.

District Census Officers, Deputy District Census Officers.

8. While the Superintendent of Census Operations will supervise and direct the Census Operations in the State the responsibility for the successful undertaking of Census in the districts rests mainly on the District Census Officer, namely, the Collector who is

the head of the District Census Organisation. He will be assisted by the Deputy 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. In the districts where posts of Joint Collectors have been recently created, the subject of Census, in view of its importance, will be looked after by the District Collector who will be the District Census Officer. The District Census Officer will of course be assisted in a large measure by the Sub-Divisional Census Officers.

Charge Superintendents.

9. At the next lower level are the Charge Superintendents. Each taluk in a district will normally form a census charge and the Tahsildar will be the Charge Superintendent for his taluk. The Municipalities will, however, be formed into separate charges and the Municipal Commissioners will be the Charge Superintendents of their respective municipal towns. As already indicated in the previous paragraph it may be necessary to constitute certain special areas such as project areas, strictly Military areas, etc., into special charges and placed in charge of the officers of the concerned administrative departments in order to get the census work in those areas done more effectively. In contonment areas the Executive Officer of the Contonment Board may be the Charge Superintendent for areas other than the strictly Military areas. It is most important that the District Census Officers and the Sub-Divisional Census Officers ensure that all the areas in the district are properly divided into Census charges and placed under properly notified Charge Superintendents and their jurisdictions clearly demarcated to see that there is no overlapping or omission of any area.

Census Supervisors and Enumerators.

10. The charges will be sub-divided into a number of enumerator's blocks. About 5 compact blocks will be clubbed togteher and placed in charge of a Supervisor. The Supervisor's jurisdiction will be called a census circle. The greatest care should be exercised in the delimitation of the enumerator's blocks. The enumerator's blocks should be compact and such that the enumerator will be able to cover the entire population in his block within the specified enumeration period, namely, 10th February to 28th February, 1961. In rural areas the enumerator's block will be made up of about 150 households with a population of about 750 persons. In urban areas the enumerator's block may cover about 120 households with a population of about 600. The Supervisor will check the work of 5 enumerators and he is expected to overcheck 20 per cent of the work of each enumerator. The enumerator shall be recruited as far as possible from a single agency. It is hoped that with the largely expanded educational schemes there will be adequate number of elementary school teachers who may be suitable for appointment as Census enumerators. If it is not possible to get adequate number of school teachers they may be supplemented by suitable village officers 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 of his time as possible outside the office hours for census enumeration work and also avoid heavy expense towards the travelling allowance to enumerators. Each enumerator may have to go at least three hours each day if he has to cover all the households thoroughly. The supervisors may be appointed from amongst the Social Education Organisers, Extension Officers and Village Level Workers in Block areas, Revenue Inspectors, Deputy Inspectors of Schools, Health Inspectors and similar other touring subordinate officers in rural areas and in urban areas the Executive Officers of Panchayats, the Revenue Inspectors, Building Supervisors, Sanitary Inspectors and such other officers whom the Charge Superintendent concerned feels are competent to perform the duties of Supervisors may be appointed. Their jurisdiction 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 best that large institutions such as big hospitals, Borstal schools, Central

jails, Railway colonies, Port areas, etc., are constituted into special supervisors' circles and the Supervisor and Enumerators for that institution appointed from amongst the staff of the institution itself. Smaller institutions will be covered by the ordinary Supervisor and enumerator within whose circle or block it may lie.

List of suitable persons for appointment as Enumerators and Supervisors to be prepared.

11. The Charge Superintendent shall be solely responsible to see that their charges are properly divided into enumerators' blocks and supervisors' circles and the appointment of suitable persons as enumerators and supervisors is secured. The District Census Officers are requested to even now get the Charge Superintendents (Tahsildars and Municipal Commissioners) to assess the availability of personnel suitable for appointment as enumerators and supervisors. A list may be prepared of all available and suitable personnel and kept ready and soon after the enumerators' block, etc., are demarcated the appointment orders may be issued to the enumerators and the supervisors. It is advisable to have a good number of women enumerators particularly to cover the gosha population.

Responsibilities of Charge Superintendents, Supervisors and Enumerators.

12. Thus, the Charge Superintendent is a king pin in the Census Organisation. Apart from the selection of enumerators and supervisors he will have to effectively instruct and train enumerators 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 master the instructions and rules and explain them to the enumerators. They will have to closely supervise the work of the enumerators and guide them. The enumerators of course form the backbone of the Census Organisation. The success of a Census depends largely on the quality of the enumerator and the training that has been imparted to him.

Assessing the requirements of Enumerators and Supervisors.

13. The work of the division of Census charges into enumerators' blocks, supervisors' circles, etc., will have to be taken up immediately after the house-numbering is completed on which a separate circular will issue. In the meantime in each district, with reference to the anticipated population by 1961 which should be taken for working purposes as roughly 25 per cent over the 1951 population, the total requirements of enumerators and supervisors may be worked out at the rate of 1 enumerator to cover a population of 750 in rural areas and 600 in urban areas and 1 supervisors for 5 enumerators and a list of persons available and suitable for appointment as enumerators and supervisors may be got prepared for each Census charge.

Location Code.

14. As explained above the most essential prerequisite of Census work is 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. By evolving an acceptable location code it will be possible to save considerable labour if the smallest Census unit could be indivated by a combination of numbers. It has been found most convenient to follow the normal administrative divisions of the districts for this purpose and evolve an acceptable location code by which it will be possible to indicate precisely the smallest Census unit, namely, the Census household. Under the Census location code, the districts in the State will be numbered serially starting from the North-West and ending towards the South-East. Each district will be allocated a distinct code number. Within each district, the taluks will be numbered serially starting from the North-West and ending towards the South-East. Thus each taluk within a district will bear a code number of its own. Within the taluk the villages will be serially numbered. At the 1951 Census in some areas of the State the villages, panchayat areas and towns were numbered in a common series and there was no agreement between the survey code numbers of the villages and the census code numbers. This seems to have led to some difficulty about identification of certain places, when the

question of border adjustments in the reorganised States was considered. At the next Census, therefore, it is proposed to follow almost invariably the survey number of the villages for Census purpose. Almost all the old unsurveyed Proprietary Estate areas have now been surveyed and survey villages formed and it will be convenient to adopt the survey numbers of villages for the Census location code. The urban areas in the districts that are gonig to be recognised as towns for the 1961 Census will be given a separate series in Roman figures for each taluk in a district. The actual Census house in rural as well as urban areas will be given a number which will be painted on the door of the house under the Census house-numbering system on which instructions will issue separately. By a combination of four figures, one for the district, one for the taluk, one for the town or village and one for the house, it will be possible for us to locate any census house in the State.

In rural areas the location code for Census house may be as follows :

(1) 1/5/63/[105] which means, Census House No. 105 in village No. 63 of taluk No. 5 of District No. 1.

(2) 1/5/45/[2-30] which means, Census House No. 30 in block 2 of village No. 45 of taluk No. 5 of District No. 1.

In urban areas the location code may be something like this :

(1) 1/5/IV/[3-150] which means house No. 150 in ward or block No. 3 of town No. IV in taluk No. 5 of District No. 1.

(2) 1/2/II/[3-1-50] which means House No. 50 in street or block No. I of ward or locality No. 3 in town No. II in taluk No. 2 of district No. 1.

The house numbers will be indicated in square brackets as in the above examples. The reason for the allotment of composite numbers in some cases to indicate the house numbers will be explained more clearly in the circular on house-numbering.

Detailed instructions regarding Location Code to follow.

15. Further detailed instructions on the code numbers to be adopted at the next Census will be issued in due course soon after we finalise the list of towns to be recognised as such at the 1961 Census.

Towns.

16. 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 ensuing Census. The 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 Contonments will be automatically treated as towns. As regards the other areas they should satisfy the following criteria, namely, (1) the place should have a population of more than 5,000 and (2) at least 3/4s of the population should be non-agricultural. It is possible that certain places with even less than 5,000 population might have sprung up with definite urban characteristics, e.g., newly founded industrial areas, large housing settlements, places of tourists importance, project areas, etc., which may deserve to be treated as towns. Certain proformae have already been communicated to the Collectors requesting them to furnish the particulars to enable us to finalise the rural/urban classification of certain places which were recognised as towns at the 1951 Census. You are requested to kindly furnish these particulars as early as possible to enable us to progress further.

17. The importance of having proper district and taluk maps indicating the village boundaries cannot be over-emphasised. These

maps will help to clearly demarcate the enumerators and supervisors' jurisdictions as well as Census charges, in order to ensure that all the areas in the district are fully covered. There has been correspondence between us in the past on this question of preparation of suitable maps. I shall soon be supplying the district maps with the village boundaries demarcated. With reference to these you may kindly get the taluk maps (5 copies of each) brought upto-date. In respect of Telangana area, the taluk maps will also be supplied from the Central Survey Office as there are no taluk maps at present with the district officers. After the determination of enumerators' blocks and supervisors' circles they should be clearly marked on the maps.

Outline Maps of Villages and Towns.

18. As already indicated in my earlier letters to you it will be necessary to prepare outline maps of villages and towns on which the house-numbering adopted for that particular village or town will be shown. More detailed instructions will issue on how these maps should be drawn up in my circular on house-numbering which will follow shortly.

Stages of Census Operations.

19. Census Operations consist of four distinct stages, namely, (1) House-numbering, (2) Enumeration, (3) Tabulation and (4) Preparation of Census reports. You will be concerned with the first two. The Tabulation and Preparation of Census will be attended to by the Office of the Census Superintendent.

House-Numbering.

20. A good system of house-numbering under which each Census house can be easily located will be an essential prerequisite of a Census. The system of house-numbering introduced at the 1951 Census in this State was generally good and is acceptable for the present Census also. In certain places the house-numbering had not been properly done and may require revision. The house numbers which were expected to be maintained on a permanent basis had not been properly maintained in several areas particularly in rural tracts. We have to therefore take up the task of rebuilding the house-numbering or renumbering them where the maintenance has been badly neglected or the original numbering was defective.

Programme of House-numbering and Hous-listing.

21. The house-numbering operations in this State will have to be taken up sometime in April-May, 1960. This will be done under the supervision of the Municipal Commissioners in respect of Municipalities, Executive Officers of Panchayats in respect of Panchayat areas and the Tahsildars in the rural areas with the help of village officers. Along with the house-numbering, house-listing on a prescribed proforma will also be done. The houselist forms are being printed by the Government of India and they are expected to be received by about February. They will be supplied to you immediately on receipt. Before that we will have to undertake the training of the village officers and other personnel who will be up on the job of house-numbering and house-listing. As indicated in the previous paragraph proper outline plans to indicate the house-numbering will also have to be got ready. A detailed circular about the house-numbering will issue separately.

Enumeration.

22. Enumeration is the most important stage of a Census Operation. In India the canvasser method 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.

Period of Enumeration.

23. I had already indicated that the enumeration for the 1961 Census will be spread over for 19 days from 10th February to 28th February, 1961 with a revision round for three days from 1st March,

1961 to 3rd March, 1961 the object being to bring the Census count correct upto the reference date, viz., the Sunrise of 1st March, 1961. I had also indicated what should be an enumerator's block. An enumerator's block will be so demarcated as to cover a population of about 750 persons or about 150 households in rural areas, and 600 persons or about 120 households in urban areas.

Enumeration of Houseless Persons.

24. There will also be houseless persons and pavement dwellers. These people will have to be systematically covered at nights from 1st March to 3rd March. Special steps will have to be devised to see that persons who may be on boats in inland waterways and coastal craft are enumerated. Detailed instructions will issue separately in this regard.

Enumeration in special areas.

25. In certain areas such as the interior agency tracts of Srikakulam, Visakhapatnam and East Godavari districts which are ordinarily inaccessible it will be necessary to complete the enumeration in the month of January, 1961 itself. The Collectors concerned will please report the areas where it will be necessary to undertake special enumeration in advance. The list of such areas may be readily available from the 1951 Census records of your district. But since then several of the agency areas have been thrown open as a result of good roads having been formed under tribal welfare schemes. A number of schools have been opened. It may be possible to cover several of the agency areas in the ordinary stride adopting the same programme as for other areas in the State. The Collectors are requested to carefully scrutinise and let me have a list of areas where advance enumeration is really necessary.

Census Questionnaire.

26. The Census questionnaire for the 1961 Census was finalised at the last Census Conference. A distinguishing feature of the 1961 Census is that besides recording the individual characteristics of each person on the individual census slip certain information will be collected for the household as a unit on a separate household schedule. I enclose for your advance information one copy of the individual slip and one copy of household schedule. These will be supplied ultimately in small books of 100s, 50s, and 25s. Detailed instructions explaining the scope of each question and how it should be answered will be communicated to you soon after the printed copies of the instructions are ready. Each enumerator on his enumeration rounds will have to carry the individual slip book as well as the household schedule book and for each household that he visits he shall first record the answers for each individual in the individual slip followed by answers for the household as such on the household schedule. The supervisory staff shall carefully check up to see that the enumerator fills both the forms without fail for each household.

Population record.

27. You may be aware that at the last Census a separate National Register of Citizens was written up on separate sheets after the Census count was over. This time the matter is facilitated by having a Population Record on the back of the household schedule itself. The enumerator shall fill-in this record for each household from the individual slips during the enumeration period itself. This will also help to co-ordinate the individual slips with the household schedule.

Selection and Training of Enumerators.

28. Let me repeat that the success of Census will depend on the quality of the enumerator and the training he receives. The enumerators may be selected with great care firstly from amongst elementary school teachers supplemented by village officers or other suitable agency. Our experience at the Pretesting has shown that the enumerators require a very thorough drilling and close supervision of their work. The quality of the enumeration depends on the understanding of the supervisory staff and the interest and enthusiasm exhibited by them.

Appointment of Enumerators and Supervisors.

29. Soon after the house-numbering and house-listing is completed by about May, 1960 the demarcation of enumerators' blocks can be taken up and the appointment orders to enumerators and supervisors issued. This can be completed by about August, 1960. As suggested by me earlier it will facilitate if a list of persons suitable for appointment as enumerators and supervisors is prepared in advance. The charge lists indicating the jurisdiction of each enumerator and supervisor under each Charge Superintendent shall be approved by me. The order appointing a person as an enumerator shall be served on him and a second copy invariably obtained and filed in the Office of the Charge Superintendent. A person appointed as an enumerator can be legally compelled to perform his duties under the Census Act.

Training of Census Officers.

30. The intensive training of the enumerators may be taken up from November onwards. Before that myself and my Deputy Superintendents will be touring the districts and undertake training classes for the District Census Officers, Deputy District Census Officers, Divisional Census Officers and Charge Superintendents. The supervisors and enumerators and the general public are also welcome to attend these instruction classes. Thereafter the District Census Officers should organise the training programme for the enumerators in the district through his Deputy District Census Officer, the Divisional Census Officers and Charge Superintendents. Each enumerator shall be required to attend a minimum of six training classes. It is better that they attend more number of classes till the Supervisor and the Charge Superintendent 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 District Census Officer may programme to address at least one instruction class in each Revenue Division. The Divisional Census Officer may undertake a series of instruction classes personally at convenient centres in each taluk. He should address at least two classes in each taluk. The Charge Superintendents should address any number of classes by gathering enumerators at convenient centres till he is satisfied that the enumerators have a thorough knowledge. The Divisional Census Officer may be present at some of the instruction classes conducted by the Charge Superintendents in order to ensure correctness and a uniformity in the instructions issued. It will be good if the training programme is so arranged that each enumerator is made to attend an instruction class run by the District or Deputy District Census Officer at least once, the Sub-Divisional Census Officer at least twice, the Charge Superintendent at least thrice. The supervisor may train up the enumerators at formal as well as informal gathering of his enumerators.

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

Enumeration Schedules in Regional Languages.

31. The enumeration schedules and instructions printed in the regional languages of the State, viz., Telugu, 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, in the selection of enumerators and supervisors the District Census Officers are requested to see that as far as possible Telugu knowing staff are appointed. The enumerator though he may be Telugu knowing should also be able to speak the local language of certain households who may not know Telugu. For example, in some areas there may be a household who may speak only Urdu or Kannada or Tamil or Marathi. The enumerator should be able to question the people in their language if they cannot understand Telugu and elicit answers but record the answers on the Telugu 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 the other different languages will be supplied. Such cases should however be the very minimum as enumeration

schedules in a multiplicity of languages will make the tabulation work extremely difficult and costly. Adequate number of forms and instructions in English also will be supplied which may be particularly useful to the supervisory staff and English forms may have to be used in certain urban localities, strictly Military areas, etc.

Practice Enumeration.

32. For the purpose of practice enumeration to enable the enumerators to get practical experience it is proposed to print training Census slips and enumeration schedules in buff colour to distinguish them from the actual schedules and slips and each enumerator will be expected to enumerate about 10 households at the practice Census in order to give him confidence and get his doubts if any, cleared.

Provisional Totals.

33. Soon after the enumeration is completed by an efficient system of relay the District Census Officers should be able to collect and communicate their district totals to the Superintendent of Census Operations and Registrar General by telegram or wireless between the 5th and 8th March. It will be good if each Charge Superintendent conveys the provisional totals for his charge directly to the Superintendent of Census Operations by telegram immediately after he secures the figures from his supervisors. With this practically the Census field operations will come to a close. The Census Schedules, Individual Slips, Houselists, etc., will be despatched by the Charge Superintendents to the Tabulation Offices which would have been established by then at various centres. The location of the tabulation offices and the districts which will be attached to each tabulation office will be communicated in due course. The schedules and slips pertaining to all urban areas of all districts will have to be transmitted to the Central Tabulation Office, Hyderabad.

Publicity.

34. It needs two to make a Census, viz., the enumerator and the enumerated. It is important that the citizen should be fully acquainted of what the Census is and what questions he will be required to answer. For this adequate publicity measures should be devised in good time to educate the public and make them census-minded. While certain measures such as Radio talks, publishing of articles, issue of posters, films, etc., will be taken centrally at the Government of India level as well as the State Government level, it will be necessary to organise local publicity measures in the districts. The Community Development Organisation 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 District Census Officers may kindly exercise their minds in this direction and devise suitable publicity measures which can be put into 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.

Honorary Enumeration.

35. The Census Organisation is a great National undertaking in which every citizen has to play a part. India has the unique tradition of honorary enumeration. The Census Organisation always gladly undertook the onerous task and successfully fulfilled its responsibility in the past. While the honorary nature of the Census work may have to be continued in a large measure, it is being examined whether in order to meet the purely out-of-pocket expenses that the enumerators and supervisors will be put to during the Census some small remuneration should not be paid. The final decision will be communicated to you in due course.

Recognition of the services of Census Officers.

36. The 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 undoubtedly be placed on record and the system of awarding Census medals and certificates will be continued. More detailed instructions in this regard will issue in due course. 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.

Chief Minister's Message.

37. I cannot conclude this circular better than to quote here the words of the Chief Minister of our State in a message he issued when the Pretesting of the Draft Census Questionnaire was undertaken about 3 months ago.

"Preparations are now going on for taking the next Population Census of our country in 1961, which will be the second after Independence.

"Our country has made great strides of progress since Independence. The impact of Independence and the successive Five-Year Plans have introduced a radically new note in the tenor of our national life. We are in the midst of revolutionary changes and the mighty forces of change set in motion now but not existing at the time of previous census will probably fulfil themselves during the ensuing few decades. Therefore, the National Population Census we are launching now, will acquire an added significance. I am glad to see from the Draft Census Questionnaire prepared for the 1961 Census that some significant changes have been introduced to meet the needs of the period. Besides maintaining a continuity with the past Censuses the questionnaire lays adequate stress on the concept of the household economy which is such an important factor in the economic structure of our country; it aims at a detailed classification of occupations and industries and a correct assessment of the manpower resources; it hopes to throw light on such important aspects as urban migration of population, unemployment and under-employment, etc. Thus Census has become today not a mere enumeration of population but a study of people in their sociological and economic settings.

"Census is a national task requiring unstinted co-operation and devotion from one and all. I trust and hope that the personnel now put on the job of pretesting will work with understanding and put in their earnest efforts.

"It requires two to make Census — the enumerator and the enumerated. The responsibility for successful Census will rest equally on every person enumerated as on the enumerator himself. The Indian Census Act enjoins on every person to truthfully answer the question put to him by a Census officer. The particulars recorded at the Census are strictly confidential, and they can be utilised only for statistical purposes. The data collected at the Census will be of basic importance for our experts to work out plans for the economic progress of the country. I appeal to every citizen to give his fullest support and co-operation in this great national endeavour.

N. SANJIVA REDDY,
Chief Minister."

Yours faithfully,
A. CHANDRA SEKHAR,
Superintendent of Census Operations.

Copy to all Revenue Divisional Officers.

,, all Tahsildars.

,, the Commissioners of Hyderabad and Secunderabad Municipal Corporations **through** Mayors concerned.

,, the Commissioners of all Municipalities **through** Chairmen in the Andhra area.

,, the Executive Officers of all City Municipalities **through** Presidents.

,, the Executive Officers of all Town Municipalities **through** Presidents.

,, all Block Development Officers.

,, all District Panchayat Officers in Telangana area.

,, all District Panchayat Officers in Andhra area (with 20 spare copies for distribution to Executive Officers of Major Panchayats).

,, the Inspector-General of Local Administration, Andhra Pradesh, Hyderabad.

,, the Administrative Officer, Visakhapatnam Port.

,, the State Port Officer, Kakinada.

,, the Secretary, Board of Revenue, Andhra Pradesh, Hyderabad.

,, the Operative Director, Singareni Coilleries, Hyderabad.

,, the Managing Director, Hindusthan Ship Yard, Visakhapatnam.

,, the Administrative Commandant, Station Headquarters, Secunderabad, Bolarum (2 copies).

,, the Group Captain Commanding, Air Force Station, Begumpet, Hyderabad (2 copies).

,, the Naval Officer-in-charge, Visakhapatnam.

,, the General Managers of Southern Railway, Central Railway and South-Eastern Railway.

,, the Divisional Transportation Superintendent, Central Railway, Secunderabad.

,, the Divisional Superintendent, Southern Railway, Vijayawada.

,, the District Traffic Superintendent, South-Eastern Railway, Waltair.

,, the District Traffic Superintendent, Southern Railway, Guntakal.

,, the Chief Secretary to Govt. of Andhra Pradesh, Hyderabad (with C.L.)

,, the Special Secretary to Government of Andhra Pradesh, Public Works Department, Hyderabad (C.L.)

,, all Secretaries to Government of Andhra Pradesh, Hyderabad (with C.L.)

,, the Chief Electoral Officer, Government of Andhra Pradesh, Hyderabad (with C.L.)

,, the Members of Board of Revenue, Andhra Pradesh, Hyderabad (with C.L.)

,, the Secretary to Governor of Andhra Pradesh, Hyderabad (with C.L.)

,, the Superintendents of Census Operations of other States (with C.L.)

,, the Registrar-General, India, Government of India, Ministry of Home Affairs, No. 2, Kottah House Annexe, Mansingh Road, New Delhi-2 (with C.L.)

ANNEXURE.

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 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 :—

Short title and extent.

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

(2) It extends to the whole of India.

Rule of construction respecting enactments not extending to Jammu and Kashmir.

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

Central Govt. to take census.

3. 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.

Appointment of census staff.

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

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

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

(4) The State Government may delegate to such authority as it thinks fit the power of appointing census-officers conferred by sub-section (2).

Status of Census authorities as public servants.

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

Discharge of duties of census-officers in certain cases.

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

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

(b) every person (except a pilot or harbourmaster) having charge or control of a vessel,

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

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

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

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

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

(2) All the provisions of this Act relating to census-officers shall apply, so far as may be, to all persons while performing such duties under this section, and any person refusing or neglecting to perform any duty which under this section he is directed to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code. **45 of 1860.**

Power to call upon certain persons to give assistance.

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

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

(b) all members of the district, municipal, panchayat and other local authorities and officers and servants of such authorities, and

(c) all officers and members of staff of any factory, firm or establishment,

to give such assistance as shall be specified in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, forms and other establishment, 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.

Asking of questions and obligation to answer.

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

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

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

Occupier to permit access and affixing of numbers.

9. 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.

Occupier or manager to fill up schedule.

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

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

Penalties.

11. (1) (a) Any census-officer or any person lawfully required to give assistance towards the taking of a census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made thereunder, or any person who hinders or obstructs another person in performing any such duty or in obeying any such order, or

(b) any census-officer who intentionally puts any offensive or improper question or knowingly makes any false return or, without the previous sanction of the Central Government or the State Government, discloses any information which he has received by means of, or for the purposes of, a census return, or

(c) any sorter, compiler or other member of the census staff who removes, secretes, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulations of census results, or

(d) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a census-officer which he is legally bound by section 8 to answer, or

(e) any person occupying any house, enclosure, vessel or other place who refuses to allow a census-officer such reasonable access thereto as he is required by section 9 to allow, or

(f) any person who removes, obliterates, alters, or damages any letters, marks or numbers which have been painted or affixed for the purposes of the census, or

(g) any person who, having been required under section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions of that section, or makes any false return thereunder, or

(h) any person who trespasses into a census office,

shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (b) or (c) shall also be punishable with 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. No prosecution under this Act shall be instituted except with the previous sanction of the State Government or of an authority authorised in this behalf by the State Government. **Sanction required for prosecutions.**

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

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

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

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

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

17. The Census Commissioner or any Superintendent of Census Operations or such person as the State Government may authorise in this behalf may, if he so thinks fit, at the request and cost (to be determined by him) of any local authority or person, cause abstracts to be prepared and supplied containing any such statistical information as can be derived from the census returns for India or any State, as the case may be, being information which is not contained in any published report and which in his opinion it is reasonable for that authority or person to require. **Grant of statistical abstract.**

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

(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.

CITIZEN PRESS, SECUNDERABAD.

CIRCULAR NO. 2 **CENSUS—IMMEDIATE.**

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Office of the Superintendent of Census Operations
Andhra Pradesh.

Dated the 26th December, 1959.
Hyderabad,

From :

Sri A. CHANDRA SEKHAR, I.A.S.,
Superintendent of Census Operations,
Andhra Pradesh.

To

ALL COLLECTORS.

Sir,

HOUSE-NUMBERING

Need for a house-numbering system.

An essential prerequisite of a Census Operation is to have a proper system of house-numbering under which the smallest Census unit can be easily identified and located. Fortunately for us, both in the erstwhile Hyderabad State and the erstwhile Composite State of Madras a permanent system of house-numbering for rural as well as urban areas was devised and given effect to prior to the last Census. This system of house-numbering was intended to serve not merely the purpose of helping to prepare electoral rolls or the taking of Census but to serve all other official and non-official purposes such as providing a convenient postal address, for Municipal assessment, housing surveys, Public Health surveys, etc., etc. It was also decided that all other numbers that may be found on the doors of houses should be obliterated and only these numbers should be marked and maintained permanently. The advantage of having such a permanent scheme of house-numbering is obvious and it is in the interest of the persons living in the houses as also the local authorities and the Government to maintain the house-numbers.

Renumbering for future maintenance.

2. Unfortunately, in some areas the maintenance of the house numbers is badly neglected. Several of the house numbers painted under this permanent house-numbering scheme have been obliterated. There has been some fundamental alteration in the old building structures and new constructions have come up in several areas but all these have not been assigned proper house numbers to fit into the general house-numbering scheme. In a few localities even the original house-numbering was done in a defective manner. Steps will now be taken to set right all these defects, bring the house-numbering up-to-date so that it may be suitable both for the ensuing Census and also may serve as better basis for permanent maintenance.

Scope of this circular.

3. In this circular the instructions issued in the past have been consolidated with suitable adaptations to serve the present needs with comprehensive instructions to serve as a complete guide for the purpose of rebuilding the house numbers or renumbering the houses wherever necessary.

Census House.

4. The house-numbering unit is a Census house. A Census house is defined as a structure or part of a structure, a dwelling, a shop, workshop, factory or place of business, or shop-cum-dwelling

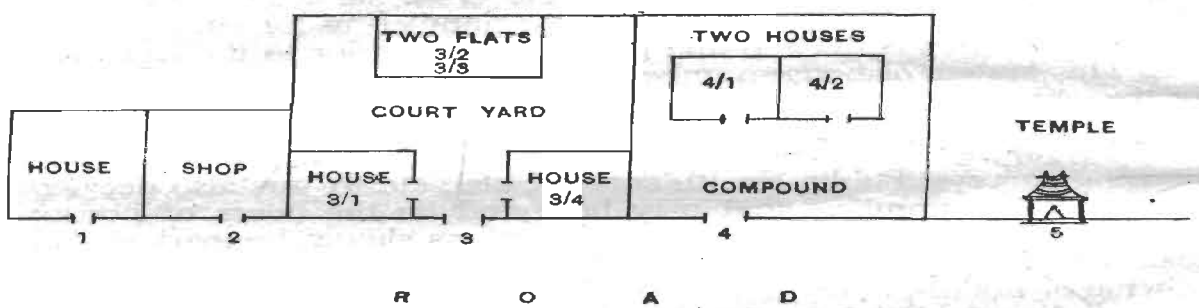
given on the road or a common staircase or a common courtyard leading to a main gate or enjoying a separate main entrance. Thus the definition of a Census house is fairly comprehensive covering both residential as well as non-residential structures having independent access. It is this housing unit which has to be physically identified and therefore each such Census house will have a number affixed or painted under the permanent house-numbering scheme.

Census household.

(**Note:** There is a smaller unit called the Census household which is the basic unit for census enumeration. A household means the entire group of persons who commonly live together in the same census house and take their meals from a common mess unless exigencies of work prevent them from doing so. A census house may be occupied by a single census household in which case the household carries with it the number allotted to the census house itself, or in a census house there may be more than one household living, in which case each household will be distinguished by an alphabet being added within brackets to the census house number thus: 2(a); 2(b). The household numbers will be utilised for the houselist and the census schedules. The instructions for filling in those forms will make this clear. For the purpose of house-numbering, only the census house which is a physical entity will have a house number painted or affixed on to the main door).

Census houses enclosed in compounds or which form flats.

5. Very often where the census houses form flats of a main building or where there are more than one census house in an enclosed compound bearing a separate building number each one of the census houses may have to be allotted a sub-number to the main building number which may be found on the compound gate abutting the main road. The following illustration will make the point clear:



Allotting of sub-numbers to new census houses.

6. Where the houses in a Municipality or a village are already properly numbered and if one or two new constructions come up in between two houses, these new houses should be allotted sub-numbers to the lower of the two existing house-numbers between which the new construction has come up. Supposing in the above illustration two new houses come up between the buildings with Nos. 4 and 5, the new houses will be numbered as 4A and 4B. If however, supposing the new constructions come up after the building No. 5 and if, for purpose of illustration, building No. 5 happens to be the last house of the street or block, the new construction may be assigned numbers 6 and 7, i.e., in a series in continuation of the last number.

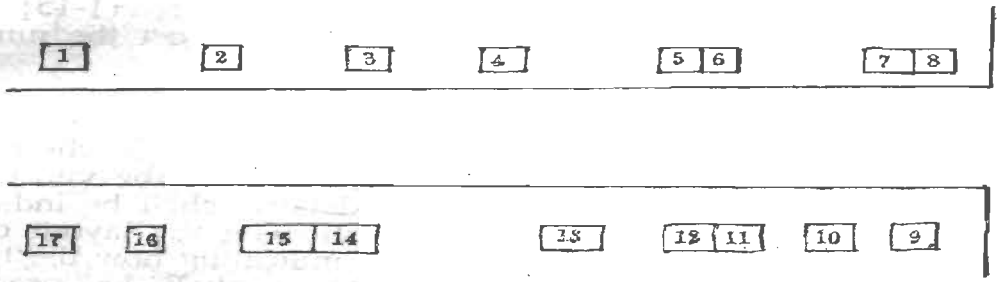
(The affixing of alphabets for the new constructions should not be mistaken with the denoting of households referred to in para 4 above. The household numbers will be indicated in brackets to distinguish them from the main census house number. For example, if in census house 4A there are two households, they can be indicated as 4A(a) and 4A(b). In any case the question of allotting household alphabet is only for record in the houselist and census schedules, etc., regarding which separate instructions will issue. The question of painting the **household number** on the house doors does not arise).

7. The principles of house-numbering are explained in the following paragraphs : **Principles of house-numbering.**

RURAL AREAS :

Small Villages :—

8. In small villages with about 125 houses or less and which do not have separate hamlets, all the houses in the village shall be numbered in one series. The numbering may be done clockwise if the houses are scattered or by streets proceeding from North to South or East to West. The numbering of the houses in each street may be done from East to West or North to South, as the case may be, depending on the axis of the street. If the houses are numbered along a street, it is best to number the houses continuously on one side of a street and then cross over and continue the numbering on the other side of the street so that the last number is some where opposite to where you started. The following illustration will make this clear. **House-numbering in rural areas (small village).**



House-numbering Plan :

9. Sketches shall be prepared for each village to indicate how the house-numbering has been done. First a small outline map indicating the general layout of the entire village may be prepared. This can be only a rough sketch and need not be to scale. Then, on the same sheet or in a separate sheet a more detailed sketch of the layout of the main residential portion of the village may be prepared with the streets and some important land marks clearly marked and showing in detail how the houses had been numbered. Even this sketch need not be to scale but should give a clear idea of the location of the houses, layout of streets, etc., so that the identification of any house even by a stranger is made possible. Appendix-I illustrates how a map has got to be prepared. (The names of places shown in the map are purely notional). A key to the Plan should be added at the end as indicated on the model plan. Three copies of the sketches will have to be prepared, one copy being kept with the Karnam or Patwari, one copy with the Taluk Office and one copy for the Census Office. **House-numbering Plan (Small village).**

Note : It is important that in the plan all houses including those which may be located at some distance from the main village site, in the midst of patta fields, etc., are fully accounted for. The odd houses falling outside the main village site may be shown in the general village plan as in Appendix I.

Bigger Villages :

10. For bigger villages and villages with hamlets, it will be necessary to split up the area into compact blocks with about 100 houses (or slightly more or less) in each block. Each block may comprise of adjoining streets or other compact local area with well defined boundaries. The blocks shall be first assigned serial numbers in a convenient order. Within each block the houses shall be numbered in a separate series for each block. The numbering in each block may be done clockwise if the houses are scattered or by streets **House-numbering in rural areas (Bigger villages).**

proceeding from North to South or East to West, numbering in each street being done in a convenient order with reference to the axis of the street.

Correct way of indicating block number and house-number.

11. Where a village is split up into blocks for house-numbering purpose and the houses in each block numbered in a separate series it is important that the actual number to be painted on each house should indicate the block number as well as house number, thus :

1-15 (which means house No. 15 in block No. 1);
2-46 (which means house No. 46 in block No. 2) ;
3-3 (which means house No. 3 in block No. 3).

In some places, it is observed that, in the past, the house numbers had been marked thus : 1/15, 2/46, 3/3, the numerator indicating the block number and denominator the house number or **vice versa.** To avoid confusion, it is desirable to have a uniform system in all places. It is best that the block number should come first then followed by a hyphen and then the house number, thus (1-15; 2-46; 3-3, etc.). The authorities concerned will please get the numbers painted accordingly.

House-numbering Plan (Bigger villages).

12. As in the case of the small villages, a house-numbering sketch shall be prepared for the bigger villages also. In the general village plan that is first prepared, the division of the village into blocks and the important topographical details shall be indicated. Then detailed sketches for each block showing the layout of the streets, location of important land marks, indicating how the house-numbering has been done in each block shall be prepared. Appendix-II illustrates the lines on which the sketches will have to be prepared. It is preferable to get the village plan and the block sketches on a single sheet of large size instead of on separate sheets unless it is inevitable. A Key to the Plan shall also be prepared as indicated on the model sketch.

Three sets of these Plans shall be prepared, one to be retained by the Village Karnam or Patwari and another in the Taluk Office and the third copy for the Census Office.

All houses to be numbered.

13. It is important not to leave out any house from numbering. Sometimes odd structures strewn about in remote areas such as say a forest Rest house and a guard's quarters, railway gangman's quarters, a remote temple, farm servant's hut in a remote field, etc., etc., may be found. It is the responsibility of the village officers to ensure that all structures within the limits of their village have been invariably allotted a house number.

Place where the house-number is to be affixed.

14. The best place to mark the house number is the centre of the lintel of the front door of the house or the number may be marked on the front door itself or next to it on the wall.

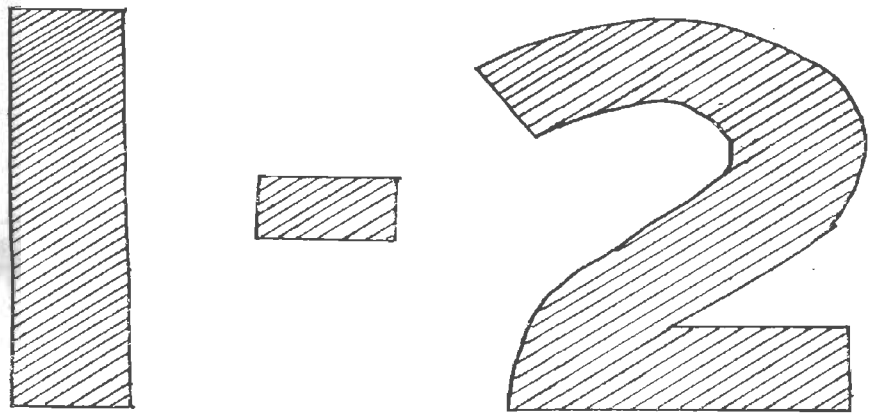
Where there is no durable door worth the name, as for instance in some huts, a small portion of the wall near the entrance to the house should be white-washed, if this has not already been done by the owner, and the number stencilled on the white-washed portion. In case of huts which may have neither doors nor walls, the number may be marked on any suitable rafter, pillar or flat part in the house, or failing all this on a small metal plate (preferably zinc) or wooden board ; the plate or the board, as the case may be, should be hung by a wire or rope from the roof of the dwelling at or as near to the entrance as possible and an acknowledgment of the receipt of the number plate or board should be obtained from the person residing in the dwelling.

15. In the selection of places on the houses for marking the numbers, uniformity of location is ideal. Where deviations cannot be avoided, they should be subject again to some uniformity. This would facilitate location of numbers without any effort. Wherever fresh *NUMBERING IS DONE, ALL THE OLD NUMBERS, IF ANY, SHOULD BE COMPLETELY OBLITERATED.*

Old numbers to be obliterated.

16. The size of the numerals for house-numbering will be half-an-inch in thickness and $2\frac{1}{2}$ inches in height. To give an idea, the numbers below illustrate the size :

Size and form of the house-numbering numerals.



Only the international form of numerals as above should be used and not the local language versions.

17. As on the last occasion coal-tar may be used initially for painting the house numbers.

House-numbering material.

It may be noted that these house numbers are intended for permanent maintenance. Our experience in the past has shown that most of the tar numbers had become obliterated. In some villages, particularly in the Telangana districts, it is a happy feature that each house had been given a small zinc plate with house number embossed on it. These zinc plates had been affixed to the lintel of the door outside by means of wood screws or nails. In spite of all the white-washing or colour washing on each festival occasion, these zinc plates with the house number relief are quite in tact and thus proved to be the only satisfactory and reasonably cheap way of ensuring permanent numbering. These plates can be affixed to a beam near the entrance where there is no door frame or on any massive wooden article inside a hut which the owner of the hut can show when the house-numbering of his hut is asked for. Thus, while initially the house numbers may be marked in tar by the village officers this should soon be followed up by the provision of zinc plate numbers. Now that almost all the villages are covered by village panchayats the question of provision of the permanent zinc plate numbers can be taken up by them, for, after all, it is one of the duties of the Panchayats to undertake and maintain the house-numbers which will be useful for its own administrative purposes. I believe the Panchayats can collect the cost of the house-numbering plates from the house-owners. The zinc plate numbering will be neat and permanent and it is strongly recommended that all the Panchayats in rural areas should take this up.

18. The people should be trained to maintain the house-numbers. They should learn to take pride in proper maintenance of their house numbers. They should also be made to realise that obliteration or interference with house numbers will also amount to an offence under the Census Act as also under the local Acts.

Interference with house-numbers an offence under Census Act.

Agency for house-numbering in rural areas.

19. The initial numbering of houses, preparation of house-numbering sketches, etc., in rural areas including minor panchayats will be done by the village officers under the supervision of the Firka Revenue Inspectors or Girdawars and the Taluk Tahsildar and other Revenue Officials under the direction of the Collector. In major Panchayats and town Municipalities, the Executive Officers will be responsible to get the house-numbering done. The work will be supervised by the officers of the Revenue and Local Administration Departments.

Steps to be taken immediately preliminary to house-numbering.

20. For the 1961 Census, the actual painting of the house numbers is proposed to be done in April, 1960. But, the following steps may be taken immediately which will facilitate the numbering of the houses later. The Karnam or Patwari of every village shall prepare immediately a rough sketch of each village indicating the layout of houses, streets and locating important topographical details and other land marks similar to the sketches given in Appendices I and II. The village may be tentatively divided into blocks wherever necessary and the house numbers to be allotted to the houses may be indicated in **pencil** on the sketches. The house-numbering that may be already existing in the village will be a useful guide and as far as possible the old blocks and the old house-numbering may be rebuilt if the original numbering had been properly done as per the above principles. This will also obviate the need for any large scale revision of the house number column in the electoral rolls also. Where permanent zinc plate numbers had already been affixed, it is all the more important that the old house-numbering is maintained so that owners are not put to the necessity of once again going in for fresh house number plates. When the house-numbering previously was very defective or where there have been a number of new constructions in a village which had not been allotted house numbers before, obviously, it is best that a completely fresh house-numbering is done on a rational basis. These sketches shall be carefully scrutinised and approved by the Revenue Inspector and the Tahsildar. The approved sketches shall be returned to the village officers for taking further steps as indicated below :

Final house-numbering and finalisation of house-numbering sketches.

21. With these approved sketches as the basis, the village officers shall take up the painting of numbers on the houses. It is likely that after the submission of the first rough sketch some new constructions or huts might have come up. The village officers will use their discretion and fit them into the general pattern of house-numbering which had already been approved by the superior officers and incorporate these additional structures also in his final house-numbering plan. Immediately after the approved rough sketch is received by the village Karnam or Patwari, he shall prepare three good copies and keep them ready for the final house numbers to be marked in ink in each sketch. The house numbers in each of these copies will be inked immediately after the house numbers are actually marked on the houses. It is most important that the house-numbering indicated in the sketches is in complete accordance with the actual house numbers that have been marked, and important topographical details such as roads, railways, rivers, canals, hills, forests, etc., are shown ; for, ultimately while fixing the jurisdiction of a census enumerator the Tahsildar will have to be guided by these sketches. From these sketches it should be possible for any stranger to locate any house in a village. These house-numbering plans will be a permanent record. The Karnam or Patwari will retain one copy with him and send the remaining two copies to the Tahsildar concerned who shall retain one copy and send the other copy to the Superintendent of Census Operations.

HOUSELISTING

House Listing.

22. At the same time as the house-numbering is done, house-lists will have to be prepared. The form of the houselist and the in-

structions for filling the houselist are just finalised and copies of the houselist forms and the instructions both in English and the regional languages will be supplied in due course.

Uses of houselist.

23. These houselists are very important and will be of immense help to the Census Charge Superintendent in fixing the jurisdiction of census enumerators. In this houselist, all the Census households will be listed and the number of persons present in each household at the time of house-numbering will also be shown in it. It will thus make it easy for the Charge Superintendent to fix the jurisdiction of each enumerator to cover a population of about 750 in the rural areas. The houselist also gives information about the purpose for which each census house is used, the materials of which the walls of the census house are made, number of rooms in each census household, etc. The houselists will thus provide some very useful information for the National House Building Organisation and it will also give us a preliminary estimate of the population.

Separate instructions on houselisting.

24. A separate circular will be issued about all matters pertaining to the preparation of these houselists. The persons who have to take up the houselisting will have to be given proper training, each one being required to attend at least two instruction classes. In the circular which will be issued in due course about the preparation of houselists, the training programme, etc., will be indicated.

FINANCE

Finance.

25. To meet the cost of house-numbering material, stationery, etc., for house-numbering in rural areas in each district, a sum of Rs. 1,500/- will be placed at the disposal of each Collector. Provision for these funds has been made in the Census budget for 1960-61. Though the Collectors may enter into some commitments now itself for the provision of stationery, tar for house-numbering, etc., upto the above ceiling, the amount will be made available in the beginning of the financial year 1960-61.

URBAN AREAS.

Authorities responsible for house-numbering in Municipalities, Major Panchayats, Cantonments, etc., and importance of house-numbers.

26. The Commissioners of the Corporations of Hyderabad and Secunderabad, Commissioners of the Municipalities, Executive Officer of the Cantonment Board in Cantonment areas, Garrison Engineer in the strictly Military areas, the Executive Officers of Panchayats and Town Municipalities, etc., will be responsible for the house-numbering and its maintenance in their respective areas. It is important that the house-numbering particularly in urban areas where there will be a large concentration of population should be done most carefully, neatly and should be worthy of permanent maintenance. House numbers in urban areas are likely to be used for lot more purposes, official as well as non-official, than in rural areas. it is important that any new-comer to a town should be able to easily locate any house in the town by an indication of the house-number. A good system of house-numbering in a town or city will bring credit to the concerned local authority.

General principles.

27. The general principles, such as the unit for house-numbering, the definition of a Census house, the size and the form of the numerals to be adopted, the place on a house where the house-number should be affixed, the need to allot numbers to all houses including huts, as explained in the earlier part of this circular in respect of rural areas will be applicable to urban areas also.

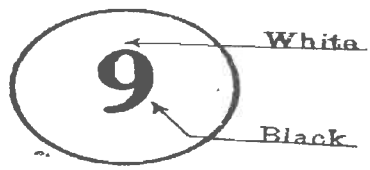
Census houses in compounds.

28. In urban areas one generally comes across houses enclosed in large compounds with a gate adjoining the road. The building number can be painted on this outer gate. The individual census houses within the compound if there are more than one will bear sub-numbers to this outer building number as explained in the illustration under para 5, the idea being that the building numbers found along a road or street will be in a continuous series

without a break, the census houses within the compounds being given sub-numbers to the main number found on the outer gate.

Number plates.

29. In urban areas, obviously it is desirable to provide attractive number plates than mere embossed zinc plates which were recommended for rural areas. In certain areas enamel painted number plates have been provided which are quite good. Where house owners offer to provide their own number plates (of course, adopting the house-numbers allotted to the house) to suit their tastes there can be no objection whatsoever. To start with the concerned Municipal or other local authority may neatly paint the numbers perhaps first giving a base of white paint on which the numbers could be marked in black thus :





Cost of house-numbering to be borne by the respective Municipality, Panchayat, etc.

30. The question of provision of enamel or other type of number plates can be taken up in due course having due consideration for the cost involved and the availability of the material. House-numbering in towns is the responsibility of the Municipal and other Local Administration authorities concerned. The legislation has also given legal powers to the local bodies to number houses and maintain them. The cost of numbering and maintenance of the numbers will have to be met by them entirely as on previous occasions. It will be in the interests of the local authority concerned to have a good house-numbering within its area. A permanent system of house-numbering had already been introduced in 1948-49 and it is the responsibility of the authorities to see that it is kept up-to-date.

Numbering of houses in special areas such as large Railway colonies, etc.

31. In special areas such as the large Railway Colonies, strictly Military areas, Project areas, it will be advantageous to have the numbering done by the concerned authorities as on the last occasion. Even here it is necessary to conform to the general pattern of the house-numbering for the city or town. Such distinct localities, for convenience, can be treated as a separate locality, ward or block under the house-numbering scheme of the city or town and the numbering of the individual census houses within this unit can be done in a rational way by the authorities concerned so that each census house is easily recognisable. Where there may be an odd departmental building such as say a Railway gangman's quarters in a remote village area or a small Railway station and staff quarters, it is best that the house-numbering is done by the local civil authorities concerned. There is no objection to the Railway authorities themselves painting the numbers that are allotted to those structures by the civil authorities under the general house-numbering schemes. The numbering in such areas should be finalised by establishing the closest liaison between the Municipal or other local authority concerned and the authorities in charge of the special areas falling within the limits of the town. It is important that there should be only one single agency viz., the Municipal Commissioner or other Chief Executive Officer of the local body who should lay down the general pattern of house-numbering for the entire area within his jurisdiction and the numbering of all localities within this area should conform to it. To a large measure this might have already been achieved at the first general house-numbering that was done about a decade ago. Whenever revision is necessary the concerned special authorities will be required to carry out the changes.

SYSTEM OF URBAN HOUSE-NUMBERING

Different systems of house-numbering existing in urban areas.

32. Almost invariably it will be found necessary to break up the towns into smaller divisions for house-numbering purposes. Such divisions were effected by different methods and the house-numbering done to conform to these divisions. The principles of house-numbering according to these different systems are detailed below:

A. Ward — Block — House numbering system:

Ward—Block—House Numbering system.

33. In certain towns and particularly in Hyderabad city and all the towns in Telangana, the city or town was divided into wards or electoral constituencies which were serially numbered. Each of these wards was further sub-divided into blocks and these blocks were numbered in a series in each ward. The blocks were demarcated to form compact areas with a reasonable number of houses so as to avoid the allotment of unduly large serial numbers to individual houses. The houses within each such block were numbered continuously following some order either clockwise or starting from North-East and ending towards South-West and so on. The actual number painted on each house composed of three elements, viz., the ward number, block number and the house number. Thus a house with a number as 5-3-350 indicates that it is house No. 350 in block number 3 of ward No. 5.

B. Locality — Street — House Numbering system:

Locality — Street — House Numbering system.

34. Under this system the town was divided into wards or well-established localities or Mohallas which were commonly recognised and have some well-known locality name. Such localities are assigned serial numbers. Within each such locality all the streets were numbered off serially. The houses in each street are then numbered by a separate series. It was contemplated that the number of each street and the locality number should be indicated at both ends of the street on a board. If a long street, even if it had a common name, passed through more than one locality, each bit of the street that lay in each locality was considered a separate street and the house numbers along the street in each locality have a different series. In some cities however where originally all the houses along a long main road running through the city had been assigned continuous serial numbers along the entire length, the house-numbering authorities were permitted to treat such a road or street as a single unit lying in an independent locality and to continue the original serial numbers of the houses. This was done with a view to see that as far as possible the well-established house-numbering that might have been in vogue in important cities was not interfered with.

C. Ward or Block — House Numbering system:

Ward or Block—House Numbering system.

35. Under this system, a town was merely divided into wards or blocks with some definite boundaries and then the houses in the entire ward or block numbered in one continuous series. This may be distinguished from the first system, viz., Ward — Block — House numbering system explained earlier in para 33. Under that scheme a town was divided into wards and then sub-divided into blocks and the houses in each block numbered. Under the scheme explained in this para a town is merely divided into wards or blocks and there is no further sub-division; the houses in each ward or block numbered in one series. The house number under this system was a composite one made up of two elements, viz., the Ward or Block number and the house number thus: 2-40.

Some points against the earlier systems of house-numbering.

36. The first of the above three systems, viz., the Ward — Block—House numbering system, though is fool-proof in its own way has certain disadvantages. (i) The blocks that are formed out of a ward did not constitute an ordinarily recognizable unit and one finds it difficult to locate a block and to follow the order in which the

house-numbering was done. A stranger would find it rather difficult to locate a house given the number of the house particularly in bigger towns, as has been our experience in Hyderabad city. (ii) Though the purpose of breaking up a town into smaller blocks was to avoid the allotment of large numbers for a house, under the ward — block — house numbering system, on each house a large code of three elements (ward — block — house number) is marked which may not be easily intelligible to a common man. It is ideal to have as far as possible only a single number on each house and this number should not run into more than two or at the most three digits. If a composite number is inevitable, then it may not be desirable to have more than two elements. A common man can easily remember a simple house number and will be happy to maintain it.

37. The second system namely the locality — street system is perhaps nearest to the ideal if it is properly worked out.

38. The third system namely the Block—house numbering system, may be suitable for smaller places, but when tried out in bigger places it will have more or less the same disadvantages as the first system.

Continuance of the existing house-numbering system wherever well maintained.

39. For our present purposes, if the house-numbering had been done strictly according to the instructions adopting any of the above three systems and if it had been well maintained there may be no need to revise the entire house-numbering. It should be carefully examined to see if all new constructions had been assigned numbers to fit into the general house-numbering system. If a new construction has come up in between two houses which might bear say house numbers 2-30 and 2-31, the new house can be numbered as 2-30 A. If however, the new construction comes up after the last house of the block, the new house may be given a number in continuation of the last house number. If a whole new colony of houses had sprung up which cannot be conveniently included in any of the existing blocks, it may be formed into an independent block and all the new houses numbered in one series.

Need to give street names in places where the Ward — block — house numbering system is continued.

40. In the towns where the Ward — block — house-numbering had been done before and had been well maintained and it is found inexpedient to revise the house-numbers, it is suggested that the municipal authorities may take up the naming of all the streets. Most of the streets may already bear a local name. Where they do not have one, it is very desirable that every street and lane is assigned a definite name. The names of the streets and lanes may be indicated on cement slabs or painted metal plates at either end of each street to enable the easy location of houses by strangers within a block.

Where is re-numbering necessary.

41. If the original house-numbering is very defective or when there has been a large number of new constructions necessitating the allotment of a series of sub-numbers which might cause confusion, it is better that a re-numbering of the houses is attempted.

The most suitable system recommended for house-numbering in urban areas.

42. Wherever a complete revision of house-numbering is taken up the following system is recommended which is almost idential with the locality — street — house numbering system.

Division into wards and streets and the numbering and naming of each street.

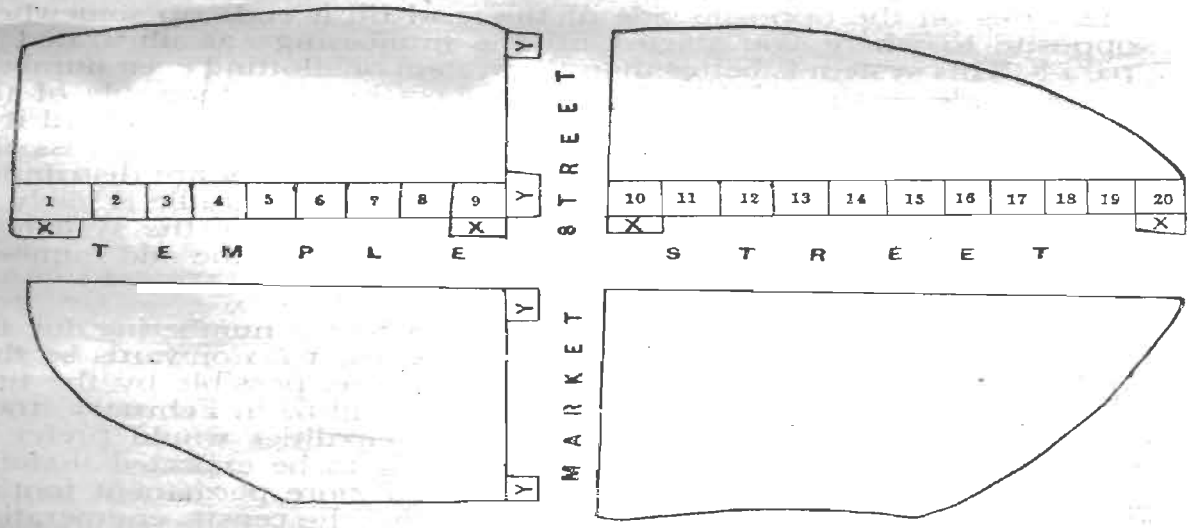
43. The city or town shall be divided into wards, or electoral constituencies or mohallas which have well recognised and permanent physical boundaries and local people are well acquainted with them. Such localities shall be numbered serially from North-East to South-West or in a clockwise direction, whichever is convenient. The well-populated urban areas are usually served by well articulated roads, streets and lanes though it is not unlikely that clusters of houses such as slums will be met with in most towns and these may not have a proper street system. All the main streets within each locality that the town is divided into as above, will be num-

bered off serially and each street assigned a definite number. Where there are slums or similar concentration of houses not served by definite streets, such a block can be assigned a number in the street number series. In the alternative the cluster can be attached to the nearest street and the houses numbered in the same series as those of the street to which the cluster is attached. Most of the streets may be having a local name of their own. But where the streets had not been named before, it is very desirable that each street should be given a name which should come into common usage as people are more likely to remember the name of a street than its number. At the beginning and end of each street, metal, wooden or cement boards should be affixed to the wall of the last building indicating the number and name of the street and the ward number; in the case of a slum or similar colony a board may be put up at the entry to the slum at a prominent place. These boards may be in the following form:

STREET NO. 1	TEMPLE STREET
WARD NO. 4	

Streets crossing each other: names of streets to be indicated for each bit.

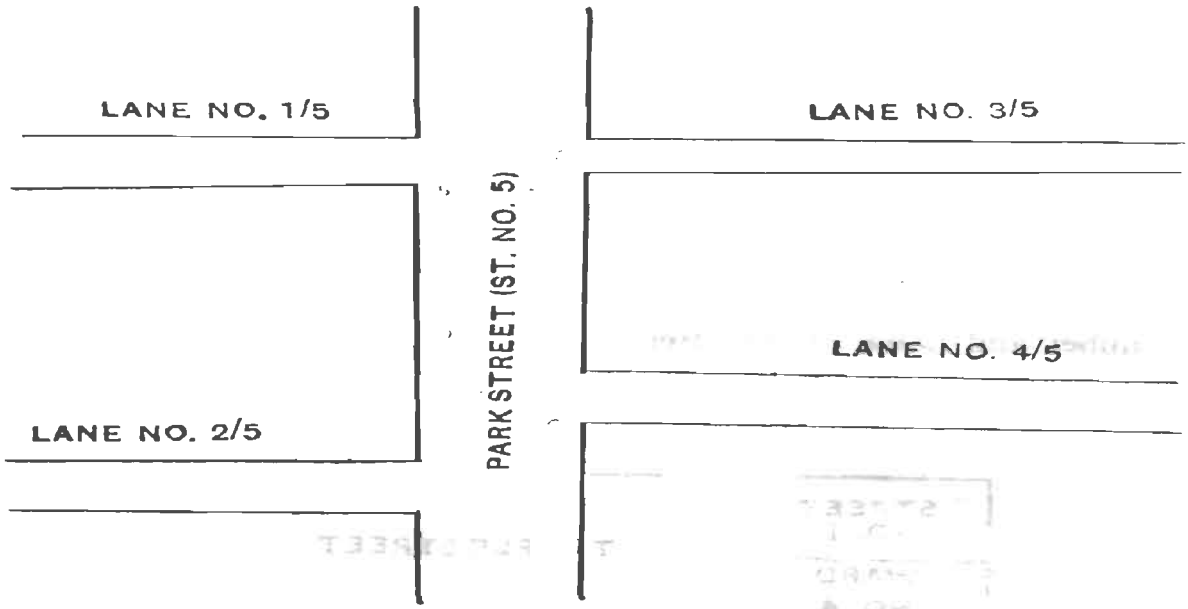
44. Where two streets cross each other within the same ward or locality and the house-number along the entire length of the street had been done by a single series, it is very important to indicate the number and name of the street at the beginning and end of each bit of the street as illustrated below:



The number and name of the temple street may be put on cement or wooden tablets at the points marked X. Similarly the number and name of the Market street may be given at the points marked Y.

Numbering of small lanes leading off from main streets.

45. Where there are small lanes branching off from the main roads or streets it is desirable to relate each lane to one particular main street and each lane allotted a sub-number to the main street number as indicated in the diagram below. The houses along each lane will be numbered by an independent series.



Where it may not be possible to relate the lanes to any particular streets it is best that all streets and lanes are numbered off in one continuous series for the entire ward or locality and the houses along each one of these streets numbered by independent series. It is important that the streets are numbered in a rational order so that their identification is easy.

Numbering of houses along streets and lanes.

46. As regards the numbering of the houses themselves along each street or lane, it is best to run the number in one continuous series on one side of the road and then cross over and then continue the series on the opposite side of the road till it ends up somewhere opposite to where you started off the numbering as illustrated in para 8. This system is better than the system of allotting even numbers on one side of the road and odd numbers on the other side of the road. Especially where there is heavy vehicular traffic on a road it is important that the house numbers do not keep cutting across the roads as would be the case if odd and even numbers are distributed on either side of the road. In some lanes where the traffic is likely to be mostly pedestrian, there is no objection to have the system of allotting even numbers on one side of the road and the odd numbers on the other side.

Period for house-numbering in urban areas.

47. Though it was decided that the house numbering for the ensuing Census may be taken up from April, 1960 onwards so that the house numbering may be as up-to-date as possible by the time the actual census enumeration starts which will be in February, 1961, it has been represented that certain Municipalities would prefer to take up the house numbering earlier. It is to be expected that the numbering in Municipal areas will be on a more permanent footing and therefore will be quite in tact by the time the census enumeration starts and it is to be expected that the Municipal authorities will ensure that the house numbering is brought up-to-date on the eve of the Census enumeration. Therefore, there is no objection to the authorities in charge of urban towns to take up the revision of house numbering wherever necessary immediately.

House numbering sketch.

48. As in the case of rural areas, it is very important that sketches should be got ready indicating the boundary of the town and the wards or blocks or constituencies or localities into which the town is sub-divided and has been adopted for house numbering and showing important topographical details. There should then be a detailed plan for each ward or locality indicating clearly the layout of all the streets and lanes, their numbers and exhibiting all import-

ant landmarks and physical features to make identification easy. It is not necessary that these plans should be to scale, but they should contain sufficient details to help identification. In Appendix III is given an illustrative notional sketch for a town and a ward of the town.

House numbering sketch the basis for Demarcation of census enumerators' jurisdictions.

49. House numbering plans may be got ready for each town immediately. Great care should be taken to see that all areas are properly accounted for so that, later, during the Census, not a single individual is left out of count. These sketches together with the houselists should also form the basis for fixing the jurisdictions of enumerators for the census. These plans should be got prepared not only in respect of places where any fresh numbering has to be done but also for the towns where the old system is proposed to be continued. Where such plans had already been prepared, they should be fully brought up-to-date.

House listing.

50. Along with the house numbering, the house listing will also be taken up in urban areas also. The forms of house list and the instructions for filling in houselists will be communicated shortly. Those who will be called upon to undertake the house numbering and house listing will have to be given intensive training before they start on their work.

Maintenance of house numbers.

51. It is important that the house numbers should be well maintained on a permanent basis both in rural and urban areas. New constructions should be assigned house-numbers immediately after they come into being. The numbers to be allotted should fit into the general system of house-numbering. The common citizen should learn the need for maintaining the house-number himself. This he will do if the house-number is used for all official as well as non-official private purposes.

ANNUAL VERIFICATION.

Certificates.

52. Annually the house numbering shall be verified, brought up-to-date and certificates furnished in the following form. The dates on which these certificates should be furnished and the authorities who should furnish them are indicated below:

Verification of house-numbering for each financial year to be completed by the end of June each year.

53. After the close of the each financial year, i.e., after the 31st March, the Village Karnams or Patwaris in respect of villages and minor Panchayats, and the Executive Officers in respect of Major Panchayats and the Municipal Commissioner or one of his subordinates to be earmarked by the Commissioner in respect of municipalities should after verification certify, in the following form, that the house numbers have been maintained. (Obliterated or faint numbers should be restored and new buildings numbered and any omissions supplied). The verification of house numbering should be completed before the end of June every year and should cover all buildings, both residential and non-residential.

House numbers — Maintenance — Annual verification — Certificate for the year ending 31st March.....

Taluk.

Census No. and Name of Village, Panchayat or Municipality.

Name and No. of the Ward, Block or Locality.	Total No. of buildings at the beginning of the financial year.		Total No. of buildings added during the year.		Total No. of buildings, etc., which were allotted numbers but which have since ceased to exist.		Total No. of buildings at the end of financial year.		Remarks.
	Residential.	Non-residential.	Residential.	Non-residential.	Residential.	Non-residential.	Residential.	Non-residential.	
1	2	3	4	5	6	7	8	9	10

Note : In the last column, specify the new house numbers added during the year separately under 'residential' and 'non-residential', and also any other explanatory remarks considered necessary. "Certified that the house numbers have been marked and maintained correctly in all cases and that the rough plan has been duly maintained in accordance with the instructions issued."

Correctness of certificates to be verified.

54. The certificate referred to above should be prepared in duplicate and one copy retained with the Village Karnam or Patwari or in the office of the local authority as the case may be and other sent to the Taluk Office. The correctness of the certificate should be checked by the Revenue Inspectors or Deputy Tahsildars or Tahsildars in respect of villages and minor Panchayats during the course of their tours. In the case of others, the local authorities concerned will check up the correctness of the certificate.

Plans to be corrected with reference to the certificates.

55. With reference to the changes specified in these annual certificates, both the copies of the plans should be duly amended.

Latest Certificate to be filed with house number plan.

56. For each unit, only the latest certificate need be stitched or filed to the plan, and the earlier certificate may be destroyed.

Collectors to obtain certificates of verification by 10th July and report to Government. Hyderabad and Secunderabad Corporation Commissioners to send reports to Government direct.

57. In respect of all areas in the muffasil the Collectors should obtain by the 10th July of every year completion reports of verification from the Tahsildars. The Collectors should check up whether all the reports have been received by them and then send a consolidated report to Government by 15th August to the effect that they have received verification reports in respect of all the areas in their districts and that they have been filed in their respective offices. In the case of Hyderabad and Secunderabad Municipal Corporations, the Commissioners concerned should send the verification certificates direct to Government.

Closest attention to be given to house numbering.

58. It is hoped that all the authorities concerned will give their closest attention to the house numbering which is of basic importance not only for the Census but also for all other purposes, official as well as non-official, requiring the location of a citizen or the location of a house.

Yours faithfully,
A. CHANDRA SEKHAR,
Superintendent of Census Operations.

Copy to all Revenue Divisional Officers.

,, all Tahsildars (with six spare copies for distribution to Revenue Inspectors or Girdwars).

,, the Commissioners of Hyderabad and Secunderabad Municipal Corporations **through** Mayors concerned (with six spare copies for distribution to Revenue Inspectors or Girdwars).

,, the Commissioners of all Municipalities **through** Chairmen in the Andhra area (with three spare copies for distribution to Revenue Inspectors or Girdwars).

,, the Executive Officers of all City Municipalities **through** Presidents (with three spare copies for distribution to Revenue Inspectors or Girdwars).

,, the Executive Officers of all Town Municipalities **through** Presidents.

,, all Block Development Officers.

,, all District Panchayat Officers in Telangana area.

,, all District Panchayat Officers in Andhra area (with 20 spare copies for distribution to Executive Officers of Major Panchayats).

,, the Inspector-General of Local Administration, Andhra Pradesh, Hyderabad.

,, Chairmen of all Zilla Parishads.

,, the Administrative Officer, Visakhapatnam Port.

,, the State Port Officer, Kakinada.

,, the Secretary, Board of Revenue, Andhra Pradesh, Hyderabad.

,, the Operative Director, Singareni Collieries, Hyderabad.

,, the Managing Director, Hindusthan Ship Yard, Visakhapatnam.

,, the Administrative Commandant, Station Headquarters, Secunderabad, Bolarum (2 copies).

,, the Group Captain Commanding, Air Force Station, Begumpet, Hyderabad (2 copies).

,, the Naval Officer-in-charge, Visakhapatnam.

,, the General Managers of Southern Railway, Central Railway and South-Eastern Railway.

,, the Divisional Transportation Superintendent, Central Railway, Secunderabad.

,, the Divisional Superintendent, Southern Railway, Vijayawada.

,, the District Traffic Superintendent, South-Eastern Railway, Waltair.

,, the District Traffic Superintendent, Southern Railway, Guntakal.

,, the Chief Secretary to Govt. of Andhra Pradesh, Hyderabad (with C.L.)

,, the Special Secretary to Government of Andhra Pradesh, Public Works Department, Hyderabad (with C.L.)

,, all Secretaries to Government of Andhra Pradesh, Hyderabad (with C.L.)

,, the Chief Electoral Officer, Government of Andhra Pradesh, Hyderabad (with C.L.)

,, the Members of Board of Revenue, Andhra Pradesh, Hyderabad (with C.L.)

,, the Secretary to Governor of Andhra Pradesh, Hyderabad (with C.L.)

,, the Superintendents of Census Operations of other States (with C.L.)

,, the Registrar-General, India, Government of India, Ministry of Home Affairs, No. 2, Kottah House Annexe, Mansingh Road, New Delhi-2 (with C.L.)

CITIZEN PRESS, SECUNDERABAD.

APPENDIX I

HOUSE NUMBERING PLAN
(FOR RURAL AREA)

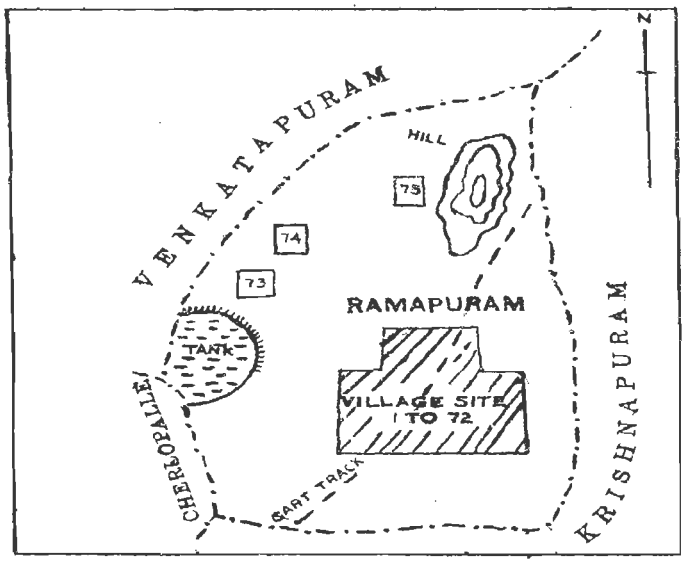
Name & No. of the District NIZAMABAD 12

Name & No. of the Taluk NIZAMABAD 1

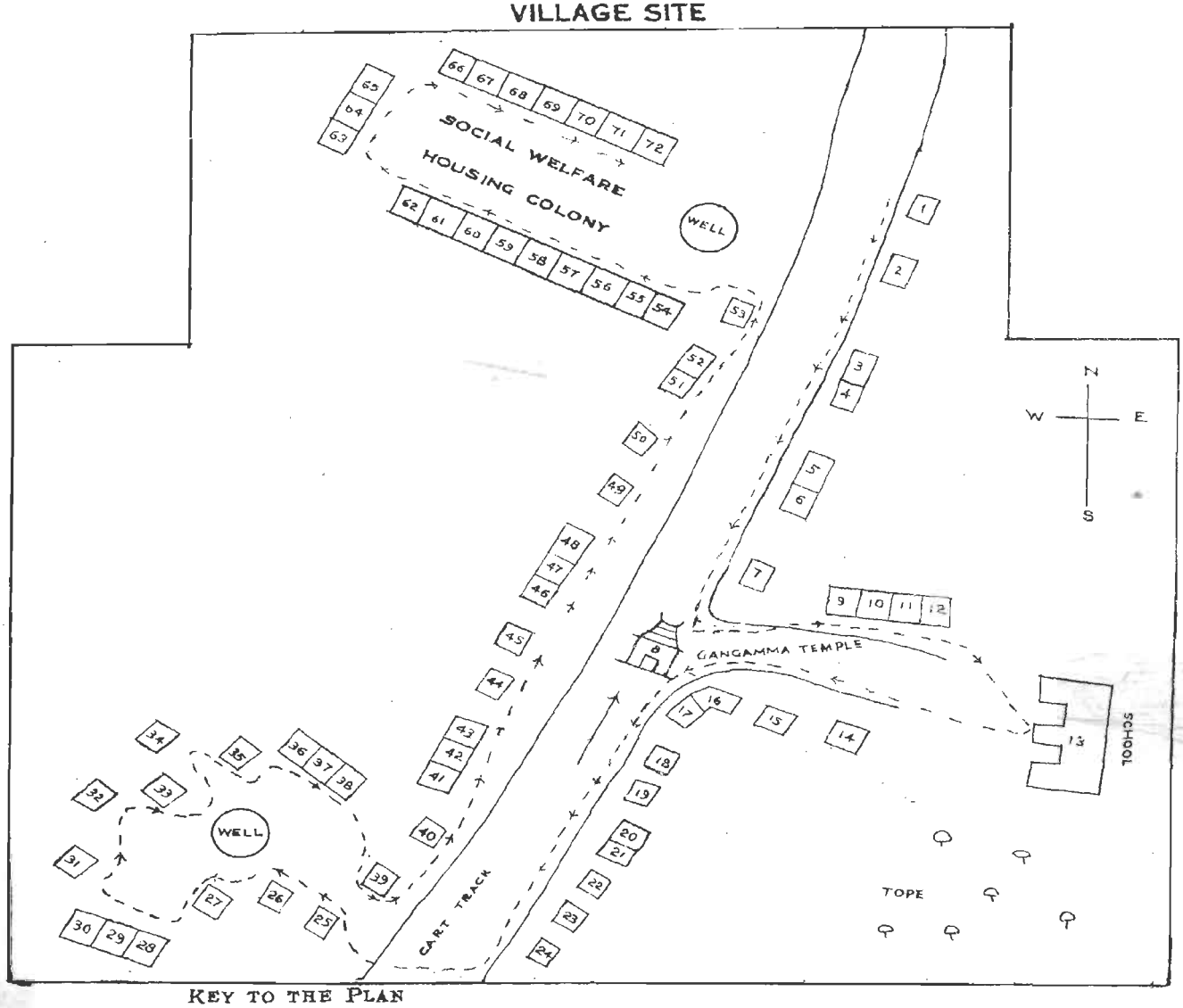
Name & No. of the Village RAMAPURAM 30

(Note :— The Names & numbers given are Notional.)

VILLAGE PLAN



VILLAGE SITE



KEY TO THE PLAN

SERIAL NOS OF THE HOUSES IN THE VILLAGE		TOTAL NO. OF HOUSES IN THE VILLAGE
RESIDENTIAL	NON-RESIDENTIAL	
1 to 7, 9 to 12, 14 to 75	8 and 13	75

Signature . . . . . .

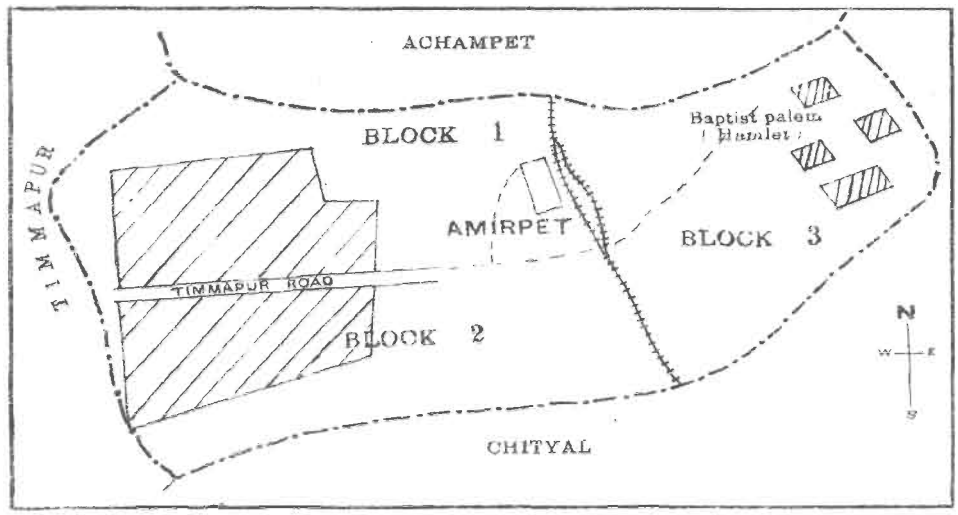
Date . . . . . KARNAM OR PATWARI

APPENDIX II

HOUSE NUMBERING PLAN (FOR RURAL AREA)

NAME & NO. OF THE DISTRICT. NIZAMABAD 12
NAME & NO. OF THE TALUK NIZAMABAD 1
NAME & NO. OF THE VILLAGE AMIRPET 35
(NOTE :- THE NAMES & NUMBERS GIVEN ARE NOTIONAL.)

VILLAGE PLAN



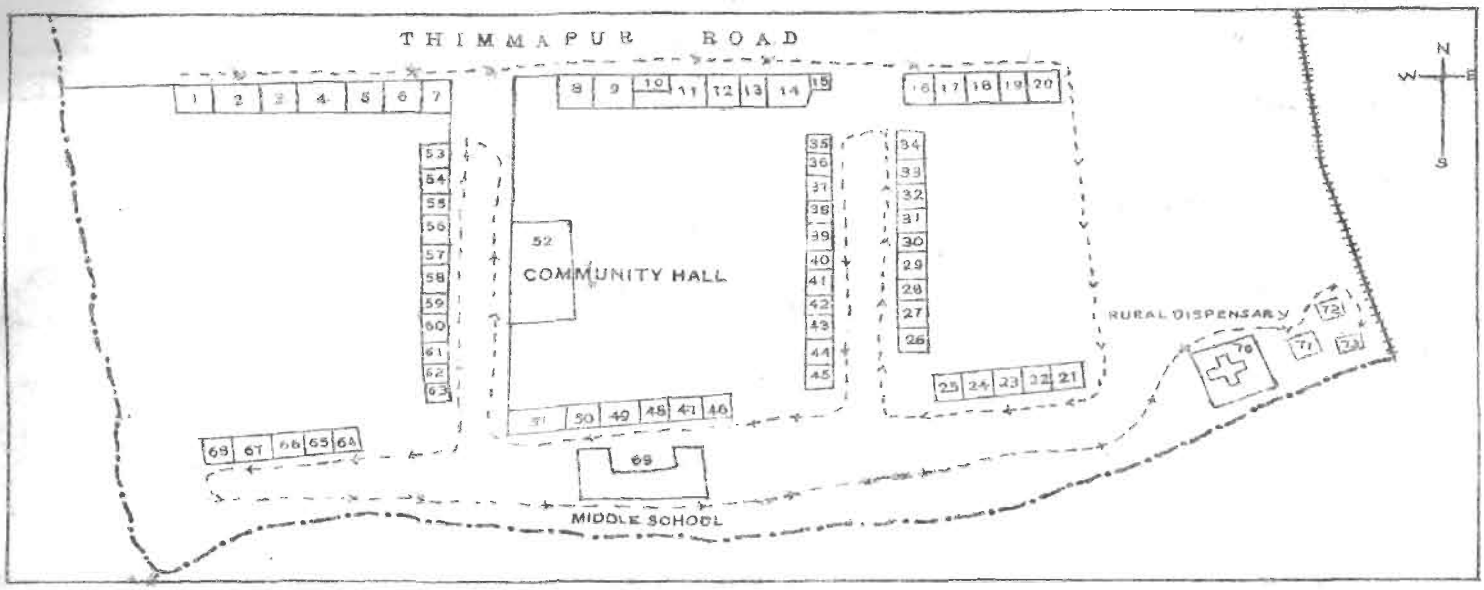
BLOCK 1



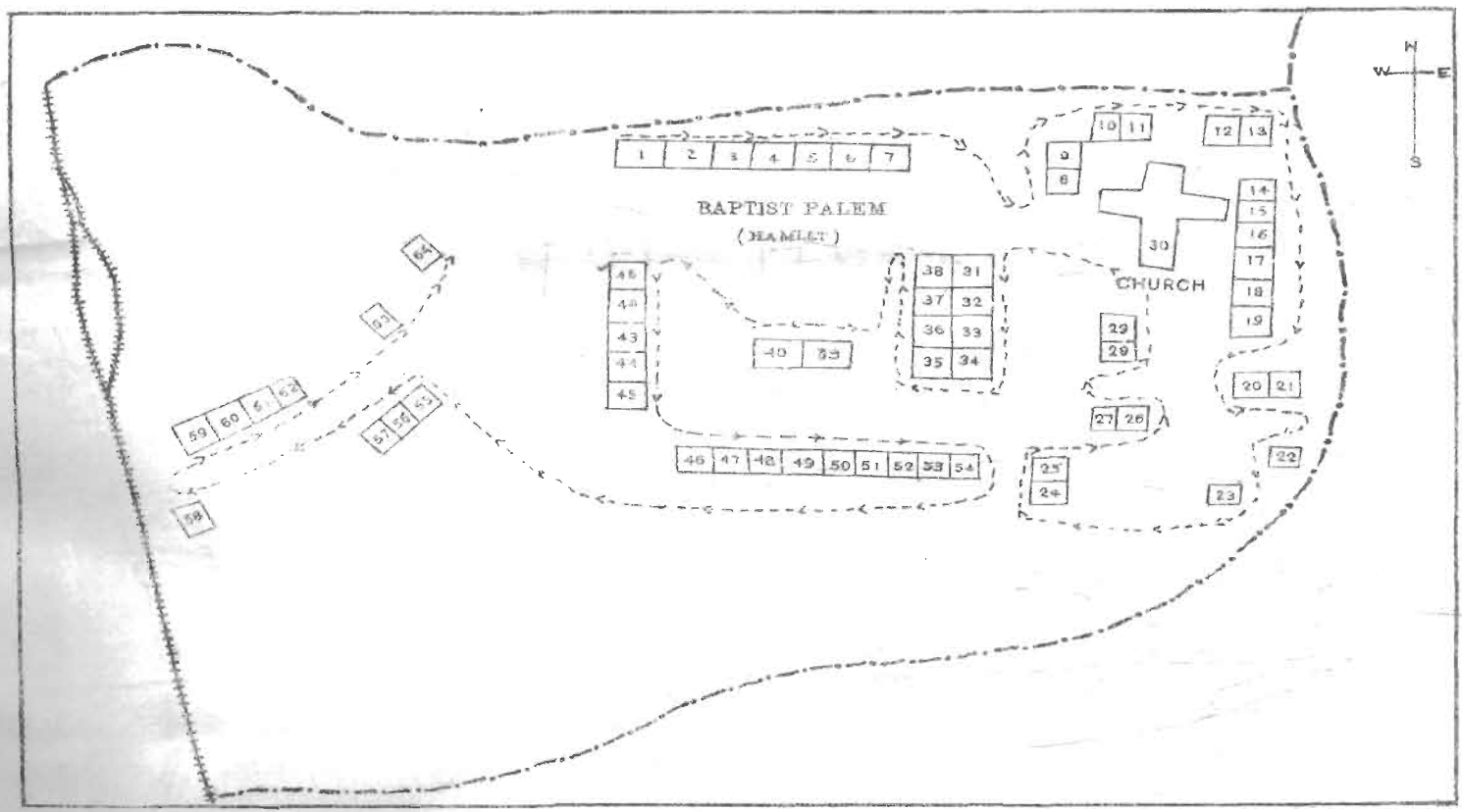
Signature - - -

APPENDIX II – CONTD:

BLOCK 2



BLOCK 3



KEY TO THE PLAN

BLOCK NOS.	SERIAL NOS OF THE HOUSES IN THE BLOCK		TOTAL NO OF HOUSES IN THE BLOCK
	RESIDENTIAL	NON-RESIDENTIAL	
1	3 TO 13, 15 TO 92, 95, 96, 99 TO 105	1, 2, 14, 93 94 AND 97	105
2	1 TO 51, 53 TO 68 AND 71 TO 73	52, 69, 70	73
3	1 TO 29 AND 31 TO 64	30	64
TOTAL	232	10	242

Signature . . . . . KARNAM

OR

Date . . . . . PATWARI

APPENDIX III

HOUSE NUMBERING PLAN

(FOR URBAN AREA)

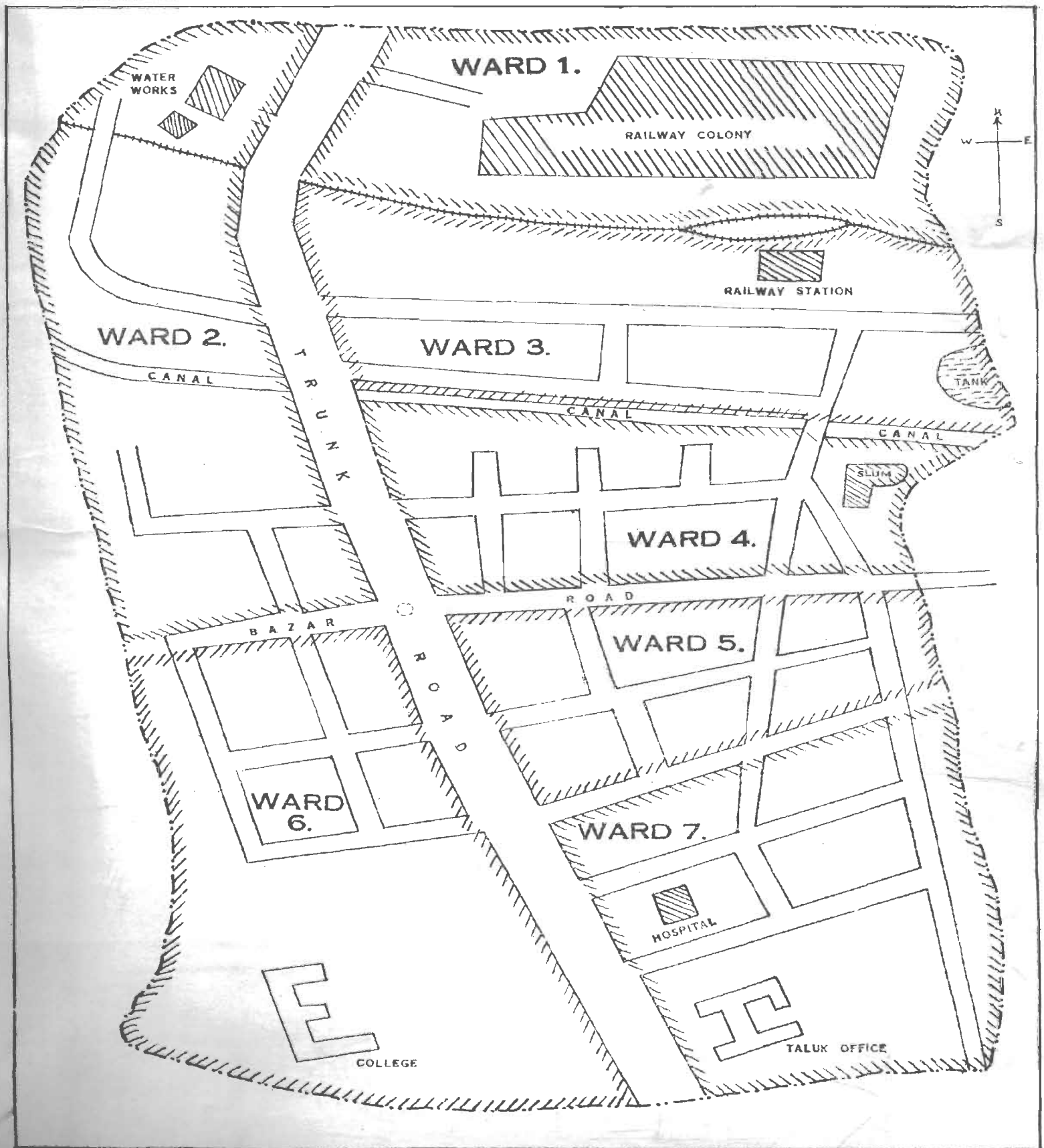
(NOTE:— THE NAME AND NUMBERS GIVEN ARE NOTIONAL)

NAME & NO. OF THE DISTRICT:— KRISHNA 4

NAME & NO. OF THE TALUK:— GOPALAPURAM 8

NAME & NO. OF THE TOWN:— GOPALAPURAM MUNICIPALITY V

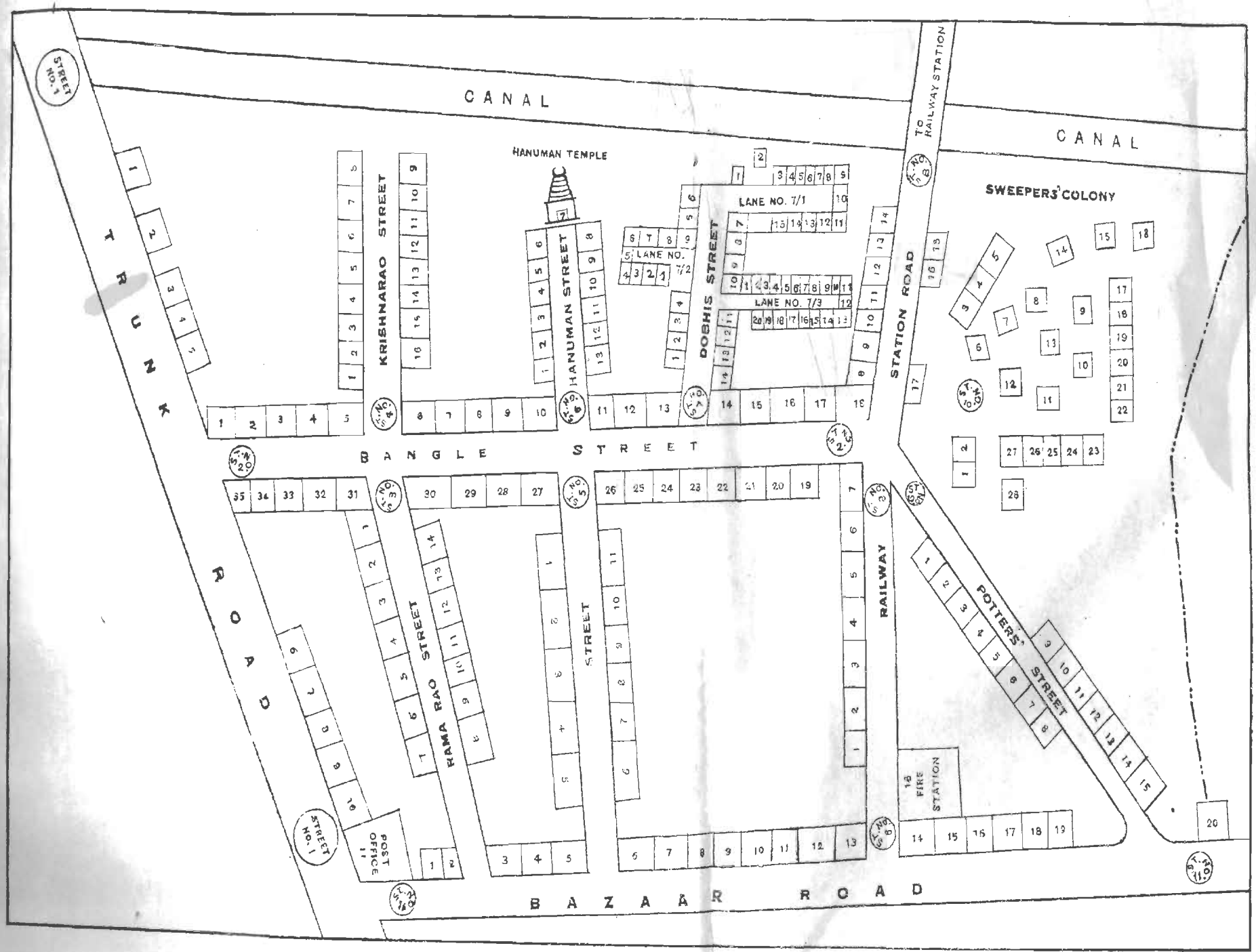
ROUGH LAY-OUT PLAN OF GOPALAPURAM MUNICIPALITY



APPENDIX III CONTD.

HOUSE NUMBERING PLAN

GOPALAPURAM MUNICIPALITY—WARD NO. 4



APPENDIX III CONTD.

KEY TO THE PLAN

NAME IF ANY AND NO. OF THE WARD OR LOCALITY	NAME OF STREET OR LANE IN THE WARD OR LOCALITY	NUMBER	SERIAL NO'S. OF THE HOUSES IN EACH STREET OR LANE		TOTAL NUMBER OF HOUSES IN THE STREET
			RESIDENTIAL	NON-RESIDERTIAL	
WARD NO. 4	TRUNK ROAD	1	1 TO 10	11	11
"	BANGLE STREET	2	1 TO 35	NIL	35
"	RAMARAO STREET	3	1 TO 14	"	14
"	KRISHNARAO STREET	4	1 TO 16	"	16
"	GOPAL STREET	5	1 TO 11	"	11
"	HANUMAN STREET	6	1 TO 6, 8 TO 13	7	13
"	DOBHIS STREET	7	1 TO 14	NIL	14
"	LANE	7/1	1 TO 15	"	15
"	LANE	7/2	1 TO 9	"	9
"	LANE	7/3	1 TO 20	"	20
"	RAILWAY STATION ROAD	8	1 TO 17	18	18
"	POTTERS STREET	9	1 TO 15	NIL	15
"	SWEEPERS COLONY	10	1 TO 28	"	28
"	BAZAAR ROAD	11	1 TO 20	"	20
	TOTAL		236	3	239

CIRCULAR No.2(a) CENSUS--IMMEDIATE

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

Office of the Superintendent of Census Operations,
Andhra Pradesh.

HYDERABAD-4, dated 10th February, 1960.

From

Shri A.CHANDRA SEKHAR, I.A.S.,
Superintendent of Census Operations,
Andhra Pradesh.

To

ALL COLLECTORS.

Sir,

SUB: CENSUS, 1961 - House-numbering - Preparation of House-numbering Plans - Circular No.2, dated the 26th December, 1959 - Supplemental instructions.

REF: Paragraph 2 of letter No.Roc.A9.2905/59, dated the 6th February, 1960 from Collector of Chittoor.

For the existing sub-paragraph under paragraph 12 of Circular No.2, dated the 26th December, 1959 regarding house-numbering plans for bigger villages, the following may be substituted:

"Three sets of these plans shall be prepared, one to be retained by the Village Karnam or Patwari or by the Executive Officer in case of Major Panchayat and another in the taluk

p.t.o.

office and the third for the Census Office."

2. The following may be added as a sub-paragraph under paragraph 48 of Circular No.2, dated the 26th December, 1959 regarding house-numbering sketches for urban areas:

"Three sets of sketches of the town and the wards or blocks or constituencies or local-ities together with the Detailed Plans for each Ward or locality indicating clearly the lay-out of all the streets and lanes and their numbers etc. shall be prepared, one set to be retained by the Commissioner of the Municipality concerned and another in the taluk office and the third copy for the Census Office."

Yours faithfully,

JN Mohanrao Patwardhan

for SUPERINTENDENT OF CENSUS OPERATIONS,
ANDHRA PRADESH.

Copy to all Revenue Divisional Officers.
Copy to all Tahsildars.
Copy to all others concerned.

SWAMI feb.11

PV

CENSUS CIRCULAR NO. 2 (b). CENSUS: IMMEDIATE.

Government of India
Ministry of Home Affairs
Office of the Superintendent of Census Operations, Andhra Pradesh.

...

From
Sri A.Chandra Sekhar, I.A.S.,
Superintendent of Census Operations.

To
All Collectors.

Hyderabad, dated the 14th March, 1960.

Sir,

Sub:-- CENSUS, 1961 - Housenumbering- blocks.

..

In the Instruction Classes held by the Deputy Superintendent of Census Operations and myself we had suggested that for Housenumbering purposes separate blocks should be created for each hamlet of a village to suit administrative and other purposes. But it was brought to my notice that in tribal areas and in some districts like Anantapur and Chittoor some villages have as many as 50 hamlets and some of the hamlets are so small that there is hardly more than a temporary hut constituting it. It has been considered that creation of a separate block for such very small unit is too difficult a task to be taken up with attendant advantages. It is therefore found necessary to issue the following.

"While it will undoubtedly be ideal if each hamlet is treated as a distinct house numbering block and the houses within each hamlet numbered separately, in practice it is found difficult to treat every

p.t.o,

small hamlet which may not be after all permanent or as independent unit and formed into a separate block. For the present it will serve the purpose if only the more permanent hamlets of atleast 10 houses are recognised as separate units and made into separate blocks. Hamlets with lesser number of houses than 10 may be clubbed with the nearest hamlet or bigger hamlet or main village for the purpose of house-numbering blocks. Where more than one small hamlet are thus combined to form a housenumbering block, it will be necessary to note the names of all the hamlets constituting the housenumbering block.

The above instructions shall be followed in respect of small hamlets with less than 10 houses.

Yours faithfully,
Sd/- A. Chandra Sekhar,
Superintendent of Census Operations,

Copy to all Revenue Divisional Officers.
Copy to all Tahsildars.
Copy to all others concerned.

// true copy //

Manager

CIRCULAR No. 2(c) CENSUS IMMEDIATE

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
...
Office of the Superintendent of Census
Operations, Andhra Pradesh.
...

From

Sri A. Chandra Sekhar, I.A.S.,
Superintendent of Census Operations.

To

ALL COLLECTORS.

Hyderabad, dated 18th March, 1960.

Sir,

Sub: Census 1961 - House-numbering - Preparation of House-numbering Plans.

...

In my Circular No.2, dated 26-12-1959, instructions have been issued that the village Karanam or Patwari should prepare the house-numbering plan. It has since been represented to me that in some places the Village Headman or the Patel is more suitable for this purpose than the Village Karanam or Patwari. There is no objection to have the work done either by the Village Karanam or Patwari or the

p.t.o.

To be substituted for Census Circular No.2(d) dated 19th March 1960.

CENSUS IMMEDIATE CIRCULAR No. 2(d)

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
...
Office of the Superintendent of Census Operations, Andhra Pradesh
...

From

Sri A.Chandra Sekhar, I.A.S.,
Superintendent of Census Operations.

To

All Collectors in Telengana Area only.

Hyderabad-4, dated the 19th March 1960.

Sir,

Sub: Census 1961 - House-numbering giving of a sub-number to a new construction - Instructions.

...

At the instruction class held by me at Karimnagar on 18-2-1960 a few of the local officers represented that the Village Officers in several places in Telengana area cannot write English alphabets. Therefore, they suggested that wherever a sub-number has got to be given for a new construction by the addition of an English alphabet as suggested in paragraph 6 of Census Circular No.2 on House-numbering, the House-numbering staff who may not have knowledge of English alphabet may be permitted to use the Telugu alphabet. Their suggestion is accepting and the following instructions are issued:-

2. If three new constructions have to be denoted between two old existing houses with Nos.4 and 5 as per instruction in para 6 of Circular No.2, it has to be given as the number 4A, 4B, 4C.

p.t.o.

52

3. In such a case, the Telugu or Hindi equivalent of such a house number may be as follows:-

4 ఎ 4 బి 4 సి Telugu; 4 अ 4 आ 4 इ Hindi

4. Please note that to denote a new construction, the alphabet in a local language, 'ఎ' or 'బి' or 'సి' is written without any brackets.

5. Next question is how should the Census household be denoted in local languages? Attention is invited to instructions for filling up col.11 of Houselist form (Refer to page 5 of the English pamphlet on "Instructions for filling up the Houselist). Let us say in Building 4 there are three households a, b, c. They will be noted as:--

4(a)	4(b)	4(c)	English
4(ఎ)	4(బి)	4(సి)	Telugu
4(अ)	4(आ)	4(इ)	Hindi

Please note that to denote a Census household the alphabet showing the sub-number is enclosed within brackets.

Yours faithfully,
Sd. A.CHANDRA SEKHAR,
Superintendent of Census Operations, A.P.

Copy to all other officers concerned in Telengana area only.

/true copy/ J.Nimodan Patnaik

BR27460

MANAGER

CIRCULAR No.2(e). CENSUS IMMEDIATE

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
...
Office of the Superintendent of Census Operations, Andhra Pradesh
...

From

Sri A. Chandra Sekhar, I.A.S.,
Superintendent of Census Operations.

To

ALL COLLECTORS.

Hyderabad-4, dated the 3rd May, 1960.

Sir,

Sub: Census, 1961 - Honorarium to House-numbering and Houselisting personnel.

...

In addition to the sum of Rs.1,500/- placed at the disposal of the Collectors for purchase of house-numbering material etc., in my letter No.1793/60-1, dated the 3rd May 1960 it has been decided to sanction remuneration to the village officers and other House-numbering staff who have completed house-numbering and house-listing satisfactorily, at the following rates:

For every person who completes satisfactorily house-numbering and house-listing of 50 houses or fraction thereof.	Re.1/- subject to a maximum of Rs.5/-

p.t.o.

Note: Any person will be paid a remuneration at the above rates subject to a maximum of Rs.5/- per person i.e., any person who completes the work satisfactorily in respect of 250 houses and above will be paid a remuneration of Rs.5/- only.

I request that the Collectors and the other officers concerned may kindly use their discretions in sanctioning the remuneration to persons who have satisfactorily completed their work,

The expenditure should be debited to the Central Head of Account "47.Miscellaneous Departments - Statistics - Census - B.Enumeration - B.3. Honorarium to Enumerators."

Yours faithfully,
Sd. A. CHANDRA SEKHAR,
Superintendent of Census Operations,
Andhra Pradesh.

Copy to all Tahsildars.
Copy to all Independent Deputy Tahsildars.
Copy to all Revenue Divisional Officers.

//true copy//

K. Vinod Kumar Patnaik
MANAGER.

BR5560

CIRCULAR NO. 3 **CENSUS—IMMEDIATE.**

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS,

Office of the Superintendent of Census Operations,
Andhra Pradesh.

Hyderabad,
Dated the 20th January, 1960.

From :
Sri A. CHANDRA SEKHAR, I.A.S.,
Superintendent of Census Operations,
Andhra Pradesh.

To :
ALL COLLECTORS.

Sir,

CENSUS 1961 — HOUSE-LISTING

House-listing.

I have already touched upon the question of house-listing briefly in paragraphs 22 to 24 of Census Circular No. 2. As explained therein, along with the marking of house numbers which will be in April/May 1960 you will have to undertake the house-listing also through the agency of village officers in rural areas, Executive Officers and their staff in the Major Panchayat areas and the Municipal staff in the Municipal towns. A couple of forms of the House-list, one in English and another in Telugu, and a copy of the instructions for filling the house-list are enclosed. The form and the instructions are adequately explanatory and ordinarily the house-numbering staff should find no difficulty in filling up the house-list form accurately. However, to be of guidance, the sample forms are filled in for a typical cases.

The uses of the houselist.

2. These house-lists will help us to have a complete record of all buildings, Census houses and Census house-holds. The house-list records the purpose for which each Census house is used. It also gives us an idea of the number of Census houses used as workshops and establishments engaged in productive process, the articles produced and the type of power used where machinery is employed. To meet the requirements of the National Buildings Organisation, useful information about the material of which the Census houses are constructed, the number of rooms in the occupation of each house-hold and whether the house-holds live in own or rented houses is collected. Lastly, house-list also gives us a preliminary idea of the approximate population as it exists at the time of house-listing, that is, a few months in advance of our actual Census enumeration. This is a very useful record and will help the Charge Superintendents to allocate the jurisdictions of the Census enumerators with facility so that each enumerator may be able to cover a population of about 750 in rural areas and 600 in urban areas. It is, therefore, necessary that the house-list should be filled with some care. It will be necessary for the house-numbering staff who will be required to fill the house-lists to be given proper training in filling up the house-list form.

Training of house-listing staff

3. Myself and the Deputy Superintendent of Census Operations will be soon covering the districts and addressing instruction classes. These instruction classes will be attended mainly by the District Census Officer (Collector), the Deputy District Census Officer (Personal Assistant to the Collector), Sub-Divisional Census

Officers (Sub-Collectors and Revenue Divisional Officers), Charge Superintendents (Commissioners of Municipalities and Tahsildars), and the Executive Officers of Panchayats. Thereafter it is the responsibility of the Charge Superintendents (Tahsildars and Municipal Commissioners) concerned to train up the village officers or the other staff under them who will be put on the job of house-numbering and house-listing. The Village Officers will have to attend to the house-numbering and house-listing in their villages as well as the Panchayats which do not have Executive Officers. In respect of Panchayats having Executive Officers, the house-numbering will be done by the Executive Officer concerned with the help of the staff under him. The Village Officers of the village or villages constituting the Panchayat should also render all assistance. The work of house-numbering and house-listing in the rural areas including the Major Panchayat areas shall be supervised by the firka Revenue Inspectors and the Tahsildars. In the Municipal areas the responsibility for proper house-numbering and house-listing will be that of the Commissioner of the Municipality. He will have to conveniently allocate the areas to his subordinates for house-numbering and house-listing. The Sub-Collectors and the Revenue Divisional Officers will be responsible to see that the house-numbering and house-listing of all places, rural as well as urban, within their jurisdiction are properly done.

The house-numbering and house-listing staff may be required to attend at least two instruction classes that may be held by the Tahsildar in respect of rural areas including the Panchayat areas and by the Municipal Commissioners concerned in respect of the Municipal town areas. The programme of addressing the training classes by myself and the Deputy Superintendent of Census Operations is likely to be completed by the end of February 1960. The Tahsildars and Municipal Commissioners may take up the training classes for the staff under them immediately thereafter and complete their programme before the end of March. The staff will then take up the house-numbering and house-listing in the months of April/May 1960. The training programme as well as the actual house-numbering and house-listing shall be closely supervised by the Sub-Collectors and the Revenue Divisional Officers within their jurisdictions. The operations in the entire district will of course be directed by the Collector and the Personal Assistant.

House-listing to be prepared in duplicate.

4. The house-list will have to be prepared in duplicate. One copy of the houselist will be kept with the village karnam or the Panchayat Office or the Municipal Office and another copy will be sent to the Tahsildar concerned. These house-lists will be stitched with the house-numbering plans of the concerned unit. The copy of the houselist which should be in the Taluk office will be made available to the Census Tabulation Office at a later date whenever required for the purpose of tabulation of information and it will be deposited back in the Taluk office after the tabulation office completes the work.

The unit for which the house-list is to be prepared.

5. In respect of small villages which are not divided into blocks a common house-list can be prepared for all the houses in the village and an abstract struck in the form prescribed. For the bigger villages, which would have been divided into blocks, the house-list may be prepared for each block and the abstract struck for each block. The house-lists of all the blocks will then be stitched together along with the village house-numbering plan. In respect of urban areas which would almost invariably be made up of a number of wards, localities or blocks, the house-listing may be prepared for each one of these units and an abstract struck. These sets of house-lists will then be stitched together for the entire town along with the house-numbering plan of the town. In respect of those towns where the locality-street-house-numbering system is in vogue and the house-numbering is done by a separate series

for each street it is desirable that a separate house-list is prepared for each street. Then the house-list of all the streets which constitute the locality or ward can be stitched together and an abstract struck for the entire ward.

6. These house-lists supplemented by the house-numbering plan will form the basis for the demarcation of Census enumerators' blocks later in such a way that each block comprises about 120 house-holds in urban areas and 150 households in rural areas. While issuing the appointment orders of the enumerators later it will be necessary to furnish him with the list of house numbers that will form the block which he will be expected to cover. Relevant extracts from the house-list pertaining to the enumerator's block such as the building number, Census household number, etc., will be furnished to the enumerator to enable him to identify the area that he has to cover. It will of course be unnecessary or even undesirable to furnish the approximate number of persons from the house-listing to the enumerator. This subject will be covered in greater detail in a subsequent circular about the appointment of enumerators and supervisors. It will be sufficient to stress here that the house-listing is of great importance and its filling in should be attended to with great care.

The receipt of this Circular may please be acknowledged.

Yours faithfully,
A. CHANDRA SEKHAR,
Superintendent of Census Operations.

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Copy to all Revenue Divisional Officers.

,, all Tahsildars including independent Deputy Tahsildars in charge of Taluks and Sub-taluks. (with six spare copies for distribution to Revenue Inspectors or Girdwars).

,, the Commissioners of Hyderabad and Secunderabad Municipal Corporations **through** Mayors concerned. (with six spare copies for distribution to Revenue Inspectors or Girdwars).

,, the Commissioners of all Municipalities **through** Chairmen in the Andhra area. (with three spare copies for distribution to Revenue Inspectors or Girdwars).

,, the Executive Officers of all City Municipalities **through** Presidents. (with three spare copies for distribution to Revenue Inspectors or Girdwars).

,, the Executive Officers of all Town Municipalities **through** Presidents.

,, all Block Development Officers.

,, all District Panchayat Officers in Telangana area.

,, all District Panchayat Officers in Andhra area (with 20 spare copies for distribution to Executive Officers of Major Panchayats).

,, The Secretaries of all Zilla Parishads.

,, The Inspector-General of Local Administration, Andhra Pradesh, Hyderabad.

,, the Administrative Officer, Visakhapatnam Port.

,, the State Port Officer, Kakinada.

,, the Secretary, Board of Revenue, Andhra Pradesh, Hyderabad.

,, the Operative Director, Singareni Collieries, Hyderabad.

,, the Managing Director, Hindusthan Ship Yard, Visakhapatnam.

,, the Administrative Commandant, Station Headquarters, Secunderabad, Bolaram (2 copies).

,, the Group Captain Commanding, Air Force Station, Begumpet, Hyderabad (2 copies).

,, the Naval Officer-in-charge, Visakhapatnam.

,, the General Managers of Southern Railway, Central Railway and South-Eastern Railway.

,, the Divisional Transportation Superintendent, Central Railway, Secunderabad.

,, the Divisional Superintendent, Southern Railway, Vijayawada.

,, the District Traffic Superintendent, South-Eastern Railway, Waltair.

,, the District Traffic Superintendent, Southern Railway, Guntakal.

,, the Chief Secretary to Government of Andhra Pradesh, Hyderabad (with C. L.).

,, the Special Secretary to Government of Andhra Pradesh, Public Works Department, Hyderabad (C.L.).

,, all Secretaries to Government of Andhra Pradesh, Hyderabad (with C.L.).

,, the Chief Electoral Officer, Government of Andhra Pradesh, Hyderabad (with C. L.).

,, the Members of Board of Revenue, Andhra Pradesh, Hyderabad (with C.L.).

,, the Secretary to Governor of Andhra Pradesh, Hyderabad (with C.L.).

,, the Superintendents of Census Operations of other States (with C.L.).

,, the Registrar-General, India, Government of India, Ministry of Home Affairs, No. 2, Kottah House Annexe, Mansingh Road, New Delhi-12 (with C.L.).

CITIZEN PRESS, SECUNDERABAD.

A sample form duly filled in for a few typical cases that one is likely to come across, as detailed below, is enclosed for guidance.

---

1. Building bearing number 2-1 is a single Census house and one household lives in it. The household belongs to a scheduled caste.

2. Building No. 2-2 consists of two parts with independent accesses thus constituting two Census houses. One Census house is occupied by a household and in the other a gold-smith's shop is located.

3. Building No. 2-3 is used as a shop-cum-dwelling.

4. Building No. 2-4 is a big Rice Mill within the compound of which is a watchman's quarters.

5. Building No. 2-5 is a shop.

6. Building No. 2-6 is a vacant building at present.

7. Building No. 2-7 is a Bhajan Mandir.

8. Building No. 2-9 has within a compound two independent structures occupied by a single owner. One of the structures is used as a dwelling and another as a cattle shed.

9. Building No. 2-10 consists of two parts with independent accesses. In one part two households live. Excepting the separate kitchens the two households commonly occupy most of the rooms. In the second Census house a tea stall is run.

CITIZEN PRESS, SECUNDERABAD.

Name of District.....(Code No.)

Name of Island/Taluk/Tehsil/Thana/Anchal/Town.....(Code No.)

Name of Village/Ward/Mohalla/(Enumerator's Block).....(Code No.)

CENSUS C

HO

Line No.	Building Number (Municipal or local authority or Census Number, if any)	Building Number (Column 2) with sub-numbers for each census house	Purpose for which census house used, *e.g.*, dwelling, shop, shop-cum-dwelling, business, factory, workshop, school or other instituion, jail, hostel, hotel etc.	If this census house is used as an establishment, workshop or factory			
				Name of establishment or proprietor	Name of product(s), repair or servicing undertaken	Average No. of persons employed daily last week (including proprietor, or household members, if working)	Kind of fuel or power if machinery is used
1	2	3	4	5	6	7	8
1	2-1	2-1	Dwelling	x	x	x	x
2	2-2	2-2(1)	Dwelling	x	x	x	x
3		2-2(2)	Work ~~Goldsmith's~~ shop	Ramachari	Gold & silver ornaments made	4	x
4	2-3	2-3	Shop-cum-dwelling	x	x	x	x
5							
6	2-4	2-4(1)	Factory ~~Rice mill~~	Vasudev Rice Mill	Rice Mill ~~Husking of paddy~~	20	Steam
7		2-4(2)	Dwelling	x	x	x	x
8	2-5	2-5	Shop	x	x	x	x
9	2-6	2-6	Vacant	x	x	x	x
10	2-7	2-7	Bhajan Mandir	x	x	x	x
11	2-8	2-8	Dispensary	x	x	x	x
12	2-9	2-9(1)	Dwelling	x	x	x	x
13		2-9(2)	Cattle shed	x	x	x	x
14	2-10	2-10(1)	Dwelling	x	x	x	x
15							
16		2-10(2)	Tea stall	x	x	x	x
7							
8							
9							
0							

Certified that the information is correct to the best of my knowledge.

Sigature of Enumerator _____

as an estabishment, workshop tory		Description of census house		Sub-number of each census household with census house number (Column 3)	Name of Head of Household	No. of rooms in census household	Does the household live in own or rented house? (a)Own(O), (b) Rented (R)	No. of persons residing in census household on day of visit			Remarks
	Average No. of persons employed daily last week (including proprietor, or household members, if working)	Kind of fuel or power if machinery is used	Material of wall	Material of roof					Males	Females	Total	
	7	8	9	10	11	12	13	14	15	16	17	18
	x	x	Mud-wall	Thatch	2-1	Ramayya	3	0	3	2	5	S. C.
	x	x	Burnt Brick wall	Mangalore tiles	2-2 (1)	Lakshmayya	4	0	5	3	8	
na-	4	x	"	"	x	x	x	x	x	x	x	
	x	x	Unburnt brick	Country tiles	2-3 (a)	Seethamma	3	0	1	1	2	
					2-3 (b)	Krishna Rao	3	R	3	3	6	
	20	Steam	Brick walls	Zinc sheets	x	x	x	x	x	x	x	
	x		Mud-wall	Zinc sheets	2-4 (2)	Pentayya	1	R	1	0	1	Watchman of the Rice Mill
	x	x	Bamboo mat	Thatch	x	x	x	x	x	x	x	Tulasamma's vegetable shop.
	x	x	Mud-wall	Thatch	x	x	x	x	x	x	x	Likely to be occupied soon.
	x	x	Brick	Madras terrace	x	x	x	x	x	x	x	
	x	x	Stone	R. C.	x	x	x	x	x	x	x	Dr. Rama Rao's dispensary.
	x	x	Stone	Mangalore tiles	2-9 (1)	Bade Sahib	8	0	8	6	14	
	x	x	Palmyrah trunks	Palmyrah leaves		Bade Sahib's cattle shed	x	x	x	x	x	
	x	x	Stone	Mud	2-10 (1a)	Jogi Reddy	5	R	4	2	6	
					2-10 (1b)	Papi Reddy		R	1	2	3	
	x	x	Stone	Mud	x	x	x	x	x	x	x	Raman Nair's Tea Stall.

భారతదేశ జనాభా గణన, 19

ఇండ్ల జాబితా

జిల్లా పేరు _____ (కోడ్ సెం. 1)

తాలూకా/తహశీలు పేరు సోంపేట తాలూకా (కోడ్ సెం. 10)

పట్టణం/గ్రామం పేరు రామాపురం (కోడ్ సెం. 45)

వార్డు/లోకాలిటీ/బ్లాకు/విధి అచారిగూడెం శివారు (కోడ్ సెం. 2)

క్ర.సం.	కట్టడపు నెంబరు (మునిసిపల్ లేక లోకల్ అథారిటీ లేక అనాథా గణన నెంబరు).	గణన గృహపు నెంబరు. [కట్టడపు నెంబరు (2 వ కాలం) మరియు ప్రతి గణన గృహపు ఉప సంఖ్య]	గణన గృహాన్ని దేనికి ఉపయోగిస్తున్నారు. ఉదా: నివాసం, దుకాణం, ఫ్యాక్టరీ, వ్యాపారం, ఫ్యాక్టరీ, సర్కుసిపు, బడి, లేక మరొక సంస్థ, జెయిలు, హాస్టలు, హోటలు, మొదలగునవి.	ఈ గృహ గృహాన్ని సంస్థ, సర్కుసిపు లేక ఫ్యాక్టరీగా ఉపయోగిస్తుంటే.				గణన గృహముకో	
				సంస్థ లేక ప్రాంగణము పేరు	ఉత్పత్తి చేయబడు వస్తువు(లు) పేరు, లేక రిపేరు, సర్వీసింగు యొక్క వివరణ.	గతవారం ప్రతిరోజు ఎన్ని పేసిన వ్యక్తుల పనిట వస్తు యంత్రములను ఉప్ప (ప్రాణయిటరు లేక కుటుంబ సభ్యుల వలెనో పెట్టిన యొడల వాటి కూడా గణించేది)	యంత్రములను ఉప యోగిస్తే వాటిని నడుపు శక్తి.	గోడ ఎట్టిది.	పై కప్పు ఎట్
1	2	3	4	5	6	7	8	9	10
1	2-1	2-1	నివాసం	x	x	x	x	మట్టిగోడ	గడ్డిలేక పా
2	2-2	2-2(1)	నివాసం	x	x	x	x	కాల్చిన ఇటుకలగోడ	మంగుళూరు పెంకులు
3		2-2(2)	సర్కుసిపు	రామాపురి	చెండీ, బంగారుపూలు తయారు చేయుట	4	x	,,	,,
4	2-3	2-3	దుకాణం మరియు నివాసం	x	x	x	x	కాల్చని ఇటుక	గ్రామ పెంకు
5									
6	2-4	2-4(1)	హోటల్	వానుదేవ రైసుమిల్స్	రైసు మిల్స్	20	ఆవిరి	ఇటుక గోడలు	బేంకు పెంకు
7		2-4(2)	నివాసం	x	x	x	x	మట్టిగోడ	బేంకు పెంకులు
8	2-5	2-5	దుకాణం	x	x	x	x	వెదురు	గడ్డిలేక పూరి
9	2-6	2-6	బావి	x	x	x	x	మట్టిగోడ	,,
10	2-7	2-7	రజక మందిరము	x	x	x	x	ఇటుక	రాయిపై
11	2-8	2-8	వైద్యశాల	x	x	x	x	రాయి	ఆర్. సి.
12	2-9	2-9(1)	నివాసం	x	x	x	x	రాయి	మంగుళూరు పెంకులు
13		2-9(2)	పశువుల శాల	x	x	x	x	రాటి దూలములు	రాటి ఆకులు
14	2-10	2-10(1)	నివాసం	x	x	x	x	రాయి	మట్టి
15									
16		2-10(2)	పి దుకాణం	x	x	x	x	రాయి	మట్టి
7									
8									
9									
0									

నాకు తెలిసినంతవరకు ఈ వివరాలు సరియైనవేయని ధృవీకరించుచున్నది. గణకుని సంతకము _____ తేది _____

భారతదేశ జనాభా గణన, 1961

ఇండ్ల పట్టిక

...ముఖ్యవిషయ లేక స్థిరనివాస ఏర్పాటుగురించి వివరాలు.			గ్రామ గృహములో		గృహ కుటుంబపు నెంబరు.	కుటుంబ పెద్ద పేరు.	గృహ కుటుంబపు సంఖ్యానుసారం సంఖ్య.	కుటుంబం పూర్తి భాగ్ని (i) గృహమా (ii) అద్దె ఇల్లా (ii).	నివసించుటకై గృహ కుటుంబంలో వున్న వ్యక్తుల సంఖ్య.			గమనిక (ఏమాత్రమైన).
...ము వ్యవసాయం(ఆ) పశువులు, పరిశ్రమలు వివరాలు.	గృహారంభ (ప్రతిపత్తి) సమయంలో నివసిస్తున్న వ్యక్తుల పేర్లు (ప్రతి కుటుంబ సభ్యులు వివరాలు పిల్లలను మరియు వారిని కూడా గణించాలి)	యోగ్యత్వము లేక యోగ్యత్వము లేని వాటి వివరము ఇవ్వాలి.	గోడ ఎట్టిది.	పై కప్పు ఎట్టిది.	[గృహ గృహాల సంఖ్య (3 వ కాలం) మరియు ఆ గృహములోని ఒక్కొక్క గృహ కుటుంబపు యొక్క సంఖ్య].				పురుషులు.	స్త్రీలు.	మొత్తం.	
6	7	8	9	10	11	12	13	14	15	16	17	18
	x	x	మట్టిగోడ	గడ్డిపోక పూరి	2-1	రామయ్య	3	ని	3	2	5	పై. కు.
	x	x	కర్రిని ఇటుకగోడ	మంగళూరు పెంకులు	2-2 (1)	లక్ష్మయ్య	4	ని	5	3	8	
...లు తయారు ...ము	4	x	,,	,,	x	x	x	x	x	x	x	
	x	x	కొబ్బరి ఇటుక	గ్రామ పెంకులు	2-3 (a)	సీతమ్మ	3	ని	1	1	2	
					2-3 (b)	క్రిష్ణారావు	3	ని	3	3	6	
...ము	20	ఆవరి	ఇటుక గోడలు	బంకు లేదు	x	x	x	x	x	x	x	
	x	x	మట్టిగోడ	బంకు లేదు	2-4 (2)	వెంకయ్య	1	ని	1	0	1	ప్రైవేటుగా ...ము చేసి
	x	x	పెరుకు	గడ్డిపోక పూరి	x	x	x	x	x	x	x	కుటుంబ్ కూడా కూలిపోయింది
	x	x	మట్టిగోడ	,,	x	x	x	x	x	x	x	ఇల్లంతా ...ము మీరబడివున్నది.
	x	x	ఇటుక	లామినేట్	x	x	x	x	x	x	x	
	x	x	రాయి	ఆర్. సి.	x	x	x	x	x	x	x	...ము రాయి ...ము
	x	x	రాయి	మంగళూరు పెంకులు	2-9 (1)	బజేపోలు	8	ని	8	6	14	
	x	x	టాటా దూలములు	టాటా ఆకులు		బజేపోలు సంయుక్తం	x	x	x	x	x	
	x	x	రాయి	మట్టి	2-10 (Ia)	లోగెరెడ్డి	5	ని	4	2	6	
					2-10 (Ib)	సిరెడ్డి		ని	1	2	3	
	x	x	రాయి	మట్టి	x	x	x	x	x	x	x	రాయి ...ము ...ము

...ము _____ తేది _____ పేజీ మొత్తం | X

CITIZEN PRESS, SECUNDERABAD.

CIRCULAR NO. 3(a). CENSUS: IMMEDIATE.

Government of India
Ministry of Home Affairs
Office of the Superintendent of Census Operations,
Andhra Pradesh

..

From

Sri A. Chandra Sekhar, I.A.S.,
Superintendent of Census Operations,
Andhra Pradesh.

To

All Collectors.

Hyderabad, dated the 6th July, 1960.

Sir,

Sub:-- Census, 1961- Housenumbering and Houselisting- Preparation of Houselists Abstracts for Villages, towns and taluks.

...

In paras 4 and 5 of Census Circular No. 3 dated 20th January, 1960 instructions were issued regarding the preparation of houselists in duplicate and the preparation of abstracts. They are repeated below:

"The houselist will have to be prepared in duplicate. One copy of the houselist will be kept with the Village Karnam or in the Panchayat Office or the Municipal Office and another copy will be sent to the Tahsildar concerned. These houselists will be stitched to the housenumbering plans of the concerned unit. The copy of the houselist which should be in the Taluk office will be made available to the Census Tabulation Office at a later date whenever required for the purpose of tabulation of information and it will be deposited back in the Taluk office after the Tabulation office completes the work".

In respect of small villages which are not divided into blocks a common house-list can be prepared for all the houses in the village and an abstract struck in the form prescribed. For the bigger villages, which would have been divided into blocks, the house-list may be prepared for each block and the abstract struck for each block. The house-lists of all the blocks will then be stitched together along with the village house-numbering plan. In respect of urban areas which would almost invariably be made up of a number of wards, localities or blocks, the house-listing may be prepared for each one of these units and an abstract struck. These sets of house-lists will then be stitched together for the entire town along with the house-numbering plan of the town. In respect of those towns where the locality-street-house-numbering system is in vogue and the house-numbering is done by a separate series for each street it is desirable that a separate house-list is prepared for each street. Then the house-list of all the streets which constitute the locality or ward can be stitched together and an abstract struck for the entire ward".

2. The forms in which the houselists abstracts may be struck from each block of a village, or each block or street which is the housenumbering unit in a town have also been prescribed and small abstract slips printed in violet ink had been supplied along with the houselists. It is hoped that the abstracts had been prepared in accordance with the instructions.

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3. It will be necessary to prepare abstracts for the entire village or the entire ward and town as also for the entire taluks. For convenience of compilation of the data collected by the personnel engaged in housenumbering and house-listing operations and also to distinguish these from the smaller block or street abstracts, it has since been decided to have separate abstracts of houselists for the entire village, each ward/locality of a town, each town and the Taluk. Printed copies of these forms will be sent separately. The instructions for filling up the various abstracts are given below:

4. Village Houselists Abstract: This form is printed in black ink. It will have to be prepared for the entire village as a whole by the Village Officer concerned in duplicate as soon as the housenumbering and houselisting operations are completed. One copy will have to be stitched with the house-lists and housenumbering plans of the village concerned and kept with the village officer himself. The other copy of the abstract together with the second copy of the Houselists and Housenumbering plans will have to be sent to the Tahsildar who would in turn make it available to the Tabulation Office at the appropriate time. These abstracts should be scrutinised by the Revenue Inspectors concerned. In case the copies of the houselists have already been received in the taluk offices, the village abstracts form may be filled in the Taluk office itself.

The various columns of the proforma are self explanatory. If the space in the form is not sufficient for filling up the details, they can be written on the back of the form.

5. Houselists Abstract for each ward/locality of the town. This will have to be prepared for each ward or locality as the case may be in each town in duplicate, and should be signed by the Municipal Commissioner or the Executive Officer concerned. As in the case of Village Abstracts, one copy of the Abstract along with the Housenumbering plans and Houselists should be retained with the Commissioner or the Executive Officer concerned and the other copy should be sent to the Tahsildar concerned.

These forms are supplied at the rate of 60 per each town. They are printed in royal blue ink. If the details cannot be filled in the space provided for the purpose in the Abstract, they can be entered on the reverse of the form.

6. Houselist Abstracts for each town: These can be compiled very easily from the Houselists abstracts prepared for each ward/locality of the town. These also will have to be prepared in duplicate. As in the case of the other Houselists abstracts referred to above, one copy of the abstract will be retained with the Municipal Commissioner or Executive Officer concerned and the other sent to the Tahsildar concerned. These will have to be signed by the Commissioners or the Executive Officers of the Municipalities or Panchayats concerned after they are carefully scrutinised.

These forms are printed in black ink and supplied at the rate of 2 per each town. Details to be filled in this

p.t.o.

form may be entered on the reverse of the form if the space provided for the purpose in the form is not sufficient.

7. Houselist Abstracts for Taluks: These will have to be compiled from the Village Abstracts and the Towns Abstracts for the entire taluk by the Taluk Office, in duplicate. The abstracts which are in the form of a register and will be sent separately at the rate of 2 per each Taluk. It should be noted that in the Taluk abstract particulars of all rural villages as well as Urban towns including the bigger Municipalities that lie within the taluk limits will have got to be incorporated. In effect all the units to which location code numbers for the 1961 Census are given in the statement prepared as appendix-II to Census Circular No. 5 should be accounted for here. After this is compiled, one copy of the abstract will be retained with the Tahsildar concerned and the other copy should be sent to the Office of the Superintendent of Census Operations, Andhra Pradesh, Hyderabad. These should be compiled as quickly as possible and the copy intended for the Superintendent of Census Operations sent immediately.

8. Instructions may kindly be issued to the Revenue Divisional Officers concerned that they have to check up the work relating to the compilation of the above abstracts and to ensure that the Taluk Abstracts reach this office before the end of this month.

9. The receipt of this Circular may please be acknowledged.

Yours faithfully,
Sd/- A. Chandra Sekhar,
Superintendent of Census Operations.

Copy to:

All Tahsildars(including Independent Sub-Taluks).
All Revenue Divisional Officers.
All Municipal Commissioners in Andhra area.
All Executive Officers of City and Town Municipalities in Telangana area.
Commissioner Hyderabad Municipal Corporation Hyderabad.
,, Secunderabad Municipal Corporation Secunderabad.
All Special Charge Superintendents.

// true copy //

Manager

Akr. 6760.

CIRCULAR NO. 4 **CENSUS—IMMEDIATE.**

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS,

Office of the Superintendent of Census Operations,
Andhra Pradesh.

Hyderabad,
Dated 1st February, 1960,

From :
Sri A. CHANDRA SEKHAR, I.A.S.,
Superintendent of Census Operations,
Andhra Pradesh.

To :
ALL COLLECTORS.

Sir,

CENSUS 1961—TOWNS.

Principles for recognising a place as town.

In paragraph 16 of Census Circular No. 1, the principles to be followed for recognising certain places as towns for the 1961 Census have been explained. They are—

(1) A place covered by a City Corporation, Municipality or a Cantonment Board will be automatically recognised as a town.
(2) Other places to be recognised as towns should satisfy the following criteria :
(i) It should have a minimum population of 5,000 ;
(ii) The density of population should not be less than 1,000 per square mile ; and
(iii) At least 3/4 of the adult male population should be non-agricultural.

Finalisation of list of towns.

2. It was, however, found difficult to work out a list of towns satisfying the above criteria purely from the 1951 Census reports, as full data on all points was not available for all places. It was therefore found necessary to consult the Collectors on the Urban characteristics of several places and I had to personally inspect several places to determine the Rural-Urban classification. In a few exceptional cases when the above criteria were not fully satisfied, if the places had very distinct urban characteristics they are proposed to be recognised as towns. A list of places to be recognised as towns in this State for the ensuing Census as now finalised is appended to this Circular. As a result of my observation during future tours in the State, or after the tabulation, if it is found that any place should be added to or deleted from the list of towns, it will be amended suitably for reckoning the urban population. For the present, the list now appended may be taken as final.

Working out of location code.

3. You will now have to work out the location code for these towns as will be explained in Census Circular No. 5.

4. The receipt of this Circular may please be acknowledged.

Yours faithfully,
A. CHANDRA SEKHAR,
Superintendent of Census Operations.

Copy to all other officers concerned.

APPENDIX.

DISTRICT WISE LIST OF TOWN

1. Srikakulam district.

1. Salur (M.)
2. Srikakulam (M.).
3. Bobbili (M).
4. Parvatipuram
5. Sompeta
6. Rajam
7. Mandasa
8. Palakonda
9. Ichapuram
10. Narasannapeta
11. Cheepurupalli
12. Veeraghattam
13. Tekkali

2. Visakhapatnam District.

1. Visakhapatnam (M)
2. Vizianagram (M)
3. Anakapalle (M)
4. Bheemunipatnam (M)
5. Narasipatnam
6. Chodavaram
7. Yellamanchili
8. Madugula.
9. Srungavarapukota.

3. East Godavari District.

1. Rajahmundry (-M)
2. Kakinada (M)
3. Samalkot (M)
4. Peddapuram (M)
5. Pithapuram (M)
6. Amalapuram (M)
7. Tuni (M)
8. Mandapeta (M)
9. Ramachandrapuram (M)
10. Draksharama (M)
11. Dowleshwaram
12. Rajole
13. Machavaram
14. Anaparti

4. West Godavari District.

1. Eluru (M)
2. Bhimavaram (M)
3. Palacole (M)
4. Narasapur (M)
5. Tadepalligudem (M)
6. Tanuku
7. Nidadavole
8. Kovvur
9. Penugonda.
10. Maruteru.

5. Krishna District.

1. Vijayawada (M)
2. Bandar (M)
3. Gudivada (M)
4. Nuzvid
5. Jaggayyapet
6. Pedana
7. Vuyyuru
8. Avanigadda
9. Gannavaram
10. Nandigama
11. Tiruvuru
12. Kaikalur

6. Guntur District.

1. Guntur (M)
2. Tenali (M)
3. Chirala (M)
4. Ongole (M)
5. Repalle (M)
6. Bapatla (M)
7. Narasaraopeta (M)
8. Mangalagiri
9. Vetapalem.
10. Chilakalurupet.
11. Vinukonda
12. Sattenapalle
13. Bhattiprolu
14. Gurazala
15. Ponnur and Nidubrolu
16. Chebrolu
17. Addanki
18. Tadepalli
19. Macherla
20. Phirangipuram

7. Nellore District.

1. Nellore (M)
2. Gudur (M)
3. Venkatagiri
4. Kavali
5. Kanigiri
6. Kovur
7. Kandukur
8. Sullurpet
9. Naidupet

8. Chittoor District.

1. Chittoor (M)
2. Tirupati (M)
3. Kalahasti (M)
4. Nagari
5. Punganur
6. Vayalpad
7. Madanapalle
8. Tiruttani
9. Proddururpet
10. Puttur
11. Palmaner
12. Kuppam.

Note: (The list of town for Chittoor district will be suitably modified after its reorganisation with effect from 1st April 1960).

9. Cuddapah District.

1. Cuddapah (M)
2. Proddatur (M)
3. Jammalamadugu
4. Rayachoti
5. Rajampet
6. Vempalli
7. Badvel
8. Kamalapuram
9. Nandalur

10. Anantapur District.

1. Anantapur (M)
2. Guntakal (M)
3. Hindupur (M)
4. Tadipatri (M)
5. Uravakonda
6. Gooty
7. Rayadurg
8. Kalyandurg
9. Penugonda
10. Pamidi
11. Yadiki
12. Dharmavaram
13. Kadiri
14. Madakasira

11. Kurnool District.

1. Kurnool (M)
2. Adoni (M)
3. Nandyal (M)
4. Markapur
5. Yemmiganur
6. Dhone
7. Banganapalle
8. Atmakur
9. Nandikotkur
10. Kosigi
11. Kodumur
12. Pattikonda
13. Giddalur
14. Koilkuntla
15. Maddikara
16. Cumbum

12. Mahbubnagar District.

1. Mahbubnagar (C.M.)
2. Narayanpet (C.M.)
3. Gadwal (C.M.)
4. Badepalle
5. Wanaparti
6. Faruknagar
7. Maktal
8. Utkur
9. Kalwakurti
10. Kosigi
11. Padangal
12. Alampur
13. Kollapur
14. Nagarkurnool

13. Hyderabad District.

HYDERABAD CITY :

1. Hyderabad Municipal Corporation (M)
2. Secunderabad Municipal Corporation (M)
3. Secunderabad Cantonment
4. Strictly Military area of Secunderabad Cantonment and Hyderabad Municipal Corporation limits
5. Machabolarum
6. Ammuguda
7. Malkajigiri
8. Osmania University
9. Zamistanpur
10. Gaddiannaram
11. Attapur
12. Fatehnagar
13. Bowenpalle
14. Alwal

NON-CITY URBAN :

15. Tandur (C.M.)
16. Shamsabad
17. Vicarabad

(Code numbers for Hyderabad City and its constituent units will be given as explained in Circular No. 5).

14. Medak District.

1. Medak (C.M.)
2. Siddipet (C.M.)
3. Sadasivapet
4. Sangareddy
5. Zahirabad
6. Jogipet
7. Narayankhed
8. Kohir

15. Nizamabad District.

1. Nizamabad (C.M.)
2. Bodhan (C..M)
3. Kamareddy
4. Armur
5. Domalkonda
6. Banswada

16. Adilabad District.

1. Nirmal (C.M.)
2. Adilabad (C.M.)
3. Bellampalli
4. Kothapeta (Kagajnagar).
5. Mancheriyal
6. Bhainsa
7. Chinnoor
8. Asifabad
9. Mudhol

17. Karimnagar District.

1. Karimnagar (C.M.)
2. Jagtiyal (C.M.)
3. Peddapalli
4. Koratla
5. Sirsilla
6. Manthani
7. Vemulavada
8. Metpalli
9. Mankondur
10. Choppadandi

18. Warangal District.

1. Warangal (C.M.)
2. Jangaon
3. Mahbubabad
4. Hasanparti
5. Dornakal
6. Parkal
7. Narasampeta
8. Cheriyal

19. Khammam District.

1. Khammam (C.M.)
2. Kothagudem
3. Yallandu

20. Nalgonda District.

1. Nalgonda (C.M.)
2. Bhongir (C.M.)
3. Miryalguda.
4. Devarkonda
5. Suryapet
6. Aleru
7. Vijayapuri
8. Huzurnagar

(M) Indicates Municipalities in Andhra area.

(C.M.) Indicates City Municipalities in Telangana area.

Note : The serial number indicated against each town should not be mistaken for the location code number of the town.

CITIZEN PRESS, SECUNDERABAD.

CIRCULAR NO. 5 **CENSUS—IMMEDIATE.**

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS,

Office of the Superintendent of Census Operations,
Andhra Pradesh.

Hyderabad,
Dated 1st February, 1960.

From :
Sri A. CHANDRA SEKHAR, I.A.S.,
Superintendent of Census Operations,
Andhra Pradesh.

To :
ALL COLLECTORS.

Sir,

CENSUS 1961—LOCATION CODE.

What is location code

1. The location code is the system of indicating the smallest administrative unit in a state by means of numerical figures representing each administrative unit. Thus, if all districts, taluks, towns and villages are allotted distinct code numbers it will be possible to locate the smallest unit namely the village by a combination of the figures namely that of the district, taluk and the village. Within each town or village it is further possible to indicate each census house or a household by the number allotted to it under the house-numbering scheme.

The advantage of having a convenient location code under which it will be possible to indicate each administrative unit of the State and then locate each Census house-hold is obvious. The economy in space and labour is tremendous when we adopt the location code numbers on the census enumeration schedules. The methods of indicating the households, Census houses, blocks, streets and wards under different systems of house-numbering that are adopted in different areas of this State have been explained in Circular No. 2 dealing with House-numbering. In the present Circular the allotment of code numbers to Districts, Taluks, Towns and Villages of this State will be explained.

Code numbers for the districts.

2. In slight modification of the principle explained in paragraph 14 of Census Circular No. 1, the twenty districts of this State will be numbered in a clockwise direction starting from the North East. This is found more convenient as it ensures continuity of the numbers for contiguous districts. Accordingly, the location code number for the districts of this State will be as indicated in columns 1 and 2 of Appendix I to this circular.

Code numbers for taluks.

3. The taluks within each district will be numbered in a separate series in a convenient order. Instead of numbering from North West, in the interest of uniformity, it is felt more convenient if the District Headquarters taluk, i.e., Taluk in which the District Headquarters lies is invariably allotted No. 1 for each district and the remaining taluks numbered contiguously in a clockwise order. Adopting this principle the Code numbers allotted for the various taluks are indicated in Appendix I to this Circular and they will be followed for the 1961 Census. Independent Sub-taluks have been treated as independent units on a par with other taluks of the district.

Hyderabad city in Taluk series.

4. Since Hyderabad city is made up of different areas falling in different taluks, the entire Hyderabad city will be allotted one number in the taluk series of Hyderabad district. The constituent units of Hyderabad city will be treated as separate urban units and code numbers allotted to them as explained in paragraph 6 below

Code numbers for towns.

5. A list of places which will be recognised as towns at the 1961 Census has been communicated to you in Circular No. 4. The towns within each taluk will be numbered by a separate series, in a convenient order preferably in a clock-wise direction. It is better that the Taluk Headquarters town, if it is recognised as a town for the purpose of Census is allotted No. I and the remaining towns in the taluk numbered in a clockwise order. The code numbers of the towns will be indicated invariably in Roman figures to distinguish them from the Code numbers to be allotted to the rural villages. The Collectors are requested to allot code numbers for the towns with reference to the location of these places in each taluk and communicate the same to me for approval.

Urban code Nos. for the constituent units of Hyderabad city.

6. As explained in paragraph 4, since the entire Hyderabad city will be recognised as one unit in the taluk series, the individual constituent units of Hyderabad city will be allotted urban code numbers as follows :

Hyderabad Municipal Corporation area (excluding the strictly military area).	I.
Secunderabad Municipal Corporation area ..	II.
Secunderabad Cantonment area (excluding the strictly military area).	III.
Strictly military area of Secunderabad Cantonment.	IV.
Strictly military area lying in Hyderabad Municipal Corporation limits.	V.
Machabolaram	VI.
Ammuguda	VII.
Malkajigiri	VIII.
Osmania University	IX.
Zamistanpur	X.
Gaddiannaram	XI.
Altapur	XII.
Fatehnagar	XIII.
Bowenpalle	XIV.
Alwal	XV.

Code numbers for villages.

7. It is most important that the smallest and basic administrative unit, namely, a Revenue village together with its hamlets is properly located and accounted for without any omission. It is the responsibility of the Census Organisation to see that no place of habitation is left out and that there is no overlapping of areas. We can ensure this only if all the Revenue villages and hamlets, whether they exist as separate revenue villages or form part of a large Panchayat or a Municipality, are fully accounted for. It is possible that some of the villages may be deserted ; even then the Revenue village as such with definite survey boundaries exists on ground and we have to account for all such units. After all, there may be an odd hut or a Railway gangman's quarters located in the midst of fields within the limits of a 'deserted' Revenue village whose actual village site itself may be deserted ; we have to cover

them at the Census. In respect of villages whose village site is deserted it may be necessary to indicate that they are 'deserted' against the Code number and name of the village.

Outline maps of taluks indicating villages will be supplied. Census Code numbers will be printed in red.

8. Your work has been made easy as you will now be supplied with district as well as taluk maps showing all the Revenue villages with their boundaries demarcated. These maps have been prepared on the basis of the lists of villages furnished by the Tahsildars after verification on ground. On these maps the Survey Code numbers of each village would have been printed in black. The Census Code numbers that will be adopted for each of these villages would also be indicated in red ink. The number shown in red against each village will be taken as the Census Code number of that particular village except where it forms part of an urban unit.

Village or parts of villages failling within the limits of an Urban unit to be treated as separate units and code numbers allotted.

9. Though in the map all revenue villages have been given a distinct number in usual series, where the villages constitute an urban unit, that unit will bear only the urban code number in Roman numeral. The village will lose its identity if it forms part of an urban town having a separate code number. In case where only a portion of a Revenue village falls within an urban unit, the portion which forms the urban unit will get merged with the main urban unit and the remaining portion of the revenue village lying outside the urban unit will bear the code number of the Revenue village itself, but it will be indicated in brackets against it as (Rural). In so far as other rural areas are concerned no distinction will be made even if the Revenue village in its entirety or part falls within a panchayat ; the entire Reveue village will be taken as a unit and allotted a code number in the village series. Therefore, in the outline map of the taluk showing the villages it will be necessary to shade off the areas that are constituted as towns and indicate the Code number of the Urban unit on the shaded area prominently in Roman figures. If portions of a revenue village fall outside the Urban unit, it will be necessary to mark on those portions of the village, the village Code number and add within brackets 'Rural'.

Rural areas : No distinction in population between Panchayat and Non-Panchayat areas. Revenue village to be the fundamental unit for allotment of code number.

10. The limits of a Panchayat being liable for variation from time to time, it is found disadvantageous to take Panchayat as a unit for the purpose of Census in so far as rural areas are concerned. It will also not be possible to make a comparative study of the figures for this variable unit from Census to Census. There is no distinction in the classification of population between the Panchayats, big, or small, which are not recognised as towns and the other rural villages. Therefore, for all rural areas, it is decided to recognise the fundamental permanent unit with definite survey boundaries, namely the Revenue village as a unit for the purpose of Census. However, in order to compile the population figures for each Panchayat which may not be co-terminous with the Revenue village, parts of villages which may lie in different Panchayats will be taken as different blocks for house-numbering purposes within a village and the house-list will be prepared separately for each block of the village as indictead in Census Circular No. 3. The Census figures for each block of a village can easily be compiled with reference to which it is possible to work out the Census figures for a Panchayat even if it should be comprised of parts of different villages. Normally a Panchayat is constituted for whole Revenue village or villages. When parts of Revenue villages are constituted into different Panchayats, obviously the Panchayats will cover different hamlets of a village. In the house-numbering Circular, instructions have already been issued that each hamlet of a village will be constituted into a separate block. The compilation of figures for Panchayats covering portion of Revenue villages will thus present no difficulty, even if the jurisdiction of Panchayats were to vary from time to time as it is proposed to furnish population figures for each hamlet of a village, if possible.

Village Officers to prepare house numbering plans for all rural villages even if they should form part of Panchayats.

11. Since the Revenue village alone will be taken as a unit and a Census Code number will be allotted to it, in slight modification of the instructions issued in Circular No. 2, the house-numbering plans of all Revenue villages, even if they should fall within the limits of class I or class II Panchayats which are not recognised as urban towns at this Census will be attended to by the village officers of the concerned revenue village. *They will take care to see that different hamlets of a village and the areas of the Revenue village that may fall in different Panchayats are treated as separate blocks of the Revenue village and house numbers allotted in a separate series for each block.* It is obviously necessary that the village officers work this out in close co-ordination with the Executive Officers of the concerned Panchayat. It will be helpful if the Executive Officer of the Panchayat also attests the house-numbering plan prepared by the village Officers. It is possible that in several of the bigger Panchayats a good house-numbering system may be already existing. While preparing the village house-numbering plan for the Revenue village, the existing house-numbering in the Major Panchayat areas may be taken into consideration and fitted into the general house-numbering pattern of the village so as to avoid any revision of house-numbering in the Major Panchayat areas. Since it is the responsibility of the Panchayats to maintain the house-numbers, the village officers would give a copy of the house-numbering plan as approved by the Tahsildar to the Executive Officer of the Panchayat who shall see that the house-numbering is maintained accordingly. The house-listing will be done for the different blocks of the Revenue village by the village officers themselves or by the staff of the Panchayat as is found convenient ; the Tahsildar of the concerned taluk will decide this. It is important that the house-lists thus prepared for different blocks of the Revenue village are collected together and stitched with the house-numbering plan of the Revenue village as instructed in Circular No. 3 and an abstract struck for the entire Revenue village.

List of all villages in a taluk to be prepared as in Appendix II and code numbers indicated.

12. For the purpose of finalising code numbers to the Towns and villages, a list of all the villages within each taluk shall be prepared in the form given as Appendix II to this Circular. In this list all the Revenue villages together with their hamlets if any, constituting the taluk will be entered in the order of the Census code numbers. Then all these villages are accounted for and appropriate code numbers allotted to them, i.e., if any of the villages fall within an urban unit it will be noted against those villages the name and code number of the urban unit in which the village is included. The final code number to be allotted to each urban and rural unit for the purpose of the 1961 census and the name of each unit will then be indicated. The Census code numbers to be allotted to the Urban unit, will be as decided under the principles enunciated in paragraph 3 of this Circular. The census code numbers to be adopted for rural villages would have already been marked in red print on the taluk outline maps. As explained in para 9, where portion of a village falls within an urban unit and a portion outside it, that portion which is not within an urban unit will be allotted the Census Code number of the Revenue village and indicated as (Rural) within brackets.

Examples given in Appendix II.

13. To be of guidance, the proforma in Appendix II has been filled in for a few typical cases as explained below :

Village No. 1. Cherlopalle is a rural Revenue village which does not fall in any urban unit.

Village No. 2. Ramakkapet has two hamlets (*a*) Hanumakkapet and (*b*) Eguvapalle. This village also does not fall within any urban unit.

Village Nos. 3 and 4, Pratapnagar and Rajanagar fall entirely within the limits of an urban unit, namely Pratapnagar Municipality which bears urban Code No. III.

Village No. 5. Dharmapur falls partly within the limits of Pratapnagar Municipality and partly outside.

Village Nos. 6 and 7. fall within the limits of Kanamolapalle Panchayat which is recognised as a town at the present census. The town bears Code No. IX.

Lists to be sent to the Superintendent of Census operations for approval.

14. The Collectors are requested to get the Tahsildars to prepare a list of all the villages in each Taluk in triplicate in the proforma in Appendix II, and after scrutiny by the Collector, send two copies to me , one of which will be returned after approval.

15. The receipt of this Circular may be acknowledged.

Yours faithfully,
A. CHANDRA SEKHAR,
Superintendent of Census Operations.

Copy to all other officers concerned.

APPENDIX I
(Circular No. 5).

Location Code Numbers of Dists. & Taluks in Andhra Pradesh

Name of the district.	Location Code number of the district.	Name of the taluk.	Location Code number of the taluk.
(1)	(2)	(3)	(4)
Srikakulam ..	1	Srikakulam	1
		Cheepurupalli	2
		Bobbili	3
		Salur	4
		Parvathipuram ..	5
		Palakonda ..	6
		Pathapatnam ..	7
		Narasannapeta ..	8
		Tekkali ..	9
		Sompeta ..	10
		Ichapuram .. (Ind. Sub-Taluk)	11
Visakhapatnam ..	2	Visakhapatnam ..	1
		Anakapalli ..	2
		Yelamanchili ..	3
		Narasipatnam ..	4
		Chintapalli ..	5
		Paderu ..	6
		Chodavaram ..	7
		Srungavarapukota ..	8
		Vizianagaram ..	9
		Bheemunipatnam ..	10
East Godavari ..	3	Kakinada	1
		Amalapuram ..	2
		Razole	3
		Kothapeta (IST).	4
		Ramachandrapuram.	5
		Rajahmundry ..	6
		Rampa Chodavaram (IST).	7
		Yellavaram (IST).	8
		Peddapuram ..	9
		Prattipadu (IST).	10
		Tuni (IST).	11
		Pithapuram (IST).	12

(1)	(2)	(3)	(4)
West Godavari ..	4	Eluru	1
		Chintalapudi ..	2
		Polavaram ..	3
		Kovvur ..	4
		Tadepalligudem ..	5
		Tanuku	6
		Narasapur ..	7
		Bhimavaram ..	8
Krishna	5	Bandar	1
		Divi	2
		Gannavaram ..	3
		Vijayawada ..	4
		Nandigama ..	5
		Jaggayyapet (IST).	6
		Tiruvur	7
		Nuzvid	8
		Gudivada ..	9
		Kaikalur ..	10
Guntur	6	Guntur	1
		Tenali	2
		Repalli	3
		Bapatla	4
		Ongole	5
		Narasaraopet ..	6
		Vinukonda ..	7
		Palnad	8
		Sattenapalli ..	9
Nellore	7	Nellore	1
		Gudur	2
		Sullurpet ..	3
		Venkatagiri ..	4
		Rapur	5
		Atmakur ..	6
		Udayagiri ..	7
		Kanigiri ..	8
		Podili ..	9
		Darsi	10
		Kandukur ..	11
		Kavali	12
		Kovur	13
Chittoor	8	Chittoor ..	1
		Bangaripalem (IST).	2
		Palmaner ..	3
		Kuppam (IST).	4
		Punganur ..	5

(1)	(2)	(3)	(4)
		Madanapalli ..	6
		Vayalpad ..	7
		Chandragiri ..	8
		Kalahasti ..	9
		Satyavedu ..	10
		Puttur	11
Cuddapah ..	9	Cuddapah ..	1
		Rayachoti ..	2
		Pulivendla	3
		Kamalapuram (IST).	4
		Jammalamadugu ..	5
		Proddatur ..	6
		Badvel ..	7
		Sidhout	8
		Rajampet ..	9
Anantapur ..	10	Anantapur ..	1
		Kalyandurg ...	2
		Rayadurg ..	3
		Uravakonda (IST).	4
		Gooty	5
		Tadipatri ..	6
		Dharmavaram ..	7
		Kadiri	8
		Penukonda ..	9
		Hindupur ..	10
		Madakasira ..	11
Kurnool ..	11	Kurnool	1
		Nandikotkur ..	2
		Atmakur (IST).	3
		Markapur ..	4
		Giddalur (Cumbum). .	5
		Allagedda (Sirvel) ..	6
		Nandyal	7
		Banganapalli (IST).	8
		Koyalkuntla ..	9
		Dhone	10
		Pattikonda ..	11
		Alur	12
		Adoni	13
Mahboobnagar ...	12	Mahboobnagar ..	1
		Shadnagar ..	2
		Kalvakurti ..	3
		Achampet ..	4
		Kollapur ..	5

(1)	(2)	(3)	(4)
		Nagarkurnool ..	6
		Wanaparti ..	7
		Allampur ..	8
		Gadwal	9
		Atmakur ..	10
		Makthal	11
		Kodangal ..	12
Hyderabad ..	13	Hyderabad City* ..	1
		Medchal ..	2
		Hyderabad (East) ..	3
		Ibrahimpatnam ..	4
		Hyderabad (West) ..	5
		Chevalla ..	6
		Pargi ..	7
		Tandur	8
		Vikarabad ..	9
Medak	14	Sangareddy ..	1
		Zahirabad ..	2
		Narayankhed ..	3
		Andole (Jogipet) ..	4
		Narsapur ..	5
		Medak	6
		Gajwel ..	7
		Siddipet ..	8
Nizamabad ..	15	Nizamabad ..	1
		Armur	2
		Kamareddey ..	3
		Yellareddy ..	4
		Banswada ..	5
		Madnur (IST).	6
		Bodhan ..	7
Adilabad ..	16	Adilabad ..	1
		Utnoor	2
		Asifabad ..	3
		Sirpur	4
		Chinnur ..	5
		Laxettipet ..	6
		Khanapur (IST).	7 ..
		Boath	8
		Nirmal	9
		Mudhole ..	10

*(Includes all areas that will constitute the city, viz., Hyderabad Municipal Corporation area, Secunderabad Municipal Corporation area, Secunderabad Cantonment area and the outlying villages which are considered integral part of the city. See paras 4 and 6 of Census Circular No. 5).

(1)	(2)	(3)	(4)
Karimnagar ..	17	Karimnagar ..	1
		Sirsilla	2
		Metpalli (IST).	3
		Jagtial	4
		Sultanabad ..	5
		Manthani ..	6
		Huzurabad ..	7
Warangal ..	18	Warangal (Hanumakonda).	1
		Parkal	2
		Mulug	3
		Narasampet	4
		Mahaboobabad ..	5
		Jangaon ..	6
Khammam ..	19	Khammam ..	1
		Yellandu ..	2
		Bhoorgumpad ..	3
		Nugur (IST).	4
		Bhadrachalam	5
		Kothagudem ..	6
		Madhira ..	7
Nalgonda ..	20	Nalgonda ..	1
		Suryapet ..	2
		Huzurnagar ..	3
		Miryalguda —	4
		Devarkonda ..	5
		Bhongir ..	6
		Ramannapet ..	7

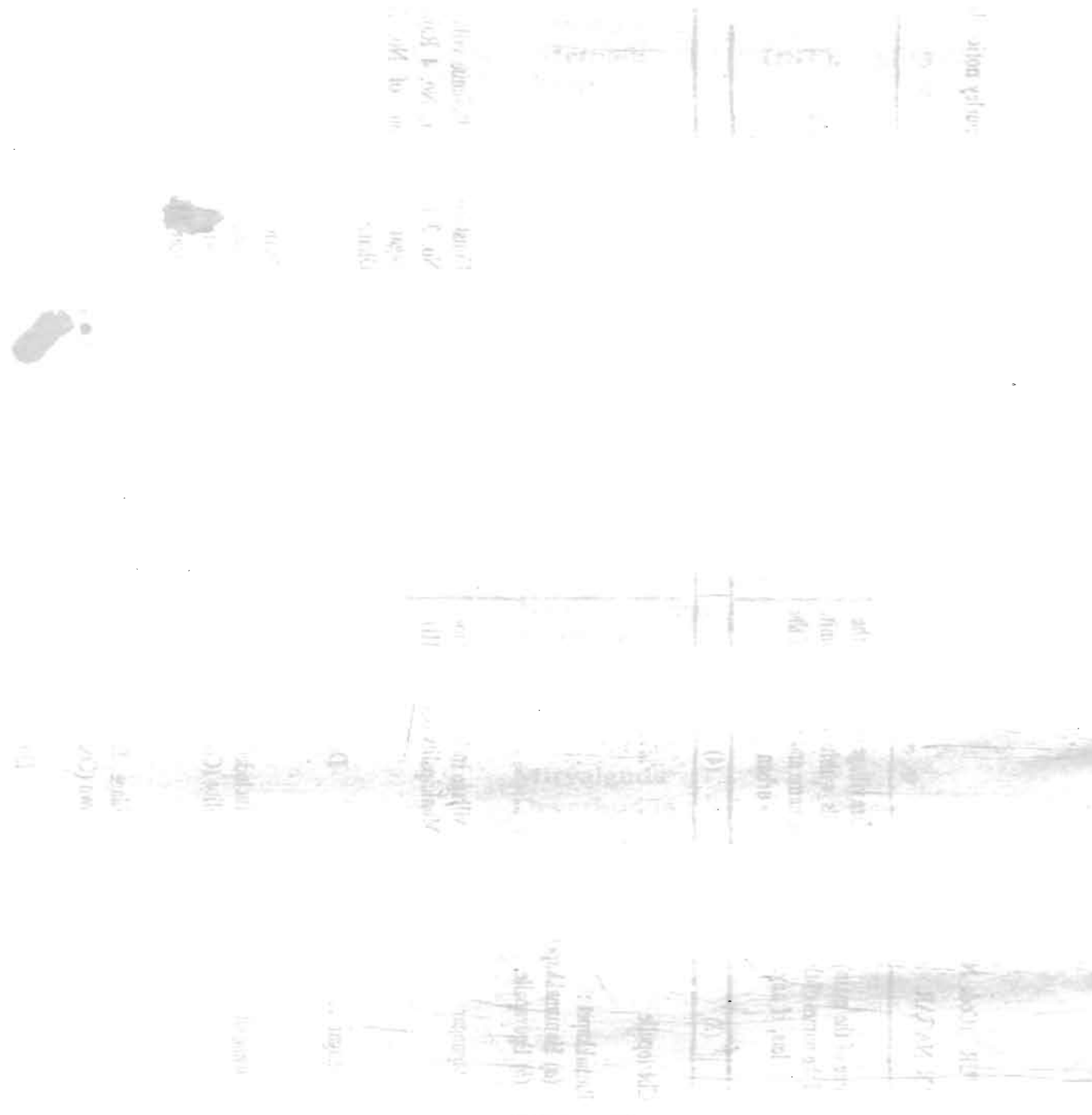
I S T ... Independant Sub-Taluk

APPENDIX II.

Name of the District : RAMPUR (Code No. 4). (Note : Names of Places are purley notional).

Name of the Taluk : SULTAN NAGAR. (Code No. 5).

Census Code Number of the village	Revenue village number (Survey Code number)	Name of the main village and the names of the hamlets, if any.	If the entire village or portion of the village falls within an Urban unit. If so, give name and code No. of the urban unit.	For 1961 Census		Remarks.
				Census Code Number of the unit	Name of the Urban unit/ Revenue village.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	1	Cherlopalle	....	1	Cherlopalle ..	....
2	2	Ramakkapet : (*a*) Hanumakkapet (*b*) Eguvapalle.	....	2	Ramakkapet	....
3	5	Pratapnagar	Entire village included in Pratapnagar Municipality (Code No. III).	III	Pratapnagar Municipality.	Constituted by the Revenue village No. 3 Pratapnagar, No. 4 Rajanagar and portion of No. 5, Dharmapur.
4	6	Rajanagar ..	Do.	,,		....
5	9	Dharmapur	Portion included in Pratapnagar Municipality (Code No. III).	,, 5 (Rural)	,, Dharmapur(Non-Urban area).	Portion falling in Pratapnagar Municipality. (Portion not included in Pratapnagar Municipality).
6	10	Rallapalle ..	Entire village falls in Kanamolapalle town (Code No. IX).	IX	Kanamolapalle town.	Constituted by village No. 6, Rallapalle and No. 7, Kanamolapalle.
7	11	Kanamolapalle	Do.	,,	,,	,,



CITIZEN PRESS, SECUNDERABAD.

CIRCULAR No. 5 (a). **CENSUS—IMMEDIAT E.**

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS.
Office of the Superintendent of Census Operations.
Andhra Pradesh.

Hyderabad - 4,
Dated 26th April, 1960.

From :
Sri A. CHANDRA SEKHAR, I.A.S.,
Superintendent of Census Operations,
Andhra Pradesh.

To :
ALL COLLECTORS.

Sir,

SUB : CENSUS 1961 — HOUSE-NUMBERING IN CERTAIN PANCHAYATS.

In Census Circular No. 5 it was stated that except where a revenue village forms part of a unit which is recognised as a town, in which case the village completely loses its indentity, in respect of all rural areas whether the village falls within a Panchayat or not, Revenue Village alone which has definite Survey boundaries should be taken as a unit for house-numbering and houselisting. It has been represented that in several of the old well-established Panchayats and town municipalities, though not recognised as towns, the villages forming the Panchayat (or town municipality) have become integral parts of the Panchayat and the house-numbering in such areas had been done in the past taking the entire Panchayat as a unit and therefore it may be difficult to break up the house-numbering between the several villages constituting the Panchayat.

2. The following instructions are issued :

Normally a Panchayat covers a single village in which case there is no difficulty as that Revenue Village is taken as the unit. Even in respect of other Panchayats covering more than one Revenue village, if each village had been taken as a separate house-numbering block of the Panchayat, then it is possible to take each Revenue village as a separate unit even continuing the old house-numbering of that village, as each village forms a separate block of the Panchayat. It is possible to prepare the house-numbering plan of each village separately. If there is any other portion outside the Panchayat but falling within the Revenue village limits which is already partly covered by the Panchayat, that remaining area can be treated as a separate house-numbering block of the revenue village. But in respect of well-established Panchayats made up of more than one Revenue village which are not easily distinguishable from one another and the housenumbering in the Panchayat had been done without regard for the boundaries of the revenue villages and it is found not practicable to treat each village as separate block, there is no objection to continuing the old house-numbering treating the entire Panchayat area as a unit. In such a case, the Panchayat will be given the Code number of the main village whose name the Panchayat bears and it should be added within brackets as (Panchayat). The names of other villages which fall wholly or partly within such Panchayat should be mentioned under it. If portions of revenue villages fall outside such Panchayats, they have to be taken as independent and house-numbering for those portions done separately as would have already been done in the past and they will of course take their own Code numbers of village series (already marked in red in the maps against that village) but with the words (Non-Panchayat) noted against them. Such cases should however be limited to the minimum and confined to well stablished old Panchayats made up of more than one village with a

good integrated house-numbering system for the entire Panchayat. As indicated in Census Circular No. 5, it is ideal to take a Revenue village which has permanent boundaries as a unit for all rural areas. Where such Panchayats are recognised as separate units and not the individual revenue villages, the list prepared in the form given as Appendix II to Census Circular No. 5 will have to be suitably modified. Such cases will be treated almost like towns except that in column 5 the code number of the main village will be noted with (Panchayat) added and in column 6 will be shown the name of the Panchayat of which the villages form part. Similarly in the house-numbering plan also, such a Panchayat, made up of more than one village and is proposed to be recognised as a single integrated unit, will have to be shaded off and under the code number of the main village whose name the Panchayat bears, the word (Panchayat) shall be prominently noted.

3. The receipt of this Circular may please be acknowledged.

Yours faithfully,
A. CHANDRA SEKHAR,
Superintendent of Census Operations,
Andhra Pradesh.

Copy to all other officers concerned.

CITIZEN PRESS, SECUNDERABAD.

CENSUS IMMEDIATE CIRCULAR No. 5(b).

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS.
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ANDHRA PRADESH.

...

From

Shri A. Chandra Sekhar, I.A.S.,
Superintendent of Census Operations.

To

All Collectors/All Revenue Divisional Officers/
All Tahsildars. (EXCEPT Mahbubnagar, Nalgonda,
Nizamabad, Medak, Warangal and Anantapur districts)

Hyderabad, dated the 1st August, 1960.

Sir,

Sub: Census, 1961 - Finalisation of list of Location Code Numbers for villages and towns.
Ref: 1.Circular No.5, dated 1--2--1960.
2.Circular No.5(a), dated 26-4-60.
3. Circular No.6(a), dated 16-7-60.

In Circular No. 5, instructions have been issued clearly to all Collectors, Revenue Divisional Officers, and Tahsildars regarding the finalisation of list of location code numbers for villages and towns in the proforma prescribed in Appendix-II to Circular No.5. In spite of the clear instructions already issued in Circular No.5, the following defects are noticed in the list of Location Code Numbers furnished in the proforma prescribed in Appendix-II to Circular No.5.

(1) The Location Code numbers which have been indicated in red ink in the taluk map for all villages have not been entered in serial order, in column 1 of the Appendix-II to Circular No.5. This should be done without fail.

Instead, it was observed that in some case, the Census Code Numbers of all the revenue villages as per the 1951 Census have been entered in this column, which is incorrect.

(2) The Location Code numbers for all the villages which have been indicated in red ink in the Taluk map for purposes of 1961 Census have been given in column 2 of the proforma prescribed in Appendix-II to Circular No.5 instead of revenue village numbers (Survey Code Numbers) which have been shown for all villages in black ink in the taluk maps themselves. The revenue village numbers corresponding to the villages noted in column 1 should be noted in column 2. They need not be in serial order.

(3) In cases where some portion of a village or entire village falls within the limits of an Urban area, the Location Code numbers for Urban areas and the names of the Urban areas have not been indicated in columns 4,5 and 6 of the Appendix-II to Circular No.5. The particulars may therefore be entered in the columns referred to above.

(4) If some portion of a village falls within the limits of an urban area, the location code number and name for the remaining the rural area of the village has not been indicated in the taluk map. The name and the location code number of the remaining rural area have not also been given in the columns 5 and 6 of the Appendix-II to Circular No.5. The necessary particulars may therefore be furnished in columns 4,5 and 6 of Appendix-II to Circular No.5 as indicated

p.t.o.

in items (i) and (ii) of the Appendix enclosed.

(5) It is observed that the particulars of deserted villages have been omitted in columns 5,6 of the statements furnished in the proforma prescribed in Appendix-II to Circular No.5. It is necessary to account for all revenue units including deserted villages. They should also be given code numbers and names and against them in the column 7 of the Appendix-II to Circular No.5 "Deserted" written. As the areas of the deserted villages are also required for purpose of calculating the areas of villages, taluks, rural areas, urban areas, etc., they may be treated as other revenue villages for all purposes relating to 1961 Census. The particulars regarding the deserted villages may be given as indicated in item (iii) of the Appendix enclosed.

2. Several Officers have also raised certain doubts regarding the allocation of location code numbers to the villages which have not been given location code numbers in red ink in the taluk maps by the Assistant Director, Central Survey Office and the deletion of the Location Code numbers which have been given to the villages which are only hamlets. The following instructions are issued in this connection.

(a) The villages which have not been given the location code numbers in the taluk maps by the Assistant Director, Central Survey Office, should be allotted sub-numbers like 2-A, 10-A etc., to the lower of the two location code numbers given to the two existing villages, between which the new village has come into existence, or which have been omitted to be assigned Location code number. Supposing two villages have not been given location Code numbers between the villages bearing the location code numbers 8 and 9 the new villages will be given location code numbers as 8-A and 8-B. The boundaries of these two villages should also be clearly marked on the map.

(b) The location code number which has been given to a village which is not actually existing on the ground as an independent village may be deleted. The location code numbers in question should not be allotted to any other village and the columns in the proforma prescribed in Appendix-II to Circular No.5 may be filled up as indicated in the item (iv) of the Appendix.

3. The Tahsildars are requested to follow the above instructions carefully and finalise the list of location code numbers for all villages and towns in the proforma prescribed in the Appendix-II to Circular No.5 and submit them to the Superintendent of Census Operations through the Revenue Divisional Officer and the Collector concerned for approval urgently.

4. The receipt of this circular may kindly be acknowledged.

Yours faithfully,
Sd.A. CHANDRA SEKHAR,
Superintendent of Census Operations.
ANDHRA PRADESH

//true copy//

MANAGER.

BR2860

Name of the District: Kasimkota (Location Code No. 2) Name of the Taluk: Madanapuri (Location Code No. 4)

APPENDIX.

Census Code No. of the village.	Revenue village No.(Survey code No.)	Name of the main village and the names of the hamlets, if any.	If the entire village or portion of the village falls within an urban area.	for 1961 Census: Census code No of the Unit.	for 1961 Census: Name of the Urban unit or revenue village.	Remarks.
1	2	3	4	5	6	7
(i) 44	14	Madanapuri	Portion included in Madanapuri Panchayat Location Code No.I	I	Madanapuri Panchayat.	Madanapuri main village has been included in Madanapuri Panchayat and Ramapuram and Siddareddi gudem have been excluded from Madanapuri Panchayat.
		(a) Ramapuram (b) Siddareddigudem		44 (rural)	Madanapuri (Non-Urban area)	
(ii) 45	28	Kondapalli (a) Bukkapatnam.	Entire village included in Nandalur Municipality. Location Code No.II	II	Nandalur Municipality	
(iii) 46	35	Kondareddi Kandrika	--	46	Kondareddi Khandrika	Deserted.
(iv) 47	24	Pudipatla	--	--	--	This village is not actually existing on the ground as a separate village. It is only a hamlet but wrongly given an independent number. Now included in village No.48, Krishnapuram.
(v) 48	25	Krishnapuram (a) Pudipatla	--	48	Krishnapuram.	

(Note: Names of places are purely notional)

CIRCULAR No. 6 **CENSUS—IMMEDIATE.**

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS.
Office of the Superintendent of Census Operations,
Andhra Pradesh.

Hyderabad - 4,
Dated 10th May, 1960.

From :

Sri A. CHANDRA SEKHAR, I.A.S.,
Superintendent of Census Operations,
Andhra Pradesh.

To :

ALL COLLECTORS.

Sir,

CENSUS 1961 — CENSUS DIVISIONS — CHARGE LISTS — CENSUS MAPS — APPOINTMENT OF CHARGE SUPERINTENDENTS, ENUMERATORS AND SUPERVISORS.

House-numbering and houselisting, the basis for fixing Census Enumerators' jurisdictions.

I trust that by now you would have completed or must have made sufficient headway with house-numbering and houselisting operations in your area. You would have no doubt finalised the allotment of Code numbers also for the various rural and urban units in your area as instructed in Census Circular No. 5. This means that you now have a system under which it will be possible to locate every household in your area definitely. From the houselist you would also get the information about the approximate population covered by the then households of each area. You thus have all the particulars to enable you to fix the jurisdictions definitely of enumerators and supervisors for the ensuing Census count.

Need for Census Divisions.

2. As explained in the previous Circulars, it is our aim to see that we ensure complete coverage of the population without any omission or overlapping. In order to ensure this we will have to have a gradual breaking up of jurisdictions from the top down to the Census Enumerators' blocks with clearly defined limits. Hence the need to form Census divisions.

District is the first major Census Division.

3. The first major Census divisions of the State are the 20 Revenue Districts into which this State is divided for normal administration. The location code numbers of these districts have been fixed in Census Circular No. 4. The District Collector as the District Census Officer is the head of the Census Organisation in this major Census Division, viz., the District and he will be in over all charge of all the Census Operations in the district. He acts through his Personal Assistant who is the Deputy District Census Officer and the officers in charge of the Revenue Divisions of the district who are the Divisional Census Officers. The State Government have in G.O.Ms. No. 854, General Administration (Elections-D) Department, dated 30-5-1959 already notified the District Collectors, their Personal Assistants and the officers in charge of Revenue Divisions as Census Officers within their respective jurisdictions under section 4(2) of the Indian Census Act. They have also been delegated with powers under sections 4(3) and 4(4) of the Act to appoint Census Officers within their local jurisdictions and to issue declarations.

District to be sub-divided into Census Charges-Revenue taluks and Municipalities normally to constitute Census Charges.

4. Next, each district will be sub-divided into Census charges, each under a Census officer to be designated as the Charge Superintendent who will be fully responsible for making all arrangements for taking Census in the area constituting his charge. Normally each Revenue taluk or Independent Sub-taluk will constitute a Census Charge with the Tahsildar or Independent Deputy Tahsildar as the Charge Superintendent. However, major urban units such as Municipalities in the Andhra districts and the City Municipalities in Telangana districts will constitute independent charges by themselves, the Municipal Commissioner or the Executive Officer of the City Municipality being the Charge Superintendent. The Taluk charge Superintendent will have no jurisdiction over such urban units which are constituted into independent charges by themselves. *Major Panchayats or Town Municipalities, though recognised as towns, will not form independent charges but they will be under the control of the Taluk charge Superintendent who will be assisted by the Executive Officers in making all arrangements within such smaller towns.*

Special charges.

5. Some special areas, which have a large concentration of a particular type of population and have separate administration of their own, such as the Nagarjunasagar Damsite Camp (Vijayapuri), Kothagudem collieries area, Bellampally collieries area, Khagajnagar and Strictly Military areas, Air Force and Naval Stations will be constituted into special charges and will be placed in charge of a suitable officer of the respective administrations. These will be called special charges and the officers in charge designated as Special Charge Superintendents. Here also the Taluk Charge Superintendent will have no jurisdiction over the areas constituting such special charges.

District Census Officer to ensure that the entire district is properly divided into Census charges.

6. The District Census Officer should ensure that his entire district has been properly divided into definite Census charges, without the omission or overlapping of any area, and placed under the charge of an officer designated as Charge Superintendent or Special Charge Superintendent as the case may be. He should also ensure that the Taluk Charge Superintendents, the Municipal Charge Superintendents and the Special Charge Superintendents are clear about their respective jurisdictions.

Appointment of Charge Superintendents.

7. The State Government have already appointed the Tahsildars and Municipal Commissioners in Andhra area and the Executive Officers of City Municipalities in Telangana area as Census officers within their respective local jurisdiction. The District Census Officer may now merely designate them as Charge Superintendents of their respective areas. A letter of appointment may be issued to them in the form indicated as Appendix IV to this Circular. The personnel and Labour Officer of Nagarjunasagar Damsite will be the Special Charge Superintendent of Vijayapuri and the Deputy personnel Managers of Kothagudem and Bellampally collieries will be the Special Charge Superintendents of their respective areas and the Naib Tahsildar, Sirpur, to be the Special Charge Superintendent of Kagaznagar area. The District Collectors concerned may issue formal orders appointing them as Special Charge Superintendents for their areas.

Hyderabad district and city. Special procedure.

8. In respect of Hyderabad district a slightly different set up is indicated. The Collector of Hyderabad has been notified by Government as the District Census Officer for the Hyderabad district excluding the Hyderabad and Secunderabad cities. Thus the Collector will look after the Census Operations of all other areas of the district excepting those that fall within the limits of Hyderabad and Secunderabad Municipal Corporations, and the Secunderabad Cantonment area and the Strictly Military area. The Commissioners of the Hyderabad and Secunderabad Municipal Corporations and the Deputy Commissioner of Hyderabad Municipal Corporation have been notified by the State Government as Census Officers for their

respective city areas; the Executive Officer of the Cantonment Board for the Cantonment area; and in respect of the Strictly Military area the Officer Commanding the Station or his nominee and the Commanding Officers of all units in respect of the body of men in their charge and Officers Commanding Air Force establishments have been notified as Census Officers. These various officers will look after the Census arrangements within their respective jurisdictions. There are a few areas adjoining the City Municipal Corporation boundaries which are practically integral parts of the city. But, as they are not included within the limits of the Corporations the Census arrangements there will have to be looked after by the District Revenue authorities under the control of the Collector. Since the entire Greater Hyderabad city falls within the Hyderabad district limits, as explained in Census Circulars Nos. 4 and 5, the City in its entirety has been allotted a Code number in the taluk series. The individual units constituting the city have been given the urban code numbers in Roman numerals. The units not falling within the Corporation limits and the Cantonment or Strictly Military area will have to be looked after by the Collector. The officers in charge of each of the units constituting Hyderabad city should liaise with each other and make certain of their jurisdictions. The Tahsildars of the Taluks within whose limits the constituent urban units of Hyderabad city fall should liaise with the concerned officers in charge of the Urban units and make sure of their respective jurisdictions and then of their own jurisdictions and thus ensure that there is no omission or overlapping of any area. Wherever there is any disclaimed or disputed area, the District Revenue authorities should cover such residuary portions.

Census Officers in charge of Hyderabad and Secunderabad Municipal Corporations areas and the Secunderabad Cantonment.

9. The Commissioners of the two Corporations who are hereby designated as the City Census Officers may divide their jurisdictions into convenient charges each to be placed under a Charge Superintendent. Under the powers delegated to them by the State Government under sections 4(3) and 4(4) of the Act, the City Census Officers may appoint these Charge Superintendents with their jurisdictions clearly defined. These Charges may be so formed that each Charge covers a population of about 2 to 4 lakhs and has permanent easily identifiable boundaries and constitutes a definite compact area. As regards the Cantonment area, the Executive Officer of the Cantonment Board will be the Cantonment Census Officer for all the areas constituting the Cantonment excepting the strictly military area. If he finds it necessary he may divide the Cantonment area into two or more Charge Superintendents' charges and appoint suitable officers as Charge Superintendents. This office may be kept informed of the promotion of such charges, if any.

Strictly Military areas of Hyderabad City.

10. In respect of the strictly Military areas, the various zones falling in Secunderabad Cantonment limits and Hyderabad Municipal Corporation area will be given a sub-number to the Urban location code number already allotted to the strictly military areas of the Secunderabad Cantonment and the Hyderabad City. For example, if there were 8 zones such as Plassy lines, Welessley lines, Bonepalle lines, etc., constituting the strictly military area of Secunderabad Cantonment and 5 zones constituting the strictly military area in Hyderabad Corporation limits, the code numbers for the Strictly Military zones in Secunderabad Cantonment area will be IV/1, IV/2.....IV/8 and those of the zones in Hyderabad strictly military area will be V/1, V/2.....V/5. An officer in each of these zones will be notified as Charge Superintendent for that zone by the Officer Commanding the Station. It will be the responsibility of the officer detailed for each such zone to make arrangements to cover all the military personnel resident within the zone constituting his charge. The Military Census Officer of the Station will kindly see to the proper constitution of these various charges and the appointment of a suitable officer as the Census Officer for each zone.

The Commissioners of Hyderabad Municipal Corporation, Secunderabad Municipal Corporation, Executive Officer of Secunderabad Cantonment area, the Military and Air Force Census officers of Hyderabad City to be directly responsible to the Superintendent of Census Operations for Census arrangements.

11. The Commissioners of the Hyderabad Municipal Corporation and Secunderabad Municipal Corporation and Executive Officer of the Secunderabad Cantonment and the Military and Air Force Census Officers of the City will be responsible directly to the Superintendent of Census Operations for finalising all arrangements within their areas. The Superintendent of Census Operations will guide them from time to time.

Naval Yard and Coastal Battery of Visakhapatnam to be Special Charges and the Charge Superintendents to be responsible to the District Census Officer (Collector).

12. The Collector, Visakhapatnam, may constitute the Naval Yard in Visakhapatnam district and the Coastal Battery into special charges and place them in charge of suitable officers of the Unit concerned in consultation with the officers Commanding the Naval Station and Coastal Battery. The Charge Superintendent concerned will look to all the Census arrangements within his charge and shall be responsible to the District Census Officer (Collector) for the successful conduct of Census in that area. These Census officers will be advised and guided by the District Census Officer in the finalisation of arrangements. For the purpose of distinguishing the area constituting these special charges of Visakhapatnam town, they may suffix a letter to the urban code number of Visakhapatnam town. If the location code number of Visakhapatnam town is I, the Naval Yard may be given Code No. I(N) and the Coastal Battery area as No. I(C.B.).

Other large special areas and institutions such as Railway colonies, Hospitals, etc., to be constituted into special Census Circles.

13. It is not considered necessary to constitute any other institutions, establishments or areas as special charges. Fairly large Railway colonies, Oil refinery camps, Port areas, ship building yards, General Hospitals, Central Jails, etc., can be constituted as special Supervisors' circles if the population resident in each of these units is likely to exceed 250 as will be explained later and the Census personnel to cover these areas can be appointed from amongst the staff of those institutions in consultation with the management. They will be responsible to the regular Municipal Charge Superintendent or the Taluk Charge Superintendent as the case may be for the conduct of Census in such areas.

Listing of all the charges in each district.

14. In order to ensure that each district is properly covered by Census charges, the District Census officer will prepare a statement given as Appendix I to this Circular.

Demarcation of the charges on the District Census map.

15. The charges constituted for each district shall be marked on the District Census map that is being supplied to each District Census Officer. The boundaries of each charge shall be distinctly marked in different coloured pencils and it should be written across each charge as "Charge No....." (The charge number to be allotted is the serial No. given in col. 1 of the statement in Appendix I prescribed in the last para.). Marking off the charges thus on the District Census map will help to see if the entire district has been covered by properly constituted charges.

Census charges to be divided into enumerators' blocks.

16. It is then the responsibility of each Census Charge Superintendent to see that the area constituting his charge is fully covered for actual Census enumeration. The constituent units of each charge will be found in column 5 of the statement of Census charges (Appendix-I). The house-numbering plan and the houselist for each village or town provide the Charge Superintendent the framework to divide his entire charge into convenient enumerators' blocks and appoint an enumerator to cover each block. In respect of rural areas each village will be taken up separately and enumerators' blocks constituted. As indicated in previous Circulars, in rural areas, each enumerator will be expected to cover about 750 population. A small village with about this population can be constituted into a single Census enumerators' block and allotted to one enumerator. Bigger

villages with larger population will have to be split up into more than one Census enumerator's block so that each enumerator is made to cover a population of about 750. If a village is divided into separate house-numbering blocks, as far as possible the Census enumeration block may be made coterminous with the house-numbering block. But where house-numbering blocks have been constituted of very small hamlets there is no point in having a separate enumerator for each house-numbering block. There is no objection to more than one house-numbering block being placed in charge of an enumerator for Census enumeration purposes. It should be attempted, to the extent possible, to see that a whole house-numbering block or blocks are constituted into enumeration blocks and placed in charge of an enumerator. But where, for some reason or other each house-numbering block is constituted by a very large number of houses the population of which as per the houselist exceeds say 800, the splitting up of such a house-numbering block into separate enumerators' blocks becomes inevitable. There is no objection, when it is found inevitable, to give portions of adjoining house-numbering blocks to a single enumerator for Census enumeration. It is important that the enumerators' blocks are formed of compact and well defined areas. The house-numbering plan will come in very handy for demarcating the Census enumerator's blocks. In the village house-numbering plan, the jurisdiction of each Census enumerator's block shall be clearly marked and the serial number of the enumerator indicated on this block in some coloured pencil. While indicating the jurisdiction of each enumerator, it will be necessary to denote the house-numbers that will fall within his enumeration block. (See para 18).

Enumerators' blocks in urban areas.

17. The above instructions apply **mutatis mutandis** to the formation of Census enumerators' blocks in urban areas also (including special charges) excepting that the size of the enumerators' blocks in urban areas will be slightly smaller as to cover a population of about 600. Each Ward, locality or block of the town will be taken up and with the help of the houselists and house-numbering plan the enumerators' blocks defined. In respect of the smaller urban areas which are **not** constituted into separate charges by themselves the demarcation of the enumerators' blocks, etc., will have got to be attended to by the Taluk Charge Superintendent with the assistance of the Executive Officer concerned. In respect of towns which have been constituted into separate Census charges, the Charge Superintendent concerned will have got to see that his area is properly demarcated into enumeration blocks without omission or overlapping.

List of enumerators' blocks to be prepared in the forms given as Appendices II-A & II-B.

18. For each charge a complete list of all Census blocks will be prepared in the form given as Appendix II-A (for Taluk charges) and II-B (for Urban charges and Special charges), to this Circular. For guidance some sample entries are made in this form. (The Numbers and names given are notional). The Charge Superintendent will have to account for all the villages and house-numbering units and all households listed in the houselist and see that they are properly allotted to an enumerator. The enumerators' blocks will be allotted serial Numbers as in the last column of Appendices II-A and II-B for each Charge Superintendent's charge. Thus each Census enumerator under each Charge Superintendent will be having a definite serial number which will help easy identification of each enumerator's block and facilitate better control.

Enumerators to be furnished with extracts from the houselist. He should also take a copy of the house-numbering plan for his area.

19. Each Census enumerator should know very clearly what his exact jurisdiction is, who his adjacent enumerators are, where his jurisdiction ends and the jurisdiction of the other enumerator begins, so that no area is left out or covered by two persons at the same time. After the enumerators' blocks are fixed as in Appendices II-A and II-B, each enumerator should be furnished with an extract of columns 3, 4, 11 and 12 of the houselist relating to the area that constitutes his block so that he can identify every house and enumerate all households and also visit other Census houses which might

not be used as a dwelling at the time of houselisting but had since become dwellings and so on. The enumerator should also have an extract from the house-numbering plan of the village or town pertaining to his jurisdiction. The enumerator should be asked to contact the taluk office or the village officer and take the extract from the housenumbering plan himself. The enumerator should be frequently visiting his area and get himself thoroughly acquainted with it and he should ensure that house-numbering in his jurisdiction is brought up-to-date month to month. If any new constructions come up they should be immediately allotted the appropriate house-number in accordance with house-numbering instructions.

Constitution of Supervisors' Circles.

20. For the purpose of close overchecking of the work of enumerators and guiding them, it is proposed to appoint one supervisor for every 5 enumerators. A Supervisor's jurisdiction will be called a Circle. The enumerators placed under each supervisor need not necessarily be those bearing continuous serial numbers. Five enumerators' blocks which will form a compact area may be allotted to one supervisor. A list of supervisors' circles should be prepared as in Appendix III and see that all enumerators' blocks are constituted into compact supervisor's circles and no block is left uncovered.

Marking of the enumerators' blocks and Supervisors circles on the Taluk Census maps.

21. The formation of supervisors' circles will be facilitated if the enumerators' blocks are first indicated on the Taluk Census map and then 5 complete enumerators' blocks are circled off together to form a supervisor's circle. When a single village is divided into different enumerators' blocks it will be difficult to mark the boundary of each enumerator's block on the taluk map. Therefore, it is considered not necessary that the jurisdiction of enumerators' blocks should be actually demarcated on the map but only the enumerators' numbers should be noted against each village. Supposing an entire village is covered by one enumerator, it is enough if the serial number of the enumerator is marked within that village boundary. Similarly if a village is divided into more enumerator's blocks than one it is adequate if the serial numbers of the enumerators' blocks that fall within the village are merely marked within that village boundary. Since there are already the Census Code Numbers in Red and Survey Code Numbers in black printed on the taluk maps, in order to avoid confusion, the enumerator's block numbers can be marked within brackets with some other coloured pencil and these Numbers shall invariably be preceded by the letter E thus — (E1, E2, E3.....) to indicate that they are enumerator's block Numbers. From the statements in Appendices II-A and II-B the enumerators will be having one continuous serial number for each Charge. The Supervisor's circle can then be marked off with a coloured pencil and the serial No. of the Circle put in each enclosure as S1, S2, S3, etc. In view of the multiplicity of numbers already found on the maps, if it is found that the marking of the Supervisor's circles and their numbers is likely to make the map untidy and confusing, the marking of the Supervisors' circles on the map may be given up. It should however be ensured from the statement prepared in the form given in Appendix III that all the enumerator's blocks are accounted for and attached to one supervisor or the other.

Selection of enumerators.

22. Census enumerators will be appointed mostly from amongst the school teachers, village officers, clerks or other employees of Government offices as well as of local bodies, bill collectors, vaccinators, licence inspectors, hospital staff, Railway employees, Non-Commissioned Officers in the Forces, employees of private firms, educated non-official, etc., etc. Persons selected for appointment as enumerators should be intelligent and reliable and capable of patient and hard work. They will have to fully understand the questionnaire, put appropriate questions to the people to elicit correct answers, and record the answers in the Census Schedules in the manner prescribed. I trust that the Charge Superintendents have already assessed the requirements of their charges and prepared a list of persons available in their charges for appointment as enumerators and supervi-

sors as indicated in para 11 of Census Circular No. 1. Since the enumerators are expected to cover their blocks in their out of office hours it is necessary that the block attotted to an enumerator should be as near as possible to his residence.

Enumerators in large institutions, such as Hospitals, Central Jails, Railway and Indusrial colonies etc. to be selected from amongst the staff of the institutions.

23. It is best that in respect of large institutions such as big hospitals, central jails, railway colonies, port areas, large industrial housing colonies, project camps, etc., the Census enumerators are appointed from amongst the staff of the institutions, and they can be expected to cover the population living within their blocks more effectively. In respect of hospitals for infectious diseases such as leprosy, small-pox, cholera etc. it is obviously desirable to appoint the enumerators from amongst the members of the hospital staff.

Reserve of enumerators. Need for Lady enumerators.

24. There should be adequate reserve of trained enumerators to draw from in case any enumerator put on field work is incapacitated or is not able to attend to the work due to circumstances beyond his control. It is best to have about 10% reserve. This reserve of enumerators should not be concentrated in one area but should be selected from different areas of the taluk so that they may be within easy reach of any Supervisors' circle where the need for filling in a vacancy may arise. It is desirable to have a good number of lady enumerators in the reserve so that their services can be utilised for enumerating gosha households. In certain areas where there is a concentration of gosha households or in respect of large institutions housing women it is desirable to have lady enumerators appointed regularly to attend to the work in such blocks. Even in respect of other blocks also there is no objection to let capable lady enumerators take up regular work.

Appointment Order of enumerators.

25. Almost every Charge Superintendent has been empowered under section 4(3) and 4(4) of the Census Act to appoint enumerators within their jurisdictions. Therefore, after delimitation of the charges into enumerators blocks and deciding on the person who should be appointed as the enumerator of each block and also put on the reserve of enumerators, the Charge Superintendent shall issue a formal appointment order in the form given as Appendix V to this Circular. The jurisdiction of the enumerators block should be clearly defined in the order in precise terms indicating the Ward/Block/Locality/Street No. and the starting and finishing House Numbers of his block and the name and physical boundaries of his block, if available. The appointment order will also bear relevant extracts of the Census Act to focus the attention of the enumerator on his rights and responsibilities. The enumerators will have to carefully preserve this letter of authority and carry it with him when on census enumeration duty, as he may have to produce the order in case any one should challenge his identity or authority to enumerate. The order of appointment shall be signed and issued by the competent authority. The various authorities who should issue formal orders of appointment of Census personnel have been indicated in para 31 infra. Facsimile signature will not do.

Selection of Supervisors.

26. Since the supervisors have to guide, control and over check the work of Census enumerators, they should be drawn from a superior cadre and should be really capable men who by their thorough knowledge of the subject, initiative, enthusiasm and hard work should be able to command the confidence of the enumerators of their circle. In an emergency, the supervisor should be prepared to do the work of the enumerator himself. Deputy Tahsildars, Agricultural Demonstrators, Extension Officers in development blocks, J. C. Os. in the forces, Executive Officers of Panchayats and Town Committees, Deputy Inspectors of Schools, Assistant Inspectors of Labour, Supervisors of Industries, Revenue Inspectors, Upper Division Clerks of offices, Municipal Health Officers, Health Inspectors, Assessors, Senior Clerks, etc. of Municipalities, High School Assistants, College Lecturers and so on are suitable for appointment as supervisors. Touring Officers of the appropriate rank of almost all departments except perhaps the Police, Medical Officers and staff of Posts & Tele-

graphs Department etc. may be utilised for appointment as supervisors. The Charge Superintendent should use his discretion in selecting proper officers for appointment as Supervisors. He may take the guidance of the Divisional Census Officer in the matter of selection and appointment of officers as Census Supervisors. The Census Supervisors should be appointed in such a way that as far as possible each supervisor is able to cover the enumerators' blocks comprising his charge, in the course of his normal tours.

When institutions are constituted into special circles.

27. Large institutions such as big hospitals with a large number of inpatients, Central Jails, Industrial Housing Colonies, Railway Colonies, having not less than 250 persons residing can be constituted into separate census circles and in the same way as enumerators are appointed from amongst the staff, the supervisors too may be appointed from the superior cadres of the same staff in consultation with the officer incharge of the institution. In the case of infectious diseases hospitals a junior medical officer working in the institution can be appointed as supervisor where one is available. Otherwise the Medical Officer incharge of the hospital should be appointed as Supervisor. They will be responsible for conduct of the Census of the population entrusted to them under the direction and guidance of the Charge Superintendent.

Reserve of Supervisors

28. It is necessary to have a reserve of Supervisors selected and trained to meet any contingencies. 10% reserve of Supervisors may therefore be selected for each charge.

Appointment Order of Supervisors.

29. The appointment orders of the supervisors will be issued under the signature and seal of the Charge Superintendent concerned in the form prescribed as Appendix VI to this Circular. This order also shall clearly describe the jurisdiction of the Supervisor. On the back of the order relevant extracts of the Census Act will be reproduced. The Census Supervisor will also be expected to carry his appointment order with him when on Census duty.

Printed forms of Appointment Order will be supplied.

30. It is proposed to supply printed forms of appointment orders (perhaps in different colours) of convenient size, of charge superintendents, supervisors and enumerators. Adequate number of these forms will be supplied to the appointing authorities. If, during the actual Census Operations, these forms are found to be inadequate, there is no objection to the appointment orders being issued on separate paper, typed, printed or written in the form prescribed.

Appointing Authorities of Census personnel.

31. The State Government, by virtue of their notification issued under G.O.Ms. No. 670, General Administration (Elections-D) Department, dated the 13th May, 1960, have delegated powers of appointment of Census Officers within their respective jurisdictions under section 4(4) and 4(3) of the Indian Census Act to the Superintendent of Census Operations, the Deputy Superintendent of Census Operations, the District Collectors, Commissioners of Hyderabad and Secunderabad Municipal Corporations, Deputy Commissioner of Hyderabad Municipal Corporation, Personal Asistants to Collectors, Officers incharge of Revenue Divisions, Personnel and Labour Officer, Nagarjunasagar Dam, Vijayapuri, Tahsildars and Independent Deputy Tahsildars, Municiual Commissioners and Executive Officers of City Municipalities, Executive Officers of Cantonments, Officers Commanding Army Stations or appointed by the Officers Commanding Stations for the Census of strictly Military area, Officers Commanding Air Force and Naval Establishments, Officers Commanding Units or bodies of troops in camp and Deputy Personnel Managers of Bellampalle and Kothagudem Collieries. However, for convenience and practical expediency, formal orders of appointment of the various Census personnel may be issued by the authorities as indicated below :

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Census Officers to be appointed.	Authority who may issue the appointment order.
Charge Superintendents :	
1. Charge Superintendents for taluk charges, municipal charges and special charges (except Hyderabad City which includes the Hyderabad Municipal Corporation, Secunderabad Municipal Corporation, Secunderabad Cantonment and Strictly Military areas of the City).	District Collector.
2. Charge Superintendents in Hyderabad and Secunderabad Municipal Corporation areas.	The Commissioners of the Corporations concerned.
3. Charge Superintendents in Secunderabad Cantonment.	Executive Officer of the Secunderabad Cantonment.
4. Charge Superintendents for each of the Military Zones in the strictly Military areas of Hyderabad City.	Officer Commanding Army Station or the Military Census Officer deputed by him for the whole area, Officer Commanding Air Force Station as the case may be.
Enumerators & Supervisors :	
5. Census Enumerators and Supervisors in taluk charges.	The Charge Superintendents concerned, i.e., the Tahsildar or Independent Deputy Tahsildar in respect of their jurisdictions.
6. Census Enumerators and Supervisors in Municipal Charges (i.e., Municipalities in Andhra districts and City Municipalities in Telangana districts which are constituted into independent charges).	The Charge Superintendents concerned, (i.e., the Commissioners of Municipalities in Andhra area and Executive Officers of City Municipalities in Telangana area).
7. Census Enumerators and Supervisors in Hyderabad Municipal Corporation area.	Deputy Commissioner of Hyderabad Municipal Corporation.
8. Census Enumerators and Supervisors in Secunderabad Municipal Corporation area.	Commissioner, Secunderabad Municipal Corporation.
9. Census Enumerators, Supervisors in the Secunderabad Cantonment area.	Executive Officer, Cantonment Board.
10. Census Enumerators and Supervisors in the Strictly Military areas of Hyderabad (including Air Force lines).	The Charge Superintendent of each of the Military or Air Force Zones constituting the Strictly Military area.
11. Census Enumerators and Supervisors in the Naval Yard, Visakhapatnam.	Officer Commanding, Naval Station, Visakhapatnam.
12. Census Enumerators and Supervisors in the Coastal Battery area, Visakhapatnam.	Officer Commanding, Coastal Battery, Visakhapatnam.

Census Officers to be appointed.	Authority who may issue the appointment order.
13. Census Enumerators and Supervisors in the Special Charge of the Nagarjunasagar Damsite (Vijayapuri).	The Special Charge Superintendent (The Labour and Personnel Officer, Nagarjunasagar Damsite).
14. Census Enumerators and Supervisors in the Special Charge of Bellampalli and Kothagudem Collieries area.	Special Charge Superintendent concerned (Deputy Personnel Manager of the Collieries).
15. Census Enumerators and Supervisors in the Special Charge of Kagaznagar.	Special Charge Superintendent concerned (The Naib Tahsildar, Sirpur).

This does not however take off the inherent powers of the other officers who have been so empowered to appoint Census Officers within their jurisdictions. During emergencies or to meet urgent need they may appoint required Census personnel on their own authority. But they must keep the concerned authority noted in the last column of the above statement fully posted with up-to-date information to avoid any conflict or duplication.

The Divisional Census Officers to closely scrutinise the enumerator's blocks and supervisor's circles lists and attest them.

32. Proper and accurate breaking up of the area into Census divisions at the different levels as explained above and the appointment of the most suitable persons as enumerators and supervisors is of fundamental importance. The authorities concerned will please attend to this with utmost care. The Charge Superintendent is primarily responsible for the complete coverage of his area by enumerators' blocks and supervisors' circles and the selection of suitable persons for appointment as enumerators and supervisors. The Divisional Census Officer (Officer in-charge of Revenue Divisions) will have to assume great responsibility in this regard and closely scrutinise the lists of enumerators' blocks and supervisors' circles in both Taluk charges as well as Urban charges in his jurisdiction. He will be expected to attest the lists to certify to their completeness and correctness. He should also ensure that the personnel selected for appointment as enumerators and supervisors are fit for the job.

The dates for the finalisation of the lists of enumerator's blocks and Supervisor's circles. Copies to reach Superintendent of Census Operations for approval by 15th July.

33. The formation of Census divisions, the preparation of the lists of charges, enumerator's blocks and supervisor's circles should be completed by the 1st July, 1960. The lists should be prepared in duplicate. The District Collectors, Commissioners of Hyderabad Municipal Corporation, Secunderabad Municipal Corporation, Executive Officer of Secunderabad Cantonment Board and the Military and Air Force Census Officers are requested to send a copy of the list of charges (Appendix-I) to the Superintendent of Census Operations for record in the latter's office. The Charge Superintendents concerned should send a copy of the lists of enumerator's blocks and supervisor's circles (Appendices II-A, II-B, and III) duly attested by the Divisional Census Officer to the Superintendent of Census Operations through the District Collectors, Commissioners of Hyderabad Municipal Corporation, Secunderabad Municipal Corporation, Military Census Officers, etc. as the case may be. The Collectors, etc., should scrutinise these lists and offer their comments, if any. The lists should reach the Superintendent of Census Operations by the 15th July 1960 without fail. The Superintendent of Census Operations after final scrutiny will approve these lists. If the lists are received in time, his approval will be communicated by 30th July 1960. If he has any comments to make they will be communicated to the Charge Superintendents through the District Collectors etc. concerned and necessary corrections will be carried out in the copies of the enume-

rator's and supervisor's lists available with the Charge Superintendent. In view of the importance of these lists, the Charge Superintendents should prepare the copies of the lists in the form of registers with thick covers. One copy will be in the Office of the Charge Superintendent and another copy with the Superintendent of the Census Operations. (In respect of temporary and transitory charges such as Army and Air Force Units it is desirable that all the lists are deposited after the work is completed in the Office of the Station Commanders instead of the individual Charge Superintendents, as they are likely to come in handy at the Station Headquarters at future censuses.)

Appointment Orders to be issued immediately after the lists are approved and acknowledgement to be obtained.

34. The appointment orders of enumerators and supervisors shall be issued immediately after the enumerators' block lists and circle lists are approved by the Superintendent of Census Operations. The issue of the appointment orders can be completed by 15th August 1960. Proper acknowledgement should be obtained from each enumerator and supervisor of the receipt of his appointment order and his acknowledgment should be filed along with the register of enumerator's blocks and supervisor's circles. The appointment orders of the Charge Superintendents may be issued by the District Collectors and other competent authorities immediately after the charges are decided upon by them. In any case the Charge Superintendents should have their appointment orders before they themselves can issue the appointment orders of the supervisors and enumerators under them.

35. With the completion of action as indicated in the above paragraphs, the entire set up of Census Organisation for the purpose of enumeration would have been created and the next step is to see that this Organisation is fully trained and equipped to tackle its task with accuracy, speed and efficiency. A further circular will issue regarding the training programme.

36. The receipt of this circular may please be acknowledged.

Yours faithfully,
A. CHANDRA SEKHAR,
Superintendent of Census Operations,
Andhra Pradesh.

Copy to all other officers concerned.

APPENDIX—I. (Names & Code Nos. are notional)

List of Census Charges

Name of the District and No. Visakhapatnam District No. 2.

Serial & Location Code No. of the Charges				Census Code Nos. of the villages and towns constituting the charge.	Name of the charge.	Name and designation of the Charge Superintendent.
Serial No. of the charge.	District No.	Taluk No.	Urban Unit No. (for urban charges.)			
1	2	3	4	5	6	7
1	2	1	...	Village Nos. 1 to 60, 62 (rural), 70 to 90.	Visakhapatnam Taluk.	Shri X, Tahsildar, Visakhapatnam.
2	2	1	I	Visakhapatnam Municipality (No. I) (excluding the Naval Yard and Coastal Battery area)	Visakhapatnam Municipality.	Shri Y, Special Officer, Visakhapatnam Municipality.
3	2	1	I (N)	Naval Yard of Visakhapatnam town.	Visakhapatnam Naval Yard.	Lieut. A. B. Officer Commanding, I.N.S. .
4	2	1	I (CB)	Coastal Battery of Visakhapatnam town.	Visakhapatnam Coastal Battery.	Capt. PQ, Officer Commanding, ...
5	2	2	. .	Village Nos. 1, 2 (rural) 3 to 90.	Anakapalle Taluk.	Shri Z, Tahsildar, Anakapalle.
6	2	2	I	Anakapalle Municipality (No. I). etc. etc.	Anakapalle Municipality.	Shri MP, Municipal Commissioner, Anakapalle.

CERTIFICATE.

Certified that all the areas in my district have been properly covered by the census charges as indicated above and no area has been left out and there is no overlapping of jurisdictions of the Charge Superintendents.

District Census Officer.

APPENDIX—II-A

(Names & Nos. are notional)

LIST OF ENUMERATOR'S BLOCKS (*Taluk Charge*)

Name of the District & Code No. : Adilabad District No. 16

Name of the Taluk & Code No. : Asifabad Taluk No. 3

Name of the charge : ASIFABAD TALUK

Name and designation of the Charge Superintendent : Shri,..... Tahsildar, Asifabad.

Name and location code No. of the village or town (which is not constituted into a separate urban charge)		House-numbering unit (i.e., block; ward/block; locality/ street; as the case may be.)	The total No. of households and the approximate population falling within each of the house-numbering units, (as per the house list)		The house-numbers constituting an enumerator's block and the approximate population.		Name, designation and address of the enumerator.	Serial No. of the enumerator's block.
Name	Location Code No.		No. of households.	Population	House Nos.	Population.		
1	2	3	4	5	6	7	8	9
Ramapur	1	Block 1	300	1500	1-1 to 1-160	748	Venkoba Rao, Patwari, Rampur village.	1
					1-161 to 1-300	752	Pratap Reddy, Patel, Ramapur village.	2
		Block 2 (Kothapet hamlet)	120	800	2-1 to 2-120	800	Rama Rao, Teacher, Primary School, Ramapur.	3
Asifabad Town	I	Ward 1—Block 1	100	700	1-1-1 to 1-1-100	700	Ramlal, Clerk, Taluk Office, Asifabad.	4
		Ward 1—Block 2	212	1200	1-2-1 to 1-2-110	616	Pentiah, Teacher, Middle School, Asifabad.	5
					1-2-111 to 1-2-212	584	Gangadhar, Science Assistant, Middle School, Asifabad.	6
				etc., etc.				

CERTIFICATE

Certified that all areas and buildings within my charge have been included in the enumerator's blocks and no area or numbered building has been left out and that there is no overlapping of the jurisdiction of enumerators.

Sd. .....

Charge Superintendent.

APPENDIX II-B.

(Names & Nos. are notional)

List of Enumerator's Blocks

(Urban Charges and Special Charges)

Name of the District and Code No. — Chittoor District No. 8

Name of the Taluk and Code No. — Chandragiri No. 8

Name of the Town and Code No. — Tirupati Municipality No. I.

Name and Designation of the Charge Suprintendent. — Shri..... Municipal Commissioner, Tirupati.

Name of the Charge: TIRUPATI MUNICIPALITY,

Number of the housenumbering unit: (Ward; Block; Ward/Block; Locality/Street as the case may be.)	Total No. of households and approximate population falling within each of the housenumbering units (as per the houselist.)		The house Nos. constituting the enumerator's block and the approximate population as per the houselist.		Name, designation and address of the enumerator	Serial No. of the enumerator's block.
	No. of Households	Population	House Nos.	Population		
1	2	3	4	5	6	7
Locality 1/Street 1	100	525	1–1–1 to 1–1–99	525	1. Govindaswamy, Clerk, Tirumalai Tirupati Devasthanams, Tirupati.	1
Locality 1/Street 2	250	1200	1–2–1 to 1–2–120	620	2. Venkataramana, Clerk, Municipal Office, Tirupati.	2
			1–2–121 to 1–2–249	580	3. Obulappa, Teacher, Municipal High School, Tirupati.	3
Locality 2/Street 1	40	200	2–1–1 to 2–1–40			
Locality 2/Street 2	55	325	2–2–1 to 2–2–55	525	4. Janaki Bai, Teacher, Girls School, Tirupati.	4

CERTIFICATE.

Certified that all areas and buildings within my charge have been included in the enumerator's blocks and no area or numbered building has been left out and that there is no overlapping of the jurisdiction of enumerators.

Sd.....
Charge Superintendent.

APPENDIX–III

List of Supervisor's Circles

(Names and Nos. are notional)

Name of the District and No. Cuddapah District No 9
Name of the Taluk and No. Proddutur Taluk No. 6
Name of the Town and No. Proddutur
Name of the Charge : PRODDUTUR TALUK.

Name and designation of the Charge Superintendent. Shri..... Tahsildar, Proddutur .

Serial No. of the Supervisor's Circle.	Name, designation and address of the Supervisor.	Enumerator's block Nos. constituting the Supervisor's circle	Name, designation and address of the enumerator.	Name of the village or town in which the enumerator's block lies.	The housenumbers constituting the enumerator's block and the approximate population of the block (from Appendices II-A/II-B)	
					House Nos.	Population.
1	2	3	4	5	6	7
1	Prasada Rao, Revenue Inspector, Chennur.	1 3 4 6 9				
2	Rama Sarma, Agricultural Demonstrator, Proddutur.	2 5 7 8 10				
		etc. etc.				

CERTIFICATE

Certified that all the enumerator's blocks in my charge have been accounted for and properly divided into four compact supervisor's circles as above and there has been no omission of any block or overlapping of the jurisdiction of the supervisors.

Sd.....

Charge Superintendent.

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APPENDIX IV.

APPOINTMENT ORDER FOR CHARGE SUPERINTENDENT.

Name of the District.....Code No.....

In exercise of the powers conferred on me by the Government of Andhra Pradesh in the Notification published in G. O. Ms. No. 670, General Administration (Elections. D), Dated the 13th May 1960,

I hereby appoint you,

Sri.....

as Charge Superintendent of the following Charge :

** **Taluk Charge**
comprising .....Taluk/Independent Sub Taluk bearing Code No .....excluding the following Municipality/Strictly Military area/Cantonment area/Special Charge (Name & Code No. to be specified):

** **Municipal Charge**
comprising.....Municipal Town bearing Code No.....Taluk/Independent Sub Taluk, bearing Code No..... excluding Strictly Military area, if any.

** **Special Charge**
comprising.....area, bearing Code No ....in.....Taluk/ Independent Sub Taluk bearing Code No.....

** Score out the portions not relevant.

You are deemed by virtue of this appointment, a public servant within the meaning of the Indian Penal Code. You will be guided by the official instructions issued from time to time regarding the performance of your duties as a Census Charge Superintendent. Your attention is also drawn to section 11 of the Census Act, 1948 which is appended below.*

Signature.....

Dated : Designation .....

*Section 11 of Census Act (XXXVII of 1948)

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 a false return or, without the previous sanction of the Central Government or the Provincial Government, discloses any information which he has received by means of or for the purposes of a census return, or

(c) any sorter, compiler, or other member of the census staff who removes , secretes, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulation of census results, or

(d) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a census officer which he is legally bound by section 8 to answer, or

(e) any person occupying any house, enclosure, vessel or other place who refuses to allow a census officer such reasonable access thereto as he is required by section 9 to allow, or

(f) any person, who removes, obliterates, alters, or damages any letters, marks or numbers which have been painted or affixed for the purposes of the census, or

(g) any person who, having been required under section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions of that section, or makes any false return thereunder, or

(h) any person who trespasses into a census office, shall be punishable with fine which may extend to one thousand rupees and in a case of a conviction under part (b) or (c) shall also be punishable with imprisonment which may extend to six months.

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

——— :oOo :———

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APPENDIX V.

APPOINTMENT ORDER OF ENUMERATOR.

Name of the District.....Code No.....

Name of the Taluk.....Code No.....

Name of the Town.....Code No.....

In exercise of the powers conferred on me by the Government of Andhra Pradesh in the Notification Published in G. O. Ms. No. 670, General Administration (Elections. D), Dated the 13th May, 1960,

I hereby appoint you,

Sri/Srimathi/Kumari.....as enumerator in.....Village/Town bearing Code No..... of.....Charge. Your serial Number will be [ ] and your jurisdiction extends over the following in the aforesaid village/town:

House Nos.	in Block/Street No.	in Ward/Locality No.

You are attached to Census Supervisor's Circle No.....

Your Supervisor is, (Name) .....(designation and Address of the Supervisor).....

.....

You are deemed by virtue of this appointment a public servant within the meaning of the Indian Penal Code, You will be guided by the official instructions issued from time to time regarding the performance of your duties as Census Enumerator. Your attention is drawn to section 11 of the Census Act, 1948 which is appended below.*

Signature.....

Dated :

Designation.....

*Section 11 of Census Act (XXXVII of 1948)

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 a false return or, without the previous sanction of the Central Government or the Provincial Government, discloses any information which he has received by means of or for the purposes of a census return, or

(c) any sorter, compiler, or other member of the census staff who removes , secretes, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulation of census results, or

(d) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a census officer which he is legally bound by section 8 to answer, or

(e) any person occupying any house, enclosure, vessel or other place who refuses to allow a census officer such reasonable access thereto as he is required by section 9 to allow, or

(f) any person, who removes, obliterates, alters, or damages any letters, marks or numbers which have been painted or affixed for the purposes of the census, or

(g) any person who, having been required under section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions of that section, or makes any false return thereunder, or

(h) any person who trespasses into a census office, shall be punishable with fine which may extend to one thousand rupees and in a case of a conviction under part (b) or (c) shall also be punishable with imprisonment which may extend to six months.

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

——— :oOo :———

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APPENDIX VI.

APPOINTMENT ORDER OF SUPERVISOR.

Name of the District .....Code No.....

Name of the Taluk.....Code No.....

Name of the Town.....Code No.....

In exercise of the powers conferred on me by the Government of Andhra Pradesh in the Notification published in G. O. Ms. No. 607, General Administration (Elections D), dated the 13th May, 1960.

I hereby appoint you,

Sri..... .....as Supervisor

of Census Circle No..... in.....Charge.

Your jurisdiction will cover the Census Enumerators' blocks, the particulars of which are given below :

No. of the Census enumerator (1)	Name, designation and address of the enumerator (2)	Village or Town in which the enumerator's block lies and its code No. (3)	House Nos, falling within the enumerator's block (4)

You are deemed by virtue of this appointment, a public servant within the meaning of the Indian Penal Code. You will be guided by the official instructions that are issued from time to time regarding the performance of your duties as Census Supervisor. Your attention is drawn to section 11 of the Census Act, 1948 which is appended below.*

Signature .....

Dated : Designation .....

*Section 11 of Census Act (XXXVII of 1948)

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 a false return or, without the previous sanction of the Central Government or the Provincial Government, discloses any information which he has received by means of or for the purposes of a census return, or

(c) any sorter, compiler, or other member of the census staff who removes , secretes, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulation of census results, or

(d) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a census officer which he is legally bound by section 8 to answer, or

(e) any person occupying any house, enclosure, vessel or other place who refuses to allow a census officer such reasonable access thereto as he is required by section 9 to allow, or

(f) any person, who removes, obliterates, alters, or damages any letters, marks or numbers which have been painted or affixed for the purposes of the census, or

(g) any person who, having been required under section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions of that section, or makes any false return thereunder, or

(h) any person who trespasses into a census office, shall be punishable with fine which may extend to one thousand rupees and in a case of conviction under part (b) or (c) shall also be punishable with imprisonment which may extend to six months.

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

——:oOo:——

CITIZEN PRESS, SECUNDERABAD.

CENSUS: IMMEDIATE: Circular No. 6(a).

Government of India
Ministry of Home Affairs
Office of the Superintendent of Census Operations, A.P.
-:-

From

Sri A.Chandra Sekhar, I.A.S.,
Superintendent of Census Operations,
Andhra Pradesh.

To

All Collectors.
All Revenue Divisional Officers.
All Tahsildars.

HYDERABAD, dated the 16th July, 1960.

Sir,

Sub:— Census, 1961- CENSUS MAPS showing the location code Numbers- for villages and towns and demarcation of enumerators blocks, Supervisors Circles and Charge Superintendents circles.

***

Several officers have raised certain doubts about the stage at which the taluk Census maps should be sent to the Superintendent of Census Operations for approval and how many copies should be sent etc. The following instructions are issued:

In paras 12 and 14 of the Circular No. 5 the Tahsildars were requested to furnish three copies of lists of location code numbers for villages and towns in the proforma prescribed in Appendix II to Circular No. 5 for purpose of 1961 Census to the Collectors concerned. After scrutiny, the Collectors are expected to send two copies of the lists for my approval, one of which will be returned to them for reference, after approval. In paras 21 and 33 of Circular No. 6 the Tahsildars were instructed to furnish merely the charge lists in the proformae prescribed in Appendix II-A, II-B, and III to Circular No. 6. But no specific instructions were however issued to Tahsildars that copies of taluk map should also be furnished on both the occasions i.e., once while finalising the location code numbers and the second time while finalising the enumerators and supervisors jurisdictions.

The Tahsildars are now requested to observe the following instructions in addition to the instructions already issued in Circulars No. 5 and 6, while finalising the Location Code Numbers for villages and towns and demarcating Enumerators blocks, Supervisors Circles and Charge Superintendents charges and furnishing the reports in the proforma referred to above prescribed in Circular Nos. 5 and 6 for purpose of 1961 Census:-

(1) Two copies of the reports showing the location code numbers in the proforma prescribed in Appendix II to Circular No. 5 may be sent by the Tahsildar through the Collector to the Superintendent of Census Operations for approval. One copy will be retained in the office of the Superintendent of Census Operations and the other returned to the Tahsildar concerned through the Collector after approval.

(2) Along with the above statement showing the location code numbers, one copy of the Taluk map with the location code numbers of all units ie., both villages and towns, marked on it may be sent to the Superintendent of Census Operations for

p.t.o.

approval. This copy will also be returned after approval along with a copy of the approved statement referred to above.

(3) After finalising the jurisdictions of Enumerators and Supervisors, the Tahsildars should send to the Superintendent of Census Operations through the Collector, three copies of the Taluk map along with one copy of the register showing enumerators blocks and Supervisors circles prescribed in Appendices II-A, II-B and III of Circular No. 6. The maps could already be containing information regarding Location Code Numbers of villages and Towns with the urban units shaded off, and now the jurisdictions of the Enumerators Blocks and Supervisors circles should be marked on them as indicated in Census Circular No. 6. Two copies of these Taluk maps and also the copy of the register showing the enumerators and Supervisors jurisdictions will be retained in the office of the Superintendent of Census Operations. One copy of the map will be returned to the Charge Superintendent through the Collector and the approval of the registers of charges will be communicated only through a letter.

The Districts will then be left with only two copies of the Taluk map one for the use of the Collector and the other for the Tahsildar. The Revenue Divisional Officer can refer to the Taluk Census map at each of the Taluk headquarters with the Charge Superintendents, whenever the need arises.

The receipt of this Circular may kindly be acknowledged.

Yours faithfully,
Sd/- A.Chandra Sekhar,
Superintendent of Census Operations.

// true copy //

Manager

Akr. 16760

CIRCULAR No. 7 **CENSUS—IMMEDIATE.**

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS.
Office of the Superintendent of Census Operations,
Andhra Pradesh.

Hyderabad - 4.
Dated 1st August, 1960.

From :

Sri A. CHANDRA SEKHAR, I.A.S.,
Superintendent of Census Operations,
Andhra Pradesh.

To :

ALL COLLECTORS.

Sir,

CENSUS 1961 — TRAINING OF CENSUS PERSONNEL.

Importance of proper training of Census personnel.

If you have completed the demarcation of the Census charges, enumerators' blocks, supervisors' circles and appointed the personnel according to the instructions in Census Circular No. 6, you have the entire census organisation to take up Census enumeration. The next task is to see that this organisation is fully trained. It is most important that this entire organisation from top to bottom should thoroughly understand the various census concepts and should be capable of eliciting answers from the most ignorant of citizens to the census questionnaire and filling up the schedules correctly. The essence of Census is accuracy and completeness. Even the smallest of mistakes committed by the enumerators will assume large proportions cumulatively. Therefore the greatest importance is attached to the proper training of the census enumerator. The supervisors, the Charge superintendents and all other census officers should be absolutely thorough with the instructions and see that the census enumerators in their respective charges are trained most perfectly. The present circular is intended to give some practical guidance to the census officers in the matter of training the census personnel. The census officers may use their own ingenuity in ensuring that the census supervisors and enumerators in their charge are trained to perfection.

Documents to be furnished to each supervisor and enumerator on appointment.

2. The appointment of Census enumerators and supervisors should be completed at least by the end of August without fail. A provisional order of appointment cyclostyled in the form prescribed in Census Circular No. 6 may be issued to start with. Appointment orders shall be issued to the "Reserve" enumerators and supervisors also. In these cases in the column of the appointment order showing jurisdiction "Reserve" shall be noted. Charge Superintendent should supply each enumerator and supervisor along with the appointment order, the following : (i) An extract of the houselist (columns 2, 3, 4, 11, 12 and 18) pertaining to the enumerator's jurisdiction. (The houselist extracts need not be supplied to reserve enumerators and to the supervisors), (ii) a language copy of instructions to enumerators for filling in the Census schedules, (iii) a copy of the enumerator's guide, (iv) one book each of **practice enumeration schedules** in red print (one book of household schedule of 10

sheets and one book of individual slips of 50 slips) printed in red ink and 2 loose sheets of household schedules and 5 loose individual slips. (It is found that the red print impression on the practice enumeration schedules is not clear in some books. The enumerators may be instructed to refer to the headings given in the book of instructions for filling the schedules. **The regular enumeration schedules books printed in black print shall not be used for training purposes.** The schedules in black print shall be used only for the actual enumeration in February-March, 1961. These books will be issued to the enumerators only after they complete their training programme in January, 1961 to enable them to take up the regular enumeration work from 10th February, 1961), (v) abbreviations card. An acknowledgment should be obtained from the enumerators and supervisors for the receipt of the above documents. The enumerators should be instructed to preserve the above documents carefully. He would require the houselist extracts pertaining to his jurisdiction, the copy of the instructions book and the enumerator's guide till the very end, i.e., till he completes the actual enumeration in February/March, 1961. He has to keep the practice enumeration books to be utilised for practice enumeration towards the end of December, 1960 — vide para 11 below. The loose sheets supplied to him can be utilised during the training classes.

S.C.O. and Dy. S.C.Os. to train up the District Census Officers, Divl. Census Officers, City Census Officers, Military Census Officers, Charge Supdts., etc.

3. The Superintendent of Census Operations and Deputy Superintendents of Census Operations will be addressing a series of training classes from about the end of August, 1960 till about the middle of October, 1960 at each district headquarters and if possible at each divisional headquarters. Each Charge Superintendent and Divisional Census Officer should take the opportunity of attending at least two of these classes. These training classes are intended mainly for all the Census officers above the level of the supervisors. As many of the Supervisors and enumerators as possible should also be made to attend these instruction classes. At these instruction classes, apart from oral explanation of instructions, considerable stress will be laid on practical work. Each officer attending the instruction class should carry with him one book of practice household schedules and one book of practice individual slips. After the oral instructions are completed, which may take about half a day, all the persons present will be made to enumerate a few households on the practice enumeration slips. Thereafter they will all be assembled again to discuss the mistakes committed or difficulties or doubts experienced during the practice enumeration. Thus each training class will have to last 1½ days — half a day for oral instructions, half a day for practice enumeration, the next half a day for discussion. The Charge Superintendents and the other Census Officers above should themselves be perfect enumerators if they have to train up enumerators and supervisors under them successfully.

All officers should study the printed book of instructions before attending the instruction classes.

4. It was observed that during the training for houselisting early this year several officers had not even gone through the instructions book before attending the instruction classes run by the Superintendent of Census Operations and Deputy Superintendent of Census Operations. All the officers are requested to go through the printed booklet of instructions for filling the household schedule and individual slip (which will be supplied shortly) before they attend the the instruction classes run by the Superintendent of Census Operations and the Deputy Superintendents of Census Operations. The oral instruction classes are meant mainly to clarify the instructions contained in the printed booklets. Therefore, it will be useful if all the officers go through the books and list out their doubts, if any, which can be clarified at the instruction classes.

5. Immediately after the Superintendent of Census Operations and Deputy Superintendents of Census Operations complete the round of instruction classes, the District and the Deputy District Census Officers, the City Census Officers, Military Census Officers, the Divisional Census Officers and the Charge Superintendents, etc., should take up intensive training of the supervisors and enumerators under them. Each enumerator should be made to attend at least half a dozen formal instruction classes.

The Dist. and Divl. Census Officers, Charge Supdts., etc., to take up the training of supervisors and enumerators.

6. I would make the following suggestions in order to make the census programme in the districts systematic and effective.

7. The District Census Officer should himself be present at as many instruction classes as possible at the various centres of his district. It will be good if he can himself address at least one instruction class at each District headquarters in his district. It may be useful if the Divisional Census Officers associate the District Educational Officers also with the training programme and make them address the enumerators at the classes run by the District Census Officers as it is bound to have a salutory effect on the enumerators who are mostly drawn from amongst the school teachers. The District Educational Officers may, therefore, be requested to acquaint themselves with the Census schedules and the instructions and other census literature before that.

District Census Officer to address classes at each Divisional Headquarters, D.E.Os. to be associated.

8. The Divisional Census Officer has a vital role to play in the training programme. He should hold training classes at several convenient centres in each taluk, perhaps at each firka headquarters or even at more than one centre in each firka. He should also address the enumerators and supervisors of each Municipal as well as Non-Municipal town recognised as town at the present Census. He should so chalk out his programme that each enumerator in his jurisdiction should have attended at least two instruction classes run by him. Besides addressing the training classes himself, he should supervise the classes run by the Charge Superintendents under him. He should examine the Charge Superintendents now and then to see that their knowledge of Census work is thorough. The Divisional Census Officer should make it a point to be present at some of the instruction classes run by each of the Charge Superintendents under him in order to ensure that the instructions issued by the Charge Superintendents are uniform and accurate. The guidance given by the Divisional Census Officer to the Charge Superintendents at the initial stages will be invaluable.

Divisional Census Officer to play a vital role in the training programme.

9. The responsibility of the Charge Superintendents to see that each enumerator and supervisor in his charge is trained completely cannot be overemphasised. He should hold a number of training classes not merely at the firka headquarters but also at a number of convenient places throughout the taluk which are easily accessible to the enumerators around. Normally the various centres selected for conducting the instruction classes should be such that no enumerator or supervisor need come from a distance of more than 5 miles. The programme of training classes to be addressed by the Charge Superintendents should be so arranged that each enumerator under him would attend at least three instruction classes run by him. The Charge Superintendent should be personally satisfied that each and every enumerator in his charge has attended at least 6 formal instruction classes in all and has a thorough knowledge of his subject. The practice enumeration class can also be counted as an instruction class for this purpose. Any indifference on the part of the enumerators or supervisors should be severely dealt with. Opportunity should be taken to weed out any thoroughly useless enumerators even at the training stage and appoint substitutes. Before the enumerators are issued their final orders of appointment in a separate printed form

Responsibility of Charge Superintendents in training the enumerators and supervisors.

and the Census schedules for the actual Census enumeration issued, and before they are paid their remuneration, the Charge Superintendent should satisfy himself that each enumerator has shown adequate interest and attended the minimum of six instruction classes and can be trusted to undertake enumeration work with success. The Charge Superintendent has to certify against each enumerator that he has satisfied himself that the enumerator has completed his training successfully.

Supervisors' personal contact with enumerators.

10. In the training scheme ultimately it is the supervisor who has to keep in very close personal contact with his team of 5 or 6 enumerators and ensure that they have attended all the instruction classes, see that any doubts that they may have in their minds are cleared. The good or bad work of the enumerators will reflect on the capacity of and the interest taken by the supervisor himself in his work. The supervisor should completely master the instructions and see that each of his enumerators is equally well-informed. The supervisor should ensure that each of his enumerator has received the documents referred to in paragraph 2. The supervisor should also ensure that the enumerator goes round the block allotted to him and brings the house-numbering up-to-date. During the instruction classes the enumerators should be got acquainted with the system of house-numbering prevailing to help them to bring it up-to-date. The supervisor should also instruct the enumerators suitably about communicating to him the provisional totals in the forms prescribed (see Circular No. 9 on Provisional Totals).

Points to be covered at the training classes.

11. The Officer running the instruction classes should cover the following points at each instruction class :

(i) Object of census and its national importance ; key role played by the enumerator in this national task.

(ii) Important provisions of the Census Act. Responsibilities of the enumerators and the enumerated.

(iii) Familiarise the trainees with the systems of house numbering that are prevailing in the area. The enumerators to be asked to acquaint themselves with all the houses of his block and bring the house numbering up-to-date.

(iv) Each enumerator to know the complete location code for his area. (District Number/Taluk No./Town or Village No./House No.)

(v) (a) Feference date for 1961 Census : (Sunrise of 1st March, 1961, (b) Actual enumeration period (10th February, 1961 to 28th February, 1961), (c) Revisional round (1st March, 1961 to 5th March, 1961).

(vi) Detailed instructions regarding the filling up of (a) The household schedule, (b) Individual slip.

The enumerator should completely digest the instructions contained in the printed booklet.

(At the training classes, the trainees should be made to fill up the answers to each question on a blackboard for several typical cases).

(vii) Enumeration : Whom to enumerate and where — (a) persons to be enumerated at their households and not at the place of their work. (b) Enumeration of those away from the households. (c) Enumeration of visitors. (d) Enumeration of institutional population. (e) Enumeration of persons living on boats. (f) Enumeration of houseless population. (See Circular No. 8).

(viii) Striking of abstracts and communication of provisional totals by 5-3-1961.

(ix) (a) System of rewards for good work. (b) Remuneration for attending training classes and compieting enumeration work successfully.

(x) Progress reports to be sent by enumerators on the 15th, 20th and 25th February, 1961 and 1st March, 1961. (See Circular No. 8).

Blackboard and pieces of chalks and duster to be had at each training class. Census schedules to be painted on large rexine Cloth.

12. At each training class it is essential to have a blackboard, pieces of chalk and a duster. It will be useful if the Officers who run the training classes get the census schedule forms painted on large oil cloth or rexine cloth which can be conveniently rolled up. These can be exhibited at the training classes and will prove very convenient for explaining the questions to a large class.

Practice enumeration.

13. Considerable emphasis should be laid on the need for practice enumeration at each instruction class. It is only when each of the Census Officer is made to enumerate a few households, will he acquire some confidence in himself. 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 his training enumerate at least 10 households of average size in the practice enumeration schedules so that he may have the opportunity of filling in at least 10 household schedules and 50 individual slips. From the houselist pertaining to the block of each enumerator, the Charge Superintendent may choose 10 households located in different places of the enumerator's block and direct the enumerator to cover them at the practice enumeration. This will ensure that the enumerator covers different types of households even at the practice enumeration and it will also give him an opportunity to go round his block and incidentally study the house-numbering of his block also. The list of 10 households may be communicated to the enumerators through their respective supervisors by about the middle of December, 1960. The enumerators should be made to fill up the practice household schedules and individual slips in respect of the households so selected in the last week of December and hand them over to their respective supervisor by the end of December. The supervisor shall scrutinise them closely and correct the enumerators. The supervisors will pass on the practice enumeration slips to the Charge Superintendents who shall scrutinise them and judge the quality of work. The Charge Superintendent should once again gather the enumerators at convenient centres in the first week of January, 1961 and discuss the points arising out of the practice enumeration. The defects noticed should be brought to the notice of the enumerators so that they might guard against them during the actual enumeration. If any of the enumerators has made several mistakes it is worthwhile giving him further practical training. (The practice enumeration slips will be forwarded to the tabulation offices ultimately).

Final appointment orders and regular enumeration schedules to be issued to the enumerators who complete their training successfully.

14. In respect of all the enumerators and supervisors who are deemed to have successfully completed their training, the Charge Superintendent may issue the final appointment orders in the printed ed forms (that are going to be supplied from this office). The enumerators will also be issued the census schedules books for actual enumeration and their acknowledgement obtained. The issue of the final orders of appointment in the printed form and the issue of the census schedules for actual enumeration should be completed by the end of January. The enumerator can then automatically start the regular census enumeration work from 10th February as per the programme. The next circular will give some practical hints about the actual enumeration itself.

Attendance registers and Records of training to be kept.

15. The Charge Superintendents should have an attendance register opened noting down the names of all supervisors and enumerators of his charge and their attendance at each of the instruction clases should be taken in the register. The enumerators and supervisors should be communicated the programme of instruction classes to be run by the District and Divisional Census Officers and the Charge Superintendents and they should also be informed of the training centres which they should attend. The Charge Superintendent's office should keep a record of each supervisor and enumerator to see that he has completed the full course of his training in the form appended to this circular. Reserve enumerators and supervisors should also be accounted for.

16. The receipt of this circular may be acknowledged.

Yours faithfully,
A. CHANDRA SEKHAR,
Superintendent of Census Operations,
Andhra Pradesh.

Copy to all other officers concerned.

CITIZEN PRESS, SEC'BAD.

APPENDIX.

RECORD OF TRAINING OF SUPERVISORS/ENUMERATORS.

Name of the District and Code No.
Name of the Taluk and Code No.
Name of the Town and Code No.
Name of the Charge:

Name and Designation of the Charge Superintendent.

S. No. of Supervisor/Enumerator (as per the Charge Lists), Supervisor's circles and Enumerator's blocks.	Name and address of the Supervisor/Enumerator.	Has the Supervisor/Enumerator been supplied with the following and acknowledgement obtained: (i) provisional appointment order. (ii) Extract from house-list of each block (for each enumerator). (iii) Instructions for filling census schedules. (iv) Enumerator's guide. (v) Practice enumeration schedules. (vi) Abbreviations card.	Training classes attended						Practice Enumeration			Quality of Supervisor's/Enumerator's work good, average, poor. (To be filled in by the Charge Superintendent himself).	Has the Supervisor/Enumerator been issued his final appointment order and the final enumeration schedules and acknowledgement obtained.	Remarks. (Give details of the instruction classes run by the Supervisors for the Enumerators).
			1st Date / By whom held.	2nd Date / By whom held.	3rd Date / By whom held.	4th Date / By whom held.	5th Date / By whom held.	6th Date / By whom held.	Has the enumerator been given a list of 10 households for practice enumeration.	No. of household schedules filled.	No. of Individual slips filled.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Section-I SUPERVISORS													
	Section-II ENUMERATORS													

CENSUS-IMMEDIATE GOVERNMENT OF INDIA Circular No.7(a)
MINISTRY OF HOME AFFAIRS
Office of the Superintendent of Census Operations, A.P.

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From

Shri A.Chandra Sekhar, I.A.S.,
Superintendent of Census Operations, Andhra Pradesh.

To

ALL COLLECTORS.

HYDERABAD, dated the 23rd September, 1960.

Sir,

SUB: CENSUS, 1961 - Training of Census personnel - Practice enumeration.

....

In paragraph 13 of Census Circular No.7 I had suggested that Charge Superintendents should select 10 households from each enumerator's block and make the enumerator to practice enumerate these households fully towards the end of December 1960. Instead of making the enumerator to enumerate all the 10 households together at one stretch I feel that it might be better if this is broken up into two batches. After the enumerator attends two or three formal oral instruction classes he may be asked to practice enumerate five of the households. This practice enumeration may also be counted as one instruction class. At a subsequent class the household schedules and the individual slips filled in by each enumerator should be closely scrutinised by the supervisors and the Charge Superintendents and the enumerators put in the way. Thereafter the enumerators should be

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asked to enumerate the remaining five households and then they should be gathered again in the first week of January to judge the work of the enumerators. This will give an opportunity to correct the enumerators at one stage so that when he practice enumerates the second batch he can be expected to do it perfectly. The Supervisors also should be made to practice enumerate 10 households in two batches along with their enumerators. The Charge Superintendents should closely check the work of the Supervisors.

All the Charge Superintendents may please follow this procedure. After the enumerators complete the practice enumeration of the second batch, the practice enumeration books should all be collected and forwarded to the Regional Deputy Superintendents of Census Operations, for practice sorting.

Yours faithfully,
Sd. A.CHANDRA SEKHAR
Superintendent of Census Operations, A.P.

Copy to all other officers concerned.

// true copy //

MANAGER

CIRCULAR No. 8 **CENSUS—IMMEDIATE**

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS.

Office of the Superintendent of Census Operations,
Andhra Pradesh.

Hyderabad - 4.
Dated 1st August, 1960.

From :

Sri A. CHANDRA SEKHAR, I.A.S.,
Superintendent of Census Operations,
Andhra Pradesh.

To :

ALL COLLECTORS.

Sir,

CENSUS, 1961 — ENUMERATION

Reference date and authority for enumeration.

1. As has already been made clear in several circulars, the reference date for the 1961 Census is the Sunrise of 1st March, 1961, i.e., we have to furnish the particulars of the population as it exists at Sunrise of 1st March, 1961. The census questionnaire has already been finalised and the State Government are also notifying it under section 8 of the Census Act, which gives the legal authority to the enumerators to emumerate the population i.e., to collect the information required to fill the prescribed census schedules about every person in the country as on the Census date.

Enumeration period.

2. Quite obviously in a vast country like India every one cannot be enumerated just at the fixed point of time, namely, the Sunrise of 1st March, 1961. Therefore, a **de jure** enumeration of the population spread over a few days immediately before the target date with a revisional check up for three or four days from 1st March, 1961 is undertaken so as to bring the enumeration upto-date as at Sunrise of 1st March 1961. Accordingly the actual enumeration for the ensuing Census will be done from 10th February 1961 till 28th February, 1961, during which period the enumerator visits every household in his jurisdiction and enumerates every individual who normally resides in the household.

Revisional Round.

3. From 1st March till 5th March 1961, the enumerator will go round all the households within his jurisdiction again (i) to see if there have been any new births in the household after his last visit during the enumeration period and before the Sunrise of 1st March, 1961 and such cases will be enumerated now; (ii) to see if there have been any deaths since his last visit but before the Sunrise of 1st March, 1961, and if there were any, the slip pertaining to that individual will be cancelled; (iii) to see if any visitor has arrived in the household who might not have been enumerated elsewhere during the enumeration period and if so he will be enumerated now. NO NOTICE SHOULD BE TAKEN OF ANY BIRTH OR DEATH THAT OCCURS AFTER THE DAWN OF 1ST MARCH, 1961.

4. Apart from the population living in houses, there will be some houseless population like the nomads, sadhus, people living on pavements, persons living on boats, etc. These people too have to be enumerated on the night of 28th February, 1961. Detailed instructions about the enumeration of the houseless population are given in a subsequent para of this circular.

5. Thus the enumeration will be brought upto-date so as to give the particulars of population as at Sunrise of 1st March, 1961.

Enumeration period different in certain Special Areas.

6. In certain special areas which are not easily accessible and therefore enumeration within the limited period mentioned above is not convenient, the enumeration period is advanced as follows :

Certain agency areas of Srikakulam and Visakhapatnam districts ...	1st November till 31st December, 1960.
Certain agency areas of East Godavari, West Godavari and Khammam districts	1st January till 31st January, 1961.
Chenchu area of Kurnool district ...	1st February till 28th February, 1961.

(Refer to this office letter No. 3268/59-9, dated 5-3-1960 as amended in Letters No. 3268/59-16, dated 23-5-1969 and 3268/59-23, dated 21-7-1960).

No revisional round of enumeration can obviously be undertaken in those areas. It is necessary that the enumeration at the initial round itself is done with the greatest care.

Persons to be enumerated at their places of residence and not at the places of their work outside their residences.

7. The enumeration of the persons, i.e., the filling up of the Census schedules, viz., the household schedule and the individual slip will be done wherever households exist i.e., where the persons normally live and not at the place where they work. The lurking misapprehension in the minds of some enumerators that individuals should be enumerated wherever they are found — while working in offices, schools or shops etc. or travelling in trains or buses etc. should be dispelled. The enumerator is expected to visit every house in his block and see if there are any households living there. The extract from the houselist which would have been furnished to each enumerator would be almost an accurate guide to locate households. But it is possible that some houses noted as vacant or reported as non-residential houses at the time of houselisting might have since been occupied by households. The enumerators should therefore be careful to check up every building and Census house in his jurisdiction to see if during the enumeration period a household is living there. The enumerator should visit every household and enumerate all members of the household. Members of the household who are not actually present at the household at the time of the visit of the enumerator but had gone out for work elsewhere in the same place or gone to a school etc. in the same place should also be enumerated along with the other members of the household by enquiring some responsible person in the household. Even in respect of offices, or commercial concerns etc. it is quite possible that some staff or watchman may be living in a corner of the premises. Care should be taken to see that such households are not left out.

Institutional population to be enumerated.

8. People living in institutions such as hotels, boarding houses, hostels, inmates of hospitals, nursing homes, beggar homes, orphanages, charitable institutions, jails, etc., will be enumerated at their respective institutions. (If the inmates are purely transitory and are like-

ly to return to their normal place of residences during the census period you will be guided by the principles laid down in para 10). Such institutions will be taken as households for the purpose of enumeration but as a group of unrelated persons living together and the Manager, Warden or Superintendent of the institution will be considered as the head of the household. While showing the location code number on the schedules of such institutions it should be noted within brackets after the house number as (Inst.) or (ಸಂಸ್ಥೆ)

Note :—If within an institution, families live in separate suites or in separate quarters and having a separate mess then each such family has to be treated as a separate household altogether and enumerated accordingly and not as a part of the institutional population, e.g., A Medical Officer living in a separate quarters within a hospital premises ; families staying on semi-permanent basis i.e., monthly rental basis in separate suites of rooms in hotels or boarding houses etc.

Houseless population to be covered.

9. Houseless population such as beggars, sadhus, nomads, who may have no fixed place of residence and no regular houses to reside in, and population living on boats plying on rivers, canals or lakes, should be enumerated at the places where they normally sleep on the night before the census date. In all rural areas, the enumerator should visit the houseless persons in his block on the night of 28th February, 1961 and enumerate them. During normal enumeration period from 10th February onwards, the enumerators must make a note of the places within his jurisdiction where houseless population is likely to reside and where the boats moor and he should visit all these places on the night of 28th February, 1961. He should enumerate all the houseless population without fail on the 28th February night. There is no point in trying to enumerate houseless persons during day time as they would all have dispersed. They would come back to sleep at a particular spot where they should be enumerated on the night of 28th February 1961. The enumerator must complete the enumeration the same night however much time it might take. If there is an unduly large number of houseless persons in any enumerator's block, a reserve enumerator can be put to assist the regular enumerator. The Supervisors must make note of such areas and move the Charge Superintendent to appoint a reserve enumerator wherever needed. He should carry a lantern with him. The assistance of village officers, or police can be taken if necessary while enumerating the houseless persons. Sometimes it would be useful to get social service organisations to assist the enumerators in enumerating the houseless population. In urban areas in view of the possibility of large number of pavement dwellers or other types of houseless population existing, the enumeration of the houseless population may be spread over three nights, viz., on the nights of the 28th February and 1st, 2nd March.

Who are all the persons to be enumerated at each Household ?

(a) Members normally resident at the household.

10. When an enumerator visits a household for the purpose of enumeration, he shall first of all enumerate all the persons actually present who are normally resident in that house during the enumeration period. A person is said to be normally resident in a house if, except for any temporary periods of absence, he uses that house as his sleeping place and normally messes there. But sometimes a person may not be eating in that house and may be eating in a hotel outside. The test to be applied, therefore, is using the house as his normal place for sleeping. It is not necessary that all the members of the household should physically present themselves before the enumerator for the purpose of enumeration. The enumerator can gather particulars about the members of the household who may not be at home at the time of his visit, by questioning the head of the household or any other responsible member of the household and record them in the enumeration schedules.

(b) Members who are away from the household but who resided with the household during any part of the enumeration period.

11. But where a member of the household who normally resides has left the village or town of enumeration for some other place, the following tests should be applied to decide if such a person should be enumerated along with the household. If such a person had been present or is likely to be present during any part of the enumeration period namely, 10th February to 28th February 1961, at the household, he should be enumerated with the household, i.e., if the person left the place **on or after 10th February,** irrespective of when he is likely to return home, he should be enumerated along with the other members of the household. If the person had left the place earlier than 10th February, it should be ascertained when he would return. If he is likely to return prior to 28th February, 1961, he should be deemed to be normally resident at the household during the enumeration period and should also be enumerated. If a person had left the place earlier than 10th February, 1961 and not likely to return by 28th February, 1961, i.e., if he is likely to be absent from the household during the entire period of enumeration, he should not be enumerated at this place; he is likely to be enumerated elsewhere. The test to be applied is if the person has resided in his household during any portion of the enumeration period; if so, he should be enumerated along with the household.

(c) Visitors who will be away from their own households throughout the enumeration period.

12. Conversely, if a visitor from another town or village is found at a household during the enumeration period, it should be ascertained from him when he left his place. If he had left his place on or after 10th February, 1961, he should not be enumerated here as he is likely to be enumerated at his place though absent from there. If he had left his place earlier than 10th February it should be ascertained if he was likely to return to his place prior to 28th February. If he is likely to return earlier than 28th February then also he should not be enumerated here. But if he is likely to be away from his place during the entire enumeration period, viz., 10th February to 28th February 1961 then he should be enumerated at the place where he is found, as part of that household which is being enumerated. When such visitors are enumerated, they should be warned that they should not get themselves enumerated again elsewhere.

(d) Domestic servants if they reside and mess at their master's household.

13. Domestic servants who normally reside in the houses of their masters and mess there should be enumerated along with the master's household. But if the domestic servants merely work at the master's house but live and mess separately in an outhouse of the master's house or elsewhere with their own household, they should be enumerated as separate households.

Order of Enumeration.

14. While enumerating each household, it is best to start with the head of the household, then his near relatives and other relatives who are all normally resident at the house and the visitors and domestic servants if any, staying with the household. The answers about all the persons in the household should be got from the head of the household or if he is absent at the time of the visit of the enumerator to the household, from a responsible person of the household. The persons who are absent at the time of enumeration should be enumerated with some care. The test that such members should have resided with the household during some part of the enumeration period should be ensured. For example, if a boy of the family in a village is studying as a boarder in a college hostel elsewhere, and he is not present at the household during any part of the enumeration period, he should not be enumerated with the household. There is a tendency for the head of the household to give out the names of all children, whether they had been residing with the household or not.

Particular care should be taken to enumerate without fail the infants whose particulars are not generally given by the respondents who mistakenly feel that Census is only for adults, and very old persons who are often missed out.

Order in which the enumeration schedules are to be filled.

15 : The enumerator should note that he has to fill up two sets of forms for each household, viz., the household schedule for the household as a whole and the individual slip for each member of the household. The order in which these should be filled is left to the convenience of the enumerator. But it is recommended that the individual slips be filled up first for all members and then the household schedule. If this is done, there is less chance of any household industries, etc. being left out from the household schedules. For example if a household is questioned if it has a household industry, the answer may be 'no' if the head of the household or majority of members do not have a household industry of their own. But while filling up the individual slip one may discover that just one member of the household is engaged in some household industry. Even if any single member of the household conducts a household industry, there must be an entry of that industry in the household schedule. Hence it should give better results if all individual members are enumerated in the individual slips and then the household schedule is filled up. There is also the advantage that Part II "Population Record" on the back of the household schedule can also be posted immediately after filling in Part I.

Enumeration of Defence Establishments.

16. In the enumeration of Defence Establishments the same procedure as at the last Census in 1951 will be followed. The procedure is detailed below :

Defence Establishments have already been constituted into special charges. All personnel in these establishments will be treated as persons normally resident in the buildings where they are quartered during the enumeration period, viz., from 10th February 1961 till 28th February 1961 (both days inclusive), and enumerated accordingly, and the enumeration will be followed by a test check in the same manner as has been prescribed for the civilian population. In respect of units which are likely to move out of station after 1st February 1961 and before 1st March 1961, the enumeration may be conducted at their station before they move. In respect of any unit which has been so enumerated before it moved out of the station, the Charge Superintendent of the station should obtain from the officer immediately in charge of that unit a final check report enclosing lists in the following form :

LIST I

List of births in.....(name of the unit) which moved out of.....(name of station) after the enumeration and before Sunrise of 1st March 1961.

(1) Sex of the child born :

(2) Name of the child's father :

(3) Name of the child's mother :

(4) Name, if any, given to the child :

(5) Date of birth :

LIST II

List of deaths in.....(name of the unit) which moved out of.....(name of station) after the enumeration and before Sunrise on the 1st March 1961.

(1) Name of the person deceased :

(2) Date of death :

(3) Name of wife/husband, if married :

If the final check report is received by 5th March 1961, the Charge Superintendent concerned should take into account before furnishing his provisional totals. If the report is received, subsequently, the necessary corrections to the provisional totals should be intimated separately. The infants specified in the list of births should be enumerated at the station as if the unit has not moved out; the slips should be filled in accordingly with reference to the information furnished in List I.

Enumeration of sea going vessels.

17. In respect of enumeration of persons on floating vessels also the same procedure as in 1951 which is detailed below will be followed :

A special enumerator designed as 'Port Enumerator' should be appointed by the Charge Superintendent concerned at each port.

(i) **Naval ships :** Officers and members of crews who are quartered ashore will be enumerated by the regular enumerator of the block in which the quarters are situated. Those quartered on board the ship will be enumerated by the Port Enumerator when the ship is at its base on or soon after 1st March, 1961. The Port Enumerator should seek the co-operation of the Commanding Officer to fix a suitable time.

(ii) **Other sea-going vessels :** Only such vessels as are in port on the 1st March, 1961 will be included in the enumeration. The Port Enumerator will enumerate the crews and passengers of any such vessels at his Port.

(iii) **Coasting vessels :** All such vessels which are in Port or which are plying, between one Indian Port and another on the 1st March 1961, will be enumerated. The Port Enumerator will enumerate the crews and passengers of any such vessels which are in his port on that date (provided, of course, that those who have homes ashore have not already been enumerated at their homes). Vessels which are at sea on the 1st March, 1961 will be enumerated at the first Port at which they touch after that date. As some of them may be at sea as long as 15 days between one port and another, the Port Enumerator should remain on duty for a period of 15 days after 28th February, i.e., till 15th March, and question the masters of such vessels arriving at his Port during the period as to whether their vessels have already been enumerated elsewhere, or not, and if not, to enumerate them himself. When the Port Enumerator enumerates any coasting vessels either on the 1st March, or subsequently, he should give the master of the vessel a slip of paper on which he should write the name of the Port, the word "Enumerated" and the date and sign it, and tell him to preserve it until the enumeration period is over, i.e., till 15th March 1961 and to produce it if questioned by the enumerator at any other Port which he may touch subsequently.

(iv) As the enumeration by the Port Enumerator will be confined to floating vessels, there can be no house number to be

entered at the top of the enumeration slips in respect of the persons enumerated by him, and he should write only the name of the Port in the space intended for the house-number. The Location Code Number entry on the slips enumerated by the Port Enumerator at Kakinada, will thus read : District Code No./Taluk Code No./Town Code No./ [Kakinada Port].

(v) As the majority of vessels will be enumerated on the 1st March itself, the provisional totals of the persons enumerated upto-date by the Port Emunerator should be furnished to his Supervisor by the 5th March 1961 as is done by the other enumerators.

The Port Enumerator should however, retain all the enumeration slips with him until the 15th March when he should hand them over to his supervisor, together with a report of the number of persons enumerated subsequent to 1st March. The supervisor should immediately forward the report to the Charge Supdt. for transmission to the District Census Officer. The enumeration pads should be forwarded to the Charge Superintendent through the supervisor.

(vi) Boats and other vessels in the sea or at the seashore anywhere will be enumerated by Port Enumerators at Ports as explained above, and should be ignored by all other enumerators. The other enumerators will however cover the population living on boats on the inland water ways such as on rivers, canals and lakes etc. as indicated in paragraph 9.

Distribution of Enumeration Schedules to Enumerators.

18. As indicated in Census Circular No. 7, immediately after the enumerators complete their training successfully and the Charge Superintendent satisfies himself that the enumerator can be entrusted with the regular Census enumeration work, the enumerator will be issued his final appointment order by the Charge Superintendent in a printed form which will be supplied by this office in due course. A statement shall be prepared in the following form even now showing the distribution of the enumeration schedules :

ENUMERATION SCHEDULES DISTRIBUTION STATEMENT

Name of the District :

Name of the Taluk

Name of the Town : Name of the Charge :

No. of the enumerator as per his appointment order.	Name and designation of enumerator.	Approximate No. of households in the enumerator's block.	Approximate population in the block.	Household Schedules Books		
				Books of 50 schedules.	Books of 25 schedules.	Total Books
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Individual slip books.			No., Name and designation of the supervisor through whom the enumeration schedules books are to be distributed to the enumerators.	Has the acknowledgment of the enumerator been obtained and filed with the statement.	REMARKS. (If any additional books are issued during enumeration period by the supervisor, this should be noted here).
Books of 100 slips.	Books of 25 slips.	Total Books			
(8)	(9)	(10)	(11)	(11)	(13)

19. The final appointment order, the enumeration schedules books as per the above statement should be distributed in proper time to the enumerators through the supervisors concerned. The supervisors should be furnished with an extract from the above statement showing the distribution of the enumeration schedules books to the enumerators of his circle and he should be supplied with the required number of books. The supervisors should distribute the books intended for each enumerator and the acknowledgment of the enumerator obtained and transmitted to the Charge Superintendent.

Additional Enumeration Schedules — How to be obtained ?

20. If any of the enumerators exhaust the books and require additional books during the enumeration period, they should send their indent to the supervisor even before they finish the last enumeration book so that the supervisor may obtain the books required from the Charge Superintendent and supply them to the enumerator in time without causing any break in enumeration work. Additional books so issued should be noted in the statement of distribution of the schedules in column 12.

The books issued to each enumerator to be marked with the enumerator's number and the serial number of the book for each enumerator.

21. In order to avoid any confusion in the distribution of the enumeration schedules books, soon after the statement of distribution of enumeration schedules is prepared, the books intended for each enumerator should be marked prominently on the top cover with the enumerator's number and the serial number of the book. Let us say, in a particular taluk charge, Enumerator No. 10 is to be issued 3 household schedules books and 9 individual slips books. On the outer covers of the three household schedules books to be distributed to that enumerator it should be marked as follows : E10/1 on the first book, E10/2 on the second book and E10/3 on the third. Similarly the individual slips books should also be marked as E10/1, E10/2.....E10/9. If any extra books are issued later during the enumeration period, those books should also be numbered with the Enumerator's number, and the serial number in continuation of the last serial number of the books already issued. It will be good if the names and code numbers of the district/taluk/town or village are also indicated on the outer cover of the book so that the enumerator may not go wrong in nothing the correct code numbers on each one of the forms. There is no objection to the enumerator copying out the location code down to the village or town number on each slip even before he starts his enumeration work. If he does this in advance, he has to merely note the household number within square brackets after the location code numbers, when he visits each household at the time of enumeration. The enumeration books intended for each enumerator should be neatly tied up together with a string and the bundles of each supervisor's circle should be sent to the supervisor for distribution. The supervisor should carefully check if the enumeration schedules books have been properly marked and the location code correctly described, before he passes on the books to the enumerator. Any errors noticed should be immediately communicated to the charge superintendent and got rectified before the books are distributed to the enumerators. The supervisors should ensure that the books are issued to the correct enumerator as per the E. Nos. noted on the books. The enumerators also should be instructed during the training classes to check up if they had received the correct books. The E. No. and the serial number are important and these will be adopted while posting the prescribed abstracts.

Progress of enumeration to be watched.

22. The enumerators should start on the enumeration work promptly and automatically without any further orders, from the morning of 10th February 1961. The work should be spread out uniformly instead of leaving the arrears to the end which results in rush of work towards the end and is likely to be very perfunctory.

The enumerators should visit the households in the morning as well as in the evening when the heads of households are likely to be at home and should try to enumerate about 8 to 10 households each day. An enumerator will have to put in not less than 3 hours of work each day on enumeration duty. On Sundays and holidays he should put in longer hours. There is no objection to the enumeration work being completed even before 28th February. The subsequent period till the 5th March can be utilised for revisional rounds and checking and rechecking to see that the enumeration is brought upto-date as at Sunrise of 1st March 1961. The enumerator should submit progress reports on the 15th, 20th and 25th February 1961 and 1st March to the supervisors in the following form:

ENUMERATION PROGRESS REPORT

(For the period ending 15th Feb./20th Feb./25th Feb./1st March)

District .....No. .....

Taluk .....No. .....

Town / Village..... No.....

Name of the Enumerator.....

Designation .....

Enumerator's Number .....

No. of households to be enumerated (as per houselist abstract).	Progress of enumeration		Remarks: (Indicate if the enumeration schedules given to you are adequate.)
	No. of households covered.	No. of persons enumerated.	

Signature of the enumerator.....

Date.....

To,

Sri.....

Supervisor.

The supervisors should closely watch the progress and guide the enumerators. Uniform progress should be kept up. The supervisors must be on the watch out for any requirements of extra books and should obtain his requirements from the Charge Superintendent in time and pass them on to the enumerators promptly so that the work may not suffer. It is as much the responsibility of the supervisor as that of the enumerator to see that there is a satisfactory and complete enumeration of the population lying in his circle.

Overcheck.

23. The supervisor will be required to over-check atleast 20% of the schedules filled in by each enumerator in his circle. Each enumerator as and when he finishes each book should hand it over to the supervisor for check. The supervisor should conduct the verification and return the verified books to the enumerator before 28-2-61 as the enumerator would be requiring the books for the revisional round and for working out the provisional totals. The supervisor should submit progress reports in the following form to the Charge Superintendents on the 20th, 25th February and 1st March.

SUPERVISOR'S PROGRESS REPORT

For the period ending 15th February/20th February/25th February/ 1st March

District.....No.....

Taluk.....No.....

Town/Village.....No.....

Name of the Supervisor :.....

Designation : .....

No. of the Supervisor : .....

Serial No. of the enumerator in the supervisor's circle.	No. of households to be enumerated.	Progress of enumeration	
		No. of households enumerated.	No. of persons enumerated.
(1)	(2)	(3)	(4)

Overcheck (minimum 20%)		Remarks. (Indicate if the enumeration schedules given to your enumerators are adequate and if the enumeration is going on smoothly.)
No. of household schedules over-checked.	No. of individual slips over-checked.	
(5)	(6)	(7)

To,

.....

Charge Superintendent

Signature of the Supervisor.....

Date.....

24. The charge superintendents and the Divisional Census Officers and other superior census officers must make whirlwind tours of their jurisdictions during the enumeration period and see that the enumeration has been going on satisfactorily.

Completeness and accuracy of enumeration to be ensured.

25. The crux of census work is complete and accurate enumeration. Every Census officer should aim at cent per cent accuracy. It is necessary that the enumerators and supervisors should be very polite and businesslike when on census duty. Before the actual enumeration starts the enumerators and supervisors could do some propaganda in their own way to educate the people on what they will be asked at the Census enumeration and the need for their fullest co-operation. If at all any difficulty is experienced in enumerating gosha families, the assistance of reserve lady enumerators should be taken. Soon after the enumeration is over the provisional totals should be communicated. The next circular will contain instructions on how and when the provisional totals should be communicated.

General.

26. There will be a sample check of enumeration in areas selected by different agencies after the enumeration is over. Any glaring defficiencies in the work of census officers will be taken note of. Normally, there should hardly be any need to take recourse to the penal provisions of the Census Act either to compel an enumerator to attend to this work with diligence or the enumerated to answer the questions. In bad cases one has got to be firm and should not hesitate to enforce the legal provisions. All census personnel should be fully acquainted with the provisions of the Census Act.

If all are made to realise the importance of a Census to the country there should hardly be any lapse on the part of any one. Every enumerator and supervisor should be made to realise that it is a privilege to have been put on this task which is of such great national importance and they should put forth their very best effort to complete their work with great success.

Yours faithfully,
A. CHANDRA SEKHAR,
Superintendent of Census Operations,
Andhra Pradesh.

Copy to all other officers concerned.

CITIZEN PRESS, SECUNDERABAD.

GOVERNMENT OF ANDHRA PRADESH.
ABSTRACT.

CENSUS, 1961 -- Direction to Census Officers to ask questions for filling up Household Schedule and Individual Slip -- Notification -- Published.

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General Administration (Election-D) Department.

G.O.Ms.No.1349 Dated: 1--9--1960.

O R D E R :

The following notification will be published in the Andhra Pradesh Gazette :-

NOTIFICATION.

Under section 8 of the Census Act, 1948 (Central Act 37 of 1948), the Governor of Andhra Pradesh hereby directs every census-officer to ask all questions of all persons within the limits of the local area for which he is appointed as census-officer under the said Act in order to elicit information for correctly filling up the Census Schedules for the 1961 Census, namely, the " Household Schedule " and " Individual Slip, " the forms of which are appended to this notification.

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

K.Subba Rao,
Chief Electoral Officer, and
Deputy Secretary to Government.

To
The Director, Government Printing Press, Hyderabad.
(for publication in the next issue of the Andhra Pradesh Gazette).
The Superintendent Census Operations, Andhra Pradesh, Hyderabad.(with 50 copies).
All Collectors.
All Revenue Divisional Officers.
All Tahsildars.
All Municipal Commissioners.
The Commissioner, Hyderabad Municipal Corporation,
and The Additional Commissioner, Hyderabad Municipal Corporation, at Secunderabad.
All Executive Officers of City Municipalities in Telengana Region.
All Officers commanding Army Stations.
The Executive Officers of Cantonments.
To Officers Commanding Army Units.
The Officers Commanding Air Force Establishments.
⊗→ The Labour Officer, Nagarjunasagar Dam, Vijayapuri.
The Deputy Personnel Manager, Kothagudem Collieries, Kothagudem.
The Deputy Personnel Manager, Bellampalli Collieries, Bellampalli.
The Deputy Commissioner, Hyderabad Municipal Corporation, Hyderabad.
⊗ The Officers Commanding, Naval Establishments

(P.T.O.)

To

The Director of Local Administration, Andhra Pradesh,
Hydarabad.
All Departments of the Secretariat.
All Heads of Departments.
Copy to General Administration (Political) Department.

/True copy / Forwarded / By Order /

J P V Gopal Rao
SUPERINTENDENT.

GKRM.3960.

4/9/66

APPENDIX.

CONFIDENTIAL

CENSUS OF INDIA 1961
(To be filled up during Enumeration)

PART I-HOUSEHOLD SCHEDULE

Is this an institution?

Location Code: _____

Full Name of Head of Household _____ S.C. / S.T.

A. Cultivation	Local name of right on land	Area in acres
1. Land under cultivation by Household		
(i) owned or held from Government		
(ii) held from private persons or institutions for payment in money, kind or share		
(iii) Total of items (i) and (ii)		
2. Land given to private persons for cultivation for payment in money, kind or share		

B. Household Industry	Nature of Industry	Number of months in the year during which conducted.
Household Industry (not on the scale of a registered factory) conducted by the Head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas	(a)	
	(b)	

C. Workers at Cultivation or Household Industry

Members including Head of family working and hired workers, if any, kept whole-time during current or last working season.	Members of family working: Head & Other Males	Other Females	Total	Hired workers
1. Household Cultivation only.				
2. Household Industry only.				
3. Both in Household Cultivation & Household Industry.				

Dated Signature of Supervisor Dated Signature of Enumerator.

Note:- Part II- Census Population Record overleaf should be filled up during the first round of enumeration (10 February to 28 February)

(P.T.O.)

from the enumeration slips relating to the household and brought up-to-date with corrections, if any, after the second visit during check period 1 March to 3 March, 1961.

***

PART II. - CENSUS POPULATION RECORD

(To be compiled from individual Census Slips)

Name	Sex		Relationship to Head	Age	Marital Status	Description of work in the case of worker.
	Male M	Female F				
Total persons						

Dated Signature of Supervisor

Dated Signature of Enumerator

/ True Copy /

145

CONFIDENTIAL

CENSUS 1961

FORM OF INDIVIDUAL SLIP.

Location Code _____

1 (a) Name _____

1 (b) Relationship to Head _____ 2 Age last birthday [ ]

3 Marital Status _____ 4(a) Birth place _____

4 (b) Born R/U (R)

4(c) Duration of residence if born elsewhere [ ]

5 (a) Nationality _____ 5(b) Religion _____

5 (c) S.C./S.T. _____ 6 Literacy & Education _____

7 (a) Mother tongue _____ 7(b) Any other language(s) _____

8 Working as Cultivator _____ 9 Working as Agricultural labourer _____

Working as 10 Household Industry

(a) Nature of work _____

(b) Nature of Household Industry _____ (c) If Employee

_____

11. Doing work Other than 8 9 or 10

(a) Nature of work _____

(b) Nature of Industry, Profession, Trade or Service. _____ (c) Class of Worker

Nature of (d) Establishment _____

12. Activity if Not working. [ ]

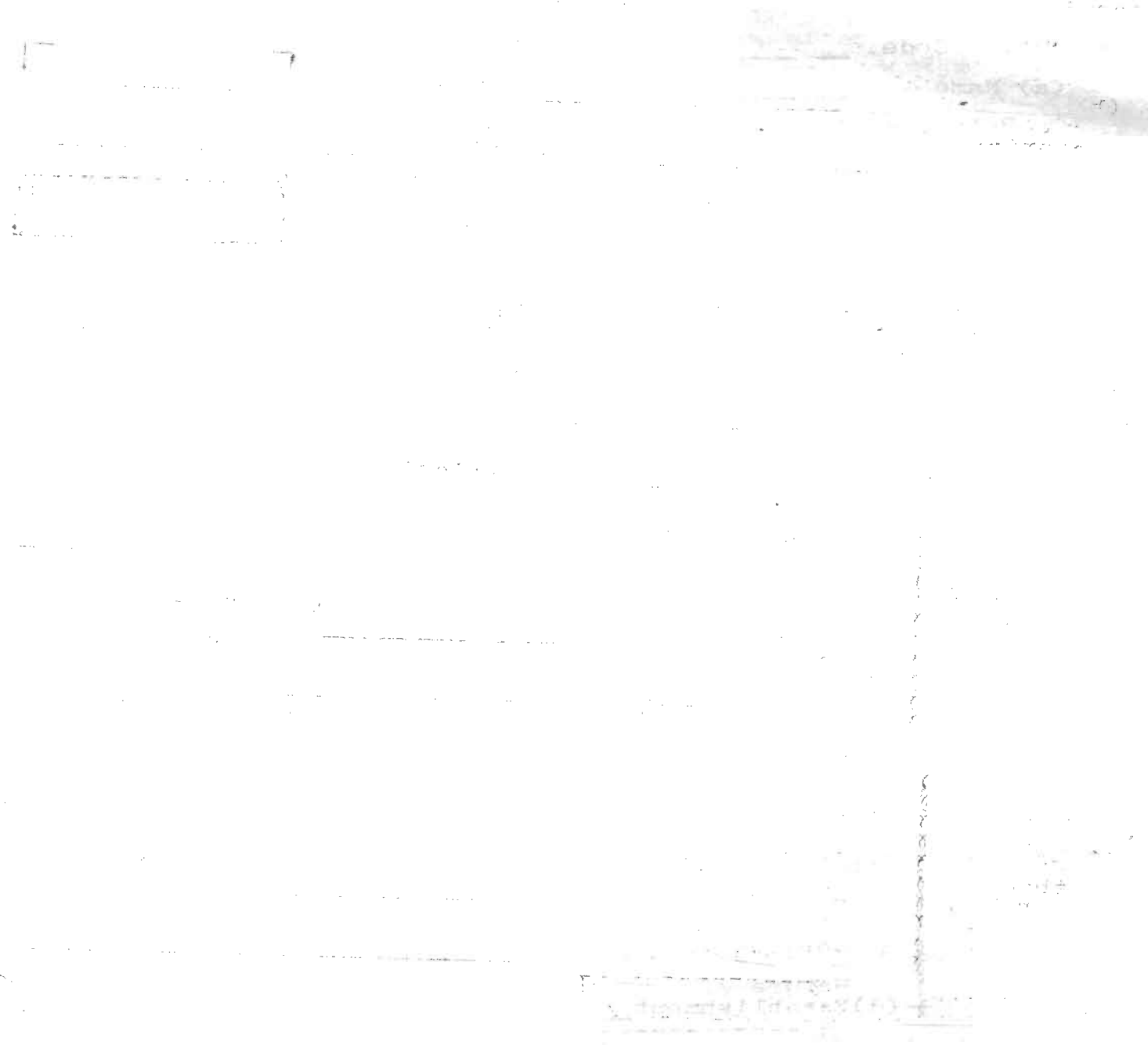
13. SEX

* TRUE COPY *

J. V. Gopal Rao
SUPERINTENDENT.

GKRM:3960.

6/9/6



CIRCULAR No. 9 **CENSUS—IMMEDIATE**

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS.

Office of the Superintendent of Census Operations,
Andhra Pradesh.

Hyderabad - 4,
Dated 10th September, 1960.

From :

Sri A. CHANDRA SEKHAR, I.A.S.,
Superintendent of Census Operations,
Andhra Pradesh.

To :

ALL COLLECTORS.

Sir,

CENSUS 1961 — PROVISIONAL TOTALS AND DESPATCH OF CENSUS SCHEDULES BOOKS TO TABULATION OFFICES.

Provisional totals will be published as early as possible after enumeration.

1. The country will be anxious to have the results of the Census as early as possible after the enumeration is completed. It is the aim of the Census organisation to furnish the provisional totals of population showing the total number of males, females and literates immediately after the Census count is over. In order to achieve this it is necessary to have an organised and systematic way of consolidating and conveying the totals from the level of the enumerator to the highest level. This circular lays down the drill in this regard and the procedure laid down herein should be strictly followed.

Each enumerator to strike an abstract for his block in the form in Appendix-A.

2. Complete enumeration, revisional round and the filling in of fresh slips for new births and the cancellation of slips relating to deaths during the revisional round and the enumeration of houseless persons should have all been completed by the night of 3rd March, 1961. Even though, as per the Census programme, there is provision to extend the revisional round till 5th March, it may be hardly necessary to utilise the full period. It should be possible for the enumerator to cover his block entirely including at the revisional round by 3rd March, 1961. IMMEDIATELY after the revisional round is completed the enumerator should prepare an abstract and post the provisional totals in the form given as Appendix-A to this circular in duplicate. These forms will be printed and supplied in sufficient number for distribution to enumerators.

The enumerator to tie up the enumeration books into a bundle with the abstract at the top.

3. The enumerator should neatly tie up the household schedules books and the individual slips books together for his block with one copy of the statement placed on top. (In rare cases where the jurisdiction of an enumerator extends over more than one village, it is necessary to bundle the books of each village separately and also strike the abstract for each village separately). Before finalising the account and the provisional totals and tying up of the books into a bundle the enumerator should check and recheck to see that the account he has rendered is correct.

The Supervisor to fix a particular time and place for all enumerators in his circle to deliver the books on the morning of 5th March, 1961.

4. The supervisor should fix an early hour on the morning of 5th March, say at about 7-30 A.M. on that day and also fix a convenient centre for all the enumerators of his block to meet him and deliver the enumeration books and the statement of provisional totals. The supervisor should be at this place even from the 4th March. There is no objection to any of the enumerators delivering the books and the provisional totals even on the 4th March if he has completed all his work by then.

Supervisor to check up if all the books issued to the enumerators are properly accounted for.

5. The Supervisor should first of all check up to see if each of the enumerator in his circle has accounted for all the household schedules books as well as the individual slips books which were issued to him by the Supervisor in January and later any extra books issued during the enumeration period.

The correctness of provisional totals to be checked and re-checked.

6. Next, the correctness of the provisional totals should be checked up as follows : The bundle of enumeration schedules books of one enumerator together with the statement of provisional totals should be given to another enumerator present for verification. If the verifying enumerator finds that the provisional totals statement is correct, he shall attest the statement in token of verification. If there are any discrepancies he should get them reconciled with the help of the original enumerator. The Supervisor should then overcheck the statement and attest the certificate. If he finds any discrepancy the totals should be got verified again thoroughly and rechecked till the discrepancies are reconciled. After complete checking and reconciliation the Supervisor should attest both the copies of the statement of provisional totals furnished by the enumerator. After the Supervisor posts the abstract in the Supervisor's own circle abstract, one copy of the Block statement will be tied back with the bundle of the schedules books and another copy given to the enumerator who shall retain it as token of receipt of the schedules books by the Supervisor.

Supervisor's abstract to be posted.

7. The Supervisor should post the Supervisor's abstract of provisional totals in the form prescribed as Appendix-B to this Circular. This should also be prepared in duplicate. The Supervisor should take the abstract and deliver it personally to the Charge Superintendent the same evening, i.e., on the 5th March. The Charge Superintendent's office should keep a round the clock watch on the receipt of the abstracts from the Supervisors from the afternoon of the 5th March and ensure that the statements from all the supervisors are received by the 6th March without fail. The date and time at which each Supervisor's abstract is received should be noted on the statement immediately on its receipt by the Charge Superintendent. Prompt delivery of the provisional totals by the Supervisors will be taken into account for the purpose of Census awards later.

Supervisor's abstract to be checked up to see if all the enumerator's blocks have been accounted for.

8. On receipt of each Supervisor's abstract the Charge Superintendent's office should check up to see if the Supervisor has accounted for all the enumerators within the Supervisor's circle. There should be no omission or overlapping. Discrepancies or omissions, if any, should be got reconciled then and there. The Supervisor's abstract shall be accepted only if his statement of provisional totals accounts for all the enumerator's blocks within that circle. If the Charge Superintendent finds that the Supervisor's abstract correctly accounts for all the enumerator's blocks, then he (Charge Superintendent) shall attest both the copies of Supervisor's abstract and retain one copy and deliver the other to the Supervisor.

Charge abstract to be posted in the form, Appendix-C.

9. The Supervisor's abstracts should then be posted in the Charge abstract the form of which is given as Appendix-C to this Circular.

Charge Superintendents to arrange to collect Supervisors' abstracts by the 6th March without fail.

10. The Charge Superintendent should have posted the provisional totals of all the Supervisor's circles of the Charge in the Charge abstract and the totals for the charge struck by mid-day of 6th March, 1961. In some places where communications are difficult and the Supervisors are not able to reach their Charge Superintendents' headquarters on the night of the 5th March or even by the 6th morning, the Charge Superintendent will do well to devise a method of collecting the statements from the Supervisors at convenient centres on the 5th evening by sending round a fast vehicle along with a responsible officer with it. It is left to the ingenuity of the Charge Superintendent to see that he obtains the provisional totals of his entire jurisdiction by the morning of 6th March without

fail. One of the factors by which the efficiency of the Charge Superintendent will be judged will be the systematic and the speedy way of collecting and communicating the provisional totals of the charge.

Provisional totals for the Charge to be communicated to the District Census Officer and the Superintendent of Census Operations by the quickest means.

11. Immediately after the Charge Superintendent is able to strike the totals for his charge he shall communicate the provisional totals of his charge by the quickest possible means to the District Census Officer and to the Superintendent of Census Operations. Telegram is by far the best means. If a telephone is available the totals can be communicated on trunk telephone. The possibility of utilising the police wireless link for this purpose is also being examined. A round the clock watch will be kept in the office of the District Census Officer as well as the office of the Superintendent of Census Operations to receive the figures of all charges in the State. A copy of the statement in Appendix-C should also be sent by post by the Charge Superintendent.

Divisional Census Officers to be quickly moving about to see that the provisional totals are being relayed quickly.

12. The Divisional Census Officers should move about briskly on the 5th and 6th March to see if the provisional totals are being relayed successfully. If there are any bottlenecks he must see that they are cleared.

The District Census Officers to consolidate the figures by the evening of 6th March and communicate totals to the Registrar General, India and Superintendent of Census Operations.

13. The District Census Officer should be in a position to consolidate the figures for the entire district by the evening of 6-3-1961 without fail. The District abstract shall be posted in the form given as Appendix-D. Immediately after the figures of all the charges in the district are posted and totals for the district struck he should communicate the provisional totals of the district to the Registrar General, India, and to the Superintendent of Census Operations by telegram or trunk telephones. In respect of Hyderabad District the District Census Officer may consolidate the figures of the district excluding the portions falling within the limits of Hyderabad city, Cantonment and the strictly Military area. The Census Officers in charge of these areas shall communicate the totals directly to the Superintendent of Census Operations. A copy of the statement in Appendix-D should also be sent by post to the District Census Officers, etc.

Telegraph message form for Provisional Totals.

14. The postal authorities have instructions to give priority to Census telegrams. It may be convenient to have a uniform pattern of the messages communicating provisional totals. The following is suggested :

Charge Totals.

CENSUS PROVISIONAL TOTALS AAA ..... CHARGE,

.....DISTRICT AAA POPULATION MALES.....

FEMALES ..... TOTAL .....AAA.

LITERATE MALES ..... FEMALES ..... TOTAL .....

Charge Superintendent.

District Totals.

CENSUS PROVISIONAL TOTALS AAA ..... DISTRICT ANDHRA PRADESH AAA POPULATION MALES ..... FEMALES ..... TOTAL ..... AAA LITERATE MALES ..... FEMALES ..... TOTAL .....

District Census Officer.

The telegraphic abbreviations and the addresses of the Registrar General, India and the Superintendent of Census Operations, Andhra Pradesh, are given below :

Postal address :	Telegraphic abbrevations :
(1) Registrar General, India, 2 A, Man Singh Road, New Delhi.	REGGENLIND NEW DELHI.
(2) Superintendent of Census Operations, Hyderabad-4. (Telephone : 34355)	CENSUSANDHRA HYDERABAD.

Enumeration Books to be forwarded by the Supervisor to the Charge Superintendent on 7-3-1961. The Charge Superintendent's office to pack the books conveniently villagewise and enclosed in gunny bags with the location code No. marked on the bags.

15. **Forwarding of Census Enumeration Books :** Since the Charge Superintendents will be extremely preoccupied with the collection and communication of the provisional totals on the 5th and 6th March, the handing over of the enumeration books by the Supervisor to the Charge Superintendent may be done on 7-3-1961. As indicated in paragraphs 4 and 5 of the Circular, the Supervisor would have already received all the enumeration books from the enumerators along with the provisional totals on the 4th/5th March itself. The Supervisor should keep these bundles of books with him carefully till the 7th. On the morning of the 7th he should forward the bundle of books with a forwarding statement in the form prescribed as Appendix-E to the Charge Superintendent and the acknowledgment of the Charge Superintendent obtained. The office of the Charge Superintendent should after verifying that the bundles pertaining to all the enumerators in the charge have been received, should start putting the enumerators bundles pertaining to each village together into a separate gunny bag or securely tied up into a separate bundle with a wrapper. **Each gunny bag or bundle should thus contain the enumeration books of one village.** The location code number of the village to which the gunny bag relates to should be painted in BLACK on the bag. or wrapper. Thus after the enumerators bundles are sorted out village-wise and put into separate gunny bags each bag or bundle should be securely stitched or tied.

Enumeration books of urban units to be bundled ward/ locality wise and packed in gunny bags with the location code Nos. painted in Red.

16. In respect of urban areas the enumeration books should be separately bundled up for each ward or locality, as the case may be, and then enclosed within a gunny bag. If possible, the bundles relating to an entire town may be put in one bag. If this is not possible there is no objection to the bundles being put in more than one bag. The complete location code of the town to which the enumeration books belong should be painted prominently in RED colour on the package in order to distinguish them from the bundles pertaining to rural units.

Note : The enumeration schedules books of not only the **Urban charges,** but also of all the Urban units, if any, within the **Taluk charges** should be separately packed and sent to the Central Tabulation Office, Hyderabad.

Enumeration Books to be forwarded to the tabulation offices. The books of all urban areas to be sent ot the Central Tabulation Office, Hyderabad.

17. The packages pertaining to all urban units should be sent to the Central Tabulation Office, Hyderabad, where the sorting of slips in respect of urban areas in the State will be centrally undertaken. As regards the enumeration books pertaining to the rural areas each Charge Superintendent shall despatch the bundles to the Regional Tabulation Office which covers the district concerned. The location of the tabulation offices and the districts (rural areas) that will be allotted to each of the tabulation offices will be communicated in due course. Perhaps it may be best to send the enumeration books bundles by a lorry. The District Census Officers may arrange a lorry to collect the bundles of all the rural charges within the district and despatch them to the tabulation office concerned. A responsible person may be sent along with each lorry to ensure proper and safe delivery of the slips. Each Charge Superintendent should send a forwarding statement

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with the books relating to his charge in the form prescribed in Appendix-F1 of the Circular in respect of the rural area of his charge and the acknowledgement of the officer in charge of the tabulation office concerned should be obtained. In respect of all urban areas, irrespective of whether the town by itself is formed into an urban charge or not, the concerned Charge Superintendent should send the enumeration books pertaining to the urban unit with a forwarding statement prescribed as Appendix-F2 to this Circular to the Central Tabulation Office, Hyderabad. The correct address of the Central Tabulation Office will be communicated in due course. The despatch of the enumeration books to the tabulation office should be completed by the 10th of March, 1961.

Programme of communication of Provisional Totals in respect of certain agency areas.

18. In respect of certain Agency areas where the enumeration period is advanced (please see para 6 of Census Circular No. 8), the programme of dates for the communication of provisional totals and the forwarding of Census enumeration books will be as follows :

	CATEGORY A (Certain agency areas of Srikakulam and Visakhapatnam districts)	CATEGORY B (Certain agency areas of East Godavari, West Godavari and Krishna districts)
1. Date of completion of enumeration ...	31—12—1960	31—1—1961
2. Provisional totals of the enumerators to reach Supervisors by ...	2— 1—1961	2—2—1961
3. Provisional totals of the Supervisors to reach Charge Superintendents by	4— 1—1961	4—2—1961
4. Provisional totals of the Charge Superintendents (for agency areas only) to reach District Census Officer by ...	4— 1—1961	4—2—1961
5. District Census Officer to communicate the Provisional Totals for the agency areas to the Registrar General and the Superintendent of Census Operation by ...	6— 1—1961	6—2—1961

In the Telegram communicating the provisional totals it should be specifically stated that the totals relate to the Agency areas only. These need not be incorporated in the provisional totals that will be communicated later in March, 1961 for the charge or the district as a whole. The incorporation will be done in the Office of the Superintendent of Census Operations. To avoid any doubt in the matter, while communicating the ultimate provisional totals in March for the district or taluk, it may be specifically stated in the telegram that the provisional totals does not include Agency areas.

Programme for the forwarding of enumeration books.

19. The following will be the programme for the forwarding of the Census enumeration books of the agency areas.

	For the agency areas of Category A.	For the agency areas of Category B.
1. The enumeration books to be handed over by the enumerator to the Supervisor by ...	2—1—1961	2—2—1961
2. The Supervisors to hand over the books to the Charge Superintendent by	4—1—1961	4—2—1961

3. The Charge Superintendents to despatch the books to tabulation office concerned by ... 7—1—1961 7—2—1961

Completion of enumeration operations.

20. With the transmitting of the Provisional totals and the despatch of the enumeration books to the Tabulation Offices, the great task on which the District organisation had been engaged would be completed.

APPENDIX-A.

PROVISIONAL TOTALS.

Enumerator's Abstract.

Name of the District.....No..... Name of the Charge.

Name of the Taluk.....No.....

Name of the town/village.....No..... Enumerator's No.

(No. of the ward or locality in respect of towns only).....

Enumeration Schedules Account.

Household Schedule Books.

	Books of 50 Schedules	Books of 25 Schedules
Total No. of Books.		
Books fully used.		
Books used partly — No. of books		
Books used partly — No. of Schedules used.		
Books wholly unused.		
No. of Schedules cancelled, if any.		

Individual Slips Books.

	Books of 100 slips.	Books of 25 slips.
Total No. of Books.		
Books fully used		
Books partly used. — No. of books.		
Books partly used. — No. of slips used.		
Books wholly unused.		
No. of slips cancelled, if any.		

PROVISIONAL TOTALS OF POPULATION.

Serial No. of the individual slips book.	POPULATION			LITERATES		
	Males	Females	Total	Males	Females	Total
Total for the block.						

Checked and found correct.

Supervisor's Signature :

Date :

Enumerator's Signature :

Date :

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APPENDIX-B.
PROVISIONAL TOTALS.
Supervisor's Abstract.

Name of the District ..... No..... Name of the Charge. [ ]

Name of the Taluk ..... No. .....

Name of the Town ..... No. ..... Supervisor's No. [ ]

(In the case of urban charges only)

Enumerator's No.	POPULATION			LITERATES		
	Males	Females	Total	Males	Females	Total
Total for the Circle ...						

Supervisor's Signature .....

Signature of the Charge Superintendent Date : .....

Date and time of receipt of the statement. .....

APPENDIX-C.
PROVISIONAL TOTALS.
Charge Abstract.

Name of the District ..... No. ..... Name of the Charge. [ ]

Name of the Taluk ..... No. .....

Name of the Town ..... No. .....

(if this is an urban charge)

Supervisor's Number	POPULATION			LITERATES		
	Males	Females	Total	Males	Females	Total
Total for the Charge ...						

Signature of the Charge Superintendent. .....

Date : .....

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APPENDIX-D.

District Abstract.

Name of the District ..... Code No. .....

Name of the State .....

Name of the Charge	POPULATION			LITERATES		
	Males	Females	Total	Males	Females	Total
Total for the District ...						

Signature of the District Census Officer .....

Date : .....

APPENDIX-E.

Enumeration Books Forwarding Statement.

{ Supervisor to Charge Superintendent.

Name of the District..... No.....

Name of the Taluk..... No.....

Name of the Charge.

Name of the Town.. } (In respect of urban charges only)

Supervisor's No.

Name of the village or town	Enumerator's No.	Household schedules Books		Individual slips Books	
		50 Schedules Books	25 Schedules Books	100 Slips Books	25 Slips Books
Total ...					

Signature of the Supervisor .....

Date : .....

Signature of the Charge Superintendent .....

Date : .....

APPENDIX-F 1.

Enumeration Books Forwarding Statement.

(Rural Areas only)

{ Charge Superintendent to Tabulation Office.

Name of the District ..... No. .....

Name of the Taluk ..... No.....

Name of the Charge. [ ]

Code No- of the village	Name of the village	Household schedules Books		Individual slips Books	
		50 Schedules	25 Schedules	100 slips	25 slips

APPENDIX-F 2.

Enumeration Books Forwarding Statement.

(Urban Areas only)

{ Charge Superintendent to Central Tabulation Office, Hyderabad.

Name of the District ..... No.....

Name of the Taluk ..... No. .....

Name of the Charge. [ ]

Code No. of the town	Name of the town	Ward/ locality No.	Household schedules Books		Individuals slips Books	
			50 Schedules Books	25 Schedules Books	100 slips Books	25 slips Books
		Total ...				

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VOLUME II

Part II - Forms Prescribed and Instructions

భారతదేశ జనాభా గణన, 1961.

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గ్రామపు ఇండ్ల జాబితాల సారాంశము.

జిల్లా పేరు _____ నెంబరు _____

తాలూకా పేరు _____ నెంబరు _____

గ్రామము పేరు _____ నెంబరు _____

గ్రామములోని మొత్తపు బ్లాకుల సంఖ్య _____

బ్లాక్ నంబర్	గణనగృహముల మొత్తపు సంఖ్య (ఇండ్ల జాబితాల 3 వ కాలం)	గణన కుటుంబముల మొత్తపు సంఖ్య (ఇండ్ల జాబితాల 11 వ కాలం)	సంస్థలు, వర్క్‌షాపులు లేక ఫ్యాక్టరీల సంఖ్య (ఇండ్ల జాబితాల 5-8 కాలంలు చూడుము)	అన్ని కుటుంబములలోని మొత్తం గదుల సంఖ్య (ఇండ్ల జాబితాల 13 వ కాలం)	కుటుంబములలో నివసించువ్యక్తుల సంఖ్య (ఇండ్ల జాబితాల 15-17 కాలంలు)		
					పురుషులు	స్త్రీలు	మొత్తం
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
గ్రామపు మొత్తం							

జాబితా తయారు చేసినవారి సంతకం.

తేది. _____

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CENSUS OF INDIA, 1961.

HOUSELISTS ABSTRACT FOR EACH WARD/LOCALITY OF TOWN

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Name of District _____ No. _____

Name of Taluk _____ No. _____

Name of Town _____ No. _____

Name (if any) of Ward / Locality _____ No. _____

Block/Street No. within the Ward/locality	Total number of Census Houses (From column 3 of House lists)	Total number of Census House-holds (From column 11 of House lists)	Number of Establishments, Workshops or Factories (Refer columns 5-8 of House lists)	Total Number of rooms in all House-holds (From column 13 of House lists)	Number of persons residing in House-holds (From columns 15-17 of House lists)		
					Males	Females	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Total for Ward/Locality							

Signature of Municipal Commissioner/Executive Officer.

Date _____

CITIZEN PRESS, SECUNDERABAD.

CENSUS OF INDIA, 1961.

TOWNS HOUSELISTS ABSTRACT

Name of District _____ No. _____

Name of Taluk _____ No. _____

Name of Town _____ No. _____

Total Number of Wards / Localities _____ No. _____

Ward / Locality	Total number of Census Houses (From column 2 of Ward/Locality Abstract)	Total number of Census House-holds (From column 3 of Ward/Locality Abstract)	Number of Establishments, Workshops or Factories (From column 4 of Ward/Locality Abstract)	Total Number of rooms in all House-holds (From column 5 of Ward/Locality Abstract)	Number of persons residing in House-holds (From columns 6-8 of Ward/Locality Abstract)		
					Males	Females	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Total for the Town							

Signature of Municipal Commissioner/Executive Officer.

Date _____

CITIZEN PRESS, SECUNDERABAD.

CENSUS OF INDIA 1961

TALUK HOUSELISTS ABSTRACT

CENSUS OF INDIA, 1961.

Taluk Houselists Abstract

Name of District _____ No. _____

Name of Taluk _____ No. _____

Total Number of Rural Villages in the Taluk _____

Total Number of Towns in the Taluk _____

Total Number of Urban/ Rural Units in the Taluk	Total No. of Census Houses	Total No. of Census House-holds	Total No. of Workshops and Factories	Total No. of Rooms in all House-holds	Number of Persons Residing in House-holds		
					Males	Females	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Urban Towns Total No. of Towns:							
Rural Villages Total No. of Villages:							
Total for the Taluk							

Note: For details see inside.

URBAN TOWNS IN THE TALUK.

Name and Census Code No. of Town	Total No. of Census Houses (From Col. 2 of Town Houselists Abstract)	Total number of Census House-holds (From Col. 3 of Town Houselists Abstract)	Number of workshops or Factories (From Col. 4 of Town Houselists Abstract)	Total number of rooms in all House-holds (From Col. 5 of Town Houselists Abstract)	Number of Persons residing in House-holds (From Cols. 6-8 of Town Houselists Abstract)		
					Males	Females	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Total for all Urban areas in the Taluk							

P. T. O. FOR RURAL AREAS.

RURAL VILLAGES IN THE TALUK

Name and Census Code Number of the Village	Total Number of Census Houses (From Col. 2 of Village Houselist Abstract)	Total Number of Census House-holds (From Col. 3 of Village Houselist Abstract)	Number of Workshops or Factories (From Col. 4 of Village Houselist Abstract)	Total Number of Rooms in all House-holds (From Col. 5 of Village Houselist Abstract)	Number of Persons Residing in House-holds (From Cols. 6-8 of Village Houselist Abstract)		
					Males	Females	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

P. T. O.

RURAL VILLAGES IN THE TALUK Contd.

Name and Census Code Number of the Village	Total Number of Census Houses (From Col. 2 of Village Houselist Abstract)	Total Number of Census House-holds (From Col. 3 of Village Houselist Abstract)	Number of Workshops or Factories (From Col. 4 of Village Houselist Abstract)	Total Number of Rooms in all House-holds (From Col. 5 of Village Houselist Abstract)	Number of Persons Residing in House-holds (From Cols. 6-8 of Village Houselist Abstract)		
					Males	Females	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

P. T. O.

RURAL VILLAGES IN THE TALUK Contd.

Name and Census Code Number of the Village	Total Number of Census Houses (From Col. 2 of Village Houselist Abstract)	Total Number of Census House-holds (From Col. 3 of Village Houselist Abstract)	Number of Workshops or Factories (From Col. 4 of Village Houselist Abstract)	Total Number of Rooms in all House-holds (From Col. 5 of Village Houselist Abstract)	Number of Persons Residing in House-holds (From Cols. 6-8 of Village Houselist Abstract)		
					Males	Females	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

RURAL VILLAGES IN THE TALUK Contd.

Name and Census Code Number of the Village	Total Number of Census Houses (From Col. 2 of Village Houselist Abstract)	Total Number of Census House-holds (From Col. 3 of Village Houselist Abstract)	Number of Workshops or Factories (From Col. 4 of Village Houselist Abstract)	Total Number of Rooms in all House-holds (From Col. 5 of Village Houselist Abstract)	Number of Persons Residing in House-holds (From Cols. 6-8 of Village Houselist Abstract)		
					Males	Females	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

P. T. O.

RURAL VILLAGES IN THE TALUK Contd.

Name and Census Code Number of the Village	Total Number of Census Houses (From Col. 2 of Village Houselist Abstract)	Total Number of Census House-holds (From Col. 3 of Village Houselist Abstract)	Number of Workshops or Factories (From Col. 4 of Village Houselist Abstract)	Total Number of Rooms in all House-holds (From Col. 5 of Village Houselist Abstract)	Number of Persons Residing in House-holds (From Cols. 6-8 of Village Houselist Abstract)		
					Males	Females	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Total for all Rural areas in the Taluk							

CENSUS OF INDIA, 1961

Section 11 of Census Act (XXXVII of 1948)

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 a false return or, without the previous sanction of the Central Government or the Provincial Government, discloses any information which he has received by means of or for the purposes of a census return, or

(c) any sorter, compiler, or other member of the census staff who removes, secretes, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulation of census results, or

(d) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a census officer which he is legally bound by section 8 to answer, or

(e) any person occupying any house, enclosure, vessel or other place who refuses to allow a census officer such reasonable access thereto as he is required by section 9 to allow, or

(f) any person, who removes, obliterates, alters, or damages any letters, marks or numbers which have been painted, or affixed for the purposes of the census, or

(g) any person who, having been required under section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions of that section, or makes any false return thereunder, or

(h) any person who trespasses into a census office, shall be punishable with fine which may extend to one thousand rupees and in a 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.

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GOVERNMENT OF INDIA

सत्यमेव जयते

CENSUS

1961

CHARGE SUPERINTENDENT

ANDHRA PRADESH

APPOINTMENT ORDER

CENSUS OF INDIA, 1961

Section 11 of Census Act (XXXVII of 1948)

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 a false return or, without the previous sanction of the Central Government or the Provincial Government, discloses any information which he has received by means of or for the purposes of a census return, or

(c) any sorter, compiler, or other member of the census staff who removes, secretes, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulation of census results, or

(d) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a census officer which he is legally bound by section 8 to answer, or

(e) any person occupying any house, enclosure, vessel or other place who refuses to allow a census officer such reasonable access thereto as he is required by section 9 to allow, or

(f) any person, who removes, obliterates, alters, or damages any letters, marks or numbers which have been painted, or affixed for the purposes of the census, or

(g) any person who, having been required under section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions of that section, or makes any false return thereunder, or

(h) any person who trespasses into a census office, shall be punishable with fine which may extend to one thousand rupees and in a 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.

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GOVERNMENT OF INDIA

सत्यमेव जयते

CENSUS

1961

SUPERVISOR

ANDHRA PRADESH

APPOINTMENT ORDER

Name of the District..... Code No.....

In exercise of the powers conferred on me by the Government of Andhra Pradesh in the Notification published in G.O.Ms. No. 670 General Administration (Elections. D), dated 13th May, 1960,

hereby appoint you,

Sri.....

as Charge Superintendent of the following Charge :

---

* **Taluk Charge**

comprising.....Taluk Independent Sub Taluk bearing Code No .....excluding the following Municipality/Strictly Military area/Cantonment area/Special Charge (Name & Code No. to be specified):

---

* **Municipal Charge**

comprising.....Municipal Town bearing Code No.....Taluk/Independent Sub Taluk, bearing Code No.....excluding Strictly Military area, if any.

---

* **Special Charge**

comprising.....area, bearing Code No.....in.....Taluk/Independent Sub Taluk bearing Code No.....

** Score out the portions not relevant.

You are deemed by virtue of this appointment, a public servant within the meaning of the Indian Penal Code. You will be guided by the official instructions issued from time to time regarding the performance of your duties as a Census Charge Superintendent. Your attention is also drawn to section 11 of the Census Act, 1948 which is appended on the reverse.

Signature.....

Dated :

Designation.....

P. T. O.

Name of the District..... Code No.....

Name of the Taluk..... Code No.....

Name of the Town..... Code No .....

In exercise of the powers conferred on me by the Government of Andhra Pradesh in the Notification published in G.O.Ms. No. 670 General Administration (Elections. D), dated 13th May, 1960,

I hereby appoint you,

Sri.....as Supervisor

of Census Circle No.....in..... Charge.

Your jurisdiction will cover the Census Enumerators' blocks, the particulars of which are given below:

No. of the Census enumerator (1)	Name, designation and address of the enumerator (2)	Village or Town in which the enumerator's block lies and its code No. (3)	House Nos. falling within the enumerator's block (4)

You are deemed by virtue of this appointment, a public servant within the meaning of the Indian Penal Code. You will be guided by the official instructions that are issued from time to time regarding the performance of your duties as Census Supervisor. Your attention is drawn to section 11 of the Census Act, 1948 which is appended on the reverse.

Signature.....

Dated :

Designation.....

P T. O.

CENSUS OF INDIA, 1961

Section 11 of Census Act (XXXVII of 1948)

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 a false return or, without the previous sanction of the Central Government or the Provincial Government, discloses any information which he has received by means of or for the purposes of a census return, or

(c) any sorter, compiler, or other member of the census staff who removes, secretes, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulation of census results, or

(d) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a census officer which he is legally bound by section 8 to answer, or

(e) any person occupying any house, enclosure, vessel or other place who refuses to allow a census officer such reasonable access thereto as he is required by section 9 to allow, or

(f) any person, who removes, obliterates, alters, or damages any letters, marks or numbers which have been painted, or affixed for the purposes of the census, or

(g) any person who, having been required under section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions of that section, or makes any false return thereunder, or

(h) any person who trespasses into a census office, shall be punishable with fine which may extend to one thousand rupees and in a 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.

CITIZEN PRESS, SECUNDERABAD.

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GOVERNMENT OF INDIA

सत्यमेव जयते

CENSUS

1961

ENUMERATOR

ANDHRA PRADESH

APPOINTMENT ORDER

Section 11 of Census Act (XXXVII of 1948)

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 a false return or, without the previous sanction of the Central Government or the Provincial Government, discloses any information which he has received by means of or for the purposes of a census return, or

(c) any sorter, compiler, or other member of the census staff who removes, secretes, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulation of census results, or

(d) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a census officer which he is legally bound by section 8 to answer, or

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(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

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(h) any person who trespasses into a census office, shall be punishable with fine which may extend to one thousand rupees and in a 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.

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GOVERNMENT OF INDIA

CENSUS

1961

ENUMERATOR

ANDHRA PRADESH

APPOINTMENT ORDER

Name of the District .....Code No.....

Name of the Taluk.....Code No.....

Name of the Town.....Code No .....

In exercise of the powers conferred on me by the Government of Andhra Pradesh in the Notification published in G.O.Ms. No. 670 General Administration (Elections. D), dated 13th May, 1960.

hereby appoint you,

Sri/Srimathi/Kumari.....as

umerator in..... .....Village/Town bearing Code

o.....of.....Charge. Your serial Number

ll be [ ] and your jurisdiction extends over the following in the

oresaid village/town:

House No.	in Block/Street No.	in Wards/Locality No.

You are attached to Census Supervisor's Circle No.....

ur Supervisor is, (Name).....(designation and

ldress of the Supervisor).....

.....

You are deemed by virtue of this appointment a public servant within the meaning of the Indian al Code. You will be guided by the official instructions issued from time to time regarding the performance of your duties as Census Enumerator. Your attention is drawn to section 11 of the Census 1948 which is appended on the reverse.

Signature.....

ted :

Designation.....

P. T. O.

Name of the District ..... Code No.....

Name of the Taluk..... Code No.....

Name of the Town..... Code No .....

In exercise of the powers conferred on me by the Government of Andhra Pradesh in the Notification published in G.O.Ms. No. 670 General Administration (Elections. D), dated 13th May, 1960.

I hereby appoint you,

Sri/Srimathi/Kumari.....as

enumerator in..... .....Village/Town bearing Code

No.....of..... Charge. Your serial Number

will be [ ] and your jurisdiction extends over the following in the aforesaid village/town:

House No.	in Block/Street No.	in Wards/Locality No.

You are attached to Census Supervisor's Circle No.....

Your Supervisor is, (Name).....(designation and

Address of the Supervisor) .....

.....

You are deemed by virtue of this appointment a public servant within the meaning of the Indian Penal Code. You will be guided by the official instructions issued from time to time regarding the performance of your duties as Census Enumerator. Your attention is drawn to section 11 of the Census Act, 1948 which is appended on the reverse.

Signature.....

Dated :

Designation.....

P. T. O.



భారత దేశపు జనాభా గణన 1961

గణకులకు సూచనలు

భారతదేశపు జనాభా గణన 1961

గణకులకు సూచనలు

1961 వ సంవత్సరము మార్చి 1 వ తేదీన సూర్యోదయ సమయం ఆధారం కాలంగా భారత దేశపు జనాభా లెక్క సేకరించ బడుతుంది. 1961 ఫిబ్రవరి 10 వ తేదీతో ప్రారంభమై 28 వ తేదీ వరకు, 19 రోజుల పాటు యీ లెక్కల సేకరణ జరుగుతుంది. ఈ 19 రోజులలో గణకులు తమ తమ బ్లాకులోని ప్రతి యింటికి వెళ్లి లెక్కలు సేకరించాలి. ఫిబ్రవరి 28 వ తేదీ రాత్రికి మీ బ్లాకులలో పూర్తిగా తిరిగి యిండ్లు లేని వారిని గురించి వివరాలు సేకరించాలి. [పెద్ద జనాభా గల నగర ప్రాంతాలలో యిల్లు లేని వారి వివరాలు సేకరించటం ప్రత్యేక పద్ధతిలో జరుగుతుంది. అందుకై తగు ఏర్పాట్లు జరుగుతవి] మార్చి 1 వ తేదీ నుండి 5 వ తేదీ వరకు మళ్లీ ప్రతి యింటికి మీరు వెళ్లి లోగడ సేకరించిన వివరాలు సరి చూచుకొని సక్రమముగాను, పూర్తిగాను వున్నట్లు ధృవ పరచు కోవాలి. ఆ విధంగా వెళ్లినప్పుడు ఏ యింటిలోనైనా మీరు లోగడ ఫిబ్రవరి 10 వ తేదీనుండి 28 వ తేదీల మధ్య వెళ్లి వచ్చిన తరువాత మార్చి 1 వ తేదీ సూర్యోదయ సమయంలోగా శిశుజననం జరిగి వున్నట్లయితే, దానిని కొత్తగా వేరే చీటి మీద నమోదు చేయాలి. అదే విధంగా, ఆ మధ్య కాలంలో మరణం సంభవించినట్లు తెలిస్తే, మరణించిన వ్యక్తి చీటీని రద్దు చేయాలి. లేక ఆ మధ్య కాలంలో ఒక యింట్లో ఒక అతిథి (చుట్టమో, స్నేహితుడో, మరొకరో) వచ్చి వున్నాడనుకోండి. ఆయన వివరాలు జనాభా లెక్కల కొరకు యితర చోట్ల అదివరకే నమోదు అయివుండక పోతే ప్రత్యేకంగా అప్పుడు ఆయనకు ఒక చీటీ వ్రాయాలి. 1961 మార్చి 1 వ తేదీ సూర్యోదయానంతరం జరిగే జనన మరణాలను, రాక పోకలను మీరు పరిగణించ నవసరం లేదు.

కుటుంబ వివరాల సేకరణ పత్రాలు (కుటుంబ షెడ్యూళ్లు) పుస్తకాల రూపంలో ఉంటాయి. ఒక్కొక్క పుస్తకంలో 50 గాని 25 గాని ఫారాలు వుంటాయి. మొత్తం కుటుంబానికి సంబంధించిన సమాచారం సేకరించ టానికి యీ షెడ్యూళ్లు ఉపయోగపడుతవి. ఇవి కాక కుటుంబంలోని సభ్యుల వ్యక్తిగత వివరాలు సేకరించటానికి ఉపయోగ పడే వ్యక్తి చీట్ల పుస్తకాలు వుంటాయి. ఒక్కొక్క పుస్తకంలో 100 లేక 25 చీట్లు వుంటాయి. ఈ కుటుంబ షెడ్యూళ్ల పుస్తకాలు, వ్యక్తి చీట్లపుస్తకాలు మీ సూపరువైజరు మీకు అందించివుంటాడు. ఈకుటుంబ షెడ్యూళ్లు, వ్యక్తిచీట్లు ఏ విధంగా పూర్తి చేయాలో వివరించటానికే యీ పుస్తకం ఉద్దేశించబడింది. ప్రతి కుటుంబంయొక్క వివరాలు సేకరించేటప్పుడు మీరు ఈ పుస్తకములో ఇవ్వబడిన సూచనలను జాగ్రత్తగా పాటించాలి. ముందుగా కుటుంబ షెడ్యూళ్లు పూర్తి చేసినా సరే, వ్యక్తిగత వివరాల చీట్లు పూర్తిచేసుకున్నా సరే, మీ యిష్టం, కాని ప్రతి కుటుంబానికి యీ రెండూ పూర్తి చేయడం మాత్రం తప్పదు. పైగా కుటుంబ షెడ్యూలు వెనుక భాగం లో వుండు జనాభా గణన రికార్డు కూడా పూర్తిచేయాలి.

అ-కుటుంబ షెడ్యూళ్ళు పూర్తిచేసే పద్ధతి—సూచనలు

భాగము I – కుటుంబ షెడ్యూలు

కుటుంబషెడ్యూలుఫారం పైభాగంలో స్థానసంకేతం వుంటుంది. అంటే ఆ కుటుంబం ఏప్రదేశంలో వుందో దానివివరం లొకేషను కోడునంబర్లద్వారా సూచింపవలెను. దీనిని ముందు పూర్తిచేయాలి. మీ జిల్లా, తాలుకా, పట్టణము/గ్రామములకు నిర్ణయించబడిన సంకేతములను మీ సూపరువైజరు యిస్తారు. ఈ మూడు సంకేత సంఖ్యలను విడివిడిగా వ్రాస్తూ ఒకదానికొకదానికి సంబంధ పరచుటకై నిలువు గీతలతో వేరు చేసుకొంటూ ప్రతి కుటుంబ షెడ్యూలులో స్థాన సంకేతము నమోదు చేయాలి. ఉదా :— 13/ 1/ IV; 2/5/80.

జనాభా వివరాలు సేకరించుటకై ఒక్కొక్క కుటుంబమును దర్శించినప్పుడు ఆ కుటుంబమునకు సంబంధించిన నంబరు/పైన చెప్పబడిన లొకేషను కోడు నంబర్లతో సహా చదరపు బ్రాకట్లలో ([. .]) చూపండి. ఉదా:— 13/ 1/ IV [2—3—45]; 2/ 5/ 80 [1—20 (a)].

జనాభా లెక్కల సేకరణ సందర్భంలో "గణన గృహం" అనేదానికి నిర్వచన మేమంటే రోడ్డు మీదికి ద్వారం కలిగిన, లేక ఉమ్మడిగా మెట్లు కలిగియున్న, లేక ఒకే ఆవరణలో నుండి ఉమ్మడి వాకిలికిదారిగల, లేక వేర్వేరు వాకిళ్లు గల నివాస స్థలము, దుకాణము, కర్మాగారము, ఫ్యాక్టరీ లేక వ్యాపార కేంద్రము లేక నివాస వసతి మరియు దుకాణ వసతి రెండూ కలసి యున్నటువంటి కట్టడము లేక కట్టడపు భాగము. గణనగృహపు నంబర్లు ఇదివరకే తలుపులపైనగాని గోడలపైనగాని చూపబడియుండును.

'కుటుంబం' అంటే సాధారణంగా ఒక గణన గృహములో కలసి మెలసి ఉంటూ ఏదైన పని తొందరలవల్ల ఆటంకమేర్పడితేతప్ప లేనియెడల ఉమ్మడిగా వండుకొని తింటూ నివసిస్తుండే సమూహమని అర్థం. ఒకటే కుటుంబ మున్న యెడల గణన గృహపు నంబరే దానికి వర్తించును.

కొన్ని గణన గృహాలలో , ఉమ్మడిగా వండుకొని తినే వ్యక్తుల సమూహము ఒకటికంటే ఎక్కువగా కూడా ఉండవచ్చు — అటువంటి సమయంలో జనాభా లెక్కల వివరాల సేకరణలో ఒక్కొక్క సమూహమును వేరు వేరు కుటుంబంగా పరిగణించాలి.

కొన్ని గణన గృహములలో ఒకటికంటెయెక్కువ గణనకుటుంబములున్నయెడల, కుటుంబముల ఉపసంఖ్యలను 1 (a), 1 (b), 1 (c), ... అనిగాని లేక 1 (అ), 1 (ఆ), 1 (ఇ), ... అనిగాని నమోదు చేయవలెను. ఒక్కొక్క కుటుంబమున కొక కుటుంబ షెడ్యూలు ఫారము పూర్తి చేయాలి. సూపరువైజరు యిచ్చిన యిండ్ల జాబితాలో వున్నట్లుగా కుటుంబపు నంబరును నమోదు చేయాలి. పైన చెప్పిన నిర్వచనాలకు సరిపడే గణన గృహమో, కుటుంబమో జాబితాలో చేర్చకుండ వున్నట్లు మీరు గమనిస్తే ఆ విషయం వెంటనే సూపర్వైజర్‌కు తెలియ పరచి ఆ గృహానికి, లేక కుటుంబానికి ప్రత్యేకంగా సంకేత సంఖ్య వేయించి, ఆ కుటుంబవివరాలు సేకరించాలి.

స్థాన సంకేతానికి కుడి వైపు మూలగా "ఇది ఒక సంస్థా ?" అనే ప్రశ్న వ్రాసి యుంటుంది. దాని క్రింద ఒక దీర్ఘచతురస్రాకారం కూడా వుంటుంది. (|____|) అదిఏదైనా శిక్షాసంస్థ (అంటె జైలు మొదలగునవి) లేక ధర్మాదాయ సంస్థ (సత్రము, దేవాలయము మొదలగునవి) లేక పిచ్చి ఆస్పత్రి, లేక హాస్టలు, హొటలు,

ఆనువర్తి, (మొదలగునవి) అయినట్లయితే, ఈ చతుర ప్రాకారంలో, 'జైలు', 'హోటలు', . . . అంటూ ఆ స్వరూప వివరం ప్రాయాలి.

స్థాన సంకేతానికి ప్రక్కింద కుటుంబ యజమాని పూర్తి పేరు ప్రాయడానికి ఒక గడి వుంటుంది. జనాభా లెక్కల వివరాల సేకరణలో కుటుంబ పెద్ద అంటే, కుటుంబ నిర్వహణ భారం ప్రధానంగా ఎవరు వహిస్తున్నారో వారు. కాగా కుటుంబ పెద్ద, ఆ కుటుంబంలోని సభ్యులందరిలో పెద్ద వాడైన పురుషుడే కానవరంలేదు; స్త్రీ కూడా కావచ్చు; లేక వయస్సులో చిన్నవారైన స్త్రీ గాని, పురుషుడు గాని కూడా కావచ్చు. అయితే దీనిని గురించి పెద్దగా విచారణ చేయవలసిన అవసరం లేదు. కుటుంబానికి పెద్దగా ఎవరు పరిగణించబడుతున్నారో, వారి పేరు ప్రాస్తే చాలు.

హాస్టల్లు, నివాస వసతులుండు హోటల్లు, జైళ్లు, ఉమ్మడి నివాస గృహాలు మొదలగు వాటిని గూడా గణన కుటుంబాలుగానే పరిగణించాలి. కాని పరస్పర సంబంధ బాంధవ్యాలు లేని వ్యక్తుల కూటమిగా పరిగణించాలి. అట్టి 'కుటుంబాలలో' మేనేజరు, లేక సూపరింటెండెంటు, లేక నిర్వహణ భాధ్యతలు కలిగిన వ్యక్తి లేక అక్కడి వారందరు పెద్దగా ఆమోదించిన వ్యక్తిని కుటుంబ యజమానిగా నమోదు చేయాలి. ఒకే సంస్థలో ప్రత్యేక కుటుంబాలు నివసిస్తున్నట్లయితే, అట్టి ప్రతి కుటుంబాన్ని ప్రత్యేక గణన కుటుంబంగా పరిగణించి, ప్రతి కుటుంబానికి విడిగా కుటుంబ షెడ్యూలు పూర్తి చేయాలి. ఒక్కొక్కప్పుడు 'కుటుంబ పెద్ద' సాధారణంగా మామూలు రోజులు పట్టణంలో వుండి ఈ సంస్థను నడుపుతూ, వారాంతపు శలవులలో స్వంత యింట్లో గడుపుతూ వుంటే, ఆతనిని తన యింటి వద్దనే కుటుంబ పెద్దగా నమోదు చేసి, ఆయన వివరాలను నమోదు చేయాలి. ఆయన దీర్ఘ కాలం పాటు ఎక్కడికైనా వెళ్ళి వున్నట్లయితే, జనాభా లెక్కల సేకరణ పూర్తి కాలంలో తన యింటికే రాని సందర్భంలో ఆయన స్థానంలో యింటి బాధ్యతలు ఎవరు నిర్వహిస్తున్నారో వారిని ఆ కుటుంబ పెద్దగా పేర్కొనాలి.

కుటుంబ పెద్ద పేరు నమోదుచేసే గడికి ఎదురుగా, కుడివైపున ఒక సమాంతర చతుర్భుజాకారం (|——|) వుంటుంది. దాని వద్ద "షె.కు./షె.తె." అని ప్రాసివుంటుంది. గణింపబడు కుటుంబ పెద్ద మీ రాష్ట్రంలోని, లేక జిల్లాలోని షెడ్యూలుకులము లేక షెడ్యూలుతెగకు చెందినవాడైతే, ఆ చతుర్భుజంలో ఆయన ఏ కులము లేక తెగకు చెందిన వాడో దాని పేరు ప్రాయాలి. కుటుంబ పెద్ద ఏ షెడ్యూలు కులము, లేక తెగకు చెందని యెడల చతుర్భుజంలో 'X' గుర్తు పెట్టాలి. మీ రాష్ట్రము లేక మీ జిల్లాలోని షెడ్యూలుజాతులు, తెగలు ఈ పుస్తకము ఆఖరున చూపబడినవి.

తరువాత, కుటుంబ షెడ్యూలులో వ్యవసాయం, కుటుంబ పరిశ్రమకు సంబంధించిన భాగం పూర్తి చేయాలి. ఇందులోని ఉపవిభాగం 'ఎ' వ్యవసాయానికి సంబంధించినది; 'బి' కుటుంబపరిశ్రమకు సంబంధించినది; 'సి' ఉప విభాగంలో వ్యవసాయం, కుటుంబపరిశ్రమలో పని చేస్తున్న వారి వివరాలు ప్రాయాలి.

ఆ కుటుంబం భూమి దున్ని వ్యవసాయం చేస్తుంటేనే 'ఎ' అనే ఉప విభాగం పూర్తి చేయవలసి వుంటుంది. [భూమి అంటే తాత్కాలికంగా బీడు పెట్టిన వాటితో సహా, సాధారణంగా వ్యవసాయ యోగ్యమైన అన్నిభూములు]

1 (i), 1 (ii), 2 అనే అంశాల క్రింద మూడు రకాల భూములు పేర్కొనబడినవి. వాటిలో మొదటి రెండూ ఆ కుటుంబము వారు సాగు చేస్తున్న భూములు . మూడవ రకం (అంటే 2 అనే అంశం) కుటుంబ సభ్యులు సాగు చేయకుండా డబ్బు, ధాన్యం, లేక వాటా చెల్లింపుకు ప్రయివేటు వ్యక్తులకు యిచ్చిన భూములు. ఈ మూడు విభాగాలలోను, ప్రతిదానికి ప్రత్యేకంగా, వివిధ ప్రదేశాలలో వారి కున్న స్వంత భూమి, ప్రస్తుతము వారి క్రింద నున్న భూమి, కౌలుకు లేక పాలికి యిచ్చినది లేక తీసుకున్నది, వివరాలు వ్రాయాలి. ఆ యా రకాలలో వివిధ భూఖండాలు లేక భూ భాగములు మొత్తము లెక్కి నమోదు చేయాలి. ఇందు నిమిత్తం 1 (i), 1 (ii) అంశాల క్రింద చాలా గీతలు ఏర్పాటు చేయబడినవి. 1 (i), 1 (ii) అంశాల క్రింద భూమి విస్తీర్ణం దేనికది విడివిడిగా వ్రాసి 1 (iii) అంశం క్రింద ఆ రెండింటిమొత్తము వ్రాయాలి. మొదటి రెండుఅంశాల క్రింద విస్తీర్ణంవ్రాసి, 1 (iii) అంశం క్రింద మొత్తం వ్రాయక వదలి వేయడం గాని, మొత్తం వ్రాసి 1 (i), 1 (ii) అంశాలకు విడివిడిగా వ్రాయక పోవడం గాని జరుగ కూడదు. 1 (i), 1 (ii), 1 (iii) —ఈ మూడు గదులు పూర్తి చేయవలసిందే. సొంత భూమి , ప్రస్తుతం భుక్తముగా నున్న భూమి , లేక వివిధ స్థానిక హక్కుల క్రింద ఆ కుటుంబ సాగులో నున్న భూమికి సంబంధించిన భూ ఖండాల వివరాలను విడివిడిగా వ్రాయడానికి ఈ గీతలు ఉపయోగించాలి. ఆ కుటుంబము వారు (అ) తమ సొంతభూమిని లేక ప్రభుత్వము నుండి పొందిన భూమిని లేక యితర ప్రయివేటు వ్యక్తుల వద్ద నుండి, సంస్థల వద్దనుండి తీసుకొన్న భూమిని సాగు చేస్తున్న సందర్భంలోనూ, (ఆ) తమ భూమిని ప్రయివేటు వ్యక్తులకు సాగు నిమిత్తం యిచ్చి వున్న సందర్భంలోనూ, సదరు భూమి యందు వారికి గల హక్కును స్థానికంగా ఏమని పిలుస్తారో తెలుసుకొని "భూమిపై హక్కుకు స్థానిక పేరు" అనే గడిలో నమోదు చేయాలి.

మన రాష్ట్రములో వాడుకలో నున్న కొన్ని "భూమిపై హక్కుల" స్థానిక పేర్లు క్రింద ఉదహరింప బడినవి,

భూకామందు మిరాసు దారు పట్టాదారు షిక్మిదారు	భూమిపై సర్వహక్కులు గలిగిన స్వంతదారుడు.	ఇనాందారు మోఖాసాదారు మాన్యందారు నౌకరి ఇనాందారు	ఇనాంపత్రం ప్రకారం భూమిని అనుభవించువాడు.
గుత్తదారు కౌలుదారు	భూమిని కౌలుకు/గుత్తకు తీసుకొని సాగుచేయువాడు.	మక్తాదారు వారందారు కమతందారు భటాయిదారు హిస్సేదారు	(crop sharingtenant) మాసూలులో భాగంకల కౌలుదారు.

శివాయి జమాదారు : గవర్నమెంటు భూమిని పట్టా పొందక ఏటేటా సాగుచేయు వారు.

సహకార క్షేత్రం : వ్యవసాయ సహకార క్షేత్రంలో సభ్యునిగా వుండి భూమిని సాగుచేయు పక్షములో.

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1 (i) అంశం క్రిందికి వచ్చే సొంత భూమిని లేక ప్రభుత్వమునుండి పొంది స్వాదీనంలో వుంచుకొన్న భూమి విషయంలో సొంతగా హక్కు భుక్తములుగల అన్ని భూ ఖండాలు, ప్రభుత్వమునుండి పొంది స్వాధీనములో నుంచుకొని వాటి స్వంతదారుగా వ్యవహరించడానికి అనువైన అన్ని భూములు వస్తాయి. సొంతదారుగా వ్యవహరించే భూములంటే (1) శాశ్వతమైన హక్కు భుక్తములు కలిగి వారసత్వ, విక్రయ, దానదమానాది హక్కులతోనూ (2) శాశ్వత హక్కు భుక్తములుండి వారసత్వ హక్కులు కలిగి, బదిలీ చేయు హక్కు లేని విధంగాను (3) తాత్కాలికంగా కొన్ని షరతులకు లోబడి ప్రభుత్వమునుండి ఏ విధమైన కౌలు హక్కులైననూ పొందినటువంటి భూములు. అనగా గ్రాంటు రూపములో గాని, కౌలుకుగాని, పట్టా పొందుట రూపములో గాని ప్రభుత్వమునుండి నేరుగా పొంది స్వాధీనమందున్న భూములు.

పోతే, ప్రయివేటు వ్యక్తులు లేక సంస్థల వద్దనుండి డబ్బు, ధాన్యం లేక వాటా చెల్లింపుకు తీసుకున్న భూములు 1 (ii) అంశం క్రిందకు వస్తాయి. వీటిలో (1) శాశ్వత వారసత్వబదిలీ హక్కులు కలవి. (2) శాశ్వత, వారసత్వ హక్కులుండి, బదిలీ హక్కులు లేనివి (3) దిగువ పేర్కొన్న వివిధ రకముల కౌలు పద్ధతులలో తీసుకొని స్వాధీనములోనున్నవి చేరుతవి. వివిధ రకాల కౌలుపద్ధతులేవంటే:—

(అ) భూ ఖామందు తాను స్వయంగా వ్యవసాయం చేయాలనే నెపం మీద తిరిగి తీసుకోటానికి వీలు లేని విధంగా, శాశ్వత, వారసత్వ హక్కులతో భూమిని స్వాధీనమందుంచుకున్న కవులుదార్లు (వీరికి కొన్ని సందర్భాలలో బదిలీ హక్కులు గూడా వుంటే వుండవచ్చు).

(ఆ) భూ ఖామందు భూమిని తిరిగి తీసుకొనే హక్కుకు లోబడి, భూమి మీద శాశ్వత హక్కులు పొందిన కవులుదార్లు. (కొన్ని సందర్భాలలో భూఖామందు తిరిగి తీసుకోటానికి అవకాశము లేని భూ ఖండము మీద యాజమాన్యము పొందే హక్కు కవులుదారుకు వుంటుంది. కొన్ని సందర్భాలలో ఆ హక్కు ఉండకను పోవచ్చు).

(ఇ) కవులుదార్లను భూములనుండి తొలగించుటను నిలుపుట కోసము లేక నిర్దిష్ట కాలము వరకు కవుళ్లను పొడిగించి అమలులో ఉంచుట కోసము చట్ట రీత్యా తాత్కాలిక చర్యలు గైకొన బడిన ప్రాంతంలోని భూములు కలిగి యున్న కవులుదార్లు.

(ఈ) తాత్కాలిక కవుళ్లపై భూమిని స్వాధీనములో నుంచుకొని భూమినుండి తొంగింప బడ దగిన కవులుదార్లు.

(ఉ) గ్రామానికి గాని, ప్రభుత్వానికి గాని ఏదైనా సేవ చేసే షరతుపై పొంది స్వాధీనములో నుంచుకొన్న భూములు [తోటలలోని కార్మికులకు వ్యవసాయ నిమిత్తం శాశ్వత హక్కులతో ఇచ్చే భూములు కూడా ఇందులో చేరుతవి.]

(4) 1 (ii) అంశం క్రింద పైన పేర్కొన్న మూడు రకములు కాక దిగువ పేర్కొన్న భూములు కూడా చేరుతవి :—

(అ) నిర్ణీత ప్రతిఫలం రొక్కంగా చెల్లించి తీసుకొన్న భూములు.

(ఆ) నిర్ణీత ఫలసాయం యిచ్చి తీసుకొన్న భూములు.

(ఇ) ఫల సాయంలో వాటా యిచ్చి తీసుకొన్న భూములు.

(ఈ) కొంత భాగం రొక్కంగాను, మిగిలినది పైన పేర్కొన్న పద్ధతులలో వస్తు రూపంగాను ప్రతిఫలం చెల్లించి తీసుకొన్న భూములు.

(ఉ) ప్రతిఫలం శూన్యంగా, ఉచితంగా పొందిన భూములు.

ఇక 2 వ అంశం కుటుంబ సభ్యులు సాగు చేయకుండా, డబ్బు, ధాన్యం లేక నాటా చెల్లింపుకు యితరులకు యిచ్చిన భూములు. వీటిలో 1 (ii) అంశంలో పేర్కొన్న వివిధ తరగతుల భూములు కూడా చేరి వుంటాయి.

1 (i), 1 (ii) అంశాల క్రింద కుటుంబ సభ్యులు సాగుచేసే భూ ఖండాలు మాత్రమే వుంటాయి. అంటే ఆ గ్రామంలో లేక పరిసర గ్రామాలలో ఉన్న భూములు, లేదా కుటుంబ సభ్యులు వెళ్లి స్వయంగా సాగు చేయటానికి లేక వ్యవసాయపు పనులకు ప్రత్యక్షంగా పర్యవేక్షించటానికి వీలయినంత దూరములో వున్న భూములు. అంతేకాని మరీ దూరంగా వుండి, స్వయంగా వ్యవసాయం చేయటానికి లేదా ఎల్లప్పుడు వ్యవసాయపు పనులను పర్యవేక్షించడానికి చెప్పి చేయించు కోటానికి వీలు లేక ఆ దూరమే అడ్డంకిగా ఉండే దూర ప్రాంత భూములు చేరవు. 2 వ అంశంక్రింద మాత్రం దేశంలో ఎక్కడ వున్న భూమి అయినా సరే చేరుతుంది. వివిధ రకముల స్థానిక హక్కులలో ప్రతి దాని క్రింద వారికి గల భూమి వివరాలు ఎకరాలలో సేకరించి "ఎకరముల లో విస్తీర్ణము" అనే గడిలో వ్రాయాలి. ఒకే హక్కు క్రింద వివిధ ప్రాంతాలలో భూములుంటే వాటి మొత్తము విస్తీర్ణము తేల్చి వ్రాయాలి. భూమి విస్తీర్ణము ఎకరములలో లభ్యం కాని యడల వారు ఏ స్థానిక కొలతలో (గుంటలు, గొర్లు, కుంచములు మొదలగునవి) చెప్పినా దానిని సాధ్యమైనంత వరకు యకరాలలోనికి మార్చి నమోదు చేయాలి. ఇదీ సాధ్యం కాకపోతే, వారే కొలతలలో చెప్పారో, ఆ కొలతలలోనే భూమి నిస్తీర్ణం వ్రాయాలి. వారు చెప్పిన కొలతపేరు మాత్రం తప్పనిసరిగా వ్రాయాలి. 1 (i), 1 (ii) మరియు 2 అంశాల క్రింద భూమి విస్తీర్ణం యకరాలలో లభ్యమైనప్పుడు గాని, లేక స్థానిక కొలతలలో లభ్యమైన దానిని గణకుడు ఎకరాలలోనికి మార్చునప్పుడు గాని ఎకరానికి తక్కువగా వచ్చే భిన్నములను కూడా షెడ్యూలులో చూపాలి. ఎకరానికి మించి వున్నప్పుడు కూడా కొన్ని ఎకరాలకు పైగా వచ్చే భిన్నాలను కూడా చూపవలసిందే. భిన్నములు వదలివేసిగాని, యితర విధంగా సరిచేసి గాని పూర్ణాంకములో విస్తీర్ణం చూపకూడదు.

ఈ ఉప విభాగం ఏ విధమైన భూమి లేని కుటుంబాలకు వర్తించదు. ఉదాహరణకు భూమి లేని వ్యవసాయ కార్మికుల కుటుంబాలకు యిది వర్తించదు. ఇట్టి సందర్భంలో షెడ్యూలు కుడి వైపున గల ఖాళీలన్నింటిలో 'X' గుర్తు పెట్టి, యీ ఉప విభాగమంతటికి వర్తించునట్లు పెద్ద గీతలతో దానిని కొట్టి వేయాలి.

'ఎ' అనే ఉప విభాగంలో ఏ అంశం క్రింద పేర్కొన్న భూమిలో నైనా, ఉచితసేద్యానికి తీసుకొన్న భూములు, ఖామందు అనుమతితో భుక్తములో నున్న భూములు, దానం ద్వారా సంక్రమించి వూచీలు, బాధ్యతలు లేని భూములు చేరుతవి. సహకార వ్యవసాయ క్షేత్రములో (కో ఆపరేటివు ఫార్మ్) సభ్యత్వంగల కుటుంబానికి, క్షేత్రంలో చేరక పూర్వము ఎంత భూమి వున్నదో అంత విస్తీర్ణమే నమోదు చేయాలి. పక్కన క్రింద "సహకార క్షేత్రం" (కో ఆపరేటివు ఫార్మ్) అని వ్రాయాలి. అట్టి సహకార వ్యవసాయ క్షేత్రంలో నియమితులైన కూలీలను యీ కుటుంబపు లెక్క క్రింద చూపకూడదు.

'బి' అనే ఉప విభాగం కుటుంబ పరిశ్రమకు సంబంధించినది. కుటుంబపు పెద్ద మరియు లేక కుటుంబ సభ్యులు ప్రధానంగా ఏదైన కుటుంబ పరిశ్రమ నిర్వహిస్తూంటేనే యీ విభాగం పూర్తి చేయాలి. గ్రామీణ ప్రాంతాలలోనైతే యింటి వద్ద గాని లేక అదే గ్రామములోని యితర స్థలములో గాని, లేదా పట్టణ ప్రాంతమైతే కేవలం యింటి వద్ద మాత్రమే అట్టి పరిశ్రమ ఉంటేనే దానిని గురించిన వివరాలు నమోదు చేయాలి. రిజిష్టరు అయిన ఫ్యాక్టరీ స్థాయిలో ఆ పరిశ్రమ నడుస్తుంటే అది కుటుంబ పరిశ్రమగా పరిగణింప బడదు. కుటుంబ పరిశ్రమ ప్రధాన లక్షణము ఏ మనగా దానిలో కుటుంబపు పెద్ద మరియు లేక కుటుంబ సభ్యులు పాల్గొని పని చేయడం. గ్రామీణ ప్రాంతాలలోనైతే, కుటుంబ పరిశ్రమ యింటి వద్దగాని, గ్రామములో మరొక చోట గాని నడుపుకుంటూ వుండవచ్చు. కాని పట్టణ ప్రాంతములో కుటుంబ పరిశ్రమ లేదా దాని పనిలోని అధిక భాగమంతా యింటి వద్దనే వుండాలి. కుటుంబ పరిశ్రమ ఉత్పత్తి, ప్రాసెసింగు, సర్వీస్, మరమ్మతులకు సంబంధించి ఉండాలి. వస్తువులు యింటి వద్దనే కుటుంబ సభ్యులచే తయారు చేయబడి అమ్మబడుచుంటే అది కూడా యిందులో చేరుతుంది.

కుటుంబ పరిశ్రమ అవునా కాదా తెల్చుకోటానికి మూడు ముఖ్య విషయాలు గమనించాలి.

(అ) కుటుంబ పరిశ్రమలో వస్తువులు తయారు చేయడం, ప్రాసెసింగ్, సర్వీసింగ్, వుండాలి. అమ్మకం కూడా వుండవచ్చు. కాని అది కేవలం కొనుగోలు, అమ్మకాలకే పరిమితం కాకూడదు. ఆ కుటుంబం వారు అమ్ముతున్న వస్తువులలో కొన్ని అయినా ఆ కుటుంబ సభ్యులు తయారు చేసినవి లేక ప్రాసెస్ చేసినవి అయి వుండాలి.

(ఆ) కుటుంబ పరిశ్రమ కుటుంబ స్థాయిలోనే వుండాలి. అంటే ఆ కుటుంబ పెద్ద, ఆ కుటుంబంలోని సభ్యులు అధిక భాగం పని చేస్తూ వుండాలి. బైటనుండి తెచ్చుకున్న కూలీల పాత్ర ఆ పరిశ్రమలో అప్రధానంగా వుండాలి. కాబట్టి కుటుంబంలోని సభ్యులు తమ దిన దిన జీవితములో తీరిక వేళలో ఆ పరిశ్రమకు చేయూత నివ్వగలిగే స్థితిలో వుండాలి. కాగా, కుటుంబ పరిశ్రమ రిజిష్టరయిన ఫ్యాక్టరీ స్థాయిలో వుండ కూడదు. కుటుంబ పరిశ్రమలలో యంత్ర సామగ్రి వాడుకోబడవచ్చు. వాటిని నడపడానికి ఆవిరి యింజను, లేక ఆయిల్ యింజను, లేక విద్యుచ్ఛక్తికూడా వినియోగించుకొనూ వచ్చు.

(3) ఆ పరిశ్రమ నడుపుతున్న స్థలం కూడా ముఖ్యమే. ఎందుకంటే కుటుంబ సభ్యులు పాల్గొనే అవకాశం సామీప్యాన్ని బట్టే వుంటుంది. గ్రామంలోనైతే, పరిశ్రమ యింటి వద్ద ఉన్నా, గ్రామములో మరొక చోట వున్నా కుటుంబ సభ్యులు పాల్గొనే వీలు వుంటుంది. ఎందుకంటే గ్రామీణ వ్యవస్థ అటువంటి అవకాశం యిస్తుంది. కుటుంబ సభ్యులు గ్రామంలో యద్దేచ్ఛగా తిరిగి తమ పనిపాటులు చూచుకోవచ్చు. పట్టణ ప్రాంతాలలో అటువంటి స్వేచ్ఛ లభ్యం కాదు. అందు వల్ల పట్టణాలలో కుటుంబ పరిశ్రమలంటే కేవలం యింటి వద్ద పెట్టుకొని నడుపు కొంటున్న వాటినే మనం పరిగణించాలి. అయితే పనిలో కొంత భాగం యింటి వద్ద కాక వెలుపల మరొక చోట జరుగుతూ వుండవచ్చు. ఉదాహరణకు, వడుగు పోగులు చేయడానికి నేత నేయడానికి లేక ఉన్ని తయారు చేయ డానికి నూలు సిద్ధం చేయడం, రంగులు వేయడం తీసుకో వచ్చు. లేదా విద్యుచ్ఛక్తి సహాయంతో పూత పూయడానికి లోహ పాత్రలను పరిశుభ్రం చేయడం వంటి పనులు యింటి బయట జరుగుతుంటాయి. పట్టణ ప్రాంతాలలోనైనా సరే వాటిని కుటుంబ పరిశ్రమలు గానే పరిగణించాలి. ఎందుకంటే ముఖ్యమైన పనిలంటే నేత గాని, విద్యుచ్ఛక్తితో పూత వేయడం గాని యింటి వద్దనే జరుగుతుంటుంది. ఏవో ఒకటి రెండు చిల్లర పనులు మాత్రం బైట జరుగు తుంటాయి.

కుటుంబ పరిశ్రమలకు ఉదాహరణలుగా దిగువ పేర్కొన్న పనులను కూడా పరిగణించవచ్చు. బీడీ పరిశ్రమ ఉం దనుకోండి. బీడీలు చేసే వారు తాము ఒంటరిగా గాని, కుటుంబ సభ్యుల సహాయంతో గాని యింటి వద్ద బీడీలు చుట్టుతుంటారు. అవసరమైన సామగ్రి అంతా కంట్రాక్టరు యిస్తాడు. వీరేమో పనిని బట్టి కూలీ పద్ధతి మీద బీడీలు చుట్టుతుంటారు. దర్జీ కుట్టిన గుడ్డలకు గుండీలు పెట్టడం, చేతి కుట్టు కుట్టడం, గుడ్డలకు రంగులు అద్దడం, గుడ్డల మీద అచ్చులు వేయడం మొదలగు పనులను కుటుంబ సభ్యులు యింటి వద్ద చేస్తుంటారు పరియు లాంటి పని జరిగే చోటా చేస్తూ వుంటారు. అలాగే దుకాణంలో మొగవారు తయారు చేసిన బంగారు నగలకు యించి వద్ద ఆడవాండ్లు లక్క పని చేస్తుంటారు. వాటి నన్నింటిని కుటుంబ పరిశ్రమలుగానే పరిగణింప వలయును

కుటుంబ పెద్దను అడిగి ఏదైన కుటుంబ పరిశ్రమ వున్నదా అనే విషయం తెలుసుకోండి. ఉంటే, ఆ పరి శ్రమ (ఎ) స్వభావం తెలుపుటకై వుంచిన గడిలో వివరం వ్రాయండి. తరువాత, సంవత్సరములో సుమారు ఎన్ని నెలల పాటు ఆ పరిశ్రమ (లు) నడుస్తుందో అడిగి తెలుసుకొని ఆ సంఖ్య అక్కడి గడిలో వ్రాయాలి. సంవత్సరం పాడుగునా పరిశ్రమ సాగుతుంటే, '12' అని వేయండి. అసలు కుటుంబ పరిశ్రమ ఏదీ లేని సందర్భములో సమాధానాలు వ్రాసే కుడివైపు గడులలో ప్రతి దానిలో 'X' గుర్తు పెట్టాలి. ఆ ఉప విభాగం మీద పెద్ద గీతలు గీసి దానిని పూర్తిగా కొట్టి వేయాలి.

ఇక పోతే, 'సి' అనే ఉప విభాగం వ్యవసాయంలోను, కుటుంబ పరిశ్రమలోనూ పని చేసే వ్యక్తుల వివరాలకు సంబంధించినది.

సి. (1) అనే అంశంక్రింద కేవలం వ్యవసాయంమాత్రమే చేసే కుటుంబాలు, సి (2) అంశం క్రింద కేవలం కుటుంబ పరిశ్రమ మాత్రమే వున్న కుటుంబాలు, సి (3) అంశం క్రింద వ్యవసాయమూ, కుటుంబపరిశ్రమ

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రెండూ చేసే కుటుంబాల వివరాలను వ్రాయాలి. సి (3) అనే అంశం సి (1), సి (2) అంశముల మొత్తమని పొరపాటు పడకూడదు.

కేవలం వ్యవసాయ వృత్తితోనే జీవిస్తున్న కుటుంబాల విషయంలో కుటుంబ పెద్దకూడా పని చేస్తూ వుంటే, 'కుటుంబ పెద్ద' అని వ్రాసి వున్న గడిలో 'I' వేయండి. తరువాత కుటుంబ సభ్యులలో ఎంతమంది పురుషులు స్త్రీలు కూడ పని చేస్తున్నారో తెలుసుకొని ఆ సంఖ్యలు ఆ యా గడులలో వేయండి. 'మొత్తం' అనే గడిలో కుటుంబ పెద్దతో సహా మొత్తం ఎంత మంది సభ్యులు పని చేస్తున్నారో ఆ సంఖ్య వేయండి. ఎవరైనా కూలీలను పెట్టుకున్నారా అనేది తరువాత కనుక్కోవాలి. కూలీలు వున్నట్లయితే దానికి సంబంధించిన గడిలో ఆ సంఖ్య వేయాలి. జీతానికి కుదిరిన కూలీలు గడచిన వ్యవసాయ తరుణములో పూర్తి కాలం (హోల్ టైం) పని చేసిన వారైవుండాలి. లేదా యిప్పటి వ్యవసాయ తరుణంలో పూర్తి కాలం (హోల్ టైం) పని చేయటానికి కుదుర్చుకొన్న వారైనా అయి వుండాలి.

అదే విధంగా కేవలం కుటుంబ పరిశ్రమ మీదనే జీవిస్తున్న కుటుంబాల విషయంలో కుటుంబ పెద్ద పరిశ్రమలో పని చేస్తుంటే 'పెద్ద' అనే గడిలో 'I' వేయండి. ఇంకా కుటుంబ సభ్యులలో ఎందరు స్త్రీ పురుషులు పనిచేస్తున్నారో కనుక్కొని, ఆ యా గడులలో ఆ సంఖ్యలు వేయండి. కుటుంబ పెద్ద పని చేస్తుంటే, ఆయనతో సహా ఎంత మంది సభ్యులు పని చేస్తున్నారో ఆ మొత్తం సంఖ్యను 'మొత్తం' అనే గడిలో వ్రాయండి. కూలీలుగా పని చేస్తున్నవారెవరైనా వున్నారేమో తెలుసుకొని, వుంటే దానికి సంబంధించిన గడిలో ఆ సంఖ్య వేయండి.

కుటుంబానికి వ్యవసాయము, కుటుంబ పరిశ్రమ రెండూ వున్నట్లయితే, కుటుంబ పెద్ద పని చేస్తుంటే 'పెద్ద' అనే గడిలో I వేయండి. వ్యవసాయం, కుటుంబ పరిశ్రమ పనులలో కుటుంబ సభ్యులలో స్త్రీ పురుషులెందరు పని చేస్తున్నారో కనుక్కొని ఆ యా గడులలో ఆ సంఖ్యలు వేయండి. 'మొత్తం' అనేగడిలో మొత్తం పని చేస్తున్న కుటుంబ సభ్యుల సంఖ్య వేయండి. వ్యవసాయం, కుటుంబ పరిశ్రమ పనుల నిమిత్తం ఆ కుటుంబం వారు కూలీలెవరినైనా పెట్టుకొన్నారా అని విచారించి, వుంటే, వాటి సంఖ్యను అందుకై ఏర్పరచి గడిలో వ్రాయండి. వ్యవసాయం, కుటుంబ పరిశ్రమ రెండూ వున్న కుటుంబ విషయములో వ్యవసాయములో ఎంతమంది పని చేస్తున్నారు, కుటుంబ పరిశ్రమలో ఎంతమంది పని చేస్తున్నారు అని విడివిడిగా మీరు తెలుసుకో నవసరం లేదు.

పని చేసే కుటుంబ సభ్యులు , పెట్టుకొన్న కూలీలలో ఎవరైనా జనాభా లెక్కల సేకరణ కాలంలో సమయానికి హాజరు లేక పోయినప్పటికి, కుటుంబ షెడ్యూలులో వారిని కూడా లెక్కించవలసింది.

కేవలం వ్యవసాయమే వున్న కుటుంబాల విషయంలో ''కుటుంబ పరిశ్రమలో మాత్రమే'' ''కుటుంబ వ్యవసాయము, కుటుంబ పరిశ్రమ రెండింటిలో'' అనే గడులలో 'X' గుర్తులు పెట్టాలి. అలాగే కుటుంబ పరిశ్రమ వున్న కుటుంబ విషయంలో ''కుటుంబ వ్యవసాయంలో మాత్రమే'' ''కుటుంబ వ్యవసాయము, కుటుంబ పరిశ్రమ రెండింటిలో'' అనే గడులలో 'X' గుర్తులు పెట్టాలి. కుటుంబ వ్యవసాయము, కుటుంబ పరిశ్రమ రెండింటిలో పని చేస్తుంటే, ''కుటుంబ వ్యవసాయములో మాత్రమే'' , ''కుటుంబ పరిశ్రమలో మాత్రమే'' అనే గడులలో 'X'

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గుర్తులు వుంచాలి. కుటుంబానికి వ్యవసాయం, కుటుంబ పరిశ్రమ విడివిడిగా గాని రెండూ కలిసిగాని ఆనవి లేనట్లయితే, అందుకు సంబంధించిన అన్ని గడులలోను 'X' గుర్తులు వ్రాసి, ఈ ఉప విభాగమంతటికి వర్తించునట్లుగా పెద్ద గీతలతో దానిని కొట్టి వేయాలి. (X)

ఒక వ్యక్తి పని చేస్తున్నవాడు అవునా కాదా అని తెలుసుకోడానికి, అతడు వ్యవసాయములో గాని కుటుంబ పరిశ్రమలో గాని పని చేస్తున్నదీ లేనిదీ చూడాలి. లేదా యితరులు చేసిన పని మీద అజమాయిషీ చేస్తున్నది లేనిదీ, లేక యితరులకు పని చెప్పి చేయిస్తున్నదీ లేనిదీ చూచి నిర్ధారణ చేసుకోవాలి.

భాగము II – జనాభా గణన రికార్డు :

కుటుంబ షెడ్యూలు వెనుక భాగంలో జనాభా గణన రికార్డు వుంటుంది. దీనిలో వ్రాయవలసిన వివరములు ఆ యా హెడ్డింగుల వలననే తెలుస్తుంది. ఒక్కొక్క షెడ్యూలుకు సంబంధించిన, కుటుంబ వ్యక్తి చిట్టీల ననుసరించి ఈ జనాభా గణన రికార్డు పూరింప వలసినది. కుటుంబంలోని సభ్యులందరికి ఈ పుస్తకములోనిమూచనల ప్రకారం వ్యక్తి చిట్టీలు పూర్తి చేసిన తరువాత జనాభా రికార్డు గదులలో వివరాలు వ్రాయాలి. ఇందులోని చివరి రెండు గదులు ("వివాహ విషయం", "పని చేయువారైతే వారి పని వివరములు") పూర్తి చేయునప్పుడు వ్యక్తి చిట్టీలలో వాడిన సంక్షిప్త రూపాలను వాడుకోవాలి.

ఒక కుటుంబములోని జనాభా లెక్కల సేకరణ పూర్తి అయిన తక్షణమే, మరొక కుటుంబం వద్దకు పోక ముందే జనాభా రికార్డు గడులలో వివరాలు వ్రాయడం పూర్తి చేసుకోవాలి. ఈ వివరాలు వ్రాసిన తరువాత ఆ కుటుంబంలో పురుష, స్త్రీ సభ్యుల మొత్తములు విడిగా కూడుకొని, ఆ సంఖ్యలను ఆ కుటుంబానికి వాడిన వ్యక్తి చిట్టీల మొత్తము సంఖ్యతో సరి చూచుకోవాలి. మీరు జనాభా రికార్డు పూర్తి చేసి, దాని క్రింద సంతకం పెట్టక ముందే ఈ సరి చూచుకోవడం జరగాలి. ఈ విధంగా సరి చూచుకోవడం వల్ల కుటుంబ షెడ్యూలు, వ్యక్తి చిట్టీల మధ్య తేడా లేకుండా చూడటానికి అవకాశం కూడ కలుగుతుంది. 1961 మార్చి 1 వ తేదీ, 5 వ తేదీల మధ్య ఆ యా కుటుంబాల వద్దకు తనిఖీనిమిత్తం మరొకసారి వెళ్లినప్పుడు చేర్పులు, తీసివేతలు వుంటే తదనుగుణంగా జనాభా రికార్డులోని వివరాలను సవరించుకోవాలి.

ఆ-కుటుంబ సభ్యుల వ్యక్తిగత వివరాల సేకరణ-సూచనలు

సాధారణ విషయాలు :

కుటుంబంలో మామూలుగా నివసిస్తున్న వ్యక్తులందరివి జనాభా లెక్కలో చేర్చాలి. మామూలుగా నివసిస్తున్న వ్యక్తులంటే, ఆ కుటుంబంలో వుంటున్న వారూ, కొంది కాలం క్రిందటే వివాహ రీత్యాగాని జననం వల్లగాని, లేక ముఖ్యమైన యితర సాంఘిక సంసారిక బంధాల వల్లగాని ఆ కుటుంబ సభ్యులై మీరు జనాభా లెక్కలు సేకరించే సమయానికి ఆ కుటుంబంలో హాజరుగా వున్నవారు కూడా.

2. మీరు వెళ్లిన సమయానికి హాజరుగా లేకపోయినా, మామూలుగా ఆకుటుంబంలో వుంటున్న వారందరినీ లెక్కలో చేర్చవలసిందే — అయితే, వారు 1961 ఫిబ్రవరి 10 వ తేదీనగాని, తరువాత గాని అక్కడినుండి వెళ్లి వుండాలి, లేక, తత్పూర్వమే వెళ్లినా, 1961 మార్చి 1 వ తేదీ సూర్యోదయానికి ముందుగా తిరిగి రావడానికి అవకాశం వున్న వారిని మాత్రం లెక్కలో చేర్చాలి.

3. మీరు వెళ్లినసమయానికి ఆ కుటుంబంలోఉన్న అతిథి అభ్యాగతులను, భోజనసదుపాయంకొరకు వున్న వారిని లెక్కలో చేర్చాలి. అట్టి వారు లోగడనే జనాభా లెక్కలో చేర్చబడి వుండని పక్షంలోనూ, ఫిబ్రవరి 10, 28 తేదీల మధ్య కాలంలో వారు తమ తమ కుటుంబాలతో కలసి యిండ్ల వద్ద వుండని పక్షంలోనూ మాత్రమే వారి వివరాలు సేకరించాలి. 1961 మార్చి 1 వ తేదిలోగా వారు అక్కడినుండి తిరిగి వెళ్లినా, అక్కడ చేర్చిన జనాభా లెక్కలో చేర వద్దని మాత్రం హెచ్చరిక చేయండి.

4. కుటుంబ వివరాలు సేకరించేటప్పుడు, వీధి ప్రక్కన, ఆరుగుల మీద నివసించుచున్న వారిని పరిగణించవసర లేదు. వారు కుటుంబంలో భాగ స్వాములు కారు. ఇటువంటి వారినీ, మామూలుగా యింటి పట్టున నివసించే అలవాటు లేని దేశ దిమ్మరి జాతులు, సాధువులు మొదలగు వారిని ప్రత్యేంకగా 1961 ఫిబ్రవరి 28 వ తేది , మార్చి 1, 2 తేదీలలోనూ లెక్కలో చేర్చడం జరుగుతుంది.

5. ప్రతి వ్యక్తి పేరుతో ఒక చీటి పూర్తి చేసి జనాభా లెక్కలో చేర్చాలి. వ్యక్తి యొక్క వివరాలు చీటిలో రాసేముందు ప్రతిచీటిలోనూ స్థాన సంకేతం వ్రాయడం మరచిపోకూడదు. ఆయా వ్యక్తులేకుటుంబానికి చెందిన వారో, ఆ కుటుంబ షెడ్యూలులోని స్థాన సంకేతము, ఆ వ్యక్తుల చీట్లలోని స్థాన సంకేతము ఒకటిగా వుండవలెను.

6. చీట్లలోని ప్రశ్నలు చాలా క్లుప్తంగానే వుంటాయి. కాబట్టి మీరు ప్రశ్నల స్వరూపాన్ని , వాటికి సమాధానాలు రాబట డానికి గల సూచనలను జాగ్రత్తగా పరిశీలించక పోతే, ఆ ప్రశ్నలలో గర్భితమై వున్న విషయ విస్తృతిని మీరు సరిగా గ్రహింప లేకపోవచ్చు. ఏ వరుసలో ఆ ప్రశ్నలు చీట్ల మీద వున్నయో, అదే వరుసలో మీరు అడగాలి. అదే వరుసలో వ్యక్తి యిచ్చిన జవాబులను వ్రాసుకోవాలి. వివిధ ప్రశ్నలకు వచ్చిన జవాబులను రాయడంలో , యీ వుప్త

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కంలో సూచించిన సంక్షిప్త రూపములను మీరు వాడుకోవాలి. దీర్ఘ చతురస్రము మొదలగు గుర్తులలో వ్రాయ వలసిన సంక్షిప్త రూపములను సరిగా వాటిలోనే వుండేటట్లు వ్రాయాలి.

7. క్రొత్తగా పుట్టిన పిల్లలు, మరీ చిన్న పిల్లలను గురించి ఒక సారికి రెండు సార్లు అడిగి వివరాలు తెలిసి కోవాలి. ఎందుకంటే వారు మాట్లాడ లేరు. నడువ లేరు. వారికోసం అన్నం వండే పని కూడా వుండదు. కాబట్టి వారిని మరచి పోవటానికి అవకాశం వుంటుంది.

8. ఒక కుటుంబం వద్దనుండి మరొక కుటుంబం లెక్కలు చూడడానికి వెళ్లబోయే ముందుగా మొద కుటుంబంలో చేర్చ వలసిన వారినందరినీ చేర్చినట్లు రూఢిపరచుకోండి. కుటుంబంలోని వారి నందరి లెక్కలోనికి చేర్చిన తరువాత, మరొక చోటికి వెళ్లే ముందు , కుటుంబషెడ్యూలు వెనుక వైపున వుండే జనా గణన రికార్డును పూర్తిచేయండి. ఆ కుటుంబంలోని స్త్రీ పురుష సభ్యుల మొత్తము కూడి వ్రాసి, ఆ సంఖ్యల వ్యక్తిగత వివరాల చీట్ల సంఖ్యతో సరిచూసుకోండి. అప్పుడు జనాభా రికార్డు క్రింద మీ సంతకం చేయవచ్చు.

9. మార్చి 1 వ తేదీనుండి 5 వ తేదీ వరకు జరిగే తుది తనిఖీ సమయంలో మీ బ్లాకులోని ప్రతి కుటు బానికీ మీరు మళ్ళీ వెళ్ళాలి. మీరు లోగడ వెళ్ళి వచ్చిన తర్వాత, మార్చి 1 వ తేదీ సూర్యోదయాత్పూర్వం జరిగి శిశు జననాలను అప్పుడు రాసుకోవాలి. అదే విధంగా మీరు మొదటి సారి వెళ్ళి వచ్చిన తర్వాత, మార్చి 1 వ తే సూర్యోదయానికి ముందు జరిగిన మరణాలు వుంటే మరణించిన వ్యక్తుల చీట్లను రద్దు చేయాలి. వారి చీ మీద ఐ మూలగా పెద్ద గీత గీసి గీత వెంబడి "మరణము" అని వ్రాసుకోవాలి. మీరు లోగడ వెళ్ళి వచ్చిన తర్వా ఆ కుటుంబంలోకి ఎవరైనా అతిథి వచ్చి వున్నట్లయితే, అతడు అక్కడే వుంటానని చెప్పిన పక్షములో , మరెక్క యిదివరకే జనాభా లెక్కలో చేరని వాడైతే, అతని పేరు మీద గూడ చీటి వ్రాసి, అతనిని లెక్కలో చేర్చాలి. మా 1 వ తేదీ సూర్యోదయానంతరం జరిగే జనన మరణాలు గాని, రాకపోకలు గాని, మీరు లెక్కలోనికి తీసుకోనవసర లేదు. మీరు రెండవ సారి వెళ్ళినప్పుడు, క్రొత్త చీటీలు వ్రాయడంగాని, లోగడ వ్రాసినవి రద్దు చేయడంగాని జరిగి కుటుంబ షెడ్యూలు వెనుకనవుండే జనాభా రికార్డులో అందుకు అనుగుణమైన మార్పులు చేసుకోవాలి.

10. ఒక చీట్ల పుస్తకం పూర్తి అయిన వెంటనే దాని అట్ట మీద వుండే "సారాంశము" అనే పట్టీ పూ చేయాలి. మీ బ్లాకులో జనాభా లెక్కల సేకరణ పని ముగిసి, అన్ని చీట్ల పుస్తకాలకూ సారాంశ పట్టీలు పూర్తి చేసిన తర్వాత, ఆ సంఖ్యలన్నింటిని కూడి బ్లాకు మొత్తానికి సారాంశ పట్టీ తయారు చేసి, చీట్ల పుస్తకాలతో సు మూపరువైజరుకు యివ్వాలి.

11. జనాభా లెక్కల చట్టము ప్రకారం, మీరడిగే ప్రశ్నలకు సమాధానము చెప్పవలసిన బాధ్యత ప్రతి వ్యక్తి వుంటుంది. జనాభా లెక్కలకు అవసరం కాని సమాచారము చెప్పమని మీరు అడుగ కూడదు. ఉదాహరణకు ఆ య వ్యక్తుల ఆదాయమెంత అనే విషయం అనవసరం. అంతేకాక, మీకు లభించిన సమాచారము లేక జనాభా లెక్క విషయ సేకరణ ఫలితాలను అనధికార వ్యక్తులకు మీరు చెప్పకూడదు. జనాభా లెక్కల సందర్భములో సేకరిం బడిన విషయాలు రహస్య స్వభావము కలవి. కాగా వాటిని సివిల్ దావాలలో గానీ, జనాభా లెక్కలకు సంబంధించి నేరాలు మినహా మరే క్రిమినల్ అభియోగములలో గానీ సాక్ష్యంగా ఆమోదించటానికి అవకాశం లేదు.

II చిట్లు పూర్తి చేయడానికి సూచనలు

ప్రతి కుటుంబములో ముందుగా కుటుంబపు పెద్ద యొక్క వివరాలు సేకరించి, తరువాత యితర సభ్యుల వివరాలను ఎక్కువ అనుకూలంగా వుండే వరుసలో సేకరించాలి. కుటుంబ సభ్యులలో ఎవరూ పొరపాటున మిగిలి పోకుండా జాగ్రత్త పడాలి. శిశువులు, చిన్న పిల్లలనూ లెక్కలో సామాన్యంగా మరచి పోవడానికి అవకాశం వుంటుంది గనుక వారిని గురించి ఒకటి రెండు సార్లు అడిగి తెలుసుకోవాలి. ముందుగా దగ్గరి చుట్టరికం వున్న వారిని, అంటే భార్య, కొడుకు, కోడలు, కూతురు, అల్లుడు, మనుమలు, మనుమరాండ్రు మొదలగు వారి వివరాలు సేకరించి తరువాత దూరపు బంధువులనూ, యింట్లో వున్న సేవకులనూ, ఆ కుటుంబంలో వుంటున్న యితర పనివాండ్లనూ, భోజన సదుపాయంకొరకు వున్న వారినీ, అతిథులు మొదలగు వారి వివరాలు లెక్కలోనికి తీసుకోవాలి.

ప్రతి చీటీలో ఆ కుటుంబపు స్థానసంకేతం వ్రాయాలి. వివరాలకు **'అ'** అనే భాగం చూడండి. కుటుంబ డ్యూలులోను, ఆ కుటుంబమునకు సంబంధించిన ప్రతి వ్యక్తి చీటీలోను స్థాన సంకేతం (లోకేషను కోడ్) ఒకటే యివుండాలి. — **స్థాన సంకేతం (లోకేషన్ కోడ్)**

ఇల్లు లేని వ్యక్తులను గణించునప్పుడు స్థాన సంకేతములో జిల్లా/తాలూకా/గ్రామం/లేక పట్టణపు నంబరు తర్వాత ఇంటి సంబరు [O] అని వ్రాయండి.

జనాభా లెక్కలో చేర్చబడిన వ్యక్తి పేరు వ్రాయండి. ఏ స్త్రీ పేరైనా తెలుపని యడల ఫలానా వ్యక్తి తల్లినో, భార్యఅనో కూతురనో వ్రాయండి. ఏ స్త్రీ అయినా భర్త పేరు చెప్పనిపక్షంలో అతని పేరు వేరేనిధముగనైనను తెలిసికొనలేని పక్షంలో, అతనిని లెక్కలో చేర్చవలసి వచ్చినప్పుడు ఫలానావ్యక్తియొక్క భర్తఅని నమోదు చేయండి. — **ప్రశ్న 1 (ఎ) పేరు**

క్రొత్తగా జన్మించిన శిశువులకు యింకా పేరు పెట్టని సందర్భాలలో 'పసి బిడ్డ' అని వ్రాసి తండ్రి లేక తల్లి పేరు వ్రాయండి.

కుటుంబ పెద్దవిషయంలో "కుటుంబపెద్ద"అని వ్రాయండి. కుటుంబ పెద్దగాఎవరిని పరిగణించాలనేవిషయం ఈ సూచనల (అ) భాగంలో వివరించబడింది. ఈ ప్రశ్నలోని బంధుత్వాలన్నీ పెద్దను పురస్కరించుకొని, సభ్యులకు తనితో గల సంబంధాలనే వ్రాయాలి. బంధువులవిషయంలో ఆబంధుత్వమేమిటో పూర్తిగావ్రాయాలి. మేనల్లుడు మేన కోడలు, మేన మామ, బాబాయి మొదలగు మాటలు వాడుతూ బంధుత్వాలు తెలుపకూడదు. వాటికి బదులు సోదరి కొడుకు, సోదరి కూతురు, సోదరుని కొడుకు, సోదరుని కూతురు, తండ్రి సోదరుడు, తల్లి సోదరుడు అని బంధుత్వ స్వభావం పూర్తిగా తెలిసేటట్లువ్రాయాలి. కొడుకు అంటే దత్తు కొడుకు, సవతికొడుకు కూడా వస్తారు. అలాగే కూతురు అనే మాటకు కూడా అర్థం వస్తుంది. ఆగంతకుడు, భోజనార్థం నివసించు వారు, పనివాడు మొదలగు వారికి అవే మాటలు వ్రాయాలి. — **ప్రశ్న 1 (బి) కుటుంబ పెద్దతో బంధుత్వము**

మార్చి 1 వ తేదీ 5 వ తేదీల మధ్య కాలం లోగడ చేసిన పనిని సరి చూసుకునే నిమిత్తం వెళ్ళినప్పుడు కుటుంబ పెద్దగా నమోదైన వ్యక్తి మరణించినట్లయితే, అందరిఆమోదంతో తర్వాతఎవరు పెద్దగా భావింపబడు చున్నారో ఆ

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వ్యక్తిని కుటుంబ పెద్దగా నమోదు చేయాలి. కుటుంబ పెద్దతో, సభ్యులకు గల బంధుత్వ వివరాలను ఆ కోట్లలోను తగు విధంగా నవరించుకోవాలి. మరణించిన కుటుంబ పెద్ద పేరున గల చీటీని రద్దుచేయాలి.

బంధుత్వమేమీ లేకుండానే, సమిష్టి భోజన శాలలు భోజన వసతి గృహాలు, ఉమ్మడి వసతి గృహాలలో వ్యక్తు కలసి వుంటున్న సందర్భాలలో మేనేజరు లేక సూపరింటెండెంటు లేక అందరిఆమోదంతో యజమానిగా పరిగణి బడుతున్న వ్యక్తిని కుటుంబ పెద్దగా పేర్కొనాలి. ఇతర సభ్యులను గురించి యీ ప్రశ్నలో "బంధుత్వము లేద అని నమోదు చేయాలి.

ప్రశ్న 2. వయస్సు. పూర్తి అయిన సంవత్సరములు

గడచిన జన్మ దినము నాటికి ఎన్ని సంవత్సరములు పూర్తి అయినవో ఆ సంఖ్య వయస్సుగా చూపించాలి. వీడ లోపు బిడ్డలకు వయస్సు "0" అని చూపాలి. తమ వయస్సు సరిగా చెప్ప లేని వ్యక్తులు చాలా మంది వుంటూ వారు సరియైన వయస్సు తెలుసుకొని చెప్పడంలో మీరు కూడా సహకరించాలి. తమ వయస్సు యింత అని చేత చెప్పించ లేక పోతే చారిత్రక సంఘటనలు, పర్వ సందర్భాలు గుర్తు చేసి వాటిదృష్ట్యా వారి వయస్సు గ్రహిం గలుగునట్లు చేయాలి. ఇందు నిమిత్తం స్థానిక పంచాంగాలలోని సంఘటనల వివరాలను ఉపయోగించుకోవచ

ప్రశ్న 3. వివాహవిషయం.

అసలు పెండ్లి కానివారికి	'అవి' వ్రాయాలి.
వివాహితులకు (భార్య భర్తలుగా వసించుచున్నవారికి)	'వివా' వ్రాయాలి.
విధవ —భార్య లేక భర్త మరణించిన వారికి	'విధ' వ్రాయాలి.
విడాకులిచ్చిన వారికి లేక భార్య లేక భర్తను ఎదలి పెట్టి ప్రత్యేకముగా నున్న వ్యక్తికి	'విప్ర' వ్రాయాలి.

అసలు పెళ్ళికాని వ్యక్తికి "అవి" వ్రాయాలి. మొదటిసారి అయినాసరే, మరోసారిఎప్పుడైనా సరే వివాహమై వివాహితులుగా నున్న వారికి "వివా" వ్రాయాలి. ఆచార వ్యవహారాల వల్లగాని లేక సంఘముచే దంపతులుగా వ జీవపబడుతున్న వారికి కూడా "వివా" అనే వ్రాయాలి. అంతేకాక భార్య భర్తల వలె కలసి కాపురము చేయుచు వారికి కూడా "వివా" వ్రాయాలి. ఒక పెండ్లి విషయం స్థానికంగా గుర్తించబడక పోయిన సరే, ఆ వ్యక్తు తమ పెండ్లి అయినదనీ, వాస్తవానికి కలసి యుంటున్నామని అంటే కూడా "వివా" అనే వ్రాయాలి. భా గాని, భర్తగాని, మరణించిన వారి విషయములో, తిరిగి పెండ్లికాని పక్షములో "విధ" వ్రాయాలి. కోర్టు తీర్ ద్వారా గాని లేక సాంఘిక, మత విషయికమైన కట్టుబాట్ల ద్వారాగాని, చట్టబద్ధంగా విడాకులు పొంది తిరిగి వి హము చేసుకోని వ్యక్తికి "విప్ర" అని వ్రాయాలి. భార్యా భర్తలువేరు పడియుంటూ, తిరిగి కలసి కాపురమ

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చేసే ఉద్దేశ్యము లేని సందర్భాలలో కూడా "విభ" వ్రాయాలి. వ్యభిచార స్త్రీల విషయంలో, ఆమె తన వివాహ విషయం ఏమని చెప్పితే అదే వ్రాయాలి.

1	గణింప బడు గ్రామము లేక పట్టణములోనే జన్మించిన యడల	'స్వ' వ్రాయాలి.	ప్రశ్న 4. (ఎ) జన్మ స్థలం
2	గణింపబడిన జిల్లాలోనే వేరొక గ్రామం లేక పట్టణములో జన్మించిన యడల	'జి' వ్రాయాలి.	
3	ఇదే రాష్ట్రములో మరొక జిల్లాలో పుట్టిననండర్భములో	ఆ జిల్లా పేరు వ్రాయాలి.	
4	భారత దేశములో మరొక రాష్ట్రములో జన్మించినట్లయితే	ఆ రాష్ట్రము పేరు, తెలిస్తే జన్మించిన జిల్లా పేరూ రెండూ వ్రాయాలి. లేని యడల రాష్ట్రం పేరు మాత్రం వ్రాయాలి.	
5	విదేశాలలో జన్మించినట్లయితే — ఉదా :—పాకిస్థాను లేదా ఏదైన ఇతర దేశం	ఆ దేశం పేరు వ్రాయాలి.	
6	సముద్ర ప్రయాణములోనో, విమాన ప్రయాణంలోనో, రైలు పెట్టెలలోనో, బస్సులు మొదలగు రోడ్డు రవాణా వాహనాలలోనో, జన్మించిన వారికి	ఆ వివరం వ్రాయాలి.	

1	జన్మించిన స్థలం గ్రామం అయితే	'గ్రా' వ్రాయాలి.	ప్రశ్న 4.(బి) జన్మించినది గ్రామంలోనా పట్టణంలోనా, (గ్రా/ప.)
2	పట్టణంలో జన్మించితే (జన్మ కాలంలో కాక పోయినా ఇప్పుడు పట్టణంగా అది పరిగణింపబడుతుంటే చాలు)	'ప' వ్రాయాలి.	

ఒక వ్యక్తి తన జన్మ స్థలము గ్రామమో, పట్టణమో, సరిగా చెప్ప లేని పరిస్థితిలో, జనాభా లెక్క సేకరిస్తున్న చోటికి పరిసర ప్రాంతములో బాగా తెలిసిన ఏదైనా పట్టణం లేక గ్రామం పేరు చెప్పి, దానితో పోల్చి చూపగా అతడు యిచ్చే జవాబును బట్టి అతని జన్మ స్థలము గ్రామమో పట్టణమో నిర్ణయించుకోవాలి.

ప్రశ్న 4. (సి) ఇతర ఊరులో జన్మించిన చోయిచ్చట నివాసముంటున్న కాలము.

1 గణింపబడిన గ్రామం పట్టణం లేక నగరంలోనే పుట్టిన వారికి . . . . . 'X' వ్రాయండి.

2 జనాభా లెక్కల సేకరణ జరుగుతున్న గ్రామం, పట్టణం లేక నగరంలో గాక వేరే ఏ యితర గ్రామం, పట్టణం, నగరం, జిల్లా, రాష్ట్రం, దేశంలోనైనా జన్మించినవారికి

జనాభా లెక్క తీసుకొంటున్న గ్రామము/పట్టణము/నగరములో ఆ వ్యక్తి ఎన్ని పూర్తి సంవత్సరములు నివసించినాడో ఆ సంఖ్య వ్రాయాలి. (కలవు పెట్టి గాని, కలవు దినములైనందున గాని, పర్యటన లేక వ్యాపార నిమిత్తం గాని తాత్కాలికంగా ఆ స్థలం వదలి వెళ్లినకాలము తీసివేయ నక్కరలేదు.)

3 (i) నివాస కాలము ఒక సంవత్సరము లోపు అయితే. . . . . "O" వ్రాయాలి.

(ii) ఒక సంవత్సరం అంతకు పైన వుంటే . . . . . నివాసమున్న పూర్తి సంవత్సరములసంఖ్య వ్రాయాలి.

ప్రశ్న 5. (ఎ) జాతీయత

1 భారత జాతీయులకు . . . . . 'భా' వ్రాయాలి.

2 ఇతర జాతీయులకు . . . . . వారి జాతీయత పూర్తిగా వ్రాయాలి.

ప్రశ్న 5 (బి) మతము

హిందువులకు . . . . . 'హిం' వ్రాయాలి.

ముస్లింలకు . . . . . 'ము' వ్రాయాలి.

క్రైస్తవులకు . . . . . 'క్రి' వ్రాయాలి.

జైనులకు . . . . . 'జై' వ్రాయాలి.

బౌద్ధులకు . . . . . 'బౌ' వ్రాయాలి.

సిక్కులకు . . . . . 'సి' వ్రాయాలి.

ఇతర మతస్థులకు వారు చెప్పినదే యథా తథంగా వ్రాయాలి.

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ప్రశ్న 5 (సి) షెడ్యూలు కులములు, షెడ్యూలు తెగలు

షెడ్యూలు కులములకు లేక షెడ్యూలు తెగలకు చెందిన వ్యక్తుల విషయంలో మాత్రమే యీ ప్రశ్న పూర్తి చేయాలి. ఆ వ్యక్తి మీ రాష్ట్రంలో లేక మీ జిల్లాలో వున్న షెడ్యూలు కులము లేక షెడ్యూలు తెగకు చెందిన వాడైతే అతని కులము లేక తెగ పేరు వ్రాయాలి. ఇతరుల విషయంలో ఈ ప్రశ్న క్రింద 'X' గుర్తు పెట్టాలి. మీ రాష్ట్రంలో లేక మీ జిల్లాలో వున్న షెడ్యూలు కులములు , లేకషెడ్యూలు తెగల జాబితా యీ పుస్తకము ఆఖరున చూపబడింది. షెడ్యూలు కులము లేక షెడ్యూలు తెగకు చెందిన వ్యక్తి తన కులము లేక తెగ పేరు చెప్పడంలో జాబితాలో వున్న పేరు గాక దానికి సమానమైన పర్యాయ పదము లేక సాధారణంగా వాడుకలో వుండే పేరు చెప్పిన యెడల అతను చెప్పిన పేరు వ్రాసి జాబితాలో దానికి సంబంధించిన పేరును బ్రాకెట్లలో వ్రాయాలి. చాల మంది షెడ్యూలు కులస్థులు తమ కులము పేరు 'హరిజను' అని చెప్పుదురు. ఇది చాలదు. షెడ్యూలు కులముల జాబితాలో నుండు ఏ కులమునకు చెందిన వారో తెలిసికొని ఆ కులము పేరు వ్రాయవలయును.

'హరిజనులనీ,' 'అస్పృశ్యులనీ' సాధారణంగా అందరికివర్తించే పేర్లు వ్రాయకూడదు. కులము పేరు ఏమిటో తెలిసికొని దానినే వ్రాయాలి. ఎవరైనా నిర్లక్షంగా మాట్లాడుతూ హరిజనులమని మాత్రమే చెప్పుతూ వుంటే, ఆ విధంగా చెప్పినందువల్ల రాజ్యాంగంక్రింద షెడ్యూలు కులములు , షెడ్యూలు తెగలకు లభించే సౌకర్యాలేవీ అతనికి లభించవని తెలియ జెప్పండి. ఆ విధంగా చేస్తే, అతని కులము పేరు సరిగ్గా చెప్పవచ్చు.

హిందువులు, సిక్కులలో మాత్రమే షెడ్యూలు కులాల వారు వుంటారు. ఒక వ్యక్తి షెడ్యూలు కులము వాడైతే, 5 (బి) ప్రశ్నలో అతనికి ఎదురుగా 'హిం' అని గాని 'సి' అనిగాని వుంటుందన్న మాట. అయితే షెడ్యూలు జాతుల వారు ఏ మతస్థులైనా కావచ్చు.

ప్రశ్న 6. అక్షర జ్ఞానము మరియు విద్య

I. అక్షరాస్యుడా, కాదా

1 ఏ భాష గాని చదవడం, వ్రాయడం రాని వారు, లేక చదవడం మాత్రం వచ్చి, వ్రాయలేని వారికి . . . . . 'O' వ్రాయాలి.

2 అక్షరాస్యుడు, అనగా చదవడం, వ్రాయడం, వచ్చిన వారికి . . . . . 'అ' వ్రాయాలి.

చదవడం వచ్చునా రాదా తెలుసుకోటానికి అచ్చులోగాని, వ్రాతలోగాని మామూలు ఉత్తరం చదవడమే నిదర్శనం. ఉదాహరణకు గణకుల సూచనల పుస్తకంలో ఫలానిది చదవడమంటే సులభంగా చదవ గలిగితే ఆతనికి చదువు వచ్చినట్లే. పోతే, వ్రాయడం వచ్చు అనటానికి నిదర్శనం మామూలు ఉత్తరం వ్రాయగలగడం. అర్థం చేసుకుంటూ వ్రాయడం చదవడం వస్తే అక్షరాస్యుడుగా పరిగణించవచ్చు.

II. విద్యాస్థాయి

చదవడం, వ్రాయడం వచ్చి, ఒక విద్యా ప్రమాణంకూడా సాధించినందుకు నిదర్శనంగా వ్రాతమూలకమైన పరీక్ష, లేక పరీక్షలో కృతార్థుడై వుంటే, 'అ' బదులు ఉత్తీర్ణుడైన పరీక్షలలో పెద్దదానిని వ్రాయాలి. ఉదా : 3 వ తరగతి, స్కూలు ఫైనల్, బి.ఏ., యం.ఏ., బి.ఇ., ఎం.బి.బి.యస్., వగైరా.

ప్రశ్న 7. (ఎ) మాతృ భాష

గణింపబడు వ్యక్తి చెప్పిన ప్రకారం అతని మాతృ భాష పేరు వ్రాయాలి. మాతృ భాష అంటే మామూలుగా కుటుంబంలో ప్రధానంగా మాట్లాడుకొనే భాష లేదా ఆ వ్యక్తి బాల్యములో తన తల్లి తనతో మాట్లాడిన భాష. ఆ వ్యక్తి శైశవ దశలోనే తల్లి మరణించిన యెడల, ఆతని బాల్య కాలములో యింట్లో ప్రధానంగా మాట్లాడిన భాష పేరు వ్రాయాలి. శిశువులు, చెవిటి, మూగ వారి విషయంలో మామూలుగా వారి తల్లి మాట్లాడే భాష వ్రాయాలి.

తెలుగు	. . . . .	'తె' వ్రాయండి.
ఉర్దుకు	. . . . .	'ఉ' వ్రాయండి.
హిందికి	. . . . .	'హి' వ్రాయండి.
ఇంగ్లీషుకు	. . . . .	'ఇ' వ్రాయండి.

ఇతర భాషలకు వాటి పూర్తి పేరు వ్రాయండి.

ప్రశ్న 7. (బి) ఇతర భాషలు

మాతృ భాష వ్రాసిన తర్వాత, అతనికి వేరే భాషలైన, దేశ భాష(లు) గాని విదేశ భాష (లు) గాని, యింకా వచ్చునేమో కనుక్కొని అతను చెప్పిన భాషలను ఈ ప్రశ్నలకు సమాధానంగా వ్రాయాలి. వేరే భాష ఏదీ అతనికి రాని పక్షంలో 'X' గుర్తు పెట్టాలి.

ఈ ప్రశ్నలో వ్రాసే భాషలు రెండింటికి మించి వుండకూడదు. ఈ భాషలు అతని మాతృ భాష కాక అతడు చక్కగా మాట్లాడ కలిగి, అర్థం చేసుకోగలిగి యితరులతో సునాయాసంగా వ్యవహరించ గలిగినవై వుండాలి. ఒకే భాషకు చెందిన భాషాభేదములు (డైలెక్టులు) కాక ప్రత్యేక భాషలై వుండాలి.

ప్రశ్న 8 నుండి 11 వరకు: పని చేయుచున్నవారు

ఈ ప్రశ్నలు పని చేసే వారికి మాత్రమే వర్తిస్తాయి. పనిచేయడమంటే వ్యవసాయదారుడుగా గాని, వ్యవసాయ కూలీగా గాని, లేక కుటుంబ పరిశ్రమలో గాని, మరేదైనా యితర పనిగాని చేస్తూ వుండవచ్చు. 8 వ ప్రశ్న వ్యవసాయదారునికి, 9 వ ప్రశ్న వ్యవసాయ కూలీకి, 10 వ ప్రశ్న కుటుంబ పరిశ్రమలో పని చేస్తున్న వారికి, 11 వ ప్రశ్న యితర పనులు చేసుకుంటున్న వారికి వర్తిస్తుంది. వాటి క్రింద వారి వారి జవాబులు వ్రాయాలి. ఒక వ్యక్తి యీ నాలుగు రకాల పనులలో ఒకటే చేస్తూ వుండవచ్చు. లేక రెండు, మూడు గాని లేక అన్ని గానీచేస్తూ వుండవచ్చు. అంటే, ఒకే వ్యక్తి వ్యవసాయదారుడుగాను, వ్యవసాయ కార్మికుడుగాను కూడా పని చేస్తూ వుండవచ్చు. అటువంటి సందర్భంలో అతని వివరాలు 8 వ ప్రశ్న లోనూ 9 వ ప్రశ్నలోనూ కూడా నమోదు చేయవలసి వుంటుంది. అదే విధంగా అతడు వ్యవసాయదారుడుగాను, కుటుంబ పరిశ్రమలోనూ కూడా పని చేస్తూ వుంటే, ఆతని వివరాలు 8, 10, ప్రశ్నల క్రింద నమోదు కావాలి. కాబట్టి 8, 9, 10, 11 ప్రశ్నల క్రింద గల పనులలో ఏ కొన్నింటివైనా చేస్తూ వున్న పక్షంలో ఆ యా పనులకు సంబంధించిన అన్ని ప్రశ్నలలో ఆ వివరాలు వ్రాయాలి. లేదా ఒక పనే చేస్తూ వుంటే 8 మండి 11 వ రకున్న ప్రశ్నలలో ఆపనికి సంబంధించిన ఒక ప్రశ్న క్రిందనే అతడు వస్తాడు.

గృహ వినియోగానికి కాక వ్యాపార స్థాయిలో, తోటల రూపంలో, ఆహార పంటలతో పాటుగాక, ఏ మేటా మార్పు లేకుండా ఒకే రకం పంట పండించు పద్ధతిలో పొగాకు, మిరప కాయలు మొదలగు వివిధ రకముల వ్యాపార పంటలు, పంక్షన్ తోటలు, కూర గాయల తోటలు, నిర్వహించబడుతున్నట్లయితే, వాటిని యితర పనిగా పరిగణించి 11 వ ప్రశ్న క్రింద చేర్చాలి. ఆ వ్యక్తి వేరొక స్థలములో ఆహార పంటలు కూడా పండిస్తూ వున్న పక్షంలో ఆతనిని 8, 11 ప్రశ్నలు రెండింటి క్రింద చేర్చాలి.

కాగా ఒక వ్యక్తి వ్యవసాయం చేస్తున్నట్లు 8 వ ప్రశ్న క్రింద లెక్కలోనికి చేర్చబడితే, అతడు ఆహార పంటలే కాక, పండ్లతోటలు గాని, పొగాకు మొదలగు వ్యాపార పంటలు గాని వ్యాపార స్థాయిలో నిర్వహిస్తున్నాడా అనే విషయం అడిగి తెలుసుకోవాలి. సరివి తోటలు, పొగకు తోటలు, మామిడి తోటలు, నిమ్మ తోటలు, మిర్చి పంట, పెద్ద యెత్తున కూరగాయల పంటలు మొదలగు వాటిని 11 వ ప్రశ్న క్రింద చేర్చాలి.

గొర్రెల పెంపకం, చేపల వేట మొదలగు యితర పనులేవైనా చేస్తున్నారా అని వ్యవసాయ దారులను ప్రత్యక్షంగా అడిగి తెలుసుకొని, అటువంటివి వుంటే 11 వ ప్రశ్న క్రింద చూపించాలి.

ప్రతి ప్రశ్నకు ఏ విధంగా జవాబులు కనుక్కొని వ్రాయాలో అనే విషయమై వివరమైన సూచనలు ఆ యా ప్రశ్నల క్రింద దిగువ పేర్కొన బడినవి. జవాబులు వ్రాసే ముందు ఈ సూచనలను జాగ్రత్తగా చదివి మనస్సుకు పట్టించుకోవాలి. విచారణలో వున్న ఖైదీని గురించి జైలులోనే వివరాలు సేకరిస్తున్నప్పుడు, ఆ వ్యక్తి జైలుకు రాక పూర్వం ఏ పని (పనులు) చేస్తూ వుండేవాడో వాటిని వ్రాయాలి. ఆలాగే ఆసుపత్రిలోగాని, అటువంటి సంస్థలో గాని తాత్కాలికంగా వుంటున్న వ్యక్తికి కూడా, అతడు అక్కడికి రాకముందు చేస్తున్న పనిని వ్రాయాలి. అయితే నేరము రుజువై జైలు శిక్ష అనుభవిస్తున్న ఖయిదీలకు, లేక దండన సంస్థలు, ధర్మ సంస్థలు, లేక పిచ్చాసు పత్రులలో దీర్ఘ కాలంగా వుంటున్న వారి విషయంలో తత్పూర్వము వారు చేసిన పనులు వ్రాయకూడదు. వారిని పని చేయని వారిగా పరిగణించి 12 వ ప్రశ్న క్రింద "సంస్థ" అని వ్రాయాలి.

వ్యవసాయం, పశువుల వ్యాపారం, పాడి పరిశ్రమ, కుటుంబ పరిశ్రమ మొదలగు కొన్ని తరుణాలలోనే జరిగే పనుల విషయంలో పనుల తరుణంలో రోజుకు గంటకు మించి నికరంగా పని చేస్తూ ఉంటే ఆ వ్యక్తి పని చేస్తున్న వాడి క్రిందే లెక్క. వృత్తి వ్యాపారాలలోనూ, ఉద్యోగం, వర్తకం, వాణిజ్యం వంటి స్థిరమైన పనులలో ఉండే వారి విషయంలో జనాభా లెక్కల కోసం మీరు వెళ్ళేనాటికి పూర్వం 15 రోజుల్లో ఏ రోజైనా పనిలో యున్నట్లయితే వారు ఆ పనిలో యున్నట్లే లెక్క. మీరు తిరిగి తనిఖీ నిమిత్తం ఆ యింటికి వెళ్ళినప్పుడు ఆ వ్యక్తి ఆపనిలో లేక పోయినా పనిని గురించి మొదట్లో రాసిన దానిని మార్చ నవసరం లేదు. ఒక వ్యక్తి పని చేస్తూ వుండి అనారోగ్యం వల్లగానీ, యితర కారణాల మూలకంగా గాని, మీరు జనాభా లెక్కలో చేర్చిన తేదికి పూర్వం 15 రోజుల కాలంలో నూ లేక అంతకెక్కువ కాలంలోనూ పనిలో లేక పోయినా సరే, అతనిని పని చేస్తున్న వాడిగానే నమోదు చేయాలి. కాని ఎక్కడైనా పని దొరికినప్పటికీ, యింకా పనిలో చేరని వ్యక్తిని పని లేని వానిగనే పరిగణించాలి. పని అంటే స్వయంగా పని చేయడమే కాదు, చేసిన పనిని పర్యవేక్షించడం, చెప్పి చేయించడం కూడా పనిగానే పరిగణించాలి.

వేతనము తీసుకొంటూ లేక తీసుకోకుండానే పని నేర్చుకుంటున్న వారిని కూడా పని చేస్తున్న వారి గానే పరిగణించాలి. యుక్త వయస్కురాలైన స్త్రీ యింటి పనులు మాత్రం చేసుకుంటూ కుటుంబాదాయం వృద్ధి చేయ

డానికి గాను ఏ యితర పనీ చేయని యడల ఆమెను పని చేస్తున్న దానిగా పరిగణించ కూడదు. అయితే, యింటి పనులతో పాటు అమ్మకం నిమిత్తం లేక కూలీ కోసం వడ్లు దంచడం వంటి పని పాటలుగాని, కూలీకి యితర యిండ్లలో పనులు చేయడం, పశువులు కాయడం, కట్టెలమ్మటం, పిడకలు చేసి అమ్మడం, గడ్డి మోపులు తెచ్చి వేయడంవంటి పనులుగానీ ఆమె చేస్తూ వున్న పక్షంలో ఆమెను పని చేస్తున్న దానిగా పరిగణించాలి.

బిచ్చగాండ్లు, పింఛనుదారులు, వ్యవసాయ లేక వ్యవసాయేతరమైన రాయల్టీలు, మక్తాలు, పాలి విభాగాలు విభాగాలు పొందుతున్నవారు , అంటే ఏదో ఒక ఆదాయం వస్తున్నప్పటికీ ఉత్పత్తిదాయకమైన పనులు చేయని వారిని పని చేసే వారుగా పరిజగణించరాదు. అటువంటి వారు, వ్యవసాయంలోనో, పరిశ్రమలోనో వర్తక, వాణిజ్యాలలోనో వృత్తి వ్యాపారాలలోనో ఏదైనా పని చేస్తూ ఉంటేనే వారిని పని చేసే వారుగా పరిగణించాలి.

ప్రజాసేవ లేక సాంఘికసేవా కార్యకర్తగా పని చేస్తున్నవ్యక్తిగానీ, తనపార్టీ అభివృద్ధికోసం గట్టిగా కృషి చేస్తున్న రాజకీయ కార్యకర్తగానీ పని చేసే వానిగానే పరిగణింపబడాలి. అతని పూర్తి వివరాలు 11 వ ప్రశ్న క్రింద నమోదు చేయాలి.

8. ...య దారు ...విచేయు ...న్నారా ?

వ్యవసాయదారుడిగా పని చేస్తున్న వారికి 'ఫ్య' గుర్తు పెట్టాలి. వ్యవసాయాదారుడుకాకుంటేనూ లేక అసలు ఏ పని చేయకుండా వుంటేనూ 'X' గుర్తు పెట్టాలి.

జీతగాండ్లను నియమించుకొని గాని, స్వయంగా గాని, కుటుంబ సభ్యుడిగా గాని, (i) తన స్వంత భూమిలో లేక ప్రభుత్వంనుండి తీసుకున్న భూమిలో (ii) డబ్బు, ధాన్యము లేక వాటా చెల్లింపుకు ప్రైవేటు వ్యక్తుల లేదా సంస్థలనుండి తీసుకొని స్వాధీనములో నున్న భూమిలో వ్యవసాయము చేయుట లేక పర్యవేక్షించుట లేక వ్యవసాయము చేయించు చున్న పక్షంలో అట్టి వ్యక్తిని జనాభా లెక్కలకు సంబంధించినంత వరకూ వ్యవసాయదారుడిగా పని చేస్తున్న వానిగా పరిగణించాలి.

వ్యవసాయమంటే పాలం దున్నటం, విత్తనాలు చల్లటం, పంట కోసుకోవడం మొదలగు పనులు . వడ్లు, గోధుమ, జొన్న, రాగి, సజ్జ, బంగాళా దుంప, చెరకు మొదలగు ఆహార పంటల సాగు, పప్పు ధాన్యాలను పండించడం ముడి జనుము, ముడి ప్రత్తి, మొదలగు పంటలు ఉత్పత్తి చేయడం వ్యవసాయం క్రింద వచ్చును. కాని పండ్ల తోటలు పెద్ద పొగాకుతోటలు, ద్రాక్ష తోటలు, తేయాకు, కాఫీ, రబ్బరు, నల్లమందు, సింకోనా, యింకా ఇతర ఔషధులు పెంచడం, వ్యవసాయమనే నిర్వచనంలో చేరవు. ఇటువంటి పనులు చేసే వారిని సందర్భానుకూలంగా 10 లేక 11 వ ప్రశ్న క్రింద చేర్చాలి.

తన భూమిని డబ్బు, ధాన్యము, లేక వాటా చెల్లింపుకు మరొకనికి వ్యవసాయం నిమిత్తం యిచ్చి, వ్యవసాయాన్ని పర్యవేక్షించడం గానీ, పనులు చెప్పి చేయించుకోవడం గాని చేయని వ్యక్తిని వ్యవసాయదారుడిగా పరిగణించకూడదు. అలాగే, మరొకరిపాలంలో కేవలం కూలీగా పని చేస్తూ, తాను పనిచేస్తున్న భూమిలో తనకు హక్కుగాని, కవులుగాని, కంట్రాక్టు గాని లేకుండా, సదరు పాలంలో ఏ పంటలు పండించాలి ఎప్పుడు పండించాలి అనే విషయాలలో నిర్ణయాధికారం లేకుండా, వ్యవసాయంలోని లాభనష్టాలతో నిమిత్తం లేకుండా డబ్బు రూపంలో గాని, వస్తు రూపంలో గాని, పంటలో భాగంగాని, చేసిన పనికి కూలీ మాత్రం పుచ్చుకొంటూ (వ్యవసాయ కూలీ వలె) పని చేస్తున్న వ్యక్తిని యీ ప్రశ్నకు సంబంధించినంత వరకు వ్యవసాయదారుడిగా పరిగణించకూడదు.

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ప్రశ్న 9. వ్యవసాయకూలీ.

వ్యవసాయ కూలీగా పని చేస్తున్న వ్యక్తికి, అంటే యితరుల భూమిలో కూలీగా పని చేస్తూ, వ్యవసాయం లో పర్యవేక్షణ, చెప్పి చేయించుట మొదలగు అధికారములు లేకుండా డబ్బు, ధాన్యము, లేక వాటా పొందుతూ పని చేసే వ్యక్తికి **"వ్యకూ"** అని వ్రాయాలి. ఇతరులకు 'X' గుర్తు పెట్టాలి. వ్యవసాయ కూలీ అంటే అతనికి తాను పని చేసే భూమి మీద ఏ విధమైన హక్కు, కవులు, ఒడంబడిక వుండకూడదు. ఏ పంటలు, ఎప్పుడు పండించాలనే విషయములో నిర్ణయాధికారం గాని, వ్యవసాయంలోని లాభ నష్టాలతో ప్రసక్తి గాని వుండకూడదు. పంటలో కొంత భాగం అతనికి కూలి రూపంలో ముట్టుతుంటుంది. అతడు గడచిన వ్యవసాయపు తరులణంలో గాని, యిప్పటి తరుణంలో గాని, వ్యవసాయ కూలీగా పని చేస్తూ వుండాలి.

ప్రశ్న 10 (ఎ) 10 (బి) కుటుంబ పరిశ్రమ

కుటుంబ పరిశ్రమలో పని చేస్తున్న వారి విషయంలో, **(i)** ప్రశ్న 10 (ఎ) క్రింద కుటుంబ పరిశ్రమలో వారు చేస్తున్న పని వివరణ **(ii)** ప్రశ్న 10 (బి) క్రింద ఆ కుటుంబ పరిశ్రమయొక్క వివరణ వ్రాయాలి. ఇది లేని వారికి 10 (ఎ) , 10 (బి) ప్రశ్నల క్రింద 'X' గుర్తు పెట్టాలి. కుటుంబ పెద్ద స్వయంగా మరియు లేక ప్రధానంగా కుటుంబ సభ్యులు, గ్రామప్రాంతాలలోనైతే యింటి వద్ద గాని, గ్రామంలోగాని, పట్టణ ప్రాంతమైతే యింటి వద్దనే నడుపుకుంటున్న పరిశ్రమను కుటుంబ పరిశ్రమ అని నిర్వచించవచ్చు. అయితే, ఆ పరిశ్రమ రిజిష్టరయిన ఫ్యాక్టరీ స్థాయిలో నడుపు బడుతూ వుండకూడదు. కాగా గ్రామ ప్రాంతాలలో కుటుంబ పరిశ్రమ ప్రధాన లక్షణం కుటుంబ సభ్యులలో ఒకరో, అధికులో దానిలో పాత్గొంటూ వుండడం. పట్టణప్రాంతాలలో యీ పరిశ్రమ ఇంటి వద్దనే వుండాలి. గ్రామ ప్రాంతాలలో జనాభా లెక్క రాస్తున్నప్పుడు గ్రామ ప్రాంతాలలో కుటుంబపరిశ్రమకు నిర్వచనము, పట్టణాల్లో లెక్కరాస్తున్నప్పుడూ పట్టణప్రాంతాలలో కుటుంబపరిశ్రమకు వర్తించే నిర్వచనము జాగ్రత్తగా మనస్సులో వుంచుకోవాలి. కుటుంబ పరిశ్రమలో ఉత్పత్తి, ప్రాసెసింగ్, సర్వీసింగ్, మరమ్మతుల లేక వస్తువులు తయారు లేసి అమ్మడం జరుగుతూ వుండాలి. ప్లీడరు, డాక్టరు, మంగలి, నీరు పెట్టే వాడు, జ్యోతిషుడుమొదలగు వృత్తులు కుటుంబ పరిశ్రమ నిర్వచనం క్రిందికి రావు.

ఒక వ్యక్తి తన సొంత కుటుంబ పరిశ్రమలో కాక, మరొకరి కుటుంబ పరిశ్రమలో వేతనము మీద పని చేస్తూ వుండవచ్చు. అందు వల్ల ఎవరైనా తమ కుటుంబ పరిశ్రమలో పని చేస్తూ వుండని యెడల మరొకరి కుటుంబ పరిశ్రమలోనైనా పని చేస్తున్నారా అని విచారించాలి. ఆ విధంగా పని చేస్తున్న పక్షంలో 10 (ఎ) ప్రశ్న క్రింద అతను చేసే పని స్వభావాన్ని గురించిరాయాలి. 10 (బి) ప్రశ్న క్రింద ఆ కుటుంబ పరిశ్రమ స్వభావాన్ని వివరించాలి.

ప్రశ్న 10 (సి) నౌకరుగా ఉంటే

ఇతరుల కుటుంబ పరిశ్రమలో వేతనము మీద పని చేస్తున్న వ్యక్తులకు మాత్రమే యీ ప్రశ్నకు జవాబు రాయాలి. అట్టి వ్యక్తులకు **'నౌ'** వ్రాయాలి. ఇతరులకు 'X' గుర్తు పెట్టాలి.

కుటుంబ పరిశ్రమలో పని చేస్తున్న వారి విషయంలో 10 (ఎ) నుండి 10 (సి) వరకు ప్రశ్నలను ఏ విధంగా పూర్తి చేయాలో తెలుసుకొనుటకు దిగువ పేర్కొన్న ఉదాహరణలు చూడండి.

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10 వ ప్రశ్న : కుటుంబ పరిశ్రమలో పని చేస్తున్న వారు.

10 (ఎ) పని ఎట్టిది ?	10 (బి) కుటుంబ పరిశ్రమ యెట్టిది	10 (సి) నౌకరుగాఉంటే
1. నూలు వడకుట	అంబరు చరఖా మీద నూలు తీయడం	X
2. నూలుకు రంగులు వేయుట, కండె చుట్టుట	చేనేత	X
3. చెప్పులు కుట్టుట	చెప్పులు తయారీ	X
4. నూనె గానుగ నడుపుటకు పెట్టుకొన్న కూలి	నూనె తీయుట, అమ్ముట	వా
5. ఆవము కట్టుటకు, కాల్చుటకు పెట్టుకొన్న కూలి	మట్టి పాత్రలు చేసే కుమ్మరి పని	వా
6. మట్టి త్రొక్కుట, సారె త్రిప్పుట	మట్టి పాత్రలు చేసే కుమ్మరి పని	X
7. కర్రతో బండి చక్రములు, నాగళ్ళు చేయుట	వడ్రంగం	X
8. బండి చక్రాలకు పట్టాలు వేయుటకు పెట్టుకొన్న కూలి	కమ్మరి పని	వా
9. బంగారు నగలు తయారు చేయుట	కంసాలి	X
10. పశువులను కాయడం	పశువుల పెంపకం	X
11. పేడ పిడకలు తయారు చేయడం, అమ్మడం	అగ్గి వెలిగించుటకు పిడకలు తయారు చేయుట	X
12. పాలు పెరుగు తయారు చేసి అమ్మడం	పాలు పెరుగు వగైరా తయారు చేయుట	X
13. సోడాలు తయారు చేయుట	సోడాలు తయారు చేయుట	X
14. బీడీ ఆకులు చుట్టుట	బీడీలు తయారు చేయుట	X
15. నవారీ టేపు అల్లుట	నవారీ టేపు తయారీ	X
16. మిషనుపై కుట్టిన గుడ్డకు గుండీలు తగలించుటకై పెట్టుకొన్న కూలి పిల్లవాడు	గుడ్డలు కుట్టుట	వా
17. బుట్టలు అల్లుట	ఈత దబ్బలలో బుట్టలు అల్లకం	X
18. చెక్కతో బొమ్మలు తయారు చేయుట	చెక్క బొమ్మల తయారీ అమ్మకం	X
19. చెక్క బొమ్మల అమ్మకం	చెక్క బొమ్మల తయారీ అమ్మకం	X

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20.	సైకిలు రిపేరీ	సైకిలు రిపేరీ	X
21.	ఔషధాల తయారీ	ఆయుర్వేద ఔషధాల తయారీ	X
22.	కలంకారీ బట్టలకు అచ్చులతో రంగులు వేయడం	కలంకారీ బట్టల ప్రింటింగు	X
23.	గాజులు పూసలు తయారీ, అమ్మకం	గాజులు పూసలు తయారీ, అమ్మకం	X
24.	మట్టి యిటుకలు తయారు చేయుట	మట్టి యిటుకల తయారీ	X
25.	చర్మాల ట్యానింగు	చర్మాల ట్యానింగు	X
26.	తేనెటీగల పెంపకం	తేనె పరిశ్రమ	X
27.	డబుల్ రొట్టి, బిస్కట్లు తయారీ	బేకరీ	X
28.	బెండు టోపీల తయారీ	టోపీల తయారీ	X
29.	పెంకాయ నారు తాళ్లు తయారు చేయుట	పెంకాయ నార పరిశ్రమ	X
30.	సున్నపు బట్టీ కాల్చుట	సున్నము తయారీ	వా

ప్రశ్న 11. 8,9,10 ప్రశ్న లలోకాక యితర వనులు చేయు వారు

ఒక వ్యక్తి వ్యవసాయదారుడుగా గాని, వ్యవసాయ కూలీగా గాని, కుటుంబ పరిశ్రమలో గాని పని చేస్తూ వుండక పోతే, ఆ తదుపరి ఏ పని చేస్తున్నాడో ఆ పని రాయాలి. వ్యవసాయదారుడుగా గాని, వ్యవసాయ కూలీగా గాని లేక కుటుంబ పరిశ్రమలోగాని పని చేస్తూ, యింకా మరేదయినా పని కూడ చేస్తున్నట్లయితే (వంటల సేద్యం కాక పాడి, పశువుల పెంపకం, వండ్ల తోటలు, యితర తోటలు మొదలగు పనులు) ఆ పని పైన పేర్కొన్న తరగతుల క్రిందికి రాని పక్షంలో , అతడు చేస్తున్న ఆ యితర పని ఏదో దానిని యీ ప్రశ్న క్రింద రాయాలి. ఒకటి కంటే ఎక్కువ పనులు చేస్తూ, వాటిలో ఏదీ కూడా పైన పేర్కొన్న తరగతులకు సంబంధించినది కాని యడల, అతడు వాటిలో ఏ పని మీద ఎక్కువ కాలం వినియోగిస్తాడో, ఆ పని పేరు యిక్కడ రాయాలి.

11వ ప్రశ్న క్రింద దిగువ పేర్కొన్న పనులు చేస్తున్న వారిని కూడా చేర్చాలి.

(ఎ) ఆహార పదార్థములు గాక ఇతర విధములైన పాలం పంటలు,

1. 8 వ ప్రశ్న క్రింద చేరని యితర పంటల ఉత్పత్తి
   ఉదా : కూర గాయల తోటలు వగైరా.
2. వండ్లు, పోక చెక్కలు తోటలు రూపంలో ఉత్పత్తి, ద్రాక్ష తోటలు యితర వండ్ల తోటలు, కొబ్బరి కాయ తోటలు , వక్కలు మొదలగునవి.
3. కర్ర, బొంగు, పేము, పూరిగడ్డి మొదలగునాటి ఉత్పత్తి.
4. తాటి చెట్లు గీసి పానీయం తయారు చేయుట.
5. ఇతర వ్యవసాయోత్పత్తులు (పైన రెండవ అంశం క్రింద చేరని వండ్లు, పోకలు, పుష్ప జాతులు సహా:).

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(బి) తోటల రూపంలో పంటలు (ప్లాంటేషన్లు)

1. తేయాకు ప్లాంటేషను.
2. కాఫీ ప్లాంటేషను.
3. రబ్బరు ప్లాంటేషను.
4. ప్లాంటేషను రూపంలో పొగాకు పంట (ఇతర ధాన్యపు పంటలతో మార్పిడి చేసుకుంటూ వేసే పొగాకు ఇందులో చేరదు. అప్పుడది వ్యవసాయపు పని క్రింద లెక్కవుతుంది).
5. గంజాయి, సింకోనా, నల్లమందు, పిప్పళ్ళు, కుంకుమ పువ్వు మొదలగు వాటి ఉత్పత్తి,
6. పైన పేర్కొన్నవి కాక, తోటల రూపంలో పండించబడే యితర పంటల ఉత్పత్తి.

ప్రశ్న 11 (ఎ) పని ఎట్టిది ?

ఏ పని చేయని వారికీ లేక కేవలం వ్యవసాయదారుడిగానో, వ్యవసాయ కూలీగానో లేక కుటుంబ పరిశ్రమలోనో, పని చేసి వేరే ఇతర పని చేయని వ్యక్తికి'X' గుర్తు పెట్టండి.

ఇతర పని చేయు వ్యక్తికి, ఆ వ్యక్తి చేస్తున్న పని స్వభావమేమిటో వివరంగా రాయాలి. ఆ వ్యక్తి చేస్తున్న పనికి సంబంధించి పూర్తిగా ఖచ్చితమైన సమాచారము దేశ భాషలో గాని ఆంగ్లంలో గాని లేక ఆంగ్ల శబ్దములను దేశ భాషలిపిలో రాసే పద్ధతిలో గాని వ్రాయాలి. పోయిన దఫా జనాభా లెక్క తీసుకొన్నప్పుడు, అసంపూర్తి సమాధానాల వల్ల చాల యిబ్బందులు పడ వలసి వచ్చింది. వ్యక్తి చీట్ల మీద వ్రాయడానికి సంతృప్తికరమైన సమాచారం లభించని పక్షంలో, అందుకోసం మళ్ళీ వెళ్ళి అయినా పూర్తి సమాచారం సేకరించాలి.

ప్రశ్న 11 (బి) పరిశ్రమ వృత్తి వర్తకం లేక ఉద్యోగం ఎట్టిది ?

పని చేస్తూ వుండి, పని స్వభావాన్ని బట్టి 11 (ఎ) ప్రశ్న క్రింద వివరాలు సేకరించబడిన వ్యక్తుల విషయంలో ఆ వ్యక్తులు పనిచేస్తున్న పరిశ్రమ, వ్యాపారం, వర్తకం, వృత్తి, లేక ఉద్యోగ వివరాలను యీ ప్రశ్న క్రింద వ్రాయాలి.

11. (ఎ) ప్రశ్నలోవలెనే యిక్కడ కూడా, ఆ వ్యక్తి పని చేస్తున్న పరిశ్రమ , వర్తక వ్యాపారాలు, వృత్తి ఉద్యోగాల పూర్తి వివరాలు నమోదు చేయాలి. అస్పష్టమైన అయోమయపు జవాబులు తాయకూడదు.పరిశ్రమ అయితే, ఏ వస్తువులు ఉత్పత్తి చేసే పరిశ్రమో లేక ఏ వస్తువులలో సర్వీసింగు, మరమ్మతు పనులు జరుగుతున్నవో రాయాలి. ఒకటికంటే ఎక్కువ వస్తువులు ఉత్పత్తి జరుగుతుంటే ప్రధానంగా తయారవుతున్న లేక సర్వీసింగ్, మరమ్మతులు జరుగుతున్న వస్తువులు పేర్కొనాలి. వర్తక వ్యాపారాల విషయంలో కూడా ప్రధానంగా ఏ సరుకులో వ్యాపారం జరుగుతున్నదో రాయాలి. సర్వీసింగు జరుగుతుంటే, ఆ వ్యక్తి చేసే పని ఏ విధమైన సర్వీసింగు పనికి చెందినదో దాని స్వభావం రాయాలి. జనాభాను పారిశ్రామిక వృత్తుల రీత్యా వర్గీకరణ చేయటానికి గాను ఆ వ్యక్తి పని చేసే సంస్థ స్వభావం నిర్ణయించటానికి ఉపకరించే విధంగా పని స్వభావ వివరణ వుండాలి. ఈ వివరణ దేశ భాషలో గాని, ఆంగ్లంలో గాని, లేక ఆంగ్ల శబ్దాలను దేశభాషలిపిలో వ్రాసే పద్ధతిలో గాని వ్రాయవలసి వుంటుంది.

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11 (ఎ) ప్రశ్నలో 'X' గుర్తు పెట్టిన వారికి యీ ప్రశ్నలో కూడా అదే గుర్తు పెట్టాలి.

11 (ఎ), 11 (బి) ప్రశ్నలకు సంబంధించి గుర్తుంచుకోవలసిన ముఖ్య విషయములు.

1. వడ్లు దంచుట, కూలికి యింటి పనులు చేయుట, పశువులు కాచుట, కట్టెలమ్ముట, పిడకలు చేసి అమ్ముకొనుట, గడ్డి మోపులు వేయుట మొదలగు పనులలో స్త్రీలు, పిల్లలు సహాయపడుతూ వుంటే, వారు రోజులో కొంత భాగమే పని చేస్తున్నప్పటికీ, వారి పనిని గురించి పూర్తి వివరాలు వ్రాయాలి. మామూలు ఇంటి పనులతోపాటు పైన పేర్కొన్న ఏ పనులైన చేస్తున్న వివాహిత లేక యుక్త వయస్కులైన స్త్రీల విషయములో ఆ పనులను గురించిన వివరణ పూర్తిగా ఇచ్చి బ్రాకెట్లలో 'గృ' వ్రాయాలి.

2. ఒక వ్యక్తి తాను చేసిన వస్తువులను అమ్ముతూ వుంటే, అతనికి వస్తువులు తయారు చేసే వానిగానూ, అమ్మేవానిగానూ కూడా నమోదు చేయాలి.

3. పని వివరణ రాస్తున్నప్పుడు వీలైనప్పుడల్లా ఆ పనిని దేశ భాషలో ఏ పేరుతో పిలుస్తారో ఆ పేరుతోనే దానిని గురించి వ్రాయాలి.

4. దిగువ ఉదహరించిన వివరణలు ఎంత అస్పష్టంగా వున్నాయో చూడండి. కేవలం అటువంటి వాటిని వాడకూడదు.

శాస్త్రజ్ఞుడు, టెక్నీషియన్, సివిల్ ఉద్యోగి, గుమాస్తా, ఇంజనీరు, ఇన్స్పెక్టర్, చెకర్, ఫోర్మన్, ఓవర్ సీర్, సూపరువైజర్, కార్మికుడు, మెషినిస్టు, అసిస్టెంటు, కంట్రాక్టర్, పాలిషర్.

పై వాటితో పాటు ఏ శాఖలో శాస్త్రజ్ఞుడు, లేక ఏ మిషన్ టెక్నీషియన్, ఏ పనికి ఇంజనీరు మున్నగు వని చూపవలెను.

ఉదా : తప్పు	ఒప్పు
(1) ఇంజనీరు	సివిల్ ఇంజనీరు, మెకానికల్ ఇంజనీరు, లోకో ఇంజనీరు, కెమికల్ ఇంజనీరు వగైరా.
(2) డాక్టరు	ఫిజీషియన్, సర్జను, దంత వైద్యుడు, హోమియోపతి వైద్యుడు, యునానీ వైద్యుడు వగైరా.
(3) గుమస్తా	ఆఫీసు గుమస్తా, అకౌంట్సు గుమాస్తా, క్యాషియరు, బిల్లు కలెక్టరు, స్టోరు కీపరు.

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(4)	కమిషను ఏజంటు	దాల్డా కమిషను ఏజంటు, వేరు శనగ కమిషను ఏజంటు, ఇన్సూరెన్సు కంపెనీ ఏజంటు.
(5)	దుకాణములో నౌకరు	షాపు క్లర్కు, సేల్సు మేను, అకౌంట్సు క్లార్కు.
(6)	ట్రేడ్ వర్కరు	కంపోజిటరు, ప్రూఫ్ రీడరు, బైండరు, బ్లాక్ మేకరు, ప్రింటరు.
(7)	ముద్రణశాల	వార్తా పత్రికల ముద్రణశాల, పుస్తకముల ముద్రణ శాల, కరపత్రముల ముద్రణ శాల, వగైరా.
(8)	వడ్రంగం	కుర్చీలు బల్లలు వగైరా తయారు చేయుట, బండ్లు తయారు చేయుట, పెట్టెలు తయారు చేయుట, కుర్చీ బొమ్మలు తయారు చేయుట.
(9)	చెప్పుల తయారీ	చెప్పులు తయారు చేయుట, చెప్పులు రిపేరీ చేయుట.
(10)	కంట్రాక్టు	రోడ్లు వేయించు కంట్రాక్టు, యిండ్లు కట్టించు కాంట్రాక్టు, మైనింగు కాంట్రాక్టు.

(నోటు: పై ఉదహరణలు కాక, 29—34 పేజీలలోని ఉదాహరణలు కూడా చూడుడు.)

5. కూలీలు : సర్వసాధారణంగా ఒకే రకమైన పనికో నియమింప బడే కూలీల విషయంలో అతడు చేసే పని వివరం కూడా వ్రాయాలి. అంటే రైల్వే పోర్టరు, మార్కెట్టు లేక బజారు పోర్టరు., రోడ్డు తవ్వకం కూలీ, ఇటుకల పనివాడు అని వివరంగా వ్రాయాలి. అనేక విధములైన పనులు చేయటానికి అలవాటు పడిన వాడైతే, సాధారణ కార్మికుడు అని వ్రాయాలి.

6. మెషిను ఆపరేటర్లు : వీరి విషయంలో ఏ రకం మిషనో తప్పకుండా వ్రాయాలి. దానికి అందరికి తెలిసే పేరుంటే ఆ పేరు వ్రాయాలి.

7. దుకాణదార్లు, చిల్లర వర్తకులు, షాపు గుమాస్తాలు : పూర్తిగా లేక చాల భాగం అమ్మకం జరుగుతుంటే "వర్తకుడు" (యజమాని అయితే)అనీ, (పనిలో పోయినపడుతుంటే) "షాపుగుమాస్తా లేక సేల్స్‌మన్" అనీ రాయాలి. వ్యాపారం, చిల్లర వ్యాపారమా, టోకు వ్యాపారమా, రెండు కలిపి ఉన్నాయా అనే వివరం కూడా వ్రాయాలి. వివిధ శాఖలు గలిగిన స్టోర్సులో గుమాస్తా లేక సేల్సుమన్‌ల విషయంలో ఏ శాఖలో పని చేస్తున్నదీ (అంటే, ఉదా: వావిలు, రైళ్ళ విడి భాగాలు, వంకాలు, కుట్టు యంత్రాలు, గ్రోసరీలు, కన్ఫెక్షనరీలు అని) వివరంగా వ్రాయాలి.

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8. రవాణా కార్మికులు : ఆ రవాణా స్వభావం వివరించాలి. అంటే వాయు మార్గమా, రైలు రవాణా, కూలీలు కారు లేక మోటారు సైకిలు లేక గుర్రపు బండ్ల రవాణా అని వివరణ వ్రాయాలి.

9. సైనికులు : దేశ రక్షణ దళాలలోని సైనికులకు 'కేంద్ర ప్రభుత్వ సేవ' అని వ్రాయాలి.

10. పర్యవేక్షణ లేక పరిశీలనలో ఆపనికి ప్రత్యేకంగా పేరు ఏదైనా ఉంటే ఆ పేరే వ్రాయాలి. మేనేజర్లు, సూపరింటెండెంట్లు, మొదలగు వారికి, సీనియర్, వారికి పర్యవేక్షణ యుడల, వారి వారి శాఖల వివరం కూడా వ్రాయాలి. ఉదాహరణకు సేల్సు మేనేజరు, ఇనుప సామగ్రి శాఖ మేనేజరు, మిషనుషాపు ఫోర్మెను, బాయిల్ రూము ఫోర్మెను మొదలగునవి.

11. ఇంటి పనులు : ఇంట్లో వంట మనిషి లేక పని మనిషి వంటి ప్రయోజనాల నౌకరు విషయంలో 'ప్రయివేటు వంట మనిషి, లేక యింట్లో నౌకరు' అని వ్రాయాలి. ఇక్కడ పరిశీలన ప్రశ్నకి ఏమీ కూడదు. అయితే సోప్లళ్ళు, రెస్టారెంట్లు, భోజన శాలలు, సంస్థలు మొదలగు వాటిలో వియమితులైన వారికి హోటలు అనీ, రెస్టారెంటు అని వివరం వ్రాయాలి.

రెండుగానీ, ఎక్కువ గాని వ్యాపారాలు నిర్వహిస్తున్న వర్తక సంస్థలలో పని చేస్తున్న వ్యక్తులకు, ఆ యా వ్యాపారాలు విడివిడిగా వేర్వేరు ఆవరణలలో నిర్వహించబడుతున్నట్లయితే, ఆ వ్యక్తి వున్న ఆవరణలో ఏ వ్యాపారం జరుగుతున్నదో, ఆ వ్యాపారం పేరే వ్రాయాలి. అలా కాక, ఒకే ఆవరణలో అన్ని వ్యాపారాలు కొనసాగుతూ వుండి. ప్రతి వ్యాపారానికి విడిగా వ్యవస్థ యున్న పక్షంలో (అంటే శిక్షణ, ఉద్యోగుల నియామకం మొదలగు విషయంలో విడి విడిగా రికార్డులు ఉన్నట్లయితే) ఆ వ్యక్తికి సంబంధించిన వ్యాపారాన్ని వ్రాయాలి. రెండు వ్యాపారాలు కలసి జరుగుతున్నట్లయితే, ఆ వ్యాపార సంస్థ యొక్క ప్రధాన వ్యాపారం పేరును పేర్కొనవలసి యుంటుంది.

12. వాణిజ్యము : టోకు వర్తకం, చిల్లర వర్తకముల మధ్య తేడా స్పష్టంగా తెలియుటకు సీలుండునట్లు ప్రత్యేక శ్రద్ధ వహించాలి. పరిశీలనల విషయంలో చెప్పినట్లు యిక్కడ కూడా ఏ సరుకులలో వాణిజ్యం జరుగుతున్నదో వాటిని స్పష్టంగా పేర్కొన వలసి వుంటుంది.

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1. యజమాని, తన పనికో ఒక వ్యక్తిని నియమించుకొనేవాడు : అంటే 11 (ఎ) ప్రశ్నలో వివరించిన తన పనిలో ఒకరు లేక ఎక్కువ మందిని కూలీకి పెట్టుకుని వుండువాడైతే 'య' వ్రాయాలి.

ప్రశ్న 11 (ఎ) మొదలగు తరువాత

2. నౌకరు లేక ఉద్యోగి: నియమించబడిన వాడు. అంటే 11 (ఎ) లో వివరించిన తన పనిని ధన, వస్తు రూపమైన కూలీకి లేక జీవనానికి యితరుల క్రింద చేసే వాడయితే 'సా' వ్రాయాలి.

3. ఒంటరి మనిషి : అంటే 11 (ఎ) ప్రశ్నలో వివరించిన తన పనిని సక్రమంగా తప్ప, యితరులను నియమించు కోకుండా, సక్రమంగా తప్ప కుటుంబ సభ్యుల

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సహాయం లేకుండా, తానే స్వయంగా చేసుకునే వాడు అయితే — 'ఒ' వ్రాయాలి.
(ఈ విభాగం క్రింద సహకార సంఘ సభ్యులుగా పని చేస్తున్నవారు కూడా వస్తారు)

4. కుటుంబ పని వ్యక్తి : అంటే 11 (ఎ) ప్రశ్నలో వివరించిన తన పనిని కుటుంబంలోనే, ధన వస్తు రూపమైన కూలీ, జీతము లేకుండా చేసుకొనేవాడయితే 'కు' వ్రాయాలి.

11 (ఎ) , 11 (బి) , ప్రశ్నలలో 'X' గుర్తు పెట్టిన వారికి యీ ప్రశ్నలో కూడా అదే గుర్తు పెట్టాలి.

వివరణలు :

1. యజమాని అంటే 11 (ఎ) ప్రశ్నలో చెప్పిన తన పనిచే యడానికై యితరులను నౌకరీకి నియమించుకునేవాడు. అంటే యజమాని అయిన వ్యక్తి 11 (ఎ) ప్రశ్నలోని పనిలో వ్యక్తి గతంగా తన పనికి తాను బాధ్యత వహించడమే గాక, యితరులకు పని చెప్పడంలో కూడా బాధ్యత వహిస్తాడు. అయితే గృహకృత్యాల నిమిత్తం పనివాండ్లను పెట్టుకునే వ్యక్తి లేక తాను యితరుల చేత నియమించబడిన కార్యాలయములో తన క్రింది అంతస్థులో ఉద్యోగులు కలిగినట్టి వ్యక్తి 'యజమాని' నిర్వచనం క్రిందికి రాడు. తన కార్యాలయంలో , తన యజమాని తరపున తాను మరొక వ్యక్తిని కొలువు లోనికి చేర్చుకునే అధికారం వున్నప్పటికీ కూడా యీ నిర్వచనం వారికి వర్తించదు.

2. నౌకరు అంటే, రొక్క రూపంలో గాని, వస్తు రూపంలోగాని , కూలీ లేక జీతానికి సాధారణంగా ఇతరుల వద్ద పని చేసే వాడు. మేనేజర్లు, సూపరింటెండెంట్లు, ఏజంట్లు, మొదలగు పెద్ద పదవులలో నియమించబడి, తమ పదవికి గల అధికారము చేత, తమ యజమానుల తరపున యితర వ్యక్తులను ఉద్యోగములో నియమించుట, లేక యితర ఉద్యోగులపై అజమాయిషీ చేయుట మొదలగునవి చేయు వ్యక్తులుంటారు. పైన చెప్పిన ప్రకారం వీరు కూడా నౌకరులే. వారిని యజమానులుగా అనగా నియమించువారుగా పరిగణించకూడదు.

3. 11 (సి) ప్రశ్నకు సంబంధించినంత వరకు, ఒంటరి పని వాడు అంటే, తానొక్కడే స్వయంగా పని చేసుకొనే వ్యక్తి. కుటుంబ పెద్ద హోదాలో కుటుంబ పరిశ్రమలో ఒంటరిగా పాల్గొనటానికి యిది వర్తించదు. అతనిని ఎవరూ ఆ పనిలో నియమించనూ లేదు. అతను ఎవరినీ నియమించుకోడు; సక్రమంగా తప్ప చివరకు తన కుటుంబ సభ్యులను కూడా పనిలో నియమించుకోడు. ఒంటరి పని వాడు అనే ఈ నిర్వచనం క్రిందికి మరొక వ్యక్తితో గాని, మరి కొందరు వ్యక్తులతో గాని ఉమ్మడి భాగస్వామ్యం అనుభవిస్తూ, యితరులను జీతానికి పెట్టుకోకుండా పని చేసుకుంటూవుండే వ్యక్తులు, ఉత్పత్తిదార్ల సహకార సంఘ సభ్యులు కూడా వస్తారు. వారిలో ప్రతి భాగస్వామా, లేక సహకార సంఘ సభ్యుడినీ కూడా ఒంటరి పనివాడుగా నమోదు చేయాలి.

4. కుటుంబ పనివ్యక్తి అంటే, అధిక భాగం కుటుంబ సభ్యులచేత నిర్వహింపబడుతున్న పరిశ్రమ, వర్తకం లేక వ్యాపారంలో ధన వస్తు రూపకమైన వేతనం లేకుండా, మామూలుగా రోజుకు కనీసం ఒక గంటకు తగ్గకుండా

పని జరుగవలసిన తరుణంలో పని చేస్తున్న వాడని అర్థం. 11 వ ప్రశ్నకంతటికీ సంబంధించినంతవరకు, ఆ పరిశ్రమ 10 వ ప్రశ్నలో కుటుంబ పరిశ్రమ పరిధి క్రిందికి వచ్చిన దానికంటే పెద్ద స్థాయిలో జరుగుతున్న దై వుండాలి. అది ఇంటి వద్ద జరుగుతున్నా, బైట జరుగుతున్నా, గ్రామంలోనైనా, పట్టణంలోనైనా, గ్రామములలో నైతే గ్రామానికి దూరంగా జరుగుతున్నా సరే, కుటుంబ పరిశ్రమకంటే పై స్థాయిలో వుండాలి. అంతేకాక, ఆమోదించబడిన భాగస్వామ్యం, లేక జాయింటు స్టాకుకంపెనీ లేక రిజిస్టరయిన ఫ్యాక్టరీ స్థాయిలో సాధారణంగా నడుస్తూ వుండాలి. ఈ నిర్వచనానికి సంబంధించినంతవరకు, కుటుంబ సభ్యులంటే కేవలం కుటుంబంలోని దగ్గర బంధువులే కాకుండా, రక్తస్పర్శవల్లనూ, వివాహాది సంబంధాల వల్లనూ కలిసిన వారైకూడా వుండవచ్చు. ఒక వ్యక్తి గాని, కుటుంబ యజమాని గాని, యితర బంధువుగాని నడుపుతున్న వ్యాపార కార్యకలాపాలలోని లాభములో కుటుంబపు పని వానికి భాగం లేక పోవచ్చును కూడా.

కేవలం ఇంటి పనుల విషయంలో మాత్రమే సహకరించి పని చేస్తున్న కుటుంబ సభ్యులను కుటుంబపు పని వాండ్లుగా పరిగణించకూడదు.

ఫ్యాక్టరీ, కర్మాగారము, వర్తక స్థలము, కంపెనీ, దుకాణము మొదలగు వాటిపేర్లు వివరంగా వ్రాయాలి. ఒక వ్యక్తికి స్థిరమైన కార్య స్థానం లేని పక్షంలో "స్థిరమైన కార్య స్థానం లేదు" అని వ్రాయాలి. (ప్రశ్న 11 (డి) సంస్థ పేరు)

11 (ఎ), 11 (బి), 11 (సి) ప్రశ్నలలో గుర్తు పెట్టిన వారికి యీ ప్రశ్నలో కూడా అదే గుర్తు పెట్టాలి.

8, 9, 10 ప్రశ్నలలో పేర్కొన్న పని కాక, యితర పనులు చేస్తున్న వారి విషయములో 11 (ఎ) నుండి 11 (డి) వరకు గల ప్రశ్నలకు వివిధంగా జవాబులు వ్రాయాలో దిగువ పేర్కొన్న ఉదాహరణలు చూస్తే తెలుస్తుంది.

ప్రశ్న 11 (8, 9, 10 ప్రశ్నలలోని పనులు కాక యితర పనులు చేయుచున్నవారు.)

ప్రశ్న: 11 (ఎ)	ప్రశ్న: 11 (బి)	ప్రశ్న: 11 (సి)	ప్రశ్న: 11 (డి)
పని ఎట్టిది	పరిశ్రమ, వర్తకం వృత్తి, లేక ఉద్యోగం ఎట్టిది	పనివాని తరగతి	సంస్థ పేరు
1. గ్రామ కరణం	గ్రామాధికారి, రివెన్యూ డిపార్టుమెంటు	వా	రెవిన్యూ డిపార్టుమెంటు, ఆంధ్ర ప్రదేశ్ రాష్ట్ర ప్రభుత్వము
2. జూనియరు కోఆపరేటివు యిన్‌స్పెక్టర్	కోపరేటివు స్టోర్సు (ధాన్యాల చిల్లర వ్యాపారం)	వా	కో ఆపరేటివు స్టోర్సు
3. స్వంత మ్యానేజుమెంటు	రైసు మిల్లు	య	శ్రీ రామ రైస్ మిల్లు

4. బాయిలరు మెకానిక్	రైసు మిల్లు	నా	శ్రీ రామ రైస్ మిల్లు	
5. పండ్ల తోట మ్యానేజ మెంటు	మామిడి పండ్ల తోట పెంపకం	యు	—	
6. తోట కావలా	మామిడి పండ్ల తోట పెంపకం	నా	క్రిష్ణయ్య చౌదరి మామిడి తోటలు	
7. చేపలు పట్టడము అమ్మకము	చేపలు పట్టడము, అమ్మకము	ఒ	—	
8. పిండి మర లెక్కలు చూచుట	పిండి మర	కు	కుందనులాల్ పిండి మిల్లు	
9. వేటివ్ డాక్టరు	వేటివు వైద్యము	ఒ	—	
10. ఎం.ఎల్.ఏ.	ఆంధ్ర ప్రదేశ్ శాసన సభ	ఒ	ఆంధ్ర ప్రదేశ శాసన సభ, హైదరాబాదు.	
11. ప్లీడర్	సివిల్ కోర్టు ప్లీడరు	ఒ	జిల్లా కోర్టు, సంగారెడ్డి	
12. కంట్రాక్టరు	గవర్నమెంటు బిల్డింగు కంట్రాక్టరు	యు	—	
13. రెవిన్యూ యిన్స్పెక్టర్	గవర్నమెంటు సర్వీసు, రెవిన్యూ డిపార్టమెంటు	నా	ఆంధ్ర ప్రదేశ్ రాష్ట్ర ప్రభుత్వము	
14. పోలీసు హెడ్‌కానిస్టేబుల్	గవర్నమెంటు సర్వీసు, పోలీసు శాఖ	నా	ఆంధ్ర ప్రదేశ రాష్ట్ర ప్రభుత్వము	
15. ఎలక్ట్రికల్ ఇంజనీరు	ఆయిల్ రిఫైనరీ వర్క్సు షాపు	నా	కాకినాడ ఆయిల్ రిఫైనరీ, విశాఖ పట్నం.	
16. సివిల్ సర్జన్	ఆసుపత్రి సూపరింటెండెంటు, ఆంధ్ర ప్రదేశ్ మెడికల్ సర్వీసు	వా	గవర్నమెంటు జిల్లా ఆసుపత్రి, కడప.	
17. డాక్టరు	సింగరేనీ కొలైరీ వెల్‌ఫేరు శాఖ	నా	కొలైరీ వెల్‌ఫేరు సెంటర్, డిస్పెంసరీ.	

18.	డాక్టరు	స్వంత మెటర్నిటీ ఆస్పత్రి	య	డాక్టరు రుక్మిణీ నర్సింగ్ హోం
19.	క్షౌరము చేయుట	క్షౌరము చేయుట	ఒ	—
20.	సోషల్ వర్కరు	సోషల్ సర్వీసు	ఒ	రెడ్ క్రాస్ సంఘము, తెనాలి బ్రాంచి
21.	రాజకీయ పార్టీ వర్కరు	రాజకీయాలు	ఒ	కాంగ్రెసు పార్టీ ఆఫీసు
22.	అడవులలో చెట్లు నరకుట	అడవులలో మొద్దులు నరకుట	వొ	ప్రభుత్వ అటవీ శాఖ
23.	అడవి గువ్వలు పట్టుట	వేట	ఒ	స్థిరమైన కార్య స్థానము లేదు.
24.	జీతం తీసుకొనే ఫారం కూలీ	పొగాకు ప్లాంటేషను	వొ	రామదాసు పొగాకు తోట
25.	ట్రావెలింగ్ టిక్కెట్టు యిన్స్‌పెక్టర్	ఉత్తర రైల్వే	వొ	ఉత్తర రైల్వే
26.	సీనియరు సైంటిఫిక్ ఆఫీసర్	భారత పింగాణీ సంస్థ	వొ	భారత పింగాణీ సంస్థ
27.	ఫోర్‌మన్	పింగాణీ సంస్థలో ఆవము వుండు గది	వొ	భారత పింగాణీ సంస్థ
28.	కంట్రాక్టరు	రసాయినిక యెరువుల ఫ్యాక్టరీకి బిస్కము సప్లయి చేయుట	య	సింద్రీ ఎరువుల ఫ్యాక్టరీ
29.	అకౌంటెంటు	రైలు యింజనుల ఫ్యాక్టరీ	వొ	చిత్తరంజను లోకోమోటివ్సు
30.	సరుకులు మోసే కూలి	రైలు స్టేషనులో పోర్టరు	ఒ	ఢిల్లీ సెంట్రలు రైల్వే స్టేషను
31.	రోజువారీ కూలీ	మధుర రోడ్డులో త్రవ్వకం పని	వొ	సి.పి.డబ్లు.డి.
32.	కార్మికుడు	యిండ్లు కట్టే పనిలో గోడ పెట్టు మేస్త్రీకి సహాయ పడుట	వొ	ఢిఫెన్సు కాలనీ, క్రొత్త ఢిల్లీ

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33.	సాధారణ కార్మికుడు	స్థిరమైన పని లేదు	ఓ	స్థిరమైన కార్య స్థానము లేదు.
34.	మెషిన్ ఆపరేటర్	విద్యుచ్ఛక్తి సరఫరా చేయు ట్రాన్సఫర్ స్టేషనులో ఎలెక్ ట్రిక్ ట్రాన్సు ఫార్మరు	నౌ	ఢిల్లీ ఎలెక్ట్రిక్ సప్లయి కార్పొ రేషను
35.	షాపు గుమస్తా	స్టేషనరీ సామానుల చిల్లర దుకాణం.	కు	మదన్ బదర్సు
36.	వర్తకుడు (డీలరు)	ధాన్యముల టోకు వ్యాపారం	య	సాహు అండు కంపెనీ
37.	సేల్స్‌మెన్	రెడీమేడు దుస్తులు, మేజోళ్ళు మొదలగు వస్తువుల చిల్లర దుకాణం.	కు	దయానంద్ అండు సన్సు
38.	సేల్స్ మేనేజరు	కాకా అగ్రికో, ఇనుప సామగ్రి శాఖ	నౌ	కాకా అగ్రికో
39.	బాయిలర్ రూమ్ ఫోర్‌మెన్	భారత యినుము, ఉక్కు కంపెనీ	నౌ	భారత యినుము ఉక్కు కంపెనీ బరన్‌పూర్
40.	విమానం నడుపువాడు (పైలట్)	విమాన రవాణా	నౌ	ఇండియను ఎయిరులైన్సు కార్పొ రేషను
41.	బస్ డ్రైవర్	మోటారు రవాణా	నౌ	ప్రభుత్వ మోటారు రవాణా సర్వీసు
42.	మేనేజరు, ప్రొప్రయిటరు.	మోటారు ట్రక్ గూడ్సు ట్రాన్సుపోర్టు	య	ప్రకాశ ట్రాన్సుపోర్టు సర్వీసు
43.	రేడియాలజిస్ట్	ఆసుపత్రిలో శస్త్ర చికిత్స శాఖ	నౌ	కలకత్తా వైద్య కళాశాల
44.	ప్లాంట్ న్యూట్రిషనిస్ట్	మొక్కల సంరక్షణ పరిశోధన	నౌ	భారత వ్యవసాయ పరిశోధక సంస్థ, పూసా, ఢిల్లీ.
45.	కెమిస్ట్	పంచదార ఫ్యాక్టరీ	నౌ	బిమ్లా పంచదార ఫ్యాక్టరీ
46.	కెమిస్ట్	ఔషధాల ఫ్యాక్టరీ	నౌ	ఆకాశ్ కెమికల్ ఫార్మ్యూటికల్ ఫ్యాక్టరీ

47.	కార్యదర్శి	జీవిత భీమా కార్పొరేషను పరిపాలన శాఖ	నా	జీవిత భీమా కార్పొరేషను, ఢిల్లీ
48.	అసిస్టెంటు సెక్రెటరి	పరిశ్రమలు, వాణిజ్య శాఖ, మద్రాసు గవర్నమెంటు	నా	మద్రాసు రాష్ట్ర ప్రభుత్వం
49.	సూపరువైజర్	నగల వ్యాపారం	కు	కుందన్ ప్రదర్శు నగల వర్తకుడు, జయపూరు.
50.	మెషినిస్టు	ఇంజనీరింగు పరిశ్రమలో లాదె విభాగం	నా	హుగ్లీ డాకింగు కంపెనీ
51.	వంట మనిషి లేక ఇంటి పని మనిషి	ఇంటి పని	నా	యజమాని యిల్లు
52.	వంట మనిషి	రెసిడెన్షియల్ హొటల్	నా	అశోక హోటల్, న్యూఢిల్లీ
53.	ఖాన్సమా	భోజనశాల (బోర్డింగు) క్లబ్	నా	సికింద్రాబాద్ క్లబ్.
54.	గ్రొసర్ (సరుకుల విక్రేత)	చిల్లర సరకుల వ్యాపారం	ఒ	ఇంటివద్ద.
55.	చార్టర్డు అకౌంటెంటు	ఉక్కు ఫ్యాక్టరీ	నా	భిలాయి ఉక్కు ఫ్యాక్టరీ
56.	అకౌంటెంటు	జూట్ మిల్లు	నా	హవుడా జూట్ మిల్లు
57.	సినిమా కళాకారుడు	సినిమా కంపెనీ	నా	సినీమా కంపెనీ పేరు
58.	సైన్ పెయింటర్	కెమికల్ సైన్ పెయింటింగ్	నా	రూప లేఖా కంపెనీ
59.	కాన్వాస్ సంచులు చేసేవాడు	సిమెంటు కంపెనీ	నా	పోర్టు లాండు సిమెంటు కంపెనీ
60.	షేర్ బ్రోకరు	తేయాకు, జూట్ షేర్ల బ్రోకరు	ఒ	షేరు ఎక్స్చేంజి పేరు

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61.	డిస్కౌంటు బ్రోకరు	బిజినెస్ హౌస్‌లో బిల్లుల డిస్కౌంటు చేయడం	య	బిజినెస్ హౌస్ పేరు
62.	అచ్చులు పోయువాడు	జనరల్ యింజనీరింగ్ వర్క్స్	వా	రామచంద్ర ఇంజనీరింగు కంపెనీ
63.	ఆక్రే (యినుము కలిసిన మన్ను గ్రైండరు)	వుడ్ పెయింటు ఫ్యాక్టరీ	వా	పెయింట్ ఫ్యాక్టరీ పేరు
64.	వడపోత యంత్రం ఆపరేటరు	బ్రూయరీ ఫ్యాక్టరీ	వా	సోలావ్ బ్రూయరీవ్
65.	గ్రైండర్	కెమికల్ ఫ్యాక్టరీ	వా	కెమికల్ ఫ్యాక్టరీ పేరు
66.	క్లీనరు	స్టీల్ రీ రోలింగ్ వర్క్స్	వా	రోలింగు మిల్సు పేరు
67.	టిక్కెట్ కలెక్టరు	సినిమా హాలు	వా	లీలామహల్
68.	ఐరన్ మౌల్డరు	ఇనుము, ఉక్కు పౌండ్రీ	వా	యింజనీరింగు వర్క్సు పేరు
69.	ఫోర్‌మన్	మానె మిల్లులో ప్యాకింగ్ విభాగం.	వా	మానె మిల్లు పేరు
70.	ఫోర్‌మన్	వ్యాగను ఫ్యాక్టరీలో రంపపు మిల్లు	తా	వ్యాగను కంపెనీ పేరు
71.	ఫౌండ్రీ అచ్చులు తయారు చెయువాడు	అల్యూమినియం ఫ్యాక్టరీ	వా	అల్యూమీనియం కంపెనీ పేరు
72.	ఫర్నేస్‌మేన్	బాయిలరు షెపు, ఐరను ఫౌండ్రీ వర్క్సు	తా	ఐరను పౌండ్రీ పేరు
73.	మోనో ప్రింటరు	ముద్రణ శాల	వా	ప్రభుత్వ ముద్రాక్షర శాల
74.	బ్రాస్ టర్నరు	చిన్న చిన్న పరికరాల ఉత్పత్తి	వా	చిన్న పరికరాల కంపెనీ పేరు
75.	గౌరవ సాంఘిక సేవా కార్యకర్త	రాష్ట్ర సాంఘిక సంక్షేమ సంస్థ	ఒ	రాష్ట్ర సాంఘిక సంక్షేమ సంస్థ
76.	పార్లమెంట్ సభ్యుడు	పార్లమెంటు	ఒ	పార్లమెంటు, ఢిల్లీ
77.	(ఫ్రీ లాన్సు) పత్రికా రచయిత	వార్తా పత్రికలు, వార, మాస పత్రికలలో రచనలు	ఒ	ఫలాని పత్రిక అని లేదు
78.	రాజకీయాలలో కార్యకర్త	రాజకీయాలు	ఒ	పార్టీ పేరు
79.	బ్రోకరు	కార్న వ్యాపారం	ఒ	—
80.	డబ్బు వడ్డీకిచ్చుట లెక్కలు వ్రాయుట	డబ్బు వడ్డీకిచ్చుట	ఒ	యింటి వద్ద
81.	ఫోటోలు తీయుట	ఫోటోలు తీయుట	కు	పెంటల్ స్టూడియో

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పని చేస్తూ వుండని వారికే యీ ప్రశ్న వర్తిస్తుంది. పని చేస్తున్న వ్యక్తి విషయంలో అంటే' 8 నుండి 11 వరకు గల ప్రశ్నలలో దేని క్రిందికైనా వచ్చిన వారికి ఈ ప్రశ్నలో 'X' గుర్తు పెట్టాలి. పని చేస్తూ వుండని వారి విషయంలో దిగువ సూచించిన కార్యకలాపాలు , వ్యాపకాలు పేర్కొనవలసి వుంటుంది.

ప్రశ్న 12 పని లేకుంటే వ్యాఖ్యం

1. ఏ ఇతర పని చేయని విద్యార్థి: అనగా అమ్మకం నిమిత్తం యింటి వద్ద వస్తువులు తయారు చేయడంలోనూ, లేక తన కుటుంబంలో వ్యవసాయం, పరిశ్రమ, వర్తకం, వ్యాపారం మొదలగు పనులలో రోజూ కొంత కాలంకూడా పనిచేసి సహకరించడం వంటి ఏ యితర పనులు చేయకుండా ఎప్పుడూ చదువుకునే విద్యార్థి లేక బడికి వెళ్లుతుండే బాలబాలికలకు 'విద్య' వ్రాయాలి.

2. కేవలం గృహ కృత్యాలు నిర్వహించువారు: అనగా, అమ్మకం నిమిత్తం లేక కూలికి యింటి వద్ద వస్తువులు తయారు చేయడం, కుటుంబ వ్యవసాయం, పరిశ్రమ, వర్తక వ్యాపారాలలో ప్రతి రోజూ కొంత కాలమైనా పని చేసి సహకరించడం మొదలగు పనులేవీ చేయకుండా, జీతముపై గాని, కూలికిగాని కాకుండా గృహ కృత్యాలు నిర్వర్తించే వ్యక్తులకు (అంటే ఇంటి యిల్లాలు, లేక యుక్త వయస్కురాలైన యితర స్త్రీల వంటి వారు) . . . . . 'గృ' వ్రాయాలి.

3. ఏ పని చెయ్యలేని పోషితులు: అనగా శిశువులు, బడికివెళ్లని చిన్న పిల్లలు, కేవలం ఇతరులపై ఆధార పడి యున్నవారు , అనారోగ్యము , ముసలి తనము మొదలగు వాని వల్ల శాశ్వతంగా పని చేయలేక యితరుల పోషణలో నున్న వారికి . . . . . 'పోషి' వ్రాయండి.

4. రిటైరు అయినవారు, లేక వేరేవనియు చేయక అద్దెలమున్నగువాటిపై జీవించువారు: అనగా రిటైరు అయి మరల ఏ ఉద్యోగము చేయని పిన్షెన్ దార్లకు, అద్దెలపై జీవించువారికి వ్యవసాయ లేక వ్యవసాయేతర ఆస్తుల మీద వచ్చే రాయల్టీలు, షుక్తాలు, డివిడెండ్లు మున్నగు వాటిపై జీవించువారికి, లేదా జీవనోపాధికిగాను పని చేయవలసిన అవసరము లేని స్వతంత్ర ఆదాయము కలిగి, ఏ విధమైన పని చేయని వారికి . . . . . 'రి' వ్రాయాలి.

5. బిచ్చగాండ్రు వగైరా : అనగా బిచ్చగాండ్రు, తిరుగు బోతులు (ఏ పని చేయక శాశ్వత జీవనోపాయము లేని అస్థిర నివాసులు), ఏ విధంగా ఆదాయము పొందుతున్నదో తెలియకుండ స్వతంత్ర జీవనం గడిపే స్త్రీలు, అనిర్దిష్టమైన జీవనాధారము గల యితర వ్యక్తులకు . . . . . 'బి' వ్రాయాలి.

6. జైలు మున్నగు సంస్థలలోని వారు: అనగా నేరము రుజువై జైలు శిక్ష అనుభవిస్తున్న ఖైదీలు లేక దండన సంస్థలు , ధర్మ సంస్థలు, పిచ్చి ఆసుపత్రులలో వుంటున్న వ్యక్తులకు [విచారణలో నున్న ఖైదీ (నేరము ఇంకను రుజువు కాక శిక్ష విధింపబడని ఖైదీ) అతనిని

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అరెప్ట చేయుటకు పూర్వం పని చేసేవాడైతే, అతనిని పని చేయు వానిగానే చూపించాలి] . . . . . 'సంస్థ' వ్రాయాలి.

7. మొదటిసారి వుద్యోగం వెదకు వ్యక్తి: లోగడ ఎన్నడూ, ఎక్కడావుద్యోగంలో కుదరక, మొదటి దఫాగా ఉద్యోగాన్వేషణ చేస్తున్న వ్యక్తికి . . . . . 'మొఉ' వ్రాయాలి.

8. పూర్వమెప్పుడైనా ఉద్యోగంచేసి, ప్రస్తుతం లేక వెదకువాడు: లోగడ ఉద్యోగంచేసి, ప్రస్తుతం ఏ వుద్యోగంలేకుండా, ఉద్యోగార్థమైన ప్రయత్నాలు చేస్తున్న వ్యక్తి . . . . 'పూఉ' వ్రాయాలి.

వివరణ :

పనిచేస్తూ వుండని వ్యక్తి ని పైన పేర్కొన్న ఏ విభాగం క్రింద గాని నులువుగా చేర్చటానికి వీలు లేని నందర్భంలో , అతనిని ఈ ప్రశ్నలో 5 వ అంశం క్రింద చేర్చి 'బి' అని వ్రాయాలి.

రిటైరైన వ్యక్తి తిరిగి ఉద్యోగం కుదుర్చుకుని చేస్తూవుంటే అతనిని యీ ప్రశ్నలలో చేర్చ కూడదు. ఎందుకంటే, అతడు యిప్పుడు చేస్తున్న క్రొత్త ఉద్యోగపు పనిని బట్టి 8 నుండి 11 వరకు గల ప్రశ్నలలో అతడు ఎక్కడో చేర్చబడి వుంటాడు.

ఉద్యోగం లభించినా, యింకా చేరని కారణంచేత పని చేస్తూ వుండని వ్యక్తిని 3 వ అంశం క్రింద చేర్చి **పోషి** అని వ్రాయాలి. 7 వ అంశం లేక 8 వ అంశం క్రింద అతనిని చేర్చ కూడదు.

ప్రశ్న 13 స్త్రీయా, పురుషుడా

పురుషులకు '**పు**' అనీ, స్త్రీలకు '**స్త్రీ**' అనీ వ్రాయాలి. నపుంసకులకు, స్త్రీ, పురుష లక్షణములు కలసి యున్న వారికి కూడా '**పు**' అనే వ్రాయాలి.

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షెడ్యూలు కులములు, షెడ్యూలు తెగల జాబితా

(అ) ఆంధ్రప్రదేశ్ లోని షెడ్యూలు కులముల జాబితా

(1) రాష్ట్ర మొత్తం మీద :

(1) చలవాడి
(2) చామారు, మోచి లేక ముచ్చి, (కన్నడభాష మాట్లాడు రాయలసీమ జిల్లాలలోని చెప్పులు కుట్టువారు.)
(3) మాదిగ
(4) మాల

(2) ఆంధ్ర జిల్లాలలో : (అనంత పురము, చిత్తూరు, కడప, కర్నూలు, నెల్లూరు, కృష్ణా, గుంటూరు, తూర్పు గోదావరి, పశ్చిమ గోదావరి, విశాఖపట్నం, శ్రీకాకుళం.)

(1) ఆది ఆంధ్ర
(2) ఆది ద్రావిడ
(3) ఆరుంధతీయ
(4) బారికి
(5) బావురి
(6) చచ్చుటీ
(7) చండాల
(8) దండాసి
(9) డోమ్, డొంబర, పైడి లేక పానో
(10) ఘాసి, హడ్డి లేక రెల్లిచావంది
(11) గోడగలి
(12) గొడారి
(13) గోసంగి
(14) జగ్గలి
(15) జంబువులు
(16) మదాసి కురువ లేక మదారి కురువ
(17) మాలదాసు
(18) మాదిగదాసు మరియు మష్టిది
(19) మాతంగి
(20) ముందల
(21) పాకి లేక పాకాతి
(22) పంబాడ లేక పంబండ
(23) పమిడి
(24) పంచమ లేక పరియా
(25) రెల్లి
(26) సంబన్
(27) సప్రు
(28) తోటి

(3) తెలంగాణా జిల్లాలో : (హైదరాబాదు, మహబూబ్‌నగరు, ఆదిలాబాద్, నిజామాబాదు, మెదక్, కరీంనగర్, వరంగల్, ఖమ్మం మరియు నల్గొండ జిల్లాలలో).

(1) అనామక్
(2) అరె (మాల)
(3) అరవ (మాల)
(4) బెడ (బుడ్గ) జంగం

(5) బిందల
(6) బయగార
(7) చంబర
(8) డక్కల్ (డొక్కల్వార్)
(9) ధోర్
(10) ఎల్లమాల్వారు (యెల్లమల వాండ్లు)
(11) హొలెయ
(12) హొలెయ దాసరి
(13) కొలుపుల్ వాండ్లు
(14) మహర్
(15) మాల దాసరి
(16) మాల హన్నాయి
(17) మాల జంగం
(18) మాల మస్తి
(19) మాల సాలె (నేతకాని)
(20) మాల సన్యాసి
(21) మంగ్
(22) మంగ్ గరోడి
(23) మన్నె
(24) మష్టి
(25) మెహతారు
(26) మిత అయ్యల్వారు
(27) నమగార
(28) సిందొల్లు (చిందొల్లు)

(ఆ) ఆంధ్రప్రదేశ్‌లో షెడ్యూల్డు తెగల జాబితా

(1) రాష్ట్ర మొత్తం మీద :

(1) చెంచు లేక చెంచువారు
(2) కోయ లేక గౌడు వాటి ఉప భాగం రాజా లేక రాష కోయలు, లింగధారి కోయలు (సాధారణ), కొట్టు కోయలు, భైనె కోయలు మరియు రాజ కోయలు.

(2) ఆంధ్ర జిల్లాలలో : (అనంతపురము, చిత్తూరు, కడప, కర్నూలు, నెల్లూరు, కృష్ణా, గుంటూరు, తూర్పు గోదావరి, పశ్చిమ గోదావరి, విశాఖపట్నం, శ్రీకాకుళం.)

(1) బగాత
(2) గడబలు
(3) జటపులు
(4) కమ్మర
(5) కట్టునాయకన్
(6) కొండ దొర
(7) కొండ కాపులు
(8) కొండ రెడ్లు
(9) కోందులు (కోడి మరియు కోదు), దేశీయ కోందులు, డొంగ్రియకోందులు, కుట్టియ కోందులు, తిక్కిరియ కోందులు మరియు యేనిటి కోందులు.
(10) కోటియ-బెంతో ఒరియ, బార్తిక, ధూలియ లేక దులియ, హొల్వ, ప్యైకొ, పుటియ, సన్రోవ మరియు సిధోప్యైకొ.
(11) కులియ

(12) మాలి
(13) మన్న దొర
(14) ముఖదొర లేక నూక దొర
(15) పోర్జ (వరంగి పేర్జ)
(16) రెడ్డి దొర
(17) రోన, రేన
(18) నవరలు—కాపు నవరలు. మాలియు నవరలు లేక కుట్టో నవరలు.
(19) సుగాలీలు (లంబాడీలు)
(20) యానాదులు
(21) ఎరుకలు

(3) తెలంగాణా జిల్లాలలో : (హైదరాబాదు, మహబూబ్‌నగర్, ఆదిలాబాద్, నిజామాబాద్, కరీంనగర్, వరంగల్, ఖమ్మం, మరియు నల్గొండ జిల్లాలలో:)

(1) అంద్
(2) భిల్
(3) గోండు (నాయక్‌పోడు మరియు రాజా గోండులతో సహా)
(4) కొండరెడ్లు
(5) కోలం (మన్నెరవర్లతో సహా)
(6) పరధాను
(7) తోటి

(4) మన్యపు (ఏజన్సీ) ప్రాంతాలలో :—

(1) గాడ్ (గాడు)
(2) నాయకులు
(3) వాల్మీకి

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గణకుల గైడ్

ఆంధ్ర ప్రదేశ్

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గణకుల గైడ్

నియామకపు ఉత్తరువు, యతర పత్రాలు

1. మీ చార్జి సూపరింటెండెంటు (తహశీలుదారు/మునిసిపల్ కమిషనర్) వద్ద నుండి మీ నియామకపు ఉత్తరువు మీకు చేరినట్లు ధృవ పరచుకోండి. దానివల్ల జనాభా లెక్కలు సేకరించటానికి చట్ట రీత్యా మీకు అధికారం లభిస్తుంది. నియామకపు ఉత్తరువు వెనుక భాగంలో జనాభా లెక్కల చట్టంలోని 11 వ సెక్షనులోని విబంధవలు ముద్రించబడి వుంటాయి. వాటిని చదివి, బాగా అర్థం చేసుకోండి.

నియామకపు ఉత్తరువు కాక, యింకా దిగువ పేర్కొన్న పత్రాలుకూడా మీకు సప్లయి చేస్తారు.

(i) ఇండ్ల జాబితాలలోనుండి మీ బ్లాకుకు సంబంధించిన భాగము. దీనిలో మీ బ్లాకులోని ప్రతి గణన గృహము నంబరు, అది ఎందుకు వినియోగింప బడుతున్నదో ఆ ప్రయోజనము, ప్రతి గణన కుటుంబపు నంబరు, ఇండ్ల జాబితా తయారైనప్పటి కుటుంబపు పెద్ద పేరు మొదలగు వివరాలు వుంటాయి.

(ii) కుటుంబ షెడ్యూలు, వ్యక్తి చిట్లు పూర్తి చేయడానికిఅవసరమైన సూచనలు గల పుస్తకం.

(iii) కుటుంబ వివరాల సేకరణకు ప్రాక్టీసు కుటుంబ షెడ్యూళ్ల పుస్తకం, ప్రాక్టీసు చీట్ల పుస్తకం. ఈ రెండు ఎర్ర రంగులో ముద్రించబడి వుంటాయి. ఇవికాక యింకా కొన్ని విడి చీట్లు.

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(iv) వ్యక్తి చిటీలలో ఉపయోగించవలసిన సంకేతాక్షరముల కార్డు.

(v) గణకుల గైడు.

ఈ పత్రాలు అన్నీ మీ వద్ద వున్నాయో లేదో సరిచూసుకోండి. ఇవి చాలా ముఖ్యం. వీటిని మీరు భద్రంగా అట్టి పెట్టుకోవాలి.

మీ యొక్క బ్లాకును బాగుగా తెలుసుకొనండి

2. మీ యొక్క బ్లాకు వివరణ, మీ నియామకపు ఉత్తరువులో సూచింపబడి వుంటుంది. మీనిర్ణీత ప్రదేశాన్ని గురించి క్షుణ్ణంగా తెలుసుకొనివుండటం అవసరం. ఒకటికాక పది సార్లు ఆ ప్రదేశమంతా బాగా తిరిగి, అక్కడ వుంటున్న ప్రజలతో పరిచయం ఏర్పరచుకోండి. వీలైనప్పుడల్లా, జనాభా లెక్కల సేకరణ ఉద్దేశము, దాని ప్రయోజనం గురించి వారికి నచ్చ జెప్పండి. మీ బ్లాకులో బాధ్యత గల వ్యక్తిని, పరిస్థితులు బాగా తెలిసి వున్న వ్యక్తిని మీ పనిలో తోడు చేసుకో గలిగితే మరీ మంచిది. ఆయన సహాయంతో, మీరు వెళ్లే కుటుంబాలలోని సభ్యుల వద్దనుండి సులభంగా సమాచారం సేకరించడానికి అవకాశం వుంటుంది.

స్థాన సంకేతము, షిండ్లు నెంబర్లు

3. మీ జిల్లా, తాలుకా, గ్రామం లేక పట్టణపు జనాభా లెక్కల స్థాన సంకేత సంఖ్య లను బాగా గుర్తు పెట్టుకోండి. వీటిని మీ చార్జి సూపరింటెండెంటు లేక సూపరువైజరు మీకు తెలియ చేస్తాడు. పట్టణాల సంకేత సంఖ్యలను I, II, III, IV. . . . . అని రోమను అంకెలలో వుండాలి అనే విషయం జాగ్రత్తగా గమనించండి. ఆ యా పట్టణాలకు కేటాయించిన రోమను అంకెలను వాటికి వాడుకోవాలి.

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సంకేత సంఖ్య పూర్తి స్వరూపం ఈ విధంగా ఉంటుంది: జిల్లా నెం./తాలూకా నెం./పట్టణం లేక గ్రామం నెం./కుటుంబపు నెం.

4. మీ ప్రాంతంలో ఇంటి నెంబర్లు యిచ్చిన పద్ధతిని క్షుణ్ణంగా తెలుసుకోండి. ఒక్క సంఖ్యతోనే యింటికి నెంబరు యిచ్చే పద్ధతి అనుసరించబడి వుండవచ్చు. ఉదాహరణకు యింటి నెంబరు 39 అని వుంటుంది. అంటే, గ్రామంలోని యిండ్లు అన్నింటికీ ఒకే వరుసలో నెంబర్లు యిచ్చారన్న మాట. కొన్ని చోట్ల యింటి నెంబరు 2—40 అని రెండు విభాగాలుగా వుండవచ్చు. అంటే ఆ గ్రామం లేక పట్టణంలోని 2 వ బ్లాకులో వున్న 40 వ యిల్లు అని అర్థం. మరి కొన్ని ప్రదేశాలలో యింటి నెంబరు 1—3—55 మూడు విభాగాలుగా కూడా వుంటుంది. అంటే, 1 వ వార్డులోని 3 వ బ్లాకులో 55 వ నెంబరు యిల్లు అన్న మాట. లేదా 1 వ లొకాలిటీలో, 3 వ వీధిలో 55 వ నెంబరు యిల్లు అని కూడా అర్థం కావచ్చు. గణన గృహంలో ఒకే కుటుంబం నివసిస్తున్నట్లయితే, ఆ కుటుంబపు నెంబరు, గణన గృహం నెంబరు ఒకటిగానే ఉంటుంది. అలా కాక ఒక గణన గృహంలో ఒకటి కంటే ఎక్కువ కుటుంబాలు వుంటున్నట్లయితే, గణన గృహం నెంబరు తర్వాత (ఎ), (బి), (సి) . . . అని లేక (అ) (ఆ) (ఇ) . . . . అని ప్రతి కుటుంబాన్ని విడిగా చూపించాలి. జనాభా షెడ్యూలులో కుటుంబం యొక్క స్థాన సంకేత సంఖ్య పూర్తిగా వ్రాసేటప్పుడు, జిల్లా నెంబరు, తాలూకా నెంబరు, గ్రామం లేక పట్టణం నెంబరు వ్రాసిన తరువాత చదరపు బ్రాకెట్లలో కుటుంబ సంఖ్యను వ్రాయాలి. గ్రామాలలో పూర్తి స్థాన సంకేత సంఖ్య యీ విధంగా వుంటుంది: 1/4/72 [32] లేక 2/6/4 [2—90]. పట్టణాలలో పూర్తి స్థాన సంకేత సంఖ్య యీ విధంగా వుంటుంది: 2/6/**IV**/ [3—25(బి)] లేక 15/2/I/[2—4—46].

5. మీ బ్లాకుకు సంబంధించిన గ్రామం లేక పట్టణంలోని యిండ్ల నెంబర్ల ప్లానును చూసి మీరే దాని నకలు వ్రాసుకోవాలి. ఈ ప్లానును కరణం వద్దగాని, తాలూకా ఆఫీసు లేక మునిసిపల్ ఆఫీసులో గాని లభిస్తుంది. దీనిని బట్టి మీ బ్లాకులోని యిండ్లను తెలుసు

కొవడం చాలా మెలకిం. ప్రతి యిల్లు, ప్రతి కుటుంబం గురించి తెలుసుకోటానికి మీకు సవ్వయి చేయబడిన యిండ్ల జాబితా కూడా చాలా ఉపయోగ కరంగా ఉంటుంది.

6. మీరు జనాభా లెక్కలు, సేకరించ వలసిన ప్రాంతంలో వెళ్లుతున్నప్పుడు, మీ వద్ద వున్న యిండ్ల నెంబర్ల ప్లానును మరియు యిండ్ల జాబితాల ప్రకారం అన్ని యిండ్లకు సరి అయిన నెంబర్లు ఉన్నవో, లేవో జాగ్రత్తగా చూసుకోండి. ఏవైనా నెంబర్లు చెరిగి పోయి వుంటే, తారు మొదలగు వాటితో మళ్ళీ వాటిని వేయించండి. [చాల మట్టుకు స్థానిక పంచాయతీలు ఇండ్లకు లోహపు నంబరు ప్లేటు ఇచ్చి యుండ వచ్చు. ఇండ్ల జాబితాలోని నెంబర్లతో ప్లేటు నెంబర్లను సరి చూసుకొండి.] ఇండ్ల జాబితాలో చూప బడిన ఒక కుటుంబం, ఒక యింటినుండి ఖాళీ చేసి వెళ్ళినా, ఆ యింటికి మాత్రం, దాని మీద వేసి వున్న నెంబరే వుంటుంది. ఖాళీ చేసి వెళ్ళిన కుటుంబానికి, ఏ యింటికి వారు వెళ్లారో, ఆ యింటి నెంబరు క్రింద నమూదు చేయబడుతారు. మీరు మీప్రాంతంలో తిరు గుతున్నప్పుడు, యిండ్లులేని వ్యక్తులు ఎక్కడెక్కడ వుంటున్నారో, ఆ స్థలాలు గుర్తు పెట్టు కోండి. 28—2—61 తేదీ రాత్రికి వారినికూడా జనాభా లెక్కలలో చేర్చవలసివుంటుంది.

7. మొదటోన్ యిండ్ల నెంబర్లు వేసినప్పుడు, యిండ్ల జాబితా తయారు చేసినప్పుడు లేనటువంటి కొత్త కట్టడాల విషయంలో , మీరేవాటికి తగు విధంగా కొత్త నెంబర్లు యిచ్చి వాటిని యింటి నెంబర్ల ప్లానులోనూ, యిండ్ల జాబితాలోనూ చేర్చుకోవాలి. ఆ కొత్త కట్టడం, లోగడ వున్న రెండు యిండ్లకు మధ్యలో వుంటే, దానికి కూడా అంతకు ముందున్న యింటి నెంబరే యిచ్చి, ఆ నెంబరు ప్రక్కన 'A' అనే ఇంగ్లీషు పెద్ద అక్షరం లేక తెలుగులో 'అ' అనికాని చేర్చాలి. ఆ విధంగా కొత్త యింటికి మీరు నెంబరు ఇచ్చినట్లుగా గ్రామాధికారికి లేదా ఎగ్జిక్యూటీవు ఆఫీసరుకు తెలియ జేయాలి. అంటే, యీ విధంగానే ముందుగానే జాగ్రత్త పడి, మీరు జనాభా లెక్కల సేకరణ ప్రారంభించే సమయానికి మీ ప్రాంతంలో యిండ్ల నెంబర్లు పూర్తిగా, అన్నింటికీ వుండేటట్లు చేసుకోవాలి.

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మీ సూపర్‌వైజరు, పరిసర ప్రాంతాలలోని గణకులు

8. మీ సూపరువైజరునూ, చార్జి సూపరింటెండెంటునూ మీరు వ్యక్తిగతంగా ఎరిగి వుండాలి. పనిలో, తరచుగా వెళ్ళి వారి సలహాలు పొంద వలసిన అవసరం వస్తూ వుంటుంది.

9. అలాగే మీ చుట్టు ప్రక్కల ప్రాంతాల్లో పని చేస్తున్న గణకులను కూడా ఎరిగి వుండాలి. జనాభా లెక్కల సేకరణలో మీ హద్దు ఎంతవరకో, ప్రక్క ప్రాంతపు గణకుని హద్దు ఎంత వరకో, ఉభయులూ అసందిగ్ధంగా తెలుసుకోని వుండాలి. ఏ ప్రాంతం గాని, ఏ ఒక్క యిల్లు గాని వదలి పెట్టకూడదు. అదే విధంగా ఒకరు లెక్కలో చేర్చిన యింటినే మరొకరు చేర్చటం జరుగ కూడదు.

శిక్షణ

10. కుటుంబ షెడ్యూళ్ళు, వ్యక్తి చీట్లు పూర్తి చేయటానికి, 'గణకులకు సూచనలు' అని అచ్చు వేసిన పుస్తకం క్షుణ్ణంగా చదవండి. మీ సూపరువైజరు, చార్జి సూపరింటెండెంటు లేక యితర ఉన్నతాధికార్లు అచ్చువేసిన సూచనలలోని విషయాలను వివరిస్తూ నోటి మాటలతో చెప్పే సూచనలను కూడా జాగ్రత్తగా అనుసరించండి.

11. మీరు బాగా శిక్షణ పొందాలంటే కనీసం ఆరు శిక్షణ తరగతులకైనా హాజరు కావాలి. శిక్షణ పూర్తి అయిన తరువాత, సుమారుగా 1960 డిశంబరు ప్రాంతంలో ప్రాక్టీసుకోసం దాదాపు పది కుటుంబాలకు జనాభా లెక్క ప్రాయమని మీరు కోరబడతారు. జనాభాలెక్కల ప్రాక్టీసు ఎఱ్ఱ అచ్చు పుస్తకాలు అప్పుడు వినియోగించుపోకోవాలి. సూచనలను మీరు సరిగా అర్థంచేసుకున్నారో లేదో తెలుసుకోటానికి, యీ ప్రాక్టీసు జనాభా షెడ్యూళ్ళను మీ సూపరువైజరు తనిఖి చేస్తాడు. అన్ని శిక్షణ తరగతులకు హాజరై, మీకు కేటాయించిన

10 కుటుంబాలకు ప్రాక్టీసు జనాభా షెడ్యూళ్లు పూర్తి చేస్తేనే, జనాభా లెక్కలు ప్రాసి నందుకు యిచ్చే ప్రతి ఫలానికి మీరు అర్హులవుతారు.

12. ఏవైనా సందేహాలు వస్తే, సూపరువైజరునో, చార్జి సూపరింటెండెంటునో, అడిగి అక్కడికక్కడే నివారణచేసుకోండి. మనసులోదాన్ని మనసులోనే వుంచుకొని తాత్సారం చెయ్యవద్దు. ఒక్క సందేహంకూడా నివారణ కాకుండా మనస్సులో మిగిలి వుండకూడదు.

13. నూటికి నూరు పాళ్ళు రైటుగా, పూర్తిగా పని చెయ్యటమే లక్ష్యంగా పెట్టుకోవాలి. ఏ మాత్రం పొరపాటు పనికి రాదు.

తుది నియామకపు ఉత్తరువు

14. శిక్షణ పూర్తి అయిన తర్వాత, మీ చార్జి సూపరింటెండెంటు అచ్చువేసిన ఫోల్డరులో మీకు తుది నియామక ఉత్తరువు జారీ చేస్తాడు. ఇది 1961 జనవరిలో యిస్తాడు. 1961 ఫిబ్రవరి 10 వ తేదీనుండి మీరు మీ అధికార పరిధిలో గల ప్రజలను జనాభా లెక్కలో చేర్చటానికి యీ ఉత్తరువు మీకు గుర్తు కార్డుగానూ, చట్ట రీత్యా ఏర్పడిన హక్కుగానూ పనికి వస్తుంది. జనాభా లెక్క డ్యూటీలో ఎప్పుడు ఎక్కడికి మీరు వెళ్ళినా, యీ ఉత్తరువును దగ్గిర వుంచుకోవలెను.

జనాభా లెక్కల షెడ్యూళ్లు

15. తుది నియామకపు ఉత్తరువుతో పాటు మీకు జనాభా లెక్కల షెడ్యూళ్ళు కూడా సప్లయి చేస్తారు. అంటే, కుటుంబ షెడ్యూళ్ల పుస్తకాలు, వ్యక్తి చీట్ల పుస్తకాలు, ఇవి ప్రాక్టీసు షెడూళ్లవలె ఎర్రరంగులో కాకుండా నల్ల రంగులో ముద్రించబడివుంటాయి. మీ బ్లాకులో వుండే జనాభానంతనూ లెక్కలో చేర్చటానికి సరి పడినన్ని పుస్తకాలను మీ సూపరువైజరు యిస్తాడు. అవి మీకు ముట్టినట్లుగా మీ వద్దనుండి రసీదు తీసుకుంటాడు ప్రతి పుస్తకం మీద, గణకుడి నెంబరు, అతనికి యిచ్చిన పుస్తకాల వరుస సంఖ్య యీ విధంగా వేసి వుంటుంది: E/10/పుస్తకం 1; E/10/పుస్తకం 2 . . . . . .

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ఈ పుస్తకాల మీద గణకుడి నెంబరు, మీ నియామకపు ఉత్తరువులోని నెంబరుతో పోల్చి చూసుకోవాలి. పైగా మీకు యిచ్చిన పుస్తకాలకు వరుస సంఖ్యలు క్రమంగా వున్నాయో లేవో కూడా చూసుకోవాలి. కుటుంబ షెడ్యూలు పుస్తకాలకు ఒక వరుస నంబరు వుంటుంది; వ్యక్తి చీట్ల పుస్తకాలకు మరొక వరుస నంబరు వుంటుంది. జనాభా లెక్కలు సేకరిస్తున్న సమయంలో కుటుంబ షెడ్యూళ్ల పుస్తకం గానీ, వ్యక్తి చీట్ల పుస్తకం గానీ అదనంగా మీకు కావలసివస్తే, లోగడ మీకు యిచ్చిన ఆరకం పుస్తకానికి ఏ నెంబరు వుందో, దాని తరువాత వరుస నెంబరును, గణకుని నెంబరును, యీ అదనపు పుస్తకం మీద వేయించుకోవాలి.

16. కుటుంబ షెడ్యూలు పుస్తకాలు, వ్యక్తి చీట్ల పుస్తకాలు, మీ చేతికి వచ్చిన వెంటనే వాటిలోని స్థాన సంకేతపు గడులలో మీ జిల్లా/తాలూకా/గ్రామం లేక పట్టణపు స్థాన సంకేత సంఖ్యలను ముందుగానే వ్రాసి వుంచుకోటానికి అభ్యంతరమేమీ లేదు. తరువాత మీరు కుటుంబాలను నమోదు చేయటానికి వెళ్లినప్పుడు, ఆ యా కుటుంబాల సంఖ్యలను చదరపు బాకెట్లలో ప్రక్కన వ్రాస్తే సరిపోతుంది. ఆ కుటుంబపు స్థాన సంకేత సంఖ్య అప్పటితో పూర్తి అవుతుంది.

17. షెడ్యూళ్లను సిరాతోనే పూర్తి చేయాలి.

జనాభా లెక్కల నమోదు

18. జనాభా లెక్కల ప్రారంభ కాలం 1961 మార్చి 1 వ తేదీ సూర్యోదయ కాలము. అంటే 1961 మార్చి 1 వ తేది సూర్యోదయ సమయానికి మీ అధికార పరిధి ప్రాంతంలో వుండే ప్రతి ఒక్క వ్యక్తిని లెక్కలో చేర్చడమే మీరు ప్రధాన లక్ష్యంగా పెట్టుకోవాలి. జనాభా లెక్కల సేకరణ కాలపరిమితి, మీరు జనాభా లెక్కలో చేర్చ వలసిన వ్యక్తులు, ఎక్కడ, ఏ విధంగా అనే విషయాలను గురించి జనాభా లెక్కలు షెడ్యూళ్లు పూర్తి చేయుటకు గణకులకు సూచనలు అనే అచ్చు పుస్తకంలో వివరంగా సూచనలు చేయబడినవి. జనాభా లెక్కల కాల పరిమితి ఫిబ్రవరి 10 వ తేదీనుండి ఫిబ్రవరి 28 వ తేదీ వరకు.

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మార్చి 1 వ తేదినుండి 5 వ తేదివరకు మీయొక్క బ్లాకులో ప్రతి కుటుంబమును మరీ దర్శించవలయును, ఆ సూచనలు పూర్తిగా చదివి జాగ్రత్తగా అర్థం చేసుకొని అనుసరించండి.

19. జనాభా లెక్కలకోసం మీరు మీ బ్లాకులో యిండ్లు వున్న ప్రతివీధిలో ప్రతి యింటికి తప్పనిసరిగా వెళ్లడమే కాదు; మీ బ్లాకులో యిండ్లు లేని వ్యక్తులు నివసిస్తూ వుండే ప్రదేశాలకు కూడా వెళ్ళాలి. మీ బ్లాకులో కాలువ గానీ, నది గానీ వుంటే పడవల లోనే నివసిస్తూ వుండే వారిని అక్కడికి వెళ్లి నమోదు చేయాలి. అన్ని గ్రామ ప్రాంతాల లోనూ, యిండ్లు లేని జనాభాను, పడవల మీద నివసించే వారినీ, 28—2—1961 తేదీ రాత్రి పూట జనాభా లెక్కలలో చేర్చాలి. పట్టణ ప్రాంతాలలో యిండ్లు లేని జనాభాను 1961 ఫిబ్రవరి 28, మార్చి 1, 2, 3 తేదీలలో రాత్రి వేళలలో జనాభా లెక్కలో చేర్చాలి. ఇండ్లు లేని వ్యక్తులు వెలుతురు లేని స్థలాలలో నివసిస్తూ వుండవచ్చు. అందుకని మీరు వెళ్లేటప్పుడు వెంట లాంతరు తీసుకోవెళ్లాలి. ఇండ్లు లేని వ్యక్తులను వీలయినంత వరకు ఒకే రాత్రి జనాభా లెక్కలలో చేర్చాలి. ఒకే వ్యక్తిని రెండు మూడు పర్యాయములు లెక్కింపకుండ చూచుకోవాలి.

20. జనాభా లెక్క కోసం ఎన్ని కుటుంబాలు మీకు కేటాయించారో నుమారుగా మీకు తెలుస్తుంది. [సగటున దాదాపు 150 కుటుంబాలు వుంటాయి.] మీ ప్రాంతంలోని కుటుంబాలన్నింటిని 1—3—1961 తేదీనాటికి పూర్తి చేసుకునే సంకల్పం తో, ఫిబ్రవరి 10 వ తేదీ మొదలిడి ప్రతి రోజు కనీసం 10 కుటుంబాలకు తగ్గకుండా, సాధ్యమైనన్ని ఎక్కువ కుటుంబాలను ప్రతి రోజూ లెక్కలో చేర్చటానికి ప్రయత్నించండి. అన్ని రోజులోనూ నుమారుగా సమానంగా పని వుండేటట్లు పని విభజించుకుంటే, శ్రద్ధగా చేయటానికీ, ఎటువంటి లోపం జరుగకుండా అతి జాగ్రత్తగా చేసుకోటానికీ వీలుంటుంది. మొదటల్లో బద్ధకించి కొద్దిగా చేసి, రాను రాను చివరికి హడావిడిగా పని పూర్తి చేసుకోవలసిన అవసరం వుండదు. సెలవు రోజుల్లో, మామూలు రోజులకంటే ఎక్కువగా పని చేయ టానికి మీరు ప్రయత్నించాలి.

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మీరు దిగువ పేర్కొన్న పట్టికరూపంలో 1961 ఫిబ్రవరి 15, 20, 25, మార్చి 1 వ తేదీలలో మీ సూపరువైజరుకు ప్రోగ్రెస్ రిపోర్టు పంపించాలి.

జనాభా లెక్కల ప్రోగ్రెస్‌రిపోర్టు

(ఫిబ్రవరి 15/ఫిబ్రవరి 20/ఫిబ్రవరి 25/మార్చి 1 వ తేదీతో అంతమైన కాలానికి)

జిల్లా . . . . . నెం. . . . . గణకునిపేరు . . . . . .

తాలూకా . . . . . నెం. . . . . హోదా . . . . . .

పట్టణం/గ్రామం . . . . నెం. . . . . గణకుని నెంబరు . . . . . .

జనాభా లెక్కలో చేర్చవలసిన కుటుంబాలసంఖ్య (ఇండ్లజాబితా ప్రీబ్ స్ట్రాక్టు ప్రకారము)	జరిగిన పని		రిమార్కులు : (మీకు యిచ్చిన జనాభా లెక్కల షెడ్యూళ్ళు సరిపోతాయో లేదో సూచించండి.)
	లెక్కలో చేర్చిన కుటుంబాల సంఖ్య	లెక్కలో చేర్చిన వ్యక్తుల సంఖ్య	

గణకుని సంతకం . . . . . .

తేది . . . . . .

శ్రీ . . . . . .గారికి,

సూపరువైజరు.

5—3—1961 తేదీ వరకు యింకా మిగిలిన వున్న కాలాన్ని, 1961 మార్చి 1 వ తేదీ సూర్యోదయ కాలానికి వున్న పరిస్థితిని యథాతథంగా చిత్రించడానికిగాను జనాభా లెక్కలు సరి చూచుకోటానికి వినియోగించుకోవలెను.

21. ప్రతి పుస్తకం పూర్తి అయిన వెంటనే దానిమీద సంగ్రహ పట్టీ వివరాలు పూర్తి చేసి, తనిఖీ నిమిత్తం సూపర్‌వైజరుకు అందజేయండి. మార్చి 1వ తేదీనుండి 5వ తేదీ వరకు, జనాభా లెక్క మీరు మరల సరి చూసుకునేటందుకూ, బ్లాకు మొత్తానికి తుది సంగ్రహ పట్టీ తయారు చేయటానికి వీలుగా, తనిఖీ పూర్తిచేసిన అనంతరం సూపరు వైజరు వాటిని తిరిగి మీకు 28—2—1961 తేదీ లోపుగానే అందిస్తారు.

జనాభా లెక్కల కూడికలు

22. మీ బ్లాకు అంతటా తిరిగి జనాభా, లెక్క మరల సరి చూసుకోవడం పూర్తి అయిన వెంటనే నిర్ణీత ఫారములో తాత్కాలికంగా కూడికలు వేసి, దానిని తప్పని సరిగా మార్చి 5 వ తేదీ నాటికి మీ సూపరువైజరుకు అందునట్లు పంపాలి. లేదా మీరే స్వయంగా తీసుకు వెళ్ళి యివ్వాలి. మీ బ్లాకులో మూ హద్దులో ఒకటికంటే ఎక్కువ గ్రామములు ఉన్నట్లయితే ప్రతి గ్రామమునకు వేర్వేరుగా లెక్కలను తయారు చేయవలెను.

23. తర్వాత మీరు పూర్తి చేసిన జనాభా లెక్క పుస్తకాలను సూపరువైజరుకు అప్పగించాలి. ప్రతి గణకుని బ్లాకునకు సంబంధించిన జనాభా లెక్కల పుస్తకములను జాగ్రత్తగా జత పరచి ఒకే కట్టగా కట్ట వలయును. ఆ బ్లాకునకు సంబంధించిన స్థాన సంకేతపు నంబరు, మరియు గణకుని నంబరు పెద్ద అక్షరములలో ఒక చీటీ పైని వ్రాసి ఆ చీటీని కట్ట పైభాగమునందుంచవలయును. ఆ చీటి ఈ క్రింద చూపబడిన ఫారములో ఉండవలెను:

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జిల్లా పేరు మరియు నంబరు .....

తాలూకా పేరు మరియు నంబరు .....

గ్రామము/పట్టణము పేరు మరియు నంబరు .....

గణకుని నంబరు .....

కుటుంబ షెడ్యూళ్ల పుస్తకముల సంఖ్య .....

వ్యక్తి చిటీ పుస్తకముల సంఖ్య .....

గణకుని సంతకము .....

తేదీ .....

దానితో మీ పాత్ర పూర్తి అయినట్లే.

సాధారణ విషయాలు

24. జనాభా లెక్క తీసుకుంటున్న సమయంలో ఏవైనా విశేషాలు, వుంటే, విచిత్రమైన అనుభవాలులిగితే, వాటిని వ్రాసిపెట్టుకొని వుంచి, సెన్సస్‌సూపరెంటుకు అందించండి.

25. జనాభా లెక్కలో చేరుస్తున్న వ్యక్తులతో గౌరవంగా మర్యాదగా మాట్లాడి పని పూర్తి చేసుకోవాలి.

26. జనాభా లెక్కల సేకరణ ఒక గొప్ప జాతీయ కార్యక్రమమని గుర్తుంచుకోండి. దీనిలో మీరు నిర్వహిస్తున్న పాత్ర కీలకమైనది. అతి ప్రధానమైనది. జాతీయ నిర్మాణ

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వ్యవస్థకు అది దోహదకారి. మీ పనిలో ఏ మాత్రం తేడా రాకూడదు. సంపూర్ణత, సమగ్రత్వం, లక్ష్యాలుగా పెట్టుకొని పనిచేయండి. మీ బ్లాకులో మీరు సేకరించిన వివరములలో ఏమైనా తప్పులున్నాయేమో చూచుటకు తనిఖీ చేయబడుతుంది. ఆ తనిఖీలో మీ పనిపై ఏవిధమైన రిమార్కు మీపై రాకుండగా చేయ గలుగుదురని భావించబడుచున్నది.

Citizen Press, Park Lane. Secunderabad.

CENSUS OF INDIA

1961

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ENUMERATOR'S GUIDE

ANDHRA PRADESH

ENUMERATOR'S GUIDE.

Appointment Order and other Documents :

1. Make sure that you have received your appointment order issued by your Charge Superintendent. It gives you the legal authority to enumerate. Get yourself acquainted with the provisions of Section 11 of the Census Act, that has been printed on the back of your appointment order.

You should also have been supplied with the following documents :

(i) Extract from the houselists pertaining to your block giving the number of each Census house in your block and the purpose for which it is used, the number of each Census household, name of head of household at the time of houselisting, etc.

(ii) A copy of book of instruction for filling in household schedule and individual slip.

(iii) A pad of practice enumeration household schedules printed in red ink and another pad of practice enumeration slips also printed in red ink and a few loose slips.

(iv) Abbreviations card.

(v) A copy of the enumerator's guide.

Check up and see that you have all these documents. They are important and have got to be preserved carefully by you.

Know your jurisdiction :

2. Your jurisdiction would have been indicated in your appointment order. Get yourself thoroughly acquainted with the area allotted to you. Go over your jurisdiction again and again and get to know the people residing in it. Whenever possible explain to them the object and scope of the Census. It will be good if you can associate with your work some responsible and knowledgeable person within your block. With his help it may be possible to elicit the answers from the members of the household that you cover, more readily.

Location Code and House-numbering :

3. Get yourself acquainted with Census location code numbers of your district, taluk, village or town as the case may be, which will be supplied to you by the Charge Superintendent or Supervisor. Note that the Census code number of towns will have to be invariably shown in Roman figure as I, II, III, IV, etc., as would have been allotted for that particular town.

The complete code number will be made up of : District No./Taluk No./Town or Village No./[Household No.]

4. Get yourself thoroughly acquainted with the system of house-numbering in your area. The house numbers

might have been marked by a single number, thus : 39, which means that all the houses in the village are numbered in one continuous series. In some places the house number may be a composite one made up of two elements and marked thus : 2-40, which means house No. 40 in block No. 2 of the village or town. Sometimes the composite number of the house may consist of three elements and marked thus : 1-3-55, which means house No. 55 in block No. 3 of ward No. 1, or it may mean house No. 55 in street No. 3 of locality No. 1. If there is a single household occupying the Census house the number to be given to indicate the household will be the same as the Census house number. If more than one household lives in a single Census house, indicate each household by giving a letter of the alphabet as (a), (b) etc., to the Census house number. When you indicate the complete location of a household in the Census schedules, after noting the district number, taluk number, then village or town number, note the household number within square brackets. The complete location code in villages may be something like this : 1/4/72/[32] or 2/6/4/[2-90]. In towns the complete location code number may be something like this : 2/6/IV/[3-25(b)] or 15/2/I/[2-4-46].

5. You should yourself copy out an extract from the house-numbering plan of the village or town, that will be available with the karnam or the Taluk office or Municipal office, pertaining to your block. This will help you to locate the houses in your block with facility. The house-

list abstract supplied to you will also greatly help in identifying each house and each household.

6. While you go round your jurisdiction make sure that all the houses within your jurisdiction bear proper house numbers according to the houselist abstract and the house-numbering plan. If any of the numbers had been obliterated get them painted with tar, etc. (Most probably the local Panchayats would have provided zinc house-numbering plates by then. Make sure that the House-numbering plates conform to the numbers indicated in the houselist). Even if a particular household noted in the houselist should have shifted from a particular house the physical Census house itself will continue to bear its original number as painted on it. The household that shifts to another house will get the number of that Census house to which it has shifted. During your rounds make note of the places where houseless persons may be living. You have to enumerate them too on the night of 28-2-1961.

7. Any new construction which might not have been in existence at the time of the original house-numbering and houselisting should now be allotted a proper house number by you and added in the house-numbering plan as also to the houselist extract. If the new construction comes up in between two existing houses, the new house can be given the number of the last house with the capital letter 'A' added. Report to the village officer or the Executive officer the fact of your having allotted a number to

a new construction. You must thus ensure that by the time you start Census enumeration the house-numbering in your jurisdiction is perfect and up-to-date.

Know your Supervisor and neighbouring enumerators :

8. Get to know your supervisor and your Charge Superintendent personally. You will have to seek their guidance very often in the course of your work.

9. Know your neighbouring enumerators and make sure that each one of you is clear of the dividing line between your jurisdictions. No area or no single house should be left uncovered. Similarly there should not be any overlapping.

Training :

10. Read your printed instructions for filling the household schedules and individual slips thoroughly and follow carefully the oral instructions given by the Supervisor, Charge Superintendent or other higher officers to clarify the printed instructions.

11. You should attend at least 6 formal instruction classes to consider yourself well trained. Towards the end of your training in about the last week of December, 1960 you will be required to enumerate about 10 households for practice. The practice enumeration books will be used for that purpose. Your supervisor will check up these practice enumeration schedules to see if you have understood the instructions properly. You will be entitled for remu-

neration only if you attend all the training classes and complete the practice enumeration slips for the 10 households that will be allotted to you for the purpose.

12. Get your doubts, if any, cleared then and there by asking your supervisor or Charge Superintendent. Let no doubt be allowed to linger in your mind.

13. Your aim should be 100 per cent accuracy and completeness — nothing less than that.

Issue of final appointment order.

14. On completion of your training, the Charge Superintendent will issue you a final appointment order in a printed folder. This will be done in January, 1961. This will serve you as an identification card as also the legal authority to enable you to undertake the actual enumeration of the population in your jurisdiction from 10th February, 1961. You should carry this appointment order with you whenever you go out on Census duties.

Issue of final enumeration schedules :

15. Along with the issue of final appointment order you will also be supplied with the final enumeration schedules (Household schedules books and Individual slips books) printed in black in adequate number by your supervisor to enable you to cover the entire population of your block and your acknowledgement of receipt will be taken. The enumerator's number and the serial number of each book for the enumerator would have been marked on each book, thus : E10/Book 1; E10/Book 2.....

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Check up and see that the Enumerator's number noted on the books agrees with your number given in your appointment order and also check up that the books allotted to you have been numbered serially. — The household schedule books will be in a separate series and individual slip books in a separate series. If during the course of enumeration you find it necessary to take an additional book either of household schedules or individual slips, you should see that the enumerator's number and the serial number in continuation of the last book of the corresponding series is noted on it.

16. There is no objection to your noting down the location code number of the District/Taluk/Village or Town in the location code columns of the household schedules and individual slips immediately on receipt of the books so that when you visit the households later for enumeration you need only add the household number within square brackets of the household you visit, to complete the location code of that household.

17. You should fill in the schedules only in ink.

Enumeration :

18. The Census date is the Sunrise of 1st March, 1961. Your aim is to account for every single individual who exists in your jurisdiction at day break of 1st March, 1961. Your printed instruction book for filling the Census schedules gives clear instructions about the period of enumeration (10th February till 28th February, with a revisional round from 1st March till 5th March) and the per-

sons whom you should enumerate and where and how. Read and understand those instructions and follow them carefully.

19. For the purpose of enumeration you must visit not only every street and house within your block where houses exist, but also the places within your block where houseless persons may be found. If there is a canal or river in your block, visit also those places where people living on boats may be found. These houseless population and those on the boats should be enumerated on the night of 28-2-1961 in all rural areas. In urban areas the houseless persons shall be enumerated on the nights of 28th February 1st and 2nd March, 1961. You should carry with you a hurricane light as the houseless persons are likely to be at places where there may be no light. Make sure that the houseless persons are not enumerated more than once.

20. You know approximately how many households have been allotted to you (on the average about 150). Try to enumerate as many households as possible (not less than 10 households or 50 persons each day, with a view to ensure that you cover all the households within your jurisdiction before 1-3-1961. The work should be spread over uniformly so that it can be attended to with care and thoroughness on all the days and not rushed through towards the end. During holidays, naturally you should try to enumerate more than the daily quota. You must send a progress report on the 15th, 20th and 25th February, 1961 and 1st March, 1961 to your supervisor in the following form.

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ENUMERATION PROGRESS REPORT.

(For the period ending 15th Feb./20th Feb./25th Feb./1st March).

District ..... No. ..... Name of the

Taluk ..... No. ..... enumerator .....

Town/Village ..... No. ..... Designation .....

Enumerator's Number .....

No. of households to be enumerated. (as per houselist abstract)	Progress of enumeration		Remarks : (Indicate if the enumeration schedules given to you are adequate).
	No. of households covered.	No. of persons enumerated.	

.....

(Signature of the enumerator)

Date .....

To

.....

Supervisor.

You should utilise the remaining period till 5-3-1961 for bringing the enumeration up-to-date as at Sunrise of 1st March, 1961.

21. Fill up the pad abstracts immediately after completing each pad and hand over the pad to the supervisor for overcheck. After overcheck he will return back the pads to you before 28-2-1961, for use at your revisional round from 1st March to 5th March and for making out the final abstract for your block.

Provisional Totals :

22. Work out the provisional totals immediately after you complete your revisional round for your entire jurisdiction in the prescribed form and send it on or hand it over to your supervisor personally without fail by the 5th March. (If your jurisdiction extends over more than one village, prepare the abstract for each village separately.)

23. You should then pass on the enumeration books to your supervisor. The enumeration schedule books of each enumerator's block should be neatly tied up into a separate bundle with a slip of paper indicating the location code of the Unit and the Enumerator's number boldly, placed on the top of the books. The slip may be in the following form :

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Name & No. of the District .....

Name & No. of the Taluk .....

Name & No. of the Village/Town .....

Enumerator's No. [ ]

Number of Household schedules books .....

Number of Individual slips books.....

.....
(Signature of the enumerator)

Date .....

With that your role in this great task of Census is over.

General :

24. Keep a record of any interesting experience that you come across during the Census period and pass it on to your supervisor.

25. Treat the persons that you enumerate with utmost courtesy.

26. Remember that a Census is a great national task; the role you are playing is vital and important for building the nation. Aim at cent per cent accuracy and

completeness. There will be a random check of enumeration later to see if there have been any omissions or wrong enumeration. It is hoped that your work will not come for any adverse comment.

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CENSUS OF INDIA
1961

SUPERVISOR'S GUIDE

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ANDHRA PRADESH

SUPERVISOR'S GUIDE

Introduction :

This booklet is intended to give an idea of the duties to be performed by you as a Census Supervisor. You are responsible for the thoroughness and accuracy of the enumeration done in your jurisdiction and for the careful and prompt filling up and submission of the Provisional Totals of population immediately after the completion of enumeration. The instructions contained herein are not exhaustive. You should be ultimately guided by the instructions issued by your Charge Superintendent from time to time. This booklet should be read along with the booklet entitled " Enumerator's Guide " as also the booklet entitled " Instructions to Enumerators " both of which will be issued to you by the Charge Superintendent.

Appointment Order :

2. The appointment order issued to you by the Charge Superintendent will indicate your jurisdiction which is designated as the " Census Circle." The serial numbers of the enumerators in your circle with their names and designations and the village or town in which their jurisdictions fall and the house numbers allotted to each enumerator would have also been shown in your appointment order. About 5 to 6 enumerators will be normally attached to you. Read your appointment order carefully. The appointment order gives you the legal authority to perform your duties as a Census Supervisor and also serves the purpose of an identification card. Carry the order with you while on Census duty.

3. In the event of your being transferred or otherwise ceasing to hold your census appointment, you must return the appointment order as well as other Census documents supplied to you, to your Charge Superintendent. Similarly you must ensure that if any of the enumerators under you is unable to continue as an enumerator on account of transfer or any disability his documents are collected at once and passed on to the Charge Superintendent. This will enable the Charge Superintendent to appoint substitutes quickly.

Know your jurisdiction and make sure that your enumerators also know the limits of their blocks completely:

4. The first thing you should do after you receive your appointment order is to acquaint yourself with your enumerators personally. Then you should familiarise yourself with the area constituting your circle. It is important that you personally ensure that each one of your enumerators is very clear about his own jurisdiction. The appointment order of the enumerator will show the house numbers falling within each enumerator's block. The enumerators are required to cover not merely those living in houses but also the houseless population, if any. One often comes across nomads or sadhus etc., living at odd places in open area, sometimes far away from the village site. It is your responsibility to allocate the open areas within the village limits falling in your circle amongst the different enumerators. Therefore, apart from the mere house numbers indicated in the enumerator's appointment order you should specifically make each enumerator responsibile to keep an eye on the open area not covered by houses. If a village is covered by more than one enumerator you should clearly indicate on ground which is the open area in the village for which each of the enumerators is responsible so that there is no overlapping or omission. If practicable you can make only one of the enumerators responsible for covering all the open areas within the limits of a village, besides the residential portion already allotted to that particular enumerator. If it is an extensive village it is obviously necessary to make different enumerators responsible for different areas. It is your responsibility to see that the entire area allotted to you is covered by one enumerator or other under you so that there is no possibility of any person being left out of Census count.

5. You should go round your jurisdiction along with your enumerators which gives an opportunity for each enumerator also to know where his block limit ends and the neighbouring enumerator's begins. You should also meet your adjoining supervisors and make sure of your respective jurisdictions.

Familiarise yourself with the house-numbering and the location code numbers of your district/taluk/town or village falling within your jurisdiction :

6. Refer to the enumerator's guide in which detailed instructions are given. It is important that you explain to your enumerators the complete location code system which is made up of the District No./Taluk No./Village or Town No./ [Household No.]. Take particular note of the fact that in regard to the third element of the location code, *viz.*, the town or village number, a place recognised as a town for the purpose of the present Census will have its number indicated in Roman figure as I, II, etc., whereas the code number of the rural villages should

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never be indicated in Roman figures but in ordinary arabic numerals as 1, 2, etc. The appointment order of each enumerator itself will give the code numbers of the District/Taluk/Village or Town in which the enumerator's block lies. Please see that your enumerator uses the location code numbers properly. Unless the complete location code numbers are noted on each of the enumeration schedules the sorting of the slips later according to each village or town becomes impossible as they would all get mixed up. If you are yourself in doubt, please consult your Charge Superintendent. In your presence make each of the enumerators note the correct location code numbers of his respective area in at least a few of the enumeration schedules.

The " Enumerator's Guide " contains detailed instructions about the system of house-numbering in vogue and how the household number should be indicated in the complete location code on each of the Census schedules. While enumerating houseless persons, obviously there will be no house number within the square brackets. While filling in the enumeration schedules for the houseless population, after noting the location code numbers of District/Taluk/Village or Town the household number within square brackets should be shown thus [0]. Please see that your enumerator is fully acquainted with the instructions. Even if a house number were to be missing on any house, the enumerator should get it repainted with tar. All the houses within his area should have numbers by the time he starts enumeration.

Go through the book " Instructions to Enumerators " thoroughly :

7. Along with your appointment order you will be supplied with a language copy of " Instructions to Enumerators " which contains detailed instructions for filling the household schedule and individual slip, an " Abbreviation Card," " Enumerator's Guide," " Supervisor's Guide " and a pad of practice enumeration household schedules in red print and a pad of practice enumeration individual slips in red print. Go through the entire set of instructions thoroughly. Though you might have attended a few instruction classes run by the Charge Superintendent or other higher Census officers, it is the printed book of instructions that you will have to refer to for clarification of any doubts. The book gives very comprehensive instructions. You must master them. Get your enumerators also to go through the books of instructions copies of which would have been furnished to each enumerator.

Training :

8. Training involves your own training as also the training of the enumerators under you. You should attend the training classes run by your District Census Officer, Divisional Census Officer and Charge Superintendent. You should take the opportunity to attend at least 3 oral instruction classes and 3 practical classes. During the course of your own training you should practice enumerate completely about 10 households. You may enumerate your own household first then enumerate a few typical households falling under different categories, e.g., agriculturists, traders, others engaged in some industry, labourers, etc. When once you are able to enumerate different type of people correctly and get used to the handling of the household schedules and individual slips, it will give you tremendous confidence to guide your enumerators. Therefore, besides the reading of instructions, please practice enumerate 10 households completely on practice enumeration pads supplied to you.

9. Make sure that your team of enumerators have received complete training. They should also attend at least 6 formal instruction classes of which two may be practice enumeration classes. Your Charge Superintendent will be intimating you the programme of training classes that will be addressed by the Divisional Census Officer and the Charge Superintendent or any other Officer. You should ensure that you along with your team of enumerators attend the training classes as required.

10. The Charge Superintendent will be earmarking 10 households for each enumerator to practice enumerate. The practice enumeration may be done in two stages. After attending the first two or three oral instruction classes the enumerator should be asked to enumerate 5 of the selected households on the practice enumeration schedules and slips. The next training class can be utilised for checking the enumerator's work and correcting him and clearing his doubts. Thereafter he should be required to enumerate the remaining 5 households. The next class can be utilised for checking up the performance of the enumerators. It can be expected that by the time he completes the enumeration of the second batch of 5 households the enumerator would have reached perfection in his work. Only if his performance at the practice enumeration is satisfactory will he be paid remuneration for completing the training course and issued with the final appointment orders and the final enumeration books. During the entire training period it is your duty to keep in close touch with your enumerators and see that they have picked up the instructions properly. You should yourself take up instruction classes for your enumerators and satisfy yourself that each one of your enumerators have reached perfection

and can be depended upon to undertake the final census enumeration properly. The success of the enumerator will depend on the interest you have taken in him.

11. After each enumerator completes the practice enumeration, the books should be returned to the Charge Superintendent for onward transmission to the tabulation office.

Distribution of Census Enumeration schedules Books for final enumeration :

12. After the completion of training, each enumerator will be issued the final enumeration books in *black print*. This will be done sometime in January 1961. The Charge Superintendent would have worked out the distribution statement of the household schedules books and individual slips books among each enumerator. On each of the books the enumerator's number and the serial number of the book would have also been marked. The books intended for each enumerator would have been tied up into a separate bundle. The bundles of books with an extract of the distribution statement will be sent to you for passing on the books to the enumerators and to obtain their acknowledgment. When you issue these books to the enumerators, it will be good if you make each enumerator note the location code numbers correctly on each book issued to him.

You must keep an account of the books issued. After the enumeration is completed you should ensure that each enumerator accounts for all the books issued to him when he furnishes you the provisional totals of the population of the block. See para 18 below.

Enumeration :

13. Except in a few special areas such as the tribal agency areas of certain districts where the enumeration will be advanced, (The Charge Superintendents of those areas will be explaining the programme to the Supervisors and Enumerators), the enumeration programme in all other areas will be as follows :

General Enumeration : 10th February 61 till 28th February 1961.

Enumeration of houseless population: The night of 28th February 1961. (In big towns if the enumeration of houseless persons cannot be completed by the enumerator on a single night, he may continue the enumeration on the nights of 1st and 2nd March also).

Revisional round : 1st March till 3rd March 1961.

14. Go through the instructions books and let your enumerators know clearly what they should do during this period. Individuals should be enumerated at their households, i.e., where they normally reside and not at the places of their work. Even if persons are temporarily absent from their households and not present at the time of the enumerator's visit, they should still be enumerated as part of the households by ascertaining their particulars from some other responsible person in the household. If a person is likely to be away form his household throughout the enumeration period, i.e., 10th February till 28th February then he need not be enumerated there. Please see detailed instructions in the book " Instructions to Enumerators." Institutions, such as hostels, jails, hospitals with in-patients, residential hotels, asylums, boarding houses, etc. should also be regarded as households and the persons normally residing there shall be enumerated there.

The enumerator will not be given any other formal order to start his enumeration work. He should automatically commence enumeration on the morning of 10th February 1961 and completely cover his block as per programme. He must fill in a household schedule for each household and an individual slip for each member of the household and post the population record for each household.

Impress upon your enumerators that they must not be under the impression that, because they are acquainted with a particular person whom they have to enumerate, they can fill up the slip intended for him without personally asking him the questions. They must actually put the questions to him (or if he is absent, to some near relative of his) and record the answers as given out. But, if you or any of your enumerators doubt the accuracy of any answer given by a person, explain to him clearly the question and the nature of the information required. When he has been made to understand them, you should accept the answer which he then gives whatever your opinion of its correctness may be. But if you consider the answer to be deliberately false point out to the person that he is liable to punishment for giving false information and if he still persists in it, accept his answer without further dispute and recport the matter to your Charge Superintendent. Your enumerators should be asked to adopt the same procedure, reporting cases of deliberately false answers to you.

Yourself and your enumerators should take every opportunity to explain to the people both by formal addresses at clubs, schools, etc., as also at informal talks the importance and the scope of the Census. They should be told that every developmental plan will have to be based on the Census figures. Census information is useful to administration, trade and industry. It is important that the

citizen also understands the questions that he will be required to answer at the Census. The enumerators and supervisors by their courteous approach should win the complete confidence of the people whom they enumerate.

Watch the progress of enumeration :

15. You must closely watch the progress of enumeration in all the enumerators' blocks of your circle. As explained in the enumerator's guide, the enumerator should be made to cover the entire block allotted to him at a uniform pace of about 10 households or 50 persons each day. On holidays it should be more. *It is important that you closely check the work of each enumerator in the first two or three days of his work, both for quality and speed.* If you guide him properly in the very beginning he is bound to complete his work properly. You must obtain periodical progress reports from the enumerators as indicated in the enumerator's guide. See if the enumerator is making satisfactory progress and if the enumeration schedules issued to the enumerator would be adequate. If any enumerator is likely to fall short of enumeration books, then approach the Charge Superintendent and obtain the requirements and pass them on to the enumerator in time so that there is no break of work. When issuing new books note the enumerator's number as also the serial number of the book in continuation of the last number for that enumerator by referring to the distribution statement. It is as much your responsibility as that of the enumerator to see that there is satisfactory and complete enumeration of the population in your circle.

Overcheck :

16. You should overcheck at least 20% of the household schedules and the individual slips filled in by each enumerator. As and when each enumerator completes a book he should pass it on to you for overcheck. You should conduct 20% of verification by actually visiting the households and initial on the back of the schedule or slip as token of verification and return the books to the enumerator before 28-2-1961 as he would be requiring them during the revisional round. If you cannot complete the 20% overcheck by the 28th February you should complete the overcheck during the revisional round period. Your overcheck should not be confined to a particular area of an enumerator's block but should be spread over the different areas forming the enumerator's block. If you detect any omissions, in enumeration, you can enumerate yourself and bring the population record up-to-date. You should check the enumeration of houseless persons on the night of 28th February and also the work of the enumerators during their revisional round.

Submission of Progress Reports :

17. You should submit progress reports of your own work to the Charge Superintendent for the periods ending 15th February, 20th February, 25th February, in the following form :

SUPERVISOR'S PROGRESS REPORT.

For the period ending 15th February/20th February/25th February/1st March.

District ..... No. .....

Taluk ..... No. .....

Town/Village..... No. .....

Name of the Supervisor.....

Designation .....

No. of the Supervisor.....

Serial No. of the enumerator in the Supervisor's circle.	No. of house-holds to be enumerated.	Progress of enumeration	
		No. of households enumerated.	No. of persons enumerated.
(1)	(2)	(3)	(4)

Overcheck (minimum 20%)		Remarks. (Indicate if the enumeration schedules given to your enumerators are adequate and if the enumeration is going on smoothly.)
No. of household schedules overchecked.	No. of individual slips overchecked.	
(5)	(6)	(7)

To

..... Signature of the

Charge Superintendent. Supervisor .....

Date .....

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Provisional Totals :

18. Soon after the revisional round is completed, which should be over by 3rd March 1961, the enumerator should communicate to you the provisional totals of the population of his block together with the statement of the enumeration books in the prescribed form, Appendix-A. The printed forms will be supplied to each enumerator in due course. You should fix a convenient centre and time early on the morning of 5th March 1961 for all the enumerators of your circle to meet you and deliver the statements and the enumeration books. You should check up if each enumerator has accounted for all the books issued to him by you. Then get one enumerator to check the provisional totals statements of the other by counting the individual slips of the other and attest the statement. You should then overcheck each provisional totals statement yourself and see that there is complete agreement. Any discrepancies should be set right then and there. You should then attest both copies of the statement furnished by the enumerator and return one copy to him as token of receipt of the books and statement.

Note : If any of the enumerators had got his jurisdiction over more than one village he should render the accounts for each village separately. The enumeration books of each village should be bundled separately and should not get mixed up.

19. After satisfying yourself about the correctness of the statements, prepare a consolidated provisional statement for your entire circle in the form prescribed (See Appendix-B) and deliver it in person to the Charge Superintendent by the evening of 5th March 1961 itself and obtain the acknowledgment of the Charge Superintendent.

Return of Enumeration Books :

20. Pass on the enumeration books to the Charge Superintendent on the 7th March 1961 and obtain his acknowledgment.

Conclusion :

21. With this your task in this great national undertaking is over. Remember that you have a great responsibility in ensuring the correct and complete census of the population in the area allotted to you. The quality of the Census work in your circle will reflect your own quality ; everything will take its colour from your energy, enthusiasm and ability.

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APPENDIX-A.

PROVISIONAL TOTALS.

Enumerator's Abstract.

Name of the District..... No..... Name of the Charge.

Name of the Taluk..... No.....

Name of the town/village..... No..... Enumerator's No.

(No. of the ward or locality in respect of towns only).....

Enumeration Schedules Account.

Household Schedule Books.

	Books of 50 Schedules	Books of 25 Schedules
Total No. of Books.		
Books fully used.		
Books used partly — No. of books		
Books used partly — No. of Schedules used.		
Books wholly unused.		
No. of Schedules cancelled, if any.		

Individual Slips Books.

	Books of 100 slips.	Books of 25 slips.
Total No. of Books.		
Books fully used		
Books partly used. — No. of books.		
Books partly used. — No. of slips used.		
Books wholly unused.		
No. of slips cancelled, if any.		

PROVISIONAL TOTALS OF POPULATION.

Serial No. of the individual slips book.	POPULATION			LITERATES		
	Males	Females	Total	Males	Females	Total
Total for the block.						

Checked and found correct.

Supervisor's Signature :

Date :

Enumerator's Signature :

Date :

APPENDIX-B.

PROVISIONAL TOTALS.

Supervisor's Abstract.

Name of the District ..... No.....

Name of the Charge. [ ]

Name of the Taluk ..... No. .....

Name of the Town ..... No. ..... Supervisor's No. [ ]

(In the case of urban charges only)

Enumerator's No.	POPULATION			LITERATES		
	Males	Females	Total	Males	Females	Total
Total for the Circle ...						

Supervisor's Signature .....

Signature of the Charge Superintendent Date : .....

Date and time of receipt of the Statement. } .....

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RECORD OF TRAINING OF SUPERVISORS/ENUMERATORS.

Name of the District and Code No.
Name of the Taluk and Code No.
Name of the Town and Code No.
Name of the Charge :

Name and Designation of the Charge Superintendent. }

1	S. No. of Supervisor/Enumerator (as per the Charge Lists), Supervisor's circles and Enumerator's blocks.		
2	Name and address of the Supervisor/Enumerator.		
3	Has the Supervisor/Enumerator been supplied with the following and acknowledgement obtained : (i) Provisional appointment order. (ii) Extract from house-list of each block (for each enumerator). (iii) Instructions for filling census schedules. (iv) Enumerator's guide. (v) Practice enumeration schedules. (vi) Abbreviations card.		
4	Date ____ By whom held.	1st	Training classes attended
5	Date ____ By whom held.	2nd	
6	Date ____ By whom held.	3rd	
7	Date ____ By whom held.	4th	
8	Date ____ By whom held.	5th	
9	Date ____ By whom held.	6th	
10	Has the enumerator been given a list of 10 households for practice enumeration.		Practice Enumeration
11	No. of household schedules filled.		
12	No. of Individual slips filled.		
13	Quality of Supervisor's/Enumerator's work good, average, poor. (To be filled in by the Charge Superintendent himself).		
14	Has the Supervisor/Enumerator been issued his final appointment order and the final enumeration schedules and acknowledgement obtained.		
15	Remarks. (Give details of the instruction classes run by the Supervisors for the Enumerators).		

PROVISIONAL TOTALS.

Supervisor's Abstract.

Name of the District ..... No. ..... Name of the Charge.

Name of the Taluk ..... No. .....

Name of the Town ..... No. ..... Supervisor's No.
(In the case of urban charges only)

Enumerator's No.	POPULATION			LITERATES		
	Males	Females	Total	Males	Females	Total
Total for the Circle ...						

Supervisor's Signature .....

Signature of the Charge Superintendent Date : .....

Date and time of receipt of the abstract. .....

	Males.	Females	Total	Males	Females	Total
Total for the block						

Checked and found correct.
Supervisor's Signature :
Date :

Enumerator's Signature :
Date :

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PROVISIONAL TOTALS.

Supervisor's Abstract.

Name of the District ..... No. .....

Name of the Taluk ..... No. .....

Name of the Town ..... No. ..... Supervisor's No.

In the case of urban charges only)

Name of the Charge.

Enumerator's No.	POPULATION			LITERATES		
	Males	Females	Total	Males	Females	Total
Total for the Circle ...						

Supervisor's Signature .....

Signature of the Charge Superintendent

Date: .....

Date and time of receipt of the abstract. .....

PROVISIONAL TOTALS
Enumerator's Abstract.

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Name of the District ..... No. ..... Name of the Charge.

Name of the Taluk ..... No. .....

Name of the town/village ..... No. ..... Enumerator's No.

(No. of the ward or locality in respect of towns only) .....

Enumeration Schedules Account.

Household Schedules Books.

	Books of 50 Schedules	Books of 25 Schedules
Total No. of Books.		
Books fully used.		
Books used partly — No. of books		
Books used partly — No. of Schedules used.		
Books wholly unused.		
No. of Schedules cancelled, if any.		

Individual Slips Books.

	Books of 100 slips.	Books of 25 slips.
Total No. of Books.		
Books fully used.		
Books partly used. — No. of books.		
Books partly used. — No. of slips used.		
Books wholly unused.		
No. of slips cancelled, if any.		

PROVISIONAL TOTALS OF POPULATION.

Serial No. of the individual slips books.	POPULATION			LITERATES		
	Males.	Females	Total	Males	Females	Total
Total for the block						

Checked and found correct.
Supervisor's Signature :
Date :

Enumerator's Signature :
Date :

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