MOST IMMEDIATE

भारत के महारजिस्ट्रार का कार्यालय
भारत सरकार, गृह मंत्रालय, 2/ए, मानसिंह रोड, नई दिल्ली–110011
OFFICE OF THE REGISTRAR GENERAL, INDIA
(Government of India, Ministry of Home Affairs)
2/A, Man Singh Road, New Delhi - 110 011

No.18/2/2008-SS

Dated: 31.03.2009

Census of India 2011- Circular No.4

Compilation of the Village Directory and Town Directory for the District Census Handbook (DCHB)

The need of data at the grass root level for the administrative and planning purposes at sub micro level as well as academic studies prompted the innovation of District Census Handbook. It is a unique publication brought out un-interruptedly by the Census organisation since 1951 Census. The publication which is brought out for each district, contains several demographic and socio-economic characteristics village-wise and town-wise of the district alongwith the status of availability of civic amenities, infrastructural facilities, etc. For this purpose, the non-census data at village and Town level were collected in the Village & Town Directory Schedules. The scope of the DCHBs was enhanced in each census by adding new items for collection of data at village and town level so as to

measure the development which have taken place in the intervening period as well as to identify the possible gaps which will need to be filled through plan schemes by the authorities concerned. The new items were added, keeping in view the pace of economic development in the country. To continue this series in 2011 Census as well, District Census Handbook (DCHB) is to be brought as usual. It will consist of two Parts viz. Part-A: Village & Town Directory and Part-B: Primary Census Abstract.

2. The collection of Village Directory and Town Directory data should start immediately. Instructions to this effect must be sent to all concerned field officials positively by 15 June 2009 so that information is collected in time and be completed for each village and town including those newly created after 2001 Census. The data is to be collected as on 31 March 2009 or the financial year ending on 31 March 2009 (2008-2009) as the case may be.

3. Data on census towns which are, in fact, villages, will be included in the Town Directory as earlier. The presentation of data in the Village Directory will be C.D. Block wise as in 2001 census.

4. Instructions for the collection and compilation of data for the Village Directory and Town Directory and the formats of its statements, are sent with this circular. The required number of copies of the Instructions (i.e. VD and TD Schedules and instructions for collection and checking of VD data) in English or Hindi that the DCO will need for sending to the field officials will be supplied by this office on obtaining the request from the DCO. The requisition may be sent to the Social Studies Division immediately, and, in any case not later than 30th April, 2009.

5. To ensure the consistency and reliability of the data collected now for the Village and Town Directory, these are to be scrutinized with reference to the 2001 Census data so that there are no glaring discrepancies or inconsistencies between them. For this purpose, photocopies of thc data presented in the 2001 Village Directory and Town Directory may be taken and sent by the Census Directorates to the concerned Tahsildar in the case of Village Directory and to the concerned Town Authority in the case of Town Directory (alongwith the present instructions for compilation of Village Directory and Town Directory Data) so that they can check the data and compare it with that being furnished now by the field officials. However, care should be taken in respect of villagcs which have undergone a jurisdictional change. Thereafter, they must send these data to the Census Directorate by 31 August 2009.

6. After receiving the data from the tahsils and towns, the Census Directorate will once again scrutinise these data to ensure that there are no erratic or aberrant trends or inexplicable fluctuations in the figures relating to any of the amenities in any village or town. After the finalization of the data, the C.Ds of the same in the prescribed format may be prepared and sent to this office by 31 December, 2009.

Encl: As above

(D.K.Sikri)
Secretary &
Registrar General, India

To,

The Controlling Officers of all Directorates of Census Operations.

Copy to:

1. All heads of Divisions of ORGI including Language Division, Calcutta.
2. AD(OL) for immediate translation into Hindi.

3. Map Division (with the request to issue necessary instructions for the preparation of Maps for DCHBs)
4. Census Division (15 Copies)
5. PS to Secretary(RGI)
6. PS to Addl. Registrar General.
7. Guard File.

Village Directory Schedule
(Instructions for compilation of VD data)

CENSUS OF INDIA

Instructions for the compilation of Data for the Village Directory

Directorate of Census Operations _____

Village Directory

General instructions for filling up information in the Village Directory(VD) Proforma :-

A: General Instructions:

1. The Village Directory should be filled up by village level official' for each village. The information/data to be indicated in this VD Form should be verified and examined properly.
2. The entries in all the columns should be checked carefully at supervisory level to make it more authentic and reliable.
3. Only Arabic numerical e.g., 0,1,2,3,4,5 etc. are to be used to fill up VD Form for numerical information.
4. All entries should be filled in ink neatly.
5. **Reference date for collection of data in Village Directory Format:-** The data is to be collected as on **31 March, 2009** or the financial year ending on 31 March 2009 (2008-2009) as the case may be.
6. **Area of Village:-** All area and Land use figures should be given as on **31st March, 2009**. The area figures should be given up to one decimal point, in hectares. Total area of the Village as per the revenue records is to be given. If the area figures are not available, '-' may be indicated.
7. The information on some of the amenities are required to be given in **actual numbers** whereas in case of some other types of amenities the information is to be recorded in **codes "1" or "2"** just to indicate whether such type of amenity is available in the village or not. They have been indicated separately in subsequent paras as follows :-

   The amenities like **Educational, Medical, Post & Telegraph, Banks, Credit Societies, Recreational facilities** the information is required to be furnished in numbers (**e.g.** Primary Schools - 3 (The meaning is that the village is having 3 primary schools), Middle Schools- 2, Allopathic Dispensary- 2, Ayurvedic Dispensary-1, Post Office-1, Co-operative bank,-1, Cinema Hall-1 etc.). In all this amenities, the data are to be given in actual numbers (numerical form).

   In case of various types of **Drinking facilities, Communication facilities, Approach to village, Power Supply, News paper & Magazines** the information is required to be given in **codes**. The **code 1** is to be recorded if such type of amenity **is**

available in the village otherwise, **code 2** is to be given, meaning that such facility is not available in that village.

In case of some of the important 'amenities/facilities' not available in the village, we will gathered information from the responding authorities that '**how far this particular type of amenity is existed or available to the villagers**', the distance is required to be recorded by **distance range codes 1, 2 or 3** depending upon the distance from the village, viz.- for distance range below 5 kilometers, **write code 1**, for distance range between 5 to 10 kilometers, **write code 2** and for distance range more than 10 kilometers, **write code 3.** The code "1" or "2" or "3", as applicable for that particular amenity is to be recorded in the box meant for this purpose. If the main amenity is not available than also the distance range code is to be given in the VD Form. *It is important to note that the relevant column for distance range are to be filled by the of appropriate distance range code only when the previous main column meant for recording such facility indicate that this particular amenity is not available in the village and recorded value either as 0 or left column blank, in case of the information is required to be recorded in numbers and if the reply is to be recorded in codes, then in that case code '2' (meaning-amenity not available) was recorded by the respondent for that particular amenity.*

Newspapers/Magazines: The arrival of News paper(s)/ Magazines(s) may be indicated by using the codes `N' & `M'. In case both News paper(s) and Magazine(s) are available in the village than this should be indicated by using code (Y).

8. The information/data in respect of educational and medical facilities are to be furnished for all type of institutions whether run by Govt. or Private institution, aided by Govt./Semi Govt./Local bodies and charitable institutions etc.
9. The information of each village whether inhabited or uninhabited will be given in this Proforma. In case of a village where only a part of village has been merged in the town or treated as outgrowth of that town, the data of the merged portion will be presented in the respective town but the data relating to remaining portion of the village will be presented in a usual manner in the village Directory booklet and suitable explanation in this regard will be given in the footnote.
10. In case of `uninhabited' villages, the word "Uninhabited" may be indicated against all such villages.

11. Two copies of this Village Directory Form will be prepared for each Village. One Village Directory Form will be sent to the Census Directorate and another village Directory Form will be kept in tahsil /taluk Office for record.
12. Photocopy of the data presented in the 2001 census Village Directory is enclosed for reference and cross checking of data presented earlier.

B: Specific Instructions / explanation given for some of the amenities of VD data so as to furnish data without ambiguity:

1. **Educational Facilities:-** The type of different educational facilities available in the village is to be given in numbers. If not available in the village in case of Primary School, Middle School & College the distance range at which these facilities are available is to be given in code 1, 2 or 3 depending upon its distance. **Both** Government and private educational facilities / institutions are to be considered for this purpose. If an educational facility is not available within the village, give distance range code at which any one of educational facility is available to the villagers. Range column is applicable only for primary school, middle school & college. In case of all other Educational facilities, that is secondary school, senior secondary school, industrial school, training school, adult literacy centre/ classes and Others, distance range data is not required to be collected.

Note:

(i) Classes upto class V will be included in Primary school. This will include Nursery school, Kinder- garten school, Pre-basic school, Pre Primary school, Junior basic school up to class V.

(ii) All schools from class VI to class VIII will be included in the middle school.

(iii) All schools from class IX to class X will be included in secondary school.

(iv) All schools from class XI to XII will be included in senior secondary schools. Senior Cambridge and 10+2 schools will also be included in this.

(v) If there are composite schools like Middle schools with Primary classes, or Secondary schools with middle classes, these may also be included in the number of Primary and Middle schools respectively. For example, if in a village there are two Primary

schools and one Middle school with primary classes, the number of Primary schools in the village may be given as three and that of Middle school as one even though there may be only three educational institutions. So also in case of Secondary schools.

2. **Medical Facilities :-** The type of medical facilities available in the Village is to be given under this item in actual numbers. Both government and private medical facilities are to be considered for the present purpose.

   If the medical facility is not available within the village, give distance range code of the place at which any one of medical facility is available to the villagers. Only in the case of three facilities viz., (i)Allopathic Hospital (ii) Maternity and Child Welfare Center and (iii) Primary Health Center, if not available in the village, give distance range code. In case of all other Medical facilities, distance range data is not required to be collected.

3. **Drinking water facility:-** The type/source of drinking water facility(ies) available in the village is to be indicated under this item. If no drinking water facility is available within the village, give appropriate distance range code of the place at which any one of the drinking water facility is available to the villagers. It will also be important to know about the source(s) of drinking water available for village people during summer season. In this connection attempt should be made to collect information on source of drinking water available to the Village in summer and in case of non-availability of such facility give distance range code.
4. **Post, Telegraph and Telephone facilities:-** Availability of Post Office, Telegraph Office, Post & Telegraph Office, Telephone facility, Acess to Mobile Phone & 'Internate facility to send & receive e-mail' in the Village is to be given under this item. The information on Post Office, Telegraph Office, Post & Telegraph Office are required to be given in actual numbers whereas, for Telephone facility, Access to Mobile Phone & 'Internate facility to send & receive e-mail' information is to be given in code 1 or 2 as the case may be. If the P&T facility is not available within the village, give distance range code of the place at which any one of the P&T facility is available to the villagers. In case of two facility viz., (i)Post Office and (ii) Telephone are not available in the village, distance range code where these facilities are available are to be given. In case of facilities
5. **Number of Banks:-** The number of banks, commercial as well as co-operative commercial banks functioning in the village may be indicated in this column. If the banking facility is not available in

the village, give distance range code. Banking facility means a place where one can operate a bank account. If the Banking facility is not available within the village, give distance range code of the place at which any one of the Banking facility is available to the villagers.

6. **Credit Societies:-** The number of Agricultural credit societies and Non-Agricultural credit societies and Other credit societies may be given in this column. The agricultural credit societies include service, multipurpose, agricultural produce and marketing co-operative societies etc. The non-agricultural credit societies, include consumer co-operative societies and also credit co-operative societies of certain categories of persons like teachers, postal-workers, etc. If no such facility is available in the village, give distance range code for each of them. If the Credit Societies facility is not available within the village, give distance range code of the place at which any one of the Credit Societies is available to the villagers.
7. **Number of Recreational and Cultural Facilities:-** The number of recreational facilities such as Cinema/Video halls, Recreation/ Sports club and Stadium/Auditorium may be indicated under this item. If, no such facility is available in the Village, give distance range code. If the recreational facility is not available within the village, give distance range code of the place at which any one of the recreational facility is available to the villagers.
8. **Communication:-** For the purpose of this column only public transport, like bus, rail and water-way is being considered. This data is required to evaluate whether the village is served by any mode of public transport. This information is to be provided in code 1 or 2 for `yes' or `No' i.e. facility available and not available respectively. If a bus stop or railway station is located within the territorial jurisdiction of a village, the village may be considered being served by such facility even if it is a little away from the actual settlement. If no such communication facility is available within the village, special enquiries must be made for all villages situated on the banks of rivers. Authorized or unauthorized river transport may be in operation for communication in such villages. It is necessary that such data is captured and recorded accordingly. If the Communication facility is not available within the village, give distance range code of the place at which any one of the Communication facility is available to the villagers.
9. **Approach to Village:-** The approach to village refers to the state of road etc., leading to the village. This is to see whether the village is approachable both in fair and foul whether, and whether it is inaccessible only for some time in the year. This information is to be given in **code 1 or 2 for available or not available** respectively. If the Approach road facility is not available within the village, give

distance range code of the place at which any one of the Approach road facility is available to the villagers.

10. **Nearest Town and Distance:-** Name of the nearest town and its distance is to be given in the columns meant for recording desired information. The scope of the answer need not be restricted to the town located in the State itself. If the nearest town is located in another State, write the name of town and the State name should be given in bracket.

11. **Power Supply:-** If power is actually available, whatever may be the form of its use, the entry should be in affirmative. It may, however, be indicated that the supply is released only for, say agricultural, domestic or commercial purpose by giving **code 1** in the relevant columns. If the supply is available for all-purpose, details may not be given for each type of electricity and only the column meant for 'electricity for all purposes' should be filled by giving code "1" and other columns of electricity will be kept blank. If the Power facility is not available within the village, give distance range code of the place at which any one of the Power supply facility is available to the villagers.

12. **News papers/Magazines:-** The arrival of the News paper (s)/Magazines(s) may be indicated by using the codes `N' & `M'. In case both News paper(s) and Magazine(s) are received in the village the same may be indicated by using code "Y".

13. **Names of the most important commodities manufactured:-** The name of important commodities Manufactured in the village may be indicated in this column. The village may be manufacturing goods in the form of raw material and other agricultural produce e.g., Jaggery etc. and goods in the form of finished products. etc.

14. ***Land use data:***

(The land use pattern in the Village Directory conform to the pattern of classification of land use as recommended by the Ministry of Agriculture, Government of India. The Ministry has recommended the maintenance of records of land use pattern under five categories).

These are as follows :-

1. **Forests**
2. **Not available for cultivation:**
   (a) Lands put to non-agricultural uses

(b) Barren and unculturable lands

3. **Other uncultivated lands excluding fallow lands:**
   (a) Permanent pastures and other grazing lands
   (b) Lands under miscellaneous tree crops and groves not included in the net area sown
   (c) Culturable wastes

4. **Fallow lands:**
   (a) Fallow lands other than current fallows
   (b) Current fallows

5. **Net area sown**

Important points for clarification:

- Information is likely to be available with the village level officials of the Revenue Department.
- Put asterisk mark(*) in case of estimated data.
- Area statistics have been collected in terms of local measures it will be necessary to convert the same into hectares rounded upto one decimal places.
- Water ways are not generally included in the land use statistics in the village.
- It is likely that the total of the area figures shown under land use may not tally with the total area of the village.
- Forest :- It include all lands classed as forests under any legal enactment dealing with forests or administered as forests, whether State-owned or private, and whether wooded or maintained as potential forest land. The area of crops raised in the forest and grazing lands or areas open for grazing within the forests should remain included under the forest area.
- Irrigated by source and Unirrigated :-These will cover all agricultural land and will include net area sown with crops and orchards or net cropped area and also current and other fallows. The latter would imply all lands which were taken up for cultivation, but are temporarily out of cultivation for a period of not less than one year and not more than five years. The columns will not include gross area sown or gross cropped area. **Net area sown** thus represents the area sown with crops and orchards counting area sown more than once in the same year only once.
- Irrigated (by type):- The type by which agricultural land irrigated are Government Canal, Private Canal, Well (without electricity), Well

(with electricity),Tube-well (without electricity), Tube-well(with electricity),Tank, River, Lake, Water fall & Others.

- All area under rain-fed crops or under dry rice cultivation should be classified as un-irrigated area.
- Culturable Waste : This would include all lands available for cultivation whether not taken up for cultivation or taken up for cultivation once, but not cultivated during the five years or more in succession. Such lands may be either fallow or covered with shrubs and jungles which are not put to any use. These may be assessed or un-assessed and may be in isolated blocks within cultivated holdings. Lands under thatching grasses, bamboo bushes and other groves for fuels, etc., which are not included under orchards or forests shall also come under this head. All grazing lands, whether they are permanent pastures and meadow or not, village common and grazing lands within forest area shall be included in this column.
- Area not available for Cultivation : It include land not available for cultivation such as barren, unculturable land and land put to non-agricultural use. The Land put to non-agricultural use stands for all lands occupied by buildings, roads and railways or under water, e.g., rivers and canals and other lands put to uses other than agriculture. Barren and unculturable lands cover all barren and unculturable lands, like mountains, deserts, etc. Land which cannot be brought under cultivation, except at a very high cost, shall be classed as unculturable, whether such land is in isolated blocks or within cultivated holdings.
- In view of practice of Jhum cultivation and thereby variation in land use in the States of Arunachal Pradesh, Manipur, Mizoram and Nagaland, modifications have been made in the VD Form to collect land use data in these 4 states.

Town Directory Schedule
(Instructions for compilation of TD data)



CENSUS OF INDIA

Instructions for the compilation of Data for the Town Directory

Directorate of Census Operations _____

INSTRUCTIONS FOR THE COMPILATION OF STATEMENT I TO VII FOR THE TOWN DIRECTORY

Please indicate the name of District and Tahsil on the top of each Statement

The Town Directory is required to cover all the statutorily notified towns in the district and census towns. It will have seven Statements viz., Statements I-VII. The towns are required to be arranged in an alphabetical order for the district. The formats of Town Directory Statements I to VII are enclosed herewith to fill up the information. Zerox copy of the data presented in the 2001 census Town Directory is enclosed for reference and cross checking of data presented earlier.

STATEMENT - I

Statement - I will be filled in by the Census Directorate, however it is being circulated.

STATEMENT - II

PHYSICAL ASPECTS AND LOCATION OF TOWNS, 2009

Col.1 Serial No.: Self explanatory

Col.2 Class and Name of Town: Write full name of the town (as approved by this office). Please indicate the name of the Tahsil and area of the town in sq. km. alongwith the name.

Col.3 Physical aspects - Rainfall (in milimeters): The average rainfall for the last ten years, viz., 2000 to 2009 may be mentioned in this col.

Col.4 & 5 Temperature (in centigrade): In Col.4 average of the maximum temperature in centigrade for the last ten years 2000 to 2009 may be mentioned while in col.5 the average minimum temperature may be indicated. For calculating average figures, the figures for the years 2000 to 2009 may be added and the sum may be divided by ten.

If the data in respect of rainfall and temperature are not available for the concerned town, it may be given for the nearest place for which it is available and the name and locational particulars of this place may be indicated i.e. in which tahsil, district and State it is situated.

Col.6 State Headquarters: Enter the name of State Headquarter and its road distance from the referent town in km.

Col.7 District Headquarters: Enter the name of district Headquarters and its road distance from the town in km.

Col.8 Sub-divisional Headquarters/Tahsil H.Q.: Enter the name of Sub-divisional Headquarter and its distance from the referent town in Km. Thereafter the name of tahsil Headquarter and its distance may also be given.

Note : Sub-division/Taluk/Tahsil/Police Station/Development Block/ Island Hq.:

In some States or Union Territories there are taluks/tahsils as well as revenue sub-divisions consisting of several taluks/tahsils. In such cases, if in any State or Union Territory, a revenue sub-division is composed of several taluks/tahsils falling within its jurisdiction, the name of both sub-divisional head-quarters and taluk/tahsil headquarters should be given. The name of the sub-divisional head quarters should be given first and then after an oblique (/) the name of the taluk/tahsil headquarters should be given.

Col.9 Nearest city with population of one lakh and more: Name of the nearest city with one lakh and more population in 2001 census may be given here.

Col.10 Nearest city with population of five lakhs and more: Name of the nearest city with five lakhs and more population in 2001 census may be given here.

Col.11 Railway Station: If the Railway Station is situated in the referent town, write its name in this col. If not, mention the name of nearest Railway Station and its distance in km. from the referent town and also its locational particulars i.e., in which village/Town, Tahsil, Disitrict and State it is located.

Col.12 Bus Route: In case the referent town is enjoying bus route facilities mention here, `yes' otherwise write in this col. the name of nearest place where bus route facility is available along with the distance of this place from the referent town, and also give its locational particulars i.e., in which village/town, Tahsil, District, State it is located.

Col.13 Navigable river/canal (if within 10 Kms.): Name of the navigable river/ canal and its distance is to be indicated. It may be noted that we are interested in such rivers/canals which are navigable and located within 10 Kms. of the town. After the name of the river/ canals, `R' for river and `C'

for canal, may be given in brackets to denote whether it is a river or a canal as illustrated below:-
"Cauvery (R)-5". In this case, 5 is the distance in Km. of the navigable river Cauvery from the referent town.

Note for cols. 6 to 13

If the name mentioned in these columns is the same as the referent town itself, distance will be recorded as Zero (O) in each such columns after the name of the referent town.

STATEMENT III

MUNICIPAL FINANCE - 2008-2009

Item wise amount of receipt and expenditure in thousand rupees, relating to municipal finance of the town for the year 2008-2009 is to be recorded in the proforma given.

Col.1 Serial No.: Self explanatory

RECEIPTS:

Col.2 Class and Name of Town : As given in Statement II

Col.3 Civic administration Status (in the year 2010): The civic administration status of the town as in 2010 should be indicated in this column. The following abbreviations may be used to denote the civic status of the town.

Municipal Corporation/Corporation	M Corp.
Municipal Committee	MC
Municipal Council	M Cl
City Municipal Council	CMC
Town Municipal Council	TMC
Municipal Board	MB
Municipality	M
Cantonment Board/Cantonment	CB
Notified Area	NA
Notified Town	NT
Notified Area Committee/ Notified Area Council	NAC

Notified Town Area	NTA
Industrial Notified Area	INA
Industrial Township	ITS
Township	TS
Town Panchayat	TP
Nagar Panchayat	NP
Town Committee /Town Area Committee	TC
Small Town Committee	ST
Estate Office	EO
Gram Panchayat	GP
Census Town	CT
Urban Agglomeration	UA
Out Growth	OG

The column may be filled in as illustrated:

Ambala Cantt	CB
Delhi Municipal Corporation	M Corp.
Nayagarh	NAC

The change in the civic administration status that may have taken place after the finalisation of the urban frame but before the census enumeration may be indicated in the footnote.

Col.4 Receipt through Taxes etc: Write the total amount which has been received through taxes (obligatory and others) under the municipal rules of the town.

Col.5 Revenue derived from municipal properties and power apart from taxation: This source covers all types of revenue received by municipal properties and powers excluding the income gained through taxation.

Col.6 Government grant: There are different types of Government grants, e.g. per capita grant, P.W.D. grant, and grants from the social welfare and other department etc. As all of them relate to Government grant, sum total of all these may be indicated in this col.

Col.7 & 8 Loan and Advance: Loans are generally granted by the L.I.C. and State Govt. though the municipality can borrow from private sources as well. Advances are also made by the State Govt. to various Municipalities for certain specific purposes. These may be indicated in these column.

Col.9 Other Sources (Please specify): The other sources of income may differ from one municipality to another. The miscellaneous sources of income not covered in the above columns should be recorded here and income derived from each of these sources may be indicated separately for each source.

Col.10 Total Receipts: In this Col. record the total of the amount entered in columns 4 to 9.

EXPENDITURE:

Col.11 General Administration: The main head of expenditure under this col. Covers salary of staff, contingent expenditure on account of administration staff, police- guards etc.

Col.12 Public Safety: Under this col. comes the expenditures likc lighting of public streets, places and buildings, watering of public streets and places, removing of filth, rubbish and night soil, extinguishing of fires, rescue operations during floods etc, regulating the offensive, dangerous trade or works etc.

Col.13 Public health and convenience: Besides regular medical facilities there are some special type of medical aid to the sick in time of outbreak of dangerous diseases and these include taking such measures as may be required to prevent such out-breaks. The exact items covered may vary from town to town.

Col.14 Public Works: Under this heading, the expenditure on items like establishment and maintenance of public properties is to be recorded.

Col.15 Public Institutions: The expenditure incurred on educational, cultural, religious and social institutions, e.g., schools, colleges, public libraries, museums etc., is to be recorded in this col. The exact items covered will, however, vary from town to town.

Col.16 Others (Please Specify): The other miscellaneous expenditures not covered in the above columns are to be given in this col. The item-wise expenditure incurred on each of these items is to be given separately. The items of expenditure will, however, differ from town to town.

Col.17 Total Expenditure: The total of all the expenditure relating to cols. 11 to 16 is to be given in this col.

STATEMENT - IV

CIVIC AND OTHER AMENITIES, 2009

Col.1 Serial No. Self explanatory

Col.2 Class and Name of Town : As given in Statement II

Col.3 Civic Administration Status, (in 2010): As given in col.3 of Statement III

Col.4 & 5 Population (2011 census) and SC and ST population (2011 census): These columns will be filled in by the Census Directorate.

Col.6 Road Length (in km): Information about pucca and kutcha roads is to be recorded separately in this col. for the roads within the limits of the referent town. e. g.- PR(47) and KR(12) indicate that the town is having 47 kms pucca road and 12 kms kutcha road length.

Col.7 System of Sewerage: Generally, by sewerage system is implied the network of mains and branches of underground conduits for the conveyance of sewerage to the point of disposal. Sewers that carry only household and industrial wastage are called separate sewers; those that carry storm water from roofs, streets and other surfaces are known as storm water drains, while those carrying both sewage and storm water are called combined sewers. However, in towns which are not provided with such underground sewerage system, it may be mentioned whether it is open surface drain, box drain, sylk pattern drain, etc. The various types of sewerage/ drainage systems may be indicated up to two places in order of their importance in the town, one followed by the other, in codes as given below:

Sewer	S
Open surface drains	OSD
Box surface drains	BSD
Sylk drains	SD

Cesspool method	Cp
Pit system	Pt
Others	O

Col.8 to 10 Number of latrines: Number of various types of latrines both public and private should be given in these cols. Privately owned latrines are to be shown in cols. 8 to 9 as per their types. Private and community latrines may be specified in bracket alongside the number of latrines by using `P' for Private `C' for Community.

Col.8 Water borne: Number of various types of flush latrines should be recorded in this column.

Col.9 Service: The latrines serviced manually by scavengers come under this heading. Number of such latrines should be mentioned in this col.

Col.10 Others: Category of `Others' pertain to all types of latrines other than those mentioned in cols.8 and 9 above. Number of such types of latrines may be given in this col.

Col.11 Method of disposal of Night Soil: The various prevalent methods of disposal of night soil are given below with codes:

Head load	HL
Basket	B
Wheel barrow	WB
Septic tank	ST
Sewerage	S
Pit system	Pt
Others	O

The above may be shown up to two places in order of their importance in the town, one followed by the other in codes indicated above.

There are three prevalent systems of disposal of human wastes, viz.(i) underground sewerage,(ii) sanitary water flush latrines with individual disposal

systems, like septic tank, leaching cess pool and collecting Well, and (iii) dry type of latrines with manual scavenging.

The system of underground sewerage provides the street sewerage with which are connected the sanitary latrines constructed in the houses having water closets and fitted with flushing cistern (or hand flushing). Through this sewer the faecal matter (stool) is transported without the need for scavenging. This system generally exists in cities and big towns.

Where the streets sewer does not exist these sanitary water flush latrines are connected to a local septic tank with a sub-soil dispersion system or a leaching pit. Where the liquid wastes from the water closet could be disposed of locally in a leaching pit, a septic tank with a soil dispersion system is constructed. The dry type of latrines are of service type latrines from where human excreta is removed by scavengers from house to house, in most cases carrying it on their heads or shoulders or in baskets with handle or wheel barrows. These are then collected in bullock carts or trucks or tractors and trolleys for being carried to the dumping ground.

Col.12 & 13 <u>Protected Water Supply:- Source and capacity of storage system:</u> Information regarding source of water supply is to be entered in col.12 and its storage system in col.13.

Col.12 The sources of water supply are to be indicated in this col. in order of their importance in the town, one followed by other with the help of the codes given below:

Tube-well water	TW
Tap Water	T
Well Water	W
Tank Water	TK

Col.13 The type of water supply container e.g. overhead tanks etc. available in the town may be indicated in this column along with capacity in kilo liters respectively in order of their importance in the town one followed by other using the following codes.

Over head Tank	OHT
Service Reservoir	SR
River Infiltration Gallery	RIG
Bore Well Pumping system	BWP
Pressure Tank	PT

Col.14 Fire fighting Service: If Fire fighting service is available in the referent town 'yes' may be indicated in col.14. If it is not available in the referent town, the name of the nearest place along with distance where it is available, may be given in this column.

Col.15 to 18 Electrification (Number of Connections): Information regarding electrification may be indicated in the related column by type of use.

Col.15 Domestic: Number of domestic connections within the town may be indicated in this column.

Col.16 Industrial: Number of industrial connections, i.e., for industrial consumers for the purpose of small medium and large scale industries within the town is to be given in this column.

Col.17 Commercial: Number of commercial connections i.e. for business houses, shops, cinemas, public offices, hospitals and premises conducting business etc. within the town may be noted in this column.

Col.18 Road lighting (Points): Road lighting means the number of street lights that are maintained in the town. Their number is to be given in this column.

Col. 19 Others: In this col. mention the number of connections other than those indicated above, i.e. other than domestic, industrial, commercial and road lighting. In present context, it pertains to agricultural connections and mixed load connections etc.

STATEMENT - V

MEDICAL, EDUCATIONAL, RECREATIONAL AND CULTURAL FACILITIES, 2009

Col.1 Serial No. Self explanatory

Col.2 As in Col.2 of the Statement II.

Col.3 This col. will be filled up in the DCO Offices on the basis of the population of 2011 census.

Col.4 & 5 Medical facilities- Hospitals/Dispensaries/T.B.Clinics/Health Centres/ Nursing Homes etc. and beds in Medical Institutions noted in column

4: The collection of data should be limited for those institutions as are run by or aided by Govt./Semi-Govt/Local bodies and Charitable institutions or Social Service agencies like the Missionaries. Where the family planning centres are attached to hospitals or Maternity and Child Welfare Centres or Primary Health Centres, may be treated as independent units and counted separately.

The following Types of Medical facilities may be indicated using the codes given here under:

Hospital	H
Dispensary	D
Health Centre/Primary Health centre/Primary Health Sub- centre/Primary Health Unit etc.	HC
Family Welfare Centre	FWC
T.B. Clinic	TB
Nursing Home	NH
Others	O

If there are more than one institution of any type, indicate within brackets the number of such institution(s) e.g. D(2),NH(7),etc.

Under column 4, the intention is that all types of Hospitals/Dispensaries etc., whether Allopathic or Ayurvedic or Unani or Homoeopathic are covered. We have no objection if these are further distinguished by providing the following additional codes:

Ayurvedic	A
Unani	U
Homoeopathic	Hom

In case of Allopathic, no separate code may be given. The information in column 4 on medical facilities may, however, be presented horizontally in the same line as illustrated below:

H(A-1,2), D(Hom-2,1, U-1)

Here H(A-1,2), represents one Ayurvedic and 2 Allopathic hospitals and D (Hom 2,1, U-1) represents 2 Homoeopathic, 1 Allopathic and 1 Unani dispensaries. If a medical facility is not available in the town mention the name of the nearest place and its

distance from the town where the facility is available in col.4. The information on number of beds in such cases will also be provided in col.5.

Col.5 Indicate the number of beds available if any, against the type of medical institutions noted in col.4.

Col.6 Arts/ Science/Commerce colleges (of degree level and above): The type of colleges available in the referent town may be indicated in this column by using the following codes.

Arts only	A
Science only	S
Commerce only	C
Art and Science only	AS
Arts and Commerce only	AC
Combined for all categories-Arts, Science and Commerce	ASC
Law	L
University	U
Others	O

If there are more than one institution of each type, number shall be given against each in brackets.

Col.7 Medical colleges: If the facility of medical college is available in the town the number of colleges may be indicated in the col. If facility is not available, the name of nearest place along with distance may be indicated in this column.

Col.8 Engineering colleges: If the facility of Engineering colleges is available in the town, the number of Engineering colleges may be given in this col. If this facility is not available, the name of nearest place along with distance where this facility is available may be given in this column.

Col.9 Polytechnics: If the facility of Polytechnic is available in the town, the number of polytechnic institutions may be given in this column. If this

facility is not available the name of nearest place along with distance where this facility is available may be given in the column.

Col.10 `Recognised' should mean recognised by some statutory authority like the Education department, Commerce department, Labour department, etc., of the Govt., or semi-Govt., or Autonomous bodies, Public Sector undertaking like Municipality, Hindustan Steel Corporation, etc.

In this column the nature of the institution should also be mentioned. Where the institutions are located just beyond the present boundaries of the town but near the referent town and for all purposes are considered as belonging to the referent town only, such marginal cases should be included with an indication of their location in the foot note.

If there are more than one institutions of each type, number shall be given against each in brackets.

The following codes may be used:

Shorthand	SH
Typewriting	Type
Shorthand & Typewriting	Sh Type
Others	O

The vocational institutions like, Applied Art/Painting College, Pharmacy College, B.Ed. College, Teacher's Training Institute, Music/Dancing School, Nursing School, etc., will be covered under `Others' group. However, the type of institutions included under `Others' may be spelt out.

Col.11-14 Higher Secondary/Intermediate/PUC/(Pre-University College)/Junior College level/ Secondary,Matriculation, Junior Secondary, Middle Schools and Primary Schools

Number of different type of Institutions may be indicated alongside the type in col. Nos.11-14.

Information is likely to be available with District Education Officer, otherwise, it should be ascertained by local enquiry.

Schools upto Class V may be treated as Primary or Elementary schools. These may include Nursery schools, Kindergarten schools, Pre-basic schools, Pre-primary schools, Junior Basic schools upto class V and Primary school upto class IV.

Schools upto class VIII may be treated as Junior Secondary or Middle schools upto class VIII and Junior Madarsa upto class VIII.

Schools upto class X may be considered as Matriculation or Secondary schools.

Schools upto class XI or XII may be considered in the group of Higher Secondary/ Intermediate/Pre-University/Junior College etc. This would cover '10+2' classes whether held in schools or colleges.

If there are composite schools like Middle schools with Primary classes, or Secondary schools with Middle classes, these may also be included in the number of Primary and Middle schools respectively. For example, if in a town, there are two Primary schools and one Middle school with primary classes, the number of Primary schools in the town may be given as three and that of Middle schools as one even though there may be only three educational institutions. So also in case of Secondary or Higher Secondary schools.

Col.15 Adult literacy classes/Centres: In this column, the classes run by regular centres can only be indicated.

If the type of an educational facility indicated in cols.11-15 is not available in the town, mention the name of the nearest place and its distance from the town where the facility is available.

Col.16. Working women's hostels with number of seats: The Number of working women's hostels available in the town may be indicated with number of seats If the facility is not available in the referent town give the nearest place where available along with distance.

Col.17 to 19 Recreational and Cultural Facilities:
Stadium, Cinema, Auditorium/Drama/Community Halls:- Number of Stadium should be given in Col.17, similarly, in col.18 number of permanent Cinema theatres should be entered. The particulars of the touring Cinema, Talkies of purely temporary nature may be omitted.

Number of Auditorium/Drama/ Community halls found in the town is to be entered in col.19.

Col.20 Public libraries including Reading rooms: The number of public libraries and reading rooms may be given separately in brackets in this column. The code used for Public Library is PL and for Reading Room is RR.

STATEMENT - VI

TRADE, COMMERCE, INDUSTRY AND BANKING, 2009

Col.1 Serial No. Self explanatory

Col.2 Class and Name of Town : As in col.2 of the Statement II.

Col. 3 - 5 Names of three most important commodities imported: In these columns, the three most important commodities which are brought from outside and processed in the town or in its area of influence and then either locally consumed or exported should be mentioned in order of their importance.

Col.6 to 8 Names of three most important commodities exported: The three most important commodities which are exported from the town should be mentioned in these columns in order of their importance.

Col.9 to 11 Names of three most important commodities manufactured: The three most important commodities which are manufactured in the town should be mentioned in col. 9,10 and 11 in order of their importance.

Col.12 Number of Banks: Mention the number of banks functioning in the town in this col. It includes both the commercial and Co-operative banks.

Col.13 Number of Agricultural Credit Societies: Number of different types of Agricultural Credit Societies is to be given in this col.

Co.14 Number of Non-agricultural Credit Societies: Number of those societies which provide loans for non-agricultural purposes is to be mentioned in this Col.

STATEMENT VII

CIVIC AND OTHER AMENITIES IN SLUMS, 2009

This is a Statement on civic and other amenities in all slums whether notified or not and for all towns having statutory bodies, like municipality, municipal corporations, Town Area committee etc.

Generally, in cities or towns having slums, the local authority, such as municipality or municipal corporation or even the development authority notifies the recognised slums. It is linked up with the availability of funds from the State Government for slum clearance/improvement. It is possible that some of the States or local bodies may not have formally notified slums under their jurisdiction. But in such cases, they may be maintaining a list of such areas which are officially treated as slums. The intention is that the information should be provided in respect of such localities as are officially recognised as slums, whether actually notified or not. Though the magnitude of slum problem is greater in Class I and Class II towns, it is acknowledged that they are associated with smaller towns also. Hence the information on slums in this Statement will be compiled in respect of all towns having statutory bodies.

Col.1 Serial No.: Self explanatory

Col.2 Class and name of Town: As in column No. 2 of the Statement II

Col.3 Name of Slum: The names of slum(s), if any, will be given in an alphabetical order in separate lines under the town to which they belong.

Col.4 Is it notified: The particulars in regard to status of slum whether notified or not is to be collected and recorded as `Yes' or No.

Col.5 No. of Households: The number of Households (approximate) in the slum pertaining to 2009.

Col.6 Population of Slum: The population figures (approximate) will be based on the year 2009.

Col.7 Paved Road (in km.): The road length is to be shown in km. up to one decimal place.

Col.8-13 System of Sewerage, number of laterines and Method of disposal of night soil:

These columns will be filled up as per the instructions on columns 7-11 of Statement IV.

Col.14 No. of Tap points/Public Hydrants: This information may be ascertained from civic authorities as well as through local enquiry.

Col.15,16 & 17 Electricity Connections: These columns will be filled up as per instruction on columns 15-19 of statement IV.

Town Directory

STATEMENT - I

Status and Growth History

Sl. No.	Class, name and civic status of town	Location Code No.	Name of Taluk/ Tahsil/ Police Station/Islands etc.	Name of CD block	Area(sq. Km.)	Number of households including houseless households (2011Census)
1	2	3	4	5	6	7

Population and growth rate (in brackets) of the town at the Censuses of											
1901	1911	1921	1931	1941	1951	1961	1971	1981	1991	2001	2011
8	9	10	11	12	13	14	15	16	17	18	19

Density (2011 Census)	Sex ratio		
	1991	2001	2011
20	21	22	23

Note:- This Statement will be filled in the Census Directorate.

STATEMENT-II

Physical Aspects and Location of Towns, 2009

Sl. No.	Class and name of town	Physical aspects			Name of and road-	
		Rainfall (in mm)	Temperature (in centigrade)		State HQ.	District HQ.
			Maximum	Minimum		
1	2	3	4	5	6	7

distance (in kms.) from					
Sub-division/ Taluk/ Tahsil / Police station/ Development Block/ Island HQ.	Nearest city with population of one lakh and more	Nearest city with population of five lakh and more	Railway station	Bus route	Navigable river/canal (if within 10 Kms.)
8	9	10	11	12	13

STATEMENT - III

Municipal Finance, 2008-09

Sl. No.	Class and name of town	Civic administration status (as in the year 2009)	Receipt (in Rs.'000)				
			Receipt through taxes, etc.	Revenue derived from municipal properties and power apart from taxation	Government grant	Loan	Advance
1	2	3	4	5	6	7	8

Receipt (in Rs.'000)		Expenditure (in Rs.'000)				
Other sources (specify)	Total receipts	General administration	Public safety	Public health and convenience	Public works	Public institutions
9	10	11	12	13	14	15

Expenditure (in Rs.'000)	
Others (specify)	Total expenditure
16	17

STATEMENT - IV

Civic and other Amenities, 2009

Sl. No.	Class and name of town	Civic administration status (as in the year 2009)	Population (2011 Census)	Scheduled Castes and Scheduled Tribes population (2011 Census)	Road length (in km.)	System of sewerage
1	2	3	4	5	6	7

Number of latrines			Method of disposal of night soil	Protected water supply		Fire fighting service*
Water borne	Service	Others		Source of supply	System of storage with capacity in kilo litres (in brackets)	
8	9	10	11	12	13	14

Electrification (Number of connections)				
Dome-stic	Industrial	Commercial	Road lighting (points)	Others
15	16	17	18	19

* In case this service is not available in the town mention the name of the nearest place where available along with distance from the town.

STATEMENT - V

Medical, Educational, Recreational and Cultural Facilities, 2009

Sl. No.	Class and name of town	Population (2011 Census)	Medical facilities*	
			Hospitals/Dispensaries/ T.B. clinics etc.	Beds in medical institutions noted in column 4
1	2	3	4	5

	Educational facilities*			
Arts/ Science/ Commerce colleges(of degree level and above)	Medical colleges	Engineering colleges	Polytechnics	Recognised shorthand, typewriting and vocational training institutions
6	7	8	9	10

	Educational facilities (Contd....)			
Higher secondary/ Intermediate/ PUC (Pre-university college)/ Junior college level	Secondary/ Matriculation	Junior secondary and Middle schools	Primary schools	Adult literacy classes/centres, others (specify)
11	12	13	14	15

	Number of recreational and cultural facilities			
Working women's hostels with number of seats	Stadium	Cinema	Auditorium/Drama/community halls	Public libraries including reading rooms
16	17	18	19	20

* If a medical or educational facility is not available in the town, mention the name of the nearest place and its distance from the town where facility is available.

STATEMENT - VI

Trade, Commerce, Industry and Banking, 2009

Sl. No.	Class and name of town	Names of three most important commodities imported			Names of three most important commodities exported			Names of three most important commodities manufactured		
		1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd
1	2	3	4	5	6	7	8	9	10	11

Number of banks	Number of agricultural credit societies	Number of non-agricultural credit societies
12	13	14