For Official Use on

# CENSUS OF INDIA 1991

SERIES - 11

## KARNATAKA

## PART I - A

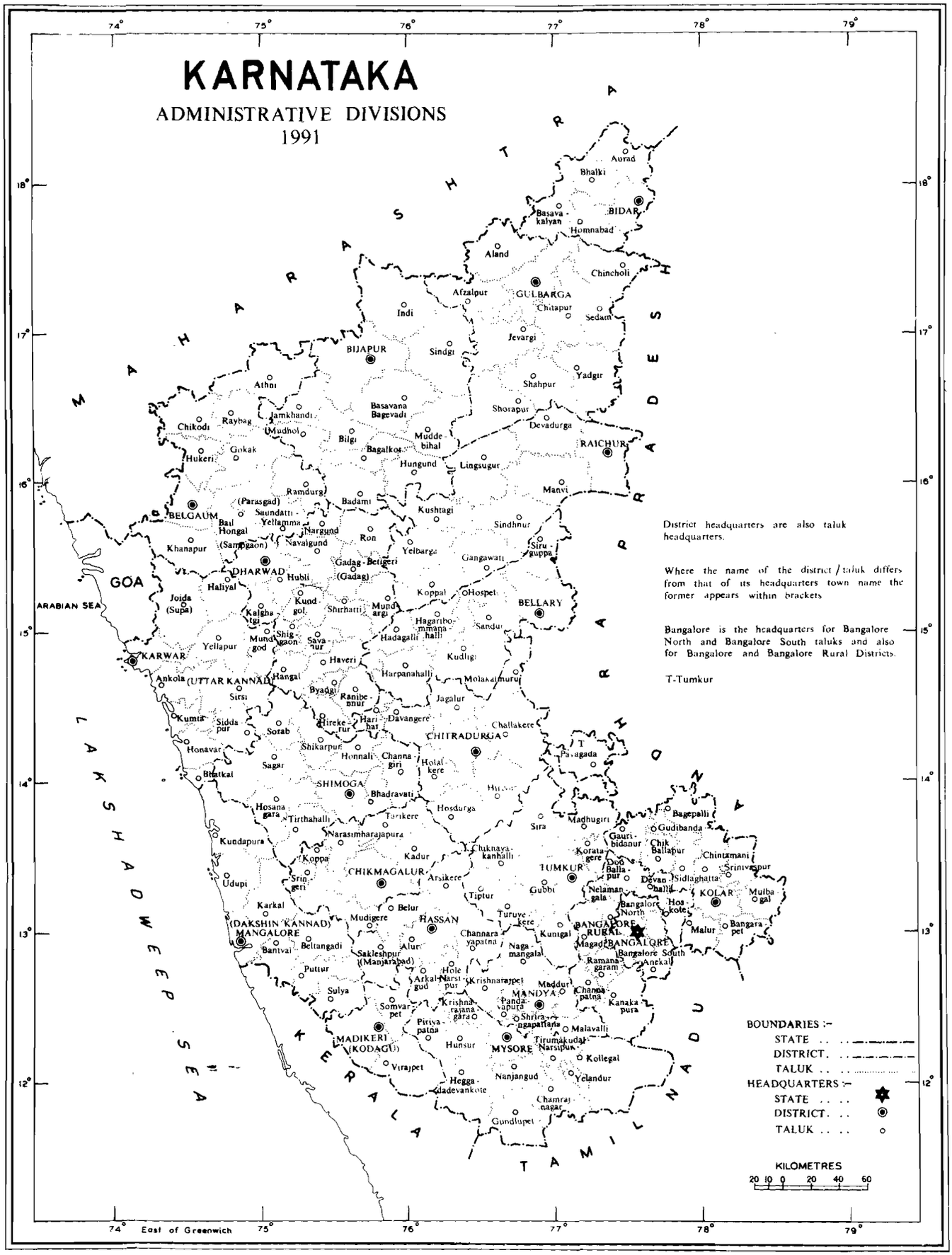
## ADMINISTRATION REPORT — ENUMERATION

**SOBHA NAMBISAN**

OF THE INDIAN ADMINISTRATIVE SERVICE

*DIRECTOR OF CENSUS OPERATIONS*

*KARNATAKA*




Based upon Survey of India map with the permission of the Surveyor General of India.
The territorial waters of India extend into the sea to a distance of twelve nautical miles measured from the appropriate base line.

© Government of India Copyright, 1998

# CONTENTS


| | | PAGES |
|---|---|---|
| MAP | *Administrative Divisions* | |
| CHAPTER I | Introduction | 1 |
| CHAPTER II | Preparatory steps, Census Calendar, Training of Charge Officers, Enumerators and Supervisors and Houselisting Operations | 35 |
| CHAPTER III | Enumeration | 47 |
| CHAPTER IV | Directives issued by the State Government and the Measures taken for Publicity | 55 |
| CHAPTER V | Post Enumeration Check and Census Evaluation Study | 61 |
| CHAPTER VI | Census Medals | 65 |
| CHAPTER VII | Summing up | 67 |

# ANNEXE


| | | | PAGES |
|---|---|---|---|
| ANNEXE - A | : | Important Circulars and Letters issued in connection with 1991 Census by the Office of the Registrar General, India and other Departments of Government of India : A.1 to A. 26 | 71 118 |
| ANNEXE - B | : | List of Census Circulars of 1991 Census issued by the Office of the Registrar General, India : B.1 | 121 |
| ANNEXE - C | : | State Government Circulars, Notifications and important Letters issued in connection with 1991 Census : C. 1 to C. 33 | 135—193 |
| ANNEXE - D | : | Important Circulars and Letters of the Office of the Director of Census Operations, Karnataka relating to 1991 Census : D. 1 to D. 79 | 197– 460 |
| PHOTOGRAPHS | : | | 123– 131 |

# CHAPTER I

## INTRODUCTION

It has been a useful tradition of the Census Department to write an Administrative Report on the completion of each Census, indicating in some detail the various steps involved in taking the Census, with particular emphasis on the problems encountered and the possible solutions. When I joined as Director of Census Operations, I found the Administration Reports of my immediate predecessors Shri B. K. Das, Director during the 1981 Census and Shri P. Padmanabha, Director during the 1971 Census, extremely useful. I referred to them almost every day, particularly in the initial phases, while chalking out the programme of action and deciding on how to deal with various situations. There has been very little difference in the methodology of the census in the last 30 years and although changing times have naturally necessitated some departures from the previous practice, the changes have been minor in nature. For this reason the Administration Report of the Director of Census is a valuable guide to his successor. A record of this nature is all the more necessary since the census takes place only once in ten years.

I took charge as Director of Census Operations on 1-12-1989. Before being posted to the Census Department, I was Additional Secretary, Department of Personnel and Administrative Reforms, Government of Karnataka. When the letter from Government of India asking for the option of I.A.S. Officers at a certain level of seniority for the post of Director of Census Operations, Karnataka, was circulated my immediate predecessor of, 10 years ago, Government deputation post in Bangalore was convenient at that time. Before giving my option, I consulted my immediate predecessor of, 10 years ago, Shri B. K. Das, who warmly endorsed my decision.

The Census Directorate had begun as a temporary establishment which sprang into existence once in ten years with a group of officials coming together just one or two years before the census and disbanding after the census work was completed. However, after the 1961 Census, it was decided to have a permanent set up with a small nucleus of officials who would continue during the 5 or 6 years, between the two censuses. This small establishment naturally expanded very quickly and at the time of my joining as Director the office had a permanent staff strength of 223. The details of the staff are given below:

STAFF POSITION AS ON 01-12-89

| Sl. No. | Name of the Post | Staff position as on 01-12-89 | |
|---|---|---|---|
| | | Sanctioned | In Position |
| 1 | 2 | 3 | 4 |
| 01. | Director | 01 | .. |
| 02. | Joint Director | 01 | 01 |
| 03. | Assistant Director | 06 | 05 |
| 04. | Deputy Director | 01 | 01 |
| 05. | Sr. Geographer | 01 | 01 |
| 06. | Investigator | 10 | 08 |
| 07. | Sr. Supervisor | 04 | 04 |
| 08. | Office Superintendent | 01 | 01 |
| 09. | Geographer | 01 | 01 |
| 10. | Sr. Artist | 01 | 01 |
| 11. | Head Assistant | 01 | 01 |
| 12. | Assistant | 01 | 01 |
| 13. | Accountant | 01 | 01 |
| 14. | Artist | 01 | 01 |
| 15. | Sr. Draftsman | 02 | 02 |
| 16. | Hindi Translator | 01 | 01 |
| 17. | Sr. Stenographer | 01 | 01 |
| 18. | Statistical Assistant | 32 | 32 |
| 19. | Jr. Supervisor | 12 | 09 |
| 20. | Computor | 47 | 47 |
| 21. | Operator | 72 | 48 |
| 22. | Draftsman | 02 | 01 |
| 23. | Upper Division Clerk | 06 | 06 |
| 24. | Jr. Steno | 02 | .. |
| 25. | Stenographer 'D' | 01 | 01 |
| 26. | Proof Reader | 01 | .. |
| 27. | Assistant Compiler | 48 | 22 |
| 28. | Lower Division Clerk | 08 | 06 |
| 29. | Staff Car Driver | 01 | 01 |
| 30. | Gest. Operator | 01 | 01 |
| 31. | Daftry | 02 | 02 |
| 32. | Peon | 09 | 08 |
| 33. | Chowkidar | 02 | 01 |
| 34. | Farash | 01 | 01 |
| 35. | Sweeper | 01 | .. |
| 36. | Loader | 08 | 06 |
| | | 291 | 223 |

My predecessor had started as Director of Census Operations in a couple of small buildings in Ali Asker Road which had previously housed the Census Directorate but now could accommodate not more than 1/4th of the staff. However, soon after he took charge, he had obtained on rent basis, an accommodation of 13,621 Square Feet in Mission Road. This was the office which I entered as Director of Census. The building was centrally located and large enough to meet most of our space requirements.

I was one of the last Directors of Census Operations to join the Department and the houselisting operations which is the first phase of the census, were

to commence in another four months. in the month of April 1990. There was therefore a sense of urgency regarding the many steps which had to be completed before the houselisting operations. However, because of the good technical support I had in the office, there was no feeling of undue anxiety. In fact, some of the first steps had already been taken.

Preparations for the census commence atleast three years before the actual enumeration. The first signal given to the State Governments that the census was about to commence was with the issue of Registrar General's letter No. 9/15/89-CD(CEN) dated 17/20-2-89 requesting the State Governments not to make any alterrations in the administrative boundaries until the completion of the 1991 Census. Although there were some cases of State Governments ignoring this instruction, the Government of Karnataka followed it scrupulously.

The questionnaires to be canvassed during the census is decided by the Advisory Committee appointed by the Ministry of Home Affairs on the basis of the discussions and recommendations at the Data Users' Conference. While for the sake of comparability there must be similarity in the questions canvassed from census to census, modifications are necessitated by past experience, changing conceptions and new needs. At the Data Users' Conference, which was attended by State Government representatives, representatives from various Ministries of the Government of India, scholars and academicians, the participants were given the opportunity to present their views regarding the questionnaires. The First Data Users' Conference was held between April 18 to 20, 1988. On the basis of the recommendations of this Conference the questionnaire was devised which was then tested in the field in a few selected blocks in each State. Two such pre-tests were conducted between 21-11-88 to 12-12-88 and 19-6-89 to 10-7-89. The results were discussed in the Second Data Users' Conference held on 2nd and 3rd March 1990. Thereafter, the houselist schedule and the individual slip were finalised by the Advisory Committee.

Looking back, I feel that we had very little time to complete many steps before the commencement of the houselisting operations in April 1990. While a sense of urgency and immediacy may not have been a bad thing in itself, I feel that it would have been better for the Director to have joined atleast six months earlier, as had been the practice during the previous two censuses. He/She should be in position early enough to be involved in the Data Users' Conference and in the pre-tests. This will give him/her time to understand the various processes better and to spend some more time on details.

The Directors of Census Operations of most of the States had already been appointed by the time I joined duty and the Registrar General had sent a number of circular instructions to the State Directorates, indicating the first steps to be taken. These were regarding constitution of the rural and urban frame i.e., the list of villages and towns in the State wherein the census has to be taken and the appointment of the Census Officers, i.e., the personnel who have to supervise the enumeration. At the time I joined, the office was in the process of finalising the lists of villages and towns in the State. These were obtained from the Tahsildars and urban authorities and compared carefully with the list pertaining to the previous census. In cases of discrepancy or anomalies, references were made again to the Tahsildars to verify the actual position. In many cases the office deputed their staff to the field to verify the position. It is necessary to take some pains over the preparation of the village list and town list since any mistake that come to light later can cause a lot of difficulty. Many changes would necessarily have taken place after the 1981 census:— Villages may have been changed from one administrative unit to another, a part of whole of a village may have merged in the adjoining urban area and become part of a statutory town, there may be changes in the name of the village, etc. In Karnataka, the main administrative change that occurred after the 1981 census was the splitting up of Bangalore District into two— Bangalore District and Bangalore Rural District. Another instance of jurisdictional change in the State was that of transfer of Sitawada, Adhali and portions of Akrali revenue villages of Khanapur taluk of Belgaum district to Supa taluk of Uttara Kannada district and constituting a new revenue village called 'Ramanagar' in Supa taluk of Uttara Kannada district from the areas thus transferred. Further, portions of 'Bennihalli' and 'Karoshi' villages of Chikodi taluk and 'Yadgud' village of Hukkeri taluk were merged to form a new village viz., "Kamatyahatti" in Chikodi Taluk resulting in minor jurisdictional changes in both taluks.

After the village lists were finalised, three copies were prepared and got certified by the concerned Tahsildars. There were 29,390 villages in Karnataka during 1981 census and 29,193 villages during the 1991 census.

The preparation of the town list was far more complicated. In addition to the statutory towns and cities, notified areas, etc., revenue villages, industrial townships etc., with certain urban characteristics were also included in the list of towns. They were called non municipal census towns. The census towns had to fulfill the conditions under (b) indicated below:

The definition of an urban unit for the census is as follows:—

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

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

(i) a minimum population of 5,000:

(ii) atleast 75 per cent of male working population engaged in non-agricultural pursuits; and

(iii) a density of population of atleast 400 per Sq. Km (1,000 per sq. Mile).

Apart from the places to be classified as urban on the basis of the above definition, the Directors were also given some discretionary power to include in consultation with the State Government, some places that had other distinct urban characteristics and to exclude certain areas which could not be considered as urban.

Working on this concept, a list of towns for the 1991 Census was prepared and sent to the Registrar General's office for approval.

There were considerable differences in the list of towns between the 1981 and 1991 Censuses. Many places which were statutory towns during the 1981 census had been converted to Mandal Panchayats subsequently and since they did not satisfy the requirements for census towns, they had to be dropped from the list of towns. Similarly, many census towns of 1981 census no longer satisfied the definition of urban area and were therefore dropped from the list of towns. On the other hand, there were many additions to the list of 1981. There were 281 towns in the 1981 census and 306 during 1991 resulting in a net increase of 25 towns.

The other item of work which was in progress at the time, I joined was the determination of the Urban Agglomerations. The concept of urban agglomeration had replaced that of the Town Group from 1971 onwards.

Very often large railway colonies, university campuses, port areas, military camps, etc., come up outside the statutory limits of the city or town but adjoining it. Such areas may not by themselves qualify to be treated as towns, but if they form a continuous spread with the town, they are outgrowths of the town and deserve to be treated as urban. Such towns together with their outgrowths have been treated as one urban unit and called 'Urban Agglomeration'. An urban agglomeration may constitute:

(a) a city with continuous outgrowth (the part of outgrowth being outside the statutory limits but falling within the boundaries of the adjoining village or villages);

(b) one town with similar outgrowth or two or more adjoining towns with their outgrowths as in (a); or

(c) a city and one or more adjoining towns with their outgrowths all of which form a continuous spread.

The question of whether a place can be considered to be urbanised enough to be an outgrowth is a rather subjective decision which can be determined only after actual inspection in many cases. In about 7 or 8 cases of urban agglomerations, this had yet to be done and a Deputy Director from the office along with two assistants had to go to each of these places, hold discussions with the local authorities and inspect the areas themselves before a decision could be taken in the matter.



**Standard Urban Area**

The concept of Standard Urban Area introduced in the 1971 census has been followed both in the 1981 and 1991 censuses. The essential requirement for the constitution of a Standard Urban Area (SUA) as laid down in 1971 were that:

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

(ii) the contiguous areas made up of other urban as well as rural administrative units should have mutual socio-economic links with the core town;

(iii) in all probability this entire area should get fully urbanised in a period of 2 or 3 decades.

Certain Standard Urban Areas were determined on this basis in 1971 and some basic data was presented for 1951, 1961 and 1971 for such areas and their components. Similar data were presented for the Standard Urban Areas in 1981. It was proposed to present similar data for the delineated Standard Urban Areas in the 1991 Census also. The idea was to present basic data for these areas for three decades so that the urbanisation process in those areas can be studied. The boundary of Standard Urban Area as finalised in the 1981 census has been kept undisturbed in the 1991 Census.

In the 1981 Census, the areas which were annexed statutorily to the urban components of the Standard Urban Area from outside its boundary were accommodated within the SUA. The boundary of SUA was also adjusted to bring outgrowths (OGs) of UAs within the limits of the relevant SUA. In all other cases, the SUA boundary was kept constant. In the 1991 Census, the boundary of the SUA has been kept constant and is not being adjusted as was done in the 1981 census. Where the urban spread of UAs has transcended the boundaries of SUAs or the statutory limit of a town has expanded on account of statutory merger or areas lying outside the limits of SUAs, the data relating to such spill-over urban areas and those lying within the SUA boundary will be presented separately in the tables of Standard Urban Area. For instance, in Tumkur it was found that the setting up of a watch factory had let to unforeseen urbanisation of the area around leading to a small change in the Standard Urban Area.

**Maps**

The preparation of taluk and town maps constitutes a very important part in the preparation of the rural-urban frame, since the boundaries between various administrative units have to be clearly demarcated before the census if omission of areas or overlapping are to be avoided. The revenue as well as the urban authorities were requested to send the taluk and town maps which they would have prepared on the basis of the maps obtained from the Department of Survey and Settlement which were then carefully compared and drawn in the Mapping Section of this office.

The position of the Cartographic Section had improved considerably since 1971 when the Director had to obtain the help of the copyists for preparing the maps. We had at this time a full-fledged Mapping Section consisting of the following:

STRENGTH IN THE MAP SECTION
(including posts created for 1991 Census)

| Name of the post | No. of posts | | |
|---|---|---|---|
| | Prior to 1991 Census | 1991 Census | Total |
| 1 | 2 | 3 | 4 |
| 01. Senior Geographer . | 1 | 1 | 2 |
| 02. Geographer/Cartographer | 1 | 1 | 2 |
| 03. Senior Drawing Assistant | .. | 1 | 1 |
| 04. Senior Artist . . | 1 | .. | 1 |
| 05. Artist . . . . | 1 | 2 | 3 |
| 06. Senior Draftsman . | 2 | .. | 2 |
| 07. Draftsman | 2 | 9 | 11 |

There were several cases where urbanisation had extended considerably beyond the statutory boundaries of the town since the 1981 census but without the change being reflected in the alteration of its statutory boundaries. Examples are the cases of Belgaum City, Chitradurga, Davangere and Hassan. In such cases we decided that we would retain the statutory boundaries as the limit of the town in order to avoid confusion, irrespective of the actual position in the field.

The biggest problem in determination of boundaries was in the case of Bangalore where the enumeration was to be done by three different agencies—the Bangalore City Corporation, the Bangalore Development Authority and the revenue authorities of Bangalore District. The problem was compounded by the fact that there were B.D.A. Layouts within the statutory boundary of the Bangalore City Corporation which had not yet been handed over formally to the Corporation, there were B.D.A. layouts, a part of which were within the statutory boundaries of the Corporation and part outside, there were slums of private layouts approved by the B.D.A., layouts for which land had been acquired by the Revenue Departments, etc. There were similar problems in the layouts falling within or near the statutory towns of H.A.L. Sanitary Board and the I.T.I. Notified area.

One of the first things I did after joining in as Director was to convene a meeting with the B.D.A. Commissioner and his officers to determine the areas which the B.D.A. staff would enumerate. This was followed by a meeting jointly held with the Corporation, B.D.A. and Revenue authorities when it was decided to constitute teams consisting of officers from the Bangalore City Corporation, the Revenue Department and the B.D.A. to inspect the entire area, decide what were their respective jurisdictions for enumeration and describe the boundaries in maps. Accordingly, four teams were constituted which inspected the areas and drew up the proceedings indicating the area which would come under the jurisdiction of the Revenue Department, the B.D.A. and the Bangalore City Corporation for the purposes of enumeration. The maps of their respective jurisdictions were drawn up accordingly. The preparation of the rural-urban frame was thus in progress at the time of my appointment; however, the State Government had not yet nominated the hierarchy of the State Government Officers who were to work as Census Officers. Until they were in position, the work of the census could not begin.

**First Pre-Test**

The first pre-test in Karnataka State was conducted during the period from November 21st to December 12th 1988. It was conducted in thirty enumeration blocks of the 1981 census of which 20 were rural and 10 urban.

The pre-test was conducted by deploying the staff of the office of the Director of Census Operations, Karnataka. Thirty officials at the levels of Assistant Compilers (5), Computers (13) and Statistical Assistants (12) were selected for conducting the enumeration work in the selected blocks.

Eight Investigators were entrusted with the supervision of the enumeration work. Each supervisor guided the enumerator and supervised the field work in one or more blocks.

The Joint Director of Census Operations and the Assistant Directors conducted inspections and ensured that the calendar of the operations for the pre-test was adhered to and that the canvassing of various schedules was carried out in a systematic manner.

A two day training was conducted in the Headquarters on 17th and 18th November 1988, at the end of which blank schedules required for the field work were issued.

The calendar for the pre-test prescribed by the Registrar General, India in his letter No. 9/19/88-CD (CEN) dated 19-10-1988 indicated below was strictly adhered to.

**Houselisting**

| | |
|---|---|
| 1. Preparation of Notional Maps, Layout Sketches and House numbering. | November 21—24, 1988 |
| 2. Canvassing of Houselist | November 25th to December 9th 1988. |
| **Individual Enumeration** | |
| Enumeration of Houseless Population | Night of December 9, 1988 |
| Revisional round with reference to the sunrise of December 10, 1988. | December 10th to 12th 1988 |

The schedules that were tested during this pre-test were the following and specimen copies of these are given at Annevure 1.

1. Houselist
2. Enterprise List
3. Individual Slip
4. Household Schedule
5. Household Form.

The details of the selected blocks and schedules canvassed therein for the pre-test are given below:

| District | Taluk | Town/ Village | Location Code No. of the block (1981) |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| **I Blocks in which Individual Slips and Household schedules were Canvassed** | | | |
| | **Rural : 12** | **Urban : 6** | **Total : 18** |
| RURAL | | | |
| Bangalore | Anekal | Dommasandra | 9/1/1/192(307) |
| | Bangalore South | Gonipura | 9/1/3/114(294) |
| | | Kadugodi | 9/1/7/330(408) |
| | Channapatna | Settihalli | 9/1/4/102(296) |
| | Nelamangala | Chikkabidarakallu | 9/1/10/137(238) |
| Chitradurga | Harihar | Hanagawadi | 9/7/3/5(7) |
| Dakshina Kannada | Mangalore | Kilanjur | 9/8/5/84(381) |
| Kolar | Gauribidanur | Vedalaveni | 9/13/5/6(13) |
| Mandya | Maddur | Sadalalu | 9/14/2/29(72) |
| Mysore | Mysore | Dadadakallahalli | 9/15/7/146(362) |
| Tumkur | Madhugiri | Chinaka Vajra | 9/18/5/58(75) |
| Uttara Kannada | Kumta | Hoskeri | 9/19/6/17(59) |
| URBAN | | | |
| Bangalore | Bangalore North | Hebbal (Bangalore UA) | 9/1/xi/1 (1) |
| | Channapatna | Channapatna(M) | 9/1/v/1 (20) |
| | Magadi | Magadi (M) | 9/1/xxiii/1(7) |
| Dakshina Kannada | Mangalore | Mangalore (M) (Mangalore UA) | 9/8/xiv/7(73) |
| Mysore | Mysore | Mysore (C) (Mysore U.A.) | 9/15/viii-1(2) |
| Uttara Kannada | Sirsi | Sirsi (M) | 9/19/xii-2(16) |
| **II Blocks in which Household form was canvassed** | | | |
| | **Rural : 7** | **Urban : 3** | **Total : 10** |
| RURAL | | | |
| Bangalore | Kanakapura | Harohalli | 9/1/8/48(134) |
| Chitradurga | Chitradurga | K. Ballekatte | 9/7/2/65(161) |
| Dakshina Kannada | Mangalore | Hosabettu | 9/8/5/71(342) |
| Kolar | Mulbagal | Reddihalli | 9/13/9/124(151) |
| Mandya | Srirangapatna | Belagola | 9/14/7/19(45) |
| Mysore | Mysore | Doddakaturu | 9/15/7/125(315) |
| Uttara Kannada | Karwar | Shirwad | 9/19/5/53(134) |
| URBAN | | | |
| Bangalore | Doddaballapur | Doddaballapur (M) | 9/1/viii/2(17) |
| Dakshina Kannada | Udupi | Udupi (M) | 9/8/xxvi/17(66) |
| Mysore | Piriyapatna | Piriyapatna(M) | 9/15/x/1(4) |
| **III Blocks in which both the Household form and Household schedule were canvassed** | | | |
| | **Rural : 1** | **Urban : 1** | **Total : 2** |
| Bangalore | Doddaballapur | Aralumallige | 9/1/6/38(55) |
| | Bangalore U.A. | Bangalore (C) | 9/1/II-26(46) |

During the Houselisting, the Houselist and the Enterprise List were canvassed in all the 30 blocks

Individual Slip. Household Schedule and the Household Form which was a composite schedule under consideration as an alternative to both Individual Slip and Household Schedule together, however were canvassed during the individual enumeration in different set of blocks. In 18 (12 rural and 6 urban) of the 30 blocks, Individual Slips and Household Schedules and in ten blocks (7 rural and 3 urban) Household Forms were canvassed. In the remaining two blocks (1 rural and 1 Urban) both the Household Schedule and the Household Form were canvassed.

Since the support and co-operation of the State Government and the local offices is necessary for the Successful completion of the pre-test, as it is for the conduct of the census, it is necessary that such operations as the pre-test should be brought under the purview of the Census Act.

The Second pre-test of the 1991 Census schedules was conducted in Karnataka State from June 19th to July 10th 1989 as per instructions conveyed by the Registrar General, India in his letter No. 9/13/89-CD (CEN) dated 1st March, 1989 and No. 9/22/89-CD (CEN) dated 20th March, 1989. The Registrar General had also addressed a D.O. letter dated May 19, 1989 to Shri A. B. Datar, Chief Secretary to Government of Karnataka seeking the co-operation of the State Government.

**Second Pre-test**

The second pre-test was carried out in ten enumeration blocks (of the 1981 Census), of which five were rural and five urban. Keeping in view the guidelines of the Registrar General, India, only such blocks which had good communication and sufficient influence of urbanisation were selected.

The particulars of the blocks selected are as indicated below:

| District | Taluk | Town/Village | Location code |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| I Bangalore | Bangalore South | Agara | 9/1/3/27 (82) |
| | Bangalore North | Bangalore City | 9/1/11/VI(5) |
| II Bangalore Rural | Ramanagaram | Kylancha | 9/1/11/74(251) |
| | | Ramanagaram (M) | 9/1/xxv/1 (4) |
| III Chitradurga | Davangere | Nittuvalli | 9/7/3/3(7) |
| | | Davangere City | 9/7/III/1(21) |
| IV Hassan | Arsikere | Jaioor | 9/11/3/77(178) |
| | | Arsikere (M) | 9/11/III/4 (32) |
| V Tumkur | Tumkur | Ramagondanahalli | 9/18/9/23 (42) |
| | | Tumkur City | 9/18/x/7 (188) |

In the first pre-test the enumerators were drawn from among the census staff. However, the enumeration work in the second pre-test was done by school teachers. Most of the enumeration personnel deployed for the actual census are drawn from this category of Government servants. All the teachers selected to work as enumerators were Assistant Masters in Primary Schools.

Four Assistant Directors, five Investigators and one Statistical Assistant were deployed for imparting training to the enumerators and to supervise the field work. The Joint Director and Deputy Director also supervised the work in a few blocks. These officers ensured that the calendar of the operations for the pre-test was strictly adhered to and the canvassing of various schedules was carried out in a systematic manner.

A three day training was conducted from 16th to 18th June, 1989 in as thorough a manner as possible. For the two enuemartors of the blocks selected in Bangalore district, the training was held in the Census Directorate itself. For the enumerators of other blocks selected from other districts the training was held in the office of the Assistant Education Officer of the block concerned. No particular difficulty was encountered and by and large it was found that the selected teachers were quite receptive and did not express any difficulty in understanding the census concepts. The time allotted for training and for canvassing of various schedules was however found to be inadequate.

The schedules that were canvassed during this pretest were the following:

1. Houselist
2. Enterprise List
3. Household Schedule
4. Individual Slip
5. Degree Holders and Technical Personnel Cards (DHTP Cards).

Specimen copies of these schedules are given in Annexure 2.

During the houselisting, Houselist and Enterprise List were canvassed in all the ten blocks.

Similarly, the Household Schedules and Individual Slips and D.H.T.P. cards in case of Degree Holders and Technical Personnel were canvassed during the individual Enumeration in all the ten blocks.

Suggestions were invited from the Directorates after the two pre-tests. Based upon these suggestions and the recommendations of the Advisory Committee, appointed by the Ministry of Home Affairs, the census schedules were finalised. They may be seen at Annexure 3.

ANNEXURE—1

CENSUS OF INDIA 1991 FIRST PRETEST

HOUSELIST



CONFIDENTIAL

Name of State/UT . .... Code No. ....
Name of District ..... Code No. ....
Name of Tehsil/Taluk/P.S./Dev. Block ..... Code No. ....

Name of village/town ..... Code No. ....
Name or No. of ward/mohalla/hamlet. Code No. ....
Enumeration block No. .....

| Line No. | Building No. (Municipal or local authority or census No.) | Census house No. | Predominent construction material of census house | | | Purpose for which census house is used (if wholly or partly non-residential, fill enterprise list) | If used wholly or partly as a residence | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Wall | Roof | Floor | | Household No. | Serial No. of the household | Name of the head of household | Does the household live in owned or rented house? Write 1 for owned 2 for rented 3 for others | No. of living rooms in the occupation of household | Facilities available to the household: Drinking Water Supply: Source | Drinking Water Supply: Within premises (1)/outside Premises (2) | Electricity : Yes (1)/No. (2) | Toilet : Yes (1)/No (2) | Is the household engaged in an enterprise outside this census house and without premises or in the open air? If yes, fill enterprise list | Type of fuel used for cooking | No. of persons normally residing in the household: Males | Females | Persons | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | Total | | | | | Total | | | | | | | | | | | Total | | | | |

Key to Codes :

WALL (Col. 4) : Grass, leaves,reeds or bamboo (1); Mud (2); Unburnt bricks (3); Wood (4); Burnt bricks (5); G.I sheets or other metal sheets (6); Stone (7); Cement concrete (8); Ekra (9) and Others (10)

ROOF (Col. 5) : Grass, leaves, reeds, thatch, wood, mud, unburnt bricks or bamboo (1); Tiles ,slate or shingle (2); Corrugated iron, zinc or other metal sheets (3); Asbestos cement sheets (4); Brick, stone and lime (5); Stone (6); Concrete R.B.C., R.C.C (7) and Others (8).

FLOOR (Col. 6) : Mud (1); Wood/planks (2); Bamboo or logs (3); Brick, stone and lime (4); Cement (5); Mosaic/Tiles (6) and Others (7)

SOURCE OF DRINKING WATER SUPPLY (Col. 13) : Well (1); Tap (2); Handpump/tubewell (3); River/canal (4); Tank (5) and Others (6)

TYPE OF FUEL USED FOR COOKING (Col. 18) : Wood (1); Cowdung cake (2); Charcoal (3); Coal coke/lignite (4); Cooking gas (5); Electricity (6) and Others (7).

Signature of Enumerator _____ date _____ Signature of Compiler _____ Date _____

Signature of Supervis _____ Date _____

# CENSUS OF INDIA 1991

## (ECONOMIC CENSUS)

## ENTERPRISE LIST

Annex1

Page No. .....

1 State/Union Territory ..... Code No..... 5 Name or No. of Ward/Mohalla/Hamlet..... Code No.....

2. District..... Code No..... 6. Enumerator's Block No..... Code No.....

3. Tehsil/Taluka/P.S./Dev. Block/Circle etc..... Code No..... 7. C.D. Block..... Code No.....

4. Village/Town..... Code No..... 8. Rural/Urban..... Code No.....

| Line number of houselist (Col. 1 of HL) | Census house No. (Col. 3 of HL) | Sl. No. of enterprise | | Description of activity of enterprise | | Classification of enterprise (agri-1 non-agri-2) | Nature of operation (perennial-1 seasonal-2) | Type of ownership* | Social Group of owner (SC-1, ST-2, Others-3) | Power / Fuel used for activity** | Number of persons usually working daily | | | | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | Total (including unpaid workers) | | | | Hired | | | | |
| | | (Col. 7 of HL) | (Col. 20 of HL) | | Code | | | | | | Males | Females | Children | Total | Males | Females | Children | Total | |
| 1 | 1 (i) | 2 | 3 | 4 | 4(i) | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| Total-1 | xx | [a] | [a] | xxx | x | [b] | [b] | [b] | [b] | [b] | [f] | [f] | [f] | [f] | [f] | [f] | [f] | [d] [f] | |
| Total-2 | xx | xx | xx | xxx | x | x | x | x | x | x | [c] | [c] | [c] | [c] | [c] | [c] | [c] | [c] [e] | |

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

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

[a] Count number of entries and give total.
[b] Count number of entries with code 1 and give total.
[c] Give total of entrieswith code 1 in col. 5
[d] Count number of all entries in col. 17 and give total in the bracket.
[e] Count number of entries in col. 17 corresponding to code 1 in col. 5 and give total in the bracket

* Type of ownership—Private-1, Cooperative-2, Public 3

** Power/Fuel used—without power-1, electricity-2, coal/soft coke-3 petrol/diesel-4, gas-5, Firewood-6 Bio-gas-7 Animal power-8, Others-9

**FIRST PRETEST**

CENSUS OF INDIA 1991 INDIVIDUAL SLIP CONFIDENTIAL

Pad No.....

Slip No.....

Location Code..... ( ) Sl. No. of Household ( )

1 Name .....

2 Relationship to head .....

3 Male (1)/Female (2) .....

4 Age .....

5 Marital status .....

6 Mother tongue .....

7 Two other languages known .....

8 Religion .....

9 Whether S.C. (1) or S.T. (2) .....

10 Name of caste/tribe .....

11 Literate (1)/Illiterate (2) .....

12 Educational attainment .....

13 Attending school/college, Yes(1)/No(2) .....

14A Did you work any time at all last year? Yes / No (H/ST/D/R/B/I/O) .....
(including unpaid work on farm or in family enterprise)

14B If yes in 14A, did you work for major part of last year? Yes(1)/No(2) .....

15A Main activity last year? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) .....

If HHI/OW in 15A

(i) Name of establishment .....

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

(iii) Description of work .....

(iv) Class of worker .....

15B 'Yes' in 14B—Any other work any time last year? Yes (C/AL/HHI/OW)/No / 'No' in 14B—Work done any time last year? (C/AL/HHI/OW) .....

If HHI/OW in 15B

(i) Name of establishment .....

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

(iii) Description of work .....

(iv) Class of worker .....

16A If no in 14A, seeking/available for work? Yes (1)/No(2) .....

16B If yes in 16A, have you ever worked before? Yes(1)/No(2) .....

17A Whether you are an Ex-serviceman? Yes(1)/No(2) .....

17B If yes in 17A. Pensioner(1)/Non-Pensioner(2) .....

18 Birth place

(a) Place of birth .....

(b) Rural (1)/Urban (2) .....

(c) District .....

(d) State/Country .....

19 Last residence

(a) Place of last residence .....

(b) Rural (1)/Urban (2) .....

(c) District .....

(d) State/Country .....

20 Reasons for migration from place of last residence (Code)* .....

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

22 For all ever-married women only

(a) Age at marriage .....

(b) Number of children surviving at present

Male Female Total

(c) Number of children ever born alive

Male Female Total

23 For currently married women only

Any child born alive during last one year .....

*Employment (1) Education (2) Family moved (3) Marriage (4) Natural calamities like drought, floods, etc. (5) Others (6).

3—13 RGI/ND/96

Book No. .....Form No. .....

Location code No. .....

Serial number of household .....

CENSUS OF INDIA

HOUSEHOLD

| Sl. No. | Name | Relationship to head | Sex | | Age | Marital status | Mother tongue | Religion | Whether SC(1) or ST(2) | Name of scheduled caste/tribe | Literacy | | Male | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | M | F | | | | | | | Literate | Illiterate | Entry in 14 A | | Entry in 14 B | |
| | | | | | | | | | | | | | Yes | No | Yes | No |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Checked and found correct | | | | | X | X | | | | | | | | | | |
| | M | | | | X | X | | | | | | | | | | |
| | F | | | | X | X | | | | | | | | | | |
| Signature Supervisor | P | | | | X | X | | | | | | | | | | |

SCHEDULE

*Type of household (Institutional or Houseless

| Sl. No. | Male | | | | Female | | | | | | | | If OW in 15A indicate | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Entry in 15A | | | | Entry in 14A | | Entry in 14B | | Entry in 15A | | | | Name of establishment | Description of work | Nature of Industry, trade or service | ** Code |
| | C | AL | HHI | OW | Yes | No | Yes | No | C | AL | HHI | OW | | | | |
| 1 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | |

For office use only

| Category | M | F | Category | M | F | Category | M | F |
|---|---|---|---|---|---|---|---|---|
| III | | | VI | | | IX | | |
| IV | | | VII | | | Marginal Workers | | |
| V(b) | | | VIII | | | X Non-Workers | | |

*For Institutional write 1 for Houseless write 0

**Industrial code to be given in office

Signature of Coder

Signature of Enumerator

# CENSUS OF INDIA 1991

## HOUSEHOLD

Book No. ..... Form No. ..... Location Code No. ..... Sl. No. of the Household .....

| No. | Particulars of Individual | | Person 1 | Person 2 | Person 3 | Person 4 | Person 5 | Person 6 | Total | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Qn. No. | P | M | F |
| 1 | Name | | | | | | | | | | | |
| 2 | Relationship to head | | | | | | | | X | X | X | X |
| 3 | Male (1)/Female (2) | | | | | | | | 3 | | | |
| 4 | Age | | | | | | | | | | | |
| 5 | Marital Status (Code) @ | | | | | | | | | | | |
| 6 | Mother Tongue | | | | | | | | | | | |
| 7 | Two other languages known | Language I | | | | | | | X | X | X | X |
| | | Language II | | | | | | | | | | |
| 8 | Religion | | | | | | | | | | | |
| 9 | Whether SC. (1) or ST. (2) | | | | | | | | Code 1 | | | |
| 10 | Name of Caste/Tribe | | | | | | | | 9 Code 2 | | | |
| 11 | Literate (1)/Illiterate (2) | | | | | | | | Code 1 | | | |
| 12 | Educational attainment | | | | | | | | 11 Code 2 | | | |
| 13 | Attending school/college Yes (1)/No (2) | | | | | | | | | | | |
| 14A | Whether you are an Ex-serviceman? Yes (1)/No (2) | | | | | | | | 14A Code 1 | | | |
| 14B | If yes in 14A, Pensioner (1)/ Non-Pensioner (2) | | | | | | | | 14B Code 1 | | | |
| 15A | Did you work anytime at all last year? (Including unpaid work on farm or in family enterprise) Yes / No (H/ST/D/R/B/I/O) | | | | | | | | Yes 15A No | | | |
| 15B | If yes in 15A, did you work for major part of last year? Yes (1)/No (2) | | | | | | | | Code 1 15B Code 2 | | | |

@ Never Married (1), Currently Married (2), Widowed (3), Separated or Divorced (4)

— FIRST PRETEST

FORM

CONFIDENTIAL

Book No. ..... Form No. ..... Location Code No. ..... Sl. No. of the Household .....

| No. | Particulars of Individual | | Person 1 | Person 2 | Person 3 | Person 4 | Person 5 | Person 6 | Total | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 16A | Main activity last year ?<br>Yes in 15B (C/AL/HHI/OW)<br>No in 15B (H/ST/D/R/B/I/O)<br>(i) Name of establishment<br>If (ii) Nature of industry, trade or service<br>HHI/OW<br>in 16 A (iii) Description of work<br>(iv) Class of worker | | | | | | | | On. 16A | P | M | F |
| | | | | | | | | | C | | | |
| | | | | | | | | | AL | | | |
| | | | | | | | | | HHI | | | |
| | | | | | | | | | OW | | | |
| 16B | Yes in 15B–Any other work any time last year? yes (C/AL/HHI/OW)<br>No in 15B–Work done any time last year ? (C/AL/HHI/OW)<br>(i) Name of establishment<br>If (ii) Nature of industry, trade or service<br>HHI/OW<br>in 16B (iii) Description of work<br>(iv) Class of worker | | | | | | | | TOTAL | | | |
| 17A | If no in 15A, seeking/available for work Yes (1)/No (2) | | | | | | | | X | | | |
| 17B | If yes in 17A, have you ever worked before ? Yes (1)/No (2) | | | | | | | | | | | |
| 18 | Birth place (a) Place of birth<br>(b) Rural (1)/Urban (2)<br>(c) District<br>(d) State/Country | | | | | | | | | | | |
| 19 | Last residence (a) Place of last residence<br>(b) Rural (1)/Urban (2)<br>(c) District<br>(d) State/Country | | | | | | | | | | | |
| 20 | Reasons for migration from place of last residence (Code) * | | | | | | | | | | | |
| 21 | Duration of residence at the village or town of enumeration | | | | | | | | | | | |
| 22 | For all ever married women only | Age at marriage | | | | | | | | | | |
| | | No. of surviving children | M F T | M F T | M F T | M F T | M F T | M F T | | | | |
| | | No. of children ever born | | | | | | | | | | |
| 23 | For currently married women only | Any child born alive during last one year | | | | | | | | | | |

* Employment (1), Education (2), Family moved (3), Marriage (4), Natural calamities like drought, floods etc. (5), Others (6)

# ANNEXURE–2

## CENSUS OF INDIA 1991

### *SECOND PRETEST*
### HOUSELIST

Name of State/UT..... Code No.....
Name of District..... Code No.....
Name of Tehsil/Taluk/P.S./Dev. Block.... Code No.....

Name of village/town..... Code No.....
Name or No. of ward/mohalla/hamlet.... Code No.....
Enumeration block No.....

| Line No. | Building No. (Municipal or local authority of census No.) | Census house No. | Predominent construction material of census house | | | Purpose for which census house is used (if wholly or partly used for running one or more enterprises, fill enterprise list) | If used wholly or partly as a residence | | | | | | | | | | | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Wall | Roof | Floor | | Household No. | Serial No. of the household | For Head of Household only, write Name | Male (1)/Female (2) | SC(1)/ST(2) (If SC, ascertain religion and write 'H' for Hindus and 'S' for Sikhs within bracket after code 1) | Does the household live in owned or rented house? Write 1 for owned 2 for rented 3 for others | No. of living rooms in the occupation of household | Facilities available to the household: Drinking Water Supply – Source | Drinking Water Supply – Within premises (1)/outside Premises (2) | Electricity : Yes (1)/No (2) | Toilet : Yes (1)/No (2) | Type of fuel used for cooking | Is the household or one or more members of the household engaged in one or more enterprises outside this census house and without premises or in the open air ? If yes, fill enterprise list. | No. of persons normally residing in the household – Males | Females | Persons | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | *Total | | | | | *Total | | | | | | | | | | | | | Total | | | | |

Key to Codes :

WALL (Col. 4): Grass, leaves, reeds or bamboo (1) | Mud (2) | Unburnt bricks (3) | Wood (4) | Burnt bricks (5) | G.I. sheets or other metal sheets (6) | Stone (7) | Cement concrete (8) | Ekra (9) and Others (10)

ROOF (Col. 5): Grass, leaves, reeds, thatch, wood, mud, unburnt bricks or bamboo (1) | Tiles, slate or shingle (2) | Corrugated iron, zinc or other metal sheets (3) | Asbestos cement sheets (4) | Brick, stone and lime (5) | Stone (6) | Concrete R.B.C./R.C.C. (7) and Others (8)

FLOOR (Col. 6): Mud (1) | Wood/planks (2) | Bamboo or logs (3) | Brick, stone and lime (4) | Cement (5) | Mosaic/Tiles (6) and Others (7)

SOURCE OF DRINKING WATER SUPPLY (Col. 15): Well (1) | Tap (2) | Handpump/tubewell (3) | River/canal (4) | Tank (5) and Others (6)

TYPE OF FUEL USED FOR COOKING (Col. 19): Wood (1) | Cowdung cake (2) | Charcoal (3) | Coal coke/lignite (4) | Cooking gas (5) | Electricity (6) | Kerosene (7) | Bio-gas (8) and Others (9)

Signature of Enumerator ..... date ..... Signature of Compiler ..... Date .....
* Count number of entries and give total
Signature of Supervisor ..... Date .....

*SECOND PRETEST*

# CENSUS OF INDIA 1991
## (ECONOMIC CENSUS)
### ENTERPRISE LIST

Page No. .....

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

| Line number of houselist (Col. 1 of HL) | Census house No. (Col. 3 of HL) | Sl. No. of enterprise (Col. 7 of HL) | Sl. No. of enterprise (Col. 20 of HL) | Description of activity of enterprise | Code | Classification of enterprise (agri-1, non-agri-2) | Nature of operation (perennial-1, seasonal-2) | Type of ownership* | Social Group of owner (SC-1, ST-2, Others-3) | Power / Fuel used for activity** | Number of persons usually working daily: Total (including unpaid workers) Males | Total (including unpaid workers) Females | Total (including unpaid workers) Children | Total (including unpaid workers) Total | Hired Males | Hired Females | Hired Children | Hired Total | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 (i) | 2 | 3 | 4 | 4(i) | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| Total-1 | xx | [a] | [a] | xxx | x | [b] | [b] | [b] | [b] | [b] | [f] | [f] | [f] | [f] | [f] | [f] | [f] | [d] [f] | |
| Total-2 | xx | xx | xx | xxx | x | x | x | x | x | x | [c] | [c] | [c] | [c] | [c] | [c] | [c] | [c] [e] | |

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

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

[a] Count number of entries and give total.
[b] Count number of entries with code 1 and give total.
[c] Give total of entrieswith code 1 in col. 5
[d] Count number of all entries in col. 17 and give total in the bracket.
[e] Count number of entries in col. 17 corresponding to code 1 in col. 5 and give total in the bracket.

* Type of ownership—Private-1, Cooperative-2, Public 3

** Power/Fuel used—without power-1, electricity-2, coal/soft coke-3 petrol/diesel-4, gas-5, Firewood-6 Bio-gas-7 Animal power-8, Others-9

ENTERPRISE LIST

CANVASSED DURING SECOND PRETEST

AS TO BE REPRODUCED HERE

Book No. .....Form No. .....

Location code No. .....

Serial number of household .....

CENSUS OF

HOUSEHOLD

SECOND

| Sl. No. | Name | Relationship to head | Sex | | Age | Marital status | Mother tongue | Religion | Whether SC(1) or ST(2) | Name of scheduled caste/tribe | Male | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | M | F | | | | | | | Literate | Illiterate | Entry in 14 A | | Entry in 14 B | |
| | | | | | | | | | | | | | Yes | No | Yes | No |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Checked and found correct | | | | X | X | | | | | SC | ST | Total | | | | | |
| | M | | X | X | X | | | | | | | | | | | | |
| | F | X | · | X | X | | | | | | | | | | | | |
| Signature of Supervisor | P | | | X | X | | | | | | | | | | | | |

INDIA 1991

CONFIDENTIAL

SCHEDULE

*Type of household (Institutional or Houseless)

PRETEST

| Sl. No. | Male | | | | Female | | | | | | | | | | If OW in 15A indicate | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Entry in 15A | | | | Literate | Illiterate | Entry in 14A | | Entry in 14B | | Entry in 15A | | | | Name of establishment | Nature of Industry, trade or service | Description of work |
| | C | AL | HHI | OW | | | Yes | No | Yes | No | C | AL | HHI | OW | | | |
| 1 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | |

| For office use only | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Category | M | F | Category | M | F | Category | M | F |
| III | | | VI | | | IX | | |
| IV | | | VII | | | Marginal Workers | | |
| V(b) | | | VIII | | | X Non-Workers | | |

Signature of Coder

*For Institutional write 1 for Houseless write 0

**Industrial code to be given in office

Signature of Enumerator

**SECOND PRETEST**

CENSUS OF INDIA 1991 INDIVIDUAL SLIP **CONFIDENTIAL**

Pad No.....

Slip No.....

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

1 Name .....

2 Relationship to head .....

3 Male (1)/Female (2) .....

4 Age .....

5 Marital status .....

6 Mother tongue .....

7 Two other languages known .....

8 Religion .....

9 Whether S.C. (1) or S.T. (2) .....

10 Name of Scheduled caste/tribe .....

11 Literate (1)/Illiterate (2) .....

12 Educational attainment .....

13 Attending school/college, Yes(1)/No(2) .....

14A Did you work any time at all last year? Yes / No (H/ST/D/R/B/I/O) .....

(including unpaid work on farm or in family enterprise)

14B If yes in 14A, did you work for major part of last year? Yes(1)/No(2) .....

15A Main activity last year? Yes in 14B (C/AL/HHI/OW) / No in 14B (H/ST/D/R/B/I/O) .....

If HHI/OW in 15A

(i) Name of establishment .....

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

(iii) Description of work .....

(iv) Class of worker .....

15B 'Yes' in 14B—Any other work any time last year? Yes (C/AL/HHI/OW)/No / 'No' in 14B—Work done any time last year? (C/AL/HHI/OW) .....

If HHI/OW in 15B

(i) Name of establishment .....

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

(iii) Description of work .....

(iv) Class of worker .....

16A If no in 14A, seeking/available for work? Yes (1)/No(2) .....

16B If yes in 16A, have you ever worked before? Yes(1)/No(2) .....

17A Whether you are an Ex-serviceman? Yes(1)/No(2) .....

17B If yes in 17A, Pensioner(1)/Non-Pensioner(2) .....

18 Birth place

(a) Place of birth .....

(b) Rural (1) Urban (2) .....

(c) District .....

(d) State/Country .....

19 Last residence

(a) Place of last residence .....

(b) Rural (1)/Urban (2) .....

(c) District .....

(d) State/Country .....

20 Reasons for migration from place of last residence (Code)* .....

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

22 For all ever-married women only

(a) Age at marriage .....

(b) Number of children surviving at present

Male Female Total

(c) Number of children ever born alive

Male Female Total

23 For currently married women only

Any child born alive during last one year .....

---

* Employment (1); Business (2); Education (3); Family moved (4); Marriage (5); Natural calamities like drought, floods, etc. (6); Others (7);

CONFIDENTIAL

CENSUS OF INDIA - 1991

Location Code _____
(to be filled by enumerator)

DEGREE HOLDERS AND TECHNICAL PERSONNEL SURVEY

(Please see instructions in attached sheet. PLEASE FILL IN CAPITAL LETTERS)

1. Name _____ 2. Date of Birth _____

3. Address _____

_____

Town/village* _____ Dist _____
(please tick _/ one)

4. Sex*: Male/Female 5. Are you married*: Yes/No 6. Scheduled Caste/Tribe*: Yes/No 7. Home State _____

8. Highest qualification (Such as Ph D, M Sc, M A, B A, B Sc, B E, A M I E, M B B S, etc)

| Degree | Subject | Year of passing | University/institution/professional body |
|---|---|---|---|
| _____ | _____ | _____ | _____ |

9. Additional/Alternative qualifications (such as LL B, B Ed, C A, B Lib, M B A, etc)

| Degree | Subject | Year of passing | University/institution/professional body |
|---|---|---|---|
| _____ | _____ | _____ | _____ |

10. Employment status* (Tick _/ One)

a) Employed [ ] b) Self-employed [ ] c) Student [ ] d) Trainee [ ] e) Apprentice [ ] f) Retired [ ]

g) Unemployed trying for job [ ] h) Unemployed not trying for job [ ] i) Others (specify) _____

11. If unemployed, duration of unemployment (in months) _____

12. Employment details (Enter serial Nos. for type of organisation and nature of work as given overleaf)

| | Type of orgn | Nature of work | SECTOR* Govt = G Autonomous or Public = A sector Private = P (Pl tick one) | Year of joining | Year of leaving | TOTAL INCOME (including allowances) in Rs per month | |
|---|---|---|---|---|---|---|---|
| | | | | | | At entry | Last drawn |
| Present | _____ | _____ | ___G_/_A_/_P__ | _____ | _____ | _____ | _____ |
| Previous | _____ | _____ | ___G_/_A_/_P__ | _____ | _____ | _____ | _____ |
| First | _____ | _____ | ___G_/_A_/_P__ | _____ | _____ | _____ | _____ |

13. Last visit abroad for Study, Training or Employment (Exclude all other types of visits)

| | Country | Stay (months) | Year of Return |
|---|---|---|---|
| Study/Research | _____ | _____ | 19 ___ |
| Training | _____ | _____ | 19 ___ |
| Employment | _____ | _____ | 19 ___ |

Date _____ Signature _____

* Please tick (_/) appropriate answers in questions 3(town/vill.),4, 5, 6, 10, 12(item-sector)

Question No 12: Type of Organisation

Please enter the serial number given below for type of organisation in answer to question number 12

| Sr No to be entered | Type of organisation |
|---|---|
| 1 | Agriculture, Forestry & Fishing |
| 2 | Mining & Quarrying |
| 3 | Manufacturing of Food and Food Products |
| 4 | Manufaturing of Textiles, Cotton,Clothes,Jute,etc. |
| 5 | Manufacturing of Wood,Paper,Leather,etc. |
| 6 | Manufacturing of Rubber, Plastics, Petroleum, Coal and Related Products |
| 7 | Manufacturing of Chemicals, Chemical Products and Fertilizers |
| 8 | Manufacturing of Non-metallic Mineral Products like Mica, Glass, Refractories |
| 9 | Macufacturing of Basic Metals & Alloys. |
| 10 | Manufacturing of Metal Products excluding engineering and transport equipments |
| 11 | Manufacturing of Machinery, Machine Tools & Parts except electrical machinery |
| 12 | Manufacturing of Electrical Machinery and Appliances |
| 13 | Manufacturing of Transport Equipment & Parts |
| 14 | Other manufacturing industry |
| 15 | Generation & Distribution of Electricity, Gas and Water |
| 16 | Construction |
| 17 | Trade and Commerce Organisations |
| 18 | Transport, Storage and Communication organisations |
| 19 | Financing, Insurance & Real Estate |
| 20 | Public Administration |
| 21 | Defence Services Personnel |
| 22 | University/College |
| 23 | School |
| 24 | Scientific & Research Services |
| 25 | Medical & Health Services |
| 26 | Organisations not classified elsewhere |
| 27 | Other Services |

Question No 12: Nature of your work

Please enter the serial number given below for nature of your work in answer to Question No 12

| Sr No to be entered | Nature of your work | Sr No to be entered | Nature of your work |
|---|---|---|---|
| 1 | Teaching | 8 | Testing/Quality Control |
| 2 | Teaching cum Research | 9 | Consultation & Professional Practice |
| 3 | Research | | |
| 4 | Design & Development | 10 | Sales & Marketing |
| 5 | Construction | 11 | Management |
| 6 | Industrial Production | 12 | Administration |
| 7 | Maintenance | 13 | Others |

S.E OVERLEAF THE SPECIMEN COPY OF QUESTIONNAIRE

should fill this questionnaire ?

You may fill up this questionnaire if you possess a Degree in Arts, Humanities, Science, Engineering or Technology, Medicine; Diploma in Engineering/ Technology.

PLEASE USE CAPITAL LETTERS TO FILL THE QUESTIONNAIRE

Question No 2

Write date of birth as date-month-year; for example, 22-7-58.

Question No. 3

If you are employed or self-employed, please give your office/ business address in question No. 3. Write PIN code if you know it. Please tick one from Town/Village.

Question No 7

Please write name of the state to which you belong.

Question No 8

Write highest academic qualification obtained by you from a recognised university/institution from India or abroad; such as,

BA, MA, PhD BCom, MCom BSc, MSc, MCA, MCS BSc(Ag), MSc(Ag)

Dip(Engg), AMIE, BE, BTech, BSc(Engg), PG Dip(Engg), DIIT, ME, MTech, MSc(Engg)

BVSc, MVSc, MSc(Animal Sc) BSc(Dairy), MSc(Dairy)

MBBS, PG Dip, MD, MS, MSc(Med), DM, MCh, DNB, MNAMS

And other recognised degrees

Question No 9

Please write here any qualifications (degrees) which you may have in addition to those mentioned in the previous question (No. 8). These may be professional qualifications in Law, Education, Management, Accountancy, etc such as,

BEd, MEd, LLB, LLM, B Lib, B Jourl, CA, MBA, AMIE, PG Diploma in various subjects

And other recognised degrees

You may also enter here if you have two degrees of the same level in different subjects or from different universities, such as MA (Maths) & MA(Economics).

Question No 10

Only one item [from among (a to i) ] is to be ticked in this question, indicating your present employment position.

If you are employed and also studying then tick employed.

If you are getting some research grant and studying for a higher degree then tick student only.

If you are a lawyer, a medical practioner, a shop/business owner, an enterprise owner or an employer, then you should tick self-employed.

Question No 12

Employment details of your present, immediate previous and your first employment are to be given in this question to assess the mobility of educated persons. Different employment should relate to different organisations served and not the different jobs held through promotion in the same organisation.

If you are employed, self-employed or employer, please write appropriate Codes (serial Nos given on the back of the questionnaire) for 'type of organisation and for nature of your work' in answer to this question.

Economic sector to which your organisation belongs, are explained below:

| | |
|---|---|
| Government sector | - Central/State/Local Self govt |
| Autonomous/Public sector | - Agencies, organisations or bodies which are funded by the govt to the extent of 51% or more. Also, all public sector industries/undertakings. |
| Private sector | - All private industries, businesses, work related to self employment or being an employer (professional or others), non-profit registered societies, farmer, etc. |

Total income in this question should include monthly salary and all allowances. For non-salaried persons, it should be average total income per month.

Question No 13

If you have been abroad for more than six months for study/ research, training or employment, then please give details of your last visit in this question indicating the purpose of the visit, stay in months and the year of return.

If you have not been abroad or your stay abroad was less than six months, please leave this question blank.

# ANNEXURE—3

**CENSUS OF INDIA 1991**
**HOUSELIST**

Page No._____

**CONFIDENTIAL**

Name of State/UT ..... Code No. ..... Name of Village/Town ..... Code No. ..... Name of Dev. Block .....
Name of District ..... Code No. ..... Name or No. of Ward/Mohalla/Hamlet ..... Code No. .....
Name of Tehsil/Taluk/P.S./
Dev. Block/Circle, etc. ..... Code No. ..... Enumeration Block No. ..... Code No. .....

| Line No. | Building No. (Municipal or local authority or census No.) | Census house No. | Predominant construction material of census house | | | Purpose for which census house is used (if wholly or partly used for running one or more enterprises, fill enterprise list) | If used wholly or partly as a residence | | | | | | | | | | | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Wall | Roof | Floor | | Household No. | Serial No. of the household | For head of household only, write | | | Does the household live in owned or rented house? Write 1 for owned 2 for rented 3 for others | No. of living rooms in the occupation of household | Facilities available to the household | | | | Type of fuel used for cooking | Is the household or one or more members of the household engaged in one or more enterprises outside this census house and without premises or in the open air? If yes, fill enterprise list | No. of persons normally residing in the household | | | |
| | | | | | | | | | Name | Male (1)/Female (2) | SC (1)/ST (2) (If SC ascertain religion and write 'H' for Hindu and 'S' for Sikh within brackets after code 1) | | | Drinking water supply | | Electricity: Yes (1)/No (2) | Toilet : Yes (1)/No (2) | | | Males | Females | Persons | |
| | | | | | | | | | | | | | | Source | Within premises (1)/ Outside premises (2) | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 1 | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | | | | | | | | | | | | | | | | | | | | | | | |
| | * Total | | | | | | * Total | | | | | | | | | | | | Total | | | | |

* Count the number of entries and give total

**Key to Codes:**

WALL (Col. 4): Grass, leaves, reeds or bamboos (1) | Mud (2) | Unburnt bricks (3) | Wood (4) | Burnt bricks (5) | G.I. Sheets or other metal sheets (6) | Stone (7) | Cement concrete (8) | Ekra (9) and | Others (10)

ROOF (Col. 5): Grass, leaves, reeds, thatch, wood, mud, unburnt bricks or bamboos (1) | Tiles, slate or shingle (2) | Corrugated iron, zinc or other metal sheets (3) | Asbestos cement sheets (4) | Bricks, stone and lime (5) | Stone (6) | Concrete R.B.C./R.C.C. (7) and | Others (8)

FLOOR (Col. 6): Mud (1) | Wood/Planks (2) | Bamboos or logs ( | Bricks, stone and lime (4) | Cement (5) | Mosaic/Tiles (6) and | Others (7)

SOURCE OF DRINKING WATER SUPPLY (Col. 15): Well (1) | Tap (2) | Handpump/tubewell (3) | River/canal (4) | Tank (5) and | Others (6)

TYPE OF FUEL USED FOR COOKING (Col. 19): Cowdung cake (1) | Electricity (2) | Coal Coke/lignite (3) | Charcoal (4) | Cooking gas (5) | Wood (6) | Bio-gas (7) | Kerosene (8) and | Others (9)

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

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

Price of ... 20,75 000

# CENSUS OF INDIA 1991
## (ECONOMIC CENSUS)
## ENTERPRISE LIST



1. State/Union Territory ..... Code No:.....
2. District ..... Code No.....
3(i) Tehsil/Taluka/P.S./Dev.Block/Circle etc..... Code No.....
3(ii) Development Block..... Number .....
4. Village/Town ..... Code No.....
5. Name or No. of Ward/Mohalla/Hamlet ..... Code No.....
6. Enumerator's Block No. .....
7. Rural/Urban ..... Code No.....

| Line number of houselist (col. 1 of HL) | Census house No. (col. 3 of HL) | Sl. No. of enterprise | | Description of activity of enterprise | Code | Classification of enterprise (agri-1, non-agri-2) | Nature of operation (perennial-1, seasonal-2) | Type of ownership* | Social group of owner (SC-1, ST-2, Others-3) | Power/fuel used for activity** | Number of persons usually working daily | | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | Total (including unpaid & hired workers) | | | Hired | | | |
| | | (col. 7 of HL) | (col. 20 of HL) | | | | | | | | Males | Females | Total | Males | Females | Total | |
| 1 | 1(i) | 2 | 3 | 4 | 4(i) | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| Total | XX | (a) | (a) | XXX | XX | (b) | (b) | (b) | XX | (b) | | | (c) ( ) | | | (c) ( ) | |

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

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

(a) Count number of entries and give total

(b) Count number of entries with code 1 and give total

(c) Count number of entries & give total in bracket

*Type of ownership : Private—1, Cooperative—2, Public—3

**Power/fuel used : Without power—1, Electricity—2, Coal/soft coke—3, Petrol/diesel—4, Gas—5, Firewood—6 Bio-gas—7, Kerosene—8, Animal Power—9, Others—0

Book No ..... Form No. .....

CENSUS OF

Location code .....

Serial number of household .....

HOUSEHOLD

| Sl. No. | Name | Relationship to head | Sex | | Age | Marital status | Mother tongue | Religion | Whether SC(1) or ST(2) | Name of scheduled caste/tribe | Male | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | M | F | | | | | | | Literate | Illiterate | Entry in 14A | | Entry in 14B | |
| | | | | | | | | | | | | | Yes | No | Yes | No |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Total** | | | | | | | | | | | | | | | | |

**In the boxes give the total after counting the entries.

| | SC | ST |
|---|---|---|
| M | | |
| F | | |
| P | | |

Signature of Enumerator.....

INDIA 1991

CONFIDENTIAL

Type of household (Institutional or Houseless)* .....

Code No. of Development Block.....

SCHEDULE

| Sl. No. | Male | | | | Female | | | | | | | | | | If OW in 15A indicate | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Entry in 15A | | | | Literate | Illiterate | Entry in 14A | | Entry in 14B | | Entry in 15A | | | | Name of establishment | Nature of Industry, trade or service | Description of work |
| | C | AL | HHI | OW | | | Yes | No | Yes | No | C | AL | HHI | OW | | | |
| 1 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | |

Checked and found correct

Signature of Supervisor.....

For office use only

| Category | M | F | Category | M | F | Category | M | F |
|---|---|---|---|---|---|---|---|---|
| III | | | VI | | | IX | | |
| IV | | | VII | | | Marginal Workers | | |
| V(b) | | | VIII | | | X Non-Workers | | |

* For Institutional write 1
For Houseless write 0

Signature of Coder.....

CENSUS OF INDIA 1991 **INDIVIDUAL SLIP** **CONFIDENTIAL**

Location Code.....( ) Sl. No. of Household [ ] Pad No. .....

Code No. of Development Block ..... Slip No. .....

1 Name.....

2 Relationship to head.....

3 Male (1)/Female (2) .....

4 Age .....

5 Marital status.....

6 Mother tongue.....

7 Two other languages known .....

8 Religion.....

9 Whether S.C. (1) or S.T. (2) .....

10 Name of Scheduled Caste/Tribe .....

11 Literate (1)/Illiterate (2) .....

12 Educational attainment .....

13 Attending school/college, Yes(1)/No(2)

14A Did you work any time at all last year? Yes / No (H/ST/D/R/B/I/O)

(including unpaid work on farm or in family enterprise)

14B If 'Yes' in 14A, did you work for major part of last year? Yes(1)/No(2).....

15A Main activity last year? 'Yes' in 14B (C/AL/HHI/OW) / 'No' in 14B (H/ST/D/R/B/I/O)

If HHI/OW in 15A

(i) Name of establishment .....

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

(iii) Description of work .....

(iv) Class of worker.....

15B 'Yes' in 14B—Any other work any time last year? Yes (C/AL/HHI/OW)/No / 'No' in 14B—Work done any time last year? (C/AL/HHI/OW)

If HHI/OW in 15B

(i) Name of establishment.....

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

(iii) Description of work.....

(iv) Class of worker.....

16A If 'No' in 14A, seeking/available for work? Yes (1)/No(2).....

16B If 'Yes' in 16A, have you ever worked before? Yes (1)/No(2).....

17A Whether you are an Ex-serviceman? Yes(1)/No(2) ☐

17B If 'Yes' in 17A, Pensioner(1)/Non-Pensioner(2) ☐

18 Birth place

(a) Place of birth ☐

(b) Rural (1)/Urban (2) ☐

(c) District ☐☐

(d) State/Country ☐☐☐

19 Last residence

(a) Place of last residence ☐

(b) Rural (1)/Urban (2) ☐

(c) District ☐☐

(d) State/Country ☐☐☐

20 Reasons for migration from place of last residence (Code)* ☐

21 Duration of residence at the village or town of enumeration ☐☐

22 For all ever-married women only

(a) Age at marriage ☐☐

(b) Number of children surviving at present

Male ☐ Female ☐ Total ☐

(c) Number of children ever born alive

Male ☐ Female ☐ Total ☐

23 For currently married women only

Any child born alive during last one year ☐

---

* Employment (1) | Business (2) | Education (3) | Family moved (4) | Marriage (5) | Natural calamities like drought, floods, etc. (6) | Others (7)

CONFIDENTIAL

# CENSUS OF INDIA - 1991
# POSTGRADUATE DEGREE HOLDERS & TECHNICAL PERSONNEL SURVEY

LOCATION CODE : _____
(To be filled in by the enumerator)

Rural/Urban [Please tick ( ✓ ) one]

## INSTRUCTIONS FOR FILLING UP THE FORM:

Please fill up this form if you are holding:

1. Postgraduate degree in any subject, or
2. Technical Degree/Diploma in Engineering, Technology, Medicine (Allopathy, Homoeopathy, Ayurvedic, Unani), Agriculture, Pharmacy, Architecture, Education, Veterinary Science, Dentistry, Nursing, Applied Arts, Management, Law, Library Science, Physical Education, Computer Science, or
3. ITI Certificate

**IMPORTANT: Please tick (✓) correct information about yourself against the questions marked*: 4, 5, 6(a), 6(b), 7(b), 9, 10 col. (4), 12(c), 14(a). For example if you are female---Male/Female**

1. Name _____ 2. Mailing address _____

3. Date of birth _____ 4. Sex*:Male/Female 5. Are you married*: Yes/No. 6(a) Do you belong to Scheduled Caste/Tribe*: Yes/No

6(b) If Yes*(SC/ST) 7(a) Home State: (the State to which you belong) _____ 7(b) Location of your residence *Rural/Urban

8. Educational Qualifications (Please start with highest level of qualification)

| | Degree/Diploma/ Certificate | Subject | Year of Passing | Division | University/Institution/ Professional Body | State/Country |
|---|---|---|---|---|---|---|
| (i) | | | | | | |
| (ii) | | | | | | |
| (iii) | | | | | | |

9. Activity status*: (a) Employee (b) Self employed (c) Student (d) Trainee/Apprentice (e) House-hold work

(f) Retired (g) Not employed (1) Seeking job (2) Available for job (3) Not available for job

10. If employee (now or earlier), employment details [Enter code Nos (mentioned overleaf) for nature of activity of organisation, nature of work and sector]

| Employment | Name of the organisation | Location of the organisation | | Nature of activity of the organisation (Mention code no.) | Sector of employment (Mention Code no.) | Nature of work (Mention (Code no.) | Year of joining | Year of leaving | Total income (including allowances) (Rs per month) | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | State | *Rural(R) Urban(U) | | | | | | At entry | Last drawn |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Present | | | (R/U) | | | | | X | | |
| Immediate past | | | (R/U) | | | | | | | |
| First | | | (R/U) | | | | | | | |

11. If self employed: (i) Since which year _____ (ii) Average monthly earning Rs _____ p.m. (iii) If employing others, number of persons employed _____ (iv) Nature of activity of your organisation _____ (v) Nature of your work _____ (Please see overleaf the code numbers for iv & v)

12. If unemployed: (a) Duration of continuous unemployment (in months) _____ (b) Please mention period, from _____ (c) Would you like to be self employed* (Yes/No) If so, how _____

13. Please indicate your field of specialisation in order of priority (1) _____ (2) _____

14. (a) Is nature of your present employment relevant to your field of specialisation* (Yes/No) (b) If no, please indicate the area/manner in which your expertize could be best utilised _____

15. Visits abroad for study/research/training and employment for more than 3 months stay: (a) Total number of visits _____ (b) Total stay (months) _____

(c) Details of two visits of longest duration:

| | Purpose | Country | Duration (months) | Year of return |
|---|---|---|---|---|
| (i) | | | | |
| (ii) | | | | |

Signature _____

Date _____

IMPORTANT: Please return this form to the enumerator duly filled in, failing which post it.

**INSTRUCTIONS**

Following code numbers have to be mentioned under employment details in Item No.10 and 11 for nature of activity of the organisations, nature of work and sector of employment.

**A. Nature of activity of the organisation**

[Enter the code number in Column No.5 of Items 10 and in Item 11(iv)]

| *Code No.* | *Nature of activity of the organisation* |
|---|---|
| 1. | Agriculture, Forestry & Fishing |
| 2. | Mining & Quarrying. |
| 3 | Manufacturing, Processing including plant maintenance. |
| 4. | Generation & Distribution of electricity, gas and water. |
| 5. | Construction. |
| 6. | Wholesale & Retail trade including restaurent and hotels. |
| 7. | Transport, Storage and Communication Organisations. |
| 8. | Banking, Insurance and similar financial institutions. |
| 9. | Real Estates & Legal Services |
| 10. | Public Administration. |
| 11 | Education (Universities & Colleges). |
| 12. | Education (Polytechnic & ITI). |
| 13. | Education (Schools). |
| 14. | Research & Development. |
| 15. | Medical & Health Services. |
| 16 | Community, Social & Personnel Services including Repair Services. |
| 17. | All other activities not covered above (Please specify). |

**B. Nature of Your Work**

[(Enter the code number in Column No.7 of Item 10 and Item 11(v)]

| *Code No.* | *Nature of work* |
|---|---|
| 1. | Teaching |
| 2. | Teaching cum Research |
| 3. | Research |
| 4 | Professional work related to field of your education, for example: Engineers, Medical Doctors, Lawyers, Economists, etc |
| 5. | Design & Development/Testing/Quality Control |
| 6 | Repair & Maintenance |
| 7. | Administration/Management |
| 8 | Clerical/Secretarial/Accounting |
| 9. | Participating directly in production/processing work |
| 10. | Engaged in activities related to agriculture/animal husbandry |
| 11. | Providing Community/Social/Personnel Services |
| 12. | Others (Please specify) |

**C. Sector of Employment**

(Enter the code number in Column No.6 of Item 10)

| *Code No.* | *Sector of employment* |
|---|---|
| 1. | Central Government |
| 2. | State Government |
| 3. | Public Sector Undertaking (Central) |
| 4. | Public Sector Undertaking (State) |
| 5. | Local Bodies e.g. Municipal Corporation |
| 6 | Private Sector |
| 7. | Autonomous bodies (e.g. Universities, ICAR, CSIR, ICSSR) |
| 8. | Cooperative & Joint Sector |

FIRST FOLD

# BUSINESS REPLY INLAND LETTER

Postage will be paid by Addressee

IARI P.O.
NEW DELHI 110012
PERMIT NO.
BRD (C) 162

No Postage necessary if posted in India

Human Resource Development Group, CSIR
Division for Scientific & Technical Personnel
CSIR Complex, NPL Campus, Pusa
New Delhi-110012

THIRD FOLD

SECOND FOLD

## CHAPTER II

## PREPARATORY STEPS, CENSUS CALENDAR, TRAINING OF CHARGE OFFICERS, ENUMERATORS AND SUPERVISORS AND HOUSELISTING OPERATIONS

Census taking is a joint venture of the State and Central Governments. The enumerators are for the most part State Government Servants, as are the supervisory officers in the field. The Principal Census Officer in the district is the Deputy Commissioner of the district and for the cities and Corporations they are the Commissioners of the Corporations. Only the money for payment of honorarium to the census staff comes directly from the Government of India; the rest of the expenditure—salaries of Census Clerks, TA/DA of Census Charge Officers, Enumerators & Supervisors, expenditure on petrol, stationery etc., was incurred by the State Government by providing for it under a head of account in the State Government budget and claiming reimbursement from Government of India subsequently. In addition to providing the personnel and the money, the State Government had issued orders, circulars etc., frequently on behalf of the Census. Thus, without the active cooperation of the State Government, it would have been impossible to take the Census.

My first action therefore on assuming charge was to write a letter to the Chief Secretary requesting for help and co-operation from the State Government. I also called on the Chief Secretary soon thereafter. During my tenure as Director of Census Operations, I had to solicit help from four Chief Secretaries. They unfailingly extended all assistance. This was also true of the nodal departments of the State Government with which we had to work. The Revenue Commissioner and the Revenue Department were unfailingly helpful, as was the finance Department.

The Chief Secretary, on receipt of my letter, issued instructions to all the concerned officers in the State Government to extend every help to the Census Directorate. I also wrote to the Deputy Commissioners, Commissioners of Corporations, Assistant Commissioners, Tahsildars etc., explaining the need to complete each of the preparatory steps in time and accurately. In Circular No. 2, I explained about the census hierarchy, the division of the State into rural and urban areas for the purpose of census taking and enclosed the census calendar for the Houselisting Operations which formed the first part of the census operations and was to take place in April-May 1990. The Calendar for the Houselisting operations is appended at Annex-1.

The population census is a massive administrative operation. It is to a very large extent mechanical. The whole process can be completed successfully if it is broken into small steps, for each of which a time frame has to be prescribed. The task of the Census Department is to ensure that each job is completed within the time schedule and completed properly. Therefore the planning of the calendar is of great importance. There is hardly any scope for relaxation of this time frame. Completing each step in accordance with the calendar gives a sense of confidence that things are happening according to plan. Periodical meetings were held with officers of the Directorate to monitor the progress of the preparations and to ensure that they were going in accordance with the calendar.

Within a week of my joining duty, I wrote to the Deputy Commissioners and the Commissioners of Corporations asking them to appoint District Census Officers, Additional District Census Officers, Additional City Census Officers and Charge Officers. These appointments were required to be gazetted. This was followed by Circular No. 2 in which further details were given regarding the appointment of Charge Officers and District Census Officers.

The District Census Officers were in most cases the Headquarters Assistant to the Deputy Commissioner although in a few cases they were the Deputy Director, Food & Civil Supplies and Assistant Commissioners. The Additional District Census Officer was the District Statistical Officer of the District.

These appointments were followed up very rigorously in our office. The District Census Officers and City Census Officers were in position before the end of December. As soon as the appointments were made training programmes had to be organised at each level. The first training conference of all the District and City Census Officers, Additional District and Additional City Census Officers was arranged between 28th to 30th December 1989 in the Conference Hall of the Multistoreyed building of the Karnataka Government Secretariat. This conference was of great importance because we then met for the first time the State Government Officers with whom we would be in close contact. The training programme organised for them was more or less similar to the one which the Directors of Census Operations had in Delhi the previous month. Census concepts were carefully explained and the Manual on Instructions to Enumerators for Houselisting was read through and explained in detail. The District Census Officers and City Census Officers were also informed about the conduct of Census Operations, how the enumerators and supervisors are to be appointed and how each taluk or city was to be divided into houselisting operation blocks. The training programmes of the Charge Officers was also drawn up at this first conference.



6—13 RGI/ND/96

According to the calendar, the formation of houselisting blocks and supervisory circles by the Charge Officers was to be done in the month of January 1990. The list of houselisting blocks had to be written up in Charge Registers which had to be printed and sent to the Charge Officers. Therefore in the month of December 1989, soon after I took charge, action was taken to get the Charge Registers printed. The charge Registers were printed in the State Government Press at Bangalore and in the first week of January 1990 we were able to despatch the Charge Registers to all the districts.

The Census Charge Officers are the key figures at the supervisory level. The success of the census depends to a very large extent on the ability of the Charge Officers and the sincerity with which they do their work. Although the District Census Officers and City Census Officers were given only one round of training, we decided that two rounds of training should be given to the Census Charge Officers. The District and City Census Officers were to give the training to the Charge Officers but a senior official from the Directorate attended all the training programmes of the Charge Officers. In order to emphasise the importance of the training, we requested the Deputy Commissioners to inaugurate the training programmes. This was done in all the districts. I also attended the training programmes in some of the districts.

The second round of training to the Census Charge Officers was completed in the month of February, to be followed soon after by the training of enumerators and supervisors.

Identity Cards and appointment orders of enumerators and supervisors had been printed in the State Government Press at Bangalore in the month of January and had been distributed to the districts by the first week of February 1990.

The constitution of houselisting blocks was also done in the month of January by the Charge Officers. The Officials from this Directorate who had gone to assist in the training programmes of Charge Officers usually stayed on and helped the Charge Officers to finalise the formation of the houselisting blocks and to write up the working sheets for the Charge Registers which were then sent to the Directorate for scrutiny and approval. The population for a houselisting block in rural areas was 800-1000 and in urban areas it was 700-800. In rural areas the constitution of houselisting blocks was not very difficult except that in the case of those villages where there was more than one block in a village, the demarcation had to be very carefully made. Moreover, in the case of rural blocks, care had to be taken to ensure that hamlets, tandas etc., of the village were not overlooked or omitted. In the urban areas, the constitution of houselisting blocks was more difficult and the boundaries of each block had to be very carefully described. The constitution of the houselisting blocks therefore took some time and the officials from the Directorate had to stay on for more than two days after the training of the Charge Officers was over in order to help them in the correct constituion of the houselisting blocks. It was necessary that the formation of the houselisting blocks should have been completed before the appointment of enumerators and supervisors because this would enable us to decide how many enumerators and supervisors are required to be appointed.

**Training of Enumerators & Supervisors**

The enumerators and supervisors had to be selected soon after the constitution of the houselisting blocks was completed. In Circular No. 4 instructions had been given regarding the selection of the enumeration staff. In rural areas, the enumerators were Village Accountants, school teachers and other local officials of equivalent rank whereas in urban areas they were bill collectors, school teachers etc. The vast majority of the enumerators were primary and secondary school teachers. Many of them had worked in the previous census and remembered the basic principles. Some of the secondary school teachers who had worked in the previous census were in fact called upon to assist in conducting the training classes.

In Circular No. 4 and 6 detailed instructions were given regarding the selection and appointment of enumerators and supervisors. The selection of the enumerators and supervisors was to be completed by 15-1-1990. The appointment orders were, however, to be issued only in the second week of February by which time they would have been printed and sent to the districts. The training of the enumerators and supervisors is probably the most important of all the preparatory steps of the census. It is often said that if the enumerator's blocks were constituted properly without omitting or duplicating any area and the enumerators were trained well, then the census would undoubtedly be conducted successfully.

The work of training enumerators in the rural areas was shared by the Revenue Department, and the Department of Economics & Statistics. In the urban areas also, the Department of Economics & Statistics played a very important part. The District Statistical Officer in the District who was the Additional District Census Officer, as well as his staff, right down to the level of Statistical Inspector, participated in the training classes of Charge Officers and of the enumerators and supervisors.

In the houselisting operations, two schedules were canvassed—the Houselist Schedule and Enterprise List Schedule. In the Enterprise List we collected data on behalf of the Central Statistical Organisation. The schedules are given at Annexure 3 of Chapter I.

The preparation for the houselisting operations was thus a joint effort on the part of the Revenue Department, the Department of Housing & Urban Development and the Directorate of Economics and Statistics. The success of the houselisting operations was to a great extent due to the close co-operation between these different departments.

The instructions regarding the training of enumerators and supervisors have been given in detail in Circular No. 8. The main points stressed are that there were to be three rounds of training commencing from the 3rd week of February (in actual fact the training commenced only in the first week of March because of preparations for the civic polls), each round lasting three days and the number of enumerators in each batch should not exceed 50. Care was to be taken to ensure that the supervisor was trained in the same batch as the enumerators of his circle (each supervisor supervised the work of five enumerators). Attendance Registers were to be maintained and a report on each round of training was to be sent to the Directorate. The Charge Officers would conduct the training under the supervision of the District Census Officers, Assistant Commisisoners etc., The training would be both theoretical as well as practical; the trainees were given the Houselist Schedules and Enterprise List Schedules (printed in red to distinguish them from the actual schedules) to fill up, and were also taken to the field and asked to enumerate the houses. Most of the classes were held in school class rooms in both rural and urban areas. For this reason, furniture was not a problem and black boards were available. During the second round, the enumerators were to be taken to the houselisting block allotted to them and made familiar with its boundaries. This was practically necessary in urban areas and in those villages where there was more than one block.

Training materials included the enumerator's instruction booklet (translated into Kannada in the Directorate and printed in the Government of India Text Book Press, Mysore), the Supervisor's Manual, which was prepared by the Directorate, the instruction sheet wherein the location number of each enumerator's block was indicated and a brief resume of important instructions given in the training formats printed in red.

Generally we found almost half the enumerators had worked in the previous censuses and were familiar with the census concepts. Those who were selected as enumerators and supervisors for the first time had some idea as to how to fill the schedules by the time of the second round of training and were quite confident by the end of the third round.

There were practical difficulties in conducting the training in batches of fifty enumerators and supervisors. In large charges in rural areas this had meant that the Charge Officer had to conduct the training classes for three to eight batches. Since this was impractical, we asked the District Census Officers to form training cells in each taluk consisting of persons who were trained in the census and who would help the Charge Officers in conducting the training. In actual fact, this did not take off very well and most of the training classes for the houselisting operations were conducted for batches of 100-120 enumerators and supervisors. This naturally did affect the quality of the training. We subsequently overcame this problem by the time of the actual enumeration, but at the time of the houselisting operations, it was not possible for us to do more than ask the Charge Officers to obtain assistance from some of the trained staff in their area.

Simultaneously with the training of the enumerators and supervisors, the Charge Officers were also writing up the Charge Registers in duplicate. This was done after the working sheets for the Charge Registers had been approved by the Directorate. The Charge Register consisted of eight columns and would give at one glance all the particulars of the block—the list of the blocks with the block boundaries as well as the names of the enumerators and the supervisors who were responsible for the census in their block. One copy of the Charge Register was retained with the Charge Officer and the duplicate copy was sent to the Directorate. Any changes made thereafter in the Charge Register had to be incorporated in the copy kept in the Directorate. This was not done in all cases and we had at times to call for the Charge Registers kept with the Charge Officer in order to incorporate the changes after the completion of the houselisting operations.

The distribution of the census materials to the enumerators and supervisors was done during the last round of training, just a few days before the houselisting operations were to be started. We despatched the materials to the districts by April 1990 after making a fairly rough estimate regarding the population of the blocks by envisaging a 20% increase of population after the previous census and adding to this a reserve of 10%.

The distribution of materials therefore took place in two phases—in the first phase the Charge Registers, appointment orders, identity cards of enumerators and supervisors, and training materials including the manual of instructions were despatched to the districts. This was done in the first week of February with the help of P.W.D. lorries. I had sought the assistance of the Secretary, Public Works Department in doing this and he kindly allowed us the lorries at a nominal charge. During the second time, the census materials pertaining to the houselisting operations were despatched through lorry service after calling for quotations. We gave the transportation order to the lorry service which had submitted the lowest quotation. But we did have some anxious moments when we found that the despatched materials to some districts had been delayed. We therefore resolved that for the actual enumeration we would entrust the transport of materials to a larger and more dependable transport company whose rates were reasonable rather than giving it to the transport service which had given the lowest quotation.

**Administrative matters**

State Government Officers who were nominated as District Census Officers, City Census Officers and Charge Officers were subject to a considerable increase in workload. It was necessary to give them some clerical assistance to help them to cope. For this purpose,

temporary posts of First Division and Second Division clerks were sanctioned to the offices of the District Census Officers, City Census Officers and Charge Officers. The salary of the incumbents to these posts was to be initially paid by the State Government and later reimbursed by Government of India. These posts were purely temporary in nature and were abolished in 31st May 1991.

There was virtually a ban on recruitment in the State Government at that time and I therefore found it difficult to pursuade the Government of Karnataka to fill these additional posts by direct recruitment. However, the State Government agreed that one of the Clerks in these offices would be designated as Census Clerks. What happened in most cases was that the Election Clerks in the offices of the Deputy Commissioners and Tahsildars were given the additional duty of census and their salary was paid by Government of India. This did not work out too badly because (i) the Election Clerks did not have much work and could easily cope with the census work, (ii) the election clerks could deal with census matters satisfactorily since some aspects of the work are similar in nature and (iii) they felt they were under obligation to the Census Department since their salaries were paid by this Department.

The details regarding the clerical assistance sanctioned to the various offices is given in Annexe-2 at the end of this Chapter.

As in the case of the State Government offices, the Directorate also required to be strengthened during the census because of the additional workload. The additional posts were as follows:

ADDITIONAL POSTS CREATED FOR 1991 CENSUS

| Name of the Post with scale of pay | Created for RTOs | | Created for strengthening of Directorate | | Created for Editing and Coding Cell | | Plan Scheme |
|---|---|---|---|---|---|---|---|
| | Dt. of creation | No. of posts | Date of creation | No. of posts | Date of creation | No. of posts | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| **GROUP 'A' POST** | | | | | | | |
| 01. Deputy Director-Rs. 3000-4500 | 01-02-90<br>01-03-90 | 04<br>04 | .. | .. | .. | .. | .. |
| 02. Asst. Director Rs. 2200-4000 | .. | .. | 01-04-90 | 01 | .. | .. | .. |
| **GROUP 'B' POST** | | | | | | | |
| 01. Investigator-Rs. 1640-2900 | 01-11-90 | 08 | 01-04-90<br>01-12-90 | 02<br>01(VS)* | 10-07-90<br>01-05-91 | 01<br>02 | *Plan Scheme |
| **GROUP 'C' POST** | | | | | | | |
| 01 Statistical Asst.-Rs 1400-2300 | 01-02-90<br>01-03-90<br>01-11-90 | 04<br>04<br>26 | 20-09-90<br>01-12-90 | 01<br>02 (VS)** | .. | .. | **Plan Scheme |
| 02 Computer-Rs. 1200-2040 | .. | .. | 01-04-90<br>20-09-90 | 05<br>04 | .. | .. | .. |
| 03. Cartographer/Geographer-Rs. 2000-3200 | .. | .. | 01-04-90 | 01 | .. | .. | .. |
| 04. Sr. Drawing Asst. (MAP)-Gr. 'B'-Rs. 1640-2900 | .. | .. | 20-09-90 | 01 | .. | .. | .. |
| 05. Artist- Rs. 1400-2300 | .. | .. | 01-04-90<br>20-09-90 | 01<br>01 | ..<br>.. | ..<br>.. | ..<br>.. |
| 06. Draughtsman-1200-2040 | .. | .. | 01-04-90<br>20-09-90 | 07<br>02 | ..<br>.. | ..<br>.. | ..<br>.. |
| 07. Printing Inspector-Rs. 1400-2300 | .. | .. | 20-09-90 | 01 | .. | .. | .. |
| 08. Proof Reader-Rs. 1200-1800 | .. | .. | 20-09-90 | 01 | .. | .. | .. |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| **GROUP 'C' POST** —*Contd.* | | | | | | | |
| 09. Jr. Accounts Officer- Rs. 1640-2900 | .. | .. | 01-04-90 | 01 | .. | .. | .. |
| 10. Confidential Asst.- Rs. 1640-2900 | .. | .. | 01-04-90 | 01 | .. | .. | .. |
| 11. Assistant- Rs. 1400-2300 | 01-03-91 | 08 | 01-04-90 | 01 | .. | .. | .. |
| 12. Lower Division Clerk- Rs. 950-1500 | 01-02-90<br>01-03-90<br>01-03-91 | 04<br>04<br>16 | 01-04-90<br>..<br>.. | 03 | .. | | .. |
| 13. Sr. Hindi Translator- Rs. 1640-2900 (Long Term Post) | .. | .. | 04-02-91 | 01 | .. | .. | .. |
| 14. Hindi Typist- Rs. 950-1500 (Long Term Post) | .. | .. | 04-02-91 | 01 | .. | .. | .. |
| 15. Jr. Stenographer- Rs. 1200-2040 | 01-02-90<br>01-03-90 | 04<br>04 | ..<br>.. | ..<br>.. | ..<br>.. | ..<br>.. | .. |
| 16. Peon- Rs. 750-900 | 01-02-90<br>01-03-90 | 05<br>04 | 01-04-90<br>.. | 01<br>.. | ..<br>.. | ..<br>.. | ..<br>.. |
| 17. Chowkidar- Rs. 750-900 | 10-07-90 | 06 | 20-09-90 | 01 | .. | .. | .. |
| **CONSOLIDATED STAFF** | | | | | | | |
| 18. Supervisors- (Consolidated Salary of Rs. 1200/-) | 01-03-91 | 101 | | | 10-01-90<br>01-05-91 | 04<br>11 | |
| 19. Checker- (Consolidated salary of Rs. 1050/-) | 01-03-91 | 302 | | | 10-07-90<br>01-05-91 | 11<br>36 | |
| 20. Compiler (Consolidated salary of Rs. 900/-) | 01-03-91 | 1812 | | | 10-07-90<br>01-05-91 | 22<br>72 | |

Apart from this, the following posts of 1981 and core strength lying vacant for a few years were revived.

| Name of the Post | No. of posts revived | | | |
|---|---|---|---|---|
| | 1981 Census post | | | Core |
| 1 | 2 | | | 3 |
| 01. Asst. Compiler | | .. | 02 | 10-09-90 |
| 02. Proof Reader | | .. | 01 | 10-09-90 |
| 03. Lower Division Clerk | 02 | 01-04-90 | .. | .. |
| 04. Jr. Stenographer | 01 | 01-04-90 | 01 | 10-09-90 |
| 05. Peon | 01 | 01-04-90 | .. | .. |
| 06. Chowkidar | 01 | 01-04-90 | .. | .. |
| 07. Jr. Supervisor | .. | .. | 02 | 10-09-90 |
| 08. Operator | .. | .. | 09 | 10-09-90 |
| 09. Loader | .. | .. | 02 | 01-04-90 |

The post most difficult to fill was that of Geographer for which we could not get suitable candidate. However, the Mapping Section was strengthened considerably by the appointment of eight young women as Draughtsman.

The method of filling the other posts is given below:

As could be seen from the above, most of the posts were filled by direct recruitment on the basis of the written examination marks and the marks obtained in the interview.

During each census, Regional Tabulation Offices were established for tabulating the basic data provided by the census in order to prepare the Primary Census Abstract. The number of these offices increased from census to census with the increase in population. There were 7 Regional Tabulation Offices in 1981 whereas in 1991 there were 8 Regional Tabulation Offices. They were set up in the following places:

1. Bangalore (2)
2. Belgaum
3. Dharwad
4. Gulbarga
5. Hassan
6. Mysore and
7. Shimoga

Each Regional Tabulation Office was to be headed by a Deputy Director with supporting staff of Statistical Assistants and Investigator.

Since the posts of Deputy Directors are to be filled by deputation from the State Government and since it would take some time for the U.P.S.C to approve the proposals, one of my first action after joining as Director was to obtain names of the willing officers from the State Government for these posts. My tenure in the Department of Personnel & Administrative Reforms helped me considerably in obtaining the names of good officers. I was therefore able to obtain the names of willing officers without too much difficulty and these were duly approved by the U.P.S.C. All the eight officers had taken charge by the end of August 1990. It was not, however, possible to get their assistance during the conduct of the houselisting operations.

In this chapter I would like to indicate some points which I feel need special attention as far as the houselisting operations are concerned.

1. The first is that we took special pains to get the Government Order issued by the Education Department regarding the sanctioning of earned leave (which they can encash) to the teachers who worked as enumerators and supervisors during the houselisting operations in lieu of the vacation they would miss. We took care to ensure that the Government Order indicated how exactly the earned leave was to be calculated. We did this because we were told that in the last census there had been some ambiguity about the order with the result that some teachers got more earned leave credited to their account than others which led to considerable heartburn. Our efforts did a great deal to appease the enumerators and to make them more enthusiastic about the census work.

2. All the buildings in the State had to be given a number before the houselisting operations. This is an integral part of the houselisting operations. Although it was decided that the enumerators would paint the numbers on the houses, the cost of the paint and other equipments was to be provided by the local authority concerned. In the case of cities and towns this was the Corporation or the Municipality and in the case of villages it was the Mandal Panchayat. We therefore wrote to all the Chief Secretaries of Zilla Parishads, Deputy Commissioners of districts and Commissioners of Corporations asking them to provide the funds and to purchase paints and brushes. This was done by the local authorities in almost all cases excepting for a few Mandal Panchayats where due to paucity of time the numbers were written with wet chalk. Later on after the houselisting operations were over, they were able to get the funds from the Mandal Panchayat and were able to get the numbers painted.

3. Here I should mention that we tried an experiment in Bangalore City which proved to be ill advised. Since many enumerators in the urban areas were reluctant to use the paint and brush, we thought of substituting this by either oil chalk or a felt pen, which was easy to handle. However, we found that these numbers faded away very soon after the houselisting operations were over. Since it was necessary that the numbers should be visible till the enumeration was over 8 months later, we had to request the Bangalore City Corporation to invest again on the purchase of paint and brush and to get the numbers painted on with the help of their Bill Collectors and Corporation staff. This they very kindly did.

4. It is a feature of the Census Office that the quantum of work ebbs and flows—at times there would be a lot of work and at other times some part of the staff would be underutilised. At the time of the houselisting operations, the D.D.E Operators were not fully engaged. I therefore felt it would be a good idea to give them training in the house listing operations and allow them to participate in the training of enumerators and supervisors and also supervision of the houselisting operations in Bangalore City. In most cases this worked out well and some of the younger operators did a very good job. They were also happy to be given a chance to participate more fully in the census operations.

Our greatest problem was in recruiting and training of enumerators in Bangalore City. We faced problems in getting the enumerators to stay on till the second round of training since there were frequent dropouts. We therefore had difficulties in getting sufficient number of enumerators and supervisors. Much closer supervision was also required in Bangalore City. We therefore had to engage a large number of our staff for both training and supervision.

5. The State Government had issued, on my request, an order stating that during the period of the houselisting operations the enumerators and supervisors may devote half a day to census work and attend to their regular duties for the remaining part of the day. This we later found created problems for the enumerators and supervisors because of the distance between the place where they worked and the block assigned to them for the houselisting

operations. We corrected this problem at the time of the enumeration by having a Government Order issued that alternate days may be devoted to the census and to their normal work.

6. It is necessary to have training cells for the training of enumerators and supervisors and to entrust the training to persons appointed as Assistant Charge Officers. We were able to do this for the actual enumeration. This will give the training cell an official status and ensure that the trainers are rewarded for their labour. In the absence of a training cell, the enumerators and supervisors will have to be trained in large batches which will certainly affect the quality of the training.

Inspite of the care with which we tried to complete each of the preparatory steps in accordance with the calendar, we found that our plans were thrown into jeopardy by the fact that the State Government announced the municipal elections in the month of April when the houselisting operations were to begin. After some thought we decided that instead of postponing the houselisting operations, we would give a short break of 8 days in the middle of the houselisting operations for the purpose of conducting the civic polls. We were a little worried about the safety of the schedules during the interval but fortunately there were no untoward incidents and the civic polls did not seriously upset our schedules. Instead of completing the houselisting operations on 15-5-1990, we completed on 22-5-1990.

The records were collected back between 7-6-90 and 12-6-90 by teams set up for this purpose in the head office.

**Honorarium**

During the 1981 Census an honorarium of Rs. 35/- had been paid to the enumerators and supervisors for the houselisting and enterprise listing operations. This was enhanced to Rs. 150/- for the 1991 Census. Some difficulty was experienced in disbursing honorarium because it was sent directly to the Accountant General's office and not to the State Government. After discussions with the Accountant General and the Finance Department of the State Government, it was resolved that we would draw the amount from the Bangalore Urban District Treasury through a payee's receipt and convert this into demand drafts in the names of each Deputy Commissioner. This was a laborious and time consuming process. It would have been much simpler if the honorarium had been sent directly to the State Government as was done at the time of the actual enumeration.

ANNEX 1

# DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

## CENSUS OF INDIA 1991

## KARNATAKA STATE

### Houselisting operations calendar

**October 1989**

(i) Appointment of Principal Census Officers by the Government of Karnataka.

**November 1989**

(i) Appointment of District/City Census Officers by Principal Census Officers.

(ii) Appointment of Sub Divisional Census Officers by Principal Census Officers.

**December 1989**

(i) Preparatory steps for organising Census Operations in Bangalore City & surrounding areas—Delimitation of charges in consultation with authorities of Bangalore Corporation, BDA and Tahsildars of Bangalore North, Bangalore South and Devanahalli Taluk.

(ii) Appointment of Additional District/City Census Officers by Principal Census Officers.

(iii) **First** Training Conference of all District/City Census Officers and Additional District/City Census Officers.

**Dates—28—30 December 1989**

(iv) Appointment of Rural/Urban Census Charge Officers by the Principal Census Officers.

(v) Forwardal of list of villages and taluk maps and list of towns to the census charge officers and District Census Officers.

**January 1990**

(i) **First** Round training of Census Charge Officers by the District/City Census Officers and Additional District/City Census Officers at the Corporation/BDA/District leve'—Dates of training as fixed at the First Training Conference of District/City Census Officers.

(ii) Constitution of House listing Blocks and Supervisory circles by the Charge Officers.

(iii) Selection & appointment of Enumerators and Supervisors by the Charge Officers.

(iv) **Writing up** the Charge Registers by the Charge Officers and forwardal of charge registers to the Director of Census Operations, Karnataka, Bangalore.

(v) Despatch of training material required for the training of Enumerators and Supervisors.

(vi) Delineation/review of Urban Agglomerations & forwardal of proposals to Registrar General, India.

**February 1990**

(i) **Second** Round training of Census Charge Officers by District/City Census Officers and Additional District/City Census Officers at the Corporation/BDA/District level.

**First week of February, 1990**

(ii) Training of Enumerators and Supervisors at the Charge level in Urban areas and at Hobli/Circle level in rural Charges—First round.

**March 1990**

(i) Training of Enumerators and Supervisors at the charge level in urban areas and at Hobli/Circle level in rural charges—Second Round.

(ii) Despatch of Census material to the Principal Census Officers (District/Corporations/BDA).

**April 1990**

(i) Second Conference of the District/City Census Officers and Additional District/City Census Officers.

(ii) Training of Enumerators and Supervisors—Third Round

and

issual of Houselist Forms, Houselist Abstract, Enterprise list, Enterprise list Abstract and other material required for the field work to the Enumerators and Supervisors by the Charge Officers.

16-4-1990 to 24-4-1990

(i) Preparation of the Notional Map and Layout sketch by the Enumerators.

(ii) Assignment of numbers to Buildings/Census Houses and painting of numbers assigned thereto on the doors by the Enumerators.

(iii) Verification of Notional Map, Lay out sketch & Housenumbering by the Supervisors and Charge Officers.

25-4-1990 to 15-5-1990

(i) Filling-in the Houselist Form and Enterprise list by the Enumerators.

(ii) Field Supervision by Supervisors, Census Charge Officers, Sub-Divisional Census Officers, District/City Census Officers & Additional District/City Census Officers.

16-5-1990 to 20-5-1990

(i) Preparation of Houselist Abstract and Enterprise list Abstract, Preparation of duplicate copy of Houselist and handing over the filled in and blank Schedules/Forms, maps, etc., to the Supervisors.

21-5-1990 to 25-5-1990

Checking by Supervisors of all forms/schedules, namely houselist, Enterprise list and Abstracts and handing over of all records of all the blocks of the supervisory circle to the Charge Officer.

26-5-1990 to 31-5-1990

(i) Scrutiny of records by Census Charge Officers.

(ii) Despatch of Enterprise list and Abstracts to the Additional District Census Officers.

(iii) Preparation of Charge Abstracts from Houselist Abstract.

(iv) Despatch of Charge Abstract, one set of Houselist and Houselist Abstracts to the Principal Census Officers.

1-6-1990 to 5-6-1990

Despatch of Houselists and Abstracts by Principal Census Officers to the Director of Census Operations, Karnataka, Bangalore.

GRAMS: MYCENSUS

ANNEX 2

TELEPHONE { PER : / OFFICE : 223312 / 223306

No. ADM 28 EST 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21A, MISSION ROAD
BANGALORE-560027
Date : October 16/17, 1989

To

The Chief Secretary to
Government of Karnataka
Vidhana Soudha
Bangalore - 560 001

Sub: Clerical assistance to District, Sub-Divisional Tehsil/Taluk/Thana establishments and urban local bodies in connection with the 1991 Census.

Sir,

This has kind reference to letter No. 2/3/89-RG (Ad. II) dated September 28, 1989 addressed to you by the Registrar General & Census Commissioner of India, New Delhi on the subject cited above (copy enclosed). In this context I am to state that preliminary work to organise a national census of population during February-March 1991 has commenced in full swing in this State as all over the States and Union Territories. Before the actual census count, houselisting operation in which a houselist and alongwith it, an economic census schedule is proposed to be canvassed, will be carried out in 1990, one year in advance of the actual census of population in 1991. It has been the tradition that this country has had the privilege of conducting these operations with the voluntary and close co-operation of the State Government authorities as they are deeply interested in conducting census in their respective areas. The State Government will have to declare Deputy Commissioners/Collectors, Sub-Divisional Officers/Tahsildars, etc., as the Census Officers in their respective jurisdictions. The officers will be responsible for the conduct of the census operations in their respective areas under the guidance of the Director of Census Operations in Karnataka, Bangalore. The Census Officers will be required to attend to the delimitation of Census charges, selection and training of census enumeration agency, census publicity, receipt and despatch of census enumeration schedules, instructions and other literature on census and the actual census count in consultation with the Director of Census Operations.

2. According to para 3 of the RGI's letter the following staff has to be provided to District/Sub-Divisional/Taluk/Tehsil establishments and urban local bodies such as corporations, municipal bodies, etc., to help them in carrying out census operation in the correct way and according to the time schedule. The pattern of providing clerical assistance to these establishments was first introduced in 1961 Census and continued in the 1971 and 1981 Censuses. It is intended to continue this practice in 1991 Census as well.

3. The scale of clerical assistance provided to the district and other establishments for the 1981 Census operations in all States/UTs were as follows:

| | |
|---|---|
| 01. District Census offices in States/UTs | 1 UDC, 1 LDC, 1 Peon |
| 02. Sub-divisional offices in Bihar & Assam. | 1 UDC |
| 03. Sub-Divisional offices in Orissa & West Bengal | 1 LDC |
| 04. Tehsil/Taluk/Thana offices in other States/UTs | 1 LDC |
| **Local Bodies** | |
| (i) Cities with between 1 & 2 lakh of population. | 1 UDC |
| (ii) Cities with over 2 lakhs of population | 1 UDC, 1 LDC for 1 every additional lakh of population. |

4. The aforesaid scale of assistance is available for 1991 Census also from 1 Oct. 1989 upto the end of May 1991. The staff to be appointed against these posts will have to be treated as part of the District/Sub-Divisional/Taluk establishments of the State Government and their pay and allowances will be the same as those of other members of corresponding grades of the respective establishments. The posts to be created as suggested at para 3, will be treated as additional posts in the above establishments and the appointments to these posts will be made by the competent authority of the State Government. The expenditure to be incurred on pay and allowances of these extra staff has to be initially met out from the State Budget and will be met in full by the Government of India by way of reimbursement to the Government of Karnataka.

5. In view of the above, I would request you to kindly issue orders of the State Government:

(i) For creation of the requisite number of posts with effect from 1st October, 1989, according to the scale indicated in paragraph 3 above.

(ii) Requesting the District/Sub-Divisional/Tehsil/Taluk or Thana officers and Urban Local Bodies to post the best available staff for census work

from 1st October 1989 without waiting for formal creation of new posts in their respective establishments.

(iii) For the provision of requisite funds in the budgets of the District/Sub-Divisions/Tehsils or Thanas and of the Urban Local Bodies concerned during the current and subsequent financial years for meeting the expenditure on the clerical assistance to be provided to them for the 1991 Census work; and

(iv) For the maintenance of separate accounts in respect of the pay and allowances, etc., of the staff appointed against the posts to be created for Census work and for furnishing a monthly consolidated statement of such expenditure for each district (including main local bodies) and for the State as a whole duly certified by the Accountant General to the Director of Census Operations for arranging reimbursement to the State Government.

6. As the 1991 Census work has gained considerable momentum, it will be very much appreciated if orders of the State Government as requested in the preceding paragraph are issued immediately. In order to save time, I am enclosing herewith a draft order to be issued by the Government of Karnataka regarding creation of clerical posts in districts/sub-divisional/taluks, establishments and urban local bodies in connection with the 1991 Census for your kind consideration.

Yours faithfully,

(Sd/-)

(B. S. NARASIMHA MURTHY)

*Joint Director of Census Operations, Karnataka*

# CHAPTER III

## ENUMERATION

After the completion of the houselisting operations, there were 8 months left for the population census. However, there were many items of work to be completed before 9th February 1991. The first task was to break down the entire operation into a number of steps which had to be completed within the specific time span and to prepare a calendar accordingly. Once this was done, half the job was over—we had only to complete each step in accordance with this calendar.

The Registrar General held the third conference of Directors of Census Operations in Goa in the month of October 1990. This was an important conference wherein discussions took place regarding the formation of census enumeration blocks, writing up of the abridged houselist etc. The manual of instructions to the enumerators prepared by the Registrar General's office was read through and discussed in great detail.

We then did the same exercise at the State headquarters. We called a meeting of the District Census Officers, City Census Officers and Additional District Census Officers to discuss practical issues like the payment of TA/DA and payment of honorarium to enumerators and supervisors, charges of petrol/diesel for vehicles for census work, honorarium for preparing the abridged houselist, and other accounts matters. In addition, training was given in the formation of census enumeration blocks and the preparation of the abridged houselist. Training was also given in the filling up of the Household Scheduled and the Individual Slip. This was done by reading through the manual and discussing in detail each of the various steps.

The calendar for the enumeration is given at Annex-I. We were able to adhere to the calendar to a great extent. The only lacuna was in commencing the training of enumerators and supervisors which started a little later than what had been originally planned. However, since we had allowed a considerable amount of 'buffer' time for the training, this did not matter and all the enumerators received four rounds of training.

Apart from the training of enumerators and supervisors, the most important task lying with the District/City Census Officers and Charge Officers was the delineation of census enumeration blocks for the individual enumeration and the filling up of the abridged houselist by the Charge Officers.

### Census Enumeration Blocks

During the houselisting operations, houselisting blocks had been constituted with a population of approximately 1000 in rural areas and 900 in urban areas. This therefore became the workload of the enumerators during the houselisting operations. However, during the individual enumeration, two schedules had to be canvassed and 23 questions asked regarding each individual in the block. Care had to be taken in putting probing questions to get the correct answers from the respondents. Under the circumstances, it was necessary to reduce the workload of the enumerator for the work of individual enumeration. The norms fixed for the rural and urban blocks during the individual enumeration was: 850-900 in rural areas and 750-800 in urban areas respectively. This meant that many of the houselisting blocks which had a population over and above this norm had to be split into two or more census enumeration blocks. The second circular on enumeration relates to the formation of census enumeration blocks and detailed instructions were given regarding this. The basic principles regarding the constitution of the blocks was the same for both houselisting and enumeration. These are:

(1) Each village should be constituted into a separate block. That is to say, no block should cover more than one village. A village means a revenue village and includes its entire revenue limits and not merely the **gramathana.**

(2) Hamlets, if any, must be constituted into separate blocks. A block should not cover parts of separate hamlets. The identity of each hamlet (locally known as palya, hatti, tanda, koppalu, camp, etc.) which lies within the boundaries of a village whether recognised in Government records or not should be maintained.

(3) If a main village or hamlet has a large population, it may be constituted into more than one block so as to maintain the workload norms.

(4) Bechirag villages and forest areas not coming within the revenue limits of any village should be constituted into separate blocks.

(5) The blocks should have well defined boundaries which can be identified on the field with reference to important landmarks which may be indicated to the enumerator concerned.

(6) In urban blocks, the blocks should not cut across the boundaries of wards or municipal divisions.

(7) In forming census enumeration blocks, large institutions such as Central Jails, hospitals, etc., may be constituted into separate blocks if the population of such institution is large enough. Otherwise, they may be retained within the existing blocks.

(8) Railway Colonies, labour camps in project areas, etc., may be similarly constituted into separate blocks with well defined boundaries.

Such areas will have been already formed into separate blocks for houselisting purposes. These may be retained or sub-divided if needed. But the identity should be maintained.

(9) Lastly while forming a census enumeration block, care should be taken to see that no structure is partly included in one block and partly in another.

The methodology for the constitution of census eunmeration blocks has been given in Circular No. 2. This has to be done with reference to the notional maps and layout sketches prepared by the enumerator. Based upon these layout sketches, the Charge Officer will decide how the blocks will have to be divided for the formation of two or more census enumeration blocks. He has to be careful while doing so to ensure that the dividing line is clear.

About 25% of the houselisting blocks were split into two or more census enumeration blocks. Thus the total number of houselisting blocks was 75,513 and the total number of census enumeration blocks was 94,944. This meant that the block numbers had to be changed and more supervisory circles had to be reconstituted. The Charge Registers were also to be written up afresh.

By the time of the writing up of the working sheets for the formation of census enumeration blocks, we had established eight Regional Tabulation Offices in the State. Every district was attached to one or the other of these Regional Tabulation Offices. They were set up in the following places:

Bangalore, Mysore, Dharwad, Gulbarga, Belgaum, Hassan and Shimoga.

A Deputy Director as well as Investigators and Statistical Assistants had been posted to these offices. The Deputy Directors with their supporting staff, who were experienced officials from this Directorate, were given the task of supervising the writing up of the working sheets for the Charge Registers. However, senior officers/officials from the head office who had been deputed to the districts for the training of Charge Officers also checked the working sheets when they were being written up in the charge offices and gave necessary instructions.

One aspect which was stressed was that the Sample Registration Blocks were to be retained as separate blocks or if the population was too large, they were to be split into more than one census enumeration block but not merged with any other blocks. In other words, their separate identity was to be retained. This was for the purpose of Census Evaluation Study regarding which more will be said later.

After the working sheets were checked in the Regional Tabulation Offices, the Charge Registers in duplicate were written up afresh. This is also subject to scrutiny by the staff in the Regional Tabulation Offices. Thereafter, one copy was retained with the Charge Officer and the other copy kept with the Regional Tabulation Office. The working sheets which were in fact the duplicates of the Charge Registers were sent to our office thereafter.

The second important piece of work which had to be done by the Census Charge Officers was the writing up of the Abridged Houselists. In Circular No. 3 detailed instructions have been given regarding the preparation of the Abridged Houselists. This is necessary because (1) more than one census enumeration block may have been formed from the houselisting block and (2) there may have been changes in the houses during the intervening period. The abridged houselist gives at a glance the number of houses available in each census enumeration block. It forms the link between the houselisting block and the census enumeration block.

The Abridged Houselist consists of three sections. Sections I and III are prepared by the enumerators but Section II, which is the list of houses available in that particular census enumeration block, is to be prepared in the charge office. Details regarding how this is to be done have been given in Circular No. 3.

The Abridged Houselists were written up in most cases by the Census Clerks who had been given training along with the Census Charge Officers. They were very often assisted by a stipendiary graduate. A small honorarium was paid to them for this work.

At the time of houselisting operations we had obtained some idea of the difficulties we may face in getting the lists of enumerators and supervisors from all the departments. We therefore decided that for the enumeration we will commence this item of work a little earlier than was strictly necessary and that we would also request the State Government to instruct all the Heads of Departments to furnish us a list of personnel who could be appointed as enumerators and supervisors. The Chief Secretary accordingly issued letter No. RD 4 ETC 90 dated 20.7.90. The identity cards, appointment orders etc., for the enumerators and supervisors were despatched to the districts by July 1990 so that the Charge Officers had sufficient time to issue appointment orders to the enumerators and supervisors before commencing their training in the month of September.

**Training of Enumerators & Supervisors**

It had been planned in the Census Calendar that the training of enumerators and supervisors should begin from 20th September 1990. This meant that their selection and appoinment had to be completed by the end of August. It was felt that this was desirable in view of the difficulties we had in selecting and training the enumerators and supervisors during the houselisting operations. Enumeration Circular No. 5 contained detailed instructions regarding the selection and appointment of enumerators and supervisors. It was emphasised that as far as possible all the enumerators and supervisors who had worked during the houselisting operations and whose work was satisfactory should be drafted for individual enumeration, that

the enumerators and supervisors should be familiar with the language of the area in which they conduct the enumeration (this was particularly necessary in Bangalore City due to different linguistic areas within the city) and that in Malnad areas the distances which the enumerators and supervisors would be required to travel during the course of the enumeration should be kept in mind while constituting the census enumeration blocks and deciding the workload. Care was to be taken to see that the officials appointed as supervisors were of a higher rank than the enumerators who were to work under them. Each supervisor would supervise the work of five enumerators.

The State Government had issued instructions to all the Heads of Departments to furnish us with lists of personnel who could be drafted as enumerators and supervisors. Similar instructions had been issued by the Central Government to the Central Government Offices.

Despite these measures, we found it extremely difficult to get sufficient number of enumerators and supervisors in the urban areas, particularly in Bangalore. The dropout rate was considerable and it took a great deal of effort to ensure that a sufficient number of enumerators and supervisors were properly trained. Ultimately we created something like a reserve bank of enumerators and supervisors for Bangalore City Corporation with a large body of trained men and women who could be asked to undertake the enumeration in case of emergency. It was because of this reserve bank that we were able to ensure that there were sufficient number of enumerators in Bangalore City, at the time of the enumeration.

At the time of the houselisting operations we had faced the problem of training the enumerators in large batches. This was inevitable in the absence of sufficient number of persons to conduct the training in the rural charges. We therefore took action well in advance to ensure that this problem would not recur during the training of enumerators and supervisors for the actual census. In order to do this, we sent a proposal to the Registrar General, which was duly approved, for the appointmet of 1319 Assistant and Additional Charge Officers. The number of Assistant Charge Officers required was calculated on the premise that one Assistant Charge Officer could train two batches of enumerators and supervisors of 50 persons each. The Additional Charge Officer was to assist the Charge Officer in overall supervision. In almost all cases we proposed that the Assistant Educational Officer should be made the Additional Charge Officer.

Our proposal was approved by the Registrar General, with the result that we had a large number of trained personnel of a fairly senior level to assist the Charge Officer of the Rural Charge in conducting the training of enumerators and supervisors in small batches of 50. This proved to be of enormous help in ensuring the quality of the training. Since they had been officially notified by the Government, the Assistant Charge Officers felt responsible for the successful completion of the training of the enumerators. They were further encouraged by the fact that they would be given an honorarium for their efforts. By and large the Assistant Charge Officers did a good job.

The appointment of the Assistant Educational Officer as Additional Charge Officer also proved very helpful. Since most of the enumerators and supervisors in rural areas were school teachers and the Assistant Educational Officer was their official superior, it inculcated a sense of discipline and seriousness in the enumerators and supervisors.

The Directorate of Economics and Statistics had been closely associated with us in organising the houselisting operations. This was natural because during the houselisting operations in addition to the Houselist, the Enterprise List was also canvassed, which pertained entirely to the Directorate of Economics and Statistics. Although no schedule pertaining to the Directorate of Economics & Statistics was canvassed during the actual enumeration, we requested and obtained their help for the individual enumeration also. Many of the Assistant Charge Officers were officials from the Department of Economics & Statistics. The District Statistical Officer in each district continued to work as Additional District Census Officers during the individual enumeration as they did for the houselisting operations. Since they had vehicles and had more liberty to move around than the Head quarters Assistants to the Deputy Commissioners they were of great help in the supervision of the census.

According to the calendar of operations, the training of enumerators and supervisors was to commence on 20th September, 1990. However, it did not commence on that date in most places. This was because we faced unanticipated difficulties in the printing of the Kannada translation of the Manual on Instructions to the Enumerators and Supervisors. The training was therefore commenced in September only in places where the English copies of the manual could be used. In other places, the training commenced only in October. However even so there was ample time for the four rounds of training which we had envisaged before February, 1991.

Enumeration Circular No. 6 contained detailed instructions regarding the training to be given to enumerators and supervisors. The instructions indicated the training material to be used as also what was to be taught during each of the four rounds of training. Each round of training was to consist of three days so that in all the training was given for 12 days with a gap of about two weeks between each round. This included practical work in the field during the second and third rounds of training. During the fourth round of training, which took place during the first week of February, the materials for the enumeration were distributed to the enumerators and supervisors.

Special emphasis was given in the Manual of instructions to Enumerators and Supervisors as well as during the training of Charge Officers, enumerators and supervisors, regarding the correct enumeration of female workers. The Census Department had received brickbats from many organisations after the 1981 Census because it was suspected that women workers had been grossly underenumerated in al the censuses. There were many reasons for this: (1) the fact that women's work was very often hidden because they worked within the household, (2) because they were not property owners and the unpaid work which they did, however important it was, was very often discounted and (3) the general prejudice that women were not bread winners but were only housewives. We therefore took special care during the training, to emphasise the different types of work that women did and to ask probing questions in order to elicit the true facts. The result was that we were able to net many more women workers during the 1991 Census and the percentage of women workers rose from 25.33% in 1981 to 29.39% in 1991. This however, did not mean that all the women workers had been enumerated and I found, when I toured around during the time of enumeration, several cases where gender bias and misconceptions had worked against enumerating women workers correctly.

**Distribution of Census Forms & Schedules**

Most of the census forms and schedules were printed in the Government of India Text Book Press, Mysore. It was therefore decided that the distribution of the materials for the enumeration should be from Mysore itself. The Government of India Press at Mysore helped us a great deal in the distribution of materials from the Press. The requirement of materials was worked out for each district and charge. The Charge Officers were asked to work out the blockwise requirement of enumeration materials. The materials were supplied to the Principal Census Officers who were then required to distribute them to the Charge Officers according to the calculation statements forwarded to them. The distribution of the materials from Mysore was done by a team of officials from this office under the able guidance and supervision of a senior Investigator. We were able to ensure that all the materials were supplied well in time and in adequate quantities. Circular No.8 gave detailed instructions on the distribution of materials to the Charges and to the Blocks.

**Ensuring complete coverage of area**

Quite as important as adequate training to enumerators and supervisors is the need to ensure that all areas are completely covered and also that there is no duplication of any area. The Charge Officers have to ensure this. They should also ensure that all new constructions that may have come up between the time of the houselisting operations and the actual enumeration are accounted for in one census enumeration block or another. Instructions regarding this were given. The enumerators and supervisors were taken on field visit during the month of December 1990--January 1991 and shown their blocks so that they would have to problem in identifying them and in order to ensure that the boundaries had been correctly marked and that no area had been left out.

In the case of Bangalore it was decided that some special steps would have to be taken from our office itself to ensure that no area has been left out. Therefore a team was constituted and a jeep was secured from the Bangalore Development Authority for the team, which travelled extensively in the Bangalore City Corporation, B.D.A and sourrounding areas to ensure that no areas had been left out. This team was assisted by the officials from the B.D.A, the Tahsildar's office and from the Bangalore City Corporation. The team identified several areas which had been left out during houselisting operations. In most cases this was because of misunderstandings between the Bangalore City Corporation, B.D.A and Revenue authorities. We therefore had to decide whose responsibility it was to conduct the enumeration in these areas and to prepare the abridged houselist. In this way, we were fairly successful in ensuring complete coverage in Bangalore.

**Census in Military Areas**

The houselisting operations did not cover military areas. However, these areas had naturally to be included in the population census. As in the previous censuses, the practice was to have the enumeration in these areas done by the military personnel themselves. The Charge Officers were also defence officers. We prepared a list of all the military areas and got this confirmed by the heads of the Armed Forces stationed at Bangalore. The Census Officers of all the armed forces were nominated by writing letters to (1) Commander (HQ) Karnataka, Goa Sub Area, (2) Senior Personnel Staff Officer, Headquarters Training Command, IAF, Bangalore, (3) Commandant, B.S.F, Yelahanka and (4) Lt. Commander, Navy Liaison Cell, H.A.L. A three day conference of Military Census Officers was conducted on 6th, 7th & 8th November 1990. During this conference, detailed instructions were given regarding the enumeration. This was followed by a subsequent conference on 28-1-91. On the whole, the population census in military areas is not a difficult job since the boundaries are well marked and the population is small and well known to the Charge Officer. The Military Census Officers did a good job in the enumeration.

**Houseless Population**

It is a time honoured tradition that the enumeration of the houseless population is done during the night of the last day in February. We set up teams to do this and identified the areas where there would be large number of houseless population. These teams were provided with vehicles and they toured the area of their charge and enumerated the people who slept on the pavement. The State Police were requested to make security arrangements for the enumerators. I accompanied one team in the enumeration

of the houseless population. It was an interesting experience to get the details of people who managed to live without the most basic amenities. In many cases they were men who had migrated from North Karnataka areas and worked as manual labourers in the market places of the city. They had been living on the streets of Bangalore for the the last 12 years or more, but still sent money home and would occasionally return to see their families. However, we also came across groups of men and women who had been born in the streets and who had lived in the streets all their lives. They were accustomed to no other life.

**Post Graduate Degree Holders & Technical Personnel Schedules**

In addition to the individual slip and the household schedule, the enumerators were also required to canvass the PGDHTP schedules which had come from the C.S.I.R. These schedules were to be given to those respondents who had a post graduate degree or technical diploma. The respondents had to fill up the schedules themselves and either return them to the enumerator or post them directly to the Council of Scientific & Industrial Research. The distribution and filling up of the PGDHTP schedules was not entirely successful and we did come across several cases where the schedules had not been distributed. This was additional work for the enumerators which was not welcomed much. The honorarium payable for this was a paltry Rs. 15/- per enumerator which did not make up for the additional work involved of distributing the forms sometimes helping the respondents to fill them up and collecting them back, keeping a record of the number of forms issued, received back etc.,

Another difficulty with the PGDHTP schedules was that the honorarium payable to the enumerators for filling these schedules was sent by the CSIR only in November 92, more than two years after completion of the census. Since most of the census personnel, from the Principal Census Officer to the enumerator would have been transferred in the interval, it took a lot of effort to trace out the enumerators and supervisors in order to pay them the amount of Rs. 15/-.

I would suggest in future the census enumerators may not be asked to distribute the PGDHTP schedules since this is a considerable additional burden on the census personnel as it involves considerable paper work. Long after the completion of the census a lengthy correspondence went on for some time regarding the number of unused PGDHTP Schedules—an item we had not previously been asked to take into account.

**Provisional Population Totals**

It is a matter of pride for the Census Department that within a few weeks of the completion of the census, the provisional population totals are released for the entire country—the States and Union Territories and the Districts and Cities. This is done by a quick compilation of the figures in the Enumerator's Abstracts and working sheets by the Charge Officers. The provisional figures released indicate the total population, male and female and the number of literates by sex. The provisional population totals for each charge are compiled in the Provisional Population Register by the Charge Officers from the enumerator's abstract and these figures are communicated over phone or through telegram or special messenger both to the District Census Officer and to the head office. The District Census Officers totalled the figures for all the charges to arrive at the total population of the district which they then communicated to the head office as well as to the Registrar General's office.

This is a time of great excitement in the office when we await the results of many months of effort. Special arrangements were made to receive the messages at the Directorate round the clock. Telephones were continuously manned by batches of two persons on shift basis.

The provisional population totals received in this office were quickly compiled for all the districts and cities and the total communicated to the Registrar General, India on 12-3-1991. The provisional figures for the State were later released through a Press Note on 8th April 1991. Based on the provisional figures we published two papers (1) Paper I—Provisional Population Totals, indicating the total population for the districts, the number of literates by sex, the density, the population growth during each census etc., and (2) Supplement to Paper I which was brought out in June 1992 and which gave further details regarding the rural-urban population and information regarding the distribution of workers by the four main categories of cultivators, agricultural labourers, household industry and other workers.

The Provisional Population Figures approximate to the final population, figures, as may be seen from the statement given below:

| Sl. No. | District | Provisional population | Final population |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| 01. | Bangalore | 4,807,019 | 4,839,162 |
| 02. | Bangalore Rural | 1,664,315 | 1,673,194 |
| 03. | Belgaum | 3,521,409 | 3,583,606 |
| 04. | Bellary | 1,886,714 | 1,890,092 |
| 05. | Bidar | 1,252,333 | 1,255,799 |
| 06. | Bijapur | 2,918,829 | 2,927,990 |
| 07. | Chikmagalur | 1,016,980 | 1,017,283 |
| 08. | Chitradurga | 2,178,252 | 2,180,443 |
| 09. | Dakshina Kannada | 2,692,123 | 2,694,264 |
| 10. | Dharwad | 3,499,125 | 3,503,150 |
| 11. | Gulbarga | 2,574,487 | 2,582,169 |
| 12. | Hassan | 1,566,724 | 1,569,684 |
| 13. | Kodagu | 485,229 | 488,455 |
| 14. | Kolar | 2,213,024 | 2,216,889 |
| 15. | Mandya | 1,642,220 | 1,644,374 |
| 16. | Mysore | 3,155,825 | 3,165,018 |
| 17. | Raichur | 2,305,832 | 2,309,887 |
| 18. | Shimoga | 1,906,523 | 1,909,663 |
| 19. | Tumkur | 2,301,138 | 2,305,819 |
| 20. | Uttara Kannada | 1,218,367 | 1,220,260 |
| | State Total | 44,806,468 | 44,977,201 |

ANNEX—I

CENSUS OF INDIA—1991

KARNATAKA STATE

## CENSUS CALENDAR

**June 1990 (Last Week)**

(i) Meeting of the District Census Officers, City Census Officers and Additional District Census Officers.

(a) to discuss about the payment of TA/DA and honorarium to the Enumerators and Supervisors; Propulsion Charges—Petrol/Diesel—for vehicles used for census work. Honorarium for preparing Abridged Houselist, etc., Accounts matters.

(b) to impart training in formation of Enumeration Blocks and Preparation of Abridged Houselist.

(c) to impart training in filling up the Household Schedule and Individual Slip.

(ii) Despatch of training material required for the training of the Charge Officers to districts from the Directorate.

**July 1990**

(i) Preparation of an exhaustive list by the Charge Officers of all personnel available for working as Enumerators and Supervisors for the 1991 Census.

(ii) Imparting of training by the District/City and Additional District Census Officers to Sub-Divisional Census Officers, Charge Officers and Assistant Charge Officers at the district level regarding formation of Eumeration Blocks, Preparation of Abridged Houselist and filling up of the Household Schedule and Individual Slip.

(iii) Despatch of Abridged Houselists, Charge Registers, Identity Cards, Appointment Orders of Enumerators and Supervisors, Instruction sheets, etc., and training material required for the training of Enumerators and supervisors to districts from the Directorate of Census Operations.

(iv) Delineation of Census Enumeration Blocks for the Individual Enumeration by the Charge Officers based on the filled-in Houselist and Layout sketches of the Houselisting Blocks.

(v) Filling up of Abridged Houselist by the Census Charge Officers.

**August 1990**

(i) Completion of the delineation of the Census Enumeration blocks for the Individual Enumeration by the Charge Officers.

(ii) Completion of the selection of Enumerators and Supervisors, issue of appointment orders to all the Enumerators and Supervisors including reserve.

(iii) Imparting of second round of training to the Sub-Divisional Census Officers, Charge Officers and Assistant Charge Officers and members of Training Cell for Individual Enumeration at district level.

(iv) Drawing up of and finalisation of training programme for the training of Enumerators and Supervisors by the Charge Officers.

**September 1990**

(i) Meeting of the District Census Officers, City Census Officers and Additional District Census Officers for review of preparation, training of enumerators and supervisiors and working out of block-wise requirements of schedules, etc.

(ii) Commencement of training of Enumerators and Supervisors (to be imparted in four rounds.)

(iii) Preparation of Charge Register and Charge Map in duplicate and forwardal of one copy each of the Charge Register and Charge Map to the Directorate of Census Operations.

**October 1990**

(i) Training of Enumerators and Supervisors—continued.

(ii) Estimation of block-wise requirement of enumeration material by the Charge Officers and communication of total requirement through the District/City Census Officers to the Directorate of Census Operations.

**November 1990**

Training of Enumerators and Supervisors—continued.

**December 1990**

(i) Training of Enumerators and Supervisors—continued.

(ii) Importing of special training to Supervisors to acquaint them with their responsibilities as laid out in the Supervisor's Manual.

(iii) Issue of Identity cards and instruction sheets to the Enumerators and Supervisors during the third round of Training.

(iv) Despatch of enumeration material to the Districts by the Director of Census Operations.

**January, 1991**

(i) Field visit by the enumerators and supervisors to acquaint themselves with the jurisdiction of the blocks allotted to them—to be organised by the Charge Officers.

(ii) Issue of enumeration material to the enumerators and supervisors.

(iii) Refresher course to Enumerators and Supervisors.

(iv) Meeting of the District Census Officers, City Census Officers and Additional District Census Officers.

**February, 1991**

(i) 1st—8th February, 1991

Preparation of Notional Map and Lay-out Sketches by the Enumerators and verification of the same by the Supervisors and Charge Officers.

(ii) 9th to 28th February, 1991—Enumeration

(iii) Night of 28th February 1991—Enumeration of Houseless population.

**March, 1991**

(i) 1st to 5th March, 1991

Revisional round of enumeration and updating of records as on the sunrise of 1st March 1991, preparation of Enumerator's Abstract & filling in Section 1 of Abridged Houselist.

(ii) 6th March, 1991

Submission of Enumeration records by the enumerators to the supervisors.

(iii) 7th March, 1991

Submission of all records pertaining to the supervisory circle by the Supervisor to the Charge Officer.

**8th March, 1991**

(i) Checking of the arithmetical consisting of the figures in the Enumerator's Abstracts by the Charge Officers.

(ii) Preparation of Charge Abstract for provisional results by the Charge Officers and communication of Charge figures to the District or City Census Officers and to the Director of Census Operations, Karnataka, Bangalore in standard message form by wireless/telegram/telephone.

(iii) Preparation of District or City Abstract for provisional results by the District/City Census Officer and communication of population figures for districts and cities in the standard message form to the Director of Census Operations and to the Registrar General, India by wireless/telegram/telephone.

**9th March, 1991**

(i) Compilation of population data by the Charge Officers from the Blockwise Enumerator's Abstract in the Provisional Population Registers (working sheet for preparing Charge Abstract) and transmission of one copy of the Register to the Director of Census Operations and another copy to the District/City Census Officer.

(ii) Assembling of all enumeration records and blank forms and preparation of inventories.

**12th March, 1991**

Forwardal of all filled-in enumeration records and blank forms along with inventories to the Regional Tabulation Offices/Director of Census Operations, Karnataka, Bangalore.

## CHAPTER IV

## DIRECTIVES ISSUED BY THE STATE GOVERNMENT AND THE MEASURES TAKEN FOR PUBLICITY

In this Chapter I shall briefly indicate the various directives issued by the State Government during the census and the measures taken to provide adequate publicity for the census. The first was a letter from the Chief Secretary addressed to the Deputy Commissioners of the districts, Chief Secretaries of zilla parishads and Heads of Departments instructing them to give full co-operation to the Census Organisation in the preparations for the census.

Subsequently, when it was noticed that teachers who were employed in the houselisting operations during the summer vacation would have to be sanctioned earned leave in lieu of the vacation which they would lose the State Government in the Department of Education issued a Government Order sanctioning the earned leave and giving the details regarding how it should be computed.

The State Government also issued various notifications nominating the Principal Census Officers, District Census Officers etc.

When the time came to draft officials as enumerators and supervisors, the State Government issued instructions to all the Departments to co-operate in giving us the list of officials who could be appointed as enumerators and supervisors. The State Government also issued a circular to the effect that the State Government officials who had been trained as enumerators and supervisors were to be considered as on official duty during the period of training.

Special concessions were given during the time of the actual census to the enumerators and supervisors who worked for the census. At the time of the houselisting operations, they were allowed to be away from the office for half a day. At the time of the actual enumeration, it was decided that they could be away from the office on alternate days so that time would not be lost in travelling to and fro. In fact considerable flexibility was provided in the manner in which they could take off from the office when doing census work.

The State Government had been requested to provide for transport for the supervisory census officers in the districts and cities. This was done and the Government Order issued accordingly. This is to ensure that the available transport in the district/city was made available for the purposes of the census. A car was also provided to the head office by the State Government during the month of December 1990 (i.e. on 3-12-90).

I therefore got support from the State Government at every stage of the census operations. The Revenue Department was the nodal department which issued most of the memos etc., but there were some circulars or directives issued by the Chief Secretary himself. Copies of these directives issued by the State Government are at Annexe-A at the end of the report.

Except for honorarium, all other expenditure on the census—stationery, transport, salary of the additional clerks who were provided to the Deputy Commissioners, Tahsildars, etc., TA/DA to enumerators and supervisors were provided by the State Government with the understanding that it would be reimbursed by the Government of India, later. A separate budget head was created for the census and we indicated to the State Government the amount which would be required under this head. G.O. No. FD5/BCF 90 dated 5-7-90 and G.O. No. RD 1 ETC 90 dated 15-3-1991 indicates the amounts allotted under different sub-heads for expenditure relating to the census. Subsequently when we found that we required more money, we approached the State Government again and another G.O was issued sanctioning additional funds. Obtaining the required funds from the State Government was never a problem.

Reconciliation of accounts was, however, a difficult matter and this had to be done soon after the census was over. With the limited accounts staff at our disposal, this proved to be a difficult job. It is suggested that during the next census, the census may be considered as a centrally sponsored scheme of the State Government and money allotted by the Government of India to the State Government as under any other centrally sponsored scheme. This would save the Directorate considerable trouble in reconciling the census accounts.

### Payment of Honorarium

Payment of honorarium to the enumerators and supervisors was done twice—the first time soon after the houselisting operations in the month of August 1990 and then again soon after the actual enumeration in 1991. We took great care to ensure that the enumerators and supervisors were paid honorarium for the houselisting operations before they got appointment orders for the actual enumeration. This greatly helped in securing their willing service. However, we faced a great deal of delay in payment of honorarium after the houselisting operations because the amount for payment of honorarium had been sent directly from the Registrar General's office to the Accountant General. After prolonged discussions with the Finance Department and the Accountant General's office it was decided to draw the amount on a payee's receipt and then obtain demand drafts in the names of all the Deputy Commissioners. This was a time

consuming process. For the actual enumeration, however, the honorarium was directly sent to the State Government and the State Government was able to issue Government Order placing the amount at the disposal of the Deputy Commissioners in the manner we had intimated. It is therefore suggested that the second procedure should invariably be followed in the matter of payment of honorarium to the census staff.

**Setting up of Regional Tabulation Offices**

For the 1991 Census, eight Regional Tabulation Offices were sanctioned for Karnataka. Although these were meant primarily for the tabulation of census data after the enumeration was over, the Deputy Directors were in position in all the Regional Tabulation Offices by August 1990 and they were able to help me in the supervision of the preparations for the census as well as in supervision of the enumeration in the districts coming under their jurisdiction. In effect it meant that we had a small cell of our own staff—Deputy Director, an Investigator and a few Statistical Assistants, in seven different district places. The Deputy Director of the Regional Tabulation Office, Bangalore-I was in charge of the preparations for the census in Bangalore City Corporation and Bangalore Development Area and this Regional Tabulation Office was a tremendous help in obtaining the services of enumerators and supervisors and training them properly.

I was able to obtain the services of seven Karnataka Administrative Service officers, one of whom was later, during his term here, promoted to the I.A.S. Since I needed a Deputy Director (Admn) in the Head Office, I was able to draft his services for this post. The remaining 6 officers took charge in the six Regional Tabulation Offices as Deputy Directors. Shri K. B. Koppad, who was on deputation from the Registrar General's office, became Deputy Director in the Regional Tabulation Office, Dharwad and Sri R.Y. Reva Shetti, Deputy Director of Census Operations was posted as Deputy Director in one of the two Regional Tabulation Offices established in Bangalore.

Soon after the enumeration was over, these Regional Tabulation Offices expanded considerably by recruiting approximately 2215 staff on consolidated salary. They then had to hire big buildings to house their offices. However, at this stage, when they only had a Deputy Director, an Investigator and a few Statistical Assistants transferred to the Regional Tabulation Offices from this office, they did not require big buildings and I wrote to the Deputy Commissioners requesting them to provide space for them in their own building if that was possible. This was done in almost all cases and the Deputy Commissioner's offices also provided them with the necessary office furniture, typewriter etc. Later on in the month of January—February 1991 the Deputy Directors obtained bigger buildings of their own for accommodating the influx of staff on consolidated salary. It was often a problem to secure good buildings and in some cases the offices had to be accommodated in two or three buildings as was the case in Gulbarga, Belgaum etc., The rents for the buildings were fixed by the Central Public Works Department or by the Deputy Commissioner. In view of the fact that it took time to obtain the sanction of the Registrar General for payment of the rent of buildings, the Registrar General permitted us to pay 50% of the rent pending formal approval.

Further details about the buildings of the Regional Tabulation Offices, furniture to the staff etc., will be given in the Administration Report on Tabulation.

**Publicity Measures initiated during 1991 Census**

The success of census operations, measured in terms of coverage and an error free count, depends to a large extent on the level of awareness among the personnel drafted for conducting the census as also among the general public who constitute the main source of all the information proposed to be gathered at the census. It is imperative that the apprehensions which the respondents may entertain regarding the chain of questions put to them by the enumerators are dispelled. Publicity plays a major role in generating such an awareness and in building up a congenial atmosphere for census taking.

During the houselisting operations, publicity was taken up in a well organised manner as per the guidelines issued by the Registrar General, India.

The following are the measures initiated during the houselisting operations to educate the general public:

**Press Reporting**

Two feature articles were brought out along with other news items issued through Press Information Bureau.

The first feature article on houselisting operation was brought out during March 1990 highlighting the history of census and giving details about the census hierarchy along with finer details on enumerators, supervisors as well as how the houselisting is organised, how many houses an enumerator is expected to enumerate etc. This feature article was published in about 70 newspapers all over the State.

The second feature article issued during April 1990 was mainly focussed on providing housing and related statistics based on the past two censuses with a comparative statement indicating the number of houses, households, distribution of houses by nature of use, type of construction material, availability of amenities like drinking water, electricity, latrines etc., followed with brief notes. This feature too was published in various newspapers. The District Census Officers/ Principal Census Officers were provided with district level statistics, with a request to make use of these in their publicity programmes.

The important events such as State Level Conferences, launching of the houselisting operations, completion of houselisting operations, etc., were communicated to the general public by releasing Press Notes through the Press Information Bureau. In all there were five such news releases.

A set of slogans on houselisting operations was prepared and distributed to various newspapers through Press Information Bureau and these were published by almost all the newspapers.

DAVP advertisements on houselisting operations and Enterprise List appeared in two Kannada newspapers and one English newspaper. Kannada version of the advertisement was found to be erroneous and the same was brought to the notice of the Registrar General, India, with a request to supply English versions of the advertisement prepared in connection with the individual enumeration along with Kannada versions, so as to enable this office to rectify the errors, if any, in advance. The English version of the advertisement on houselisting operations appeared somewhat belatedly after the completion of houselisting operations in the State.

Other organisations which played a major role in providing publicity are All India Radio, Doordarshan Kendra and the Field Publicity Unit of the Government of India.

**All India Radio**

The All India Radio Stations located in Karnataka played major role in providing publicity to the ongoing houselisting operations through speeches by eminent personalities, plays and including census as a topic in various programmes like Krishi Ranga, Karmikara Karyakrama, Mahila Karyakrama, Yuva Vani, Spandana, Mane Mathu, and Arali Katte etc., The Joint Director of Census Operations and I were interviewd prior to houselisting operations. The set of slogans prepared and supplied by this office were made use of as fillers in between programmes. All the news briefings issued by the Directorate were broadcast.

Regarding commercial advertisement over All India Radio a major flaw was observed in the message and this was immediately got rectified. The text for this advertisement was prepared by DAVP and the Directorate was not informed of either the contents or the fact that the tapes containing the message on census were supplied to All India Radio stations in the State.

**Doordarshan**

During the houselisting operations an interview with the Assistant Director of Census Operations was beamed by Doordarshan Kendra, Bangalore. Events such as conferences, commencement of houselisting operations were covered by showing visuals on the concerned dates. The DAVP advertisement was regularly beamed during the entire period of houselisting operations.

**Field Publicity Unit**

There are 11 Field Publicity Units in Karnataka. These units organise camps in rural areas to educate the masses on various programmes of national importance through audio-visual shows, group discussions, exhibitions of posters etc. The Directorate supplied to the units 550 copies of the two feature articles with a request to propagate the census message through group discussions, announcements using public address system at places where people congregate etc.

During the intervening period of houselisting operations and main phase of individual enumeration, publicity measures had a low profile. However, publicity was provided to the major events such as inauguration of training programme, visit of the Registrar General, India etc., through news items, Doordarshan and All India Radio.

Publicity measures for individual enumeration were initiated during November 1990 by convening a meeting of media experts. The meeting was held in the Office of the Director of Census Operations and the officials of the Department of Information & Publicity, Government of Karnataka, Press Information Bureau and also from the Housing & Urban Development Department of Government of Karnataka participated in the meeting. All aspects of the publicity measures to be undertaken by various agencies and the need to pool together all the available resources to achieve better results were discussed.

Following are the publicity measures undertaken during individual enumeration:

**Press Reporting**

Two feature articles were prepared by this Directorate and released to various newspapers etc., through Press Information Bureau. A set of slogans on census enumeration indicating the scope and coverage was prepared and supplied along with the feature articles. In addition, news items were released on seven occasions informing the people about their obligation to furnish answers to the queries put to them by census enumerators etc. The editors of prominent dailies published from Bangalore were requested directly as also through Press Information Bureau to publish the census questionnaire in full so that the general public will be aware of the questions which are to be answered by them during the census count. The response was quite good and the local dailies as well as a few outstation (district/taluk based) newspapers published the census questionnaire. About 70 to 80 newspapers published the brief notes supplied to them by this Directorate. Similarly, the set of slogans were also published.

**All India Radio**

All India Radio, Bangalore produced a 30 minute feature on census. This programme, in which officers and officials of the Directorate and two census enumerators, also participated was broadcast by All India Radio station, Bangalore and relayed by all the other All India Radio stations in the State. One of the Assistant Directors was interviewed in Aralikatte (Farmer's programme). The Director of Census operations issued an appeal for co-opepration over all India Radio. The Hon'ble Governor of Karnataka as also

the Chief Minister issued appeals to the public to co-operate with the census enumerators and provide the necessary particulars.

In all, more than 30 programmes were produced by the six All India Radio stations located in the State. Apart from these, the slogans prepared and supplied by this Directorate were regularly used as fillers. Advertisement prepared by DAVP was broadcast twice every day by the commercial channel of the All India Radio, Bangalore.

**Doordarshan Kendra**

Doordarshan Kendra, Bangalore televised 2 interviews one with the Joint Director of Census Operations and the other in which the Joint Director of Census Operations and the Assistant Director of Census Operations (T) participated. Both these interviews were beamed. As part of the second interview, the census questionnaire was displayed over Doordarshan along with a commentary. The documentary film, supplied by Registrar General, India was televised twice—once prior to commencement of census count and again during the census count. Two DAVP advertisements (spot) were beamed 21 times during the census count. His Excellency the Hon'ble Governor of Karnataka and the Chief Minister of Karnataka were interviewed by the Doordarshan team and on the eve of launching the census enumeration the appeals issued by these dignitaries were beamed on the doordarshan. The Director of Census Operations was also interviewed likewise in the office. Later, when the census taking was in full swing an appeal to the public by this Directorate regarding notifying 'non-enumeration' was televised regularly from 24-2-1991 to 28-2-1991, for which the public response was very good.

**Field Publicity Unit**

16 mm documentary films supplied by the DAVP and 250 copies each of brief notes and slogans prepared by the Census Directorate were extensively used by Field Publicity Unit staff for providing publicity in rural areas. While 250 film shows were organised, 300 oral communication/group discussions were held to cover an estimated audience of 400,000 during the census enumeration period.

**Information & Publicity Department** (Government of Karnataka)

Feature articles were published in Janapada (Kannada monthly) and March of Karnataka (English monthly).

**Mass Education**

The Director of Mass Education was requested to highlight the importance of census through the network at his disposal. For this purpose (use in adult Literacy Classes) a special note was prepared and supplied (2,500 copies) to the Department for distribution all over the State.

**Karnataka State Road Transport Corporation**

1,500 copies of the posters made available to the Directorate by the DAVP were in turn supplied to KSRTC with a request to have the posters pasted on the KSRTC/Bangalore Transport Service buses. This request was however not acceptable and the KSRTC authorities distributed the posters to various bus depots and bus stations for display. Similarly, the request to have brief messages on census, stencilled on the buses did not find favour. The Managing Director of KSRTC suggested that if stickers carrying census messages could be supplied there would be no objection for displaying them within the buses.

**Nationalised Banks**

In response to the request by this Directorate the Nationalised Banks located in Bangalore displayed the public appeal to bring the cases of non-enumeration to the notice of the concerned authorities.

**Life Insurance Corporation of India**

Life Insurance Corporation of India had put up big hoardings on the census operations perhaps on instructions from the head office (i.e. without any specific request by this Directorate). Later, posters were also supplied for display in the branch offices.

**DAVP Posters**

In all, 80,000 copies of posters were supplied by the office of the Registrar General, India. These were received rather late and we had little time left with us for further distribution to districts, towns and taluk headquarters who in turn had to arrange for display in the units under their respective charges. Another 20,000 posters were printed in A-4 size using the TTO 99 printer in the office for distribution to the Charge Officers all over the State. About 5,000 copies of the appeals issued by Hon'ble President of India and the Hon'ble Prime Minister were also printed on the TTO printer and distributed amongst various offices located all over the State.

**Cinema Slides**

DAVP supplied 802 cinema slides directly to District Information and Publicity Officers for exhibition in cinema halls all over the State. No information was sent to this Directorate by the concerened unit either about the contents or the guidelines issued for screening.

**Documentary Films**

Four 35 mm and four 16 mm films were supplied to this Directorate somewhat belatedly. These films were distributed amongst eight Regional Tabulation Offices for screening with the assistance of District Information Officers. The officers were permitted to hire projectors, if found necessary. However, no feed back has been received in this regard and it is not known to what extent it was effective.

**CCTV**

CCTV facilities available in the railway stations in Bangalore and Hubli were utilised and census spots were shown at these stations during the period of enumeration. The cassettes were supplied by the office of the Registrar General, India.

**Publicity by Principal Census Officers/District Census Officers/Charge Officers etc.**

Principal Census Officers/District Census Officers/ Census Charge Officers initiated the publicity campaign in their respective areas through radio talks, issue of press briefings, printing and distributing handbills, announcements accompanied by Tom Tom in villages/towns etc., Feature articles based on the statistics supplied by this office were made use of by these officers during their interview with local press persons etc.

**Film Division**

The Bangalore Unit of the Film Division of the DAVP was supplied with 71 copies of the documentary film "India 1991" for exhibiting through the regular "circuit". The screening of this film began during second week of December 1990 and continued till second week of April 1991. Particulars about the places and theatres as also dates on which the film was scheduled to be screened were obtained from the local unit of the film division and circulated among the concerned District Census Officers for follow up action. Number of prints supplied was felt quite insufficient to cover the entire State in a matter of two months.

**Others**

A small but very brief handout on census was prepared by this Directorate and supplied to the Education Department for distribution among the schools with a request to educate the school children about ensuing census count during the prayer meetings, social science classes and also to arrange for debates, essay writing etc., in the regular classes.

The publicity measures adopted during 1991 Census, it is felt, were much better than those adopted either in 1981 or in 1971 and had its beneficial impact over the general public. It is felt that a better coordination among the various agencies involved in mass media is necessary and there should be an arrangement for a quick and meaningful communication among these and the Census Directorate instead of a feeling of independence bordering on indifference. For instance, timing the release of advertisements by DAVP to newspapers and the contracts thereof should be made known to the Directorate of Census Operations. Proper translation of the advertisements and radio spots should be ensured. It is also felt that a Co-ordination Committee (Statewise) be formed and the Directorate of Information & Publicity of the State Government be fixed with greater responsibility for providing publicity by utilising the entire field set up under its command.

Under the present dispensation the Directors of Census Operations have no powers to incur any expenditure whatsoever for publicity measures and for anything and everything they have to depend upon others. There is too much of centralisation and there is practically no scope for innovation and initiative. Since the local idiom is very important dubbing should be avoided to have a better impact on the masses.

CHAPTER V

# POST ENUMERATION CHECK AND CENSUS EVALUATION STUDY

## POST ENUMERATION CHECK

In a massive operation like the population census some amount of error is unavoidable. It has been the tradition of the census organisation to evaluate its own performance soon after the conclusion of the census enumeration through a post Enumeration Check (PEC) and assess the extent of error that has crept in. Such checks have been conducted from the 1951 census onwards.

The post enumeration check assesses both content and the coverage error on a sample basis. Soon after the 1991 census, the PEC was carried out in 17 major States and the Union Territory of Delhi. In Karnataka, the PEC was conducted during March—April 1991 in 230 blocks for coverage error. Of these 46 were selected for content error also.

### Types of errors

The PEC survey tries to evaluate the coverage error and content error. The coverage errors are due to (i) omission or duplication of persons due to omission or duplication of households residing in census houses or (ii) due to omission or duplication of individuals in censused households residing in census houses. These errors are called Type-I and Type-II errors respectively.

The error in recording the details of individuals is known as content error. The content error arises mainly from the way the enumerator puts the question or from the manner in which the respondents have replied to the question which is again dependent on how they have understood the questions and the manner in which the enumerator has canvassed questions. The errors may also arise because the person who answers the questions may not know all the particulars of a person about whom the information has been reported in the census. The PEC is intended to provide answers to two questions namely (i) how accurately has every individual been enumerated in the census and (ii) how precisely have the particulars of the individuals been recorded in the census.

### Sample size and selection procedure

The PEC survey regarding coverage error was conducted in 230 blocks in Karnataka. Of these, 172 were rural blocks, 28 non-city urban and 30 city blocks. Forty six blocks were selected for content error also. These comprised of 35 rural blocks, 5 non-city urban blocks and 6 city blocks. The number of sample blocks at the State level was allocated to the rural and urban areas in proportion to the total number of blocks in these areas.

For measuring Type-I error, all the households in the sample blocks were relisted. Houseless and institutional households were excluded from the frame of the households. A 10% sub-sample of censused households was selected from each block for the collection of the data on "coverage error" Type-II after excluding institutional and houseless households. PEC Forms I & II were designed for coverage errors of Type I and II respectively. For content error PEC Form III was designed which was canvassed in 46 blocks from among the total PEC blocks. In these 46 selected blocks PEC Form III was canvassed in a 10% sub-sample of households. The selection of blocks both for coverage error and content error was done in the Demography Division of Registrar General's office at New Delhi.

### Stages of work in the PEC

There were three distinct stages of work in PEC namely, Listing and enumeration, Desk match between the PEC and the corresponding census records and Field reconciliation.

At the listing stage, all the census houses in the selected enumeration blocks were re-listed and all the members of 10% sub-sample of the households which have been enumerated in the census were re-enumerated. The particulars like age, literacy, economic activity, etc., in respect of individuals in the 10% sub-sample of households for the purpose of content error were also collected in the sub-sample.

### Desk Match

In this operation, the entries in the Form I of PEC were matched with those in the Abridged Houselist (AHL) of the corresponding enumeration block. Similarly, the entries in the PEC Form II and III were matched with the corresponding entries in the household schedule. Before the desk match, the AHL, HHS and the Individual Slips in respect of households selected for PEC were collected and all the entries in the household schedules were checked with the corresponding entries in the individual slips to ensure that no mistake had been committed in transcribing the particulars from one record to another. This was done carefully as the results of the entire State would depend on the correctness of the entries made in the household schedule.

### Field Re-conciliation

Field reconciliation was done in those cases where the entries relating to particulars of the households and the individuals in the PEC and the relevant census records did not match fully.

As indicated above, the PEC was carried out in 230 blocks in the State. The Registrar General, India in his D.O. letter No 2/8/90-RG(Ad. II) dated 06-11-1990 sanctioned 169 enumerators and 34 supervisors for this State to carry out the PEC/CES work. This was done because of the regular staff working in the head office could not be diverted to the PEC/CES field work. The staff thus sanctioned was adjusted against the staff of the corresponding levels to be appointed for the compilation of the PCA and other items of work in the Regional Tabulation Offices w.e.f. 01-03-91 and onwards. In this office Memorandam No. ADM 30 EST 90 dated 14-10-91, the supervisors and enumerators were allocated to the eight Regional Tabulation Offices and the PEC and CES Survey was conducted by these staff.

The Registrar General, India had organised a training programme for the conduct of PEC/CES for the officers of the Directorates of Census Operations at New Delhi during 9-11 August 1990. Thereafter, a two day training in the PEC/CES was organised in this office on 7th and 8th January 1991, which was attended by Regional Deputy Directors of Census Operations. The Investigators and the Statistical Assistants of the Regional Tabulation Offices who were involved in the PEC/CES field operations also attended this training. Sri. K. N. Unni, Senior Research Officer, Demography Division, Registrar General's office imparted training to the participants. They, in turn, trained the staff of the Regional Tabulation Offices who undertook the field work, desk matching and field verification. A second round of training for the Regional Deputy Directors of Census Operations and Investigators was organised in this office on 01-02-1991.

The instruction booklets and forms for PEC/CES were printed centrally and supplied by the Registrar General's office in sufficient number.

The supervision of the PEC work was done by the regular staff of the Regional Tabulation Offices. The Deputy Directors of Census Operations inspected the work in some of the blocks so as to ensure that the work was being done properly. The control sheets (sample blocks) prepared from Abridged Houselist and the Control Sheet for selected households in Part-A and Part-B were despatched directly by the Regional Tabulation offices to the Registrar General, India with one copy sent to this office. The despatch of these control sheets was completed by 12-4-1991.

The coded PEC schedules received from the Regional Tabulation Offices were scrutinised in this office and despatched (by air parcel) to the Demography Division of the Registrar General's office on 16-12-1991 along with the inventories showing the blockwise details of number of schedules.

**Final results of the PEC**

According to the results of PEC of the 1991 Census the net omission rate at the national level is 16.9 per thousand comprised of 1.9 per thousand under Type-I error (missing of entire households) and 15.0 per thousand under Type-II error (omission of persons in households which have been covered during the census). In the Southern zone (Andhra Pradesh, Karnataka, Kerala and Tamil Nadu States together) the net omission rate is 18.9 per thousand—2.2 per thousand under Type-I and 16.7 per thousand under Type-II. It is seen that the major component of the total error in the count come under Type-II above. This may probably be attributed to the fact that door to door enumeration ensures that households by and large are not missed but some of the persons living in such households may to some extent be missed.

## CENSUS EVALUATION STUDY

**Introduction**

Since the 1971 Census, an evaluation study is being conducted immediately after the actual census enumeration is over with a view to quantifying the extent of omission of children at younger ages and to ascertain the correctness of age reporting of children in the census with the help of the birth records in the Sample Registration Scheme, which is a scheme of continuous registration of births and deaths in 360 blocks in the rural and urban areas in the State. Such a study was conducted in 1991 Census. The study was conducted in 20% sample of SRS blocks in all the States and Union Territories which had a population of two million or more in 1981.

The aim of the CES is to study the extent of omission/duplication of children below 7 years and the accuracy of their age returns. In Karnataka, the CES was conducted in a random sub-sample of 55 Rural and 23 urban SRS blocks. It was ensured that the identity of the SRS unit and the corresponding census enumeration unit is maintained. This was necessary because the SRS forms and census forms relate to different time period following different system of housenumbering and it is quite possible that the same house or household may have different members in each of these forms. Unless the households where the SRS births have occurred are identified in census, it may not be possible to verify from the census record whether the child has been enumerated or not. The selection of blocks for CES was made by Registrar General's office and communicated to us.

It was found that in some selected blocks, the identity of the SRS units was not maintained, i.e. the selected units were spread over 2 or 3 houselisting blocks. We had to depute our staff to the units to set this right after discussion with the Charge Officers.

**Formats**

Three forms were used in the CES. These were:

| | |
|---|---|
| CES Form A | Household Matching form |
| CES Form B | Householdwise list of births |
| CES Form I | The matching and reconciliation form. |

Of these, CES Form-A was used to identify the SRS households in census, CES Form-1 had two sections namely Section-I and Section-II. Section-I related to copying of all the births which had occurred in the census blocks (Corresponding to the SRS units) from 1-3-84 to 28-2-91, matching of these births with the census records and field reconciliation. CES Form-B was prepared to facilitate desk match and field reconciliation quickly. As this form contains a list indicating the births occurring in various households for each CES block, it is advantageous for desk match and field reconciliation operations.

**Stages of work**

CES was conducted in three stages. In the first stage particulars of all births occurring in all the households in the selected blocks from 1-3-84 to 28-2-91 (b.d.i) were copied out in CES Form-1 Cols. 4—10. This work was completed by April 1991. The control sheets for household matching form were forwarded to the Registrar General, India on 1-5-1991. The CES forms, Form-A and B, Cols. 1—10 of Section—I of CES Form-I compiled for all the SRS units were forwarded to the concerned Regional Deputy Directors of Census Operations on 11-4-91 for taking up the desk match and field reconciliation as per instructions given in the CES manual. Sufficient number of forms were also despatched to the Regional Tabulation Offices. The Regional Deputy Directors of Census Operations organised the desk matching of children aged six and less found mentioned in the SRS records and those enumerated during 1991 census by referring to the concerned household schedules. After identifying the partially matched and unmatched events they arranged for field reverification of events with the help of SRS part-time enumerators. The filled in CES schedules received from the Regional Tabulation Offices were scrutinised in this office and were forwarded to the Demography Division in Registrar General's Office. During the scrutiny it was found that there were inconsistencies and conceptual errors in the entries. The defects were set right by deputing Statistical Assistants to the field. Twenty eight officials were drafted for covering the units located outside Bangalore City. One Statistical Assistant and four computors carried out the field verification in Bangalore City.

# CHAPTER VI

## CENSUS MEDALS

Census Medals are traditionally awarded after the completion of each census to those enumerators and supervisors, Charge Officers, District Census Officers, City Census Officers and Census clerks who have done outstanding work. Silver and Bronze medals would be distributed and certificates of merit to those who did good work but could not be given a medal. The Registrar General's office gave us 634 silver and 606 bronze medals, to be distributed after the enumeration. We decided to distribute them among the various categories of census officials in the following manner.

AWARD OF CENSUS MEDALS FOR EXCELLENT PERFORMANCE IN 1991 CENSUS OPERATIONS

| Sl. No. | Category of Personnel | No. of Medals allotted | | Unit of competition |
|---|---|---|---|---|
| | | Silver | Bronze | |
| 1 | 2 | 3 | 4 | 5 |
| 1. | Best & Next Best District Census Officer | 1 | 1 | State |
| 2. | Two Best and two Next Best City Census Officers in State | 2 | 2 | State |
| 3. | Best & Next Best Charge Officer (Rural) in the District | 20 | 20 | District |
| 4. | Best & Next Best Charge Officer (Urban) except Bangalore City Corporation and B.D.A. in the district | 20 | 20 | District |
| 5. | Six Best and six Next Best Charge Officers (Bangalore City Corporation & B.D.A.) | 6 | 6 | City |
| 6. | Best and Next Best Supervisor (as per Annexure II) | 85 | 85 | District City Charge |
| 7. | Best and Next Best Enumerator (2 in a taluk -for City Charges see Annexure II) | 453 | 453 | Taluk/City Charge |
| 8. | Best Assistant/Additional Charge Officer in the District | 20 | .. | District |
| 9. | Best & Next Best Additional District Census Officer | 1 | 1 | State |
| 10. | Two Best & Two Next Best Military Census Officers | 2 | 2 | State |
| 11. | Two Best & Two Next Best Military Census Supervisors | 2 | 2 | State |
| 12. | Two Best & Two Next Best Military Census Enumerators | 2 | 2 | State |
| 13. | Best & Next Best district Census Clerk | 1 | 1 | State |
| 14. | Best & Next Best City Census Clerk | 1 | 1 | State |
| 15. | Five Best & Five Next Best Charge Clerks | 5 | 5 | State |
| | Total . . | 621 | 601 | |

DISTRICTWISE DISTRIBUTION OF MEDALS EARMARKED FOR ENUMERATORS AND SUPERVISORS

| Sl. No. | District | No. of Medals for Enumerators | | No. of Medals for Supervisors | |
|---|---|---|---|---|---|
| | | Silver | Bronze | Silver | Bronze |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | Bangalore . . . . | 6 | 6 | 1 | 1 |
| 2. | Bangalore (Rural) . . . | 16 | 16 | 2 | 2 |
| 3. | Belgaum . . . . | 20 | 20 | 3 | 3 |
| 4. | Bellary . . . . | 16 | 16 | 2 | 2 |
| 5. | Bidar . . . . | 10 | 10 | 1 | 1 |
| 6. | Bijapur . . . . | 22 | 22 | 3 | 3 |
| 7. | Chikmagalur . . . . | 14 | 14 | 2 | 2 |
| 8. | Chitradurga . . . | 18 | 18 | 2 | 2 |
| 9. | Dakshina Kannada . . . | 16 | 16 | 2 | 2 |
| 10. | Dharwad . . . . | 34 | 34 | 4 | 4 |

| 1 | 2 | | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| 11. | Gulbarga | | 20 | 20 | 3 | 3 |
| 12. | Hassan | | 16 | 16 | 2 | 2 |
| 13. | Kodagu | | 6 | 6 | 1 | 1 |
| 14. | Kolar | | 22 | 22 | 3 | 3 |
| 15. | Mandya | | 14 | 14 | 2 | 2 |
| 16. | Mysore | | 22 | 22 | 3 | 3 |
| 17. | Raichur | | 18 | 18 | 2 | 2 |
| 18. | Shimoga | | 18 | 18 | 2 | 2 |
| 19. | Tumkur | | 20 | 20 | 3 | 3 |
| 20. | Uttara Kannada | | 22 | 22 | 3 | 3 |
| | TOTAL | | 350 | 350 | 46 | 46 |
| | **Cities** | | | | | |
| 1. | Bangalore (MC) & BDA- | 101 | 51 | 51 | 13 | 13 |
| 2. | Belgaum | 10 | 5 | 5 | 1 | 1 |
| 3. | Bellary | 6 | 3 | 3 | 1 | 1 |
| 4. | Hospet | 2 | 1 | 1 | 1 | 1 |
| 5. | Bidar | 2 | 1 | 1 | 1 | 1 |
| 6. | Bijapur | 3 | 2 | 2 | 1 | 1 |
| 7. | Bagalkot | 2 | 1 | 1 | 1 | 1 |
| 8. | Rabkavi Banhatti | 2 | 1 | 1 | 1 | 1 |
| 9. | Chitradurga | 2 | 1 | 1 | 1 | 1 |
| 10. | Davangere | 5 | 3 | 3 | 1 | 1 |
| 11. | Mangalore | 6 | 3 | 3 | 1 | 1 |
| 12. | Gadag-Betgeri | 3 | 2 | 2 | 1 | 1 |
| 13. | Hubli-Dharwad | 15 | 8 | 8 | 2 | 2 |
| 14. | Ranibennur | 2 | 1 | 1 | 1 | 1 |
| 15. | Gulbarga | 6 | 3 | 3 | 1 | 1 |
| 16. | Hassan | 2 | 1 | 1 | 1 | 1 |
| 17. | Kolar | 2 | 1 | 1 | 1 | 1 |
| 18. | Kolar Gold Field SB) | 2 | 1 | 1 | 1 | 1 |
| 19. | Robertsonpet | 2 | 1 | 1 | 1 | 1 |
| 20. | Mandya | 2 | 1 | 1 | 1 | 1 |
| 21. | Mysore | 10 | 5 | 5 | 1 | 1 |
| 22. | Raichur | 2 | 1 | 1 | 1 | 1 |
| 23. | Shimoga | 4 | 2 | 2 | 1 | 1 |
| 24. | Bhadravati New Township | 2 | 1 | 1 | 1 | 1 |
| 25. | Bhadravati | 2 | 1 | 1 | 1 | 1 |
| 26. | Tumkur | 4 | 2 | 2 | 1 | 1 |
| | TOTAL | 201 | 453 | 453 | 85 | 85 |

A check list was prescribed which was to be filled up by the superior census officer of the person who had been recommended for a medal. In actual fact, we found it quite difficult to determine who should be awarded the medals among a large number of equally good census workers; this was particularly the case while distributing the medals to the enumerators and supervisors. However, we awarded a large number of certificates of merit in order to make up for the fact that not every one who deserved it could be given a medal.

There has been some discussion in the conference of Directors of Census Operations that the prize should be in the form of cash instead of a medal. But I feel that a medal is far more appropriate since the award is a tribute and recognition of good work rather than financial compensation for additional work.

# CHAPTER VII

## SUMMING UP

Although the Directors of Census Operations go through more or less the same preparatory steps from decade to decade, the experience they have and the difficulties they encounter will differ with changing times and circumstances. However, I would like to set down some of the points which I think, looking back on my experience in 1990 and 1991, would probably be useful to my successor.

I strongly feel that the Director of Census Operations would be in the saddle by the middle of the year preceding the houselisting operations. He should be able to participate in atleast some of the Data Users Conferences called in order to finalise the issues and questions to be taken up for the ensuing census.

While determining the boundaries of towns for the purpose of enumeration, we come across cases where urbanisation goes beyond the statutory boundaries of a town. While determining the boundaries of the town, it would be necessary to follow a general rule in all cases. I feel that it would be less confusing to limit ourselves to the statutory boundaries of the towns. If there is considerable urbanisation beyond the boundaries of the town, these areas may, ofcourse, be considered as outgrowths.

A great deal of care is required regarding the determination of the jurisdiction for enumeration of the Bangalore Development Authority, the Revenue authorities and the Bangalore City Corporation authorities. Each part of the area should be carefully and physically verified by teams consisting of knowledgeable representatives of the Bangalore City Corporation, Bangalore Development Authority and the revenue authorities as also the concerned officials from our office. They should tour every bit of the area, chalk out the territorial jurisdiction and draw maps clearly indicating which area would be enumerated by the Bangalore City Corporation, which by the Bangalore Development Authority and which by the Tahsildar. Considerable time should be spent on this exercise. After the houselisting operation is over, a similar exercise will have to be done again since changes occur on an almost daily basis in a rapidly expanding area like the Bangalore Urban Agglomeration. It would be desirable to designate a team of three or four persons from our office to co-ordinate and tour with the officials from the Bangalore City Corporation, Bangalore Development Authority and the Revenue Department and Co-ordinate with them in this work.

The issue of house numbering before the houselisting operations should also be taken up well in time. This time we were fortunate enough to get co-operation from most of the Zilla Parishads and Mandal Panchayats but that may not be the case every time. It is the mandatory duty of the local administration to do the house numbering but it would be necessary for us to show how we would like the building to be numbered. Therefore, these preparatory steps should be taken well in advance. There is also the question of expenditure—the cost of the material will have to be provided by the Mandal Panchayats or the Corporations or Municipalities as the case may be and they should also be informed of this in time so that they may set aside funds for the purpose.

Even though the building number is written by the local authority, the enumerator will have to write the census house number. Many enumerators are reluctant to use the paint and brush. It was for this reason that we thought of adopting the felt pens and oil chalks strategy during the houselisting operations. However, this was not successful as the numbering did not last long and also was not very visible. There seems to be no alternative to the paint and brush and the enumerators should be willing to do this as part of their job.

Cities such as the Bangalore City Corporation have their own problems while conducting the census. I found it a difficult task to get the required extent of co-operation and response from the city authorities. We had to have a large number of meetings (once every month at least) with the City Census Officers and Additional City Census Officers and Charge Officers and exhaustively monitor the progress. I feel it would be necessary to have an efficient Assistant Director or Deputy Director in the Head Office exclusively in charge of the enumeration of the Bangalore Urban Agglomeration area. The additional City Census Officers in Bangalore played, in most cases, a very small role. It would, I think, be necessary to take a second look at the hierarchical set up in the Corporation while conducting the next census and give more direct responsibility to the Additional City Census Officers.

Obtaining sufficient number of enumerators and supervisors in the urban areas also require Herculean efforts, particularly in the Bangalore Urban Agglomeration area. If we continue to conduct the census by house to house enumeration, we shall have to take very early action to secure sufficient number of enumerators and supervisors and we should also provide for a large reserve of enumerators and supervisors who could step in and take over in case the regular enumerators fail us at the last moment. Since we would be training a huge number of persons for more than 12 days, the training process in the cities should commence atleast 8 months before the enumeration.

The Deputy Directors who were placed in charge of the Regional Tabulation Offices took charge only by August 1990. I know that in many States they took charge much later. I feel that it is necessary

that they should take charge around the same time as the Director of Census Operations so that they are in the job from the very beginning and are fully involved in the houselisting operations.

At present these Deputy Directors are being assisted in the Regional Tabulation Offices by an Investigator and 3 or 4 Statistical Assistants from our office. Although posts are filled by promotion of the officials from our office, it required great effort to pursuade these officials to leave Bangalore and work in the Regional Tabulation Offices. I feel that it is not really necessary to have a large number of Statistical Assistants posted to these Regional Tabulation Offices. If the Deputy Directors are given proper training (as they are) and assisted by one or two efficient officials from the head office, they would be able to supervise the field work as well as the tabulation quite effectively. In many cases it was found that deputing 4 or 5 Statistical Assistants to the various Regional Tabulation Offices was not worth the effort. It is therefore suggested that fewer number of posts at the Statistical Assistants grade be sanctioned to the Regional Tabulation Offices in future.

One recurring problem we had was that of finding sufficient accommodation. The old records of the 1981 census were occupying almost all the storage space available at the time when I joined office. we were permited to dispose off the records of the houselisting operations of the 1981 census only by September 89 and the enumeration records of the 1981 census only by August 90. In the meanwhile, huge amount of material in the form of instruction manuals, training material, material for the houselisting operations and the actual enumeration kept flowing in from the Registrar General's office. Finding accommodation was a perennial problem during this period. We first hired a godown from the State Warehousing Corporation at a very low rent. However, when they had to shift their godown, we had to remove all our material and find alternate accommodation. After a great deal of trouble, we were able to rent out some storage space from the Bangalore City Corporation. Constant shifting of material would involve a great deal of expenditure, time and energy. It is therefore suggested that the records of the preceding census should be disposed off atleast two years before the preparations for the next census commence since all the records would have been keyed in and there is no point at all in retaining the old papers. Similarly, after the houselisting operations and the enumeration, the material which has not been used should be disposed off at the earliest so as to provide sufficient space for the records of the census to be stored. We can thereby avoid hiring buildings as prohibitive cost for storing papers which we no longer require.

The training of enumerators and supervisors for the houselisting as well as for the actual census will have to be thought out very early because of the increasing infrastructural difficulties involved in training such a large number of persons. What we did for the actual enumeration should be done for the houselisting operations right from the beginning that is to say, sufficient number of additional and Assistant Charge Officers should be nominated by the State Government at the time of the nomination of the census officers. These persons would then be totally involved in the training from the very beginning. This will ensure that the training is not conducted to an unmanageably large class of enumerators and supervisors.

The system that was introduced during the preparatory steps of the actual enumeration of the Deputy Commissioners reviewing the progress made in the census operations and ensuring that it kept pace with the calendar of operations as the first point in the monthly review meeting of revenue officers was very helpful and should be done right from the stage of the houselisting operations.

Some provision may be made for additional vehicles for the head office from the time of the houselisting operations. Jeeps would be sufficient for the purpose. This is necessary since a great deal of mobility is required and it is difficult to manage with just one car. As mentioned earlier, the Deputy Directors of the Regional Tabulation Offices should be in position within time of the operations for the houselisting and each of them should be provided with a jeep so that they can go round and supervise the operations without depending upon the district administration.

Except for the honorarium, all expenditure on the census was borne by the State Government subject to reimbursement by the Government of India. This arrangement worked satisfactorily since I got the whole hearted support of the State Government. However, the reconciliation of accounts is always a problem and we do not have the necessary infrastructure in this Directorate to do this work properly. It is therefore suggested that the census may be taken as a centrally sponsored scheme of the State Government and sufficient budget provision made for the expenditure. The honorarium to be paid should also be made a part of the scheme under a separate subhead of account. The accounts could then be reconciled by the State Government as in any centrally sponsored scheme.

# ANNEXE A

## IMPORTANT CIRCULARS AND LETTERS ISSUED IN CONNECTION WITH 1991 CENSUS BY THE OFFICE OF THE REGISTRAR GENERAL, INDIA AND OTHER DEPARTMENTS OF GOVERMENT OF INDIA

ANNEXE-A.1

**CIRCULAR No. 1**

No. 9/12/87—CD (CEN)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

2-A, Mansingh Road,
New Delhi-110 011.

Dated, the 24th June, 1987.

To

All Directors of Census Operations

Subject: Planning for the 1991 Census—Jurisdictional changes and list of villages.

Sir,

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

2. We have in this country been following the administrative set up for most of our statistical activities including the population census. Each state or union territory is divided into districts, each district into tahsils/talukas/police stations/development blocks and below this level we have our villages and towns. We all know that there have been several jurisdictional changes between 1981 and now. There may be some more in the coming months. We should at this stage take stock of all these changes and update our own frame. To achieve this, you will be required to obtain lists of the districts and tahsils/talukas etc. and compare the same with the corresponding 1981 lists. Jurisdictional changes are made by government notifications delineating or modifying areas. You should obtain copies of such notifications in support of all changes that have taken place after 1981 census if not already received.

3. You should also obtain lists of villages from the State Government (Revenue Department) and compare the same with your 1981, lists. Discrepancies should be reconciled to ensure one to one correspondence. The village lists should comprise not only the inhabited ones, but also the uninhabited ones. Within a village there could also be hamlets. You should obtain lists of all such hamlets and compare the same with your circle and charge registers. This process can be expedited by sending a copy of the 1981 list to each Tahsildar etc. for updating.

4. As you know, the state governments establish local bodies (municipalities etc.) within their jurisdictions by notification in the official gazette. These notifications delineate areas which would comprise the municipal limits in terms of villages or parts thereof. There is no doubt that between 1981 and now there have been several additions to the list of local bodies. You should not only obtain such a list from the state government (Local self government department) but should procure copies of notifications also creating new municipalities etc. or effecting jurisdictional changes in the existing municipalities.

5. I need hardly say that any incompleteness in building up your frame on the basis of these lists will have serious consequences. Extreme care to ensure accuracy is essential. You should set up a small cell to monitor all relevant information in this matter and ensure that copies of notifications effecting jurisdictional changes come to your office as and when these are issued. You should send a report of compliance to me by 31st August, 1987.

6. Please acknowledge receipt of this communication.

Yours faithfully,

(Sd/-)

(V. S. VERMA)

*Registrar General and Census Commissioner of India*

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

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

(Sd/-)

(V. S. VERMA)

*Registrar General and Census Commissioner of India*

ANNEXE-A.2

**CIRCULAR No. 2**

No. 24/3/87—Map

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

West Block No. I, R.K. Puram,
New Delhi-110 066

Dated: 24-5-88

To

_____

_____

Sub: Up-dating of maps at Tahsil/Taluk/PS etc. & District/State levels for 1991 Census.

Sir,

With reference to the meetings held on 23rd and 24th November, 1987 to review the staff deployment and progress of work, the Registrar General, India desired to issue the detailed instructions and guidelines for updating of maps at all levels for 1991 census. In this connection, item 4 on page 16 of the minutes of discussion held on 23rd and 24th November, 1987 circulated vide letter No. 18/59-87-Ad-I dt. 28-12-87 may please be referred to.

2. In order to have a complete enumeration of the entire country without any omission or duplication, it is absolutely necessary to have a complete coverage of the latest administrative set up to be obtained by listing all areas such as Districts/Taluks/Tahsils Police Stations/CD Blocks and other equivalent levels/towns and villages in your State/UT. Action for up-dating the jurisdictional changes and list of villages according to the letter No. 9/12/87-CD (CEN)-dated 24th June, 1987 has already been initiated by you.

3. After 1981 Census, several jurisdictional changes might have taken place at District/Taluk/Police Station/CD Block/Circle levels as well as at the village levels accordng to your findings in response to the letter of 24th June, 1987. As such, all lists of changes are to be updated with reference to maps which may be worked out with the assistance of the Revenue/Home Departments of the State/UTs. Now, all such changes that have taken place after the 1981 census are (i) to be plotted on the maps at the levels of States/UTs, Tahsils/Taluks and equivalent levels, as applicable to have a complete geographical distribution of such changes, and (ii) tallied with the list so procured and the maps so prepared at specific administrative levels which are termed as "Working Maps" as outlined in this circular. While doing so, you may get an idea of gaps in the list and the changes brought out on the maps. If the jurisdictional changes and the list so transformed on the relevant maps are not tallying then you may have to initiate a dialogue with the Revenue Department again to take care of such anomalies. Your office should continue to procure details of changes at different levels of jurisdictions of your State/UT *from time to time. It is further advised that* you also procure Gazette Notifications of the State/UT Governments with a close liaison with the Revenue and Home Departments of your State/UT on such changes to update maps and lists till the entire jurisdictions from village through State/UT are finalised and recorded.

4. The above objective is a most preliminary and important geographic work for the ensuing 1991 Census. Some relevant details of preparation of "Working Maps" at District/Tahsil/Taluk/PS/Block etc. levels are spelt out below. Please note that these maps are not to be published but these would be mere aids to look into the magnitude of spatial distribution, changes in jurisdictions and their up-dating and listing of areas from village through tahsil/district/state levels for the census operation which will further help you to arrange for alphabetical listing of jurisdictions, assigning location codes (both rural/urban) within districts of the State/UTs. This will further assist you to operate for the delineation of E.As/Supervisor areas for which separate instructions will be issued in due course.

A. **Tahsil/Taluk etc. Maps**

You are already having the original tahsil/taluk etc. maps of 1981 at scale 1:50,000 or 1 inch to a mile showing location code of all census villages/towns with boundary and urban spread. These maps are the starting points for checking the list, you have already procured, on the instructions as contained in the Registrar General's letter No. 9/12/87-CD (CEN) dated 24th June, 1987. It is obvious that after 1981, a number of changes might have occurred at tahsil/village levels. There may be several situations in this regard as mentioned below for your analysis and updating:

(i) There may be cases where the tahsil boundary of 1981 has remained unchanged till now and the list of the villages as you have collected in response to the above letter tallies with your satisfaction. On the contrary there may be cases of (a) change in village

names, (b) merger of one village with some other villages or (c) a single village bifurcated into two independent villages with different names according to the list you have procured. In such cases, on the basis of the village list collected for 1991 and the tahsil map obtained from the Survey/Revenue Deptt./Tahsildar alike, the existing 1981 Census maps are to be corrected and a fresh "Working Map" with village boundaries and names are to be worked out on 1:50,000 or 1 inch to a mile scale so that the village boundaries are precisely evaluated for the purpose of the census. All new villages which have been created after 1981 Census are to be located on the map for spatial examination and stock-taking. If a village shown in the new village list is not identifiable in the existing tahsil map of the 1981 Census, the matter is to be referred to the State/UT authorities and settled very quickly.

(ii) In all cases where a new tahsil has been created by transfer of area from one or more tahsils of the district/districts of the State/UT, a fresh map for this tahsil is to be prepared or procured from State/UT sources. All villages and towns/urban areas which have been included in this newly created tahsil are to be identified and names are to be written in free hand on your "Working Map" of specific administrative levels for examining the completeness of the list and geographical areas. Sometimes you may feel that it is difficult to write names of villages in certain area on the tahsil maps. In such cases, serial numbers with names of the villages may be adopted at suitable place on the map as a key to correlate and match the village list with the "Working Map" for the above purpose. It is also to be cross-checked that villages/towns included in the newly created tahsil were existing in the tahsil(s) from where these have been transferred with reference to the erstwhile 1981 jurisdiction. In case the newly created tahsil includes some villages/towns which were not existing in 1981, the matter is to be probed from where these villages/towns have appeared in the list being generated now by jurisdictions. Cases of doubt should be settled in consultation with State Govt./Local body as usual. After locating all the villages/towns as per the new village list on maps, names are to be cross-checked again with the final list at particular point of time. All Notifications of the State Govt. are to be obtained and these are also to be cross-checked with the "Working Map" and the latest list.

Sometimes, it may so happen that while executing the preparation of "Working Maps" in your office as indicated above, you may come across certain difficulties to plot/recognise the villages with boundaries on the tahsil/taluk maps. Therefore, in view of the last censuses of 1971/1981, you may like to refer such cases retrospectively to ascertain their positions from the published maps of D.C.H. to locate the villages as per the latest list which may help you to prepare the maps. Identification and right location of villages is one of the important pre-requisites of census enumeration.

As was done in the previous censuses, you are required to obtain authentication on the "Working Map" from the authorities such as the Deputy Commissioners, District Magistrates/Sub-Divisional Officers/Tahsildars alike who are holding charge of such authentication on behalf of the Revenue Department. It is further advised that at least two copies of the "Working Map", after you are satisfied about their correctness are to be prepared for authentication of the maps for the Census purpose by the above authorities, you should retain the first authenticated copy in your office and forward the next copy to the Map Division for necessary action.

### B. District Maps

(a) The district map is to be updated on the basis of the new tahsil boundaries of the concerned districts by taking into consideration all issues as described above. There will be cases where no territorial changes have taken place for the district as a whole but transfer of area from one tahsil to another might have taken place within the district. In all such cases, the latest map of the district with complete tahsil boundaries are to be obtained from the State Govt./Survey Department or other authorities duly authenticated as the cases may be in a similar way as prescribed above in the case of Tahsil and equivalent level maps. In effect, the updated district map will show the latest tahsil boundary and location of urban areas and other infrastructure.

(b) Cases may come up where a district has gained or lost some area from or to a neighbouring district or an entirely new district might have been carved out from one or two districts of 1981 Census in the State/UT. In such cases, the newly created district map will have to be prepared or procured with relevant details as per the method outlined in the case of tahsil/taluk maps. In addition, it is to be cross-checked with the latest list and the Notifications that the areas which have been transferred to this newly created district were existing in 1981 in the district(s) from which these have been transferred. This will give you a correct idea of the new set up in relation to the previous census of which you have full information and also help to ascertain the correctness of the new areas thus carved out for the census. After the census of 1991, such information may be needed for generating some tables on area and population of the new set-up retrospectively.

### C. Urban Area Maps

Concurrently with the work of the rural areas, it is also essential that you develop a good liaison with Corporations, Municipalities, Notified areas etc. for collecting maps showing ward boundaries. As you are aware, we are also concerned with urban agglomerations and out-growths as per 1981 at this juncture. For convenience of population enumeration provided by houselisting and delineation of enumeration areas and charge supervisor areas, it is essential to have large scale maps of all local bodies as well as outgrowths and components of agglomerations.

It is useful to procure and prepare maps of such units in consultation with local authorities of such areas. The maps should be as up-to-date as possible with utmost details of street patterns, names, lay out with boundaries. In some cases, R.O./Senior Geographer/Cartographer/Artist and other staff of your office may be required to be deputed to the concerned areas for this purpose. List of names or number of wards, circles are to be collected and identified town-wise.

**D. Building up a State/UT map with new districts/tahsils**

You might have also received by now the names of districts which have been created after the 1981 Census with their new and lowest administrative units. It is required that such units may be developed on a map on tracing paper with State/UT boundary and a copy may also be forwarded to the Map Division with the complete list for further necessary action with reference to date as applicable. It is possible that more number of districts and tahsils may be created till the administrative boundaries are not freezed and hence the information may be collected and checked continuously and communicated to the Census headquarters as well.

Timely action is very much essential in this task of preparing "Working Maps" right now with the framework outlined above for further necessary action. A progress report of this work may be furnished fortnightly without delay commencing from 30th May, 1988.

Please acknowledge the receipt.

Yours faithfully.

(Sd/-)
(B. K. ROY)
*Deputy Registrar General (Map)*

No. 24/3/87—Map/1211 Dated: 24 May, 1988

Copy to:

1. A.R.G. (C & T)
2. All Heads of Division of R.G.I.
3. Research Officers (Map) posted in zones No. 1 to 7 at their headquarters through the D.C.Os. to organise the work in the respective D.C.Os. of their posting as well as in the D.C.O. Offices falling in their zones.

(Sd/-)
(B. K. ROY)
20-5-88
*Deputy Registrar General (Map)*

ANNEXE-A. 3

1991— CENSUS
IMMEDIATE

**CIRCULAR No. 3**

D.O. No. 2/1/87-SS

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

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

24 Jun, 1988

Subject: Classification of Rural and Urban Units—1991 Census

My dear

In connection with the 1991 Census, the first and foremost task to be handled by you is the demarcation of places as rural and urban. The definition of an urban unit at the 1981 Census was as follows :—

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

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

(i) A minimum population of 5,000;

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

(iii) A density of population of at least 400 per sq. km. (1,000 per sq. mile).

Apart from the places to be classified as urban on the basis of the above definition, the Directors were also given some discretionary powers in respect of some marginal cases to include, in consultation with the State Governments, some places that had other distinct urban characteristics and to exclude certain areas which could not be considered as urban.

2. It is proposed to retain the same definition at the 1991 Census, as this will ensure comparability with previous Censuses and provide the basis for analysis of trends of urbanisation in the country. The industrial category III, comprising the occupation of fishing, livestock, hunting and plantations and orchards, etc. may be treated as allied agricultural activity as in 1981 Census while applying the test of occupation of the male working population mentioned in para 1(b)(ii) above. The agricultural activity, therefore, includes I—Cultivators, II—Agricultural Labourers and III—Livestock, Forestry, Fishing and Plantations, Orchards, etc.

3. All places which have been notified under the laws relating to the establishment of local authorities and have local bodies like municipal corporations, municipalities, municipal committees, municipal boards, municipal town committees, cantonment boards, notified areas, notified area committees, town committees, town areas, town boards, town municipalities, sanitary boards, etc. irrespective of their demographic characteristics must be included in the list of towns. You should consider all the criteria in para 1(b) above, where para 1(a) is not applicable, without the exclusion of one or the other of the three conditions laid down therein.

4. The third criterion giving 'discretionary' powers to the Directors must be restricted in its application. You may, however, include such places that have other distinct urban characteristics and amenities, such as newly founded industrial areas and large housing settlements. places of tourist interest, etc. These places are quite often served with all amenities, though they do not satisfy the criteria laid down for classification as urban. But before treating these areas as urban, *each such case should be specifically referred to this Office* with full particulars and justification in support of the proposal to enable us to take a suitable decision in the matter.

5. In certain areas some special projects on irrigation, power or other industrial projects have come up which cover one or more villages or part thereof. In case where the area of the project is known, even if the project is of temporary nature, it may be treated as a census town provided it satisfies the demographic characteristics, referred to in para 1(b) above. If parts of a village or villages are not covered by the project area, the areas lying outside the project area, could be retained in the list of the villages. If a special project area which was treated as a census town in 1981 for the first time does not satisfy the above stipulations, it may be declassified. If, however, such a project area is being treated as a census town since 1971 or earlier, it would be desirable not to declassify it. In case where a project area has been conferred a municipal or equivalent status, irrespective of its demographic characteristics, it should be treated as a town under criterion (a) of para 1 above.

6. A district/sub-division/tehsil headquarter should not be treated as a census town in its right unless it satisfies the usual demographic characteristics mentioned in para 1(b) above. However, all such places



11—13 RGI/ND/96

which have been treated as census towns since 1971 or earlier may be retained as census towns even if they do not strictly satisfy the demographic characteristics.

7. As already explained in para 2 of my D.O. letter No. 9/12/87-CD (CEN) dated the 11th December 1987, 'workers' will refer to 'Main workers' only. As desired in this circular, you might have prepared the list showing the percentage of male main workers in Category III for those villages in every tehsil/district which had a population of 4000 and above, where the density of population was at least 400 persons per sq. km. and for which the percentage of male main workers in Category I and II to total male main workers (all categories) was 25% and less in 1981 Census. You must have also compiled the number of male main workers under Category III for census towns of 1981 and for towns, if any, declassified after the 1981 Census, as suggested in my D.O. No. 9/12/87-CD (CEN) dated the 3rd May, 1988.

8. You may now examine the cases of all rural units having a population of 4,000 or more at the 1981 Census. For such cases, the composition of the working force and the density of population may be examined to see whether these qualify to be categorised as urban. All such places in respect of which town area committee or the like have been notified after 1981 Census must also be listed. Similarly, Jurisdictional changes in regard to towns and villages after the last census should also be taken into account and listed. Notifications issued to this effect from time to time may also be kept on record. At the same time, you may also carry out an exercise to see if there are any areas recognised as urban in the 1981 census which do not deserve to continue as such either due to reduction in the population size or due to changes in composition of the working population or other factors.

9. You may kindly work out your proposals and furnish the requisite particulars in the enclosed proforma I and II as early as possible, but before 1*st January*, 1989 in any case, so as to give this office sufficient time for finalisation of the urban frame at all India level.

The receipt of this circular may kindly be acknowledged.

(Sd/-)

(V. S. VERMA)

*Registrar General, India*

Copy to:

1. All Directorates of Census Operations (Two copies) except Assam.
2. All Heads of Divisions ARG (CT)/Sr. PA to RGI/P.A. to JRG(I)/DRG (Language).
3. Copy to Dy. Director of Census Operations, Assam, Guwahati for similar necessary action. As the Census was not conducted in Assam in 1981 due to disturbed conditions prevailing there at that time, the demographic criteria mentioned in para 1(b) of the above circular may be applied to villages of 1971 Census. You may consider all rural units having population of 3333 or more at the 1971 Census which are expected to attain a population of 5000 or more at the 1991 Census. The other two demographic criteria, viz. at least 75% male working population engaged in non-agricultural pursuits and density of population of at least 400 per sq.km. may also be applied to 1971 Census population. In view of this, Para 7 of above Circular may be ignored so far as your State is concerned. Further, in Proforma I and II, wherever 1981 Census appears, it may be taken as 1971 Census.

(Sd/-)

(V. S. VERMA)

*Registrar General, India*

PROFORMA I

**District-wise list of villages which qualify to be treated as towns for the 1991 Census**

State..... District..... Tehsil/Thana/Anchal/PS/Island etc. .....

| Sl. No. | Location code of village (1981 Census) | Name of village* | Area in sq. km. (1981 Census) | Population (1981 Census) | Density (per sq. km.) | Percentage of male main workers in Categories I&II to total male main workers (all categories) | Percentage of male main workers in Category III to total male main workers (all categories) | Total percentage of male main workers in categories I, II & III to total male main workers (Col. 7+ Col. 8) | Villages to be treated as Towns in 1991 Census | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Those which satisfy the criteria to be treated as towns | Those to be treated as towns under the discretionary powers (Please indicate reasons) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

*Only those villages may be listed in this statement which had a population of 4,000 and above; where the density of population was atleast 400 persons per sq. km., and which had percentage of male main workers in Category I and II to total male main workers (all categories) 25% or less at the 1981 Census.

PROFORMA II

State/UT.....

**Statement showing towns of 1991 Census with reference to the towns of 1981 Census**

| Sl. No. | District/Tehsil/ P.S./Block etc. | Towns of 1981 Census | | | | | | New Towns of 1991 on account of establishment of local bodies after 1981 Census (give civic status in brackets after the name) |
|---|---|---|---|---|---|---|---|---|
| | | Which continue in 1991 Census | | Declassified in 1991 Census | | Merged wholly with other town(s) after 1981 Census (indicate the name(s) of the town with which merged in brackets) | Treated wholly as an outgrowth of other town after 1981 Census (Specify the name of the town in brackets with which the referrent town has been appended wholly as an outgrowth) | |
| | | With local bodies (give present civic status in bracket after the name) | Census Towns | Census Towns of 1981 but not satisfying the demographic criteria at the 1991 Census | With local body in 1981 but denotified later on and not satisfying the demographic criteria | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| | | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| | | etc. | etc. | etc. | etc. | etc. | etc. | etc. |

**In regard to entries made in Col. 4, Col. 5 and Col. 6, please give the following additional details based on the 1981 Census**

| Col. No. | Name of Village/ Town | Population | Density | Percentage of male main workers in Categories I and II to total male main workers (all categories) | Percentage of male main workers in category III to total male main workers (all categories) | Total percentage of male main workers in categories I, II and III (Col. 5+ Col. 6) |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Col. 4 | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| | etc. | | | | | |
| Col. 5 | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| | etc. | | | | | |
| Col. 6 | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| | etc. | | | | | |

ANNEXE-A.4

No. 9/19/88-CD (CEN)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

2-A, Mansingh Road
New Delhi-110 011

the 28th July, 1988

To

All Directors of Census Operations.

Sub: First Pre-test of Census Schedules in preparation for the 1991 Census.

Sir,

It is proposed to hold the first pre-test in all states and union territories except Lakshadweep, Mizoram, Dadra & Nagar Haveli and Pondicherry, during September-October, 1988. We propose going through the full drill, namely houselisting, preparation of notional map, canvassing of Houselist, Household Schedule and Individual Slip. Advantage will be taken of this pre-test to make methodological studies regarding the responses from the respondents and the experiences of the enumerators. For this purpose the states and union territories have been divided into two groups as under:—

Group I Uttar Pradesh, Bihar, West Bengal, Tamil Nadu, Madhya Pradesh, Haryana, Punjab, Gujarat, Maharashtra, Kerala, Andhra Pradesh and Assam.

Group II Himachal Pradesh, Jammu & Kashmir, Karnataka, Manipur, Meghalaya, Nagaland, Orissa, Rajasthan, Sikkim, Tripura, A & N Islands, Arunachal Pradesh, Chandigarh, Delhi and Goa, Daman & Diu.

The criteria for selection of blocks in the aforesaid states will be as under:—

(i) Some of the blocks may be selected in such a manner as would ensure sufficient influence of urbanisation for the generation of tables based on each topic canvassed during the pre-test,

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

(iii) In Uttar Pradesh, a set of blocks should be selected from Western U.P. and the others from Eastern U.P. Similarly in Bihar, one set of blocks from the Chotanagpur plateau and others from south or north Bihar having regard to the criteria laid down in (i) and (ii) above, should be selected. In the remaining states, the blocks may be selected having regard to the criteria indicated above.

**Group I**

20 rural blocks and 10 urban blocks should be selected in each of the states of Uttar Pradesh, Bihar, West Bengal, Tamil Nadu and Madhya Pradesh. In the remaining states belonging to Group I, the pre-test will be carried out in 10 rural and 10 urban blocks, all of which can be located in one district or at the most in two.

**Group II**

In all the states and U.Ts. falling in Group II, pre-test will be carried out in 5 rural and 5 urban blocks of one district only.

In the Annex, a tentative time schedule for holding of the pre-test in each State/U.T is given. You are requested to examine it and let us know immediately whether or not the timings suggested will be suitable. You are also requested to select the requisite number of rural and urban blocks as the case may be, and intimate urgently names of the rural and urban blocks selected by you for the pre-test. Identification details like district, tehsil, taluka etc. for each selected rural/urban block, as the case may be, should accompany the list.

The instructions for enumeraters/supervisors for filling up various schedules will follow. The enumerators/supervisiors will be drawn from your own staff who may also be tentatively earmarked for this purpose.

Yours faithfully,

(Sd/-)
(V. S. VERMA)
*Registrar General, India*

No. 9/19/88-CD (CEN) New Delhi-110 011, the

Two copies with enclosure forwarded to all heads of Divisions of RG's Office including Language Division, Calcutta for information (and necessary action).

Five extra copies each to Census Division, Demography Division, Map Division and D. P. Division.

(Sd/-)
(N. RAMA RAO)
*Asstt. Registrar General (C & T)*

ANNEX

| Group I | Timings | Group II | Timings |
|---|---|---|---|
| Uttar Pradesh | 15-30 Sept. | Himachal Pradesh | 15-30 Sept. |
| Bihar | ,, | Jammu & Kashmir | ,, |
| West Bengal | ,, | Karnataka | ,, |
| Tamil Nadu | ,, | Manipur | ,, |
| Madhya Pradesh | ,, | Meghalaya | ,, |
| Haryana | ,, | Nagaland | ,, |
| Punjab | ,, | Orissa | 22 Sept-6 Oct. |
| Gujarat | ,, | Rajasthan | 15-30 Sept. |
| Maharashtra | ,, | Sikkim | ,, |
| Kerala | 22 Sept.-6 Oct. | Tripura | 22 Sept-6 Oct. |
| Andhra Pradesh | 15-30 Sept. | A & N Islands | 15-30 Sept. |
| Assam | 22 Sept.-6 Oct. | Arunachal Pradesh | ,, |
| | | Chandigarh | ,, |
| | | Delhi | ,, |
| | | Goa, Daman & Diu | ,, |

ANNEXE-A.5

No. 9/15/89-CD (CEN);

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

2.A, Mansingh Road,
New Delhi-110 011

February 17/20 1989

To

The Chief Secretaries of all States
and Union Territories

Subject: Boundaries of administrative units—Fixity during 1991 Census Operations

Sir,

I am directed to say that the next decennial population census would be conducted under the direction of the Registrar General & Census Commissioner for India in February—March, 1991. To ensure complete coverage at the census, the entire country will be divided into small enumerator's blocks within the framework of the administrative units in the States and Union Territories. The process of determining the blocks has to start much in advance of the actual census and they will be got marked on the census maps to obviate overlapping or omission of areas. In fact, monitoring of jurisdictional changes after 1981 census is being done by the State Census Directorates with a view to updating the census maps.

2. I need hardly say that for the efficient conduct of the census operations, it is necessary to ensure that the boundaries of the administrative units are not disturbed after the blocks have been determined and until the census enumeration and tabulation of data are completed. It is expected that the demarcation of blocks for houselisting operations would be taken in hand from 1st October, 1989. The houselisting operations constitute an important preliminary field work of the census, to be carried out in April—May 1990 throughout the country.

3. If the areas of the administrative units on the basis of which the census data are collected, are altered considerably soon after the census, the usefulness of the data, you will doubtless appreciate, would be considerably reduced. Hence, wherever any changes in the jurisdiction of the present administrative units are found necessary, it would be desirable to effect the changes well before the enumerator's blocks are demarcated, i.e. before 1 October, 1989.

4. In the circumstances, it is requested that all proposals for reconstituting an administrative area or making adjustments in the jurisdiction of municipalities, revenue villages, tehsils/taluks/police stations/circles/C.D. Blocks/communes/mandals, sub-divisions, revenue divisions, districts etc., which may be pending or which are being contemplated may be taken up in the near future are finalised and given effect to before 1st October, 1989. All such changes may please be intimated to the Director of Census Operations in your State/UT and to the office of the Registrar General, India.

Yours faithfully,

(Sd/-)

(V. S. VERMA)

*Registrar General and*
*Census Commissioner, India*

Copy to:

The Joint Director of Census Operations, Karnataka, Bangalore for information and necessary follow-up action.

(Sd/-)

(N. RAMA RAO)

*Deputy Registrar General (C & T)*

ANNEXE-A.6

D.O. No. 2/1/89-SS

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

**CENSUS OF INDIA 1991—CIRCULAR NO. 4**

**V.S. VERMA,**
*Registrar General, India*

2-A, Mansingh Road.
New Delhi-110 011

13 April, 1989

Subject: Census of India 1991—Formation of Urban Agglomerations

My dear Murthy,

I trust that the work on classification of urban units for 1991 Census on the lines suggested in my D.O. No. 2/1/87-SS dated 24-6-1988 must have been completed by now. You should now take up the work relating to urban agglomerations (U.A.s) in respect of your State/Union Territory.

2. It has been decided that the concept of urban agglomeration adopted for the 1981 Census will remain valid for the 1991 Census as well. Accordingly an urban agglomeration must form a continuous urban spread constituting a town and its adjoining urban outgrowths (OGs) or two or more physically contiguous towns together with continuous well recognised urban outgrowths, if any, of such towns. In several areas around a core city or statutory town have come up fairly large, well recognised railway colonies, university campuses, port areas, military camps, etc. and even though they are outside the statutory limits of the corporation, municipality or cantonment, they fall within the revenue limits of the village or villages which is or are contiguous to the town. It may not be realistic to treat such areas lying outside the statutory limits of a town as rural units; at the same time each such individual area by itself may not satisfy the minimum population limit to qualify it to be treated as an independent urban unit. Such areas deserve to be reckoned alongwith the towns and the continuous spread including such urban outgrowths would deserve to be treated as an integrated urban area. Each such agglomeration may be made up of more than one statutory town adjoining one another such as a municipality and the adjoining cantonment and also other adjoining urban outgrowths such as a railway colony, university campus, etc. Such outgrowths which did not qualify to be treated as individual towns in their own right should be treated as urban appendages of the units to which they are contiguous.

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

(i) a city or town with a continuous outgrowth (the part of growth being outside the statutory limits but falling within the boundaries of the adjoining village or villages)

(ii) two or more adjoining towns with their outgrowths as in (i) above; and

(iii) a city and one or more adjoining towns with their outgrowths all of which form a continuous spread.

In varying local conditions there could be similar other combinations which could be treated as agglomerations, the basic consideration of contiguity having been satisfied. The area constituting an urban agglomeration may keep on changing from Census to Census depending upon the changing boundaries of the statutorily notified main urban unit as well as the extent of other urban outgrowths.

4. There are some instances in the past when some parts of villages though not contiguous to the city/town were included in the urban agglomeration on the ground that in a few years the area would become contiguous. This is not correct as the intention in delineating the urban agglomeration is to take into account the *present urban spread only*. (The potentiality of development of urban growth in the next decade or two is being separately covered under the concept of Standard Urban Area). Particular care should, therefore, be taken to determine the urban outgrowths of towns. While delineating the urban agglomerations there may not be any problem in case of statutory bodies, viz., towns, which are contiguous to the main city/town. The following aspects should be kept in mind before determining urban outgrowth in relation to a town and urban agglomerations in general:

(i) If there is some uninhabited area between an urbanised village or villages and the statutory limit of a town, the villages should not be treated as an urban outgrowth to constitute an urban agglomeration with the town as they will not form a contiguous spread with the town on account of intervening uninhabited area.

(ii) If there is a town in proximity to a core town but not actually contiguous to it, being separated by intervening rural area, these towns should not form an urban agglomeration. They will be considered as forming an urban agglomeration only if the intervening rural area has pronounced urban features, qualifying it to be considered as an urban outgrowth.

(iii) While determining the urban outgrowth of a town, it should be ensured that it possesses the requisite urban features in terms of infrastructure, viz., the characteristics and amenities. The outgrowth should be a viable unit such as a village or a hamlet or an enumeration block and identifiable in relation to its boundaries and location.

(iv) In case of a revenue village(s) which is being treated as an outgrowth of a town, the code number of the revenue village and the name may appear in the rural frame in the PCA for cross reference that the particulars are given under the relevant urban agglomeration. Likewise, where only a part of the village is included in the urban agglomeration as an outgrowth, the data relating to the portion which has been treated as part of the urban outgrowth will be presented under the urban agglomeration, while the data relating to the rest of the village will be presented in the usual manner in the rural frame.

(v) While framing the urban agglomeration with its constituent units including outgrowths, care should be taken to see that an enumeration block does not cut across the boundaries of a town and its outgrowth. In other words, such outgrowths should be constituted into a separate block or blocks depending on size. The serial number of these blocks will follow the pattern adopted in the appropriate charge and they may be assigned the serial numbers following the end of the series of the charge so that they are easily recognisable. All these blocks will be shown in the Charge Registers of the concerned city or town.

(vi) Leaving aside the urban agglomerations of some big cities like Calcutta, Madras and Bombay, which have special administrative set up, and where the constituent units of the agglomeration are spread over more than one district, as far as possible care should be taken to see that an urban agglomeration is not spread beyond the boundaries of the district. This is to avoid problems of tabulation specially in the case of migration tables. If any such new cases were to arise, the matter should be finalised in consultation with this Office.

5. It will be advisable to make a personal visit to verify on the ground whether an area being considered for delineation as an agglomeration possesses the necessary characteristics and satisfies the conditions of *urbanisation, contiguity* and *viability*.

6. For maintaining comparability with 1981 Census data, it would be desirable to ensure that a place included in an urban agglomeration of 1981 is not taken out of the agglomeration now (unless it has since been merged with a city/town by statutory notification).

7. While the total agglomeration may be treated as one continuous urban spread for the purpose of overall size classification and analysis of the urban data, in exhibiting the primary population figures, it is important to give the break up for each component unit of the agglomeration. The method of presentation in 1981 Census may be followed.

8. In reckoning the total number of towns (as distinguished from agglomerations) all individual urban areas that are reckoned as towns in their own right should be treated as separate towns. The urban outgrowths which do not qualify to be treated as towns in their own right cannot be counted as individual towns but only as appendages of another recognised town forming an agglomeration, the basic figures of the main town and such appendages being invariably exhibited separately together with the total for each agglomeration.

9. An urban agglomeration as such will not have a code number. While individual towns will be allotted individual code numbers in Roman figures taking all the towns in a district as one series, the urban outgrowths not qualifying to be treated as towns in their own right need not be given independent code numbers in the town series but they may be allotted sub-numbers or alphabets to the location code number of the town to which they are appended. This may facilitate compilation of data for the integrated urban area.

10. The urban outgrowth must be enumerated by the Charge Officer of the urban area. The Charge Officer of the rural area concerned should ensure that this urban outgrowth which is included within the urban agglomeration is not inadvertently covered again as part of the rural area. It is also necessary to ensure that a reference is available in both the urban and rural charge registers concerned so that one is able to find out to which village an urban outgrowth belongs.

11. The urban agglomeration may please be delineated in your state on the lines of the above instructions and the particulars be sent to the Deputy Registrar General (Social Studies) in the Proformae I and II enclosed, latest by 30-6-1989. A notional map of each of the proposed urban agglomeration with its constituent units may also be prepared and sent alongwith the proformae to facilitate scrutiny.

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

Yours sincerely,

(Sd/-)

(V. S. VERMA)

Shri B. S. Narasimha Murthy,
Joint Director of Census Operations,
Karnataka, Bangalore-560 027.

All Directorates of Census Operations (Two copies) except Assam.

Copy to:

1. All Heads of Divisions/Sr. P.A. to RGI/PA to JRG (I)/DRG (Language)

2. Copy to Dy. Director of Census Operations, Assam, Guwahati for similar necessary action.

In Proformae I and II, wherever 1981 Census appears, it may be taken as 1971 census.

(Sd/-)

(V. S. VERMA)
*Registrar General, India*

## PROFORMA I

**Formation of each Urban Agglomeration of 1981 Census which continues in 1991 Census**

Name of the State/Union Territory .....

| Sl. No. | Urban agglomeration of 1981 Census which continues in 1991 Census | | | | | | | | | | | | | | | | | U.As of 1981 Remarks dropped from 1991 due to merger of its constituent units or other reasons, if any |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | With no change | | | | | | | With Jurisdictional changes between 1981-1991 | | | | | | | | | | |
| | Name of the U.A. with its constituent units | Status (city/ town/ O.G.) | 1981 pop. of city/ town | In case of out-growth in col. 2 give: | | | | Name of the U.A. with its constituent units | Status (city/ town/ O.G.) | Whether new/ old (Town/ O.G.) | 1981 population of city/ town | In case of out-growth in col.9, give: | | | | Name of 1981 unit (town/ O.G./ village) which has been merged with the main town or other units of U.A. in 1991 | |
| | | | | L.C. No. of village/ sub-number in case of part village | Area (km²) | 1981 Population | Name of village/ hamlet/ enumerator's block included wholly or partly | | | | | L.C. No. of village/ sub-number in case of part village | Area (Km²) | 1981 Population | Name of village/ hamlet/ enumerator's block included wholly or partly | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17* | 18* | 19 |

Abbreviations used : U.A. —— Urban Agglomeraion
L.C. No. —— Location Code Number
O.G —— Out-Growth

*Note : The changes appearing under cols. 17 and 18 may be shown with Government Notification Number in the Col. No. 19 (Remarks).

## PROFORMA II

**Formation of each Urban Agglomeration proposed for the first time in 1991 Census with the details of the main town and Constituent units**

State/Union Territory.....

| Sl. No. | Urban Agglomeration proposed for the first time in 1991 Census | | | | | | | Remarks, if any |
|---|---|---|---|---|---|---|---|---|
| | Name of the U.A. with its constituent units | Status (city/ town/outgrowth) | 1981 Population of city/town | In case of Out-growth in col. 2 give: | | | | |
| | | | | L.C. No. of village/ sub-number in case of part village | Area (Km²) | 1981 population | Name of village/ hamlet/enumerator's block included wholly or partly | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Abbreviations used : U.A. —— Urban Agglomeration
L.C.No. —— Location Code Number

ANNEXE-A.7

D.O. No. 1/1/89-SS

MINISTRY OF HOME AFFAIRS

THE REGISTRAR GENERAL, INDIA

**Census of India 1991—Circular No. 5**

**V.S. VERMA**

*Registrar General, India*

Social Studies Division,
Sewa Bhawan, Ist Floor,
North Wing, R.K. Puram
New Delhi

17 April, 1989

Subject: Delineation of Standard Urban Areas—1991 Census

My dear,

1. As you know, the concept of the 'Standard Urban Area' (SUA) was adopted for the first time in 1971 for reporting Census data for spatially continuous set of urban and rural settlements. The standard urban area was defined as the projected growth area of a city or town having 50,000 or more population in 1971, as it would be in 1991, taking into account not only the towns and villages which will get merged into it but also the intervening areas which are potentially urban. Thus, it was a long-term planning area and was to remain as a statistical reporting unit during the three successive censuses—1971, 1981 and 1991.

2. In 1971 Census, 304 SUAs were delineated throughout the country on the basis of 1961 Census population of towns and by projecting their population for 1971. In 1981 Census, 28 additional SUAs were delineated in consultation with the Town Planning Deptts. of states concerned in respect of those core towns having a population of 50,000 or above for which no SUAs were delineated in 1971 for such reasons as their limited growth potential or in whose case the population projections made earlier were lower but which exceeded a population of 50,000 on the basis of the actual 1971 enumeration. In the light of the concept of standard urban areas, no *fresh* delineations of SUAs are to be made now on the basis of projected or 1991 Census population.

3. As the standard urban area has to serve the need for urban development planning besides functioning as a constant statistical reporting unit, you may please ensure that *existing boundaries* of the standard urban area are not disturbed, as far as possible. The proposals for changes, where absolutely necessary, should be made in consultation with the Town Planning Deptt. of your State.

4. It would, however, be necessary to take into consideration statutory annexation of settlements from outside the Standard Urban Area limits to any of the existing urban components of a Standard Urban Area. The concept of SUA does not warrant subsequent changes in SUA boundary but as a result of the State Govt's decision statutorily affecting the jurisdiction of the town, we have to modify the SUA boundary to accommodate such statutory extension of the urban units. It is, therefore necessary that in such cases the existing SUA boundary is rationalised, in consultation with the State Town and country Planning Department.

5. The urban agglomeration (UA) of a city/town shows the urban spread of the core town. The SUA is a wider unit which depicts not only the present urban spread but potentiality of the urban spread of the core town over a period of time. The UAs are, therefore, required to be covered by the relevant SUA. In case of UAs, however, the component units may include a few OGs in addition to independent towns. The OG(s) is virtually the extension of the town to which it is appended in conformity with the urban spread. The UAs are, therefore, required to be accommodated within the SUA boundary in a manner as to ensure that the OG of a town does not fall beyond the SUA boundary when the component town is located within the SUA boundary. It would be necessary to accommodate such OGs which are spatially contiguous to the component town within the relevant SUA limit. This would therefore, require minor modification in the SUA limit to ensure that the relevant UA and its component units do not cut across the relevant SUA. The SUAs formed in 1971-81 in your state may, therefore, be screened in relation to the UAs formed in 1991 and changes be made, wherever necessary.

6. There may, however, be a number of changes within the SUA in relation to the component units. These may be of the following type:

(a) Merger of existing rural component wholly or partially with one or more of the urban components.

(b) Merger of existing OG(s)/any other component unit with the core town or any other component town.

(c) Formation of new town(s)/OG(s) for 1991 Census from amongst the existing rural components.

(d) Formation of new rural components or OGs from amongst towns of 1981 falling in the SUA owing to declassification of the latter in 1991.

(e) Others

While drawing up the list of component units in respect of SUA(s), the above and related situations should be carefully examined.

7. As a result of the conversion of rural components into urban components owing to urbanisation and/or annexation of settlements from outside the SUA limit to the core town, it may be possible in a few cases that the SUA limit and the limit of the core town of the SUA become co-terminous. The SUA having their boundaries co-terminous with the boundaries of the core town will be continued with changed position in 1991.

8. Your proposals on each SUA in the light of the above instructions may please be formulated immediately after completion of the work relating to classification of urban units and formation of urban agglomerations. The proposals for SUAs in respect of your State/Union Territory may please be sent to Dy. Registrar General (Social Studies) latest by 30-9-1989.

The receipt of this letter may please be acknowledged.

Yours sincerely,

(Sd/-)
(V. S. VERMA)
*Registrar General India*

To

All Heads of Census Directorates (Two copies) except Assam

No..... .....

Copy to:

1. Chief Planner, Town and Country Planning Organisation, Government of India, Ministry of Urban Development, E Block, Delhi Vikas Bhavan, I.P. Estate, New Delhi-110002.
2. All Heads of Divisions/Sr. PA to RGI/PA to JRG(I)/DRG (Language).
3. Copy to Dy. Director of Census Operations, Assam, Guwahati (Two copies) for similar necessary action. In the enclosed proforma, wherever 1981 Census appears, it may be taken as 1971 Census.

(Sd/-)
(V. S. VERMA)
*Registrar General, India*

**Proposals for Constituent Units of Standard Urban Areas of 1991 Census**

| Name of SUA | Component Units in 1981 Census | Proposed Component Units in 1991 Census | Remarks, indicating the reasons for deviations, if any, between 1981-91 |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| | Urban Components | Urban Components | |
| | Name Status Area | Name Status Area | |
| | (i) | (i) | |
| | (ii) | (ii) | |
| | (iii) | (iii) | |
| | Rural Components | Rural Components | |
| | Name L C. No. Area | Name L.C. No. Area | |
| | (i) | (i) | |
| | (ii) | (ii) | |

Note: 1. Attach a tentative map as per the proposed constituent units of 1991 Census indicating thereon the nature of change, if any, between 1981-91.

2. Prepare a separate sheet for each SUA.

ANNEXE-A.8

दूरभाष/Telephone : 383761
तार : जनगणना
*Telegram :* "REGGENLIND"

D.O. No. 9/22/89-CD (CEN)

भारत सरकार
गृह मंत्रालय
भारत के महापंजीकार एवं जनगणना आयुक्त

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
REGISTRAR GENERAL & CENSUS COMMISSIONER, INDIA

**V.S. VERMA**

2-ए, मानसिंह रोड,
नई दिल्ली-110 011
2-A, Mansingh Road,
New Delhi-110 011

May 9, 1989

Subject: Organisation of the Second Pretest Operations in connection with the 1991 Census.

Dear Shri Datar,

As you are aware, the preparations of 1991 Census have already begun. The first pretest of the 1991 Census schedules was conducted during Nov.-Dec. 1988 throughout the country except in the Union Territories of Dadra & Nagar Haveli, Lakshadweep and the state of Mizoram. I am indeed grateful for the cooperation extended by you in successfully carrying out the first pretest.

We now propose to conduct the Second Pretest in all the States/Union Territories during the period June 19—July 10, 1989 which will be a full dress rehearsal of the census in that the usual enumeration agency, namely, the State hierarchy like teachers, patwaris etc. will be involved. We have decided to restrict the Second Pretest to 5 rural and 5 urban blocks in each State/Union Territory. The Directors of Census Operations in various States and Union Territories have been asked to select the five rural and five urban blocks and approach the State Government for the selection of enumerators. It is proposed to pay an honorarium to the enumerators for this work about which a separate communication will be sent. The supervisory staff will be drawn from the State Census Directorates.

May I request you to issue suitable instructions to the concerned departments, namely, the Department of Education, Revenue, Local Self Government and Urban Development, on this matter and request them to make available the services of teachers/patwaris, for being appointed as enumerators and treat the period of deputation by them for training and conduct of pretest as on duty? I may add that the selected enumerators will have to do this work on part-time basis only.

I am asking the State Census Directorate to get in touch with your office, furnish list of selected blocks and apprise you of the requirements of enumeration personnel for the purpose of Second pretest and I have no doubt that as in the past, your help will be forthcoming in abundant measure.

Regards,

Yours sincerely,
(Sd/-)
(V. S. VERMA)

To
Shri A.B. Datar,
Chief Secretary,
Karnataka,
Bangalore.

Copy to:

1. All Directors of Census Operations. They are requested to follow this up. An additional copy is enclosed which you may present to the Chief Secretary or the Secretary of the Department Incharge of the Census in the State Government.
2. All Heads of Divisions (including Deputy Registrar General (L), Calcutta).
3. Hindi Section for favour of Hindi Translation

(Sd/-)
(V. S. VERMA)
*Registrar General, India*

ANNEXE-A.9

*Telegram* : "REGGENLIND" No. 9/26/88-CD (CEN)

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

भारत के महा रजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA

2-ए, मानसिंह रोड,
नई दिल्ली-110011
2-A, Mansingh Road,
New Delhi-110 011
16 June, 1989

**ORDER**

In terms of the Sanction Order (copy enclosed) of the Government of India, Ministry of Planning, Department of Statistics, Central Statistical Organisation, issued vide their Order No. N-11012/11/89-ECD dated 6th June, 1989, the sanction of the Registrar General, India is hereby conveyed for the payment of Rs. 50.00 (Rupees fifty only) to each enumerator (not more than 10 enumerators in each state/UT) deployed for canvassing the Enterprise List form alongwith the houselist forms. This amount of Rs. 50.00 to each enumerator will be in addition to the amount of Rs. 250.00 each sanctioned for the canvassing of the houselist forms. Household schedules and Individual slips, sanctioned vide this office Order No. 9/26/88-CD (CEN) dated 16th June, 1989.

The Expenditure involved will be debitable to the Major Head "3454"—D-Census, Surveys and Statistics, D-1 Census, D1(3)—Other Expenditure, D.1(3)-(1)—Enumeration, D. 1(3)(1)(3)—Honorarium to enumerators, grant No. 43, for the year 1989-90.

(Sd/-)
(MAHENDRA NATH)
*Jt. Registrar General, India.*

Copy forwarded for information and necessary action in terms of the above order to all D.C.Os.

Copy also forwarded for information to:

1. PAO (Census), AGCW&M Building, New Delhi.
2. Chief Secretaries of all States/UTs.
3. Accounts Officer, RG's Office.

(Sd/-)
(MAHENDRA NATH)
*Jt. Registrar General, India.*

No. N-11012/11/89-ECD

GOVERNMENT OF INDIA
MINISTRY OF PLANNING, DEPARTMENT OF STATISTICS
CENTRAL STATISTICAL ORGANISATION

Sardar Patel Bha van, Sansad Marg,
New Delhi-110 001
the, 6th June, 1989

**ORDER**

Sanction of the President is hereby accorded to the Payment of Rs. 15000/- (Rupees fifteen thousand only) to the Pay & Accounts Officer (Census), Ministry of Home Affairs, New Delhi towards payment of honorarium to 300 field enumerators (not more than 10 enumerators in each State/UT) deployed in the country during the second pre-test programme @ Rs. 50/- or whatever is being paid by the Census Department, whichever is less, per enumerator, for canvassing the Enterprise List form alongwith the Houselisting form and then preparation of Enterprise List Abstract in selected blocks/pockets in the country.

The expenditure involved will be debited to:

Major head 3454

B-Census Surveys & Statistics

B-1-Surveys & Statistics

B.1 (4)—Central Statistical Organisation

B.1 (4) (3)—Office Expenses

Grant No. 64—Department of Statistics for 1989-90 (Plan) Under Plan Scheme "Updation of Economic Census frame and third Series of follow-up Surveys"

This issues with the approval of the IFA, Department of Statistics, New Delhi vide Dy. No. 1157/FA/(DARE)/Stat dated 19-5-89.

(Sd/-)
(NAWAL KISHORE)
*Deputy Secretary to the Govt. of India*

ANNEXE-A.10

D.O. No. 9/36/87-CD (CEN)

GOVERNRMENT OF INDIA

MINISTRY OF HOME AFFAIRS

THE REGISTRAR GENERAL, INDIA

A.R. NANDA

2-A, Mansingh Road,
New Delhi-110 011

September 20, 1989

## CENSUS OF INDIA 1991—CIRCULAR NO. 7

Subject:—Organisation of Census of India 1991—General Instructions.

My dear

On assuming charge of the Registrar General and Census Commissioner, India, I have great pleasure in issuing this prime circular which purports to present certain broad details and general instructions pertaining to the organisation of the Census of India, 1991. This may serve as a general introduction to the mammoth task ahead of us and the frame work in which we have to operate.

2. I am sure by now, you are familiar, by and large, with the preparatory work for the 1991 Census. The Circulars issued so far have covered some of the important items of the preparatory work. I propose to continue issuing detailed circulars on specific and important issues. I would like to emphasise that these circulars and instructions must be gone into very carefully since, one has to pay attention even to the minutest detail in the Census.

3. Census, as you are aware, is the main source of population data in the country. Its chief merit lies in giving demographic data even at the micro level like a village or an enumeration block in a town. As has been the tradition of the Indian Census, this opportunity is also taken to collect information on housing stock and on economic units such as enterprises. The Indian census has the distinction of having had an unbroken series of decennial censuses for over hundred years and we can look back with pride to the fact that we are now involved in continuing this tradition. Even though the census is taken once in ten years, yet it is part of a continuing statistical system and the data it provides are of basic importance for a variety of purposes.

4. The houselisting and population census in our country constitute the biggest administrative operation and involve a considerable investment in terms of time, money and manpower. It is, therefore, essential that the objectives of the census are completely met in terms of total coverage, accuracy and timeliness. This is where all of us have a special responsibility. As you are already aware, one of the major objectives of the 1991 Census would be to provide data for small areas for local grassroot planning exercises. We have agreed that an important objective of this census would be to provide specific tabulations and aggregations for small areas such as the village itself or the city block, which would mean that in terms of accuracy, the operations have to be foolproof. It is also essential for us to remember that the census provides frames for further surveys and other statistical programmes. The data generated and the forms which would ultimately be available should, therefore, be of abiding interest and utility.

5. I am enclosing two organisational charts which explain the organisation of my office and that in the States. Unlike three decades ago, we have the advantage of having among our colleagues in this department today well qualified statisticians, demographers, cartographers, computer specialists and sociologists who together constitute a pool of expertise. I would suggest that you should constantly consult the Joint/Deputy Directors, Assistant Directors and others at the appropriate level in your office and generally involve all of them in major decisions through staff meetings. As you will find later, the census operations can be conducted with the total involvement of all your staff, specially in the training programmes and in the supervision of the operation. I am sure you will draw the best out of your colleagues.

6. The Director of Census Operations is almost the sole driving force for the successful conduct of the census. You would have to energise the State hierarchies which are not under your administrative control and through them you will have to get a mammoth task completed. We cannot and should not underestimate both the responsibilities and the difficulties that this situation entails. Obviously, the success of the census would depend on your ability to carry along senior officers and others in your state with you and get things done through a system of personal intervention and contact which I am confident you will do. It is essential that attention is paid to every single detail in the preparations of the census leaving nothing to chance. In fact, you would have to not merely issue clear-cut circulars and instructions but also set up an efficient progress reporting system for yourself.

7. It has been the tradition to conduct the census through the State Government machinery. The basic and essential functionary is the *Enumerator* who is, by and large, a primary school teacher. Usually, five enumerators have a *Supervisor* who is generally of the rank of a Revenue Inspector or the equivalent level while for each tahsil/taluk/police station/development block or similar area there would be a *Charge Owcer or Superintendent* who would be the Tahsildars or Mamalatdar/Block Development Officer, etc. If the charge area is too big, there may arise the necessity for appointing Additional or Sub-charge Officers. At the sub-divisional level, the Sub-divisional Officer or Sub-collector can be roped in as a Sub- divisional Census supervisory officer. At the district level, the usual practice is to appoint the officer who is equivalent to the Additional Collector or Additional Deputy Commissioner as the *District Census Officer*. The Collector or the Deputy Commissioner of the district would, of course, be the Principal Census Officer for the district, while for the areas which are municipal corporations, the Municipal Commissioners would function as such. This is broadly the system, but I would suggest that you study in great detail the administrative reports of your predecessor for 1981 Census which will mention any variations that may exist in your State. The census will be taken in the traditional manner by household visits by enumerators who will canvass and collect particulars of every individual in the prescribed forms.

8. You will appreciate that in a system such as this, it would be essential for you to keep the awareness of the census constantly alive and, to put it frankly, to keep the pressure on always. This can be done through issue of circulars and by intensive touring when you should meet the Collectors/Deputy Commissioners, attend their district coordination meetings and talk about the census. Sometimes, after we have had our first Director's conference (in early November, '89) I would suggest you should request the State Government to call a conference of Collectors/Deputy Commissioners for a full discussion on census operations. Alternatively, you may request the Chief Secretary for specific allocation of time at the next Collectors' Conference. In case these are not feasible in November, you must convene the 1st training conference of District Census Officers.

9. No basic change in the system of census taking is contemplated in the 1991 Census. The basic phases of the census would be:—

(a) Houselisting Operations in mid-1990,

(b) The actual census enumeration commencing from 9th February, 1991 to 1st March, 1991, followed by a revisional round till about 5th March, 1991. In Jammu & Kashmir (excluding Leh and Kargil districts) the reference date is proposed to be 21-8-1991 and the period of Census will be 1-8-1991 to 20-8-1991 with revisional round during 21-8-1991 to 25-8-1991. In Leh and Kargil districts the reference date will be 1-10-1990 with enumeration during 11-9-1990 to 30-9-1990 with revisional from 1-10-1990 to 5-10-1990,

(c) The post-enumeration check which wo low the actual census,

(d) The tabulation of the data.

I shall be writing in detail on these aspect may mention that prior to houselisting opera the enumeration, there is another major task to selection of enumerators and supervisors an ing them and distributing the materials. This a tremendous degree of logistical planning and suggest you should commence thinking on these right now.

10. You must have seen the formats whi been canvassed in the second pretest and thes have given you some idea of the content of t tionnaires. At the houselisting operations, we be canvassing the houselist itself and the e census schedule also. The houselist schedule has been considerably modified over the format previous census is a very important document, it is on the basis of the houselist that you w to carve out the enumeration blocks for the itself. On this separate detailed instructions low.

11. The forms which will be canvassed in th census would be the individual slip and the ho schedule. The individual slip is, of course, t census document on which the entire statistical is built. The household schedule is devised in way so as to provide the Primary Census A mother-tongue and religion data on 100% manual tabulation. Some questions contained i of Household Schedule of 1981 Census ha accommodated in the Houselist of 1991. N the pretests in your State have already been co I would be happy if you could study the inst which were issued alongwith the schedules you have a complete background regarding the tions and its technical content.

12. I must share with you some initial thinl garding the tabulation system. In order to ens not only data are tabulated quickly but also th lation permits cross-tabulation as well as easy val, direct data entry system is already functio as to put the data from the Individual Slip on to tape. We are also thinking of continu system of manual compilation for certain e characteristics on full count basis, such as mother-tongue and religion tables. I shall w you about our tabulation plan in more detail l

13. Your immediate concern should relate t ther the following jobs have been completed State/UT, as targetted and as already instruc this office-namely:

(a) Finalisation of the lists of villages.

(b) Finalisation of the lists of towns and

(c) Finalisation of Urban Agglomerations and Standard Urban Areas.

(d) Finalisation of District, Tahsil/Taluk, City and Town maps.

(e) The preparation of village directory and town directory.

14. I will be writing to you soon about issuing necessary notifications under the Census Act in the State Gazette.

15. We have written to the State Governments separately requesting that all jurisdictional changes should be completed by October 1, this year and copies of these letters have also been forwarded to your office. Some of the State Governments have issued necessary instructions. However, I would suggest that you should be in touch with the Chief Secretary and Secretaries of the concerned departments of the State Government to bring home the point repeatedly and ensure that there are no jurisdictional changes after October this year.

16. As mentioned earlier, many aspects would call for issue of detailed circulars and instructions at various points of time. I would suggest that in order to ensure that nothing is lost sight of, a personal circular file should be developed and maintained for your use and for each of the senior officers in your Directorate.

17. Since the census operations call for meticulous attention to detail and constant followup, it is necessary that at every point of time and with regard to every single aspect the entire organisation is geared up and kept at a complete state of readiness. There are various phases which just cannot be avoided or overlooked. For this, I would suggest that you should draw up a realistic census calendar indicating the various dates by which each of the preparatory measures should be completed and for this purpose you may find the previous census calendar, which was prepared for the 1981 Census, of some guidance. I would like you to prepapre the census calendar of your State and forward it to me as soon as possible.

18. As I mentioned earlier, it would be useful for you to go through the administrative report of your predecessors for 1971 and 1981 Censuses and to glance through the volumes already brought out which will give you an idea of the nature and complexity of the task. We are taking action at the national level regarding publicity for the 1991 Census, but I would suggest that you may please give talks over Radio/Doordarshan highlighting the importance of the forth coming census. This would be a prelude to major publicity measures which you may undertake in the near future.

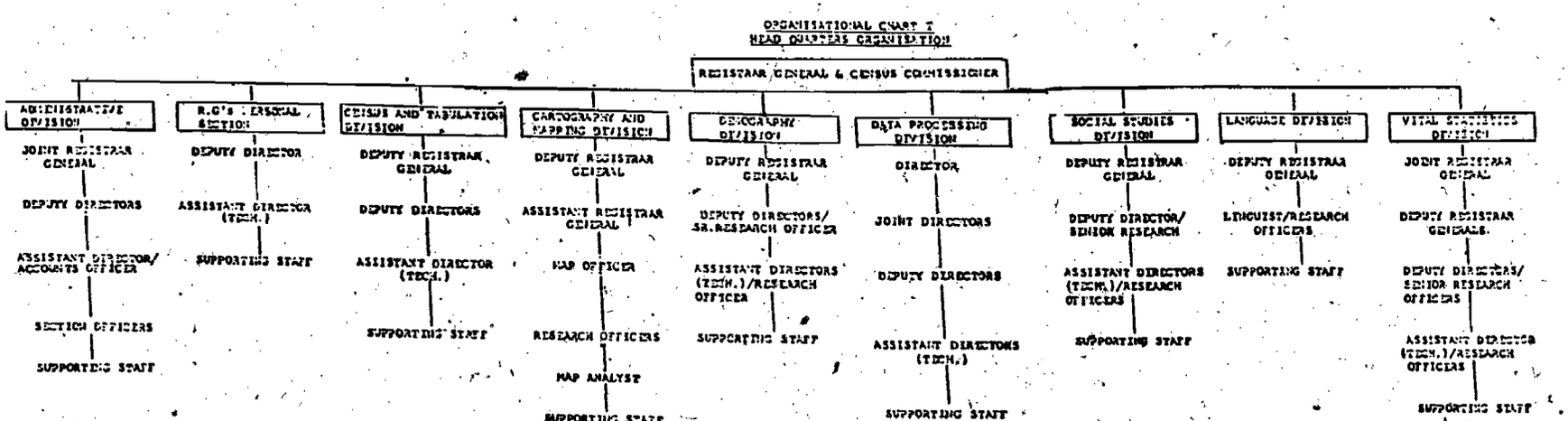
19. The success of the census enormously depends on the, efficiency of the enumeration agency and this in turn depends on the manner in which we have been able to train them for the job. Training is of vital importance and should be intense and clear. However, these aspects can only be achieved if we ourselves are clear in our minds as to what we want to get done and what we mean by every word in our instructions. You will notice that when training classes commence, the enumerators and others have some specific doubts and at no stage should we be at a loss or irritated to answer them. Obviously, we can do this if we train ourselves well and, therefore, I would like to repeatedly emphasise the need for all of us being fully familiar with the formats and the instructions. At the appropriate time, it would be desirable that you handle the training of the district census officers and as many groups of supervisory officers and charge officers/superintendents as possible and a few of the training classes for the functional levels (enumerators and supervisors), while your officers and other trainers must, of course, get completely involved in the training at the functional level.

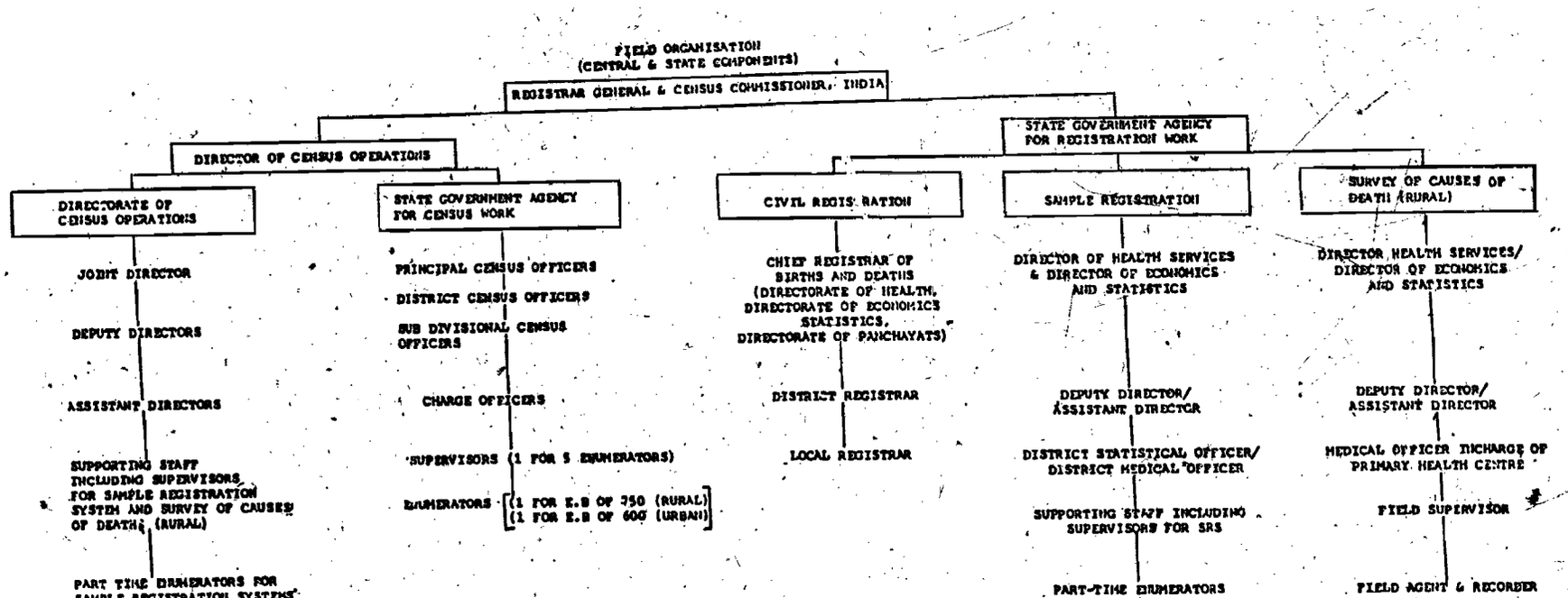
Please acknowledge receipt of this letter.

Yours sincerely,

Sd/-

(A. R. NANDA)


ORGANISATIONAL CHART I
HEAD QUARTERS ORGANISATION
REGISTRAR GENERAL & CENSUS COMMISSIONER
ADMINISTRATIVE DIVISION
JOINT REGISTRAR GENERAL
DEPUTY DIRECTORS
ASSISTANT DIRECTOR/ ACCOUNTS OFFICER
SECTION OFFICERS
SUPPORTING STAFF
R.G's PERSONAL SECTION
DEPUTY DIRECTOR
ASSISTANT DIRECTOR (TECH.)
SUPPORTING STAFF
CENSUS AND TABULATION DIVISION
DEPUTY REGISTRAR GENERAL
DEPUTY DIRECTORS
ASSISTANT DIRECTOR (TECH.)
SUPPORTING STAFF
CARTOGRAPHY AND MAPPING DIVISION
DEPUTY REGISTRAR GENERAL
ASSISTANT REGISTRAR GENERAL
MAP OFFICER
RESEARCH OFFICERS
MAP ANALYST
SUPPORTING STAFF
DEMOGRAPHY DIVISION
DEPUTY REGISTRAR GENERAL
DEPUTY DIRECTORS/ SR.RESEARCH OFFICER
ASSISTANT DIRECTORS (TECH.)/RESEARCH OFFICER
SUPPORTING STAFF
DATA PROCESSING DIVISION
DIRECTOR
JOINT DIRECTORS
DEPUTY DIRECTORS
ASSISTANT DIRECTORS (TECH.)
SUPPORTING STAFF
SOCIAL STUDIES DIVISION
DEPUTY REGISTRAR GENERAL
DEPUTY DIRECTOR/ SENIOR RESEARCH
ASSISTANT DIRECTORS (TECH.)/RESEARCH OFFICERS
SUPPORTING STAFF
LANGUAGE DIVISION
DEPUTY REGISTRAR GENERAL
LINGUIST/RESEARCH OFFICERS
SUPPORTING STAFF
VITAL STATISTICS DIVISION
JOINT REGISTRAR GENERAL
DEPUTY REGISTRAR GENERALS
DEPUTY DIRECTORS/ SENIOR RESEARCH OFFICERS
ASSISTANT DIRECTOR (TECH.)/RESEARCH OFFICERS
SUPPORTING STAFF


FIELD ORGANISATION
(CENTRAL & STATE COMPONENTS)
REGISTRAR GENERAL & CENSUS COMMISSIONER, INDIA
DIRECTOR OF CENSUS OPERATIONS
STATE GOVERNMENT AGENCY FOR REGISTRATION WORK
DIRECTORATE OF CENSUS OPERATIONS
STATE GOVERNMENT AGENCY FOR CENSUS WORK
CIVIL REGIS RATION
SAMPLE REGISTRATION
SURVEY OF CAUSES OF DEATH (RURAL)
JOINT DIRECTOR
DEPUTY DIRECTORS
ASSISTANT DIRECTORS
SUPPORTING STAFF INCLUDING SUPERVISORS FOR SAMPLE REGISTRATION SYSTEM AND SURVEY OF CAUSES OF DEATH (RURAL)
PART TIME ENUMERATORS FOR SAMPLE REGISTRATION SYSTEMS
PRINCIPAL CENSUS OFFICERS
DISTRICT CENSUS OFFICERS
SUB DIVISIONAL CENSUS OFFICERS
CHARGE OFFICERS
SUPERVISORS (1 FOR 5 ENUMERATORS)
ENUMERATORS (1 FOR E.B OF 750 (RURAL) (1 FOR E.B OF 600 (URBAN))
CHIEF REGISTRAR OF BIRTHS AND DEATHS (DIRECTORATE OF HEALTH, DIRECTORATE OF ECONOMICS STATISTICS, DIRECTORATE OF PANCHAYATS)
DISTRICT REGISTRAR
LOCAL REGISTRAR
DIRECTOR OF HEALTH SERVICES & DIRECTOR OF ECONOMICS AND STATISTICS
DEPUTY DIRECTOR/ ASSISTANT DIRECTOR
DISTRICT STATISTICAL OFFICER/ DISTRICT MEDICAL OFFICER
SUPPORTING STAFF INCLUDING SUPERVISORS FOR SRS
PART-TIME ENUMERATORS
DIRECTOR HEALTH SERVICES/ DIRECTOR OF ECONOMICS AND STATISTICS
DEPUTY DIRECTOR/ ASSISTANT DIRECTOR
MEDICAL OFFICER INCHARGE OF PRIMARY HEALTH CENTRE
FIELD SUPERVISOR
FIELD AGENT & RECORDER

ANNEXE-A.11

No. 9/39/89-CD (CEN)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-110 011
September 26, 1989

To

The Director General,
All India Radio,
Parliament Street,
*New Delhi.*

Subject: Publicity for the 1991 Census Operations through the medium of rural forum programmes, women's programmes, children's programme and industrial labourers' programme.

Sir,

As you might be aware, India has a tradition of conducting an unbroken series of decennial population censuses since 1872. Since 1881, the population census of India has been held after every ten years. The forthcoming decennial census of India will be held between February 9—28, 1991 with a revisional round between March 1—5, 1991. The Census operations are divided into two phases—the first phase is the houselisting operations, the purpose of which is to locate all human dwellings. These operations will be carried out, in various States/UTs between April and September, 1990. The primary purpose of this operation is to locate and list all human dwellings so as to ensure complete enumeration. During this period the Central Statistical Organisation will also be conducting Economic Census and the enumerator who will be engaged in the houselisting job will also be canvassing the Enterprise list of the Economic Census.

2. The second part of the census operations is the actual Census count which will be conducted during the period February 9—28, 1991 with a revisional round between March 1—5, 1991.

3. The Decennial Census of India is one of the most important sources of information about India and her people. It provides a variety of data on demographic and socio-economic aspects of India's population which is vital to administrators, planners and research scholars. The success of these vital operations will depend not only on the performance of the administrative hierarchies, but also on the involvement of the people of the country in this massive operation. The people will have to be educated about the aims and objectives of the census. For this purpose, the office of the Registrar General, India has been utilising the services of various media units of the Ministry of Information and Broadcasting, such as the All India Radio, Doordarshan, Films Division and DAVP.

4. It is requested that the topic of decennial Census of 1991 may please be included in the following programmes of the All India Radio:

1. Rural forum programme
2. Women's programme
3. Children's programme
4. Industrial labourer's programme.

5. It will also be desirable to broadcast talks on the All India Radio on the forthcoming decennial census. The Directors of Census Operations whose addresses are given in the enclosed list are being requested to contact the Station Director of All India Radio in their State/UT for feeding the latter with the requisite background material which could be utilised by your producers, etc. for production of the programme on the Indian census. A copy of this letter is being endorsed to all Directors of Census Operations and they are being requested to contact the respective Station Directors of All India Radio for doing the needful. In the meantime, you may kindly issue instructions to your Station Directors for broadcasting of the programmes on the Indian census on the All India Radio programmes listed above. A copy of these instructions may kindly be endorsed to this office for information. If any further information is required by your directorate, this office will be happy to furnish the same.

A very early action in the matter is requested.

Yours faithfully,

Sd/-

(A. R. NANDA)
*Registrar General &*
*Census Commissioner, India*

No. 9/39/89-CD(CEN) New Delhi-110 011
September 26, 1989

Copy for information and necessary action forwarded to All Directors of Census Operations.

Sd/-

(A. R. NANDA)
*Registrar General &*
*Census Commissioner, India*

ANNEXE-A.12

[To be Published in the Gazette of India, Part II, Section 3, Sub-Section (ii) Extraordinary]

No. 9/37/89-CD (CEN)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

2A Mansingh Road,
New Delhi-110011
4th October, 1989

**NOTIFICATION**

S.O. 788(E). In exercise of the powers conferred by sub-section (1) of section 4 of the Census Act, 1948 (37 of 1948), the Central Government hereby appoints Shri A.R. Nanda, of the Indian Administrative Service (Orissa: 1965) as Census Commissioner for India for the 1991 Census.

Sd/-
(J. A. KALYANAKRISHNAN)
*Secretary, Ministry of Home Affairs*

The Manager,
Government of India Pre
Ring Road,
New Delhi
(with Hindi version)

[To be Published in the Gazette of India, Part II, Section 3, Sub-Section (ii) Extraordinary]

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

New Delhi-110 011
the 4th October, 1989

**NOTIFICATION**

S.O. 785 (E). In exercise of the powers conferred by Section 3 of the Census Act, 1948 (37 of 1948), the Central Government hereby declares that a census of the population of India shall be taken during the year 1991. The reference date for the census shall, except in the State of Jammu & Kashmir, be the sunrise on first day of March, 1991:—

Provided that for the state of Jammu & Kashmir the reference date shall be as follows:

| | |
|---|---|
| 1. Leh and Kargil districts | Sun rise on the first day or October, 1990 |
| 2. Rest of the districts (including snow bound areas) | — Sun rise on twenty first day of August, 1991 |

(F.No. 9/37/89-CD CEN)

Sd/-
(A. R. NANDA)
*Registrar General and Census Commissioner, India*

To

The Manager,
Government of India Press,
Ring Road,
New Delhi.

ANNEXE-A.13

No. G. 18020/3/89-BC

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

2-A, Mansingh Road,
New Delhi, 110 011

the 18th Oct, 1989

To

All DCOs
Calcutta.

Sub: Payment of TA/DA to the Enumerators/Supervisors for attending to training classes in connection with the second pretest and for houselisting and main enumeration of 1991 Census.

Sir,

Sanction of the President is accorded to the payment of TA/DA to the enumerators/supervisors for attending the training classes in connection with the second pretest, and for houselisting and main enumeration of 1991 census. The TA/DA will be regulated according to the rules and regulation of the parent department to which the enumerators/supervisors belong i.e. the State Govt. or local bodies under whom they are employed. The procedure of reimbursement that was followed during 1981 census will be followed during the 1991 census also. which is given in subsequent paragraphs.

2. Under Article 258 of the constitution, the extra cost arising out of the payment of TA/DA for the enumerators attending the training classes for the above work has to be initially borne by the State Govts./UTs and then reimbursed to them by the Central Govt. For this purpose the State Govts./UTs etc have to issue orders in regard to the maintenance of separate accounts and provision of requisite funds in the budgets of the Districts/Sub-divisions/Tehsils/Taluks or Thanas and of the urban local bodies as the case may be, during the current and subsequent financial years for meeting the expenditure initially.

3. In order that the expenditure incurred by the State Govt./UT Administration during a financial year is reimbursed to them before the close of that financial year itself by the Govt. of India, the expenditure figures as certified by the Accountant General are to be communicated to the Director of Census Operations of the State/UT in the month following the month to which the figures relate. The intention is that funds provided for the purpose by the Govt. of India during a particular year is not allowed to lapse.

4. A copy of this letter is being marked to the Chief Secretaries to State Govts./UT Administration. You may follow it up with him for issue of suitable further instructions to their subordinate authorities.

5. The expenditure is debitable to the Major Head "3454" D-Census, Surveys and Statistics D. 1(3)—Other Expenditure D. 1(3)(1)—Enumeration; D. 1(3)(1)(2)—Travel Expenses under Grant No. 43—Ministry of Home Affairs 1989-90.

6. This issues with the concurrence of Home Finapce vide their U.O. No. 2535/89-Fin. II dated 11-8-89 and Principal Accounts Office, MHA U.O. No. 80/Pr. AO/MHA/89 dated 27-9-89.

Yours faithfully,
(Sd/-)

(MAHENDRA NATH)
*Jt. Registrar General, India*

Copy to:

1. The Chief Secretary to Govt. of all States and UT Administration in continuation of RGI D.O. No. 9/22/89-CD(CEN) dated 9-5-89.
2. Pay & Accounts Officer (Census), MHA, New Delhi.
3. Dy. Registrar General (C&T)
4. Dy. Registrar General (Language).

(Sd/-)
(MAHENDRA NATH)
*Jt. Registrar General, India*

ANNEXE-A.14

दूरभाष/Telephone: 383761
तार : जनगणना
*Telegram* : "REGGENLIND"

D.O. No. 11-6/90-DD

भारत सरकार
गृह मंत्रालय
भारत के महापंजीकार एवं जनगणना आयुक्त

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
REGISTRAR GENERAL & CENSUS COMMISSIONER, INDIA

2-ए, मानसिंह रोड,
नई दिल्ली-110 011

A.R. NANDA

2A, Mansingh Road
New Delhi-110 011

February 22, 1990

**CENSUS OF INDIA 1991—CIRCULAR NO. 12**

Subject: Census Evaluation Study (CES)—Preparatory work

Since the 1971 Census, an Evaluation Study is being conducted immediately after the actual census enumeration work is over, with a view to quantifying the extent of omission of children at younger ages and to ascertain the correctness of age reporting of children in the Census with the help of the birth records in Sample Registration Scheme (SRS). It is proposed to conduct such a study for the 1991 Census also. The study will be conducted in 20 per cent sample of SRS blocks in all the States and Union Territories which had a population of 2 million or more in 1981. Since the Census in Jammu and Kashmir will not be synchronous with the census operations in the rest of the country, Jammu & Kashmir would be excluded from this study. The limiting factor of 2 million population in 1981 would also exclude the States/Union Territories of Manipur, Meghalaya, Nagaland, Sikkim, A & N Islands, Arunachal Pradesh, Chandigarh, D & N Haveli, Goa, Daman & Diu, Lakshadweep, Mizoram and Pondicherry from the purview of this study. The selection of the SRS blocks for the study would be done by the V. S. Division.

2. Since the study involves use of both Census as well as SRS data, it is absolutely essential that there is one to one correspondence between the census enumeration block and the SRS block. It is, therefore, necessary to ensure that the identity of SRS blocks and the corresponding census enumeration blocks is maintained. In other words, the SRS block should by itself form a census enumeration block and, if the SRS block is too large for the normal workload of a census enumerator, it can be split into two or more census enumeration blocks. This would ensure that *it is always possible to match the given SRS block with its corresponding census block or blocks*. In fact, it would be a good idea to do this at the houselisting stage itself so as to avoid any difficulty at a later stage.

3. I would request you to ensure that the above instructions are carried out at the time of block formation preferably at the houselisting stage itself. Detailed instructions for conducting the Census Evaluation Study would follow in due course.

4. Since the CES study is dependant on the accuracy of SRS records, it may be ensured that SRS Form I (Houselist) and SRS Form II (Household Schedule) are thoroughly updated by the Computor-supervisors in all the SRS Units during the next Half Yearly Survey (HYS) of SRS. Particular attention needs to be paid to the updating of information regarding head of the household in SRS Forms I and II, since this information will be utilised for matching census records with those of SRS. It is also suggested that the officers and the supervisory staff connected with SRS may undertake special checks of the field work during the next HYS to ensure that the updating of SRS Forms I & II on the lines indicated above are being undertaken.

Yours sincerely,

(Sd/-)

(A. R. NANDA)

ANNEXE-A.15 IMMEDIATE

तार : "जनगणना"
Telegram: "REGGENLIND"

सं०/No. 9/39/89-CD (CEN)

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA
भारत के महा रजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA

2A, Mansingh Road,
New Delhi-110 011
नई दिल्ली, दिनांक/*New Delhi, dated the*
22nd March, 1990

To

Shri B. S. Narasimha Murthy,
Joint Director of Census Operations,
No. 21/1, Mission Road,
Bangalore-560027.

Sir,

I am to refer to your letter No. TCH 18 CPO 89 dated the 12th September. 1989 regarding supply of publicity materials like Posters, Folders, Cinema Slides etc. for the Houselisting Operations in your State.

In this regard, I am to inform you that the following measures of publicity are being adopted centrally in connection with the Houselisting Operations, 1990.

1. **Press Advertisements**

The DAVP will release the first press advertisement in various popular national dailies and weeklies in English and regional languages just ten days before houselisting operations. The second advertisement will appear 20 days after the first advertisement and the third one will appear 30 days after the first advertisement, as per calendar of houselisting operations of different States/UTs. However, the release of first advertisement will be around March 26 only.

2. **Radio Spot**

A 30 second Radio Spot carrying message of Houselisting Operations will be broadcast from all Primary Channels as well as 29 commercial broadcasting channels of All India Radio according to calendar of Houselisting Operations. The exact date and time of broadcasting of the Radio Spot will be intimated to you soon. The commercial broadcasting will start five days before Houselisting Operations and continue for 20 days or so.

3. **One Minute Quicky**

The DAVP has also arranged to telecast one minute quicky through all the 13 Kendras of Doordarshan as well as the national network in accordance with the calendar of houselisting operations. The exact date and time of telecasting can be ascertained by you from the Bangalore Doordarshan Kendra.

4. **Video Spot**

The DAVP has also decided to arrange commercial telecasting of 20 Seconds 'Video Spot' on national net work once every month i.e. from April-September, 1990. The exact date and time of telecasting will be intimated to you as soon as we receive information from the Doordarshan. It has also been decided to telecast the same spot in various regional languages through the 13 Kendras on non-commercial basis.

5. **Folders**

The DAVP will distribute folders through the 257 units of Field Publicity spread over the country according to calendar of houselisting operations. The folders will be printed in English and regional languages. However, despatch of folders to various field Publicity Units by the DAVP might be delayed by a week or so i.e. by 10th April, 1990.

**Press Statement**

As requested earlier, the Director of Census Operations can also send press statement on Houselisting Operations from time to time to the Local Press Information Bureau. The message on Houselisting operations from the Director of Census Operations can also be broadcast through different local stations of All India Radio. The Directorate of Census Operations can also telecast his/her interview on Houselisting Operations where studio facilities are available at present.

Thanking you,

Yours faithfully,

(Sd/-)
(N. RAMA RAO)
*Deputy Registrar General (C & T)*

Copy to All Directors of Census Operations for favour of Information and necessary action.

(Sd/-)
(N. RAMA RAO)
*Deputy Registrar General (C & T)*

ANNEXE-A.16

No. G. 18020/2/90-B.C.

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

OFFICE OF THE REGISTRAR GENERAL, INDIA

2A, Mansingh Road,
New Delhi-110 011

18th May, 1990

To

All Directors of Census Operations.

Subject: Rates of Honorarium to be paid to the enumeration staff and other functionaries in connection with the 1991 Census.

Sir,

I am directed to convey the sanction of the President to the payment of Honorarium at the following rates to the Enumerators, Supervisors, Charge Officers, District Census Officers and Principal Census Officers engaged/appointed in connection with 1991 Census in the various States, Union Territories/Administrations:

| | |
|---|---|
| **1. Enumerators** | |
| (i) For house numbering, houselisting and filling up of the House List and Houselist Abstract etc. (including the cost of the housenumbering material etc. Rs. 10/- for a houselisting block). | Rs. 100/- (Rupees one hundred only) |
| (ii) For actual Census enumeration i.e. filling up of Individual Slip, Household Schedules, Enumerators Abstract etc. for an enumeration block. | Rs. 225/- (Rupees two hundred and twenty five only) |
| **2. Supervisors** | |
| (i) House numbering and houselisting and filling up of various schedules, statements, registers, etc. for a Supervisor's circle and other duties performed during the houselisting operation. | Rs. 100/- (Rupees one hundred only) |
| (ii) For duties performed during actual Census enumeration for a Supervisor's circle. | Rs. 225/- (Rupees two hundred and twenty five only) |
| **3. Charge Officers** (which term would include Deputy and Assistant Charge Officers also) | Lump sum honorarium of Rs. 600/- (Rupees six hundred only) for the entire operation (i.e. Houselisting and Actual Census enumeration). |
| **4. Sub Divisional Census Officers** | Lump sum honorarium of Rs. 800/- (Rupees eight hundred only) for the entire operation (i.e. Houselisting and Housenumbering and actual Census enumeration). |
| **5. District Census Officers/Additional Census Officers** | Lump sum honorarium of Rs. 1000/- (Rupees one thousand only) for the entire operation (i.e. Houselisting and Housenumbering and actual Census enumeration). |
| **6. Principal Census Officers** | Lump sum honorarium of Rs. 1000/- (Rupees one thousand only) for the entire operation (i.e. Houselisting and Housenumbering and actual Census enumeration). |

2. The Government have agreed to the above rates subject to the condition that the total expenditure on this account for 1991 Census shall not exceed Rs. 45 crores. In order to limit the expenditure to this level, it may be necessary to reduce the number of enumerators/supervisors by 10% by readjusting the enumeration blocks both in houselisting and main enumeration to the extent possible thus marginally increasing the work load of enumerators and supervisors. This means that the Enumerators/Supervisors will be required to work 10% more than expected.

3. The expenditure involved is debitable to the Major Head "3454"-D Census, Surveys and Statistics; D. 1 Census; D. 1(3)-Other Expenditure; D. 1(3) (1) (3)-Honorarium to Enumerators (Non-Plan) under Grant No. 42 for 1990-91.

4. This issues with the concurrence of Ministry of Finance *vide* their U.O. No. 20023/1/90-E II(B) dated 7-5-1990 and Finance II (MHA) *vide* their U.O. No. 1283/90-Finance II dated 16-5-1990.

Yours faithfully,

(Sd/-)

(A. R. NANDA)

*Registrar General and*
*Census Commissioner, India*



14—13 RGI/ND/96

No. G. 18020/2/90-BC New Delhi, the 16th May, 1990

Copy forwarded to:

1. The Chief Controller of Accounts, Ministry of Home Affairs, North Block, New Delhi.
2. The Pay & Accounts Officer (Census), Ministry of Home Affairs, AGCW&M Building, New Delhi-110 001.
3. The Ministry of Finance (E. II(B) Branch).
4. The Ministry of Home Affairs (Fin. II Branch) (with one spare copy).
5. All Accountants General (A&E).
6. The Chief Secretaries to the Government of all States/Union Territories.
7. *Director General, Central Statistical Organisation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110 001.
8. *Shri P. J. Thacker, Joint Director, Central Statistical Organisation (EC Division), 16, Akbar Road. Hutments Annexe., New Delhi-110 011.

   * With a request to issue a similar sanction in respect of honorarium payable to Enumeration staff relating to the work of Third Economic Census (canvassing enterprise list).

9. Dr. S. C. Majumdar, Head, INRST, CSIR Complex, Pusa, New Delhi-110 012—with a request to issue a similar sanction in respect of honorarium payable to enumeration staff relating to the work of canvassing PGDHTP schedule.
10. Shri N. Rama Rao, Deputy Registrar General (C & T).

(Sd/-)

(A. R. NANDA)
*Registrar General and*
*Census Commissioner, India*

ANNEXE-A.17

No. G. 18020/5/89-BC

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

OFFICE OF THE REGISTRAR GENERAL, INDIA

2A, Mansingh Road,
New Delhi-110 011

21st May 1990/
22nd May 1990

To

The Pay & Accounts Officer (Census)
Ministry of Home Affairs,
AGCW&M Building,
NEW DELHI

Sub: Drawal of ('On account" advance for payment to enumeration staff in connection with 1991 Census—first phase—Houselisting Operation.

Sir,

I invite a reference to this office letter No. G. 18020/2/90-BC dated 18-5-1990 wherein the rates of honorarium payable to the enumeration staff in connection with 1991 Census have been communicated. The first phase of the census work, viz. the Houselisting Operation has been completed in certain states during April—May 1990. Hence, the enumerators/ Supervisors engaged in the houselisting operations have to be paid immediately the honorarium due to them.

2. The procedure followed in the 1981 census for the payment of honorarium to the enumerators/supervisors will be followed in the present 1991 Census Operations. Accordingly the amount payable to these staff will be drawn by this office by debiting it to the final head of account and a cheque sent to the Accountant General of the State concerned. The Accountant General on receipt of the cheque will credit the amount to a new sub-head "Deposits for payment of honorarium to enumerators/supervisors in connection with 1991 Census" below the Deposit head "8443, Civil Deposits, other Deposits". The payment due to the enumeration staff for the census work will be drawn by the State functionaries like Charge Officers through bills from their treasuries debitable to the Deposit head mentioned above. On getting the amount from the treasuries, the Charge Officers will disburse the amount to the enumeration staff. A certified statement of expenditure will be furnished by the Accounts Officer of the State to you and any unspent balance lying in the deposit head shall also be refunded by him before the close of the financial year 1990-91.

3. Hence, sanction is now accorded to the drawal by this office, the amount of Rs. 5,96,86,130/- (Rupees five crores ninety six lakhs eighty six thousand one hundred and thirty only) as on account advance, as per statement enclosed, in respect of the states where the houselisting operations are over in April—May, 1990. The cheques may be issued in favour of the authorities mentioned against each item.

4. The expenditure is debitable to the head "3454, Census D. 1(3)-Other Expenditure; D. 1(3)(1)-Enumeration; D. 1(3)(1)(3)-Honorarium to enumerators under Grant No. 42 for the year 1990-91".

Yours faithfully,

(Sd/-)
(A. R. NANDA)
*Registrar General, India*

Encl: As above.

No: G. 18020/5/87-BC New Delhi, the 21st May, 1990

Copy to the Director of Census Operations, Assam, Bihar, Goa, Haryana, Himachal Pradesh, Karnataka, Kerala, Maharashtra, Meghalaya, Nagaland, Orissa, Sikkim, A & N Islands, Chandigarh and Lakshadweep for information and necessary action.

(a) In this connection, a reference is invited to my D.O. No. 18020/5/89-BC dated 23-4-1990 wherein each Director of Census Operations was required to establish contact with the State Government/Accountant General to ensure the speedy disbursement of the amount of honorarium due to the enumeration staff after Houselisting Operation.

(b) The rate of honorarium to the enumerators for Houselisting Operations (Rs. 100/-) includes Rs. 10/- towards cost of housenumbering materials. In cases where the amount of Rs. 10/- was drawn by the Director of Census Operations and disbursed directly to the enumerators, the Director of Census Operations should intimate to the Charge Officers or other officers concerned the particulars of the amount paid in this behalf, so that the enumerators are paid only the balance amount ie. Rs. 90/-. In cases also where the housenumbering materials were/ are procured and supplied either by this office

or by the Director of Census Operations himself, such Director of Census Operations should communicate the details to the Charge Officers concerned so that these enumerators are also paid Rs. 90/- only. This disbursement will relate to Houselisting Operation, and separate communication is being sent by Central Statistical Organisation for payment of additional honorarium of Rs. 50/- to each enumerator/ supervisor for canvassing the Enterprise List.

(c) The receipt of this endorsement may please be acknowledged and a report in this regard sent to the undersigned early.

2. Copy forwarded for information and necessary action to:

(i) Accountant General (A&E)
Assam,
**Guwahati.**

(ii) Accountant General (A&E) II
**Bihar,**
**Patna.**

(iii) Director of Accounts,
Goa,
**Panaji.**

(iv) Accountant General (A&E)
Haryana,
Chandigarh.

(v) Sr. Dy. Accountant General (A&E)
Himachal Pradesh,
**Simla.**

(vi) Accountant General (A&E)
Karnataka,
Bangalore.

(vii) Accountant General (A&E)
**Kerala,**
Trivandrum.

(viii) Accountant General (A&E)
**Maharashtra,**
Bombay.

(ix) Accountant General (A&E) II
**Maharashtra,**
Nagpur.

(x) Accountant General (A&E)
Meghalaya,
Shillong.

(xi) Sr. Dy. Accountant General (A&E)
Nagaland,
Kohima.

(xii) Accountant General (A&E)
Orissa,
Bhubaneswar.

(xiii) Sr. Dy. Accountant General (A&E)
Sikkim,
Gangtok.

(xiv) Director of Accounts and Budget
A&N Islands Administration,
Port Blair.

(xv) Accountant General (A&E)
Haryana,
Chandigarh (For UT Chandigarh).

(xvi) Accountant General (A&E)
Kerala.
Trivandrum (for UT Lakshadweep).

3. Copy to the Director General, Central Statistical Organisation, Sardar Patel Bhawan, New Delhi-110001.

4. Copy to P. J. Thacker, Joint Director, Central Statistical Organisation (EC Division) 16, Akbar Road, Hutments Annexe., New Delhi-110011—with a request to draw the amount of advance due in respect of honorarium payable to the enumeration staff relating to the work of Third Economic Census (canvassing of enterprise list) and send the cheques directly to the Accountants General concerned under intimation to this office and the Directors of Census Operations.

5. Shri N. Rama Rao, Deputy Registrar General (C&T) for information and necessary action.

6. Cash Section (with 4 spare copies) to draw the bill and despatch the cheques under intimation to Budget Cell.

(Sd/-)
(A. R. NANDA)
*Registrar General, India*

Encl: as above

**Statement showing the Number of Enumerators/Supervisors in each State and the amount of advance drawn for payment**

| Sl. No | Name of State/ Union Territories | Enumerators | Supervisors | Total No. of Enumerators/ Supervisors Col. 3+4 | Total amount of honorarium to Enumerators & Supervisors @ Rs. 100/- to each Enumerator/ Supervisor (col. 5 × Rs. 100) | Amount already paid by the DCO for house listing material @Rs. 10/- to each enumerator | Net amount for which advance is drawn now col. 6—7 | To whom cheque is to be issued |
|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1. | Assam | 40,000 | 8,000 | 48,000 | 48,00,000 | 4,00,000* | 44,00,000 | Accountant General (A&E) Assam, Guwahati Rs. 44,00,000 |
| 2. | Bihar | 1,24,221 | 25,255 | 1,49,476 | 1,49,47,600 | 12,42,210* | 1,37,05,390 | Accountant General (A&E) II Bihar, Patna. Rs. 1,37,05,390 |
| 3. | Goa | 2,100 | 420 | 2,520 | 2,52,000 | .. | 2,52,000 | Director of Accounts, Goa, Panaji. Rs. 2,52,000 |
| 4. | Haryana | 25,000 | 5,000 | 30,000 | 30,00,000 | .. | 30,00,000 | Accountant General (A&E) Haryana, Chandigarh. Rs. 30,00,000 |
| 5. | Himachal Pradesh | 10,786 | 2,696 | 13,482 | 13,48,200 | 1,07,860** | 12,40,340 | Sr. Dy. Accountant General (A&E), Himachal Pradesh, Simla. Rs. 12,40,340 |
| 6. | Karnataka | 83,333 | 16,667 | 1,00,000 | 1,00,00,000 | .. | 1,00,00,000 | Accountant General (A&E) Karnataka, Bangalore. Rs. 1,00,00,000 |
| 7. | Kerala | 60,000 | 12,000 | 72,000 | 72,00,000 | 6,00,000 | 66,00,000 | Accountant General (A&E) Kerala, Trivandrum. Rs. 66,00,000 |
| 8. | Maharashtra | 1,25,000 | 25,000 | 1,50,000 | 1,50,00,000 | .. | 1,50,00,000 | Accountant General (A&E) Maharashtra, Bombay. Rs. 1,02,00,000<br>Accountant General (A&E) II Maharashtra, Civil Lines, Nagpur. Rs. 48,00,000 |
| 9. | Meghalaya | 2,299 | 462 | 2,761 | 2,76,100 | .. | 2,76,100 | Accountant General (A&E Meghalaya, Shillong. Rs 2,76,100 |
| 10. | Nagaland | 1,938 | 408 | 2,346 | 2,34,600 | .. | 2,34,600 | Sr. Dy. Accountant General (A&E). Nagaland, Kohima, Rs. 2,34,600 |
| 11. | Orissa | 42,000 | 9,000 | 51,000 | 51,00,000 | 4,20,000 | 46,80,000 | Accountant General (A&E) Orissa, Bhubaneswar, Rs. 46,80,000 |
| 12. | Sikkim | 620 | 146 | 766 | 76,600 | .. | 76,600 | Sr. Dy. Accountant Genera (A&E), Sikkim, Gangtok Rs. 76,600 |
| 13. | A&N Islands | 585 | 170 | 755 | 75,500 | .. | 75,500 | Director of Accounts and Budget, A & N Islands, Port Blair. Rs. 75,500 |
| 14. | Chandigarh | 1,119 | 226 | 1,345 | 1,34,500 | .. | 1,34,500 | Accountant General (A&E) Haryana, Chandigarh, Rs. 1,34,500 (For UT Administration). |
| 15. | Lakshadweep | 77 | 34 | 111 | 11,100 | .. | 11,100 | Accountant General (A&E) Kerala, Trivandrum. Rs. 11,100 (For Lakshadweep Administration) |
| | Total | 5,19,078 | 1,05,484 | 6,24,562 | 6,24,56,200 | 27,70,070 | 5,96,86,130 | |

*The DCO Office, Assam, Bihar, Kerala and Orissa were authorised by this office to draw at Rs. 10/- for payment to enumerators for cost of housenumbering materials.

**The DCO Office, Himachal Pradesh have purchased the housenumbering material and given to the enumerators.

ANNEXE-A.18

दूरभाष/ Telephone : 383761
तार : जनगणना
Telegram : "REGGENLIND"

D.O. No. 1-5/90-DD

भारत सरकार
गृह मंत्रालय
भारत के महा पंजीकार एवं जनगणना आयुक्त
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
REGISTRAR GENERAL & CENSUS COMMISSIONER, INDIA

2-ए, मानसिंह रोड,
नई दिल्ली-110 011
2-A, Mansingh Road,
New Delhi-110 011

A. R. NANDA

June 22, 1990

Subject: Census Evaluation Study and Post Enumeration Check 1991—Training Programme for the officers in the state headquarters.

My dear Sobha,

As you are aware, we will be conducting a Post Enumeration Check (PEC) after the 1991 Census to evaluate the coverage and quality of the census enumeration. The Census Evaluation Study using Sample Registration Scheme records is also being undertaken to estimate the under-enumeration. These surveys require thorough understanding of the census instructions and deep probe into the residential status and enumeration status of individuals. It is necessary to impart adequate training to the officers at state headquarters who will be in charge of these surveys and will in turn train the staff to be deployed for the field work. It is proposed to organise a training programme for the officers during 9-11 *August*, 1990 at New Delhi. It is expected that the training may be over by the forenoon of 11th August, 1990.

2. You may please nominate two officers of the rank of Deputy Director/Assistant Director from your directorate to attend this training programme. While nominating officers for this training you may ensure their continued availability for the work relating to the surveys throughout the period. One of the officers so deputed may be made incharge of the survey at state headquarters. It is also suggested that keeping in view the necessity to generate internal expertise, departmental officers may be preferred, wherever possible.

3. The instructions and schedules for the survey will be sent to you soon so that you have time to discuss these with your officers and any point which comes up in such discussions can be further examined during the training conference.

Best wishes.

Yours sincerely,

(Sd/-)
(A. R. NANDA)

Smt. Sobha Nambisan,
Director of Census Operations,
Karnataka,
Bangalore.

ANNEXE-A.19

दूरभाष/Telephone : 383761
तार : जनगणना
Telegram : "REGGENLIND"

D.O. No. 9/39/89-CD (CEN)

भारत सरकार
गृह मंत्रालय
भारत के महा पंजीकार एवं जनगणना आयुक्त
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
REGISTRAR GENERAL & CENSUS COMMISSIONER, INDIA

2-ए, मानसिंह रोड,
नई दिल्ली-110 011
2-A, Mansingh Road,
New Delhi-110 011

November 29, 1990

A. R. NANDA

My dear Sobha,

At the Third Conference of the Directors of Census Operations held at Panaji, Goa, we briefly discussed the publicity measures which are intended to be taken up for the 1991 Census. I am enclosing a statement showing various measures of publicity being contemplated for your information.

2. Apart from the conventional publicity measures such as posters, press advertisements, documentary film, T. V. quickie, radio spot etc. there are other measures which would be useful for us to adopt. I thought we should refresh our memory on these.

3. With the co-operation of the State Department of Information and Publicity it would be useful to attempt to propagate the census message through the Song and Drama Division and through community activities such as KIRTANS or village Harikathas etc. You could also try to put-up plays or skits etc. on the radio and T.V. to convey the census message. Additional publicity will be available to us if we could request senior officials of Government to give talks over the Radio or T.V. At the census time (i.e. around the beginning of February, 1991) it would be extremely useful to request the Chief Minister and other Ministers concerned with Rural Development/Local Government etc. to give message of appeal on the census for which material can be prepared by you. It would also be useful to request the Minister/Secretary incharge of Local Government and Rural Development, i.e. Panchayats to issue a circular regarding the 1991 Census exhorting them to give publicity to Census in meetings with officials and the public.

4. Though an old practice, I would prefer that we must make extensive use of the system of drum-beating in the villages. Also you may like to consider requesting the Director of Public Instruction to issue a circular to all Primary, Middle and High Schools saying that an indication of census must be given in the Social Science classes or in the appropriate classes in January and February with the request that the students conveys this message to the parents. This to some extent will spread the message with particular reference to the need to answer the census questions.

5. During your tours it may be a good idea to encourage publicity to census by local correspondents. You would doubtless go on the air and also appear on the T.V. wherever the T.V. stations exist. Deputy/Assistant Directors could give talks over the regional stations of AIR and you could also incorporate census publicity in the women's programmes, youth programmes, rural programmes etc. of the local AIR stations. It would be useful, if you could get in touch with the Station Directors of All India Radio concerned to finalise the arrangements.

6. During fairs and festivals. if there are any, in the near future, you could also use publicity material for spreading the message.

7. I am sure that you will take some innovative action on this matter and it would be useful if new ideas are circulated among ourselves so that these could be adopted wherever possible. I should however, add that due to budgetary constraints *no large scale expenditure could be incurred at your end for publicity measures.*

8. Please acknowledge receipt of this letter.

Yours sincerely,

(Sd/-)
(A. R. NANDA)

Encls: As above.

Smt. Sobha Nambisan,
Director of Census Operations,
Karnataka,
Bangalore.

PUBLICITY MEASURES, 1991 CENSUS OF INDIA

| Sl. No. | Medium of publicity | Coverage | Agency |
|---|---|---|---|
| 1. | Press Advertisements | All India—Rural and Urban | Registrar General, India through DAVP |
| 2. | All India Radio (Radio) | Commercial Channels and National Channel—Principal cities of India | Registrar General, India through DAVP |
| 3. | All India Radio (Radio talks & messages) | Primary channel All India—Rural—Urban | Registrar General, India/State Directors, through talks etc. |
| 4. | Doordarshan (T.V. Quickies) | 70 per cent of the population of India | Registrar General, India through DAVP |
| 5. | Posters | All India—Rural and Urban | Registrar General, India through DAVP |
| 6. | Cinema slides | All India—Rural and Urban | D.A.V.P. |
| 7. | Census Documentary Film | (i) All India Theatrical release | Films Division |
| | | (ii) All India with main thrust in rural areas. | Directorate of Field Publicity through Films Division. |
| | | (iii) Some important places as decided by the Director of Census Operations. | Directors of Census Operations/State Publicity Department. |
| | | (iv) All India—Rural—Urban | Registrar General, India/Directors of Census Operations through 13 Doordarshan Kendras. |
| 8. | Press Information Bureau | All India—mainly for Literate population | Press releases and hand-outs |
| 9. | State Publicity Departments/Publicity by Collectors, Municipalities etc. | Regional/Sectoral | Directors of Census Operations |
| 10. | Hand bills and Tom-Tom | Sectoral—main thrust subdivisions, taluks, villages | Directors of Census Operations |

**Other Methods**

(1) Enumerators—Particularly the teachers, Patwaries. Tahsildars and Naib Tahsildars—Reach population through school children in school—Rural urban population through other enumerators, supervisors, charge officers.

(2) Exploit community activities like Katha, Hari-Katha, Burra Kathas, Kirtans in Temples during the prayers in Churches, Mosques, Gurudwaras etc.—Directors of Census Operations.

(3) Engagement of mobile PAE on Cycles, Rikshaws, Autos with taped messages—Directors of Census Operations.

(4) Non-political voluntary organisations—Sports Club, Welfare Association and other available locally—Directors of Census Operations.

ANNEXE-A.20

सं०/No. 9/49/89-CD (CEN)

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

भारत के महा रजिस्ट्रार का कार्यालय

OFFICE OF THE REGISTRAR GENERAL, INDIA

2-ए मानसिंह रोड,
नई दिल्ली-110 011

2-A, Mansingh Road,
New Delhi-110 011

the 24th December, 1990

To
The Director of Census Operations,
Karnataka.
21/1 Mission Road,
Bangalore.

Subject: Publicity measures for 1991 Census of India.

Madam,

As desired I am to inform you that the following publicity materials are allotted to your state:

| 1. Census Film | Kannada version |
|---|---|
| (a) For Theatrical release | 71 copies |
| (b) For Field Publicity Units | 11 copies |
| (c) For Director's use | 4 copies |
| (d) For Doordarshan (U-matic cassette) | 1 copy |

| 2. Posters | Language | Numbers |
|---|---|---|
| | (a) English | 24,284 |
| | (b) Kannada | 60,716 |

3. T.V. Quickie—Two U-matic cassettes in Kannada

4. Radio Spot—Commercial Broadcasting in Kannada(DAVP)

5. Cinema Slides—DAVP will distribute according to the list maintained by them.

6. Press Advertisement—It will appear 4 times—once in January 21 & other 3 in February 1991.

In case of census film, the Films Division, Bombay has already despatched to concerned distributors/Units for Theatrical release/Field Publicity Units. This office will soon send you 4 copies of 1991 Census film for your use and one U-matic cassette for Doordarshan. The posters are being despatched today by Superfast train. In case of T.V. Quickies the same will be sent to you most probably on 24-12-90. As in the Houselisting Operations, DAVP is arranging Commercial Broadcasting of Radio Spot through different CB Stations. Distribution of census Cinema Slides to various Theatres in different states will be started by DAVP from 15-1-91. In case of Press Advertisements the same will appear in the different newspapers of your state on 21-1-91, 4-2-91, 18-2-91 and 25-2-91 respectively.

Yours faithfully,

(Sd/-)
(A. K. BISWAS)
*Deputy Director*



15—13 RGI/ND/96

ANNEXE-A.21

तार : जनगणना
Telegram : "REGGENLIND"

सं० /No. 9/39/89-00-CD(CEN)

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

भारत के महा रजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA

2-ए, मानसिंह रोड,
नई दिल्ली-110 011

2A, Mansingh Road,
New Delhi-110 011
the 30th January, 1991

To
The Director of Census Operations
Karnataka
Bangalore.

Sub: 1991 Census of India—Request for sponsoring some 'hoardings' carrying the census message.

Sir/Madam

I am directed to enclose a letter from Shri G. N. Bajpai, Manager (PR&PUB), Life Insurance Corporation of India dated 15-1-1991 for favour of your information and request for locating the hoarding prepared by L.I.C. as per attached list.

Kindly confirm.

Thanking you.

Yours faithfully,

Encls: As above

(Sd/-)
(A. K. BISWAS)
*Deputy Director*

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

केन्द्रीय कार्यालय, पो० बा० नं० 19953, बम्बई-400 021

CENTRAL OFFICE, P.B. No. 19953, BOMBAY-400 021

January 15, 1991

**G.N. BAJPAI**
*Manager (PR & PUB)*

Dear Shri Biswas,

Re: 1991 Census of India—Request for sponsoring some 'hoardings' carrying the census message.

This has a reference to the telephonic conversation that the undersigned had with you, yesterday in the morning. As suggested the matter sent by you is too big to be comprehended by the people--hence, some copywriting has been done, which was read out to you on the telephone and approved by you. A copy of the message which is being sent to our offices for incorporating in the hoardings is enclosed for your information and records.

With kind regards,

Yours sincerely.
(Sd/-)
(G. N. BAJPAI)

Encl: as stated.

Shri A. K. Biswas,
Deputy Director,
Govt. of India,
Min. of Home Affairs,
2-A, Mansingh Road,
New Delhi-110 011.

भारतीय जीवन बीमा निगम
केन्द्रीय कार्यालय, बम्बई
LIFE INSURANCE CORPORATION OF INDIA
C.O. BOMBAY

COPY

THE GREAT - COUNT

CENSUS OF INDIA, 1991

**9th FEBRUARY TO 5th MARCH, 1991.**

THE CENSUS ENUMERATOR WILL VISIT
YOUR HOUSE AND COLLECT IMPORTANT
INFORMATION ABOUT YOU AND YOUR FAMILY
WHICH WILL REMAIN CONFIDENTIAL

*Courtesy*

**LIFE INSURANCE CORPORATION OF INDIA**

**Insure and be secure**

ANNEXE-A.22

तार: जनगणना
Telegram : "REGGENLIND"

सं० /No. 9/39/89-CD (CEN)

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

भारत के महा रजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA

2-ए, मानसिंह रोड,
नई दिल्ली-110 011
2-A, Mansingh Road,
New Delhi-110 011
28th January, 1991

To

The Director of Census Operations,
Karnataka
Bangalore.

Sir/Madam,

I am directed to enclose a copy of the demi official letter No. 90/TG II/1005/25/RC/CC dated the 14th January, 1991 from Shri S. D. Chand, Executive Director (Passenger Amenities). Ministry of Railways. Railway Board, New Delhi addressed to Registrar General, India for information and immediate early necessary action at your end.

Accordingly, I am sending following number of V.H.S./U-Matic cassettes by Registered parcel for arranging display of census message through C.C.T.V. of different Railway stations as mentioned below:

| Sl. No. | Language | Name of Rly. Stations | No. of V.H.S./ U-Matic Cassettes sent |
|---|---|---|---|
| 1. | Kannada | Bangalore | 1 |
| 2. | ,, | Hubli | 1 |
| | Total | | 2 |

Kindly acknowledge receipt)

Enclosure : As above

(Sd/-)
(A.K. BISWAS)
*Deputy Director*

ANNEXE-A.23

No. G. 18020/5/90-BC

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

2-A, Mansingh Road,
New Delhi-110 011,

Dated : 5-2-1991/
8th Feb. 1992

To

The Pay & Accounts Officer (Census),
Ministry of Home Affairs,
AGCW&M Building,
NEW DELHI.

Sub: Drawal of "On account" advance for payment to enumeration staff in connection with 1991 Census—Main Census.

Sir,

I invite a reference to this office letter No. G. 18020/2/90-BC dated 18th May, 1990 wherein the rates of honorarium payable to the enumeration staff in connection with 1990-91 Census were communicated. The second phase of actual census enumeration i.e. filling up of Individual Slips, Household Schedules and Enumerators Abstracts etc. is going to be completed by 5th March, 1991 and the enumerators/supervisors actually engaged in this operation have to be paid the honorarium due to them immediately thereafter.

2. The procedure followed in the 1981 Census for the payment of honorarium to the enumerators/supervisors will be followed in the present 1991 Census Operations also. Accordingly the amount payable to these staff will be drawn by this office by debiting it to the final head of account and a cheque sent to the Accountant General of the State concerned. The Accountant General on receipt of the cheque will credit the amount to a new sub-head "Deposits for payment of honorarium to enumerators/supervisors in connection with 1991 Census" below the Deposit Head "8443, Civil Deposits, other Deposits". The payment due to the enumeration staff for the census work will be drawn by the State functionaries like District Census Officers or Charge Officers through bills from their treasuries debitable to the Deposit head mentioned above. .On getting the amount from the treasuries, the District Census Officers/Charge Officers will disburse the amount to the enumeration staff. A certified statement of expenditure will be furnished by the Accounts Officer of the State to you and any unspent balance lying in the deposit head shall also be refunded by him before the close of the financial year 1990-91.

3. Hence, sanction is now accorded to the drawal by this office of the amount of Rs. 38,26,62,225/- (Rupees thirty eight crores twenty six lakhs sixty two thousand two hundred twenty five only) in respect of enumerators and supervisors engaged in main census work. The cheques may be issued in favour of the authorities mentioned against each State/Item for the amounts indicated against each State/Union Territory in the enclosed statement.

4. The expenditure is debitable to the head "3454"-Census D. 1(3)-Other Expenditure; D. 1(3)(1)-Enumeration; D. 1(3)(1)(3)-Honorarium to Enumerators under Grant No. 42 for the financial year 1990-91.

5. Additional requirement of budget provision will be met by reappropriation from other sub-head of accounts of this departments.

Yours faithfully,

(Sd/-)
(A. R. NANDA)
*Registrar General, India*

No. G. 18020/5/90-BC New Delhi, 5-2-91.

1. Copy to All Directors of Census Operations for information and necessary action, Karnataka, Bangalore.

(a) In this connection, a reference is invited to my D.O. No. 18020/5/89-BC dated 23-4-90 wherein each Director of Census Operations was required to establish contact with the State Governments/Accountants General to ensure the speedy disbursement of the amount of honorarium due to the enumerators and supervisors at the rate of Rs. 225/- each as already decided & circulated *vide* my letter No. 18020/2/90-BC dated 18-5-1990.

(b) The Receipt of this endorsement may please be acknowledged and a report in this regard sent to the undersigned early.

2. Copy forwarded for information and necessary action to:—

(i) Accountant General (A&E),
Andhra Pradesh,
Hyderabad—500 463.

(ii) Accountant General (A&E),
Arunachal Pradesh,
Shillong.

(iii) Accountant General (A&E),
Assam,
Christain Basti Noimal Bhawan,
N.P. Road,
Guwahati.

(iv) Principal Accountant General (A&E),
Bihar,
Ranchi.

(v) Director of Accounts,
Goa,
Fazenda,
Panaji-403 001.

(vi) Accountant General (A&E),
Gujarat, D&N Haveli,
Post Box No. 20,
Rajkot-360 001. (two copies).

(vii) Accountant General (A&E),
Haryana,
SCO No. 196-197, Sector 17,
Chandigarh-160 017.

(viii) Sr. Dy. Accountant General (A&E),
Himachal Pradesh,
Shimla-171 003.

(ix) Sr. Dy. Accountant General (A&E),
Jammu & Kashmir,
Srinagar-190 009.

(x) Accountant General,
Karnataka,
Residency Park Road,
Bangalore-560 001.

(xi) Accountant General (A&E),
Kerala & Lakshadweep,
Trivandrum-695 039. (two copies).

(xii) Accountant General (A&E),
Madhya Pradesh,
Lekha Bhawan, Jhansi Road,
Gwalior-474 002.

(xiii) Accountant General (A&E),
Maharashtra,
101, Maharshi Karve Marg,
Bombay-400 020.

(xiv) Sr. Dy. Accountant General (A&E),
Manipur,
Imphal-795 001.

(xv) Accountant General (A&E),
Meghalaya, Arunachal Pradesh, Mizoram,
Shillong-793 001. (three copies).

(xvi) Sr. Dy. Accountant General (A&E),
Nagaland,
Kohima-797 001.

(xvii) The Accountant General (A&E),
Orissa,
Bhubaneswar-751 001.

(xviii) The Accountant General (A&E),
Punjab,
Sector-17,
Chandigarh-160 017.

(xix) The Accountant General (A&E),
Rajasthan,
Jaipur-303 005.

(xx) The Chief Secretary
to the Government of Sikkim,
Gangtok.

(xxi) The Acountant General (A&E),
Tamil Nadu,
261, Anna Salai,
Madras-600 018.

(xxii) The Accountant General (A&E),
Tripura,
Agartala-799 006.

(xxiii) The Accountant General (A&E) I,
Uttar Pradesh,
Sarojini Naidu Marg,
Allahabad-211 001.

(xxiv) The Accountant General (A&E),
West Bengal,
Treasury Building,
2, Government Place (West),
Calcutta-700 001.

(xxv) The Director of Accounts & Budget,
A&N Islands,
Port Blair.

(xxvi) The Accountant General,
UT Chandigarh,
Chandigarh.

(xxvii) The Director of Accounts,
Daman & Diu,
Daman.

(xxviii) The Director,
Bureau of Economics & Statistics,
Delhi Administration,
Delhi.

(xxix) Pay and Accounts Officer,
Pondicherry.

3. Copy to the Director General,
Council of Scientific & Industrial Research,
Anusandhan Bhawan, Rafi Marg, New Delhi.

With reference to this office letter No. 9/18/88-CD (CEN) dated 15-1-1991 wherein a crossed Cheque/ Bank draft for Rs. 2,55,18,960/- (Rupees two crores fifty five lakhs eighteen thousand nine hundred sixty only) for the payment of honorarium to the enumerators and supervisors engaged in canvassing the PGDHTP Schedule at the rate of Rs. 15/- per head is demanded for arranging disbursement to enumerators and supervisors by the State Govt through the

concerned Accountants General. The Cheque/Bank draft may kindly be sent to this office *immediately*, so that the funds may be placed at the disposal of Accountant General/Accounts Officers.

4. Copy to Chief Secretaries of all States and Union Territories for information and necessary action.

5. Copy to Shri N. Rama Rao, Deputy Registrar General (C&T) for information and necessary action.

6. Cash Section (with 4 spare copies) to draw the bill and dispatch the cheques under intimation to Budget Cell.

(Sd/-)

(A. R. NANDA)

*Registrar General, India*

**Statement showing the number of Enumerators/Supervisors in each State and the amount of advance drawn for payment**

| Sl. No. | Name of State/Union Territories | No. of Enumerators | No. of Supervisors | Total No. of Enumerators/ Supervisors Col. 3&4 | Total Amount of Honorarium to Enumerators/ Supervisors @Rs. 225/- each (col. 5×225) for which 'advance is drawn now' | To whom cheque is to be issued |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. | Andhra Pradesh | 92,900 | 18,300 | 1,11,200 | 2,50,20,000 | Accountant General (A&E), Andhra Pradesh. |
| 2. | Arunachal Pradesh | 2,800 | 900 | 3,700 | 8,32,500 | Accountant General (A&E), Arunachal Pradesh, Shillong. |
| 3. | Assam | 45,346 | 8,000 | 53,346 | 1,20,02,850 | Accountant General (A&E), Assam. |
| 4. | Bihar | 1,26,000 | 25,000 | 1,51,000 | 3,39,75,000 | Principal Accountant General (A&E), Bihar, Ranchi. |
| 5. | Goa | 2,100 | 450 | 2,550 | 5,73,750 | Director of Accounts, Goa, Panaji. |
| 6. | Gujarat | 72,795 | 14,409 | 87,204 | 1,96,20,900 | Accountant General (A&E), Gujarat. |
| 7. | Haryana | 26,000 | 5,200 | 31,200 | 70,20,000 | Accountant General (A&E), Haryana, Chandigarh. |
| 8. | Himachal Pradesh | 8,820 | 2,115 | 10,935 | 24,60,375 | Sr. Dy. Accountant General (A&E), Himachal Pradesh, Shimla. |
| 9. | Jammu & Kashmir | 12,409 | 2,445 | 14,854 | 33,42,150 | Sr. Dy. Accountant General (A&E), Jammu & Kashmir, Srinagar. |
| 10. | Karnataka | 74,671 | 14,883 | 89,554 | 2,01,49,650 | Accountant General (A&E), Karnataka, Bangalore. |
| 11. | Kerala | 54,580 | 11,060 | 65,640 | 1,47,69,000 | Accountant General (A&E), Kerala, Trivandrum. |
| 12. | Madhya Pradesh | 1,05,261 | 21,141 | 1,26,402 | 2,84,40,450 | Accountant General (A&E), Madhya Pradesh, Gwalior. |
| 13. | Maharashtra | 1,35,652 | 27,130 | 1,62,782 | 3,66,25,950 | Accountant General (A&E), Maharashtra, Bombay. |
| 14. | Manipur | 3,500 | 900 | 4,400 | 9,90,000 | Sr. Dy. Accountant General (A&E) Manipur. |
| 15. | Meghalaya | 3,467 | 751 | 4,218 | 9,49,050 | Accountant General (A&E), Meghalaya, Shillong. |
| 16. | Mizoram. | 1,193 | 272 | 1,465 | 3,29,625 | Accountant General (A&E), Mizoram. |
| 17. | Nagaland | 2,158 | 459 | 2,617 | 5,88,825 | Sr. Dy. Accountant General (A&E), Nagaland, Kohima. |
| 18. | Orissa | 50,627 | 9,914 | 60,541 | 1,36,21,725 | Accountant General (A&E), Orissa, Bhubaneswar. |
| 19. | Punjab | 32,046 | 6,479 | 38,527 | 86,68,575 | Accountant General (A&E), Punjab. |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| 20. | Rajasthan . . . . | 78,400 | 15,565 | 93,965 | 2,11,42,125 | Accountant General (A&E), Rajasthan. |
| 21. | Sikkim . . . | 674 | 135 | 809 | 1,82,025 | The Chief Secretary to the Govt. of Sikkim. Gangtok. |
| 22. | Tamil Nadu . . . | 90,000 | 18,000 | 1,08,000 | 2,43,00,000 | Accountant General (A&E), Tamil Nadu, Madras. |
| 23. | Tripura . . . . . | 5,282 | 1,060 | 6,342 | 14,26,950 | Accountant General (A&E), Tripura. |
| 24. | Uttar Pradesh . . . . | 2,61,486 | 50,195 | 3,11,651 | 7,01,28,225 | Accountant General (A&E)-I, Allahabad. |
| 25. | West Bengal . . . . | 1,18,227 | 17,532 | 35,769 | 3,05,45,775 | Accountant General (A&E), West Bengal. |
| | **Union Territories** | | | | | |
| 1. | A & N Islands. . . . | 595 | 180 | 775 | 1,74,375 | Director of Accounts & Budget, A&N Islands, Port Blair. |
| 2. | Chandigarh . . . | 942 | 202 | 1,144 | 2,57,400 | Accountant General, UT Chandigarh. |
| 3. | Daman & Diu . . . | 196 | 20 | 216 | 48,600 | Director of Accounts, Daman & Diu, Daman. |
| 4. | D & N Haveli . . . | 220 | 44 | 264 | 59,400 | Accountant General (A&E), Gujarat for Dadar & Nagar Haveli. |
| 5. | Delhi . . . . | 15,031 | 2,999 | 18,030 | 40,56,750 | The Director Bureau of Economics & Statistics, Delhi Administration, Delhi. |
| 6. | Lakshadweep . . . . | 73 | 27 | 100 | 22,500 | Accountant General (A&E), Kerala, Trivandrum for Lakshadweep Administration. |
| 7. | Pondicherry . . . . | 1,248 | 253 | 1,501 | 3,37,725 | Pay & Accounts Officer, Pondicherry. |
| | Total . . . . | 14,24,701 | 2,76,020 | 17,00,721 | 38,26,62,225 | |

ANNEXE-A.24

GOVERNMENT OF INDIA

MINISTRY OF RAILWAYS

(RAILWAY BOARD)

No. 90/TGII/1005/25/RG&CC

New Delhi, Dt. 11/14-1-91

The General Managers,
All India Railways.

Sub: Announcement/display of census message on public address system/CCTV.

The Registrar General and Census Commissioner, India (Ministry of Home Affairs) has requested Ministry of Railways (Railway Board) for announcement/display of census message on public address system/CCTV during the census to be taken from 9th to 28th Feb., 1991.

Board has considered the request and decided that as requested by the Registrar General and Census Commissioner, India, the following announcement may be made on the public address system during the month of Feb., 1991:—

"AN IMPORTANT ANNOUNCEMENT FROM THE CENSUS COMMISSIONER OF INDIA PLEASE COOPERATE WITH THE CENSUS ENUMERATOR BY GIVING CORRECT INFORMATION WHEN HE VISITS YOUR HOUSE DURING FEBRUARY 9—MARCH 5, 1991. CENSUS IS THE LINK BETWEEN PEOPLE AND THE PLANNERS."

The above message may also be displayed on the CCTV free of cost during Feb., 91 within 10% of the Railway time being used for display of message on Family Planning, Immunisation, etc. This would be subject to supply of video cassettes containing the above message to the stations having CCTV facility by the Census Commissioner, (Ministry of Home Affairs) free of charge.

Action taken in the matter may please be reported to Board.

Receipt of this letter also be acknowledged.

(Sd/-)
(H. V. SHARMA)
*Jt. Dir. Traffic Comml (G) I*
*Railway Board.*

ANNEXE-A.25

"जनगणना"
Telegram : "REGGENLIND"

सं/No. 9/39/89-CD(CEN)

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

भारत के महा रजिस्ट्रार का कार्यालय

OFFICE OF THE REGISTRAR GENERAL, INDIA

2-A, Mansingh Road,
New Delhi-110 011

नई दिल्ली, दिनांक 12 Jan. 1991

To

All the Directors of Census Operations (except A&N Islands, Lakshadweep, Manipur, Mizoram, Arunachal Pradesh, Meghalaya, Sikkim, and Jammu & Kashmir).

Subject: Announcement/Display of Census Message on Public address system/CCTV.

Sir/Madam,

Enclosed, please find a copy of the letter No. 90/TGII/1005/25/RG&CC dated 14th January, 1991 from Shri H. V. Sharma, Joint Director Traffic comml (G) I, Railway Board, New Delhi, for information and further necessary action at your end.

In case of public announcement system, you are however, requested to contact concerned Zonal Railway Office for making necessary announcement regularly. In case of display on the ECTV, this office is making necessary arrangement for supply of Video Cassettes to the concerned Railway Stations through your office. As soon as we receive Video Cassettes from the DAVP, we will forward the same to you for handing over to the concerned Railway Stations so that display of the Census Message can be started from 9th February, 1991

Thanking you,

Yours faithfully,

(Sd/-)
(A. K. BISWAS)
*Deputy Director*

Encl: As above.

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 90/TGII/1005/25/RG&CC

New Delhi, Dt. 11/14-1-91

The General Managers,
All India Railways.

Sub: Announcement/display of census message on public address system/CCTV.

The Registrar General and Census Commissioner, India (Ministry of Home Affairs) has requested Ministry of Railways (Railway Board) for announcement/display of census message on public address system/CCTV during the census to be taken from 9th to 28th 1991.

Board has considered the request and decided that as requested by the Registrar General and Census Commissioner, India, the following announcement may be made on the public address system during the month of Feb., 1991:—

"AN IMPORTANT ANNOUNCEMENT FROM THE CENSUS COMMISSIONER OF INDIA PLEASE COOPERATE WITH THE CENSUS ENUMERATOR BY GIVING CORRECT INFORMATION WHEN HE VISITS YOUR HOUSE DURING FEBRUARY 9—MARCH 5, 1991. CENSUS IS THE LINK BETWEEN PEOPLE AND THE PLANNERS."

The above message may also be displayed on the CCTV free of cost during Feb., 91 within 10% of the Railway time being used for display of message on Family Planning, Immunisation, etc. This would be subject to supply of video cassettes containing the above message to the stations having CCTV facility by the Census Commissioner, (Ministry of Home Affairs) free of charge.

Action taken in the matter may please be reported to Board.

Receipt of this letter also be acknowledged.

(Sd/-)
(H. V. SHARMA)
*Jt. Dir. Traffic Control (Gr. I)*
*Railway Board.*

ANNEXE-A.26

सं/No. 9/39/89-CD (CEN)

CENSUS IMMEDIATE
SPEED POST

"जनगणना"
Telegrams "REGGENLIND"

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

भारत के महा रजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA

2-A, Mansingh Road,
New Delhi-110 011

नई दिल्ली, दिनाँक 22-2-91

To

The Director of Census Operations
Karnataka,
Bangalore.

Sir/Madam,

The Registrar General and Census Commissioner, India, disires that the following message can be telecast/ broadcast from the local Doordarshan Kendra/All India Radio of your state for achieving full coverage of population in your capital city in the 1991 Census enumeration:

**HAVE YOU BEEN COUNTED?**

THE 1991 CENSUS ENUMERATION WILL BE ENDED ON 28.2.91. THE ENUMERATOR WILL MAKE A REVISIONAL ROUND TO YOUR HOUSEHOLD IN ANY DAY BETWEEN 1-3-91, to 5-3-91. MAKE SURE THAT YOU HAVE BEEN ENULERATED:
IF YOU AND MEMBERS OF YOUR FAMILY ARE NOT COUNTED SO FAR, PLEASE CONTACT ON TELEPHONE OR DROP A POST CARD ON THE FOLLOWING:

OFFICE ADDRESS(s):

TELEPHONE NUMBER(s):

Action taken at your end may kindly be communicated to this office immediately.

Yours faithfully,

(Sd/-)
(A.K. BISWAS)
*Deputy Director*

# ANNEXE B

## LIST OF CENSUS CIRCULARS OF 1991 CENSUS ISSUED BY THE OFFICE OF THE REGISTRAR GENERAL, INDIA

ANNEXE-B. I

**List of Census Circulars of 1991 Census Issued by the Office of the Registrar General, India**

| Sl. No. | Circular No. | Subject |
|---|---|---|
| 1. | Circular No. 1<br>No. 9/12/87-CD(CEN)<br>dt. 24-6-87 | Planning for the 1991 Census-Jurisdictional change and list of villages |
| 2. | Circular No. 2<br>No. 24/3/87-Map<br>dt. 24-5-88 | Up-dating of maps at Tahsil/Taluk/PS etc. and District/State levels for 1991 Census |
| 3. | Circular No. 3<br>No. 2/1/87-SS<br>dt. 24-6-88 | Classification of Rural and Urban Units– 1991 Census |
| 4. | Circular No. 4<br>No. 2/1/89-SS<br>dt. 13-4-89 | Census of India 1991—Formation of Urban Agglomerations |
| 5. | Circular No. 5<br>No. 1/1/89-SS<br>dt. 17-4-89 | Census of India 1991—Delineation of Standard Urban Areas—1991 Census |
| 6. | Circular No. 6<br>No. 18/6/88-SS<br>dt. 28-8-89 | Census of India 1991—District Census Handbook– Compilation of |
| 7. | Circular No. 7<br>No. 9/36/87-CD (CEN)<br>dt. 20-9-89 | Organisation of Census of India 1991—General Instructions |
| 8. | Circular No. 8<br>No. 9/37/89-CD (CEN)<br>dt. 20-9-89 | Appointment of Census Officers—Issue of notifications |
| 9. | Circular No. 9<br>No. 1/2/89-Map<br>dt. 29-9-89 | Preparation of District and Tahsil/Police Station/CD Blocks/Circle and equivalent level maps for District Census Handbooks—1991 Census |
| 10. | Circular No. 10<br>No./9/46/89-CD(CEN)<br>dt. 28-9-89 | Location Code |
| 11. | Circular No. 11<br>No. 9/61/89-CD (CEN)<br>dt. 5-1-90 | Formation of Enumeration Blocks and preparation of the Abridged Houselist |
| 12. | Circular No. 12<br>No. 11/6/90-DD<br>dt. 22-2-90 | Census Evaluation Study (CES) Preparatory |
| 13. | Circular No. 13<br>No. 9/3/90-CD(CEN)<br>dt. 15-3-1990 | Houselisting Operations—Handling and Processing of Forms |
| 14. | Circular No. 14<br>No. 9/10/90-CD(CEN)<br>dt. 30-3-1990 | Houselisting Operations |
| 15. | Circular No. 15<br>No. 2/1/90-Map<br>dt. 24-4-90 | Preparation of base maps of State/Union Territory for the use Provisional Population Totals—1991 Census |
| 16. | Circular No. 16<br>No. 9/18/90-CD(CEN)<br>dt. 10-5-90 | Management of records relating to Houselisting |
| 17. | Circular No. 17<br>No. 15/1/90-Map<br>dt. 28-6-90 | Preparation of Standard Urban Area Maps for State/UT for 1991 Census |
| 18. | Circular No. 18<br>No. 9/28/90-CD(CEN)<br>dt. 9-8-90 | Management of records relating to Individual Slips and Household Schedules at various levels. |
| 19. | Circular No. 19<br>No. 9/31/90-CD (CEN)<br>dt. 13-8-90 | Calendar for reporting of provisional results and commencement of PEC/CES |

| Sl. No. | Circular No. | Subject |
|---|---|---|
| 20. | Circular No. 20<br>No. 9/31/90-CD(CEN)<br>dt. 17-8-90 | Provisional Population Totals |
| 21. | Circular No. 21<br>No. 9/29/90-CD(CEN)<br>dt. 20-8-90 | Drafting of the Administration Report |
| 22. | Circular No. 22<br>No. 18/1/90-SS<br>dt. 22-8-90 | Census of India 1991—District Census Handbook—Compilation of Supplement to Circular |
| 23. | Circular No. 23<br>No. 9/31/90-CD(CEN)<br>dated 16-10-90 | Provisional Population Totals—Revision of circular No. 20. |
| 24. | Circular No. 24<br>No. 18/5/90-SS<br>dated 7-12-90 | State level Town Directory 1991 Census |
| 25. | Circular No. 25<br>No. 11-7/91-DD<br>dated 3-2-91 | Provisional population Totals—Estimated proportion of population aged 7 and above |
| 26. | Circular No. 26<br>No. 11-7/91-DD<br>dated 28-2-91. | Provisional population Totals—Estimated proportion of population aged 7 and above Amendment. |
| 27. | Circular No. 27<br>No. 18/1/90-SS (Vol. III)<br>dt. 7-3-91 | District Census Handbooks—compilation of—Amendment |
| 28. | Circular No. 28<br>No. 9/31/90-CD(CEN)<br>dt. 12-4-91 | Provisional population Totals Supplement to paper 1 of 1991—Amendment of circular No. 23. |
| 29. | Circular No. 29<br>No. 1/1/89-SS<br>dt. 18-6-91 | Presentation of Standard Urban Area data—1991 census. |
| 30. | Circular No. 30<br>No. 2/5/90-Map<br>dt. 23-9-91 | Instructions on the preparation of urban land use and other maps for the State level town directory 1991 |
| 31. | Circular No. 31<br>No. 15/1/90-Map<br>dt. 11-10-91 | Preparation of Standard Urban Area maps for State/Union territory for the 1991 census Amendment to census circular No. 17. |
| 32. | Circular No. 32<br>No. 18/2/91-SS<br>dt. 13-12-91 | Census of India 1991—District Census Hand books—compilation of supplement of circular No. 6, 22 and 27. |
| 33. | Circular No. 33<br>No. 1/2/89-Map<br>dt. 17-1-1992 | DCHB Maps for 1991 Census. |
| 34. | Circular No. 34<br>No. 9/27/92-CD(CEN)<br>dt. 4-8-92 | Drafting of the Administration Report Tabulation. |
| 35. | Circular No. 35<br>No. 18/1/92-SS<br>dt. 8-12-92 | Census of India 1991 District Census Hand book—compilation of. |

*State Level Conference of Census Officers held at Conference Hall, Vidhana Soudha, Bangalore.*

*State Level Conference of Census Officers held at Conference Hall, Vidhana Soudha, Bangalore.*

*District/City census officers at the State Level Conference of Census Officers held at Conference Hall, Vidhana Soudha, Bangalore.*

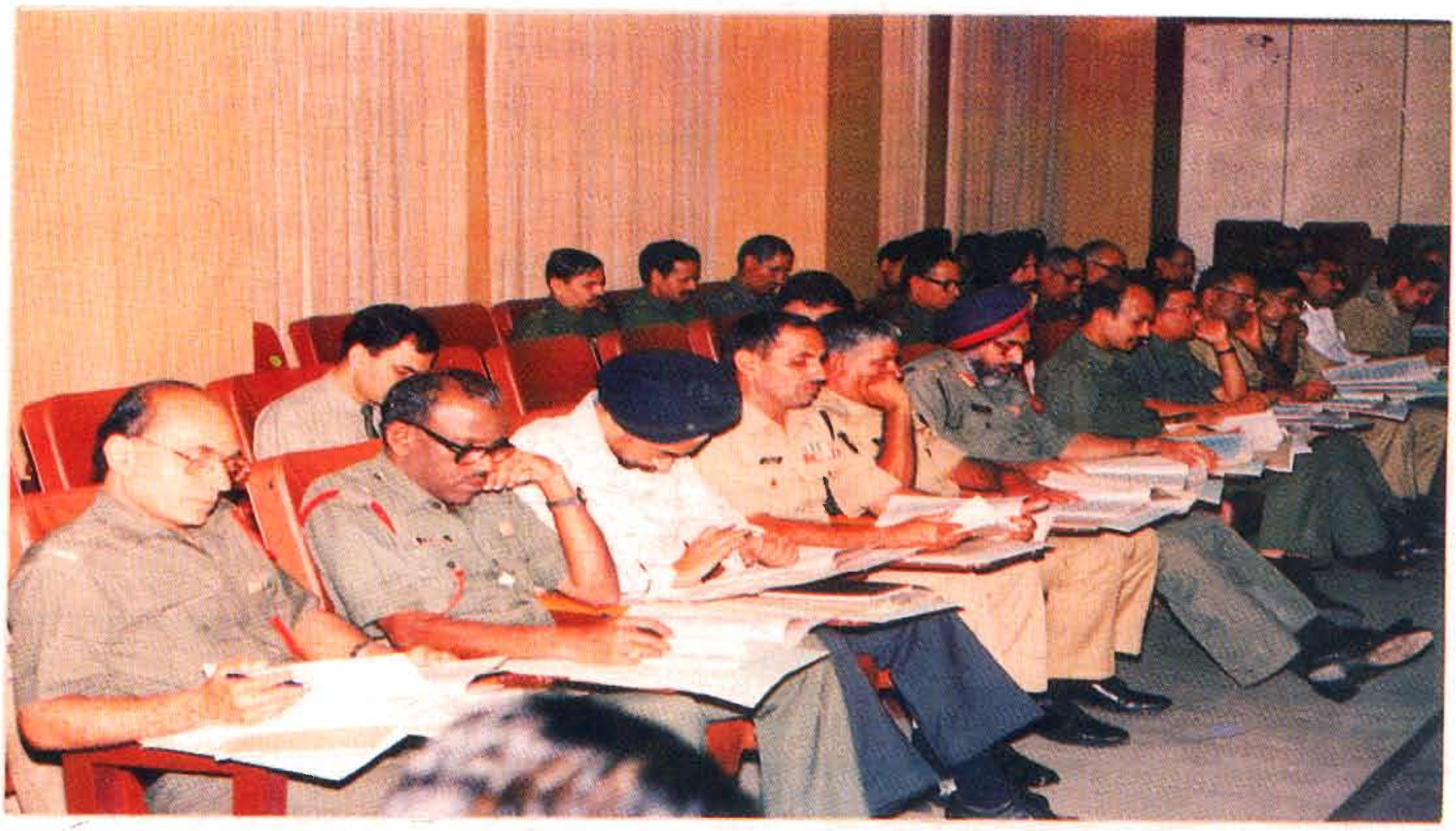
*Sri A. R. Nanda, IAS, Registrar General and Census Commissioner, India addressing State Level Census Officers' Conference at Conference Hall, M.S. Building, Bangalore.*

*Sri A. R. Nanda, IAS, Registrar General and Census Commissioner, India addressing State Level Census Officers' Conference at Conference Hall, M. S. Building, Bangalore.*

*Smt. Sobha Nambisan, Director of Census Operations addressing one of the State Level Conference of Census Officers at Conference Hall, M. S. Building, Bangalore.*

*Smt. Sobha Nambisan addressing one of the Defence Census Officers' Conference at Conference Hall, M. S. Building, Bangalore.*

*Smt. Sobha Nambisan addressing one of the Defence Census Officers' Conference at Conference Hall, M. S. Building, Bangalore.*



*Defence Census Officers at the Defence Census Officers' Conference held at the Conference Hall, M. S. Building Bangalore.*

*Deputy Directors of Regional Tabulation Officers attending one of the Census Officers' Conference.*

# ANNEXE C

## STATE GOVERNMENT CIRCULARS, NOTIFICATIONS AND IMPORTANT LETTERS ISSUED IN CONNECTION WITH 1991 CENSUS

ANNEXE-C. I

No. RD 21 SNA 87

GOVERNMENT OF KARNATAKA

Karnataka Government Secretariat,
M.S. Bld., IIIrd Stage, 5th Floor,
Bangalore, Dated : 19 Oct. 1987.

## CIRCULAR

Sub :—Census of India, 1991—preparatory work—regarding

Ref :—(i) Letter No, 9/12/87-CD (CEN) dt: 24-6-87 from the Registrar General, India New Delhi;

(ii) D.O. letter No. TCH. 1. CPO. 87 dt. 16/21 July 1987 from the Joint Director of Census Operations, Karnataka, Bangalore.

The 1991 Census, the 13th decennial census to be taken in India, is drawing nearer and the Government machinery at all levels will have to be geared up and attuned to undertake this massive and time-bound operation—the population count.

Before long, the Director of Census operations will be in position and will be in overall charge of the census operations in Karnataka. Meanwhile, the Census Directorate in Karnataka has commenced the preparations for the ensuing 1991 census and will be approaching the various Government departments and offices for assistance and information.

To ensure accuracy in the population count and to facilitate enumeration of each and every household and individuals residing in various villages and towns in the State, tremendous amount of spade work has to be done This involves meticulous listing of all villages along with their hamlets, if any and of statutory bodies like corporations. municipalities, notified area committees, etc., comprised in the census charges, formation of supervisory circles and enumeration blocks, listing and numbering of housing units, appointment of census officers at all levels, etc.

Initially, the census organisation would be requiring various particulars, copies of orders, gazette notifications, relevant to the items listed in the annexure to this Circular, which should be furnished to them when asked for on a top priority basis.

In view of the importance which Govt. attaches to the census operations, it is desired that all officers of the State Govt. should extend their fullest co-operation and render all possible assistance for the success of this endeavour. In view of the fact that the census work has to proceed as per a rigid time schedule fixed on an all India basis, communications from the Directorate of Census operations in Karnataka as and when received by the officers of the State Government should be treated with utmost promptitude and care.

(Sd/-)
(T.R. SATISH CHANDRAN)
*Chief Secretary to Govt. of Karnataka.*

To

The Compiler, Karnataka Gazette for Publication in the next issue in the Gazette.

Commissioners & Secretaries to the Government.

Heads of Departments.

Chief Secretaries, Zilla Parishads, Deputy Commissioners of the Districts.

Commissioners of all Corporations and City Municipalities.

Director of Census Operations, Karnataka, Bangalore.

Registrar General, India, 2/A, Mansingh Road, New Delhi-110 011.

Annexure to the Circular No. RD 21 SNA 87

I. List of all the-

(a) districts in the State with names of Headquarters.

(b) taluks in each district with names of Headquarters.

(c) local bodies such as Corporations, Municipalities. Notified area committees, cantonment boards, Sanitary boards, Town boards, etc., in each district and taluk along with copies of Gazette Notifications concerning their constitution or the latest Gazette Notifications under which the limits of the local bodies have been altered.

II. Particulars of Jurisdictional changes and relevant Gazette Notifications pertaining to such changes as are listed below, given effect to on or after 1-10-1989.

(a) Changes in the names of districts, taluks, villages and statutory local bodies such as Corporations, Municipalities, notified area etc.

(b) Reorganisation of boundaries of districts and formation of new districts.

(c) Reorganisation of boundaries of taluks/revenue circles/hoblies and formation of new taluks/revenue circles/hoblies.

(d) Reorganisation in the boundaries of revenue villages and formation of new revenue villages.

(e) Submersion and consequent dissolution of villages.

(f) Formation of new municipalities, Corporations, Town boards, Sanitary boards, Notified areas by incorporating portion's of revenue villages and/or entire revenue village's.

(g) Abolition of Municipalities, notified areas and such other statutory bodies.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ನಂ:ಆಶಾ 21 ಎಸ್.ಎನ್.ಎ 87

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ,
ಬಹುಮಹಡಿಗಳ ಕಟ್ಟಡ,
ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 19-10-87

ಪತ್ರಿಕೆ

ವಿಷಯ: ಭಾರತದ ಜನಗಣತಿ, 1991 ಪೂರ್ವ ಸಿದ್ಧತೆಗಳ ಕೆಲಸ-ಪತ್ರ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ: 1) ಭಾರತದ ಮುಖ್ಯ ಪಂಜೀಕಾರ, ನವದೆಹಲಿ, ಇವರ ಸಂಖ್ಯೆ 9:12:87 ಸಿ ಪಿ.(ಸಿ.ಇ.ಎನ್) ದಿ:21-5-87.

2) ಕರ್ನಾಟಕದ ಜನಗಣತಿ ಕಾರ್ಯಾಚರಣೆ ನಿರ್ದೇಶನಾಲಯದ ಜಂಟಿ ನಿರ್ದೇಶಕರ ಅರ್ಧಾಧಿಕಾರಿಕ ಪತ್ರ ಸಂಖ್ಯೆ: ಜಿಎಬಿ:1:ಸಿ.ಪಿ.ಟಿ.87 ದಿ:16.7.87.

21

---

ಭಾರತದ ಮುಖ್ಯ ಪಂಜೀಕಾರರು ಮೇಲಿನ 1991ನೇ ಇಸವಿಯಲ್ಲಿ ನಡೆಯಲಿರುವ ಜನ ಗಣತಿ ಕಾರ್ಯಾಚರಣೆಗಳ ಬಗ್ಗೆ ಸೂಚಿಸಿರುತ್ತಾರೆ. ನಿಯಮಿತವಾಗಿ ನಡೆಯುತ್ತಾ ಬಂದಿರುವ ಈ ಜನಗಣತಿಯು ವ್ಯಾಪಕ ಕಾರ್ಯಾಚರಣೆಯನ್ನು ಕೈಗೊಳ್ಳುವ ಸರ್ಕಾರಿ ಎಲ್ಲಾ ಮಟ್ಟಗಳಲ್ಲಿನ ಆಡಳಿತ ವ್ಯವಸ್ಥೆಗಳು ಸಮರ್ಥವಾಗಿರಬೇಕಾಗಿದೆ.

ಸದ್ಯದಲ್ಲಿಯೇ ರಾಜ್ಯದಲ್ಲಿ ಜನಗಣನಾ ನಿರ್ದೇಶಕರ ನಿಯುಕ್ತಿಯಾಗಲಿದೆ ಮತ್ತು ಕರ್ನಾಟಕದ ಜನಗಣತಿ ಕಾರ್ಯಾಚರಣೆಯಲ್ಲಿ ಸಮಗ್ರ ಜವಾಬ್ದಾರಿಯನ್ನು ಇವರು ಹೊರಲಿದ್ದಾರೆ. ಈ ದೃಷ್ಟಿಯಿಂದ ಕರ್ನಾಟಕ ರಾಜ್ಯದಲ್ಲಿನ ಜನಗಣನಾ ನಿರ್ದೇಶನಾಲಯವು ಮುಂಬರುವ 1991ನೇ ಇಸವಿಯ ಜನ ಗಣತಿಗೆ ಪೂರ್ವ ಸಿದ್ಧತೆಗಳನ್ನು ಮಾಡುವುದಕ್ಕೆ ಮತ್ತು ತತ್ಸಂಬಂಧದಲ್ಲಿ ಸರ್ಕಾರದ ನಾನಾ ಇಲಾಖೆ ಮತ್ತು ಕಛೇರಿಗಳಿಂದ ಸಹಾಯ ಹಾಗೂ ಅಧಿಕಾರ ವಿಷಯಗಳನ್ನು ಬಯಸಿರುತ್ತದೆ.

ಜನರ ಎಣಿಕೆಯನ್ನು ನಿಖರವಾಗಿ ಮಾಡಲು ಸೂಕ್ತವಾಗಿ ಹಾಗೂ ನಾನಾ ಪಟ್ಟಣ ಮತ್ತು ಗ್ರಾಮಗಳಲ್ಲಿ ವಾಸಿಸುತ್ತಿರುವ ಪ್ರತಿಯೊಂದು ಕುಟುಂಬ ಮತ್ತು ಪ್ರತಿಯೊಬ್ಬ ವ್ಯಕ್ತಿಯನ್ನೂ ಖಾತರಿಯಾಗಿ ಎಣಿಕೆಗೊಳಪಡಿಸುವ ಸಲುವಾಗಿ ಬಹಳಷ್ಟು ಪೂರ್ವಭಾವಿ ಸಿದ್ಧತೆಗಳನ್ನು ಮಾಡಬೇಕಾಗಿದೆ. ಈ ಸಿದ್ಧತೆಗಳಲ್ಲಿ, ಬಾಧ್ಯ ಗ್ರಾಮಗಳಿದ್ದಲ್ಲಿ ಅವುಗಳನ್ನೆಲ್ಲಾ ಪೂರಾ ಪರಿಗಣಿಸಿ ಎಲ್ಲಾ ಗ್ರಾಮಗಳ ಪಟ್ಟಿ ತಯಾರಿಸುವುದು, ಶಾಸನಬದ್ಧವಾಗಿ ಪುರಸಭೆ, ನಗರಪಾಲಿಕೆ, ಅಧಿಸೂಚಿತ ಪ್ರದೇಶ ಸಮಿತಿ ಇತ್ಯಾದಿಗಳ ಅಧಿಕಾರವ್ಯಾಪ್ತಿಯಲ್ಲಿರುವಂತಹ ಪ್ರದೇಶಗಳ ಪಟ್ಟಿ ಮಾಡುವಿಕೆ, ಜನಗಣನಾ ಕಾರ್ಯ ನಿರ್ವಹಣಾ ಕ್ಷೇತ್ರಗಳ ಮತ್ತು ಪರ್ಯವೇಕ್ಷಕರ ಸಲುವಾಗಿ ಹಾಗೂ ಎಣಿಕೆಗಾಗಿ ಪ್ರದೇಶಗಳ ಹಿಂಗಡಣೆ, ಮನೆಗಳ ಪಟ್ಟಿ, ಮಾಹಿತಿ ಮತ್ತು ಅವುಗಳಿಗೆ ಕ್ರಮ ಸಂಖ್ಯೆಯನ್ನು ನಮೂದಿಸುವುದು, ಜನಗಣತಿ ಅಧಿಕಾರಿಗಳನ್ನು ವಿವಿಧ ಮಟ್ಟಗಳಲ್ಲಿ ನೇಮಕ ಮಾಡುವುದು. ಇವೇ ಮುಂತಾದ ಕೆಲವು ಕಾರ್ಯ ಸಂಗತಿಗಳನ್ನು ಒಳಗೊಂಡಿದೆ.

ಪ್ರಾರಂಭಿಕವಾಗಿ ಜನಗಣನಾ ಸಂಬಂಧ ಈ ಪರಿಪತ್ರದ ಅನುಬಂಧದಲ್ಲಿ ಕೊಟ್ಟಿರುವ ಅಂಶಗಳಿಗೆ ಸಂಬಂಧಪಟ್ಟ ವಿವರಗಳು: ಸಂಖ್ಯೆಗಳು ಸಾಧ್ಯವಾದಷ್ಟು ಸಂಬಂಧಿತ ರಾಜ್ಯ ಪತ್ರ ಅಧಿಸೂಚನೆಗಳ ಪ್ರತಿಗಳ ಅಗತ್ಯವಿದೆ. ಆದ್ದರಿಂದ ಇವುಗಳನ್ನು ಆದ್ಯಪ್ರಾಶಸ್ತ್ಯದಿಂದ ಜನಗಣತಿಯ ನಿರ್ದೇಶನಾಲಯಕ್ಕೆ ಒದಗಿಸತಕ್ಕದ್ದು.

ಜನಗಣತಿ ಕಾರ್ಯ ನಿರ್ವಹಣೆಗೆ ಸರ್ಕಾರದ ಬಹು ಮಹತ್ವ ನೀಡುತ್ತದೆ. ಮತ್ತು ಈ ಮಹಾ ಪ್ರಯತ್ನದಲ್ಲಿ ಸಫಲತೆ ಹೊಂದುವುದಕ್ಕಾಗಿ ಸರ್ಕಾರದ ಎಲ್ಲಾ ಅಧಿಕಾರಿಗಳು ಸಂಪೂರ್ಣ ಸಹಕಾರ ಹಾಗೂ ಸರ್ವಸಾಧ್ಯವಾದ ಸಹಾಯವನ್ನು ಜನಗಣನಾ ನಿರ್ದೇಶನಾಲಯಕ್ಕೆ ನೀಡಬೇಕೆಂದು ಅಪೇಕ್ಷಿಸುತ್ತದೆ.

ಜನಗಣನಾ ಕಾರ್ಯದ ಪೂರ್ವಭಾವೀ ಚಟುವಟಿಕೆಗಳು ಭಾರತಾದ್ಯಂತವಾಗಿ ನಿಗದಿ ಮಾಡಲ್ಪಟ್ಟ ಕಾಲ ಪಟ್ಟಿಗೆ ಅನುಗುಣವಾಗಿ ನೆರವೇರಬೇಕಾಗಿರುವುದರಿಂದ ಕರ್ನಾಟಕದ ಜನಗಣನಾ ನಿರ್ದೇಶನಾಲಯದಿಂದ ಬಂದಂತಹ ಎಲ್ಲಾ ಸತ್ರ ಕಾಗೂ ಸಂದೇಶಗಳನ್ನು ಆ ವಮಯದಲ್ಲಿ ತಿದ್ದಂತೆಯೇ ಲಕ್ಷ್ಯಕೊಡಬೇಕೆಂದು ವಿನಂತಿಸಿದೆ.

(ಟಿ.ಆರ್.ಸತೀಶ ಚಂದ್ರನ್)
ಸರ್ಕಾರದ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿ
ಕರ್ನಾಟಕ ಸರ್ಕಾರ.

ಗೆ:

ಸಂಗಲನಕಾರರು, ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸತ್ರ ಮುಂದಿನ ಸಾಪ್ತಾಹಿಕ ರಾಜ್ಯ ಪತ್ರದಲ್ಲಿ ಪ್ರಕಟಿಸಲು ಕೋರಿದೆ.

1) ಸರ್ಕಾರದ ಎಲ್ಲಾ ಅಂತರಾಜ್ಯದವರಿಗೆ ಮತ್ತು ಕಾರ್ಯದರ್ಶಿಗಳು.
2) ಎಲ್ಲಾ ಇಲಾಖಾ ಮುಖ್ಯಸ್ಥರುಗಳು.
3) ಎಲ್ಲಾ ಜಿಲ್ಲಾ ಪರಿಷತ್ತುಗಳ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳು.
4) ಎಲ್ಲಾ ಜಿಲ್ಲಾಧಿಕಾರಿಗಳು.
5) ಎಲ್ಲಾ ನಗರ ಪಾಲಿಕೆ ಮತ್ತು ನಗರ ಸಭೆಗಳ ಆಯುಕ್ತರು.
6) ನಿರ್ದೇಶಕರು, ಕರ್ನಾಟಕ ಜನಗಣನಾ ನಿರ್ದೇಶನಾಲಯ, 21:1, ವಿಷನ್ ರಸ್ತೆ, ಬೆಂಗಳೂರು.
7) ಭಾರತದ ರಿಜಿಸ್ಟ್ರಾರ್ ಜನರಲ್ 2:ಎ, ಮಾನಸಿಂಗ್ ರೋಡ್, ನವದೆಹಲಿ 110011.

ಅನುಬಂಧ

ಪರಿಪತ್ರ ಸಂಖ್ಯೆ: ಆರ್ಡಿ 21 ಎನ್.ಎನ್.ಪಿ-87 ರ ಅನುಬಂಧ :-

ಅ) ರಾಜ್ಯದಲ್ಲಿನ ಎಲ್ಲಾ ಜಿಲ್ಲೆಗಳ ಮತ್ತು ಅವುಗಳ ಅಧೀನ ಕೇಂದ್ರಸ್ಥಾನಗಳ ಪಟ್ಟಿ.

ಆ) ಪ್ರತಿ ಜಿಲ್ಲೆಯಲ್ಲಿನ ಎಲ್ಲಾ ತಾಲ್ಲೂಕುಗಳ ಮತ್ತು ಅವುಗಳ ಅಧೀನ ಕೇಂದ್ರ ಸ್ಥಾನಗಳ ಪಟ್ಟಿ.

ಇ) ಪ್ರತಿ ಜಿಲ್ಲೆ ಮತ್ತು ತಾಲ್ಲೂಕುಗಳಲ್ಲಿರುವ ನಗರ ಪಾಲಿಕೆಗಳು, ಪುರಸಭೆಗಳು, ಅಧಿಸೂಚಿತ ಪ್ರದೇಶ ಸಮಿತಿಗಳು ಕಟಕ-ಪಾಲನ ಮಂಡಲಿಗಳು(Cantonment Boards)) ನೈರ್ಮಲ್ಯ ಮಂಡಲಿಗಳು (Sanitary Boards ) ಪಟ್ಟಣ ಮಂಡಲಿಗಳು ಇತ್ಯಾದಿ ಸ್ಥಳೀಯ ಸಂಸ್ಥೆಗಳು ) ಇತ್ಯಾದಿ ಸ್ಥಳೀಯ ಸಂಸ್ಥೆಗಳ ಅಧೀನದಲ್ಲಿರುವ ಪ್ರದೇಶಗಳ ಪಟ್ಟಿ.

ಈ ಸ್ಥಳೀಯ ಪ್ರಾಧಿಕಾರ ಅಥವಾ ಸಂಸ್ಥೆಗಳ ಸ್ಥಾಪನೆಗೆ ಸಂಬಂಧಪಟ್ಟ ರಾಜ್ಯ ಪತ್ರ ಅಧಿಸೂಚನೆಯ ನಕಲುಗಳು ಅಥವಾ ಸ್ಥಳೀಯ ಅಧೀನ ಸಂಸ್ಥೆಗಳ ಹೆಚ್ಚಿನ ಪರಿವೀಕ್ಷಣೆ: ಕ್ಷೇತ್ರವ್ಯಾಪ್ತಿ ಮತ್ತು ಅಧಿಕಾರ ಪರಿವೀಕ್ಷಣೆಗಳು ಬದಲಾಗಿದ್ದಲ್ಲಿ ಹಾಲಿ ಜಾರಿಯಲ್ಲಿರುವ ಅಂತಹ ಪರಿವರ್ತನೆಗಳಿಗೆ ಸಂಬಂಧಪಟ್ಟ ರಾಜ್ಯ ಪತ್ರ ಅಧಿಸೂಚನೆಯ ನಕಲುಗಳು.

2) ಈ ಕೆಳ ಕಾಣಿಸಿದ ಸಂದರ್ಭ ರೀತ್ಯಾ ಅಧೀನ ಕ್ಷೇತ್ರಗಳ ಹೆಸರುಗಳು: ಪ್ರಾದೇಶಿಕ ಕ್ಷೇತ್ರಾ ವ್ಯಾಪ್ತಿ: ಅಧಿಕಾರಿಗಳು ತಾ:1-10-1979ರ ನಂತರ ಬದಲಾವಣೆ-ಯಾಗಿದ್ದಲ್ಲಿ, ಅಂತಹ ಬದಲಾವಣೆಗಳ ವಿವರಗಳು ಮತ್ತು ಸಂಬಂಧಿತ ರಾಜ್ಯ ಪತ್ರ ಅಧಿಸೂಚನೆಯ ನಕಲುಗಳು.

ಅ) ಜಿಲ್ಲೆ, ತಾಲ್ಲೂಕು, ಗ್ರಾಮ ಮತ್ತು ನಗರ ಪಾಲಿಕೆ, ಪುರಸಭೆ, ಅಧಿಸೂಚಿತ ಪ್ರದೇಶ ಮುಂತಾದ ಶಾಸನಬದ್ಧವಾಗಿ ಸ್ಥಾಪಿತವಾಗಿರುವಂತಹ ಸ್ಥಳೀಯ ಅಧೀನ ಸಂಸ್ಥೆಗಳ ಹೆಸರುಗಳಲ್ಲಿ ಆಗಿರುವಂತಹ ಬದಲಾವಣೆಗಳು.

ಆ) ಜಿಲ್ಲಾ ಗಡಿಗಳ ಪುನರ್ವ್ಯವಸ್ಥೆ ಮಾಡಿರುವ ಹೊಸ ಜಿಲ್ಲೆಗಳ ರಚನೆ

ಇ) ತಾಲ್ಲೂಕು: ರಾಜಸ್ವ ವಲಯ ( Revenue Circle)- ಹೋಬಳಿ ಇತ್ಯಾದಿಗಳ ಗಡಿ ಪುನರ್ವ್ಯವಸ್ಥೆ ಮತ್ತು ಹೊಸ ತಾಲ್ಲೂಕು: ರಾಜಸ್ವ ವಲಯ: ಹೋಬಳಿಗಳ ರಚನೆ.

ಈ) ಗ್ರಾಮಗಳ ಗಡಿ ಪುನರ್ವ್ಯವಸ್ಥೆ ಮತ್ತು ಹೊಸ/ವಿಲೀನಗೊಳಿಸಿದ ಗ್ರಾಮಗಳ ರಚನೆ.

ಉ) ಗ್ರಾಮಗಳ ವಿಲೀನಗೊಳಿಸಿದ ಮತ್ತು ತತ್ಕಾರಣವಾಗಿ ಆ ಗ್ರಾಮಗಳ ವಿಘಟನೆ ( Fragmentation )

ಊ) ಗ್ರಾಮವನ್ನು: ಗ್ರಾಮಗಳನ್ನು ಪೂರ್ಣವಾಗಿ ಅಥವಾ ಭಾಗಶ: ಸೇರ್ಪಡೆಮಾಡಿ ಹೊಸ ಪುರಸಭೆಗಳು, ನಗರ ಪಾಲಿಕೆಗಳು, ಪಟ್ಟಣ ಮಂಡಳಿಗಳು, ನೈರ್ಮಲ್ಯ ಮಂಡಳಿಗಳು, ಅಧಿಸೂಚಿತ ಪ್ರದೇಶಗಳು ಮುಂತಾದ ಸ್ಥಳೀಯ ಅಧೀನ ಸಂಸ್ಥೆಗಳ ರಚನೆ.

ಎ) ಪುರಸಭೆ, ಅಧಿಸೂಚಿತ ಪ್ರದೇಶ ಮುಂತಾದ ಸ್ಥಳೀಯ ಅಧೀನ ಸಂಸ್ಥೆಗಳ ರದ್ದಾತಿ.

ANNEXE-C. 2

# PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

SUB: Boundaries of the Administrative limits—Fixity during 1991 Census Operations

GOVERNMENT ORDER No. RD 2 ETC 89

Bangalore
Dated the 27th May, 1989

READ: (1) Letter No. 9/15/89-CD (CEN) dated 17/20 February, 1989 from the Registrar General and Census Commissioner, India, Ministry of Home Affairs, Government of India, New Delhi.

(2) D.O. letter No. TCH 10 CPO 89 dated 1-3-1989 from the Joint Director of Census Operations O/o the Director of Census Operations, Karnataka, Bangalore.

**Preamble**

The Registrar General and Census Commissioner, India, Ministry of Home Affairs, Government of India, New Delhi has in his letter read at Sl. No. (1) above has intimated that the next decennial population census will be conducted in February-March 1991 and that for the efficient conduct of Census Operations it is essential that the boundaries of the administrative units are not disturbed once the demarcation of census blocks is undertaken for the house listing operations from 1st October 1989. In this context he has conveyed, that the Government of India have desired that wherever any changes in the jurisdiction of the present administrative units are found necessary such changes may be given effect to before 1st October, 1989.

2. The Joint Director of Census Operations, Karnataka, Bangalore further to and following up the request of the Government of India has in his letter read at (2) above has requested that no changes in the jurisdiction of the administrative units shall be made during 1991 Census Operations, that is, till it is completed in June 1991.

**ORDER**

After careful consideration of the matter, the Government directs that—

(i) All proposals for re-constitution, change in nomenclature, status, alterations etc., of the administrative units such as revenue villages, revenue circles / hoblies / taluks / districts / Revenue divisions/Sub divisions and Municipalities, Corporations, Notified areas, sanitary boards, mandals and territorial divisions thereof etc.,which are pending or which are being contemplated shall be finalised and given effect to before 1st October, 1989.

(ii) Thereafter no change/repeat no change whatsoever, such as the above, shall be made in the administrative units till the completion of the 1991 census operations in June 1991 in Karnataka.

(iii) The Government further direct that all changes relating to the administrative units, given effect to before 1st October, 1989 shall be intimated to the Registrar General and Census Commissioner, India, New Delhi directly and to Joint Director of Census Operations, Karnataka, Bangalore.

By Order and in the Name of the
President of India

(Sd/-)

(R. BASAVARAJU)
*Under Secretary to Government,*
*Revenue Department.*

To

The Compiler, Karnataka Gazette, Bangalore for publication in the next issue of the Gazette and to supply copies of the notification as published in the Gazette to Revenue Department and 10 copies to the Director of Census Operations Karnataka, Bangalore.

Copy to :

1. All the Secretaries to Government.
2. All the Divisional Commissioners of Divisions.
3. All the Heads of the Departments.
4. All the Deputy Commissioners of Districts.
5. The Chief Secretaries of Zilla Parishads.
6. The Commissioner, Bangalore City Corporation.
7. The Commissioner, Hubli—Dharwad, Corporation.
8. The Commissioner, Mysore City Corporation.
9. The Commissioner, Belgaum City Corporation.

10. The Commissioner, Mangalore City Corporation.

11. The Commissioner, Gulbarga City Corporation.

12. The Commissioner, Bellary City Corporation.

13. The Commissioner, Hospet City Municipality.

14. The Commissioner, Bijapur City Municipality.

15. The Commissioner, Davanagere City Municipality.

16. The Commissioner, Gadag—Bettageri City Municipality.

17. The Commissioner, Mandya City Municipality.

18. The Commissioner, Raichur City Municipality.

19. The Commissioner, Shimoga City Municipality.

20. The Commissioner, Tumkur City Municipality.

21. The Chairman, Bangalore Development Authority.

22. The Asst. Commissioners of sub-divisions.

23. The Director of Census Operations, Karnataka, Bangalore 21/1, Mission Road, Bangalore-560-027.

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

ANNEXE-C.3

GOVERNMENT OF KARNATAKA

No. RD 8 ETC 89 (I)

Karnataka Government
Secretariat, Sachivalaya-II,
Bangalore.

Dated : 25-10-1989

**NOTIFICATION**

In exercise of the powers conferred by sub-section (2) of section 4 of the India census Act, 1948 (Central Act No. XXXVII of 1948) the Government of Karnataka are pleased to appoint the following authorities as Principal Census Officers within the meaning of the said sub-section to supervise the taking of the Census within their respective areas, namely :—

1. Deputy Commissioners of Districts in respect of their districts including the cities excepting the corporations of Bangalore City, Mysore City, Mangalore City, Hubli-Dharwad City, Belgaum City, Gulbarga City, and the areas under the Bangalore Development Authority, Bangalore.
2. Commissioner, Bangalore City Corporation.
3. Commissioner, Hubli-Dharwad Municipal Corporation.
4. Commissioner, Mysore City Corporation.
5. Commissioner, Mangalore City Corporation.
6. Commissioner, Belgaum City Corporation.
7. Commissioner, Gulbarga City Corporation.
8. Commissioner, Bangalore Development Authority, Bangalore.

In pursuance of section 12 of the said Act, the Government of Karnataka are also pleased to authorise the above mentioned authorities for the purpose of said section within their respective jurisdiction.

By Order and in the Name of the
President of India

(Sd/-)
(C.T. BENJAMIN)
*Secretary to Government,*
*Revenue Department.*

To

The Compiler, Karnataka Gazette for publication in the next issue of Gazette.

The Deputy Commissioners of all districts.

The Commissioner, Bangalore City Corporation, Bangalore.

The Commissioner, Mysore City Corporation, Mysore.

The Commissioner, Hubli-Dharwad Municipal Corporation, Hubli.

The Commissioner, Mangalore City Corporation, Mangalore.

The Commissioner, Belgaum City Corporation, Belgaum.

The Commissioner, Gulbarga City Corporation, Gulbarga.

The Commissioner, Bangalore Development Authority, Bangalore.

Copy to the Director of Census Operations in Karnataka, Bangalore for information.

Copy to All Divisional Commissioners for information.

Copy to Secretary to Government, Housing & Urban Development Department for information.

Copy to Director of Municipal Administration Department, Bangalore.



20—13 RGI/ND/96

ANNEXE-C.4

GOVERNMENT OF KARNATAKA

No. RD 8 ETC 89 (II)

Karnataka Government
Secretariat, Sachivalaya-II
M.S. Building, Bangalore,
25th October, 89

## NOTIFICATION

In exercise of the powers conferred by Sub-section (4) of Section 4 of the India Census Act (Central) Act XXXVII of 1948, the Government of Karnataka are pleased to delegate the powers of appointing Census Officers under Sub-section (2) of Section 4 of the said Act to the following authorities within the jurisdictions mentioned against each:

| | |
|---|---|
| 1. Deputy Commissioners of Districts. | Throughout the District excluding the area, if any, included in the jurisdiction of authorities mentioned at Serial Numbers 2 to 8 both inclusive; |
| 2. Commissioner, Bangalore City Corporation. | Within the limits of the Corporation of the City of Bangalore; |
| 3. Commissioner, Hubli-Dharwad Municipal Corporation. | Within the limits of Hubli-Dharwad Municipal Corporation; |
| 4. Commissioner, Mysore City Corporation. | Within the limits of Mysore City Corporation; |
| 5. Commissioner, Mangalore City Corporation. | Within the limits of the Mangalore City Corporation; |
| 6. Commissioner, Belgaum City Corporation. | Within the limits of Belgaum City Corporation; |
| 7. Commissioner, Gulbarga City Corporation. | Within the limits of Gulbarga City Corporation; |
| 8. Commissioner, Bangalore Development Authority, Bangalore. | Within the limits of the area included in the jurisdiction of the Bangalore Development Authority Excluding the area of the Corporation of the City of Bangalore. |

In pursuance of sub-section (3) of Section 4 of the said Act, the Government of Karnataka are also pleased to authorise the authorities specified above and the subordinate Officers duly authorised by them to sign the declarations in writing under the said sub-section.

By Order and in the Name of the
President of India

(Sd/-)
(C. T. BENJAMIN)
*Secretary to Government,*
*Revenue Department.*

To

The Compiler, Karnataka Gazette for publication in the next issue of the Gazette.

The Deputy Commissioners of the Districts.

The Commissioner, Bangalore City Corporation, Bangalore.

The Commissioner, Hubli-Dharwad Municipal Corporation Hubli.

The Commissioner, Mysore City Corporation, Mysore.

The Commissioner, Mangalore City Corporation, Mangalore.

The Commissioner, Belgaum City Corporation, Belgaum.

The Commissioner, Gulbarga City Corporation, Gulbarga.

The Commissioner, Bangalore Development Authority, Bangalore.

Copy to:

The Director of Census Operations, Karnataka, Bangalore.

The Divisional Commissioners of the Divisions.

The Secretary to Government, Housing and Urban Development Department for information.

The Director, Municipal Administration Department, Bangalore for information.

ANNEXE-C.5

GOVERNMENT OF KARNATAKA

No. RD 8 ETC 89 (III)

Karnataka Government Secretariat,
Sachivalaya-II, Bangalore,
Dated 25-10-1989

## NOTIFICATION

It is hereby notified for general information, the Government of India have notified their intention (Vide Annexure) to take a Census during 1991, with sunrise on 1st day of March 1991 as the reference date and that accordingly a Census of the population of Karnataka State will be taken between 9th February and 1st March 1991.

"The Census" should be regarded as a paramount importance while it lasts, and it will be the duty of all officers of Government and of non-officials who have been or who may hereafter be entrusted with Census work, to ensure that the instructions issued by the Director of Census Operations in Karnataka for the conduct and guidance of Census Officers in the taking of the Census are carefully studied and carried out promptly, efficiently and correctly.

It is further directed that the service of the staff of all departments and Educational Institutions excepting the Police, Medical and Transport Departments be made available for the purpose of the ensuing Census without prejudice to their normal duties, on a requisition of Deputy Commissioners of Districts, the Commissioners of Bangalore City Corporation, Hubli-Dharwad Municipal Corporation, Mysore City Corporation, Mangalore City Corporation, Belgaum City Corporation and Gulbarga City Corporation and the Commissioner, Bangalore Development Authority, Bangalore. To supplement the efforts of official agencies in carrying out this important work, Government desire from all classes of the public their ready and willing co-operation to render service in various capacities whenever it is required. It is expected that all persons will Co-operate in furnishing accurate and unambiguous information in respect of the questions that may be put to them in the course of enumeration. Any person who intentionally gives a false answer to or refuses to answer to the best of his knowledge or belief any question that may be asked to him by a Census officer and which he is legally bound to answer will be punished with fine upto a maximum of one thousand rupees.

The questions authorised to be asked of every person will be published in the Karnataka Gazette for general information at the appropriate time.

By Order and in the Name of the
President of India

(Sd/-)
(C. T. BENJAMIN)
*Secretary to Government.*
*Revenue Department.*

To

The Compiler, Karnataka Gazette, Bangalore for publication in the next issue of Gazette.

The Deputy Commissioners of all Districts.

The Commissioner, Bangalore City Corporation, Bangalore.

The Commissioner, Hubli-Dharwad Municipal Corporation, Hubli.

The Commissioner, Mysore City Corporation, Mysore.

The Commissioner, Mangalore City Corporation, Mangalore.

The Commissioner, Belgaum City Corporation, Belgaum.

The Commissioner, Gulbarga City Corporation, Gulbarga.

The Commissioner, Bangalore Development Authority, Bangalore.

Copy for information to:

The Secretary to Government, Housing and Urban Development Department, M. S. Buildings, Bangalore.

All the Divisional Commissioners.

The Director of Census Operations in Karnataka, Bangalore.

The Director, Municipal Administration Department, Bangalore.

ANNEXE-C.6

GOVERNMENT OF KARNATAKA

K.S.N. MURTHY
*Chief Secretary to Government*

Karnataka Government Secretariat
Vidhana Soudha, Bangalore

D.O. No. RD 2 ETC 89-(II)

Dated 12th December, 1989

My dear

The next Census in Karnataka will be taken between February and March 1991. The actual count is about 13 months away but a great deal of spade work has to be done to ensure that the population count is accurate.

You would have no doubt learnt by now that the services of Smt. Sobha Nambisan have been placed at the disposal of the Government of India to direct the various operations necessary for the Census of 1991. She will be in overall control and command of the Census Operations and will be writing to you from time to time enlisting your assistance and co-operation to implement all the steps required for a full and complete enumeration of the population in Karnataka. It will be necessary for her to undertake a series of complicated steps to ensure the accuracy of the count, such as listing of villages, numbering of the habitations, listing of households, grouping of houses into Census Blocks, delimitation of charges into circles and blocks, appointment of officers at the various levels and so on.

The actual enumeration will be done by primary school teachers and Village Accountants. However, they will work under the guidance and supervision of a hierarchy of Census Officers, headed by the Principal Census Officers. The operations referred to above will necessarily have to be carried out according to a very strict calendar of events and the Director of Census Operations will be prescribing the time schedules for these various stages of preparatory work. It will therefore be necessary for you as the Principal Census Officers to ensure a very strict adherence to the time schedule.

Between now and the close of the actual count, the Director of Census Operations will be forwarding to you various letters, circulars and guidelines. These circulars and guidelines will be of the utmost importance and would require your fullest co-operation with Smt. Nambisan, who has been entrusted with this vast operation in Karnataka.

The previous Censuses in our State have been conducted with the utmost efficiency and it is incumbent on all of us to maintain this standard in the context of the ensuing Census.

Yours sincerely,

(Sd/-)
(K.S.N. MURTHY)

Shri/Smt.

All the Divisional Commissioners (By name)
All the DCs of Dist. (By name)

ANNEXE- C.7

GOVERNMENT OF KARNATAKA

No. RD 4 ETC 90

Karnataka Government Secretariat,
'Sachivalaya-II', Bangalore.

Dated the 23rd January, 1990

**CIRCULAR**

Subject : Census of India 1991 - House Listing Operations : General Instructions Regarding.

Reference : 1. Government Notification No. RD 8 ETC 89(I) dated 25-10-1989.
2. Government Notification No. RD 8 ETC 89(II) dated 25-10-1989.
3. Government Notification No. RD 8 ETC 89(III) dated 25-10-1989.

The attention of all the Heads of Department is invited to the Notifications referred to above, issuing instructions in connection with the Census Operations to be conducted in 1991. The House Listing Operations are scheduled to commence from 15-4-1990 and to come to a close on 15-6-1990. The preliminary work of selection of Enumerators and Supervisors and their appointment and training has to commence immediately since intensive training is to be imparted to them between 15-2-1990 and 25-3-1990.

Government have already issued, instructions in their notification dated 25-10-1989 that the services of the staff of all Departments excepting the essential service departments specified therein and of all educational institutions should be made available to the Deputy Commissioners and the Commissioners of City Corporations and Municipalities for the purpose of the ensuing census without prejudice to their normal duties.

These instructions are now reiterated and the following further instructions are issued to all Heads of Departments :

(1) Lists of Government servants working under them should be arranged to be forwarded to the District Census Officers and the Census Charge Officers, notified by the Principal Census Officers, whenever requested, and the local heads of offices under their control should be instructed similarly to furnish the lists of Government employees working in their offices and release the personnel selected for training at the appropriate time.

(2) No applications from Government Servants for exemption from the Census work should be entertained except in emergent cases involving sickness. Decisions regarding grant of exemption in deserving cases should be taken in consultation with the appropriate Census Officers.

(3) No transfer of any personnel selected for training and Census work until the middle of June 1990 should be ordered save under exceptional circumstances. The Principal Census Officer of the District and the Charge Officers should be kept informed of any such transfers.

(4) Strict instructions should be issued to their subordinate Officers to follow the instructions of the District Census Officers and the Census Charge Officers, and it should be impressed upon all concerned that any negligence in the performance of census duties will be considered dereliction of duty, and will be dealt with suitably under the relevant provisions of the Census Act 1948 and the K.C.S. (CC & A) Rules, 1957.

(Sd/-)
**(K.S.N. MURTHY)**
*Chief Secretary to Government*

To

The Compiler, Karnataka Gazette for publication in the Gazette and to supply 50 copies as published to the Revenue Department.

Copy to

1. The Secretaries to Governments.
2. The Chief Secretaries of Zilla Parishads.
3. The Heads of Departments.
4. The Divisional Commissioners of Divisions.
5. The Deputy Commissioners of Districts.
6. The Commissioner, Corporations of City of Bangalore Belgaum/Hubli—Dharwad/Mysore Mangalore/Gulbarga.
7. The Secretary, Karnataka Legislature, Bangalore.
8. The Registrar, High Court of Karnataka, Bangalore.
9. The Secretary, Karnataka Public Service Commission, Bangalore.
   (with covering letter 7,8,9.)
10. The Assistant Commissioners of Sub-Divisions.
11. The Director of Census Operations, Karnataka, Bangalore.
12. The Commissioner, B.D.A., Bangalore.

ANNEXE-C .8

GOVERNMENT OF KARNATAKA

**(Department of Education)**

No. ED 13 PBS 90

Karnataka Government Secretariat,
Vidhana Soudha, Bangalore
Dated 5-2-1990

**NOTIFICATION**

Sub : Census of India 1991 -Utilisation of the services of Primary and Secondary School Teachers Teachers of other Educational Institutions.

Ref : 1. Government Notification No. RD 8 ETC 89(I) dated : 25-10-1989;
2. Government Notification No. RD 8 ETC 89(II) dated: 29-10-1989;
3. Government Notification No. RD 8 ETC 89(III) dated: 25-10-1989.

The first major operation of the Census of India, 1991 is scheduled to commence on the 1st of April 1990. The preparation for this major operation has been going on for some time and the appointment of staff necessary for this operation will commence immediately.

The Government has already issued instructions in the references noted above that the services of all Government servants excepting those of the essential services shall be made available for census duties. These further instructions are in reiteration of the notification referred to above.

Census enumeration is a Statewide administrative programme involving a demand on the services of the staff of all Government Departments and especially those of the educational institutions. Although the burden will be shared by all establishments under the control of the Government, a greater portion of this will have to be shouldered by the Primary and the Secondary School Teachers. Government have already issued instructions that all such staff as requisitioned by the Deputy Commissioners and Commissioners of City Corporations and Municipalities as notified by the Government should be made available to them whenever required.

However, since the major portion of the operation is scheduled to be carried out during the vacation of the schools it is further reiterated here that all such personnel of the schools and other educational institutions who have been selected and appointed to duties connected with the Census shall continue to stay in their respective stations even during the vacation and perform the duties assigned to them for the Census of India. The Director of Collegiate Education, the Director of Technical Education and the Director of Public Instruction should specially instruct all their subordinate officers that all personnel of the Education Department should perform their census duties diligently and conscientiously as the normal duties of the post held by them.

This may necessitate the grant of certain concessions as contemplated for officers of the vacation department, under the Karnataka Civil Service Rules. Such of the period of the vacation, during which, the teachers and other personnel of educational institutions are required to perform their Census duties by remaining at their posts on duty, will be entitled to Earned Leave as will be admissible to them under Rule 112 and 113 of the Karnataka Civil Service Rules.

Since Government attach the utmost importance to the Census of India, it is reiterated once again that all duties should be performed sincerely and punctually. The adherence to the time schedule prescribed by the Director of Census Operations will be of the utmost importance.

If school teachers, appointed as enumerators for the houselisting operations, are under orders of transfer in April-May 1990, they should not hand over charge until 30-5-1990, by which time they should have handed over all the records of the houselisting operations to the Charge Officers.

This issues with the concurrence of Rural Development and Panchayat Raj vide its U.O. No. RDP 34 ZPS 90 dated 20-1-90.

(Sd/-)
(NEELAKANTA MURTHY)
*Under Secretary to Government*
*Education Department*

To

1. The Commissioner for Public Instructions, Karnataka, Bangalore.
2. The Director of Public Instruction (Secondary and PUC), Bangalore.
3. The Director. Collegiate Education, Bangalore.
4. The Director, Technical Education, Bangalore.
5. The Director. State Educational Research & Training, Bangalore.
6. The Director of Public Instruction (Primary/ Secondary Education), Bangalore.

Copy to

The Director of Census Operations in Karnataka, Bangalore.
The Divisional Commissioners.
The Deputy Commissioners.
All The Joint Directors of Public Instruction.
All The Deputy Directors of Public Instruction.

ANNEXE-C. 9

GOVERNMENT OF KARNATAKA

No. RD 8 ETC 89 (R)

Karnataka Government Secretariat,
Sachivalaya-II, M.S. Building. Bangalore

Dated : 6-2-1990

**NOTIFICATION**

In pursuance of the provision of Sub-section (1) of Section 8 of the India Census Act, 1948, the Government of Karnataka hereby authorises all Census Officers to ask of all persons within the limits of the local area for which they have been so appointed, the questions necessary for collection of information in respect of the Census operation, of the 1991 Census, as enumerated in the Schedules annexed hereto.

By Order and in the Name of the
Governor of Karnataka,

(Sd/-)

(C. T. BENJAMIN)
*Secretary to Government*
*Revenue Department.*

To

The Compiler, Karnataka Gazette for publication in the next issue of the Gazette and Supply 50 copies published to the Revenue Department (SMA Section).

Copy to

1. The Secretaries to Government.
2. All Heads of Departments.
3. The Chief Secretaries of Zilla Parishads.
4. The Divisional Commissioner of Divisions.
5. The Deputy Commissioner of Districts.
6. The Assistant Commissioners of Sub-Divisions.
7. The Commissioner, Corporation of City of Bangalore/Mysore/Belgaum/Mangalore / Gulbarga Hubli-Dharwad.
8. The Commissioner, Bangalore Development Authority, Bangalore.
9. The Director of Census Operations, Karnataka, 21/1, Mission Road, Bangalore 560027.

SCHEDULE

CENSUS OF INDIA 1991

**HOUSE LIST**

1. Predominant Construction material of Census House

   a. Wall  b. Roof  c. Floor

2. Purpose for which census house is used (if wholly or partly used for running one or more enterprises, fill enterprise list)

3. Name of the Head of Household

4. Whether the head of the household is male or female

5. Whether the head of the household is a SC/ ST

6. Does the household live in their own or in a rented house?

7. Number of living rooms in the occupation of household

**Facilities available to the household**

8. What is source of drinking water

9. Is the water available within or outside the premises?

10. Whether electricity is available

11. Whether there is a toilet within the premises

12. Type of fuel used for cooking

13. Is the household or one or more members of the household engaged in one or more enterprises outside this census house and without premises or in the open air?

**No. of persons normally residing in the household**

14. Total number of males in the household.

15. Total number of females in the household.

(Sd/-)
(SYED UMAR FAROOQ)
*Under Secretary to Government*
*Revenue Department (Co-ordn)*

CENSUS OF INDIA 1991

**(Economic Census)**

**ENTERPRISE LIST**

1. What kind of enterprise is being run either within the household or outside?
2. Classification of enterprise
3. Nature of the operation
4. Type of ownership of the enterprise
5. Social group of owner, whether SC/ST
6. Power/fuel used for activity
7. The total number of persons usually working daily, both males and females
8. Total number of hired workers, both males and females.

(Sd/-)
(SYED UMAR FAROOQ)
*Under Secretary to Government*
*Revenue Department (Co-ordn.)*



21—13 RGI/ND/96

ANNEXE-C. 10

## PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Subject: Proposals for creation of clerical posts with a view to extend assistants to District, Sub-Division, Tehsil Taluk/Thana Establishments & Urban local Bodies in connection with the 1991 Census work.

Read: 1. Letter No. 2/3/89-RG (Ad.II) dated September, 28th 89 from the Registrar General, India, New Delhi.

2. Correspondence ending with letter No. ADM 28 EST 89 dated 29-1-90 from the Director of Census Operations, Karnataka, Bangalore.

**Preamble**

The preliminary work to organise the National Census of population during February-March 1991 has commenced in full swing. The Registrar General & Census Commissioner of India, has in his letter dated September 28, 1989 first cited conveyed the approval of Government of India to the provision of clerical assistance to the District and Taluk Census Offices for the Census work. The Government of India has also agreed to the entertainment of additional staff on the scale laid down in letter dated September, 28, 1989. In the light of the Government of India's instructions, the Director of Census Operations in Karnataka, Bangalore has forwarded proposals for creation of the posts of first Division Clerks and Second Division Clerks and Peons for approval of Government.

The expenditure on the additional staff will be met initially by the State Government which will be reimbursed in full by the Government of India later.

The proposals of the Director of Census Operations have been examined carefully in consultation with Finance Department.

**Order No. 9 ETC 89 Bangalore dated 12th March 1990**

After careful consideration of all the aspects of the case, Government are pleased to accord sanction to the creation of the posts of 37 First Division Assistants, 236 Second Division Assistants and 20 Group 'D' servants as detailed in Annexure to this Order from the date of this Order till the end of May 1991.

2. The Director of Census Operations will deploy the additional staff among the several districts and urban local bodies keeping in view the instructions of the Government of India on the subject.

3. These posts should be treated as part of the District, Taluk or the concerned Urban Local Body establishment as the case may be. The pay and allowances of the officials posted against these newly created posts will be the same as those of the corresponding rate of respective establishment.

The appointing authorities are requested :

(i) to post the best available staff for census work in their respective establishments.

(ii) to provide requisite funds in the Budget estimates of District/Tehsils/Urban Local bodies in the first instance to meet the expenditure on the said staff;

(iii) to maintain separate accounts in respect of the pay and allowances of the staff appointed against these posts.

4. As the expenditure on this account constitutes on item 'New Service' an advance from contingency fund will be obtained and placed at the disposal of the drawing officers.

5. The Deputy Commissioners should send a monthly statement of Expenditure to the Government in Revenue Department with a copy to the Director of Census Operations in Karnataka, Bangalore for taking needful action and claiming re-imbursement.

6. This order issues with the concurrence of Housing & Urban Development Department vide that Department's U.O. No. HUD 5919/EST/89 dated 23-12-1989 and of Finance Department vide that Department's U.O. Note No. FD 298 Expr. 7/90 dated 2-3-1990.

By Order and in the Name of the Governor of Karnataka

(Sd/-)

(SYED UMAR FAROOQ)
*Under Secretary to Government*
*Revenue Department.*

To

The Director of Census Opeprations, Karnataka, Bangalore.

The Accountant General, Karnataka, Bangalore.

The Divisional Commissioners of Divisions.

The Deputy Commissioners of Districts.

The Commissioners of Bangalore City Corporation/ Mysore City Corporation/Mangalore City Corporation/Hubli-Dharwad Municipal Corporations, Belgaum City Corporation/Gulbarga City Corporation.

The Commissioner, City Municipal Council, Davangere / Shimoga/Bellary/Bijapur/Bidar/Raichur/ Hospet/Tumkur/Mandya/Gadag-Betageri.

The Commissioner, Bangalore Development Authority, Bangalore.

Copy to:

The Secretary to Government, Rural Development and Panchayat Raj Department, Bangalore.

The Secretary to Government, Housing & Urban Development Department, Bangalore.

The Finance Department, Expenditure-7.

The Weekly Gazette.

The Stock File.

(Sd/-)
*Assistant Director of Census Operations (T), Karnataka*

ANNEXURE TO GOVERNMENT ORDER No. RD 9 ETC 89 DATED 12TH MARCH 1990

| Sl. No. | Details of staff proposed to | I Dn. Asst. 1190-30-1400-40-1800-50-2200 | II Dn. Asst. 960-20-1100-30-1400-40-1760. | Peon 780-15-20-1040 |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | **Districts and Taluks under Revenue Department** | | | |
| 1. | For 20 Districts at one I Dn. Asst., One II Dn. Asst One Peon. | 20 | 20 | 20 |
| 2. | For 175 taluks at one II Dn. Asst. for each taluk. | .. | 175 | .. |
| | **3. For Six Corporations** | | | |
| | Bangalore | 1 | 28 | .. |
| | Hubli-Dharwad | 1 | 4 | .. |
| | Mysore | 1 | 3 | .. |
| | Mangalore | 1 | 1 | .. |
| | Belgaum | 1 | 1 | .. |
| | Gulbarga | 1 | 1 | .. |
| | **4. For City Municipalities** | | | |
| | Davanagere | 1 | 1 | .. |
| | Bidar | 1 | .. | .. |
| | Raichur | 1 | .. | .. |
| | Bellary | 1 | 1 | .. |
| | Hospet | 1 | .. | .. |
| | Tumkur | 1 | .. | .. |
| | Mandya | 1 | .. | .. |
| | Shimoga | 1 | .. | .. |
| | Gadag-Betageri | 1 | .. | .. |
| | Bijapur | 1 | .. | .. |
| 5. | For Bangalore Development Authority, Bangalore | 1 | 1 | .. |
| | GRAND TOTAL | 37 | 236 | 20 |

(Sd/-)
(SYED UMAR FAROOQ)
*Under Secretary to Government*
*Revenue Department*

ANNEXE-C. 11

GOVERNMENT OF KARNATAKA

Karnataka Government Secretariat,
Vidhana Soudha, Banagalore

Dated 19th March 1990

**CIRCULAR**

**Sub:** Transfer of Government servants involved in Census work—regarding—

The 1991 Census is conducted in two stages—House-listing Operations, which will take place between 15 April and 15th May, 1990 and the enumeration which will be held in February-March, 1991. This is being conducted through the State Administrative hierarchy including Deputy Commissioners, Tahasildars, Sub-Divisional Officers, teachers and other personnel.

The Director of Census Operations, Karnataka in her D.O. letter No. ADM 45 EST 89 dated 11-01-1190 has requested to issue instructions to the concerned officers involved in Census Operations that they should hand over charge in case if they are under orders of transfer, only after they hand over the records relating to the house listing operations to their superior officers.

Government therefore directs that the officers/officials involved in 1991 census operations and if they are under orders of transfer they should hand over charge only after they have handed over the records relating to the census work to their superior officers.

All the Secretaries to Government and Heads of the Departments are requested to issue suitable instructions to the concerned in this regard.

(Sd/-)
(P. RAMANATH)
*Revenue Department (Co-Ordn.)*
*Dept. of Personnel and Admnv. Reforms,*
*(Service Rules-I).*

To

1. All the Secretaries to Government.
2. All Heads of Departments.
3. All Additional/Joint/Deputy/Under Secretaries to Governmtnt.

Copy to

The Director of Census Operations, Karnataka. No: 21/1, Mission Road, Bangalore.

ANNEXE-C. 12

GOVERNMENT OF KARNATAKA

No. RD 4 ETC 90

Karnataka Government Secretariat, Sachivalaya-II, M. S. Building, Bangalore

Dated the 9th April, 1990.

**CIRCULAR.**

Government has already issued instructions in circular No. RD 4 ETC 90 dated 23-1-1990, that all necessary assistance should be given to the Census Officers in the drafting of personnel as Enumerators and Supervisors and that Government officials drafted as Enumerators and Supervisors should be relieved as and when they are required for Census work. It has now been brought to Government's notice that inspite of these instructions some Departments have objected to their staff being drafted for Census work.

Census is of prime importance and of concern to both the State and Central Governments. It is therefore reiterated that the instructions issued in the previous circular should be followed strictly and no scope should be given for complaints on this score. Government Officials, if drafted for Census work, should be relieved as and when their services are required, as in the case of Elections. In case any violation of these instructions is noticed the Head of the Office concerned will be personally held responsible.

This circular may please be acknowledged.

(Sd/-)

(K.S.N. MURTHY)
*Chief Secretary to Government*

To

1. The Secretaries to Government.
2. Chief Secretaries of Zilla Parishads.
3. The Heads of Departments.
4. The Divisional Commissioners of Division.
5. The Deputy Commissioners of Districts.
6. The Commissioner, Corporation of City of Bangalore, Mysore, Mangalore, Belgaum, Gulbarga, Hubli-Dharwad.
7. The Secretary, Karnataka Legislature, Bangalore.
8. The Registrar, High Court of Karnataka, Bangalore,
9. The Secretary, Karnataka Public Service Commission, Park House, Bangalore.
   (With covering letter 7, 8, 9)
10. The Assistant Commissioners of Sub-divisions.
11. The Commissioner, Bangalore Development Authority, Bangalore.
12. The Director of Census Operations, Karnataka, Bangalore.
13. The Personal Secretary to Chief Secretary for kind information.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ
ಬಹುವಮಹಡಿಗಳ ಕಟ್ಟಡ
ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 9-4-1990.

ಸುತ್ತೋಲೆ

ಸರ್ಕಾರವು ದಿನಾಂಕ:23-1-90ರ ಸುತ್ತೋಲೆ ನಂ.ಆರ್ಡಿ 4 ಇಬಸಿ 90 ರಲ್ಲಿ ಜನಗಣತಿ ಅಧಿಕಾರಿಗಳಿಗೆ ಎಲ್ಲಾ ರೀತಿಯ ಅಗತ್ಯ ಸಹಕಾರವನ್ನು ನೀಡುವಲ್ಲಿ, ಜನಗಣತಿ ದಾರರು ಮತ್ತು ಮೇಲ್ವಿಚಾರಕ ಕರ್ತವ್ಯಗಳನ್ನು ನಿರ್ವಹಿಸುವ ಸರ್ಕಾರಿ ಅಧಿಕಾರಿಗಳನ್ನು, ಜನಗಣತಿ ಕಾರ್ಯನಿರ್ವಹಿಸಲು ಅಗತ್ಯವಾದಾಗ ಬಿಡುಗಡೆ ಮಾಡಲು ಸೂಚಿಸಲಾಗಿತ್ತು. ಈ ಸೂಚನೆಗಳನ್ನು ನೀಡಿದ್ದರೂ ಸಹ ಕೆಲವು ಇಲಾಖೆಗಳು ತಮ್ಮ ಇಲಾಖೆಯ ಸಿಬ್ಬಂದಿ ವರ್ಗದವರನ್ನು ಜನಗಣತಿ ಕಾರ್ಯ ನಿರ್ವಹಿಸಲು ಬಿಡುಗಡೆ ಮಾಡದೇ ಮೇಲಿನ ಸೂಚನೆಗಳನ್ನು ನಿರ್ಲಕ್ಷಿಸಿರುವುದು ಸರ್ಕಾರದ ಗಮನಕ್ಕೆ ಬಂದಿದೆ.

ಜನಗಣತಿಯು ಕೇಂದ್ರ ಮತ್ತು ರಾಜ್ಯ ಸರ್ಕಾರಗಳಿಗೆ ಪ್ರಧಾನ ಪ್ರಾಮುಖ್ಯತೆಯ ವಿಷಯವಾಗಿದೆ. ಆದ್ದರಿಂದ ಹಿಂದಿನ ಸುತ್ತೋಲೆಯಲ್ಲಿ ನೀಡಲಾಗಿದ್ದ ಎಲ್ಲಾ ಸೂಚನೆಗಳನ್ನು ಚಾಚೂ ತಪ್ಪದೆ ಪಾಲಿಸಿ, ಈ ಬಗ್ಗೆ ಯಾವ ದೂರುಗಳೂ ಬಾರದಿರುವಂತೆ ನೋಡಿಕೊಳ್ಳಲು ಮತ್ತೊಮ್ಮೆ ಒತ್ತಿ ಹೇಳಲಾಗಿದೆ. ಜನಗಣತಿ ಕಾರ್ಯಕ್ಕೆ ನೇಮಿಸಿರುವ ಸರ್ಕಾರಿ ಅಧಿಕಾರಿಗಳನ್ನು ಚುನಾವಣಾ ಕೆಲಸದಲ್ಲಿ ಭಾಗವಹಿಸುವ ರೀತಿಯಲ್ಲಿಯೇ ಕಾಣಲೇ ಬಿಡುಗಡೆ ಮಾಡಲು ತಿಳಿಸಿದೆ. ಮೇಲಿನ ಸೂಚನೆಗಳನ್ನು ಪಾಲಿಸುವಲ್ಲಿ ಯಾವುದೇ ತರಹದ ದುಃಖಿತಿಯುಂಟಾಗಿದ್ದು ಕಂಡುಬಂದಲ್ಲಿ ಸಂಬಂಧಪಟ್ಟ ಇಲಾಖಾ ಮುಖ್ಯಸ್ಥರೇ ಸ್ವತ: ಜವಾಬ್ದಾರರಾಗುವರು.

ಈ ಸುತ್ತೋಲೆಯನ್ನು ತಲುಪಿದಕ್ಕೆ ಸ್ವೀಕೃತಿ ಕಳಿಸಲು ಕೋರಲಾಗಿದೆ.

(ಕೆ.ಎನ್.ಎನ್.ಮೂರ್ತಿ) 9/4
ಸರ್ಕಾರದ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿ.

ಇವರಿಗೆ:

1. ಸರ್ಕಾರದ ಎಲ್ಲಾ ಕಾರ್ಯದರ್ಶಿಯವರಿಗೆ.
2. ಎಲ್ಲಾ ಜಿಲ್ಲಾಪಡಿಷತ್ತಿನ ಮುಖ್ಯಕಾರ್ಯದರ್ಶಿಗಳು.
3. ಎಲ್ಲಾ ಇಲಾಖಾ ಮುಖ್ಯಸ್ಥರು.
4. ಎಲ್ಲಾ ವಿಭಾಗಾಧಿಕಾರಿಗಳು.
5. ಎಲ್ಲಾ ಜಿಲ್ಲಾಧಿಕಾರಿಗಳು.
6. ಆಯುಕ್ತರು, ಮಹಾನಗರಪಾಲಿಕೆ, ಬೆಂಗಳೂರು:ಮೈಸೂರು:ಮಂಗಳೂರು:ಬೆಳಗಾಂ:ಗುಲಬರ್ಗಾ:ಹುಬ್ಬಳ್ಳಿ:ಧಾರವಾಡ.
7. ಕಾರ್ಯದರ್ಶಿ, ಕರ್ನಾಟಕ ವಿಧಾನಮಂಡಲ, ಬೆಂಗಳೂರು.
8. ರಿಜಿಸ್ಟ್ರಾರ್, ಕರ್ನಾಟಕ ಉಚ್ಚ ನ್ಯಾಯಾಲಯ, ಬೆಂಗಳೂರು.
9. ಕಾರ್ಯದರ್ಶಿ, ಕರ್ನಾಟಕ ಲೋಕಸೇವಾ ಆಯೋಗ, ಪಾರ್ಕ್‌ಹೌಸ್, ಬೆಂಗಳೂರು.

ಪತ್ರದೊಂದಿಗೆ.

10. ಎಲ್ಲಾ ಉಪವಿಭಾಗಾಧಿಕಾರಿಗಳು.
11. ಆಯುಕ್ತರು, ಬೆಂಗಳೂರು ಅಭಿವೃದ್ಧಿ ಪ್ರಾಧಿಕಾರ, ಬೆಂಗಳೂರು.
12. ನಿರ್ದೇಶಕರು, ಕರ್ನಾಟಕ ಜನಗಣತಿ, ಬೆಂಗಳೂರು.

ANNEXE-C. 13

GOVERNMENT OF KARNATAKA

No. DPAR 19 SCR 90

Karnataka Government Secretariat,
Vidhana Soudha, Bangalore.

Dated 12-4-1990

**CIRCULAR**

Sub: Census of India 1991 – Grant of Permission to Government Servants to attend to Census work.

Ref.: D.O. Lr. No. ADM 37 EST 89, dated 16-3-90 of the Director of Census Operation, Karnataka addressed to the Chief Secretary to Government of Karnataka.

The Director of Census Operation, Karnataka has reported that the house-listing operation which is the first stage of the 1991 census is due to start on April 16, 1990 and will be over on 22-5-1990. Several Government officials have been drafted for census duties. During the period of house-listing operation, they will have to devote considerable part of their time to the census work. Hence, the Director has requested that those Government officials, who are drafted for census work may be given permission to leave the office for half-a-day in the morning session during the period of the house-listing operation. In the circumstances reported by the Director of Census Operation, Karnataka, Government have decided that such of the Government officials who are drafted for census work, in connection with the house-listing operation of 1991 census in the State, may be permitted to attend to the Census Work for half-a-day in the morning session from 16-4-1990 to 22-5-1990.

(Sd/-)
(S. SATHYA MURTHY)
*Under Secretary to Government*
*D.P.A.R. (Service Rules)*

To

The Secretaries to Government.

All Additional/Joint/Deputy-Under Secretaries to Government.

The Chief Secretaries of Zilla Parishads.

The Heads of Departments.

The Divisional Commissioners.

The Deputy Commissioners.

The Commissioners, Corporations of Bangalore/ Mysore / Mangalore / Gulbarga / Belgaum Hubli-Dharwad.

The Commissioner, BDA, Bangalore.

The Director of Census Operation, Karnataka, Bangalore.

ANNEXE-C. 14

PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub: Census of India 1991—House-listing operations—Provision of transport facilities to District/City Census Officers and Census Charge Officers.

Read : D.O. letter No. ADM 3 ACT 90, dated 9th April 1990 from the Director of Census Operations, Karnataka, Bangalore.

**Preamble**

The Houselisting Operation of the Census of India 1991 is to commence from 16-4-1990 and will extend up to 31-5-1990. Government have earlier issued directions that all Government Departments should fully co-operate in carrying out of these operations and should also spare the services of their staff for appointment to various census duties. The organisational work connected with the Houselisting Operations involves a programme of intensive training at centres situated far away from taluk and district headquarters. These training programmes are to be handled personally by the Census Charge Officers and have to be effectively supervised by the District and City Census Officers. Apart from training, intensive supervision during the actual houselisting operations and housenumbering operations by the Charge Officers and the District and City Census Officers is extremely necessary to ensure that the operations are being carried out in accordance with the guidelines and directions of the Director of Census Operations. The Director of Census Operations has therefore proposed that adequate transport facilities will have to be provided to such of the Officers and Officials appointed to Census duties who have no transport at their disposal. The Government have considered the suggestion of the Director of Census Operations and make the following Order:—

**Government Order No—RD 11 ETC 90,**

**Bangalore, dated 26th April, 1990**

Government direct that all Government transport such as Jeeps, vans, Cars etc., in the possession of all the Departments of the Government except those departments considered as essential services such as the Police, Public Health (Epidemic Wing), Electricity and Water Supply etc., shall on a request made by the Deputy Commissioners of the Districts and the Commissioners of the Corporations and City Municipal Councils specified below, and the Commissioner, Bangalore Development Authority, Bangalore be placed at the disposal of the respective Deputy Commissioners, Commissioners of City Corporations, City Municipal Council and the Commissioner, Bangalore Development Authority, Bangalore:

| | |
|---|---|
| 2. The Commissioner of | Bangalore City Corporation |
| ,, | Mysore City Corporation |
| ,, | Belgaum City Corporation |
| ,, | Hubli-Dharwad Corporation |
| ,, | Mangalore City Municipality |
| ,, | Gulbarga City Municipality |
| The Commissioner of | Bangalore Development Authority |
| ,, | Bellary City Municipality |
| ,, | Bidar City Municipality |
| ,, | Bijapur City Municipality |
| ,, | Bhadravathi (N.A.C.) |
| ,, | Gadag Betgeri City Municipality |
| ,, | Hospet City Municipality |
| ,, | K.G.F. (Sanitary Board) |
| ,, | Mandya City Municipality |
| ,, | Raichur City Municipality |
| ,, | Tumkur City Municipality |
| ,, | Shimoga City Municipality |
| ,, | Davangere City Municipality |

3. The Deputy Commissioners, the Commissioners of the City Corporations and the Municipalities and the Commissioner, Bangalore Development Authority, Bangalore will however ensure that the burden of sparing the vehicles for census duties is not placed unduly on any one single department, and that only the minimum number of vehicles are requisitioned for the purpose and for a period not exceeding 15 days.

4. The following ceiling limit in respect of petrol and diesel is fixed:—

| Name of the Officer in the Dist. | Maximum Ceiling Limit of Petrol/Diesel |
|---|---|
| 1. District Census Officer of Belgaum, Dharwad, Bijapur, Mysore, Uttara Kannada, Shimoga. | 100 litres of petrol/diesel. |
| 2. District Census Officers of the districts other than specified at (1) above. | 80 litres of petrol/diesel. |
| 3. Charge Officers (Rural) | 30 litres of petrol/diesel. |
| 4. Charge Officers of Urban Charges for the City of Bangalore, Mysore, Belgaum, Hubli-Dharwad, Gulbarga, Mangalore, Bellary, Bijapur, Davangere, Shimoga, Bangalore Development Authority, Bhadravathi, Gadag-Betgeri, Hospet, K.G.F., Mandya, Raichur, Tumkur, Bidar. | 30 litres of petrol/diesel. |

5. Wherever vehicles are required for a period exceeding 15 days from any one particular department, it may be ensured that the same vehicle is not kept

on Census duty beyond 15 days and that the requisitioning of the vehicles is suitably rotated among the several departments of the Government, in consultation with them.

6. The Heads of Department are requested to issue suitable instructions to their District Offices to ensure compliance with the above Orders, ensuring that the vehicles are kept in proper condition and are spared promptly to the respective requisitioning Officers.

7. This Order issues with the concurrence of Chief Secretary to Government and Finance Department.

By Order and in the Name of the
Governor of Karnataka

(Sd/-)

(ARIFULLA SHARIFF)
*Under Secretary to Government,*
*Revenue Dept. (Scarcity Relief)*

To

The Secretaries to Government.

The Heads of Departments.

Divisional Commissioners.

Deputy Commissioners of Districts.

The Commissioners of Corporations.

The Commissioners of Municipalities.

The Secretary of the Karnataka Legislature.

The Secretary, Karnataka Public Service Commission.

The Registrar, High Court of Karnataka, Bangalore

All Sub-Divisional Officers.

The Commissioner, Bangalore Development Authority, Bangalore.

All Tahsildars.

The Director of Census Operations, Karnataka, No. 21/1, Mission Road, Bangalore - 560 027 for information.

ANNEXE-C. 15

GOVERNMENT OF KARNATAKA

No. ED 13 PBS 90

Karnataka Government Secretariat.
M.S. Building, Bangalore

Dated 15th May 1990

**ADDENDUM**

In the penultimate para of Notification No. ED 13 PBS 90 dated 5-2-1990, after the last sentence the following sentence shall be and shall always be deemed to have been inserted:—

"Primary/Secondary school teachers who have been drafted for census work should continue to stay in their respective places in the summer vacation and they are considered to be on census duty from 10-4-90 to 31-5-90."

(Sd/-)
(NEELAKANTAMURTHY)
*Under Secretary to Government*
*Education Department.*

To

1. The Commissioner for Public Instructions, Bangalore.
2. The Director of Public Instruction (Secondary and PUC), Bangalore.
3. The Director, Collegiate Education, Bangalore.
4. The Director, Technical Education, Bangalore.
5. The Director, State-Educational Research & Training, Bangalore.
6. The Director of Public Instruction (Primary/Secondary Education), Bangalore.

Copy to:

The Director of Census Operations in Karnataka, Bangalore.

The Divisional Commissioners.

The Deputy Commissioners.

All the Joint Directors of Public Instruction.

All the Deputy Directors of Public Instruction.

ANNEXE-C. 16

GOVERNMENT OF KARNATAKA

No. ED 13 PBS 90

Karnataka Government Secretariat,
Vidhana Saudha, Bangalore

Dated 15th May 1990

To

The Commissioner for Public Instructions,
Nrupathunga Road,
Bangalore-1.

Sir,

Subject: Census of India 1991—Utilisation of the services of primary and secondary school teachers—teachers of other educational institutions.

With reference to the subject cited above I am directed to state that the primary/secondary school teachers who have been drafted for Census work of 1991, have been prevented from availing themselves of the vacations during the year. Hence, they are entitled to the benefit under sub-rule (d) of rule 113 of KCSRs. Accordingly, Earned Leave may be credited to their account as follows:—

| | |
|---|---|
| (a) Period of all vacations in the year (to be specified) | .... days |
| (b) No. of days of vacation not availed of | 51 days |
| (c) Entitlement to Earned Leave for the entire year | 51 days × 30 days / period of all vacations in the year (to be specified). |

For instance, if the period of all vacations in the year is 70 days; the entitlement to EL will be as follows:—

$$\frac{51 \text{ days} \times 30 \text{ days}}{70 \text{ days}} = 21 \text{ days}$$

In accordance with the above formula, the concerned leave sanctioning authorities may be directed to take suitable steps while sanctioning the E.L. benefit to those who are engaged in Census Work and who were prevented from availing the vacations, on the basis of the above formula.

Yours faithfully,

(Sd/-)

(NEELAKANTA MURTHY)
*Under Secretary to Government*
*Education Department.*

Copy to:

1. The Director, Census Operations, No. 21/1, Mission Road, Bangalore-27.
2. The Director of Public Instruction (PE)/(SE), Office of the Commr. for Public Instructions, Nrupathunga Road, Bangalore-1.

(Sd/-)

(NEELAKANTA MURTHY)
*Under Secretary to Government,*
*Education Department.*

ANNEXE C. 16

[illegible]

[illegible]

[illegible] ED 13 PSS 90. [illegible]1545-90.....

[illegible] Education Dept.,
[illegible]

The Commissioner for Public Instructions,
Nrupathunga Road,
Bangalore-1.

Sir,

Subject: Census of India 1991 - Utilisation of of the services of primary and secondary school teachers - teachers of other educational institutions.

---

With reference to the subject cited above I am directed to state that the primary /secondary school teachers who have been drafted for Census work of 1991, have been prevented from availing themselves of the vacations during the year. Hence, they are entitled to the benefit under sub-rule (d) of rule 113 of KCSRs. Accordingly, Earned Leave may be credited to their account as follows:-

a) Period of all vacations in the year (to be specified) ..... days

b) No. of days of vacation not availed of 51 days

c) Entitlement to Earned Leave for the entire year .. 51 days / period of all vacations in the year (to be specified) x 30 days.

For instance, if the period of all vacations in the year is 70 days, the entitlement to E.L. will be as follows:

$$\frac{51 \text{ days}}{70 \text{ days}} \times 30 \text{ days} = 21 \text{ days}$$

In accordance with the above formula, the concerned leave sanctioning authorities may be directed to take suitable steps while sanctioning the E.L. benefit to those who are engaged in Census Work and who were prevented from availing the vacations, on the basis of the above formula.

Yours faithfully,

Sd/-

(NEELAKANTAMURTHY),
Under Secretary to Government,
Education Department.

Copy to -

1. The Director, Census Operations, No.21/1, Mission Road, Bangalore-27.
2. The Director of Public Instruction (PE)/(SE), Office of the Commr. for Public Instructions, Nrupathunga Road, Bangalore-1.

(NEELAKANTAMURTHY)
Under Secretary to Government,
Education Department.

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ ಆಯುಕ್ತರ ಕಛೇರಿ, ನೃಪತುಂಗ ರಸ್ತೆ, ಬೆಂಗಳೂರು.

ಸಂಖ್ಯೆ: ಆ5(6)ಶಾ ಶಿ ಜನಗಣತಿ-16:89-90 ದಿನಾಂಕ: 15-11-90

ಸುತ್ತೋಲೆ

ವಿಷಯ: ಭಾರತ ಜನಗಣತಿ 1991ರ ಕಾರ್ಯಕ್ಕೆ ನಿಯೋಜಿಸಲ್ಪಟ್ಟ ಪ್ರಾಥಮಿಕ, ಪ್ರೌಢ ಶಾಲಾ ಶಿಕ್ಷಕರುಗಳು ಮತ್ತು ಪದವಿ ಪೂರ್ವ ಕಾಲೇಜುಗಳ ಉಪನ್ಯಾಸಕರುಗಳಿಗೆ ಗಣಿಕೆ ರಜೆಯನ್ನು ಮಂಜೂರು ಮಾಡುವ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ: ಸರ್ಕಾರಿ ಪತ್ರ ಸಂಖ್ಯೆ: ಇಡಿ 13 ಬಿ ಬಿ ಎಸ್ 90 ದಿನಾಂಕ:15-5-90

2) ಭಾರತ ಜನಗಣತಿ ಅಧಿಕಾರಿಯವರ ಅರೆ ಸರ್ಕಾರಿ ಪತ್ರದ ಸಂಖ್ಯೆ: ಎಡಿಎಂ 49 ಇ ಎಸ್ ಬಿ 89 ದಿನಾಂಕ:8-10-90

!-:-:-!

ಉಲ್ಲೇಖ(1)ರಲ್ಲಿಯಂತೆ ಸರ್ಕಾರಿ ಆದೇಶದಲ್ಲಿ 1990ಕ್ಕೆ ಮಿಶ್ರಲ ಮಹೆಯಂತೆ ಜನಗಣತಿ ಕಾರ್ಯಕ್ಕೆ ನಿಯೋಜಿಸಿದ ಎಲ್ಲಾ ಪ್ರಾಥಮಿಕ ಮತ್ತು ಪ್ರೌಢ ಶಾಲಾ ಶಿಕ್ಷಕರುಗಳಿಗೆ ರಜೆ ಅವಧಿಯಲ್ಲಿ ಕರ್ತವ್ಯ ನಿರ್ವಹಿಸಿರುವುದರಿಂದ ಅವರುಗಳಿಗೆ ಗಣಿಕೆ ರಜೆಯನ್ನು ಮಂಜೂರು ಮಾಡುವ ವಿಧಾನದ ಬಗ್ಗೆ ಸೂಚನೆ ನೀಡಲಾಗಿದೆ. ಈ ಆದೇಶವು ಎಲ್ಲಾ ಸರ್ಕಾರಿ, ಖಾಸಗಿ ಅನುದಾನಿತ ಮತ್ತು ಅನುದಾನರಹಿತ ಶಾಲಾ ಉಪಾಧ್ಯಾಯಂತರುಗಳಿಗೂ ಮತ್ತು ಪದವಿ ಪೂರ್ವ ಕಾಲೇಜಿನ ಉಪನ್ಯಾಸಕರುಗಳಿಗೂ ಅನ್ವಯಿಸುತ್ತದೆ. ಆದರೆ ಕೆಲವು ಖಾಸಗಿ ಶಾಲಾ ಆಡಳಿತ ಮಂಡಳಿಗಳು ಶಿಕ್ಷಕರುಗಳಿಗೆ ಗಣಿಕೆ ರಜೆಯನ್ನು ನೀಡುತ್ತಿಲ್ಲ ಎಂದು ಭಾರತ ಸರ್ಕಾರದ ಜನಗಣತಿ ಅಧಿಕಾರಿಗಳು ತಿಳಿಸಿದ್ದಾರೆ. ಆದುದರಿಂದ ಜನಗಣತಿ ಕಾರ್ಯದಲ್ಲಿ ಕರ್ತವ್ಯ ನಿರ್ವಹಿಸಿದ ಖಾಸಗಿ ಮತ್ತು ಸರ್ಕಾರಿ ಶಾಲೆಗಳ ಶಿಕ್ಷಕರುಗಳು ಮತ್ತು ಪದವಿ ಪೂರ್ವ ಕಾಲೇಜುಗಳ ಉಪನ್ಯಾಸಕರು ಗಣಿಗೂ ಗಣಿಕೆ ರಜೆ ಅನ್ವಯಿಸುತ್ತದೆ ಎಂದು ನಮ್ಮೀಕರಿಸಲಾಗಿದೆ.

ಸರ್ಕಾರದ ಪತ್ರ ದಿನಾಂಕ 15-5-90 ರಲ್ಲಿ ತಿಳಿಸಿದಂತೆ ಸಂಬಂಧಪಟ್ಟ ಶಿಕ್ಷಕರುಗಳ: ಉಪನ್ಯಾಸಕರುಗಳ ಸೇವಾ ಪುಸ್ತಕದಲ್ಲಿಯಂತೆಯೂ ಗಣಿಕೆ ರಜೆಯನ್ನು ನಮೂದಿಸಲು ಕ್ರಮವು ಕೈಗೊಳ್ಳುವುದು.

ಕೆ. ವಿ. ಶಿವಪ್ಪಯ್ಯ
ಆಯುಕ್ತರ ಪರವಾಗಿ.

1) ನಿರ್ದೇಶಕರು, ಸಂಶೋಧನೆ ಮತ್ತು ತರಬೇತಿ, ಬಸವನಗುಡಿ, ಬೆಂಗಳೂರು.
2) ಸಹ ನಿರ್ದೇಶಕರು, ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು, ಮೈಸೂರು: ಗುಲ್ಬರ್ಗ: ಬೆಳಗಾಂ: ವಿಭಾಗ.
3) ರಾಜ್ಯದ ಎಲ್ಲಾ ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆಯಂತೆ ಉಪ ನಿರ್ದೇಶಕರುಗಳಿಗೆ ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ.
4) ನಿರ್ದೇಶಕರು, ಭಾರತ ಜನಗಣತಿ ಕರ್ನಾಟಕ ಸಂ. 21:1 ವಿಜಯ ರಸ್ತೆ, ಬೆಂಗಳೂರು-27 ಇವರಿಗೆ ಅವಗಾಹನೆಗೆ ಕಳುಹಿಸಲಾಗಿದೆ.
5) ರಾಜ್ಯದ ಎಲ್ಲಾ ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆಯಂತೆ ಸಹಾಯಕ ಶಿಕ್ಷಣಾಧಿಕಾರಿಗಳ ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ

ANNEXE-C. 17

## PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Subject : Sanction of T.A. and D.A to the Supervisors and Enumerators for attending training classes in connection with Census Operations.

Read : (1) G.O. No. SIASUE 5 CHU BA JE 89, dated 25-10-1989

(2) D.O. letter No. ADM 26 ACT 89, dated 18-4-1990 from the Director of Census Operations, Karnataka

**Preamble**

The Director of Census Operations, Karnataka, in her letter read at (2) above has sent a proposal for sanction of T.A. and D.A. at the rates payable to Polling Officers during elections, to the Supervisors and Enumerators for attending training classes in connection with Census Operations. The State Government in its order read at(1) above, has already fixed the rates of T.A. and D.A. to Presiding Officers and Polling Officers for attending training classes in connection with polling and counting duties during elections. The proposal of the Director of Census Operations, Karnataka has been examined and decided to sanction T.A. and D.A. to Supervisors and Enumerators at the same rates as has been sanctioned to Presiding Officers and Polling Officers during elections.

**Government Order No. RD 3 ETC 90 (P)**
**Bangalore, Dated 15th May 1990.**

Government is pleased to sanction T.A. and D.A. to the Supervisors and Enumerators who attend the training classes in connection with the Census Operations—1990 at the following rates:

| Distance covered | For a Supervisor per session of training per day | For an Enumerator per session of training per day |
|---|---|---|
| Up to 10 Kilo metres . . . | Rs. 20/- | Rs. 18/- |
| Exceeding 10 Kms. but not exceeding 20 Kms. . . . . | Rs. 23/- | Rs. 21/- |
| Exceeding 20 Kms. but not exceeding 30 Kms. . . . . | Rs. 26/- | Rs. 24/- |
| Exceeding 30 Kms. but not exceeding 40 Kms. . . . . | Rs. 29/- | Rs. 27/- |
| Exceeding 40 Kms. but not exceeding 50 Kms. . . . . | Rs. 32/- | Rs. 30/- |

2. The expenditure on the above account may be debited to the head of account "3454-Census, Survey and Statistics-01-Census"

3. This Order issues with the concurrence of the Finance Department vide No. FD 846 Exp-7/90, dated 5-5-1990.

By Order and in the Name of
The Governor of Karnataka

(Sd/-)

(ARIFULLA SHARIFF)
*Under Secretary to Government*
*Revenue Deptt. (Scarcity Relief)*

To

The Accountant General, Karnataka (Accounts and Enttl.), Bangalore.

The Director of Census Operations, Karnataka, No. 21/1, Mission Road, Bangalore-560 027.

All the Divisional Commissioners of Divisions.

All the Deputy Commissioners of the Districts.

The Finance Department (Exp-VII), Vidhana Soudha.

ANNEXE-C. 18

## PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Subject : Payment of T.A. and D.A. to the Supervisors and Enumerators for attending training classes in connection with the Census Operations.

Read : (1) G.O. No. SIASUE 5 CHU BA JE 89, dated 25-10-1989.

(2) D.O. Letter No. ADM 26 ACT 89, dated 18-4-1990 from the Director of Census Operations, Karnataka

**Government Order No. RD 3 ETC 90 (P) Bangalore, dated 22nd May 1990.**

In continuation of the G.O. of even No. dated 15th May 1990, the following further directions are issued regarding accounting procedure:

(1) The expenditure on account of payment of T.A. and D.A. to the Supervisors and Enumerators and Clerical Staff etc. in connection with 1991 Census may be debited to head of account "3454-Census Survey Statistics-01-Census-800-Other Expenditure-01-Census Establishment-1991-02-T.A. to Enumerators and Supervisors of Census".

(2) The Deputy Commissioners of the District are authorised to draw the necessary amounts required towards payment of T.A. and D.A. on A.C. Bills and disburse them to the concerned Charge Officers.

(3) The Commissioner, Bangalore Development Authority/Bangalore City Corporation/Mysore City Corporation/Hubli and Dharwad Municipal Corporation/Mangalore City Corporation/Gulbarga City Corporation/Belgaum City Corporation are authorised to draw the amount and make payment to the Charge Officers.

(4) No T.A. and D.A. shall be paid to the Supervisors and Enumerators by the Heads of Departments/Offices under whom they are working, in respect of the above claims from their Departmental Funds.

2 This Order issues with the concurrence of the Finance Department vide their No. FD/805/Exp-7/90, dated 21-5-1990.

By Order and in the Name of
The Governor of Karnataka

(Sd/-)
(ARIFULLA SHARIFF)
*Under Secretary to Government*
*Revenue Dept. (Scarcity Relief)*

To

The Accountant General, Karnataka (Accounts and Enttl.), Bangalore.

The Director of Census Operations, Karnataka, No. 21/1, Mission Road, Bangalore-560 027.

All the Divisional Commissioners of Divisions.

All the Deputy Commissioners of the Districts.

The Commissioner, Bangalore Development Authority/Bangalore City Corporation/Mysore City Corporation/Hubli-Dharwad Municipal Corporation/Mangalore City Corporation/Gulbarga City Corporation/Belgaum City Corporation.

The Finance Department (Exp-VII), Vidhana Soudha.

APPENDIX. I

| | | | |
|---|---|---|---|
| **Districts** | | | |
| 1. | Bangalore Urban | Rs. | 55,000 |
| 2. | Bangalore Rural | Rs. | 1,13,000 |
| 3. | Bellary | Rs. | 1,07,000 |
| 4. | Bidar | Rs. | 73,000 |
| 5. | Bijapur | Rs. | 1,90,000 |
| 6. | Chikmagalur | Rs. | 52,000 |
| 7. | Chitradurga | Rs. | 1,34,000 |
| 8. | Hassan | Rs. | 99,000 |
| 9. | Kodagu | Rs. | 36,000 |
| 10. | Kolar | Rs. | 1,71,000 |
| 11. | Mandya | Rs. | 1,11,000 |
| 12. | Raichur | Rs. | 1,47,000 |
| 13. | Shimoga | Rs. | 1,08,000 |
| 14. | Tumkur | Rs. | 1,45,000 |
| 15. | Uttar Kannada | Rs. | 80,000 |
| 16. | Belgaum | Rs. | 2,60,000 |
| 17. | Dakshina Kannada | Rs. | 1,41,000 |
| 18. | Dharwad | Rs. | 2,27,000 |
| 19. | Mysore | Rs. | 2,15,000 |
| 20. | Gulbarga | Rs. | 1,75,000 |
| **City Corporations** | | | |
| 1. | Bangalore City Corporation | Rs | 1,79,000 |
| 2. | B.D.A. | Rs. | 40,000 |
| 3. | Mysore City Corporation | Rs. | 39,000 |
| 4. | Hubli-Dharwad Municipal Corporation | Rs. | 44,000 |
| 5. | Mangalore City Corporation | Rs. | 16,000 |
| 6. | Gulbarga City Corporation | Rs. | 13,000 |
| 7. | Belgaum City Corporation | Rs. | 19,000 |

ANNEXE-C. 19

GOVERNMENT OF KARNATAKA

No. RD 17 ETC 90

Karnataka, Government Secretariat,
'Sachivalaya-II' M.S. Building,
Bangalore-560 001.
29th May, 1990

## NOTIFICATION

In exercise of the powers conferred by Sub-Section (i) of Section 8 of the Census Act, 1948 (Central Act 37 of 1948) the Government of Karnataka hereby directs that all Census Officers may, within the limits of the local areas for which they have been so appointed, ask all such questions from all persons as may be necessary for collecting information through the Individual Slip and Household Schedule in connection with the 1991 Census, on the items mentioned therein.

**Individual Slip**

1. Name
2. Relationship to head
3. Male/Females
4. Age
5. Matital status
6. Mother tongue
7. Two other languages known
8. Religion
9. Whether S.C. or S.T.
10. Name of Scheduled Caste/Tribe
11. Literate/Illiterate
12. Educational attainment
13. Attending School/College
14A. Did you work any time at all last year ? (including unpaid work on farm or in family enterprise)
14B. If 'Yes, in 14-A, did you work for major part of last year?
15A. Main activity last year? If HHI/OW in 15A
    (i) Name of establishment
    (ii) Nature of Industry, trade or service
    (iii) Description of work
    (iv) Class of worker
15B. 'Yes' in 14-B Any other work any time last year?
    'No' in 14-B work done any time last year ?
    If HHI/OW in 15-B.
    (i) Name of establishment
    (ii) Nature of Industry, trade or service
    (iii) Description of work
    (iv) Class of worker
16A. If 'No' in 14-A, seeking/available for work?
16B. If 'Yes' in 16-A, have you ever worked before?
17A. Whether you are an Ex-serviceman?
17B. If 'Yes' in 17-A, Pensioner/Non Pensioner.
18 Birth Place
    (a) Place of birth
    (b) Rural/Urban
    (c) District
    (d) State/Country
19. Last residence
    (a) Place of last residence
    (b) Rural/Urban
    (c) District
    (d) State/Country
20. Reasons for migration from place of last residence
21. Duration of residence at the village or town of enumeration
22. For all ever-married women only
    (a) Age at marriage
    (b) Number of children surviving at present
        Male Female Total
    (c) Number of children ever born alive
        Male Female Total
23. For currently married women only
    Any child born alive during last one year

**Household Schedule**

1. Name
2. Relationship to head
3. Sex Male/Female
4. Age
5. Marital Status

By Order and in the Name of the
Governor of Karnataka.
(Sd/-)
(C. GOPALA REDDY)
*Secretary to Government-I,*
*Revenue Department.*

To

The Compiler, Karnataka Gazette, Bangalore for Publication in the next issue of the Gazette and to supply 50 copies of notification as published in the Gazette to Revenue Department.

The Heads of Department
The Secretaries to Government.
The Divisional Commissioners of Divisions.
The Deputy Commissioners of the Districts.

The Commissioner,

Bangalore City Corporation, Bangalore Hubli-Dharwad Corporation/Mysore City Corporation, Belgaum City Corporation/Mangalore City Corporation, Bellary City Municipality/Bijapur City Municipality/Davanagere City Municipality/Gulbarga City Municipality/Shimoga City Municipality/Bangalore Development Authority, Bangalore.

The District and City Census Officers.
The Assistant Commissioners of Sub-Divisions.
The Secretary, Karnataka Legislature, Bangalore.
The Registrar, High Court of Karnataka, Bangalore.
The Secretary, Karnataka Public Service Commission, Bangalore.
The Director of Census Operations, Karnataka, No. 21/1, Mission Road, Bangalore-560 027.

ANNEXE-C.20

# PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

**(Finance Department)**

Subject: 1991 Census - payment of honorarium to enumerators and Supervisors—accounting procedure—

**Order No. FD 5 BCF 90 Bangalore, dated 19th June 1990.**

Read: (1) Letter No. ADM 2 ACT 89 dt. 29th May 1990, from the Director of Census Operations, Karnataka, Bangalore

(2) Letter No. ADM 2 ACT 89 dated 6th June 1990, from the Director of Census Operations in Karnataka, Bangalore.

**Preamble**

The Government of India, Ministry of Home Affairs in letter No. G. 18020/2/90-EC dt. 18th May 1990 have conveyed sanction for payment of Honorarium to the Enumerators, Supervisors, Charge Officers, District Census Officers and Principal Census Officers engaged/ appointed in connection with 1991 Census. The rates of Honorarium are as follows:

| | | |
|---|---|---|
| 1. | **Enumerators** | |
| | (i) for house numbering, house listing and filling up of house list and house list abstract etc. (including the cost of the house numbering material etc., Rs. 10/- for a house listing block) | Rs. 100 |
| 2. | **Supervisors** | |
| | (i) House numbering and house listing and filling up of various schedules, Statements, registers etc., for a supervisors circle and other duties performed during the house listing operations. | Rs. 100 |
| | (ii) for duties performed during actual census enumeration for a Supervisor's circle. | Rs. 225 |
| 3. | **Charge Officers** (includes Deputy and Assistant Charge Officers) | Rs. 600 for the entire operation. |
| 4. | Sub-Divisional Census Officers | 800 for entire operation. |
| 5. | District Census Officers/Additional Census Officers | 1000 for the entire operation. |
| 6. | Principal Census Officers | —do— |

The payment is subject to restricting the total expenditure to Rs. 1.00 crore.

The Government of India, Ministry of Home Affairs have in letter No. G 18020/5/89-BC dt. 30th May 1990 sent a cheque for Rs. 1.00 crore to the Accountant General (A&E), Karnataka, Bangalore for payment of honorarium to enumeration staff in connection with Houselisting operations.

The Director of Census Operations, Karnataka has reported that in addition to Rs. 1.00 crore, the Government of India have to pay a further sum of Rs. 50.00 lakhs towards payment for the canvassing of the enterprise list (economic labour) and it may take some time to get the amount released by Government of India and she has requested the State Government to release this amount in advance pending adjustment to the State Government on receipt of the amount from Government of India. The advance payment made by the Government of India has to be kept in deposit account indicated by Govt. of India and further payment of Rs. 50.00 lakhs is to be made for payment of honorarium for economic census. Hence the order.

## ORDER

Sanction is accorded to the opening of a sub-head "Deposits for payment of Honorarium to enumerators and Supervisors in connection with 1991 Census" under "8443 Civil Deposits-800". Other Deposits in the books of the Accountant General and in District Treasuries and Sub-treasuries of the State for payment of honorarium to Census Enumerators.

2. The Accountant General (A&E), Karnataka shall credit the amount received from Govt. of India to the above deposit head of account and the expenditure for payment of Honorarium to the enumerating staff shall be debited to the same head of account as debit.

3. The Honorarium shall be drawn by the Deputy Commissioners and Charge Officers (Tahsildars) on pay bill form in respect of Government servants appointed for Census work. In respect of employees of local bodies, autonomous bodies, Co-operative Institution etc., who are entrusted with Census work, the honorarium shall be drawn by Deputy Commissioners and Charge Officers (Tahsildars) on AC bills and submit NDC bills therefor to the Accountant General as per the Manual of Contingent expenditure 1958.

4. The above deposit account shall be operated only for purpose of payment of Honorarium to the enumerating staff and not for payment of any other remuneration.

5. Sanction is also accorded for release of a sum of Rs. 50.00 lakhs (Rs. Fifty lakhs only) from out of State Contingency Fund for payment of Honorarium for the canvassing of the enterprise list (economic census) which was taken up along with houselisting operations, pending receipt of amount from the Government of India, Central Statistical Organisation.



23—13 RGI/ND/96

6. This amount is initially debitable to "8000-Contingency Fund." and taken credit to "8443-Civil Deposits-800. Other Deposits—Deposits for payment of Honorarium to Enumerators and Supervisors in connection with 1991 Census".

7. The Accountant General (A&E) will carry out necessary adjustments in the books of his office.

8. The advance now sanctioned from the Contingency Fund shall be recouped in due course by obtaining a supplementary grant.

9. The Accountant General, Karnataka, Bangalore will credit to the State Government account Rs. 50.00 lakhs when the amount is received from Government of India.

10. The Director of Census Operations will distribute the sum of Rs. 150.00 lakhs referred to in this order to Deputy Commissioners and Charge Officers. These Officers are authorised to draw and disburse the honorarium as per the list to be sent by the Director of Census Operations. They are also authorised to operate the deposit head.

By Order and in the Name of the
Governor of Karnataka.

(Sd/-)
(T. N. SURYANARAYANA)
*Under Secretary to Government,*
*Finance Department* (*Budget*)

To

The Accountant General (A&E), Karnataka, Bangalore.

The Commissioner and Secretary to Government, Revenue Department.

The Director of Census Operations, Karnataka, 21/1, Mission Road, Bangalore-27.

The Divisional Commissioners of Bangalore/Mysore/Gulbarga/Belgaum divisions.

All the Deputy Commissioners of Districts.

The Director of Treasuries, Karnataka, Bangalore.

All the District Treasury Officers.

ANNEXE-C.21

# PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

**(Finance Department)**

**Govt. Order No. FD5 BCF90 Bangalore dated 5th July, 1990**

**Subject:** 1991 Census—Payment of T.A. D.A., to enumerators etc..

Read : 1. GO No. RD 3 ETC 89 dated 12th March, 1990.
2. GO No. RD 3 ETC 90 (P) dated 15th May, 1990.
3. GO No. RD 3 ETC 90 (P) dated 22nd May. 1990.
4. GO No. RD 11 ETC 90 dated 26th April, 1990.
5. Letter No. ADM 10 ACT 90 dated 19th June 90, from the Director of Census Operations, Bangalore.

**Preamble**

In connection with Census work 1991, sanction has been accorded in the Government Order read at Sl. No. 1, for the creation of the posts of 37 First Division Assistants, 236 posts of Second Division Assistants and 20 Group 'D' Servants. The pay and allowances of these posts are to be met initially by the State Government and got reimbursed from Government of India.

2. In the Government Order dated 15th May, 1990 read at Sl. No. 2 above, sanction has been accorded for payment of TA and DA to the Supervisors and Enumerators deployed for attending to training classes in connection with Census Operations. The rates have also been prescribed therein. The expenditure on payment of TA and DA has been ordered to be debited to '3454. Census, Survey and Statistics etc.'

3. In Government Order No. RD 11 ETC 90 dated 26th April 1990, Government have permitted the Departments and local bodies to spare the services of their departmental vehicles for census work. The expenditure on petrol/diesel has to be met by Government of India.

4. The Director of Census Operations, Karnataka, Bangalore has reported that Houselisting Operations were completed in May, 1990 and the TA/DA to the Enumerators and Supervisors has not been paid. The Director has also brought to the notice of Government that expenditure on salaries of clerical staff, expenditure towards stationery, petrol and diesel and other miscellaneous items of office expenditure have to be paid and she has requested Government to release these amounts.

5. In the Budget estimates of 1990-91, a lumpsum provision of Rs. 70.00 lakhs has been provided under "3454 Census, Surveys and Statistics—01. Census". The total requirement is Rs. 340.82 lakhs. The budget estimate for the full year has not yet been approved by the State Legislature. Hence, the total amount required for different purposes is to be released from Contingency Fund.

**ORDER**

Sanction is accorded for the release of a total sum of Rs. 340.82 lakhs (Rupees Three crores forty lakhs eighty two thousand only) from the Contingency Fund towards expenditure connected with 1991 Census.

2. The details of this sum by Division-wise and item-wise are given in Annexe-I and II enclosed to this order.

3. The expenditure on this account is debitable to the head "8000-00-287-0-00 Census Survey and Statistics".

4. The advance now sanctioned will be recouped in due course by obtaining a supplementary grant.

5. The Divisional Commissioners of four divisions are the Chief Controlling Officers of their respective division. The Deputy Commissioners and the Charge Officers (Tahsildars) will draw the amount on regular bills in respect of payments to be made to Government servants in regular Government office. In respect of employees of local bodies such as Municipalities, Municipal Corporations, Development Authorities etc., who are entrusted with Census work the amounts may be drawn by Deputy Commissioners/Tahsildars as the case may be on AC Bills on bill produced by the local bodies and submit NDC bills thereof to the Accountant General as per rules.

6. The amount now sanctioned is reimbursable from Government of India in full. The Deputy Commissioners are requested to intimate the Director of Census Operations, Karnataka, Bangalore the expenditure incurred in each quarter who shall take up the matter with Government of India for getting reimbursement.

7. The advance initially released from Contingency Fund will be transferred to the following new heads of account as given below:—

(a) 3454 Census, Survey and Statistics-01 Census-800. Other expenditure-1. Census Establishment" and

(b) 3454 Census, Survey and Statistics-01. Census-800. Other expenditure-2. TA to Enumerators/ Supervisors of Census 1991".

8. The drawing officers will indicate the head of account indicated in para 3 of order portion of this

Government order on all the bills till the advance is recouped to the Contingency Fund.

9. The District and Taluk Treasuries will honour the bills presented by the Deputy Commissioners and Tahsildars respectively in this regard.

By Order and in the Name of the
Governor of Karnataka

(Sd/-)
(T. N. SURYANARAYANA)
*Under Secretary to Government,*
*Finance Department*

To

The Accountant General (A&E) Karnataka, Bangalore.

The Secretary to Government, Revenue Department, MS Bldg. Bangalore.

The Director of Census Operation, 21/1. Mission Road, Bangalore.

The Divisional Commissioners of all the four divisions.

The Deputy Commissioners of all the Districts.

The Director of Treasuries, Bangalore.

The District Treasury Officers of all the Districts.

Copy to Weekly Gazette.

Expenditure-5 Section, Finance Department.

The Commissioner, CMC's

Bangalore/Mysore/Hubli & Dharwad/Manggalore/Gulbarga/Belgaum.

ANNEXURE I

## CLERICAL ASSISTANCE OFFICE EXPENSES, PETROL & DIESEL AND MISCELLANEOUS EXPENDITURE

(Rupees in lakhs)

| | |
|---|---|
| 01. Bangalore Division | 38.07 |
| 02. Mysore Division | 24.78 |
| 03. Gulbarga Division | 17.92 |
| 04. Belgaum Division | 19.37 |
| TOTAL | 100.14 |

### DETAILS

(Rupees in lakhs)

| | Clerical Assistance | Office Expenses | Petrol | Miscellaneous | Total |
|---|---|---|---|---|---|
| **01. Bangalore Division** | | | | | |
| 01. Bangalore Urban | 0.73 | 0.11 | 3.03 | 0.08 | 3.95 |
| 02. Bangalore Rural | 0.73 | 0.04 | 1.82 | 0.20 | 2.79 |
| 03. Chitradurga | 0.67 | 0.13 | 0.70 | 0.23 | 1.73 |
| 04. Shimoga | 0.70 | 0.14 | 0.70 | 0.23 | 1.77 |
| 05. Tumkur | 0.70 | 0.13 | 0.80 | 0.25 | 1.88 |
| 06. Kolar | 0.67 | 0.16 | 0.80 | 0.28 | 1.91 |
| 07. Bangalore City Corporation | 7.23 | .. | 2.00 | 0.25 | 9.48 |
| 08. Bangalore Development Authority | 0.57 | .. | 0.48 | 0.25 | 1.30 |
| 09. Taluks | 12.10 | .. | .. | .. | 12.10 |
| 10. Municipal Councils | 1.16 | .. | .. | .. | 1.16 |
| TOTAL | 25.26 | 0.71 | 10.33 | 1.77 | 38.07 |

| | Clerical Assistance | Office Expenses | Petrol | Miscellaneous | Total |
|---|---|---|---|---|---|
| **02. Mysore Division** | | | | | |
| 01. Chikmagalur | 0.67 | 0.10 | 0.62 | 0.18 | 1.57 |
| 02. Dakshina Kannada | 0.70 | 0.11 | 0.78 | 0.20 | 1.79 |
| 03. Hassan | 0.67 | 0.12 | 0.64 | 0.20 | 1.63 |
| 04. Kodagu | 0.67 | 0.04 | 0.33 | 0.08 | 1.12 |
| 05. Mandya | 0.70 | 0.10 | 0.55 | 0.18 | 1.53 |
| 06. Mysore | 0.71 | 0.16 | 0.90 | 0.27 | 2.04 |
| 07. Mysore City, Municipal Corporation | 1.03 | .. | 0.22 | 0.20 | 1.45 |
| 08. Mangalore City, Municipal Corporation | 0.53 | .. | 0.13 | 0.20 | 0.86 |
| 09. Taluks | 12.48 | .. | .. | .. | 12.48 |
| 10. Municipal Councils | 0.31 | .. | .. | .. | 0.31 |
| TOTAL | 18.47 | 0.63 | 4.17 | 1.51 | 24.78 |
| **03. Gulbarga Division** | | | | | |
| 01. Bellary | 0.70 | 0.11 | 0.65 | 0.20 | 1.66 |
| 02. Bidar | 0.67 | 0.07 | 0.85 | 0.12 | 1.71 |
| 03. Gulbarga | 0.70 | 0.14 | 1.19 | 0.25 | 2.28 |
| 04. Raichur | 0.70 | 0.13 | 0.88 | 0.23 | 1.94 |
| 05. City Corporation, Gulbarga | 0.53 | .. | 0.13 | 0.20 | 0.86 |
| 06. Taluk Staff | 8.00 | .. | .. | .. | 8.00 |
| 07. Municipal Councils | 1.47 | .. | .. | .. | 1.47 |
| TOTAL | 12.77 | 0.45 | 3.70 | 1.00 | 17.92 |

**04. Belgaum Division**

| | | | | | |
|---|---|---|---|---|---|
| 01. Belgaum | 0.70 | 0.14 | 0.82 | 0.25 | 1.91 |
| 02. Bijapur | 0.70 | 0.16 | 0.43 | 0.28 | 1.57 |
| 03. Dharwad | 0.71 | 0.24 | 1.20 | 0.42 | 2.57 |
| 04. Uttara Kannada | 0.67 | 0.16 | 0.85 | 0.27 | 1.95 |
| 05. Hubli-Dharwad Corporation | 1.27 | .. | 0.33 | 0.20 | 1.80 |
| 06. Belgaum Municipal Corporation | 0.53 | .. | 0.22 | 0.20 | 0.95 |
| 07. Taluk Staff | 8.00 | .. | .. | .. | 8.00 |
| 08. Municipal Councils | 0.62 | .. | .. | .. | 0.62 |
| TOTAL | 13.20 | 0.70 | 3.85 | 1.62 | 19.37 |

ANNEXURE II

## TA AND DA TO ENUMERATORS AND SUPERVISORS FOR ATTENDING TRAINING CLASSES

**Head of Account :**

1. 3454 Census, Survey and Statistics
   01. Census
   800 Other Expenditure

2. T.A. to Enumerators/Supervisors in connection with Census 1991

| | Rs. in Lakhs |
|---|---|
| 01. Bangalore Division | 85.40 |
| 02. Mysore Division | 56.12 |
| 03. Gulbarga Division | 39.52 |
| 04. Belgaum Division | 59.64 |
| TOTAL | 240.68 |

### DETAILS

(Rupees in Lakhs)

| | Houselisting | Actual enumeration | Total |
|---|---|---|---|
| **01. Bangalore Division** | | | |
| 1. Bangalore Urban | 2.39 | 4.77 | 7.16 |
| 2. Bangalore Rural | 3.80 | 7.61 | 11.41 |
| 3. Chitradurga | 3.77 | 7.54 | 11.31 |
| 4. Tumkur | 4.34 | 8.67 | 13.01 |
| 5. Kolar | 3.80 | 7.59 | 11.39 |
| 6. Shimoga | 3.63 | 7.27 | 10.90 |
| 7. Bangalore City Corporation | 5.67 | 11.35 | 17.02 |
| 8. Bangalore Development Authority | 1.07 | 2.13 | 3.20 |
| TOTAL | 28.47 | 56.93 | 85.40 |
| **02. Mysore Division :** | | | |
| 1. Chikmagalur | 1.76 | 3.58 | 5.34 |
| 2. Dakshina Kannada | 3.85 | 7.71 | 11.56 |
| 3. Hassan | 2.90 | 5.80 | 8.70 |
| 4. Mandya | 2.87 | 5.75 | 8.62 |
| 5. Mysore | 4.61 | 9.21 | 13.82 |
| 6. Kodagu | 1.06 | 2.13 | 3.19 |
| 7. City Municipal Corporation, Mysore | 1.10 | 2.20 | 3.30 |
| 8. Mangalore | 0.53 | 1.06 | 1.59 |
| TOTAL | 18.68 | 37.44 | 56.12 |

| | | | |
|---|---|---|---|
| **03. Gulbarga Division :** | | | |
| 1. Bellary | 3.06 | 6.11 | 9.17 |
| 2. Bidar | 1.98 | 3.95 | 5.93 |
| 3. Gulbarga | 3.89 | 7.79 | 11.68 |
| 4. Raichur | 3.83 | 7.67 | 11.50 |
| 5. City Corporation, Gulbarga | 0.41 | 0.83 | 1.24 |
| TOTAL | 13.17 | 26.35 | 39.52 |
| **04. Belgaum Division** | | | |
| 1. Belgaum | 5.48 | 10.95 | 16.43 |
| 2. Uttara Kannada | 2.46 | 4.93 | 7.39 |
| 3. Bijapur | 4.83 | 9.65 | 14.48 |
| 4. Dharwad | 5.13 | 10.25 | 15.38 |
| 5. Hubli-Dharwad Corporation | 1.39 | 2.77 | 4.16 |
| 6. Belgaum, CMC | 0.60 | 1.20 | 1.80 |
| TOTAL | 19.89 | 39.75 | 59.64 |

# PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub : Supply of Stationery to District/Sub-Divisional/Tehsil/Taluk establishments and urban Local bodies in connection with the 1991 Census work.

Read: 1. Govt. Notification No. RD 8 ETC 89 (1), dated 25-10-89.

2. G.O. No. RD 9 ETC 89, dated 12-3-90.

3. Letter No. ADM 7 ACT (STY) 90, dated 28-6-1990, from the Director of Census Operations in Karnataka, Bangalore.

4. G.O. No. FD 5 BCF 90, dated 5-7-1990.

**Preamble**

In the Government order dated 25-10-89 orders have been issued appointing six commissioners of City Corporations mentioned therein, the Deputy Commissioner of Districts and the Commissioner, Bangalore Development Authority, Bangalore as Principal Census Officers to supervise the taking of Census within their respective areas.

In the Government Order dated 12-3-90 read at (2) above, sanction has been accorded to the creation of clerical staff of 37 First Division Clerks and 236 Second Division Clerks and 20 'D' group servants to provide clerical assistance to the District and Taluk Census Officers in the State as also to the local authorities, appointed as Census Officers as per the Government Order dated 25-10-1989 referred to in the foregoing para. The Director of Census Operations in Karnataka, Bangalore, in her letter dated 28-5-1990 read at Sl. No. 3 above, has reported that it has become necessary to provide the staff with adequate stationery for the Census work and has requested Orders of Government authorising the Director of Printing and Stationery to supply the stationery articles in accordance with the prescribed scale.

The cost of the stationery supplied to the officers and staff in connection with the census work will be met by the Government of India.

**Government Order No—RD 18 etc 90, Bangalore, dated—19th July 1990**

Sanction is accorded to authorise the Director of Printing, Stationery and Publications, Bangalore to supply stationery to the Officers mentioned in Annexure-II as per the scales indicated in Annexure-I to this order in accordance with rules, from the date of this order till the end of May 1991.

2. Such of the stationery articles which will not be supplied by the Government Stationery Department may be purchased locally by the concerned officers, after observing the purchase rules and as per the powers vested with them, for local purchase of stationery articles.

3. The entire cost of the stationery to be supplied by the Government Stationery Department and also the cost of the stationery articles which will be locally purchased, will be met out of the funds provided under the head of account "8000—00—287—0—00—Census Survey and Statistics" and the expenditure reimbursed from the Census Organisation.

4. This order issues with the concurrence of Education Department vide No. ED 112 MPS 90, dated 3-7-1990 and the Finance Department vide No. FD 1307 Exp. 7/90, dated 12-7-1990.

By Order and in the Name of the Governor of Karnataka

(Sd/-)
(ARIFULLA SHARIFF)
*Under Secretary to Government, Revenue Deptt. (Scarcity Relief).*

To

(1) The Accountant General in Karnataka, Bangalore.

(2) The Director of Printing, Stationery and Publications, Govt. Press, Bangalore.

(3) The Director of Census Operations in Karnataka, No. 21/1, Mission Road, Bangalore—560 027.

(4) All the Divisional Commissioners of Divisions.

(5) All the Deputy Commissioners of Districts.

(6) The Commissioner, Bangalore Development Authority, Bangalore.

(7) The Commissioner, City Corporation, Bangalore/Mysore/Belgaum/Hubli-Dharwad/Gulbarga/Mangalore.

Copy to :

(1) Commissioner and Secretary to Govt., Education Department, M.S. Building.

(2) Commissioner and Secretary to Govt., Finance Department, Vidhana Soudha.

(3) Weekly Gazette.



24—12 RGI/ND/90

ANNEXURE I TO GOVERNMENT ORDER NO.—RD 18 ETC 90, DATED—19TH JULY 1990

**The scale of supply of stationery for a period of one year as in force in 1991 Census**

| Sl. No. | Articles of stationery | Gazetted Officers District Officers/ Charge Officers | Clerk — LDC/UDC |
|---|---|---|---|
| 1 | Writing paper | 110 sheets | — |
| 2 | Rules paper | Nil | 30 sheets |
| 3 | Typing paper | Nil | 17 reams per typewriter |
| 4 | Pencil (Ordinary) | Nil | 5 each |
| 5 | Pencil (Red and Blue) | 4 Nos. | Nil |
| 6 | Tags (100 per bundle) | 1 bundle each | 4 Bundles each |
| 7 | Pins (144 per packet) | 2 packets each | 4 packets each for clerk doing case work; 2 packets each for others. |
| 8 | Carbon paper | Nil | 1 ream |
| 9 | Typewriter ribbon | Nil | 6 Nos. |

(Sd/-)

(ARIFULLA SHARIFF)

*Under Secretary to Government*

*Revenue Dept. (Scarcity Relief)*

ANNEXURE II TO GOVERNMENT ORDER NO.—RD 18 ETC 90, DATED — 19TH JULY 1990

**Statement showing the name of the officers to whom the stationery articles have to be supplied by the Director of Printing Stationery and Publications, Bangalore in connection with the 1991 Census work**

| Sl. No. | Name of the Officer |
|---|---|
| 1 | Deputy Commissioners of the Districts (including that of the stationery articles to be supplied to all the Tahsildars under their control). |
| 2 | Commissioner, Bangalore City Corporation. |
| 3 | Commissioner, Hubli-Dharwad Municipal Corporation. |
| 4 | Commissioner, Mysore City Corporation. |
| 5 | Commissioner, Mangalore City Corporation. |
| 6 | Commissioner, Belgaum City Corporation. |
| 7 | Commissioner, Gulbarga City Corporation. |
| 8 | Commissioner, Bangalore Development Authority, Bangalore. |

Sd/-

(ARIFULLA SHARIFF)

*Under Secretary to Government,*

*Revenue Dept. (Scarcity Relief)*

ANNEXE-C.23

GOVERNMENT OF KARNATAKA

NO. RD 4 ETC 90

Karnataka Government Secretariat,
Sachivalaya-II, Bangalore

Dated 20-7-1990.

## CIRCULAR

Sub : Sparing the services of Govt. servants for Census- 1991.

Ref : 1. Circular No. RD 4 ETC 90, dated 23-1-1990.
2. Circular No. RD 4 ETC 90, dated 9-4-1990.

Government have issued Circular instructions from time to time directing Heads of Departments to give the lists of officials who are working in their Departments and in the other organisations and to spare their services as and when drafted by the Principal Census Officer/Census Charge Officers, for Census work.

Inspite of these instructions, it has come to the notice of Government that there are instances of Government Departments refusing to spare the services of their staff who are drafted for Census work. Such refusal amounts to violation of these Government instructions.

In order to ensure that the census work is accomplished without any kind of hinderance, heads of the Departments and other organisations are requested to implement these instructions fully and scrupulously.

All concerned should furnish the lists of the officials who are working under them and relieve such of them who are drafted for training, enumeration work etc., connected with census—1991. Failure to comply with these instructions will be viewed seriously and may entail disciplinary action.

(Sd/-)

(M. SANKARANARAYANAN)
*Chief Secretary to Government*
*Government of Karnataka.*

To

1. The Secretaries to Government
2. The Divisional Commissioners
3. The Deputy Commissioners of Districts
4. The Chief Secretaries of Zilla Parishads.
5. The Heads of Departments.
6. The Commissioner, Corporation of City of Bangalore/Mysore/Mangalore/Belgaum/Gulbarga/Hubli-Dharwad.
7. The Commissioner, Bangalore Development Authority, Bangalore.
8. The Secretary, Karnataka Legislature, B'lore.
9. The Registrar, High Court of Karnataka, Bangalore.
10. The Secretary, Karnataka Public Service Commission, Bangalore.
11. The Assistant Commissioners of Sub-divisions.
12. The Director of Census Operations, Karnataka No. 21/1, Mission Road, Bangalore-560027 for information.
13. The Private Secretary to Chief Secretary to Government, Vidhana Soudha for kind information.

ANNEXE-C.24

PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub: Authorisation to incur expenditure on Service Postage Stamps in connection with 1991 Census.

Read: 1. Letter No. ADM 7 ACT 90 (STY) 90, dated 28-5-90 and 1-8-90 from the Director of Census Operations, Karnataka.

2. G.O. No.—FD 5 BCF 90, dated 5-7-1990.

**Preamble**

The Director of Census Operations in Karnataka, Bangalore in her letters dated 28-5-1990 and 1-8-1990 read at Sl. No. (1) above has reported that the Government of India has permitted the District Census Officers, the Principal Census Officers, City Census Officers, Charge Officers, etc., to incur an expenditure of Rs. 50/- for the period of 12 months from June 1990 on issue of service postage stamps.

The expenditure on issue of postage stamps in connection with census 1991 will be re-imbursed by the Government of India.

Finance Department vide G.O. read at Sl. No. (2) has released funds under various items including office expenditure. A sum of Rs. 2.49 lakhs has been provided under item "Office expenses".

**Government Order No.—RD 18 ETC 90 (I) Bangalore, dated 8th August 1990**

Sanction is accorded to authorise District Census Officers, Principal Census Officers, City Census Officers, Charge Officers, etc., to incur expenditure not exceeding Rs. 50/- for the period of 12 months towards service postage stamps in connection with the census 1991 under office expenses.

2. The expenditure on the issue of service postage stamps may be met out of the funds provided under the head of account "8000—00—287—0 —00—Census. Survey and Statistics".

3. The District and Taluk Treasuries will honour the bills presented by the Deputy Commissioners and Tahsildars respectively in this regard.

By Order and in the Name of the Governor of Karnataka.

(Sd/-)
(ARIFULLA SHARIFF)
*Under Secretary to Government,*
*Revenue Dept. (Scarcity Relief)*

To

(1) The Accountant General in Karnataka, Bangalore.

(2) The Director of Census Operation in Karnataka, No. 21/1, Mission Road, Bangalore—560 027.

(3) All the Divisional Commissioners of Divisions.

(4) All the Deputy Commissioners of District.

(5) The Commissioner, Bangalore Development Authority, Bangalore.

(6) The Commissioner, City Corporation, Bangalore/Mysore/Belgaum/Hubli-Dharwad/Gulbarga/Mangalore.

(7) Director of Treasuries, K.R. Circle, Bangalore.

Copy to:

(1) Commissioner and Secretary to Government, Finance Department, Vidhana Soudha.

(2) Weekly Gazette.

ANNEXE-C.25

PROCEEDINGS OF GOVERNMENT OF KARNATAKA

**(Finance Department)**

Subject: 1991 Census—Payment of honorarium to enumerators and Supervisors.

**Order No. FD 5 BCF 90, Bangalore dated 13th Aug. 1990.**

Read: 1. G.O. No. FD 5 BCF 90, dated 19th June, 1990.

2. Letter No. Book IIF/90-91/08, dated 31-7-1990 from the Accountant General, Bangalore.

**Preamble**

In the Government Order dated 19th June 1990, sanction was accorded for release of Rs. 1.00 crore for payment of Honorarium to enumerators and supervisors at the rates prescribed by the Government of India.

Sanction was also accorded for release of Rs. 50 lakhs from the contingency fund for payment of Honorarium for canvassing of the enterprise list (economic census) which was taken up along with house listing operations. The contingency fund release was pending receipt of amount from Government of India, Central Statistical Organisation.

The Accountant General in his letter dated 31st July, 1990 read at Sl. No. 2 above has reported that a cheque for a sum of Rs. 47.07 lakhs was received from Govt. of India, Ministry of Planning, Dept. of statistics and this amount has been credited to Government account through the Reserve Bank of India, Bangalore in addition to Rs. 1.00 crore already received from Govt. of India, Ministry of Home Affairs.

Certain difficulties are noticed while making payments and it is therefore felt necessary to make certain modifications to the Government order dated 19-6-1990. Hence this order.

**ORDER**

In partial modification of Government order No. FD 5 BCF 90, dated 19-6-1990, the following procedure is ordered:

(a) The sum of Rs. 100.00 lakhs received from Government of India for payment of Honorarium for Houselisting operations shall be credited to the head of account "8449 other deposits—120. Miscellaneous Deposits-5. Deposits of Grants made by Government of India-07. Deposits for payment of Honorarium to enumerators for House listing operations (8449-00-120-5-07).

The sum of Rs. 47.07 lakhs received from the Govt. of India, Ministry of Planning, Dept. of Statistics shall be credited to 8449 other Deposits—120. Misc. Deposits-5. Deposits of Grants made by Government of India-08. Deposits for payment of Honorarium to enumerators for "Economic Census" (8449-00-120-5-08). These amounts shall be in the District Treasury (Urban) Bangalore.

(b) The Director, Directorate of Census Operations, Karnataka, Bangalore shall be the Chief Controlling Officer in respect of the above head of account.

(c) The Director, Directorate of census operation shall prepare a payee's receipt for the total amount required for disbursement to the District Treasuries at the Districts other than the requirement of District Treasury, Bangalore (Urban) enclosing a distribution list and present it at the District Treasury Bangalore (Urban).

(d) The District Treasury Officer, Bangalore (Urban) will issue separate cheques to the other District Treasuries.

(e) The Director of Census Operations will forward these cheques to the respective Treasuries and they in turn credit the amounts to the new deposit heads referred to at (a) above and make payments against these deposits.

(f) The District Treasuries may make sub-allotment if necessary to the Taluk level Treasuries based on their needs.

(g) The Local Bodies such as Municipal Corporations and B.D.A. will draw the Honorarium on payee's receipt duly countersigned by the Deputy Commissioners concerned.

(h) In respect of Government Servants, the amounts will be drawn on salary bills which will be countersigned by the Deputy Commissioners/ Tahsildars.

(i) As it is one time payment, the Tahsildars/ Deputy Commissioners will furnish expenditure statements covering voucher No. etc., for the amount drawn by them to the Director of Census Operations. She is requested to reconcile the Departmental figures with those of Accountant General's figures.

(j) The amount of remuneration payable for economic census is Rs. 50/-.

(k) The sanction accorded for release of Rs. 50.00 lakhs from the Contingency Fund for payment of remuneration for economic census is hereby cancelled in view of the assistance already received from Government of India, Ministry of Planning, Department of Statistics.

(l) The Accountant General (A & E), Karnataka, Bangalore is requested to issue necessary authorisation to all the District Treasuries in this behalf.

(m) The total amount required for disbursement at the rate of Rs. 100/- for House Listing operations is Rs. 98.26 lakhs as per the details enclosed to this order. In respect of Economic Census the amount involved is Rs. 47.07 lakhs. The Director of Census Operation will furnish the Districtwise break-up for house listing operations for information of drawing Officers and Treasuries.

In Government Order No. FD 5 BCF 90, dated 5-7-1990 sanction has been accorded for release of a total sum of Rs. 340.82 lakhs from the contingency fund for payment of T.A.&D.A. etc. to the enumerators. In para 5 of the order portion of the Government order it is indicated that the Deputy Commissioners/ Tahsildars will draw the amount in respect of employees of local bodies on A.C. Bills and render NDC Bills later. This is hereby modified to the extent that the local bodies may draw the amount on a payee's receipt duly countersigned by the Deputy Commissioners/Tahsildars as the case may be as in the case of payment of honorarium to the enumerators and supervisors.

By Order and in the Name of the Governor of Karnataka.

(Sd/-)

(T.N. SURYANARAYANA)
*Under Secretary to Government*
*Finance Department (Budget).*

To

The Accountant General (A & E), Karnataka, Bangalore.
The Secretary to Government, Revenue Department MS Bldg., Bangalore.
The Director of Census Operations, 21/1, Mission Road, Bangalore.
The Divisional Commissioners of all the four divisions.
The Deputy Commissioners of all the Districts.
The Director of Treasuries, Bangalore.
The District Treasury Officers of all the Districts.
The Commr., CMC's, Bangalore/Mysore/Hubli-Dharwad/Mangalore/Gulbarga/Belgaum.
Copy to weekly gazette,
Expenditure-3 section, FD.

ANNEXURE II

## DISTRICTWISE ALLOCATION OF HONORARIUM FOR HOUSELISTING OPERATIONS 1990

| | Enumerator | Supervisor | Total |
|---|---|---|---|
| 01. Bangalore (Urban) | 2,49,000 | 48,800 | 2,97,800 |
| 02. Bangalore (Rural) | 3,86,600 | 80,400 | 4,67,000 |
| 03. Belgaum | 5,53,100 | 1,14,300 | 6,67,400 |
| 04. Bellary | 3,11,600 | 58,700 | 3,70,300 |
| 05. Bidar | 2,01,200 | 40,100 | 2,41,300 |
| 06. Bijapur | 4,83,800 | 1,05,200 | 5,89,000 |
| 07. Chikmagalur | 1,81,800 | 36,200 | 2,18,000 |
| 08. Chitradurga | 3,84,000 | 77,700 | 4,61,700 |
| 09. Dakshina Kannada | 3,88,700 | 1,24,700 | 5,13,400 |
| 10. Dharwad | 5,19,900 | 1,06,800 | 6,26,700 |
| 11. Gulbarga | 3,99,600 | 76,200 | 4,75,800 |
| 12. Hassan | 2,95,400 | 58,400 | 3,53,800 |
| 13. Kodagu | 1,07,900 | 22,100 | 1,30,000 |
| 14. Kolar | 3,84,900 | 79,500 | 4,64,400 |
| 15. Mandya | 2,92,700 | 59,900 | 3,52,600 |
| 16. Mysore | 4,74,800 | 90,800 | 5,65,600 |
| 17. Raichur | 3,86,300 | 81,200 | 4,67,500 |
| 18. Shimoga | 3,68,700 | 75,600 | 4,44,300 |
| 19. Tumkur | 4,33,700 | 90,500 | 5,24,200 |
| 20. Uttara Kannada | 2,44,700 | 53,400 | 2,98,100 |
| TOTAL | 70,48,400 | 14,80,500 | 85,28,900 |
| Principal Census Officers of 7 Cities | +10,80,200 | 2,16,800 | 12,97,000 |
| | 81,28,600 | 16,97,300 | 98,25,900 |
| 01. Bangalore City Corporation | 5,75,600 | 1,15,400 | 6,91,000 |
| 02. Bangalore Development Authority | 97,800 | 20,300 | 1,18,100 |
| 03. Belgaum City Corporation | 60,500 | 12,600 | 73,100 |
| 04. Gulbarga City Corporation | 41,100 | 5,100 | 46,200 |
| 05. Hubli-Dharwad City Corporation | 1,39,700 | 29,400 | 1,69,100 |
| 06. Mangalore City Corporation | 52,700 | 11,600 | 64,300 |
| 07. Mysore City Corporation | 1,12,800 | 22,400 | 1,35,200 |
| TOTAL | 10,80,200 | 2,16,800 | 12,97,000 |

ANNEXE– C.26

GOVERNMENT OF KARNATAKA

No. FD 5 BCF 90

Karnataka Government Secretariat
Vidhana Soudha, Bangalore

Dated 27th August, 1990

**CORRIGENDUM**

The following corrigendum is issued to Government order No. FD 5 BCF 90 dated 13th August, 1990 :

(1) Para 1(c) of Order Portion shall be substituted by the following :—

"The Director, Directorate of Census Operations shall prepare two separate Payees' Receipts—one for House Listing Operations and another for Economic Census for the amounts required for disbursement to the Districts other than the Bangalore (Urban) enclosing distribution list and present them at the District Treasury (Urban) Bangalore".

(2) Para 1(d) may be substituted by the following:

"The District Treasury Officer, Bangalore will issue a cheque for the total amount in favour of the Director, Directorate of Census Operations. The Director of Census Operation will get separate Demand Draft from the Reserve Bank of India, Bangalore in favour of Deputy Commissioners concerned payable at the agency banks of the concerned districts. In respect of Bangalore (Rural), the District Treasury Officer will issue separate cheque in favour of Deputy Commissioner, Bangalore (Rural).

(3) For the words "these cheques to the respective Treasuries" appearing in para 1(c) of order portion, the following shall be substituted.

"these Drafts to the respective Deputy Commissioners".

(4) Delete Paras 1(f) and 1(m) of order portion.

(5) The word "Tahsildar" appearing in the order portion from (a) to (m) of the Government order may be deleted.

By Order and in the Name of the
Governor of Karnataka

(Sd/-)

(T.N. SURYANARAYANA),
*Under Secretary to Government*
*Finance Department (Budget).*

To

The Accountant General (A & E), Karnataka, Bangalore.

The Secretary to Govt., Revenue Dept., MS Bldg., Bangalore.

The Director of Census Operations, 21/1, Mission Road, Bangalore.

The Divisional Commissioners of all the Divisions.

The Dy. Commissioners of all Districts/The Director of Treasuries, Bangalore.

The Dist. Treasury Officers of all Districts/The Commissioner, CMC's, Bangalore/Mysore/Hubli-Dharwad/Mangalore/Gulbarga/Belgaum.

Copy to Weekly Gazette/Expenditure-3 Section, Finance Department.

ANNEXE-C.26

## PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub : Census of India 1991—preparation of the Abridged Houselist—payment of Honorarium—orders—regarding.

Read: Letter No. G. 18020/5/90-BC, dated 22-6-1990 of Registrar General, India and Census Commissioner conveying sanction for payment of honorarium for preparation of Abridged Houselist.

**Preamble**

The Director of Census Operations in Karnataka, Bangalore in her letter No. ADM 2 ACT 90, dated 12-9-1990 has stated that the Registrar General, India, Ministry of Home Affairs has conveyed sanction of Government of India to the payment of honorarium at Rs. 12/- for an average population of 6,000 or part thereof for census clerks entrusted with the work of preparation of Abridged Houselist.

**Government Order No. RD 16 ETC 90, Bangalore, dated 24th September, 1990**

After considering all aspects of the case sanction is accorded to the payment of honorarium at Rs. 12/- for an average population of 6,000 or part thereof to the census clerks entrusted with the work of preparation of Abridged Houselist in connection with the Census of India—1991 Operations.

2. Sanction is also accorded to authorise the Deputy Commissioners of Districts for payment of honorarium at the above rates.

3. The expenditure on this account will be initially met under the head "3454 Census, Survey and Statistics-01-Census-800-other expenditure I-Census Establishment".

4. The entire expenditure will be reimbursed by the Govt. of India through the Accountant General in Karnataka, Bangalore for making necessary adjustment.

5. This order issues with the concurrence of Finance Dept. vide their Dept. U.O. Note No. FD 1602 Exp./7/90, dated 22-9-90.

By Order and in the Name of the Governor of Karnataka.

(Sd/-)

(ARIFULLA SHARIFF)
*Under Secretary to Government, Revenue Dept. (Scarcity Relief).*

To

(1) The Accountant General (A & E), Karnataka, Bangalore.

(2) The Director of Census Operations, Karnataka, Bangalore.

(3) The Divisional Commissioners of Divisions.

(4) The Deputy Commissioners of Districts.

(5) The Commissioners of City Corporations of Bangalore / Mysore / Hubli-Dharwad / Belgaum Gulbarga / Mangalore.

(6) The Commissioner, Bangalore Development Authority, Bangalore.



25—13 RGI/ND/96

ANNEXE-C.27

## PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub: Census of India 1991—Provision of transport facilities to District/City Census Officers and Census Charge Officers

**Preamble**

The 1991 census will commence from 9-2-1991 and will extend upto 5-3-1991. Government have issued directions that all Government Departments will fully co-operate in carrying out the Census Operations and should also spare the services of their staff for appointment to various census duties. The organisational work connected with the census operations involves a programme of intensive training at centres situated far away from the taluk and district Head quarters. These training programmes are to be handled personally by the census charge officers and have to be effectively supervised by the Regional Deputy Directors and by the District and City Census Officers. Apart from training, intensive supervision during the actual enumeration by the Charge Officers and the District and City Census Officers and by the Deputy Directors of Census Operations of the eight Regional Tabulation Officers is extremely necessary to ensure that the operations are being carried out in accordance with the guidelines and directions of the Director of Census Operations. The Director of Census Operations has therefore proposed that adequate transport facilities will have to be provided to such of the officers and the officials appointed to census duties who have no transport at their disposal. Government have considered the suggestions of the Director of Census Operations and make the following order.

**Government Order No. RD 11 ETC 90, Bangalore, dated 27th September, 1990**

Government direct that all Government transport such as Jeeps, Vans, Cars, etc., in the possession of all the departments of the Government except those departments considered as essential services such as the Police, Public Health (Epidemic Wing), Electricity and Water Supply, etc., shall on a request made by the Deputy Commissioners of the districts and the Commissioners of the Corporations and the City Municipal Councils specified below, and the Commissioner, Bangalore Development Authority, Bangalore, be placed at the disposal of the respective Deputy Commissioners, Commissioners of City Corporations, City Municipal Councils and the Commissioner, Bangalore Development Authority, Bangalore.

The Commissioner, Bangalore City Corporation.

The Commissioner, Mysore City Corporation.

The Commissioner, Belgaum City Corporation.

The Commissioner, Mangalore City Corporation.

The Commissioner, Gulbarga City Corporation.

The Commissioner, Hubli-Dharwad Municipal Corporation.

2. The Deputy Commissioners, the Commissioners of City Corporations and Commissioner, Bangalore Development Authority, Bangalore will, however, ensure that the burden of sparing the vehicles for census duties is not placed unduly on any one single department, and that only the minimum number of vehicles are requisitioned for the purpose and for a period not exceeding 15 days at a time.

3. Wherever vehicles are required for a period exceeding 15 days from any one particular department, it may be ensured that the same vehicle is not kept on census duty beyond 15 days and that the requisitioning of the vehicles is in suitable rotation between the several departments of the Government, in consultation with them.

4. The Head of Departments are requested to issue suitable instructions to their District Officers to ensure compliance with the above orders, by seeing to it that the vehicles are kept in proper condition and are spared promptly to the respective requisitioning officers.

5. The propulsion charges for such vehicles which are indented for census duty will be met out of the census funds at the disposal of the concerned census officer.

6. This order issues with the concurrence of the D.P.A.R. vide Chief Secretary's No. CSE 3608 GOI 90, dated 22-9-1990.

By Order and in the Name of the
Governor of Karnataka

(Sd/-)

(ARIFULLA SHARIFF),
*Under Secretary to Government,*
*Revenue Dept. (Scarcity Relief)*

To

(1) The Secretaries to Government.
(2) The Heads of Department.
(3) Divisional Commissioners of Divisions.
(4) Deputy Commissioners of Districts.
(5) The Commssioners of Corporations.
(6) The Commissioners of Municipalities.
(7) The Secretary of the Karnataka Legislature.
(8) The Secretary, Karnataka Public Service Commission, Bangalore.
(9) The Registrar, High Court of Karnataka, Bangalore.
(10) All Sub-Divisional Officers.
(11) The Commissioner, Bangalore Development Authority, Bangalore.
(12) All Tahsildars.
(13) The Director of Census Operations, Karnataka, No. 21/1, Mission Road, Bangalore-560 027 for information.

Copy

Private Secretary to Chief Secretary to Government of Karnataka, Vidhana Soudha for information.

ANNEXE-C.28

## PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub: Census of India, 1991—Individual Enumeration—concessions to employees drafted for Census work to attend census training classes and enumeration work.

Read: 1. DO letter No. 9/21/90-CD (CEN), dated 15-10-1990 and 11-12-1990.

2. DO letter No. TCH 38 CPO, dated 18-12-90 from the Director of Census Operations, Karnataka, Bangalore, addressed to Chief Secretary to Government of Karnataka.

**Preamble**

The Registrar General and Census Commissioner, India and the Director of Census Operations, Karnataka, Bangalore have requested the Government to make available certain concessions to all Government employees, employees of Government Companies and Statutory Corporations drafted for duties attached to the Census enumeration (individual enumeration) between October 1990 and March 1991. The personnel who are drafted as enumerators for the enumeration will be required to undergo intensive training during November and December 1990 and January 1991 and to take up the individual enumeration between February and March 1991. This will require their absence from their normal duties during the training period and during the individual enumeration.

**Government Order No. RD 4 ETC 90, Bangalore, dated 21st December, 1990**

In the circumstances reported by the Director of Census Operations, Karnataka, Government are pleased to issue the following orders regarding the facilities and concessions to be given to the staff engaged in the work in connection with the Census of India 1991:

(1) All Government Departments Local Bodies, Government Companies, Statutory Corporations and such other Government undertakings will permit their staff who are drafted for Census work to be absent from duty to attend Census training classes and the period spent on such duties will be treated as ON OTHER DUTY. The Census Charge Officers will send a copy of the training programme to the Heads of Offices within their local areas, for information and record.

(2) All such employees who are appointed as enumerators and supervisors for the Census of India 1991 may be allowed to absent themselves from their offices/institutions on alternate days between 5-2-91 to 23-2-1991 (both days inclusive) and on all the working days 1-3-91 to 6-3-1991.

(3) All such employees who are appointed as Supervisors may be allowed to be absent from their office/institutions for an additional full day on 7-3-1991 as they will be required to collect and return the census documents to their respective Charge Officers that day.

(4) However, wherever teachers from Single teacher schools are appointed as enumerators and Supervisors, they may absent themselves for census work for half a day either in the forenoon or in the afernoon on all working days from 5-2-1991 to 23-2-1991 and for the full day from 1st to 6th March 1991 in the case of enumerators and from 1st to 7th March 1991 in the case of supervisors. Detailed instructions with regard to Primary and Secondary School Teachers who are appointed as enumerators and supervisors will be issued by the Education Department.

(5) The Commissioner for Public Instruction will ensure that these concessions are extended to enumerators and supervisors drawn from all Government aided schools as well as un-aided Private Institutions.

(6) The Heads of Educational Institutions shall spare suitable halls in their respective institutions to the Census Charge Officers for conducting the training classes.

2. This Order issues with the concurrence of Chief Secretary to Government of Karnataka in No. CST/4795/GOI 90, dated 20-12-1990.

By Order and in the Name of the Governor of Karnataka

(Sd/-)

(K. P. SINGH)
*Secretary to Government-I*
*Revenue Department*

To

1. All the Secretaries to Government.
2. All the Divisional Commissioners of Divisions.
3. All the Deputy Commissioners of Districts.
4. All the Chief Secretaries of Zilla Parishads.
5. All the Heads of Departments.

6. The Commissioner, Corporation of City of Bangalore/Mysore/Mangalore/Belgaum/Gulbarga/Hubli-Dharwad.

7. The Commissioner, Bangalore Development Authority, Bangalore.

8. The Secretary, Karnataka Legislature. Vidhana Soudha, Bangalore.

9. The Registrar, High Court of Karnataka, Bangalore. (With covering letter)

10. The Secretary, Karnataka Public Service Commission, 'Park House' Bangalore. (With covering letter)

11. The Assistant Commissioners of all Sub-Divisions.

12. The Director of Census Operations, Karnataka, No. 21/1, Mission Road, Bangalore-560 027 for information.

Copy to

1. Shri A.R. Nanda, Registrar General and Census Commissioner, India, Govt. of India, Ministry of Home Affairs, No. 2A, Mansingh Road, New Delhi 110 001 for information.

2. The Private Secretary to Chief Secretary to Government of Karnataka, Vidhana Soudha, Bangalore for information.

ANNEXE-C.29

## PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub: Payment of Special allowance to staff engaged in Census Work, Sanctions reg.

Read: 1. Order No. RD 9 ETC 90 dtd. 12-3-1990.
2. D.O. Letter No. ADM 7 ACT (SPA) 90 dated 9-7-1990 from the Joint Director, Census Operations, Karnataka, Bangalore.

**Preamble**

In the Government order read at (1) above, Government has sanctioned clerical assistance to City Corporations, Larger City Municipalities and 175 Taluks of the State for Census Operations 1991. But the additional clerical posts to deal with census matters were not sanctioned to the remaining City Municipal Councils and Town Municipal Councils. One of the clerks in the City Municipal Councils/Town Municipal Councils has been entrusted with the Census duties. In order to encourage census Clerks of the Town Municipal Councils/City Municipal Councils/Notified Area and Cantonment Board—where there is no additional clerical assistance, are entrusted with Census work in addition to their normal duties. The Registrar General and Census Commissioner, India in his letter No. 2/3/89 (Ad-ii) Karnataka dated 21-06-90 has stated that a special allowance may be sanctioned to the clerical staff engaged in census work in City Municipal Councils/Town Municipal Councils, Notified Area & Cantonment Board, etc for a period of 14 months from 01-01-1990 to 28-02-1991.

**Government Order No. HUD 27 KMR 90, Bangalore dated 27-12-1990**

Sanction is therefore, accorded for a Special allowance of Rs. 50 (Rupees Fifty only) per month for a period of 14 months from 1-1-1990 to 28-2-1991 to the Second Division Clerks (Assistants) and First Division Clerks (Assistants) who perform Census work in the Local Bodies (as per the list enclosed) in addition to their normal work.

The expenditure on this account will initially be met from the funds of the respective Municipalities/Local Bodies and reimbursed from the Government of India subsequently.

This order issues with the concurrence of the Finance Department vide their Note No. FD 1739 Expenditure 3/90 dated 7-12-1990.

By Order and in the Name of the Government of Karnataka

(Sd/-)

**(B. L. PATIL)**

*Under Secretary to Government, Housing & Urban Dev. Department*

**City Municipalities/Town Municipalities/Cantonments/Sanitary Boards where No Clerical Assistance for Census 1991 works/given**

| Sl. No. | Name of the District | MUNICIPALITIES | | Sanitary Board | Notified Area Committee | Cantonment Board |
|---|---|---|---|---|---|---|
| | | City Municipal Council | Town Municipal Council | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. | BANGALORE | | 1. Anekal<br>2. Yelhanka | H.A.L. | I.T.I. | |
| 2. | BANGALORE RURAL | | 1. Devanahalli<br>2. Doddaballapur<br>3. Hoskote<br>4. Kanakapura<br>5. Magadi<br>6. Ramanagara<br>7. Vijayapura<br>8. Channapatna | | | |
| 3. | BELGAUM | Nippani | 1. Athani<br>2. Bailhongal<br>3. Chikodi<br>4. Gokak<br>5. Hukeri<br>6. Konnur<br>7. Khanapur<br>8. Kudachi<br>9. Mudalgi | | Gokak falls | Belgaum |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| | | | 10. Ramdurg<br>11. Raibag<br>12. Sadalgi<br>13. Sankeshwar<br>14. Saundatti Yellamma | | | |
| 4. | BELLARY | | 1. Amaravathi<br>2. Hadagalli<br>3. Harapanahalli<br>4. Kamalapura<br>5. Kampli<br>6. Kotturu<br>7. Siraguppa<br>8. Tekkalakote | | | |
| 5. | BIDAR | | 1. Basavakalyan<br>2. Bhalki<br>3. Chitagoppa<br>4. Humnabad. | | | |
| 6. | BIJAPUR | Bagalkot | 1. Badami<br>2. Basavana Bagewadi<br>3. Guledgudda<br>4. Hungund<br>5. Ilkal<br>6. Indi<br>7. Jamkhandi<br>8. Kerur<br>9. Mahalingapur<br>10. Muddebihal<br>11. Mudhol<br>12. Rabkavi Banahatti<br>13. Sindgi<br>14. Talikote<br>15. Terdal | | Almatti | |
| 7. | CHIKMAGALUR | Chikmagalur | 1. Birur<br>2. Kadur<br>3. Tarikere | | | |
| 8. | CHITRADURGA | Chitradurga | 1. Challakere<br>2. Harihar<br>3. Hiriyur | | | |
| 9. | DAKSHINA KANNADA | | 1. Bainduru<br>2. Bantwal<br>3. Karkal<br>4. Kundapur<br>5. Mudbidri<br>6. Mulki<br>7. Puttur<br>8. Saligram<br>9. Suratkal<br>10. Udupi | | | |
| 10. | DHARWAD | Ranebennur | 1. Alnavar<br>2. Annigeri<br>3. Byadgi<br>4. Gajendragadh<br>5. Hangal<br>6. Haveri<br>7. Kundgol<br>8. Lakshmeswar<br>9. Mulgund<br>10. Mundargi<br>11. Naregal<br>12. Navalgund<br>13. Nargund<br>14. Ron<br>15. Savanur<br>16. Shiggaon | | | |
| 11. | GULBARGA | | 1. Aland<br>2. Chitapur<br>3. Gurmatkal<br>4. Sedam<br>5. Shahabad<br>6. Shahapur<br>7. Shorapur<br>8. Yadgir | | 1. Bhimarayanagudi<br>2. Narayanapura<br>3. Shahabad ACC<br>4. Wadi ACC | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| 12. | HASSAN | Hassan | 1. Arsikere<br>2. Belur<br>3. Channarayapatna<br>4. Holenarasipura<br>5. Sakleshpur | .. | | |
| 13. | KODAGU | | 1. Madikeri | | | |
| 14. | KOLAR | 1. Kolar<br>2. Robertsonpet | 1. Bangarpet<br>2. Chikkaballapur<br>3. Chintamani<br>4. Gauribidanur<br>5. Malur<br>6. Mulbagal<br>7. Sidlaghatta | .. | .. | .. |
| 15. | MANDYA | .. | 1. Maddur<br>2. Malavalli<br>3. Pandavapura<br>4. Srirangapatna | .. | K.R. Sagar | .. |
| 16. | MYSORE | .. | 1. Bannur<br>2. Chamarajanagar<br>Ramasamudram<br>3. Gundlupet<br>4. Hunsur<br>5. Kollegal<br>6. Krishnarajnagar<br>7. Nanjangud | .. | 1. Chamundi-betta<br>2. Mahadeswara Hills | |
| 17. | RAICHUR | .. | 1. Koppal<br>2. Lingsugur<br>3. Manvi<br>4. Mudgal<br>5. Shindhnur<br>6. Gangavathi | .. | Hatti gold mines | |
| 18. | SHIMOGA | .. | 1. Sagar<br>2. Shikaripur<br>3. Thirthahalli<br>4. Bhadravathi. | .. | 1. Jog falls<br>2. Bhadravati<br>New Town (NAC) | |
| 19. | TUMKUR | .. | 1. Chikkanayakanahalli<br>2. Kunigal<br>3. Sira<br>4. Madhugiri<br>5. Tiptur | .. | .. | |
| 20. | UTTARA KANNADA | 1. Dandeli<br>2. Karwar | 1. Ankola<br>2. Bhatkal<br>3. Haliyal<br>4. Honavar<br>5. Kumta<br>6. Sirsi | .. | | |

(Sd/-)

(B.L. PATIL)

*Under Secretary to Government*

*Housing & Urban Development Department*

ANNEXE-C.30

PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub: 1991 Census payment of Fixed Travelling Allowance to Census Charge Officers, Additional Charge Officers and Assistant Charge Officers.

Read: (1) Government Order No. FD 5 BCF 90, dt. 05-07-90.

(2) Letter No. ADM 12 ACT 90, dated 19-12-90 of the Director of Census Operations, Karnataka.

**Preamble**

A sum of Rs. 340.82 lakhs has been released from the contingency fund towards expenditure connected with 1991 Census.

The Director of Census Operations, Karnataka has informed that Census Charge Officers, Additional Census Charge Officers and Assistant Census Charge Officers have to travel extensively for supervision of the training classes in the case of Charge Officers and for actually conducting the classes at the Hobli level in the case of Additional and Assistant Charge Officers. They will therefore be eligible for payment of T.A./D.A. while on tour. She has further informed that other States in the Country are paying Fixed T.A./D.A. to the Census Charge Officers, Additional Charge Officers and Assistant Charge Officers which will be reimbursed subsequently by the Government of India. She has therefore requested the State Government to make a similar provision for payment of Fixed T.A./D.A. to the Charge Officers, Additional Charge Officers and Assistant Charge Officers for a period of 4½ months commencing from November 1990 to 15th March 1991. She has further stated that the entire expenditure on the payment of T.A./D.A. will be met from out of Rs. 340.82 lakhs already released vide G.O. referred above for expenditure on Census.

The proposal of the Director of Census has been considered and hence this Order.

**Government Order No. RD 3 ETC 90 (P) Bangalore dated 1st January 1991**

Sanction is accorded for payment of Fixed T.A. to the Charge Officers, Additional and Assistant Charge Officers engaged/appointed in connection with 1991 Census for a period of 4½ months from November 1990 till 15th March 1991 Census for extensive travel within their jurisdiction for Census work. The rates are as follows:

| | | |
|---|---|---|
| 1. | Rural Charge Officers | Rs. 150/- p.m |
| 2. | Urban Charge Officers | Rs. 125/- p.m |
| 3. | Officers/Officials designated as Additional & Assistant Charge Officers | Rs. 100/- p.m. |

2. For journeys outside their jurisdiction exclusively for Census work, all Census Charge Officers will claim T.A./D.A. at the rate applicable to them under State Government Rules.

3. The expenditure on this account is debitable to the head of account "8000-00-287-0-00-Census, Survey and Statistics".

4. The Expenditure on payment of Fixed T.A./D.A. is reimbursable from Government of India in full. The Director of Census Operations, Karnataka shall take up the matter with Government of India for getting reimbursement.

By Order and in the Name of the
Governor of Karnataka
(Sd/-)
(ARIFULLA SHARIFF)
*Under Secretary to Government,*
*Revenue Dept. (Scarcity Relief)*

To

1. The Accountant General (A & E) Karnataka, Bangalore.
2. All the Secretaries to Government.
3. All the Divisional Commissioners of Divisions.
4. All the Deputy Commissioners of Districts.
5. All the Chief Secretaries of Zilla Parishads.
6. All the Heads of Departments.
7. The Commissioner, Corporation of City of Bangalore/Mysore/Mangalore/Belgaum/Gulbarga/Hubli-Dharwad.
8. The Commissioner, Bangalore Development Authority, Bangalore.
9. The Secretary, Karnataka Legislature, Vidhana Soudha, Bangalore (with covering letter)
10. The Registrar, High Court of Karnataka, Bangalore. (with covering letter)
11. The Secretary, Karnataka Public Service Commission, 'Park House', Bangalore. (with covering letter)
12. The Assistant Commissioners of all Sub-Divisions.
13. The Director of Census Operations, Karnataka, No. 21/1, Mission Road, Bangalore-560 027 for information.

Copy to :

(1) Shri A. R. Nanda, Registrar General & Census Commissioner India, Government of India, Ministry of Home Affairs, No. 2A, Mansingh Road, New Delhi—110011 for information.

(2) The Private Secretary to Chief Secretary to Government of Karnataka, Vidhana Soudha, Bangalore for information.

ANNEXE-C.31

PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub: Census—1991—Preparation of Abridged Houselist—Enhancement of honorarium—Order—regarding.

Read: (1) G.O. No. RD 16 ETC 90 (P) dated 24-9-1990.

(2) Letter No. G. 18020/5/90-BC, dated 19-10-1990 of Joint Registrar General, India conveying enhancement of Honorarium for preparation of Abridged Houselist.

**Preamble**

In the Government Order read at Sl. No. (1) above, sanction was accorded for the payment of Honorarium at the rate of Rs. 12—for an average population of 6,000 or part thereof to Census clerks entrusted with the work of preparation of Abridged Houselist in connection with the Census Operation—1991.

The Director of Census Operation in Karnataka, Bangalore in her letter No. ADM 2 ACT 90, dated 15th November 1990 has stated that the Registrar General, India, Ministry of Home Affairs has conveyed sanction of Government of India to the payment of Honorarium at Rs. 1,200—for an average population of 3 lakhs for preparation of Abridged Houselist in supersession of the rates fixed earlier.

**Government Order No. RD 3 ETC 90 (P), Bangalore, dated 10th January, 1991**

In supersession of the Government Order of even number dated 24th September 1990, Government is pleased to accord sanction for payment of Honorarium to the staff engaged in the preparation of Abridged Houselist in connection with Census—1991 Operations at the rate of Rs. 1,200 (Rs. one thousand and two hundred only) for an average population of 3.00 lakhs.

2. Sanction is also accorded to authorise the Deputy Commissioner of the District for payment of honorarium at the above rates.

3. Expenditure on this account will be initially under the head "3454-Census, Survey and Statistics 01-Census-800-other expenditure-I-Census establishment".

4. The entire expenditure will be reimbursed by the Government of India through the Accountant General in Karnataka, Bangalore for making necessary adjustment.

5. This Order issues with the concurrence of Finance Department vide their U.O. Note N. FD 2343 Expenditure-VII 90, dated 3-1-1991.

By Order and in the Name of the
Governor of Karnataka

(Sd/-)
(ARIFULLA SHARIFF)
*Under Secretary to Government,*
*Revenue Dept. (Scarcity Relief)*

To:

The Accountant General (A&E), Karnataka, Bangalore.

The Director of Census Operation, Karnataka, No. 21/1, Mission Road, Bangalore-560 027.

All the Divisional Commissioners of Divisions.

All the Deputy Commissioners of Districts.

Commissioner of City Corporation of Bangalore/ Mysore / Belgaum / Hubli-Dharwad / Gulbarga/ Mangalore.

Commissioner, Bangalore Development Authority, Bangalore.

Finance Department (Exp.-VII)



26—13 RGI/ND/96

ANNEXE-C.32

## PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub: Release of additional amount of Rs. 1,07,14,400 for payment of salaries, TA/DA, petrol/diesel etc.

Read: (1) Govt. Order No. FD 5 BCF 90, dated 5-7-90.
(2) D.O. Letter No. ADM 10 ACT 90, dated 22-2-91.
(3) D.O. Letter No. ADM 10 ACT 90, dated 11-3-91 from Director of Census Operation, Karnataka, Bangalore.

**Preamble**

A sum of Rs.340.82 lakhs has been released by the State for incurring expenditure on Census work 1991 like payment of Salary to the staff, expenditure on fuel, T.A./D.A. to Enumerators/Supervisors and other miscellaneous expenditure out of the Contingency fund of the State vide Govt. order read at (1) above..

The Director of Census operations, Karnataka vide her Letter at Sl. No. (2) and (3) read above has informed that the amount of Rs. 340.82 lakhs released by the State Govt. has been distributed to various Deputy Commissioners in the State. She has requested the State Govt. to release an additional amount of Rs. 1,07,14,400/- (Rupees one Crore seven lakhs fourteen thousand and four hundred only) for the following items:—

| | | |
|---|---|---|
| 1. | Salary to Clerical staff engaged on Census work | Rs. 13,94,000 |
| 2. | TA/DA to enumerators/Supervisor | Rs. 89,22,000 |
| 3. | Petrol/Diesel | Rs. 2,16,400 |
| 4. | Payment of Honorarium to AHL | Rs. 1,82,000 |
| | TOTAL | Rs. 1,07,14,400 |

As the amount of Rs. 340.82 lakhs released vide Govt. Order read at (1) above is insufficient to meet the expenditure on various items such as salaries to staff, fuel expenses, office expenditure, TA/DA to Enumerators/Supervisors, TA/DA to the Defence Census Officers and Honorarium for the preparation of abridged Houselist. The proposals of the Director of Census Operations in Karnataka for release of additional funds has been examined. As the entire expenditure on Census works is re-imbursable by the Govt. of India it is felt necessary to release additional funds. Hence this order.

**Order No. RD 1 ETC 91, Bangalore, dated 15th March, 1991**

Sanction is hereby accorded for the release of additional amount of Rs. 1,07,14,400 (Rupees one crore Seven Lakhs Fourteen Thousand and Four Hundred Only) to meet the following expenditure on Census 1991:

| | Name of the Head | Additional Amount Sanctioned |
|---|---|---|
| 1. | Salary to Clerical Census work | Rs. 13,94,000.00 |
| 2. | TA/DA to Enumerators/Supervisors including Defence Census Officials | Rs. 89,22,000.00 |
| 3. | Petrol/Diesel | Rs. 2,16,400.00 |
| 4. | Payment of Honorarium to AHL | Rs. 1,82,000.00 |
| | TOTAL | Rs. 1,07,14,400.00 |

2. The details of amount sanctioned to each district under various heads is indicated at Annexure 1 & 2 to this Order.

3. The amount now sanctioned is reimbursable from Government of India in full. The Deputy Commissioners are requested to submit monthly expenditure statement to the Director of Census Operations in Karnataka, Bangalore who shall take up the matter with Government of India for getting reimbursement.

4. The Defence Census Staff will produce a payees' receipt to the Deputy Commissioner and the Deputy Commissioner will release funds based on that payees' receipt.

5. The expenditure on this account will be initially met under head of account "3454-Census Survey & Statitics 01-Census-800-Other Expenditure-1 Census Establishment-1 Salaries/2 Travel Expenses/3 Office Expenses/4 other Expenses/5 publications. II TA to Enumerators and Supervisors of Census 1991."

6. This order issues with concurrence of Finance Department vide Note No. FD 479 Exp-7/91, dated 15.3.1991.

By Order and in the Name of the Governor of Karnataka

(Sd/-)

(ARIFULLA SHARIFF)

*Under Secretary to Government*

*Revenue Department*

To

1. The Accountant General (A&E), Karnataka, Bangalore.
2. The Director of Census Operation, 21/1, Mission Road, Bangalore.
3. The Divisional Commissioners of all the Divisions.
4. The Deputy Commissioners of all the districts.
5. The Director of Treasuries, Bangalore.

6. The Commissioner, Bangalore Development Authority, Bangalore.
7. The Commissioner, City Corporation, Bangalore Mysore/Belgaum/Hubli-Dharwad/Gulbarga/ Mangalore/

Copy to

(1) Commissioner & Secretary to Govt., Finance Dept, Vidhana Soudha.

(2) Finance Dept. (Expr-7) (Budget).

ANNEXURE I

ANNEXURE TO GOVERNMENT ORDER NO. RD 1 ETC 91 dated 15-03-91

**Additional amount allotted for Clerical Assistance, Petrol/Diesel (CIVIL)**

| Name of District | Petrol/ Diesel | Clerical assistance |
|---|---|---|
| | Rs. | Rs. |
| Bangalore Urban | 30,000 | 29,000 |
| Bangalore Rural | 18,000 | 57,900 |
| Chitradurga | 7,000 | 61,800 |
| Shimoga | 7,000 | 62,900 |
| Tumkur | 8,000 | 67,000 |
| Kolar | 8,000 | 70,600 |
| Bangalore City Corporation | 17,000 | 1,44,600 |
| Bangalore Development Authority | 5,000 | 11,400 |
| Chikmagalur | 6,200 | 54,100 |
| Dakshina Kannada | 7,800 | 60,500 |
| Hassan | 6,400 | 60,000 |
| Kodagu | 3,300 | 32,000 |
| Mandya | 5,500 | 55,000 |
| Mysore | 9,000 | 76,600 |
| Mysore City Corporation | 2,200 | 20,600 |
| Mangalore City Corporation | 1,300 | 10,600 |
| Bellary | 6,500 | 63,800 |
| Bidar | 8,500 | 48,200 |
| Gulbarga | 11,900 | 64,000 |
| Raichur | 8,800 | 68,800 |
| Gulbarga City Corporation | 1,300 | 10,600 |
| Belgaum | 8,200 | 46,700 |
| Bijapur | 4,300 | 56,100 |
| Dharwad | 11,200 | 69,700 |
| Uttara Kannada | 8,500 | 55,500 |
| Hubli-Dharwad Municipal Corporation | 3,300 | 25,400 |
| Belgaum City Corporation | 2,200 | 10,600 |
| TOTAL | 2,16,400 | 13,94,000 |

ANNEXURE II

ANNEXURE TO GOVERNMENT ORDER NO. RD 1 ETC 91 dated 15-03-91

**Additional amount to Enumerators and Supervisors to 1991 Census in respect of TA/DA and Honorarium to Abridged Houselist**

| | TA/DA | Honorarium for Abridged Houselist |
|---|---|---|
| | Rs. | Rs. |
| Bangalore Urban | 5,21,600 | 6,800 |
| Bangalore Rural | 1,15,200 | 7,200 |
| Belgaum | 6,55,600 | 12,000 |
| Bellary | 3,92,200 | 8,000 |
| Bidar | 2,52,500 | 5,200 |
| Bijapur | 7,30,200 | 13,200 |
| Chikmagalur | 2,42,200 | 4,000 |
| Chitradurga | 3,90,000 | 8,600 |
| Dakshina Kannada | 6,07,000 | 10,000 |
| Dharwad | 5,03,800 | 10,000 |
| Gulbarga | 4,37,800 | 10,000 |
| Hassan | 3,05,700 | 6,400 |
| Kodagu | 64,400 | 1,200 |
| Kolar | 4,34,400 | 8,000 |
| Mandya | 2,62,200 | 6,800 |
| Mysore | 4,14,500 | 10,000 |
| Raichur | 4,00,400 | 10,000 |
| Shimoga | 3,70,200 | 8,000 |
| Tumkur | 3,26,400 | 8,600 |
| Uttara Kannada | 1,99,900 | 5,200 |
| Bangalore City Corporation | 4,64,000 | 12,000 |
| Bangalore Development Authority | 1,48,000 | 1,600 |
| Belgaum City Corporation | 1,21,800 | 1,600 |
| Gulbarga City Corporation | 1,58,800 | 1,600 |
| Hubli-Dharwad Municipal Corporation | 1,52,000 | 2,800 |
| Mangalore City Corporation | 1,35,800 | 1,200 |
| Mysore City Corporation | 1,15,400 | 2,000 |
| TOTAL | 89,22,000 | 1,82,000 |

ANNEXE-C.33

PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA
**(Finance Department)**

Subject: Census 1991—Payment of Honorarium to enumeration staff—Main operations.

Read: (1) G.O. No. FD 5 BCF 90, dt. 19th June 1990.

(2) G.O. No. FD 5 BCF 90, dt. 13th Aug. 1990.

(3) Corrigendum issued in No. FD 5 BCF 90, dated 27th August, 1990.

(4) Letter No. G. 18020/5/89-BC, dt. 16th Feb. 91 from the Accounts Officer, Government of India, Ministry of Home Affairs, New Delhi.

(5) Letter No. ADM 2 ACT 91, (Volume II) dated 25th February, 1991 from the Deputy Director of Census Operations, Karnataka, Bangalore.

**Preamble**

In the Government Order read at Sl. No. (1) above sanction has been accorded, among others for payment of Honorarium to the enumerators/supervisors, who are entrusted with census work by debit to "8449-other Deposits-120-Miscellaneous Deposits -5- Deposits of grants made by Government of India -07-Deposits for payment of Honorarium to enumerators for house listing operations".

2. The Government of India, Ministry of Home Affairs, in their letter referred to at Sl. No. (4) above have sent a cheque for Rs. 2,01,49,650/- to the Accountant General for payment of Honorarium to Enumerators/Supervisor, Charge Officers etc, in connection with 1990-91 Census-Main Operations. The Accountant General, Karnataka, Bangalore has been requested in this departments letter No. FD 30 BUD 91, dated 25-2-1991 to credit this amount separately under "8449-other deposits-120-Miscellaneous Deposits-5-Deposits of Grants made by Government of India".

3. The Director of Census in her letter dated: 25-2-1991 referred at S. No. (5) has requested to release a sum of Rs. 2,11,67,400/- for payment of Honorarium to enumerators and supervisors. Hence this Order.

**Government Order No. FD 30 BUD 91, Bangalore Dated 18-3-1991**

Sanction is accorded to the opening of a sub head '09'-deposits for payment of Honorarium to enumerators/supervisors, Census Operations 1990-91—main operation under the head of account '8449-Other deposits-120-Miscellaneous Deposits-5-Deposits of Grants made by Government of India' in the public Accounts and the Accountant General (A&E) Karnataka, Bangalore is requested to credit the sum of Rs. 2,01,49,650/- received from Government of India to this head of account. The amount is kept in deposit in the District Treasury (Urban) Bangalore.

2. The total amount required for payment of honorarium to enumeration Staff and other functionaries is Rs. 2,11,67,400/-Sanction is accorded to release this amount in favour of Director of Census Operations, Karnataka. The Director of Census Operation shall prepare a payee's receipt for the total amount required for disbursement to the District Treasuries at the Districts other than the requirement of District Treasury, Bangalore (Urban) enclosing a distribution list and present the payee's receipt at the District Treasury Bangalore (Urban).

3. The District Treasury Officer, Bangalore (Urban) will issue a cheque for the total amount of the bill in favour of the Director of Census Operation. The Director, Census Operation, will get separate Demand Draft from Reserve Bank of India, Bangalore in favour of Deputy Commissioners payable at the agency banks of the concerned Districts. In respect of Bangalore (Rural) there is no need for a Demand draft. The District Treasury Officer, Bangalore (Urban) will issue separate cheque in favour of Deputy Commissioner, Bangalore (Rural).

4. The Director of Census Operation will forward these Demand Drafts to the respective Treasuries and they in turn credit the amounts to the deposit head of account indicated in para (i) of the order portion. This head of account shall also be opened in all the District Treasuries for recording the transactions connected with payment of Honorarium to the enumerators-main operation. The District wise distribution of Honorarium payable is enclosed to this order (Annexure). The Local Bodies such as Municipal Corporations, City Municipalities etc, will draw the amount on payee's receipt duly countersigned by the Deputy Commissioner concerned. The Military Census Officers will also draw the amounts on a payee's receipt duly countersigned by the Deputy Commissioner of the District concerned.

5. The total amount required for disbursement of Honoraria is Rs. 2,11,67,400/-. Whereas Government of India have released Rs. 2,01,49,650/- As the amount to be incurred is more than the amount received from Government of India, it is ordered that a sum of Rs. 33.00 lakhs remaining unutilised under the head '8449' other deposits—120. Miscellaneous Deposits 5—Deposits of grants made by Government of India—07—Deposits for payment of Honorarium to enumerators for house listing operation Census 1991.

In Bangalore Urban District be transferred to the new head of account indicated in para (1) of the order portion and the Director of Census will draw the amount under "09" including the amount so transferred to the extent necessary.

6. The Accountant General (A&E), Karnataka, Bangalore is requested to issue necessary instructions to the District Treasuries to open the new head of account mentioned in para 1 of the order portion.

By Order and in the Name of the
Governor of Kartanataka

(Sd/-)

(T. N. SURYANARAYANA)
*Under Secretary to Government,*
*Finance Department (Budget)*

ANNEXURE TO GOVERNMENT ORDER NO. FD 30 BUD 91 DATED : 18TH MARCH 1991

**Distribution of Honorarium Payable to Enumerator, Supervisor, Charge Officers and Other Officers for Completion of Main Census 1991**

| Sl. No. | Name of the District | Amount |
|---|---|---|
| 1 | 2 | 3 |
| 1. | Bangalore (Urban) | 6,41,200 |
| 2. | Bangalore Rural | 7,69,600 |
| 3. | Belgaum | 14,89,300 |
| 4. | Bellary | 8,67,700 |
| 5. | Bidar | 5,39,200 |
| 6. | Bijapur | 14,45,000 |
| 7. | Chikmagalur | 5,07,400 |
| 8. | Chitradurga | 9,99,900 |
| 9. | Dakshina Kannada | 11,41,800 |
| 10. | Dharwad | 13,29,500 |
| 11. | Gulbarga | 10,51,600 |
| 12. | Hassan | 7,47,300 |
| 13. | Kodagu | 2,53,700 |
| 14. | Kolar | 10,33,900 |
| 15. | Mandya | 7,03,200 |
| 16. | Mysore | 11,68,400 |
| 17. | Raichur | 10,31,200 |
| 18. | Shimoga | 9,68,300 |
| 19. | Tumkur | 10,22,500 |
| 20. | Uttara Kannada | 5,85,400 |
| 21. | Bangalore City Corporation | 14,00,600 |
| 22. | Bangalore Development Authority | 2,77,200 |
| 23. | Belgaum City | 1,62,000 |
| 24. | Gulbarga City | 1,55,200 |
| 25. | Hubli, Dharwad, Municipal Corporation | 3,68,400 |
| 26. | Mangalore City | 1,54,900 |
| 27. | Mysore City | 2,52,700 |
| | TOTAL | 2,10,67,400 |

**Defence Census Office**

| 1 | 2 | 3 |
|---|---|---|
| 1. | Bangalore Urban | 78,200 |
| 2. | Belgaum | 9,200 |
| 3. | Bellary | 1,800 |
| 4. | Bidar | 1,800 |
| 5. | Chikmagalur | 1,800 |
| 6. | Dakshina Kannada | 1,800 |
| 7. | Hassan | 1,800 |
| 8. | Mysore | 1,800 |
| 9. | Uttara Kannada | 1,800 |
| | TOTAL | 1,00,000 |
| | GRAND TOTAL | 2,11,67,400 |

# ANNEXE D

## IMPORTANT CIRCULARS AND LETTERS OF THE OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA RELATING TO 1991 CENSUS

ANNEXE-D.1

No. ADM 34 EST 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, I.A.S.
*Director*

No. 21/1, Mission Road,
Bangalore-560 027

Date : December 06, 1989

**CIRCULAR No. 1**

Dear

The Indian Census is universally acknowledged as the most authentic and comprehensive source of information about our land and people. The first census was taken in the year 1872. Thereafter, decennial censuses were taken regularly from 1881 onwards. With independence, the importance of authentic data on population became greater. The census provides the fundamental data on the basis of which policies are framed and the Five Year Plans prepared.

Population census in India has thus a tradition stretching back to over 100 years. It is indeed a remarkable achievement to have continued this unbroken tradition of census taking in a country of India's mammoth proportions, vast geographical and ecological variations and far flung rural habitations. Yet, inspite of the enormous difficulties involved, Indian censuses are acknowledged to be among the best in the world. The census operations have coped up with the varied demands of changing times. A greater degree of sophistication has come into the methods of collection, tabulation and analysis of census data.

The 1991 Census, which is the 13th of the decennial census series, is fast approaching. The reference date of the 1991 Census will be the sunrise of 1st March 1991. The actual enumeration will be spread over from 9th February till 28th February, 1991. Although the enumeration is over 12 months away, a tremendous amount of spade work has to be done to ensure that the population count is accurate. Various operations have to be conducted such as listing of villages and towns, numbering of habitations, listing of households, grouping of houses into census blocks, delimitation of charges into circles and blocks, appointment of officers at various levels etc., before the commencement of the enumeration.

The census will seek to determine specific factors regarding every man, woman and child within the boundaries of the State on the basis of schedules and instructions issued by the Registrar General and Census Commissioner of India. The actual enumeration is done by primary school teachers but they have to be trained and supervised by a hierarchy of census officers headed in the district by you as Principal Census Officer. Census operations involve a net work of intricate steps which have to be carefully planned and worked to a definite time schedule. It is most important that the various process are completed *on time* and *accurately*.

A calendar of events is being prepared which is to be adhered to strictly if the 13th Census is to be successfully completed. Obviously, this can be done only with the willing and enthusiastic co-operation of all those involved in this stupendous task.

I have recently taken charge as Director of Census Operations, Karnataka. I request you to kindly give me all the support and co-operation needed in performing our part in what has been considered the largest administrative operation in the world.

Between now and the close of the actual count, I shall be sending you letters and circulars containing detailed and step by step instructions. I request you to kindly go through these circulars carefully and to take timely action on them. It would be helpful to designate an efficient member of your staff for the systematic maintenance of all instructions on Census and for the close monitoring of the implementation of these instructions. In case you have any doubt, please do not hesitate to contact me or my staff. My office telephone number is 223312.

When compared with the last two censuses I find that we have less time at our disposal for completing the various steps to be taken before the enumeration. We have, therefore, to take early action to complete these tasks. It should be our endeavour to make the 1991 Census one of our very best. I am confident that you will give me and my staff all the necessary co-operation and support to achieve this.

Yours sincerely,

(Sd/-)
(SOBHA NAMBISAN)



27—13 RGI/ND/96

ANNEXE-D.2

D.O. No. ADM 34 EST 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, I.A.S.
*Director*

21/1, Mission Road,
Bangalore-560 027

Dated the 14th December, 1989

**CIRCULAR No. 2**

Dear

This is in continuation of my Circular No. 1 of even number dated 6-12-1989. In this circular I shall attempt to give you an overview of the census operations, review the steps that have been taken so far and indicate briefly the tasks to be completed before the houselisting operations. I am also enclosing a copy of the Census Act which I hope you will read carefully.

First and foremost I shall speak briefly about the census hierarchy.

**Census Hierarchy**

The census hierarchy is on two planes. There is the Census Organisation itself consisting of the Headquarters Unit (including the Director) and 8 Regional Deputy Directorates. The Director of Census Operations will supervise and direct the census operations in the State.

The second plane of the census hierarchy is made up of State Government Officers who are appointed as Census Officers at various levels. The responsibility for the successful undertaking of the census in the districts rests upon the Principal Census Officer. The Deputy Commissioner of the district is the Principal Census Officer for the district with the exception of the following City Corporations:

Bangalore, Hubli-Dharwad, Mysore City, Mangalore City, Belgaum City, Gulbarga City, Bangalore Development Authority.

The Commissioners of the City Corporations will be the Principal Census Officers for the area coming under their jurisdiction. The B.D.A. Commissioner is the Principal Census Officer for the area coming under the B.D.A.

Below the Principal Census Officer in the district is the District Census Officer. He will normally be the Headquarters Assistant to the Deputy Commissioner. He is in overall charge of the census operations in the district and will work under the direction of the Deputy Commissioner. His jurisdiction will cover the entire district with the exception of the corporations and 12 cities with a population of more than one lakh. These Cities are the following:

Bellary, Raichur, Bijapur, Gadag-Betgeri, Mandya, Davangere, Tumkur, Shimoga, Hospet (CMC), Bidar (CMC), K.G.F. (Sanitary Board, Bhadravathi (N.A.C.)).

The Principal Census Officers have been requested to issue the notification regarding the appointment of District Census Officers vide D.O. letters No. ADM 30 EST 89 dated 1-1-89 and my D.O. No. ADM 30 EST 89 dated 6-12-89. In case of the City Corporations and the B.D.A., the Commissioners of the City Corporations and the B.D.A. Commissioner have to appoint a suitable officer as the City Census Officer. His jurisdiction will be the entire Corporation area. He will work under the direction of the Principal Census Officer and the Commissioner of the City Corporation. We had requested the Commissioners of the City corporations to notify the appointment of City Census Officers *vide* our D.O. letter No. ADM 31 EST 89 dated 1-11-89.

The City Census Officer, normally the Commissioner of the City Municipality, will be the City Census Officer for Cities with population of 100,000 and above. He will work in co-ordination with the District Census Officer and under the control of the Principal Census Officer and Deputy Commissioner. We had requested the Deputy Commissioners to notify the appointment of these City Census Officers *vide* our D.O. letter No. ADM 30 EST 89 dated 6-12-1989.

Towns with a population of between 50,000 and 100,000 will also be headed by a City Census Officer who may be the Chief Officer or Commissioner of the concerned Town Municipality. These City Census Officers will, however, work under the direct supervision of the District Census Officer. The Deputy Commissioners and Principal Census Officers were requested to appoint these City Census Officers *vide* our D.O. letter No. ADM 33 EST 89 dated 12-12-89.

Below the District Census Officers are the Census Charge Officers. Each taluk in a district will normally form a Census Charge and the Tahsildar will be the Census Charge Officer for his taluk. We had requested the Deputy Commissioners and Principal Census Officers to appoint the Census Charge Officers *vide* our D.O. letter No. ADM 33 EST 89 dated 12-12-89.

In bigger towns which are not Corporations but which have a population of more than 50,000, Urban Charge Officers have to be appointed. We had written to the Deputy Commissioners regarding this in our D.O. letter No. ADM 30 EST 89 dated 6-12-1989.

In the Corporations also, Urban Charge Officers have to be appointed. We had written to the commissioners of the corporations regarding this *vide* our D.O. letter No. ADM 33 EST 89 dated 12-12-1989.

Additional District Census Officers and Additional City Census Officers have to be appointed from the cadre of District Statistical Officers. The deputy commissioners have been requested to do this *vide* our D.O. letter No. ADM 38 EST 89 dated 13-12-1989 and No. ADM 40 EST 89 dated 13-12-1989, respectively.

Please ensure that all the appointments as enumerated above have been made. If you have not done them as yet, please do so *immediately*, as the training programmes for these officers as well as for those who will be working under them are scheduled to begin very shortly.

It is most important that the District Census Officers ensure that all the areas in the district are properly divided into census charges and placed under properly notified Census Charge Officers with their jurisdictions carefully demarcated so that there is neither overlapping nor omission of any area. The charges will be sub-divided into a number of Enumeration Blocks. Five compact blocks will be clubbed together and placed in charge of a Supervisor. The Supervisor's jurisdiction is called a census circle. One Enumerator will normally be in charge of each enumeration block. The enumerator is usually the Primary School Teacher.

I am enclosing with this letter a calendar for the census operations. As you might see, the first preliminary steps are constituting the rural frame and the urban frame *i.e.*, identifying all the villages as well as all the urban areas. Urban areas will include not only the city Corporations, City and Town Municipalities but also places which are urban in character although they are not statutory towns. Such places are called *Census Towns* (non-municipal areas). They should satisfy the following criteria:

(i) A minimum population of 5,000.

(ii) At least 75% of the male working population being engaged in non-agricultural (and allied) activity.

(iii) A density of population of at least 400 per square kilometre (or one thousand persons per square mile).

Most of you have sent the required information regarding the villages in the taluks. Up-to-date taluk and district maps have also been sent to us showing the location and boundaries of towns and villages. In case clarifications have been sought from this office or additional information required, these may please be sent immediately. We shall by the end of the month be finalising the list of villages pertaining to your district and sending you three copies so that these may be authenticated by the Charge Officers and sent back to us. The list of towns, cities, etc., constituting the urban frame has been sent to the Registrar General's office for approval. Here too in some of the cases certain clarifications have been sought which may kindly be sent immediately.

After the appointment of the various census officers and preparation of the urban and rural frame, the next step to be taken will be the training of the Census Officers. Here, I shall briefly touch about the various stages of the census operations.

The census operations consist of distinct stages namely (1) House numbering and houselisting, (2) Enumeration, (3) Tabulation and (4) Preparation of census Reports. As Census Officer you will be concerned only with the first two stages. Tabulation and preparation of census reports will be attended to by my office.

The first stage in the census operations is housenumbering and houselisting. It is only after this is done that the enumeration of the persons in the houses can be taken. The housenumbering and houselisting is to be taken up between 15th April and 15th May, 1990. I shall be sending you separate instructions on how the numbering of buildings and census houses and filling up of the Houselist and Houselist Abstract Schedules are to be done. Along with the Houselisting Operations, Economic Census has also to be taken up. For this also separate detailed instructions will be issued.

After the appointment of Charge Officers, the enumerator's blocks have to be formed and enumerators and supervisors appointed. Simultaneously, training is to be given to all these personnel.

The first stage in the training process is the training of the District Census Officers, the City Census Officers and the Additional District Census Officers. This training conference is being organised on 28th, 29th and 30th December, 1989 in Bangalore. The training will include practical training in the housenumbering and houselisting operations. Please ensure that all the District Census Officers, City Census Officers and Additional District Census Officers in your district are deputed without fail for this training.

This will be followed immediately thereafter by the training of the Charge Officers in the districts. The calendar for this training will be finalised at the Bangalore Conference. I solicit the active participation and support of the Principal Census Officers for the training programmes of the Charge Officers. It is essential that these are conducted sincerely and painstakingly since the success of the entire operation depends on this. I, therefore, request the Principal Census Officers to take personal interest in the training programmes of the Charge Officers and supervise these training programmes. My officers and I shall

also be touring intensively in the State at this time and we will be in close touch with you.

The Charge Registers are being printed now and will be distributed to the Charge Officers in the first week of January, 1990. The Supervisors and Enumerators will have to be issued appointment orders in the month of January, 1990 and the Charge Officers will commence giving training to the Supervisors and Enumerators from February onwards.

The actual enumeration will be conducted in February-March, 1991 and there are many tasks to be completed between the houselisting operations and the commencement of the enumeration. This is a step by step process and the success of the operations depends on completing each step in time and ensuring that it is done properly. Detailed instructions will be issued for each step by means of circulars and letters sent from this office. As already mentioned in Circular No. 1, please consider all census circulars and letters as of *urgent importance*. I request you to monitor the implementation of the instructions issued by this Directorate very closely and hold regular meetings of the Census Charge Officers in your jurisdiction to ensure that this is done.

I shall be grateful if the Principal Census Officers could send me, by a D.O. letter, by the 10th of every month, a resume of the progress made in your district regarding the census operations. This will be of great help to me and my staff.

Please acknowledge the receipt of this Circular.

Yours sincerely,

(Sd/-)

(SOBHA NAMBISAN)

D.O. No. ADM 34 EST 89 dated 14-12-1989

Shri

Deputy Commissioner and
Principal Census Officer
District.

Shri

Commissioner and
Principal Census Officer
Corporation.

Shri

Commissioner,
Bangalore Development Authority,
Bangalore.

Copy to :

1. All Divisional Commissioners.
2. All Assistant Commissioners of Sub-Division.
3. All Commissioners of City Municipalities.
4. All Chief Officers of Town Municipalities.

Copy to :

Shri A.R. Nanda
Registrar General, India & Census
Commissioner,
New Delhi for kind information.

ANNEXURE TO CIRCULAR NO. 2

# THE CENSUS ACT, 1948

ACT NO. 37 OF 1948

An Act to provide for certain matters in connection with the taking of census.

[3*rd September*, 1948]

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

**Short title and extent**

It is hereby enacted as follows:—

1. (1) This Act may be called the Census Act, 1948.[2]

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

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

[4][2. Any reference in this Act to the Indian Penal Code or the Indian Evidence Act, 1872, (45 of 18, & 1 of 18) shall, in relation to the State of Jammu and Kashmir, be construed as a reference to the corresponding enactment in force in that State].

**Central Government to take census**

3. The Central Government may by notification in 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 if intended to be taken, and Directors of Census Operations[5] to supervise the taking of the census within the several States.

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

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

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

**Status of census authorities as public servants**

5. The Census Commissioner, all Directors of Census Operations[5] and all Census Officers shall be deemed to be public servants within the meaning of the Indian Penal Code. (45 of 1860).

**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 airforce, 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 serai, hotel, boarding-house, lodging-house, emigration deposit 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.

---

1. The words "the provinces and Acceding States" were rep. by the A.O. 1950.
2. Subs. *ibid.*, for the former sub-section.
3. The words "except the State of Jammu and Kashmir" omitted by Act 22 of 1959, S. 2.
4. Ins. by s. 3, *ibid.* The original s. 2 was omitted by Act 36 of 1957, s. 2. and sch.
5. Subs. for the words "Superintendents of Census Operations" by Sec. 3 of the Repealing and Amending Act 1974 (Act. No. 56 of 1974).

(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 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, of 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 member of staff of any factory, firm or establishment, to give such assistance as shall be specified in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, firms and other establishments, or within the areas for which such local authorities are established, as the case may be, and the persons to whom an order under this section is directed shall be bound to obey it and shall, while acting in pursuance of such order, be deemed to be public servants within the meaning of the Indian Penal Code. (45 of 1860).

**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 questions to the best of his knowledge of belief:

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

**Occupier to permit access and asking of members**

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 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 under regarding the inmates of such house or part thereof or the persons employed under such manager or officer, as the case may be, at the time of the taking of the census.

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

**Penalties**

11. (1)(a) Any census-officer or any person lawfully required to give assistance to wards 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 iinpair 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.

**Sanction required for prosecution**

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

**Operation of other laws not barred**

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:

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

**Jurisdiction**

14. No Court inferior to that of a Presidency Magistrate or a Magistrate of the second class [1]***, shall try, whether under this Act or under any other law, any act or omission which constitutes an offence under this Act.

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

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, (1 of 1872) no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

**Temporary suspension of other laws as to mode of taking census in municipalities**

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 Director of Census Operations[2] 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 authorized by or under this Act.

**Grant of statistical abstracts**

17. The Census Commissioner or any Director of Census Operations[3] 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 [4]/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.

**Power to make rules**

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

(2) In particular, and without prejudice to the generality of the foregoing power, the Central Government may make rules providing for the appointment of census-officers and of persons to perform any of the duties of census-officers or to give assistance towards the taking of a census, and for the general instructions to be issued to such officers and persons.

---

1. The words "or in a Part B State, A Magistrate corresponding to a Magistrate of the second class" ins. by Act 51 of 1950, s 4, omitted by the Adaption of laws (No. 3) Order, 1956.
2. Subs for the words "Superintendents of Census Operations" by Sec 3 of the Repealing and Amending Act, 1974 (Act No. 56 of 1974).
3. Subs for the words "Superintendents of Census Operations" by Sec 3 of the Repealing and Amending Act, 1974 (Act No. 56 of 1974).
4. Subs. by the A.O. 1950, for "the Provinces of India or the Province."

DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

CENSUS OF INDIA, 1991

KARNATAKA STATE

## HOUSELISTING OPERATIONS CALENDAR

**October 1989**

(i) Appointment of Principal Census Officers by the Government of Karnataka.

**November 1989**

(i) Appointment of District/City Census Officers by Principal Census Officers.

(ii) Appointment of Sub Divisional Census Officers by Principal Census Officers.

**December 1989**

(i) Preparatory steps for organising Census Operations in Bangalore City & surrounding areas— Delimitation of charges in consultation with authorities of Bangalore Corporation, BDA and Tahsildars of Bangalore North, Bangalore South and Devanahalli Taluk.

(ii) Appointment of Additional District/City Census Officers by Principal Census Officers.

(iii) **First** Training Conference of all District/City Census Officers and Additional District/City Census Officers.

**Dates — 28-30 December, 1989**

(iv) Appointment of Rural/Urban Census Charge Officers by the Principal Census Officers.

(v) Forwadal of list of villages and taluk maps and list of towns to the census charge officers and District Census Officers.

**January 1990**

(i) **First** Round training of Census Charge Officers by the District/City Census Officers and Additional District/City Census Officers at the Corporation/BDA/District level — Dates of training as fixed at the First Training Conference of District/City Census Officers.

(ii) Constitution of House listing Blocks and Supervisory circles by the Charge Officers.

(iii) Selection & appointment of Enumerators and Supervisors by the Charge Officers.

(iv) **Writing up** the Charge Registers by the Charge Officers and forwardal of charge registers to the Director of Census Operations, Karnataka, Bangalore.

(v) Despatch of training material required for the training of Enumerators and Supervisors.

(vi) Delineation/review of Urban Agglomerations & forwardal of proposals to Registrar General, India.

**February 1990**

(i) **Second** Round training of Census Charge officers by District/City Census Officers and Additional District/City Census Officers at the Corporation/BDA/District level.

**FIRST WEEK OF FEBRUARY, 1990**

(ii) Training of Enumerators and Supervisors by the Charge level in Urban areas and at Hobli/Circle level in rural Charges — First round.

**March 1990**

(i) ———— do ————————Second Round

(ii) Despatch of Census material to the Principal Census Officers (District/Corporations/BDA)

**April 1990**

(i) Second Conference of the District/City Census Officers and Additional District/City Census Officers.

(ii) Training of Enumerators and Supervisors — Third Round

and

Issual of Houselist Forms, Houselist Abstract. Enterprise list, Enterprise list Abstract and other material required for the field work to the Enumerators and Supervisors by the Charge Officers.

**16-4-1990 to 24-4-1990**

(i) Preparation of the Notional Map and Layout sketch by the Enumerators.

(ii) Assignment of numbers to Buildings/Census Houses and painting of numbers assigned thereto on the doors by the Enumerators.

(iii) Verification of Notional Map, Layout Sketch & Housenumbering by the Supervisors and Charge Officers.

**25-4-1990 to 15-5-1990**

(i) Filling-in the Houselist Form and Enterprise list by the Enumerators.

(ii) Field Supervision by Supervisors, Census Charge Officers, Sub-Divisional Census Officers, District City Census Officers & Additional District/City Census Officers.

**16-5-1990 to 20-5-1990**

(i) Preparation of Houselist Abstract and Enterprise list Abstract, Preparation of duplicate copy of Houselist and handing over the filled in and blank Schedules/Forms, maps, etc., to the Supervisors.

**21-5-1990 to 25-5-1990**

Checking by Supervisors of all forms/schedules, namely houselist, Enterprise list and Abstracts and handing over of all records of all the blocks of the supervisory circle to the Charge Officer.

**26-5-1990 to 31-5-1990**

(i) Scrutiny of records by Census Charge Officers.

(ii) Despatch of Enterprise list and Abstracts to the Additional District Census Officers.

(iii) Preparation of Charge Abstracts from House list Abstract.

(iv) Despatch of Charge Abstract, one set of Houselist and Houselist Abstracts to the Principal Census Officers.

**1-6-1990 to 5-6-1990**

Despatch of Houselists and Abstracts by Principal Census Officers to the Director of Census Operations, Karnataka, Bangalore.

ANNEXE-D.3

D.O. No. ADM 47 EST 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, I. A. S.
*Director*

21/1, Mission Road,
Bangalore-560 027

**CIRCULAR No. 3** Dated the 2nd January, 1990

Dear Sir,

Sub : Constitution of Houselisting Blocks

In Circular No. 2, I had given a brief overview of the census operations upto the stage of the completion of the house-listing operations. This circular contains detailed instructions regarding the constitution of houselisting blocks.

It is presumed that by now all the notifications appointing Charge Officers in both rural and urban areas have been completed (please refer in this regard to letter No. ADM 33 EST 89 dated 12-12-1989 relating to appointment of Charge Officers).

The District Census Officers have now been given three copies of the list of villages with the location codes and a taluk map. All the villages of a taluk with their hamlets constitute the jurisdiction of the Charge Officer (Rural). Please note that the jurisdiction of the Rural Charge Officer includes villages, hamlets, Lambani tandas etc., pertaining to the villages. Becharak villages with no population at all should also be included in the rural charge.

In Circular No. 2 there had been a brief discussion of urban areas. However, to recapitulate, urban areas fall within the following categories :

(1) City Corporation
(2) Municipalities
(3) Notified Area Committees
(4) Sanitary Boards
(5) Cantonment Boards
(6) Non-statutory census towns, a list of which has been enclosed with my letter No. ADM 33 EST 89 dated 18-12-89.

These non-statutory census towns have to fulfil the following three criteria :

(i) A minimum population of 5,000;

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

(iii) A density of population of at least 400 per square kilometre (or one thousand persons per square mile).

The next item of work, once the rural and urban charges have been clearly defined, is to divide them into Blocks for the purposes of houselisting operations. The enumerator's block is a specific area which has been clearly demarcated and which has been formed for purposes of houselisting operations.

**Constitution of Rural Blocks**

The Census Enumerator's Block in the rural areas should normally comprise about 150-200 households and a population of 750-1000. Each village with less than 1000 population will be constituted as one enumeration block. Marginal adjustments on the higher side can be done by the Charge Officers wherever necessary.

A village having a population of more than 1000 should be split and more than one enumeration block can be carved out for that village. For example, a village having a population of 1560 can be split into two enumeration blocks. While forming the enumeration blocks it is important to note that :

(1) no block should be formed by joining a part of a village with a part or whole of another village,

(2) each hamlet will constitute a separate block,

(3) uninhabited villages will also constitute separate blocks,

(4) in forest areas in places where no habitation is found within the area of any revenue village, the enumeration block may be constituted on the basis of the smallest forest administrative unit which is generally "a forest beat" or the beat of a Forest Guard. The details of such areas should be obtained from the District Census Officer or the Range Forest Officer, and

(5) five contiguous enumerator's blocks will constitute a Supervisor's Circle. Where more than one block has been entrusted to an enumerator, the work of five enumerators would form a supervisor's circle. After the blocks have been constituted, the supervisory circles into which the census enumerators' blocks fall should also be demarcated.

**Enumerator's Blocks in Urban Areas**

The enumerator's block will generally consist of a population of about 600—800 or approximately 150—200 houses. The District Census Officers/City Census Officers can make marginal adjustments considering reasonable work-load and operational convenience while carving out the enumeration blocks for the towns.

The following guidelines may be kept in mind while forming the blocks in urban areas:

(i) the blocks should not cut across territorial divisions or wards. The constitution of blocks in a territorial division may be made so as to cover the entire area within the division. For example, suppose the population of a division is 3400, then applying the criteria of 750 population for each urban block, the total number of blocks would be four. The balance of population left will be 400. It is not necessary to constitute another block for the residual population. The four blocks can be adjusted so as to include this population also.

(2) it is likely that a non-statutory census town may not have clearly defined or recognised territorial divisions. In the case of such towns, the blocks may be carved out by taking into consideration the area of the constituent village(s).

(3) in towns where the Permanent Housenumbering System has been implemented, it will be easy to form the census blocks. However, the population criteria should be kept in view.

(4) four to five contiguous enumerator's blocks would constitute a Supervisor's Circle unless of course the enumerator has been entrusted with more than one block in which case the work of 5 enumerators would form a Supervisor's Circle. After the demarcation of the enumerators' blocks the Supervisor's Circles should be indicated.

It is possible that both the rural charge and the urban charge may have common boundaries. In such cases, it is to be ensured that the areas between the rural and urban charges are actually accounted for and that the clear demarcation of the boundaries in the field is known to the enumerators and the supervisors on both the sides. It is necessary that the District Census Officers and City Census Officers arrange for cent per cent on the spot check to ensure that the boundaries between the rural and urban charges are clear while finalising the demarcation of enumeration blocks.

Simultaneously it is important to ensure that the demarcation between blocks in a rural charge or an urban charge are absolutely clear so that there is no question of any overlapping or omission of any area.

After ensuring that this is done, a certificate may kindly be sent to my office in the following format:

**CERTIFICATE**

Certified that I have personally verified that all the areas within my charge have been included in the Enumerators' block and no trea has been left out and that there is no overlapping of the jurisdiction of enumerators and supervisors.

*Census Charge Officer*

**CERTIFICATE**

Certified that I have personally verified that all the areas in by district/city have been properly covered by the Census Charge Officers as indicated above and no area has been left out and there is no overlapping of jurisdiction of the Census Charge Officers.

*District Census Officer/*
*City Census Officer*

These certificates may be sent with a covering D.O. letter addressed to Shri B. S. Narasimha Murthy, Joint Director of Census Operations Karnataka, Bangalore.

**Sample Registration Scheme Blocks**

In order to obtain quick and relative estimates of the birth and death rates in the country, separately for rural and urban areas, a scheme known as the Sample Registration Scheme (S.R.S.) is in operation throughout the country. In our State also there are 360 such units spread throughout the State. Of these, 250 units are in rural areas and 110 in urban areas. After the 1991 Census enumeration is over it is proposed to conduct a Census Evaluation Study of the SRS Units. The evaluation study envisages matching of data on certain characteristics collected at the Census with the corresponding data forthcoming from the SRS. To enable this matching it will be necessary to maintain the SRS Unit boundaries intact. In other words, the Census blocks constituted should not cut across the SRS Units. If a SRS unit is too big in size, it may be split up into two or more blocks of convenient size. But under no circumstances should a non-SRS area be tagged on to a SRS block for delineation of a Census block.

A complete list of SRS units, of both the rural and urban areas located in your district/town giving full particulars as well as the name of the part-time enumerator is enclosed. The part-time enumerator working for the scheme will be having complete records with him in respect of his SRS unit. He should be called to the Charge Office to render assistance in identifying the block in the field. The SRS block should be marked in a distinct colour on your charge map making use of the map available with the enumerator. With these steps it may be ensured that the identify of the SRS Unit has been fully maintained while delineating the blocks for Census purposes. The District Statistical Officers, who have been designated as Additional District Census Officers have complete and full knowledge of the Scheme and

the units. Their assistance and aid should be taken freely and without hesitation in this task. They will also go round the Taluks and the Municipalities to render assistance in this work.

**Exclusion of strictly Military Areas**

For the houselisting operations it has been decided to exclude all the 'Strictly Military Area' viz., areas controlled and managed by military authorities such as camps, barracks etc. The Census Charge Officers in consultation with the Local Defence Authorities have to recognise such areas and exclude them. At present strictly military areas have been found in Bangalore, Belgaum and Bidar districts of this State. However, there may be such areas in other charges also. We will communicate separately the list of all such areas to the respective Charge Officers.

The following additional points may be kept in mind while forming the Blocks :

(1) Two or more villages should not be clubbed together to constitute a single enumerator's block so as to achieve the workload norm for an enumerator. Each revenue village should be constituted as a single block even though the number of houses or the population may be extremely low.

(2) Care should be taken not to exclude villages where only a part of the village has been included in the adjoining municipal area—other urban charges or part of the village has been submerged. The part of the village which is not included in the urban charge should constitute a separate block.

Keeping all these guidelines in mind, the enumeration blocks should be constituted. This has to be done by the Charge Officers on the basis of local knowledge regarding both population and topography. For all rural charges it will be extremely useful to prepare maps as indicated below to ensure complete coverage of the area. You already have a map of the taluk showing the location of every revenue village with its location code. However, it will be necessary to have the following maps specifically for the purpose of houselisting operations :

(1) A map of the entire village depicting the blocks with their numbers.

(2) Maps of each supervisory circle indicating the houselisting blocks villagewise, including hamlets.

(3) A multi-block village map in the case of large villages.

A taluk map showing all the houselisting blocks with their numbers would be extremely useful for the Charge Officer for purposes of adequate control over the census operations.

**Supervisory Circle Maps**

For the Supervisor to have control over his areas of operation, he should prepare a map indicating the villages in his supervisory circle with the blocks clearly demarcated.

In urban areas also, the Charge Officer should prepare a charge map with all the Enumerator's blocks clearly demarcated. It would be necessary to indicate the boundaries of the territorial divisions in the towns since blocks will be constituted within these territorial divisions. If detailed map of each territorial division showing the enumerators blocks can be prepared, it would help the Charge Officer to have complete control of the operations. Here also Supervisory Officers should also have their own supervisory circle maps with the enumerators blocks clearly demarcated.

**Numbering of blocks**

After the Charge Officers have ensured that they have constituted blocks covering the entire geographical extent under their jurisdiction, they have to number the block so constituted. The following points may be remembered in this context :

(1) All the numerals to be used for the numbering of the blocks should be the international Arabic numerals i.e. 1, 2, 3, etc.

(2) In rural charges, the blocks will have to be numbered in one continuous series for the entire taluk. Thus in the case of a taluk, the block numbers will start from the first village in the taluk i.e., village number 1 in the list of villages and end with the last village in the list.

**Examples:**

| Village L.C. No. | No. of houselisting blocks in the village | Block numbers to be assigned |
|---|---|---|
| 1 | 3 | 1—3 |
| 2 | 1 | 4 |
| 3 | 4 | 5—8 |
| 4 | 2 | 9—10 |
| 5 | | |
| | | Continue thus till the last village in the list |

As already mentioned, a small village (or a hamlet) having a population of less than 750 will by itself constitute a houselisting block. In case of a large village, however, it has to be split up into a suitable number of blocks of convenient sizes depending on the total population of the village.

**Smaller Blocks in certain Areas**

In certain Malnad districts of the State such as Chikmagalur, Shimoga, parts of Hassan and Kodagu, it may not always be possible to follow the population criteria laid down. Where the houses and the villages are scattered as in these areas and the total

population size of the human settlement is very small, it may not be feasible to fully abide by the population criteria. In such cases, it may be necessary to have a convenient sized block where the enumerator can cover the block within the enumeration period although the total population for the block may not be 1,000. No hard and fast rules can be laid down in such tracts where the natural topography and the disposal of the human settlements is such that it will not be feasible to strictly abide by the population criteria. In these tracts, the Charge Officers will have to exercise their discretion in forming an appropriately sized block but must ensure that it is not unduly small. The workload norms for an enumerator in such tracts can, therefore, be modified for slight extent, and a smaller number of houses/population may be given per enumerator because of the peculiar terrain of the tract or district.

**Numbering of Urban Charges**

In urban areas, such as Town Municipalities, non-municipal Census Towns, specially constituted Boards such as Town Boards, Sanitary Boards, Notified Area Committees and Cantonment Boards, the entire town or the Board would have been constituted into a single charge. In such urban areas, the numbering of the blocks should be continuous for the whole of the Charge or the Town.

**Cities and Towns with more than one charge**

In the case of the City Corporations and City Municipalities and all towns above a population of 50,000 which has more than one "Charge", the City would have been divided into appropriate number of Charges and each charge would contain one or more territorial divisions. We have seen earlier that the enumeration blocks would be constituted within a division, ward or a mohalla and should not cut across the boundaries of the division, or the ward or the mohalla. In such cities, the numbering of the blocks should run continuously for the Division. In other words, each Division, Ward or Mohalla should start with the series 1 and the series should be closed within that Division/Ward/Mohalla, for example, Bangalore City Charge 1. Division 1. The total number of blocks in this Division is 65. For Division 2, the order of number should begin with 1 and should not be continued from 66.

The proper constitution of the enumerator's blocks for houselisting operations is of fundamental importance. It is to be ensured.

(1) that the entire area within your jurisdiction has been divided into blocks;

(2) that the boundaries between all the blocks both within your jurisdiction as well between neighbouring charges are clearly demarcated.

Constituting the blocks is based upon local knowledge. Therefore, local officials should be consulted and joint inspections made wherever necessary.

*The constitution of the houselisting Blocks* should be completed by 15-1-1990, as already discussed in the District Census Officers' Conference. The District/City Census Officers may please inform me telegraphically as soon as the Blocks are constituted.

Please acknowledge the receipt of this Circular.

Yours faithfully,

(Sd/-)

(SOBHA NAMBISAN)

To

All Divisional Commissioners

All Deputy Commissioners and Principal Census Officers

All Commissioners and Principal Census Officers of Corporations

The Commissioner, Bangalore Development Authority, Bangalore

All Assistant Commissioners of Sub Divisions

All the Commissioners of City Municipalities

All Chief Officers of Town Municipalities

All Tahsildars

All District Census Officers

All Additional District Census Officers

All City Census Officers of Bangalore District.

Copy to :

(1) Shri A. R. Nanda, I.A.S., Registrar General & Census Commissioner, India, New Delhi for kind information.

(2) P.A. to D.C.O., Karnataka, Bangalore.

(3) All Officers/Investigators of D.C.O., Karnataka.

ANNEXE-D.4

D.O. No. ADM 48 EST 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

21/1, Mission Road,
Bangalore-560 027

SOBHA NAMBISAN, I.A.S.
*Director*

*Dated the 4th January, 1990*

**CIRCULAR NO. 4**

Dear Sir,

Sub: Selection and appointment of Enumerators and Supervisors.

In circular No. 3, elaborate instructions have been given for the constitution of Houselisting Blocks and the numbering of the blocks both in rural and urban areas. Simultaneously with the constitution of the blocks, you have to appoint Enumerators and Supervisors for conducting the Houselisting Operations. Usually there will be one Enumerator for each block. However, it is not a uniform rule and in many cases it may be necessary to allocate more than one block for an Enumerator. The criteria to be kept in mind is that an enumerator would normally canvass the houselisting schedules for a population of approximately 700-1000 in rural areas and 600-800 in urban areas. Therefore, if some of the blocks are small or under populated for any reason, then more than one block may be given to an enumerator in order that he may have the normal workload. Examples which may be given in this context are a becharak village with no population at all, part of a submerged village with very little population or a hamelt or tanda with a small population. As indicated in circular No. 3, all these would constitute separate blocks. In such cases, it will be necessary to assign more than one block to an enumerator.

Therefore, after having constituted the houselisting blocks in both the rural and urban areas and having numbered them, the number of enumerators and supervisors required may be determined. One Supervisor would be in charge of five enumerators. Having determined the number of enumerators and supervisors required for each charge, the Charge Officer should finalise the names of enumerators and supervisors. The following points may be kept in mind while selecting the Enumerators and Supervisors:

(1) The enumeration staff in the rural areas will be the Village Accountants, School Teachers and other local officials of equivalent rank of other departments at the village level.

(2) In urban areas, the enumeration staff will consist of equivalent staff in the employ of the Local authorities such as Bill Collectors, School Teachers, etc.

(3) In the case of large towns and Cities, Government Servants working in various offices located in the city will have to be appointed for enumeration and supervisory work in addition to school teachers and municipal staff. However, care should be taken to see that no disproportionately large staff is drawn from any department and that the appointment is done in consultation with the local Head of the Office or Department.

(4) Railway Blocks if any should be entrusted to railway officials in consultation with the authorities concerned.

(5) The supervisory staff will consist of Revenue Inspectors, Extension Officers and officials of equivalent rank in rural areas. In urban areas, officials above the rank of Bill Collectors should be appointed as supervisors.

(6) Care should be taken to see that the supervisor is of a higher status than the enumerators and that 5 enumerators are allotted to each supervisor.

(7) Care should be taken to see that the enumerators and supervisors are thoroughly familiar with the language of the area. In allocating the blocks to each enumerator and supervisor care should be taken to ensure that they do not have to cover very long distances.

(8) If there are officials who have done satisfactory work in the last census, they may be appointed since they would be having some experience in census work.

The Charge Officer should draw up a list of all the available personnel and the blocks should be allocated to enumerators and supervisor's circles to the supervisors by name. Sufficient number of enumerators and supervisors, being not less than 10% of the actual requirement should be selected as reserve for emergency purposes. These reserve enumerators and supervisors should also be given training.

The following points are reiterated:

(1) An uninhabited or becharak village/hamlet should not be excluded while constituting enumeration blocks for houselisting operations.

Each hamlet/becharak village would constitute a separate block.

(2) Two or more villages should not be clubbed together to constitute a single enumerator's block so as to achieve the workload norm of an enumerator.

(3) If more than one block is given to an enumerator, the blocks should be contiguous and they should all fall **within the circle of one supervisor.**

At the State Level Conference of District Census Officers held on 28th to 30th December, 1989, instructions were given on filling up the working sheets. The format of the Working Sheet is as follows:

CENSUS OF INDIA — 1991

**Houselisting Operations**

**Working Sheet for Rural Charge Register**

Name of District Location Code : SUPERVISOR

Name of Taluk/CD Block : Code No. : Name :
Designation :
Office and Residential Address :
Tel. No., if any

| Location Code | Name of village | Name of hamlets if any (i) Name & distance in Kms. from main village (ii) If distance is more than 5 Kms. is it separated by a river/stream/road/rail-line OR a separate basti due to some social factor i.e., Caste/Religion? |
|---|---|---|
| 1 | 2 | 3 |
| | | |

| Houselist Block Code | Boundaries of the Houselist Block | ENUMERATOR (i) Name (ii) Designation (iii) Office & Residential address | REMARKS |
|---|---|---|---|
| | East<br>West<br>North<br>South | | |
| 4 | 5 | 6 | 7 |
| | | | |

The District Census Officer or the Additional District Census Officer should instruct the Charge Officers on how to fill up the working sheet at the time of the training of the Charge Officers. Immediately after the selection of the enumerators and supervisors, the working sheet should be filled up and sent to this office by Muddam.

It will be noted that what we are referring to here is the **selection** of enumerators and supervisors and not their appointment. The appointment letters and the identity cards of the enumerators and supervisors are under print and will be ready by the second week of January, 1990. These will be sent to you soon after so that you may serve them on the Enumerators and Supervisors. However, it is emphasised that all preliminary work should have been completed by that time. Constitution of houselisting blocks, numbering them and selection of the enumerators and supervisors should be completed by **15-1-1990.** This has already been discussed at the State Level Conference. Since it is absolutely essential that we stick to the calendar drawn up, I request that action may be taken immediately by the District and City Census Officers and the Charge Officers to constitute the houselisting blocks and the selection of the enumerators and supervisors and that these operations are completed by **15-1-1990.**

Please acknowledge the receipt of this letter.

Yours sincerely,
(Sd/-)
(SOBHA NAMBISAN)

To

All Divisional Commissioners.

All Deputy Commissioners and Principal Census Officers.

All Commissioners and Principal Census Officers of Corporations.

The Commissioner, Bangalore Development Authority, Bangalore.

All Assistant Commissioners of Sub Divisions.

All the Commissioners of City Municipalities.

All Chief Officers of Town Municipalities.

All Tahsildars.

All District Census Officers.

All Additional District Census Officers.

All City Census Officers of Bangalore District.

Copy to:

(1) Shri A.R. Nanda, I.A.S., Registrar General & Census Commissioner, India, New Delhi for kind information.

(2) P. A. to D.C.O., Karnataka, Bangalore.

(3) All Officers/Investigators of D.C.O., Karnataka.

ANNEXE-D. 5

D.O. No. TCH IV CPO 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, I.A.S.
*Director*

21/1, Mission Road,
Bangalore-560 027

Dated the 9th January, 1989

**CIRCULAR NO. 5**

Dear Sir,

Sub : Census of India 1991—Location Code Number.

During the 1991 Census, every enumerator will be canvassing four essential schedules namely, the House-list and the Enterprise List during April—May, 1990, and the Household Schedule and the Individual Slip in February—March, 1991. In these schedules will be listed every structure, census house, each enterprise, and every household and individual. It would be necessary to identify each of the above census schedules with the area to which it relates. Every census record, whether it is the houselist, enterprise list, household schedule or individual slip, should be identifiable with the district, the taluk and the village/town down to the block concerned. If all these particulars are to be indicated on every sheet, it would greatly increase the work of the enumerator. An easy method of such identification has, therefore, been evolved namely, the Location Code (LC).

The Location Code is a simple device by which every area in every administrative unit in the State can be identified by assigning specific code numbers for the different levels of administrative units. Each such area can then be referred to by a combination of such numbers. The system adopted for allotment of such code numbers to the Districts, Taluks, Towns and Villages of this State is explained below :

**State**

The Location Code of the State is determined by numbering according to alphabetical order, all the States in the Country. By following this procedure Karnataka gets the Code No. 11. This number will be the *first* element of hte Location Code.

**Districts**

All the 20 districts in the State will be taken in the alphabetical order of their names and numbered from 1 to 20. Accordingly, the Location Code Numbers for the different districts of the state will be indicated as in Appendix I to this Circular. This number, which will be the district number is the *second* element of the Location Code.

**Taluks**

Similarly, every taluk within each district will be taken in the alphabetical order of their names within the district and numbered in a separate series for each district, commencing from No. 1 onwards. The Sl. No. of taluks will be limited to each district and will run continuously for the Taluk within the district. Incidentally, it may be mentioned here, that the jurisdiction of each Rural Charge is the jurisdiction of the taluk, excluding the urban areas falling within the boundaries of the taluk. The Taluk number thus assigned will constituted the *third* element of the Location Code in Rural areas. The Code numbers allotted for the various taluks (Rural Charge) are indicated in Appendix II to this Circular.

**Villages**

A Revenue village *together with all its hamlets is* considered as the smallest administrative unit for rural areas, and accordingly, every such village will have a code number. The list of villages for all the taluks has been prepared and sent to the District Census Officers for onwards transmission to the Charge Officers. The Sl. No of the villages shown in column No. 1 of these lists would constitute the code numbers of the different villages. Three copies of such lists will be supplied to the Charge Officers shortly.

**Towns**

As there will be very few towns in a District, all the towns within the District taken in the alphabetical order of their names are numbered in *Roman* figurs in one continuous series without reference to the taluk in which they are located. The list of census towns with their code numbers will be sent separately. The town is the smallest administrative unit for the urban area. In the case of big cities like Bangalore, etc., these units are further subdivided into Urban Charges for facility of organisation and conduct of the Census Operations in these areas. These charges are numbered according to a convenient order within the city and will be allotted a number in Arabic numerals, in a continuous series for the entire city. Divisions/Wards/Mohallas, etc., would already have been numbered by the Corporations or Municipal authorities. If not already numbered, these may also be serially numbered in the same order as the charges. Please note

that the code numbers for towns are in Roman figures and that of villages in Arabic numerals. All other numbers assigned to Charges, Divisions/Wards/Mohallas and Enumerator Blocks will also be in Arabic numerals.

**Blocks**

Each Village and Town will be constituted into one or more Enumeration blocks in accordance with the instructions contained in Circular No. 3 for Houselisting Operation purposes. All such blocks within a charge whether Rural or Urban will bear continuous serial numbers. The Location Code of the block will be developed, therefore, on the basis of the Location Code Numbers determined for the State, District, the Taluk the Village or the Town and will also include the Enumerator's block number. The Location Code of the Block will, therefore, have five elements, namely, State, District, Taluk, Village and Enumeration Block in the case of rural areas and State, District, Town, Ward/Division and Enumeration Block in the case of urban areas.

The first element of the Location Code consists of the Code number for the State and helps to identify the State.

The second element of the Location Code consists of the code number for the district and helps to identify the district.

The third code number refers to the taluk in rural areas and to the town in urban areas.

The fourth element of the Location Code refers to the number of the village, and in the urban areas to the Territorial Division of the City.

The fifth element of the Location Code refers to the number of the block whether in rural area or in an urban area.

**Example**

**Rural**

(i) Location Code No. 11/1/3/49. This number refers to the 49th village in the 3rd taluk (i.e., Bangalore South Taluk) of the first district (Bangalore Rural District) of the 11th State Karnataka.

(ii) Location Code No. 11/1/3/49(55). As earlier stated, the last element of the Code within brackets refers to the number of the block or the block code. This would always be referred to within brackets. This location code therefore refers to the 55th block in the 49th village of the 3rd taluk in the first district of the state.

**Urban**

(iii) Location Code No. 11/9/IV/3(6). The Roman numerals indicate that this Location Code pertains to a town. The Location Code identifies the 6th block in the 3rd division or ward of the 4th town in the 9th district of the state.

(iv) Location Code No. 14/VIII-2/6(15). In the earlier paras we have seen that in large towns or cities it would be necessary to divide the city into several charges for facility in conducting the Census Operations and that these charges are numbered according to a convenient order. The location code in this case would, therefore, refer to the 15th block of division 6 of charge 2 of the 8th town in the 14th district of Karnataka.

**Example**

**Rural**

| | | |
|---|---|---|
| State | Karnataka | 11 |
| District | Bijapur | 6 |
| Taluk | Bagalkot | 2 |
| Village | Mannikatti | 18 |
| Block | | 54 |

Therefore the L.C. is 11/6/2/18(54)

**Urban**

| | | |
|---|---|---|
| State | Karnataka | 11 |
| District | Dharwad | 10 |
| City/Town | Hubli-Dharwad | VIII |
| Charge | | 3 |
| Division/Ward | | 8 |
| Block | | 12 |

Therefore the L.C. is 11/10/VIII-3/8(12)

It is important to note here that the jurisdiction of every administrative unit right upto the last level is clearly indicated and identifiable by every Census Officer having jurisdiction over the area. It must be remembered and understood that when a particular village is referred to, it denotes not only the area on which the Gramathana or the Hamlets of that village are located, but also the entire revenue limits of the village as demarcated in the Land Records. Similarly, in the case of Towns, the jurisdiction will be as laid down by the Government through an appropriate Notification under the Municipalities/Corporation Act. It will, therefore, be seen that when any specific area have been excluded from within the jurisdiction of a Municipality, etc., or when only parts of a village have been included within the limits of Municipality, such excluded areas or the remaining parts of such villages will have to be included in the adjoining Rural Charge of which they form a part, even if such areas are uninhabited. Accordingly such areas will be allotted the appropriate code numbers in the concerned rural charge.

It will be noticed that some of the towns included in the list are non-municipal areas. Such areas, among others, have been treated as towns on the principle communicated in census circular No. 2. It may also be observed that the jurisdiction of the Non-Municipal Urban areas extends over the entire revenue limits of the village concerned and in case of Special Areas, over the areas on which the concerned authorities have control.

The whole idea behind this operation is to ensure that every bit of land in the state is included either in a rural or in an urban charge, ensuring at the same time that there is neither any omission nor any overlapping of areas. This acquires importance particularly while distinguishing the dividing lines between the Rural and Urban Charges. It is accordingly requested that every Census Charge Officer should verify the boundaries of his charge, with those of the adjoining charges, and submit a certificate in token of such verification in the form enclosed to this Circular at Appendix II. The certificate may please be sent to this office by the 1st February, 1990 without fail. A similar certificate should also be recorded in Charge Register at the end.

It should be the responsibility of every Charge Officer, whether Rural or Urban, to ensure that every single enumerator is fully conversant with the location code of his block and that each element of the Location Code is known to him. This is essential in order to ensure that all census slips and schedules pertaining to each District, Taluk/Town, Village/Ward and the Block is clearly identifiable. An inadvertent error in the location code by the enumerator can upset all tabulations and the accuracy of the data collected. I therefore suggest that the Charge Officer should determine the location code of each block carefully and indicate this clearly to the concerned Enumerator as soon as he is appointed and the blocks are assigned to him. The utmost care should be exercised in this regard.

The receipt of this circular may kindly be acknowledged.

Yours sincerely,

(Sd./-)

(SOBHA NAMBISAN)

To,

All Deputy Commissioners & Principal Census Officers.

All Commissioners & Principal Census Officers of Corporations.

All Commissioners of City Municipalities.

All Chief Officers of Town Municipalities.

All District Census Officers.

All Asstt. Commissioners of Sub-Divisions.

All Tahsildars.

All Additional District Census Officers.

All City Census Officers of Bangalore Dist.

The Commissioner, B.D.A.

The Chief Secy. to the Govt. of Karnataka.

The Revenue Secretary, Govt. of Karnataka, Vidhana Soudha, Bangalore.

Copy to:

(1) Shri A. R. NANDA, I.A.S.,
Registrar General & Census Commissioner, India New Delhi for kind information.

(2) P.A. to D.C.O., Karnataka, Bangalore.

Copy to:

All Officers/Investigators of the D.C.O., Karnataka, Bangalore.

CENSUS OF INDIA — 1991

**LOCATION CODES FOR STATE AND DISTRICTS**

| Name of State/District | L.C.No. |
|---|---|
| 1 | 2 |
| KARNATAKA | 11 |
| Bangalore | 1 |
| Bangalore Rural | 2 |
| Belgaum | 3 |
| Bellary | 4 |
| Bidar | 5 |
| Bijapur | 6 |
| Chikmagalur | 7 |
| Chitradurga | 8 |
| Dakshina Kannada | 9 |
| Dharwad | 10 |
| Gulbarga | 11 |
| Hassan | 12 |
| Kodagu | 13 |
| Kolar | 14 |
| Mandya | 15 |
| Mysore | 16 |
| Raichur | 17 |
| Shimoga | 18 |
| Tumkur | 19 |
| Uttara Kannada | 20 |

CENSUS OF INDIA — 1991

**LOCATION CODE NUMBERS FOR DISTRICTS AND TALUKS**

| Name of the District/Taluk | L.C.No. |
|---|---|
| 1 | 2 |
| BANGALORE DISTRICT | 1 |
| **Taluks** | |
| Anekal Taluk | 1/1 |
| Bangalore North Taluk | 1/2 |
| Bangalore South Taluk | 1/3 |
| BANGALORE RURAL DISTRICT | 2 |
| **Taluks** | |
| Channapatna Taluk | 2/1 |
| Devanhalli Taluk | 2/2 |

| 1 | 2 |
|---|---|
| Dodballapur Taluk | 2/3 |
| Hoskote Taluk | 2/4 |
| Kanakapura Taluk | 2/5 |
| Magadi Taluk | 2/6 |
| Nelamangala Taluk | 2/7 |
| Ramanagaram Taluk | 2/8 |
| BELGAUM DISTRICT | 3 |
| **Taluks** | |
| Athni Taluk | 3/1 |
| Belgaum Taluk | 3/2 |
| Chikodi Taluk | 3/3 |
| Gokak Taluk | 3/4 |
| Hukeri Taluk | 3/5 |
| Khanapur Taluk | 3/6 |
| Parasgad Taluk | 3/7 |
| Raybag Taluk | 3/8 |
| Ramdurg Taluk | 3/9 |
| Sampgaon Taluk | 3/10 |
| BELLARY DISTRICT | 4 |
| **Taluks** | |
| Bellary Taluk | 4/1 |
| Hadagalli Taluk | 4/2 |
| Hagaribommanahalli Taluk | 4/3 |
| Harapanahalli Taluk | 4/4 |
| Hospet Taluk | 4/5 |
| Kudligi Taluk | 4/6 |
| Sandur Taluk | 4/7 |
| Siruguppa Taluk | 4/8 |
| BIDAR DISTRICT | 5 |
| **Taluks** | |
| Aurad Taluk | 5/1 |
| Basavakalyan Taluk | 5/2 |
| Bhalki Taluk | 5/3 |
| Bidar Taluk | 5/4 |
| Homnabad Taluk | 5/5 |
| BIJAPUR DISTRICT | 6 |
| **Taluks** | |
| Badami Taluk | 6/1 |
| Bagalkot Taluk | 6/2 |
| Basavana Bagewadi Taluk | 6/3 |
| Bijapur Taluk | 6/4 |
| Bilgi Taluk | 6/5 |
| Hungund Taluk | 6/6 |
| Indi Taluk | 6/7 |
| Jamkhandi Taluk | 6/8 |
| Muddebihal Taluk | 6/9 |
| Mudhol Taluk | 6/10 |
| Sindgi Taluk | 6/11 |
| CHIKMAGALUR DISTRICT | 7 |
| **Taluks** | |
| Chikmagalur Taluk | 7/1 |
| Kadur Taluk | 7/2 |
| Koppa Taluk | 7/3 |
| Mudigere Taluk | 7/4 |
| Narasimharajapura Taluk | 7/5 |
| Sringeri Taluk | 7/6 |
| Tarikere Taluk | 7/7 |
| CHITRADURGA DISTRICT | 8 |
| **Taluks** | |
| Challakere Taluk | 8/1 |
| Chitradurga Taluk | 8/2 |
| Davangere Taluk | 8/3 |
| Harihar Taluk | 8/4 |
| Hiriyur Taluk | 8/5 |
| Holalkere Taluk | 8/6 |
| Hosdurga Taluk | 8/7 |
| Jagalur Taluk | 8/8 |
| Molakalmuru Taluk | 8/9 |
| DAKSHINA KANNADA DISTRICT | 9 |
| **Taluks** | |
| Bantval Taluk | 9/1 |
| Beltangadi Taluk | 9/2 |
| Karkal Taluk | 9/3 |
| Kundapura Taluk | 9/4 |
| Mangalore Taluk | 9/5 |
| Puttur Taluk | 9/6 |
| Sulya Taluk | 9/7 |
| Udupi Taluk | 9/8 |
| DHARWAD DISTRICT | 10 |
| **Taluks** | |
| Byadgi Taluk | 10/1 |
| Dharwad Taluk | 10/2 |
| Gadag Taluk | 10/3 |
| Hangal Taluk | 10/4 |
| Haveri Taluk | 10/5 |
| Hirekerur Taluk | 10/6 |
| Hubli Taluk | 10/7 |
| Kalghatgi Taluk | 10/8 |
| Kundgol Taluk | 10/9 |
| Mundargi Taluk | 10/10 |
| Nargund Taluk | 10/11 |
| Navalgund Taluk | 10/12 |
| Ranibennur Taluk | 10/13 |
| Ron Taluk | 10/14 |
| Savanur Taluk | 10/15 |
| Shiggaon Taluk | 10/16 |
| Shirhatti Taluk | 10/17 |
| GULBARGA DISTRICT | 11 |
| **Taluks** | |
| Afzalpur Taluk | 11/1 |
| Aland Taluk | 11/2 |
| Chincholi Taluk | 11/3 |
| Chitapur Taluk | 11/4 |
| Gulbarga Taluk | 11/5 |

| 1 | 2 |
|---|---|
| Jevargi Taluk | 11/6 |
| Sedam Taluk | 11/7 |
| Shahpur Taluk | 11/8 |
| Shorapur Taluk | 11/9 |
| Yadgir Taluk | 11/10 |
| HASSAN DISTRICT | 12 |
| **Taluks** | |
| Alur Taluk | 12/1 |
| Arkalgud Taluk | 12/2 |
| Arsikere Taluk | 12/3 |
| Belur Taluk | 12/4 |
| Channarayapatna Taluk | 12/5 |
| Hassan Taluk | 12/6 |
| Holenarsipur Taluk | 12/7 |
| Manjarabad Taluk | 12/8 |
| KODAGU DISTRICT | 13 |
| **Taluks** | |
| Madikeri Taluk | 13/1 |
| Somvarpet Taluk | 13/2 |
| Virajpet Taluk | 13/3 |
| KOLAR DISTRICT | 14 |
| **Taluks** | |
| Bagepalli Taluk | 14/1 |
| Bangarapet Taluk | 14/2 |
| Chikballapur Taluk | 14/3 |
| Chintamani Taluk | 14/4 |
| Gauribidanur Taluk | 14/5 |
| Gudibanda Taluk | 14/6 |
| Kolar Taluk | 14/7 |
| Malur Taluk | 14/8 |
| Mulbagal Taluk | 14/9 |
| Sidlaghatta Taluk | 14/10 |
| Srinivasapur Taluk | 14/11 |
| MANDYA DISTRICT | 15 |
| **Taluks** | |
| Krishnarajpet Taluk | 15/1 |
| Maddur Taluk | 15/2 |
| Malvalli Taluk | 15/3 |
| Mandya Taluk | 15/4 |
| Nagamangala Taluk | 15/5 |
| Pandavapura Taluk | 15/6 |
| Shrirangapattana Taluk | 15/7 |
| MYSORE DISTRICT | 16 |
| **Taluks** | |
| Chamarajnagar Taluk | 16/1 |
| Gundlupet Taluk | 16/2 |
| Heggadadevankote Taluk | 16/3 |
| Hunsur Taluk | 16/4 |
| Kollegal Taluk | 16/5 |
| Krishnarajanagara Taluk | 16/6 |
| Mysore Taluk | 16/7 |
| Nanjangud Taluk | 16/8 |
| Piriyapatna Taluk | 16/9 |
| Tirumakudal-Narsipur Taluk | 16/10 |
| Yelandur Taluk | 16/11 |
| RAICHUR DISTRICT | 17 |
| **Taluks** | |
| Devadurga Taluk | 17/1 |
| Gangawati Taluk | 17/2 |
| Koppal Taluk | 17/3 |
| Kushtagi Taluk | 17/4 |
| Lingsugur Taluk | 17/5 |
| Manvi Taluk | 17/6 |
| Raichur Taluk | 17/7 |
| Sindhnur Taluk | 17/8 |
| Yelbarga Taluk | 17/9 |
| SHIMOGA DISTRICT | 18 |
| **Taluks** | |
| Bhadravati Taluk | 18/1 |
| Channagiri Taluk | 18/2 |
| Honnali Taluk | 18/3 |
| Hosanagara Taluk | 18/4 |
| Sagar Taluk | 18/5 |
| Shikarpur Taluk | 18/6 |
| Shimoga Taluk | 18/7 |
| Sorab Taluk | 18/8 |
| Tirthahalli Taluk | 18/9 |
| TUMKUR DISTRICT | 19 |
| **Taluks** | |
| Chiknayakanhalli Taluk | 19/1 |
| Gubbi Taluk | 19/2 |
| Koratagere Taluk | 19/3 |
| Kunigal Taluk | 19/4 |
| Madhugiri Taluk | 19/5 |
| Pavagada Taluk | 19/6 |
| Sira Taluk | 19/7 |
| Tiptur Taluk | 19/8 |
| Tumkur Taluk | 19/9 |
| Turuvekere Taluk | 19/10 |
| UTTARA KANNADA DISTRICT | 20 |
| **Taluks** | |
| Ankola Taluk | 20/1 |
| Bhatkal Taluk | 20/2 |
| Haliyal Taluk | 20/3 |
| Honavar Taluk | 20/4 |
| Karwar Taluk | 20/5 |
| Kumta Taluk | 20/6 |
| Mundgod Taluk | 20/7 |
| Siddapur Taluk | 20/8 |
| Sirsi Taluk | 20/9 |
| Supa Taluk | 20/10 |
| Yellapur Taluk | 20/11 |

No. TCH 19 CPO 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-560 027

Date : 1-2-1990

To

All the Deputy Commissioner & the Principal Census Officer of the Districts.

All the Commissioner & the Principal Census Officer of the Corporations.

The Commissioner,
Bangalore Development Authority.
Bangalore.

Sir,

Sub : Census of India 1991—Location Code Number.

In continuation to circular No. 5 issued under D.O. No. TCH 19 CPO 89 dated 9-1-1989, I am forwarding herewith the list of places classified as towns for the 1991 census indicating also therein the location codes allotted to each town. For instructions relating to the incorporation of town codes in the location code, circular No. 5 referred to above may be referred to.

Kindly acknowledge receipt.

Yours faithfully,

(Sd/-)

(B.S. NARASIMHA MURTHY)
*Joint Director of Census Operations.*
*Karnataka.*

Copy to :

All Commissioners of City Municipalities.

All Chief Officers of Town Municipalities.

All District Census Officers.

All Assistant Commissioners of Sub-Divisions.

All Tahsildars.

All Additional District Census Officers.

All City Census Officers of Bangalore City Corporation.

The Chief Secretary to Govt. of Karnataka.

The Revenue Secretary, Govt. of Karnataka.
Vidhana Soudha, Bangalore.

CENSUS OF INDIA 1991
KARNATAKA STATE

**LOCATION CODE NUMBERS OF DISTRICTS AND TOWNS**

| Name of District/Town | Code |
|---|---|
| BANGALORE DISTRICT | 11/1 |
| Anekal (TMC) | 1/I |
| Baiyyappanahalli (Vimanapura) (NMCT) | 1/II |
| Banasavadi (NMCT) | 1/III |
| Bangalore (MC) | 1/IV |
| B.E.L. Township (NMCT) | 1/V |
| Bennigananahalli (NMCT) | 1/VI |
| Byataguttepalya (NMCT) | 1/VII |
| Byatarayanapura (B. Narayanapura)(NMCT) | 1/VIII |
| Dasarahalli (NMCT) | 1/IX |
| Devarajivanahalli (NMCT) | 1/X |
| Dommasandra (NMCT) | 1/XI |
| Geddalahalli (NMCT) | 1/XII |
| H.A.L. Township (NMCT) | 1/XIII |
| H.A. Sanitary Board (SB) | 1/XIV |
| Hebbal (NMCT) | 1/XV |
| H.M.T. Township (NMCT) | 1/XVI |
| H.M.T. Watch Factory Township (NMCT) | 1/XVII |
| I.T.I. Notified Area (NAC) | 1/XVIII |
| Jalahalli (NMCT) | 1/XIX |
| Kacharakanahalli (NMCT) | 1/XX |
| Kadugodi (NMCT) | 1/XXI |
| Kalagondahalli (NMCT) | 1/XXII |
| Kamagondanahalli (NMCT) | 1/XXIII |
| Kaval Byrasandra (NMCT) | 1/XXIV |
| Koramangala (NMCT) | 1/XXV |
| Laggere (NMCT) | 1/XXVI |
| Lingarajapura (NMCT) | 1/XXVII |
| Mahadevapura (NMCT) | 1/XXVIII |
| Nagavara (NMCT) | 1/XXIX |
| Peenya (NMCT) | 1/XXX |
| Saneguruvanahalli (NMCT) | 1/XXXI |
| Vijinapura (NMCT) | 1/XXXII |
| Yelahanka (TMC) | 1/XXXIII |
| BANGALORE RURAL DISTRICT | 11/2 |
| Channapatna (TMC) | 2/I |
| Devanhalli (TMC) | 2/II |
| Dodballapur (TMC) | 2/III |
| Hoskote (TMC) | 2/IV |
| Kanakapura (TMC) | 2/V |
| Magadi (TMC) | 2/VI |
| Nelamangala (MP) | 2/VII |

| Name of District/Town | Code |
|---|---|
| Ramanagaram (TMC) | 2/VIII |
| Vijayapura (TMC) | 2/IX |
| **BELGAUM DISTRICT** | 11/3 |
| Athni (TMC) | 3/I |
| Bailhongal (TMC) | 3/II |
| Belgaum (MC) | 3/III |
| Belgaum Cantonment (CB) | 3/IV |
| Chikodi (TMC) | 3/V |
| Dhupadal (NMCT) | 3/VI |
| Gokak (TMC) | 3/VII |
| Gokak Falls (NAC) | 3/VIII |
| Hidkal (NMCT) | 3/IX |
| Hindalge (NMCT) | 3/X |
| Hukeri (TMC) | 3/XI |
| Khanapur (TMC) | 3/XII |
| Konnur (TMC) | 3/XIII |
| Kudachi (TMC) | 3/XIV |
| Londa (NMCT) | 3/XV |
| Mudalgi (TMC) | 3/XVI |
| Nipani (CMC) | 3/XVII |
| Ramdurg (TMC) | 3/XVIII |
| Raybag (TMC) | 3/XIX |
| Sadalgi (TMC) | 3/XX |
| Sankeshwar (TMC) | 3/XXI |
| Saundatti-Yellamma (TMC) | 3/XXII |
| **BELLARY DISTRICT** | 11/4 |
| Amaravati (TMC) | 4/I |
| Bellary (CMC) | 4/II |
| Deogiri (NMCT) | 4/III |
| Donimalai Township (NMCT) | 4/IV |
| Hadagalli (TMC) | 4/V |
| Harpanahalli (TMC) | 4/VI |
| Hospet (CMC) | 4/VII |
| Kamalapuram (TMC) | 4/VIII |
| Kampli (TMC) | 4/IX |
| Kotturu (TMC) | 4/X |
| Siruguppa (TMC) | 4/XI |
| Tekkalakote (TMC) | 4/XII |
| **BIDAR DISTRICT** | 11/5 |
| Basavakalyan (TMC) | 5/I |
| Bhalki (TMC) | 5/II |
| Bidar (CMC) | 5/III |
| Chitgoppa (TMC) | 5/IV |
| Homnabad (TMC) | 5/V |
| **BIJAPUR DISTRICT** | 11/6 |
| Almatti-Sitimani (NAC) | 6/I |
| Badami (TMC) | 6/II |
| Bagalkot (CMC) | 6/III |
| Basavanabagevadi (TMC) | 6/IV |
| Bijapur (CMC) | 6/V |
| Guledagudda (TMC) | 6/VI |
| Hungund (TMC) | 6/VII |
| Ilkal (TMC) | 6/VIII |

| Name of District/Town | Code |
|---|---|
| Indi (TMC) | 6/IX |
| Jamkhandi (TMC) | 6/X |
| Kerur (TMC) | 6/XI |
| Mahalingpur (TMC) | 6/XII |
| Muddebihal (TMC) | 6/XIII |
| Mudhol (TMC) | 6/XIV |
| Rabkavi-Banhatti (TMC) | 6/XV |
| Sindgi (TMC) | 6/XVI |
| Talikota (TMC) | 6/XVII |
| Terdal (TMC) | 6/XVIII |
| **CHIKMAGALUR DISTRICT** | 11/7 |
| Ajjampur (MP) | 7/I |
| Birur (TMC) | 7/II |
| Chikmagalur (CMC) | 7/III |
| Kadur (TMC) | 7/IV |
| Koppa (MP) | 7/V |
| Kudremukh Notified Area (NAC) | 7/VI |
| Mudigere (MP) | 7/VII |
| Narasimharajapura (MP) | 7/VIII |
| Sringeri (MP) | 7/IX |
| Tarikere (TMC) | 7/X |
| **CHITRADURGA DISTRICT** | 11/8 |
| Challakere (TMC) | 8/I |
| Chitradurga (CMC) | 8/II |
| Davangere (CMC) | 8/III |
| Harihar (TMC) | 8/IV |
| Hiriyur (TMC) | 8/V |
| Holalkere (MP) | 8/VI |
| Hosdurga (MP) | 8/VII |
| Jagalur (MP) | 8/VIII |
| Mayakonda (MP) | 8/IX |
| Molakalmuru (MP) | 8/X |
| **DAKSHINA KANNADA DISTRICT** | 11/9 |
| Badagabettu-76 (NMCT) | 9/I |
| Bainduru (TMC) | 9/II |
| Bajal (NMCT) | 9/III |
| Bantval (TMC) | 8/IV |
| Gangoli (NMCT) | 9/V |
| Hosangadi Colony (NMCT) | 9/VI |
| Kannur (NMCT) | 9/VII |
| Karkal (TMC) | 9/VIII |
| Kemminji (NMCT) | 9/IX |
| Kotekara (NMCT) | 9/X |
| Kundapur (TMC) | 9/XI |
| Mallar (NMCT) | 9/XII |
| Malpe (MP) | 9/XIII |
| Mangalore (MC) | 9/XIV |
| Mudbidri (TMC) | 9/XV |
| Mulki (TMC) | 9/XVI |
| New Mangalore Port (NMCT) | 9/XVII |
| Peramunnuru (NMCT) | 9/XVIII |
| Pudu (NMCT) | 9/XIX |
| Puttur (TMC) | 9/XX |
| Puttur (NMCT) | 9/XXI |

| Name of District/Town | Code |
|---|---|
| Saligram (TMC) | 9/XXII |
| Someshwar (NMCT) | 9/XXIII |
| Suratakal (TMC) | 9/XXIV |
| Tonse West (NMCT) | 9/XXV |
| Udupi (TMC) | 9/XXVI |
| Ullal (NMCT) | 9/XXVII |
| DHARWAD DISTRICT | 11/10 |
| Alnavar (TMC) | 10/I |
| Annigeri (TMC) | 10/II |
| Byadgi (TMC) | 10/III |
| Gadag-Betigeri (CMC) | 10/IV |
| Gajendragarh (TMC) | 10/V |
| Hangal (TMC) | 10/VI |
| Haveri (TMC) | 10/VII |
| Hubli-Dharwad (MC) | 10/VIII |
| Kundgol (TMC) | 10/IX |
| Lakshmeshwar (TMC) | 10/X |
| Mulgund (TMC) | 10/XI |
| Mundargi (TMC) | 10/XII |
| Naregal (TMC) | 10/XIII |
| Nargund (TMC) | 10/XIV |
| Navalgund (TMC) | 10/XV |
| Ranibennur (CMC) | 10/XVI |
| Ron (TMC) | 10/XVII |
| Savanur (TMC) | 10/XVIII |
| Shiggaon (TMC) | 10/XIX |
| Shirhatti (MP) | 10/XX |
| GULBARGA DISTRICT | 11/11 |
| Aditya Nagar (NMCT) | 11/I |
| Aland (TMC) | 11/II |
| Bhimarayanagudi Notified Area (NAC) | 11/III |
| Chincholi (MP) | 11/IV |
| Chitapur (TMC) | 11/V |
| Gulbarga (MC) | 11/VI |
| Gurmatkal (TMC) | 11/VII |
| Hunsigi (UKP) Camp (Old & New) (NMCT) | 11/VIII |
| Krishnapura (UKP) Colony (NMCT) | 11/IX |
| Kurkunta (NMCT) | 11/X |
| Narayanapura Notified Area (NAC) | 11/XI |
| Sedam (TMC) | 11/XII |
| Shahabad (TMC) | 11/XIII |
| Shahabad A.C.C. (NAC) | 11/XIV |
| Shahpur (TMC) | 11/XV |
| Shorapur (TMC) | 11/XVI |
| Wadi (NMCT) | 11/XVII |
| Wadi A.C.C. (NAC) | 11/XVIII |
| Yadgir (TMC) | 11/XIX |
| HASSAN DISTRICT | 11/12 |
| Alur (MP) | 12/I |
| Arkalgud (MP) | 12/II |
| Arsikere (TMC) | 12/III |
| Arsikere (Non Municipal Area) (NMCT) | 12/IV |
| Banavar (MP) | 12/V |
| Belur (TMC) | 12/VI |
| Channarayapatna (TMC) | 12/VII |
| Gorur (NMCT) | 12/VIII |
| Hassan (CMC) | 12/IX |
| Holenarsipur (TMC) | 12/X |
| Konanur (MP) | 12/XI |
| Sakleshpur (TMC) | 12/XII |
| Shravan Belgola (MP) | 12/XIII |
| KODAGU DISTRICT | 11/13 |
| Gonikoppal (MP) | 13/I |
| Kodlipet (MP) | 13/II |
| Kushalnagar (MP) | 13/III |
| Madikeri (TMC) | 13/IV |
| Ponnampet (MP) | 13/V |
| Sanivarsante (MP) | 13/VI |
| Somvarpet (MP) | 13/VII |
| Suntikoppa (MP) | 13/VIII |
| Virajpet (MP) | 13/IX |
| KOLAR DISTRICT | 11/14 |
| Bagepalli (MP) | 14/I |
| Bangarapet (TMC) | 14/II |
| BEML Nagar (NMCT) | 14/III |
| Chikballapur (TMC) | 14/IV |
| Chintamani (TMC) | 14/V |
| Gauribidanur (TMC) | 14/VI |
| Gudibanda (MP) | 14/VII |
| Kolar (CMC) | 14/VIII |
| Kolar Gold Fields (SB) | 14/IX |
| Malur (TMC) | 14/X |
| Manchenahalli (MP) | 14/XI |
| Mulbagal (TMC) | 14/XII |
| Robertsonpet (CMC) | 14/XIII |
| Sidlaghatta (TMC) | 14/XIV |
| Srinivaspur (MP) | 14/XV |
| MANDYA DISTRICT | 11/15 |
| Belakavadi (MP) | 15/I |
| Belluru (MP) | 15/II |
| Krishnarajpet (MP) | 15/III |
| Krishnarajasagara Notified Area (NAC) | 15/IV |
| Maddur (TMC) | 15/V |
| Malvalli (TMC) | 15/VI |
| Mandya (CMC) | 15/VII |
| Melukote (MP) | 15/VIII |
| Nagamangala (MP) | 15/IX |
| Pandavapura (TMC) | 15/X |
| Shrirangapattana (TMC) | 15/XI |
| MYSORE DISTRICT | 11/16 |
| Bannur (TMC) | 16/I |
| Chamrajnagar-Ramasamudram (TMC) | 16/II |
| Chamundi Betta Notified Area (NAC) | 16/III |
| Gundlupet (TMC) | 16/IV |
| Heggadadevankote (MP) | 16/V |
| Hunsur (TMC) | 16/VI |

| Name of District/Town | Code |
|---|---|
| Kabini Colony (NMCT) | 16/VII |
| Kollegal (TMC) | 16/VIII |
| Krishnarajanagara (TMC) | 16/IX |
| Kyathamaranahalli (NMCT) | 16/X |
| Mahadeswara Hills Notified Area (NAC) | 16/XI |
| Mysore (MC) | 16/XII |
| Mysore (Non Municipal Area) (NMCT) | 16/XIII |
| Nanjangud (TMC) | 16/XIV |
| Piriyapatna (MP) | 16/XV |
| Sargur (MP) | 16/XVI |
| Tirumakudal-Narsipur (MP) | 16/XVII |
| Yelandur (MP) | 16/XVIII |
| RAICHUR DISTRICT | 11/17 |
| Devadurga (MP) | 17/I |
| Gangawati (TMC) | 17/II |
| Hatti (NMCT) | 17/III |
| Hatti Gold Mines (NAC) | 17/IV |
| Koppal (TMC) | 17/V |
| Kushtagi (MP) | 17/VI |
| Lingsugur (TMC) | 17/VII |
| Manvi (TMC) | 17/VIII |
| Mudgal (TMC) | 17/IX |
| Munirabad Project Area (NMCT) | 17/X |
| Raichur (CMC) | 17/XI |
| Shaktinagar (NMCT) | 17/XII |
| Sindhnur (TMC) | 17/XIII |
| SHIMOGA DISTRICT | 11/18 |
| Bhadravati (TMC) | 18/I |
| Bhadravati New Town (NAC) | 18/II |
| Chakranagar Colony (NMCT) | 18/III |
| Channagiri (MP) | 18/IV |
| Honnali (MP) | 18/V |
| Hosanagara (MP) | 18/VI |
| Jog Falls Notified Area (NAC) | 18/VII |
| Kumsi (MP) | 18/VIII |
| Mastikatte Colony (NMCT) | 18/IX |
| Nyamati (MP) | 18/X |
| Sagar (TMC) | 18/XI |
| Shikarpur (TMC) | 18/XII |
| Shimoga (CMC) | 18/XIII |
| Siralkoppa (MP) | 18/XIV |
| Sorab (MP) | 18/XV |
| Tirthahalli (TMC) | 18/XVI |

| Name of District/Town | Code |
|---|---|
| TUMKUR DISTRICT | 11/19 |
| Adityapatna (NMCT) | 19/I |
| Chiknayakanhalli (TMC) | 19/II |
| Gubbi (MP) | 19/III |
| Koratagere (MP) | 19/IV |
| Kunigal (TMC) | 19/V |
| Madhugiri (TMC) | 19/VI |
| Pavagada (MP) | 19/VII |
| Sira (TMC) | 19/VIII |
| Tiptur (TMC) | 19/IX |
| Tumkur (CMC) | 19/X |
| Turuvekere (MP) | 19/XI |
| Y.N. Hosakote (MP) | 19/XII |
| UTTARA KANNADA DISTRICT | 11/20 |
| Ambikanagar (NMCT) | 20/I |
| Ankola (TMC) | 20/II |
| Bhatkal (TMC) | 20/III |
| Binaga (NMCT) | 20/IV |
| Dandeli (CMC) | 20/V |
| Ganeshagudi (NMCT) | 20/VI |
| Haliyal (TMC) | 20/VII |
| Honavar (TMC) | 20/VIII |
| Kadra (Karnataka Power Corporation Project) Colony (NMCT) | 20/IX |
| Karwar (CMC) | 20/X |
| Kumta (TMC) | 20/XI |
| Magod Colony (NMCT) | 20/XII |
| Sirsi (TMC) | 20/XIII |
| Yellapur (MP) | 20/XIV |

Note : In case of statutory towns and Mandal Panchayats which were formerly municipalities, the following abbreviations to represent the civic status are given within brackets after their names.

CB : Cantonment Board
CMC : City Municipal Council
MC : Municipal Corporation
MP : Mandal Panchayat
NAC : Notified Area Committee
SB : Sanitary Board
TMC : Town Municipal Council

In case of all other places classified as towns for 1991 Census "NMCT" given within brackets represents "Non Municipal Census Town".

ANNEXE-D.6

D.O. No. ADM 53 EST 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, IAS.
*Director of Census Operations,*
*Karnataka*

No. 21/1, Mission Road,
Bangalore-560 027

Date : 16-1-1990

**CIRCULAR NO. 6**

Dear

SUB: Appointment of Enumerators and Supervisors.

In Circular No. 3, I had explained in some detail how the houselisting blocks are to be constituted. In Circular No. 4, instructions have been given regarding the selection of enumerators and supervisors and the distribution of houselisting blocks among them. In D.O. letter No. ADM 33 EST 89 dated 12-1-1990 addressed to all the Principal Census Officers I had indicated that the Principal Census Officers will have to delegate authority to the Charge Officers under sub-section (3) of section 4 of the India Census Act for appointment of enumerators and supervisors. I hope this formal notification has been issued by this time.

2. If this has been done there will be no difficulty for the Census Charge Officers, both Urban and Rural, to sign the appointment orders of enumerators and supervisors.

3. The format of the order of appointment is given below. (*See* Annexe 1 and 2).

4. The printed appointment orders are being sent to you by the first week of February, 1990. The order of appointment should be signed and issued by the Census Charge Officer, Rural/Urban. The counterfoil of the appointment order will serve as the office copy and the signatures of the persons appointed should be obtained on this, in token of having received the appointment order. The counterfoils should be duly preserved in the office of the Census Charge Officer.

5. As indicated in Cricular No. 4, the selection of the enumerators and supervisors should have been over by 15th January, 1990. The training programme for the enumerators and supervisors should be finalised at the time of the training programme for the Charge Officers. In accordance with the Calendar of Operations, the training programme of enumerators and supervisors is to be commenced from 15-2-1990. It is therefore essential that the selection of the enumerators and supervisors should be completed by 15th January, 1990. The appointment orders and identity cards should be issued to the enumerators and supervisors by the second week of February, 1990.

6. After the appointment of the enumerators and supervisors, please send the report of their appointment as enumerators and supervisors in the format given below (*See* Annexe 3).

7. This report on the appointments should be sent by name to Sri R. Y. Revashetti, Assistant Director of Census Operations (T) and should reach him by 15-2-1990 positively.

8. The receipt of this Circular may kindly be acknowledged.

Yours sincerely,

(Sd/-)

(SOBHA NAMBISAN)

To

All Deputy Commissioners and Principal Census Officers.

All Commissioners and Principal Census Officers of Corporations.

All Commissioners of City Municipalities.

All Chief Officers of Town Municipalities.

All District Census Officers.

All Assistant Commissioners of Sub-Divisions.

All Tahsildars.

All Additional District Census Officers.

All Additional City Census Officers.

The Commissioner, B.D.A. Bangalore.

Chief Secretary to the Government of Karnataka.

Revenue Secretary, Government of Karnataka, Vidhana Soudha, Bangalore.

Copy to :

1. Shri A. R. Nanda, IAS,
Registrar General & Census Commissioner, India, New Delhi-11 for kind information.

2. P.A to DCO, Karnataka, Bangalore.

Copy to :

All Officers/Investigators of the D.C.O. Karnataka, Bangalore.



30—13 RGI/ND/96

CENSUS OF INDIA, 1991
**HOUSELISTING OPERATIONS**

Office of the Census Charge Officer .....
.....
.....

(Counterfoil)

No.....

Order of appointment as Census Enumerator

District/City .....
Charge .....Urban/Rural
Smt/Sri .....Son/
Daughter/Wife of Shri.....:
Occupation.....
Residing at .....

(Here mention village or municipal division) is appointed as Enumerator for Block No/s.....
.....

Date.....

.....
Census Charge Officer

Received the order

(Dated Signature) .....

(Name) .....

ANNEXE 1

CENSUS OF INDIA, 1991
**HOUSELISTING OPERATIONS**

No.....

Office of the Census Charge Officer (Urban/Rural)
.....
.....District/City
Dated.....

Order of appointment as Census Enumerator

To

Smt/Sri.....Son/Daughter/Wife of Shri.....
.....Occupation.....Residing at.....
Under Section 4(3) of the India Census Act of 1948.....
.....has appointed you as an Enumerator in Block No./s.....the.....rural/urban charge.

Under Section 5 of the India Census Act (XXXVII of 1948) you are deemed by virtue of this appointment to be a public servant within the meaning of the Indian Penal Code. Your attention is drawn to Section 11 of the said Act which is extracted on the reverse.

**INSTRUCTIONS**

Smt/Sri.....is the Supervisor of your Block/s. You should see him without delay and take his instructions. Throughout the period of training and Enumeration you should carry out the instructions of your Supervisor and higher Census Authorities. You are charged with the responsibility of completing all aspects of Houselisting Operations as per schedule to be fixed by the Director of Census Operations, Karnataka, Bangalore.

.....
*Census Charge Officer (Urban/Rural)*

---

CENSUS OF INDIA, 1991
**HOUSELISTING OPERATIONS**

Office of the Census Charge Officer .....
.....
.....

**(Counterfoil)**

No. .....

Order of appointment as Census Supervisor

District/City .....
Charge.....Urban/Rural
Smt/Sri.....Son/
Daughter of/Wife of Sri.....
Occupation.....
Residing at .....
(Here mention village or municipal division)
is appointed as Supervisor for Circle Nos .....
.....
Consisting Block. Nos.....

Date.....

.....
Census Charge Officer

Received the Order.

(Dated Signature) .....

(Name) .....

ANNEXE 2

CENSUS OF INDIA, 1991
**HOUSELISTING OPERATIONS**

No.....

Office of the Census Charge Officer (Urban/Rural)
.....
.....District/City
Dated.....

Order of appointment as Census Supervisor

To

Smt/Sri.....Son/Daughter/Wife of Sri.....
.....Occupation.....Residing at.....
Under Section 4(3) of the India Census Act of 1948.....
has appointed you as a Supervisor of Circle No./s.....
consisting of Block. No./s.....in the Rural/Urban charge.

Under Section 5 of the India Census Act (XXXVII of 1948) you are deemed by virtue of this appointment to be a public servant within the meaning of the Indian Penal Code. Your attention is drawn to Section 11 of the said Act which is extracted on the reverse.

**INSTRUCTIONS**

Your first duty will be to report yourself to your Census Charge Officer and take his instructions. Thereafter you will be required to assist the Census Charge Officer in training to supervise the work of enumerators, in your Circle and test their work. You will have special functions to perform during the Census period. You will be guided by the instructions received from your Census Charge Officer and the District/City Census Officer. The names and Block numbers of your enumerators are :—

| **Names of Enumerators** | **Block Numbers** |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

.....
*Census Charge Officer (Urban/Rural)*

ANNEXE 3

CENSUS OF INDIA, 1991

**HOUSELISTING OPERATIONS, 1990**

REPORT ON APPOINTMENT OF ENUMERATORS AND SUPERVISORS

District Charge Rural/Urban

1. (a) Total No. of Enumerator's Blocks

(b) Total No. of Supervisor's Circles

Enumerators Supervisors

2. (a) No. of persons appointed in Blocks/Circles

(b) No. of persons appointed as reserve

(c) Total

Certified that appointments have been ordered in all the blocks and circles in my Charge and that the prescribed number of reserve persons have been appointed. The orders have been duly served upon the persons appointed and their acknowledgements have been obtained and recorded in my office.

*Signature, Name and Designation of*
*Census Charge Officer,*
*(Rural/Urban.)*

No.

Submitted to the Director of Census Operations, Karnataka, No. 21/1, Mission Road, Bangalore-560 027.

*Census Charge Officer,*
*(Rural/Urban.)*

ANNEXE—D.7

D.O. No. ADM 55 EST 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN I.A.S.
*Director*

21/1, Mission Road,
Bangalore-560 027

Dated the 18th January, 1990

**CIRCULAR NO. 7**

Dear Sir,

SUB: Writing up of Charge Registers.

In Circular No. 3 detailed instructions have been given regarding the constitution of houselisting blocks for each charge, both rural and urban. Instructions have also been given regarding the numbering of these blocks. Circular No. 4 discussed how the enumerators and supervisors have to be selected on the basis of the number of houselisting blocks. In this Circular instructions were also given regarding the filling up of the working sheet for the Charge Registers. In our letter No. ADM 41 EST 89 dated 12-1-1990 you have also been requested to send these filled up working sheets by Muddam to our office between 31st January, 1990 and 4-2-1990 for scrutiny in the Directorate of Census Operations. I request you to please ensure that this is done according to the time schedule.

Once the working sheets have been prepared and approved, it is a simple matter to fill up the Rural and Urban Charge Registers. You have been requested to collect there registers from the Officer of the Director of Census Operations between the 17th and 20th January, 1990.

The Charge Register is an important tool for the management and control of the census operations. It gives a bird's eye view of the entire charge, indicating the names of all the villages in the Charge and the blocks into which they have been constituted and giving the details of every block including the names of the Enumerators and the Supervisors who are responsible for the census operations in those blocks. The Charge Register also serves as a valuable record of the operations conducted, which can be made use of for a number of post census checks and surveys. After the houselisting operations are over, the Charge Register will serve as the basis for the individual enumeration to be carried out in February, 1991.

The Charge Register itself contains detailed instructions as to how the various columns of the register are to be entered and filled up. The Charge Register should *NOT* be written unless the houselisting blocks have been duly constituted, the blocks have been formed into supervisor's circles, allotted to enumerators and supervisors and the working sheets have been duly approved by the Directorate of Census Operations. Once this is done, the Charge Registers should be written.

Each Charge Officer must write out the Charge Registers within his charge in the relevant form. For the rural areas there is a separate Charge Register and for the urban areas a separate Register. In the case of Municipalities, City Corporations, etc., the Census Charge Officer Urban is responsible for the complete writing up of the Charge Register. If a Tahsildar has been appointed as both Charge Officer Rural and Charge Officer Urban, he should write up a separate Charge Register for the rural and urban areas. It may be noted that the Urban Charge Register has a slightly different format.

The Charge Register should be prepared in *duplicate* and one copy of the Register should be forwarded to this Directorate immediately after its completion. The other copy should be maintained in the Office of the Census Charge Officer to help the officer in controlling the census operations within his jurisdiction and should also be available for inspection by all officers of the census hierarchy.

**Details of each column**

The Rural Charge Register contains 8 columns. The only difference between the format of the Rural Charge Register and that of the working sheets is that there is an additional column in the Charge Register for recording the details of payment of honorarium, T.A., D.A., etc. I shall not repeat the instructions for filling up each column since the instructions have been listed out in the Charge Register itself.

In the case of Urban Charge Register, there are 8 columns. In this case also, the only difference from the working sheet and the Charge Register would be the column indicating the details of honorarium, T.A., D.A., etc., drawn by the enumerators.

However, these additional points may be remembered while filling in the Charge Registers.

(1) In rural charges it may so happen that two or more small villages not bearing continuous location code numbers might have been allotted to a single enumerator for operational convenience and to adjust

the total workload. In such cases, these villages should be written up in the Charge List in the sheet or sheets relating to the particular supervisor under whom the enumerator is placed. It will be evident that, in such cases, the location code numbers of the villages may not run continuously in Col. 1 of the Charge Register. It is, however, important to ensure that the location code of the villages given in Col. 1 of the Charge Register is the same as that indicated in the final list of villages already forwarded to you.

*It will be evident that if a village without continuous* location codes are assigned to the same enumerator, the block numbers against these villages given in Col. 4 will also not be continuous. The block numbers will run continuously for the entire charge only if the villages are arranged serially according to their location codes.

(2) Wherever there are any deviations from the instructions issued by this Directorate, in the matter of constitution, numbering and allotment of blocks to enumerators and supervisors, reasons justifying the same should be recorded in the "Remarks" column.

(3) After completing the entries relating to all the blocks, the particulars of the reserve enumerators and supervisors should be recorded in the Register.

(4) The certificates to be furnished as at a, b, c, under item No. 5 (General) of the instructions in the Charge Registers, should be recorded immediately after the last entry referred to in (3) above.

(5) The charge map to be prepared and enclosed to the Register should show clearly the following details:

(a) The charge boundaries indicating the names of adjoining charges all round;

(b) The boundaries of any urban/rural charge coming wholly or partly within the charge boundary;

(c) Revenue Circle/Hobli boundaries in case of rural charges and ward or division boundaries in case of urban charges;

(d) The village boundaries in rural charges;

(e) The Census Enumerator's Block boundaries;

(f) Boundaries of Census Supervisor's Circle;

(g) The location code numbers of all villages/blocks in the charge.

(6) Each of the above boundaries and numbers should be shown clearly in distinct colours for easy *identification.*

(7) The maps so prepared should be attested by the Census Charge Officers and pasted on to the Register on the inside of the last cover page.

**Check and Inspection by Superior Officers**

The District/City Census Officer and Supervisory Officers should make it a point to check the copies of the Charge Registers available with the Census Charge Officers during their tours and inspection of census work in their jurisdiction. They should particularly verify the Registers with reference to the maps and the approved list of villages (in case of rural charges) and satisfy themselves that:

(i) the instructions issued by this Directorate in the matter of formation of blocks etc., and the writing up of these registers, and maps are scrupulously adhered to, and the deviations, if any, therefrom are reasonable and fully justified;

(ii) there is neither overlapping nor omission of any area or areas between blocks and blocks within the charges as also between the adjoining charges and the urban charges, if any, falling within the rural charge boundaries or vice versa.

The checks to be exercised as above should be detailed and thorough, and the results of the check should be recorded by these officers on the Charge Registers at the end i.e., immediately after the certificate recorded by the Census Charge Officers therein. If there are any serious discrepancies which deserve the attention of this Directorate, they should immediately be brought to the notice of this Directorate for suitable action.

The Census Charge Officers should ensure that any changes effected by them in their copies of the Charge Registers as a result of checks by higher officers or otherwise, are intimated to this Directorate for effecting similar changes in the copy of the Charge Registers sent to this Directorate.

The receipt of this circular should please be acknowledged.

Yours sincerely,

(Sd/-)

(SOBHA NAMBISAN)

To

All Deputy Commissioners & Principal Census Officers.

All Commissioners & Principal Census Officers of Corporations.

All Commissioners of City Municipality.

All Chief Officers of Town Municipalities.

All District Census Officers.

All Asst. Commissioners of Sub-Divisions.

All Tahsildars.

All Additional District Census Officers.

All City Census Officers.

The Commissioner, B.D.A.

Chief Secy. to the Govt. of Karnataka.

Revenue Secretary, Govt. of Karnataka.
Vidhana Soudha, Bangalore.

Copy to :

(1) Shri A. R. Nanda, I.A.S.,

Registrar General & Census Commissioner,
India, New Delhi for kind information.

(2) P.A. to D.C.O., Karnataka, Bangalore.

Copy to :

All Officers/Investigators of the D.C.O., Karnataka,
Bangalore.

All Training Officers of D.C.O., Karnataka,
Bangalore.

ANNEXE-D.8

D.O. No. ADM 56 EST 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, I.A.S.
*Director*

No. 21/1, Mission Road,
Bangalore-560 027

Dated the 20th Jan. 1990

**CIRCULAR NO. 8**

Dear Sir,

SUB: Census of India, 1991—Training of Supervisors and Enumerators—Housenumbering and Houselisting Operations.

In Circular No. 4, detailed instructions had been given regarding the selection of Supervisors & Enumerators. In Circular No. 6, instructions had also been given regarding the appointment of Enumerators and Supervisors. The training of Enumerators and Supervisors should commence from 15-2-1990. Since these are the persons who will be doing the actual enumeration, it is absolutely necessary to ensure that they are thoroughly trained and understand perfectly the concepts involved in the census operations. A great deal of care is therefore to be taken regarding the training for enumerators and supervisors. The Charge Officers should ensure that each and every one of the enumerators knows his job and that the District Census Officers and City Census Officers should supervise the training of the Enumerators and Supervisors minutely.

**Organisation of the Training**

2. The training of Enumerators and Supervisors should commence from 15-2-90 and should be over by 25th March 1990. Since intensive training is necessary, they should be trained in three rounds of training—the first round in the 3rd week of February, the second round in the first week of March and the 3rd round in the last week of March. The number of enumerators trained in each batch should not be more than 50. In a normal sized charge, this would mean that 2-3 batches will be necessary for each round of training. *Care should be taken to ensure that each Supervisor is grouped in the same batch in which all his enumerators are included.* The training should be organised on hobli basis so that the Enumerators do not have to travel long distances to attend training. Care should also be taken to organise the training classes in such a way that expenditure on T.A. & D.A. should be minimum. Utmost importance has to be given to ensure that *all* the Enumerators and Supervisors, *including all the reserve enumerators and supervisors* are trained.

3. A regular attendance register should be kept in which the names of all Enumerators and Supervisors in the Charge should be noted down and the signatures of these officials obtained therein after each day of the training.

4. At the close of each training course, a report on the training in the proforma enclosed to this Circular (Annexe I) should be sent to the Director of Census Operations as also to the District Census Officer/the City Census Officer.

5. It is the responsibility of each and every District Census Officer, Sub Divisional Census Officer, the City Census Officer and the Census Charge Officer concerned to ensure that every Supervisor and Enumerator within their respective jurisdiction has been fully and thoroughly trained. If there should be any case of an enumerator or supervisor absenting himself from the training classes due to reasons beyond his control, such as ill-health, the Census Charge Officer must ensure, in consultation with the neighbouring Census Charge Officer, as to whether the concerned enumerator or supervisor cannot be trained wherever he has fallen ill or wherever the training classes are being conducted immediately after the recovery of the Enumerator/Supervisor. If this is not possible, a special training class may be held or organised at a convenient place to train all such enumerators and supervisors at a centrally convenient place. A separate special report regarding the training of the absentees should be forwarded to the District Census Officer and to the Director of Census Operations. In no case, however, should even a single enumerator or supervisor, whether regular or reserve, be left untrained.

**Supervision of the Training**

6. The programme for the training of the Enumerators and Supervisors should be finalised on the last day of the training programme of the Charge Officers. The training programme should be drawn up for each Charge indicating the time and centre and the dates of the training and should be sent in advance to the Director of Census Operations with copies to the District Census Officer, Sub Divisional

Census Officer, Additional District Census Officer, City Census Officer etc. These officers should then agree upon a method whereby they can effectively supervise as many of the training classes as possible. It is strongly recommended that the District Census Officers attend atleast one class in each taluk. Similarly, the Additional District Census Officers, Sub Divisional Census Officers etc., should also attend at least one class each in every taluk. While attending the training classes, they should check the following points:

(i) That every Enumerator and Supervisor has attended the training classes.

(ii) That the quality of the training imparted is high, and

(iii) That the enumerators and supervisors are fully conversant with the instructions by the end of the course.

The supervisory officers' comments on the training indicating also the lacunae which will be corrected in the next round of training should be indicated clearly in the Attendance Registers. Such inspection notes should be sent to me *by means of a D.O. letter* indicating also any suggestions for the improvement of the training course.

**Duration of Training**

7. The duration of each round of training may be for two days. But this may be extended if felt necessary. On the first day, the instruction booklets for both houselisting as well as economic census may be read out and explained paragraph by paragraph. Some home work may be given to the enumerators at the end of the day and they may be asked to enumerate at least 10 households in the place where they reside and bring back the enumerated data to the Charge Officer on the subsequent day of the training class. The enumerated data may be scrutinised so that doubts could be discussed and clarified.

8. On the morning of the 2nd day, practical instructions should be given by means of field training. At least ten houses should be covered by such enumerator. In the afternoon of the second day, doubts arising from these practical exercise should be discussed.

9. The 2nd and 3rd rounds of training may also consist of 2 days each. In these rounds, the emphasis should be on practical training and on the clarification of doubts. The necessity for giving importance to practical training cannot be over emphasized.

**Training Material**

10. All the material required for the training of Enumerators and Supervisors will be made available to each District Census Officer by the end of the 1st week of February. The City Census Officers may kindly arrange to collect their training material from the office of the District Census Officer on receipt of intimation from them. The instruction booklets in Kannada, Marathi and English will also be supplied along with the other training material. These books should be used with care and well preserved since no additional copies can be supplied if these are lost. The blank houselist forms at the end of the instruction booklets may be used during the training classes. One copy each of the Houselist Form, Houselist Abstract, Enterprise List and the Enterprise List Abstract are being provided for the training of Enumerators and Supervisors. Please note that these forms will be *RED* in colour to distinguish from the forms to be used during the actual houselisting operations which are in *BLACK*. I am afraid that for all the three rounds of training, the Registrar General's office have agreed to send only one form of each kind. These forms have also to be used with care and should be used *only* for the practical or held training classes. We are, however, requesting the Registrar General's office to send us at least one more set of these forms for the training of Enumerators.

11. If the classes are being conducted in Schools or Colleges, such equipment as black board, chalks etc., will be easily available and can be used for the classes. This will be necessary.

**Content of the Training**

12. The major points to be covered at the training classes are given below:

(1) The object of the Census, its national importance—the key role played by the enumerator in this task.

(2) The important provisions of the Census Act.

(3) Responsibilities of the Enumerators and Supervisors.

(4) Familiarise the trainees with the system of numbering the houses and the enumerator should be asked to acquaint himself with all the houses of his block and bring the housenumbering up-to-date.

(5) Inform the enumerator about the location code for his village and his block. All elements of this code should be fully known and understood by him.

(6) The time-table set for the houselisting operations and the canvassing of the enterprise list. The work should be completed within the period allowed.

(7) Detailed instructions regarding the filling up of the houselist, the houselist abstract, the enterprise list and the enterprise list abstract—the enumerator should fully understand the instructions contained in both the books of instructions.

(8) Preparation of the houselist abstract and the enterprise list abstract.

(9) Return of all filled in forms to the Supervisor and the Census Charge Officer.

**Instruction Sheets •**

13. The instruction sheets which have been collected by you between the 17th and 20th Jan. 1990 should be given to the Enumerators and Supervisors at the time of training after the location code and other columns for his block etc. has been filled up by the Charge Officers. This will enable the enumerator to know all the details about his block. He should be asked to familiarise himself thoroughly with his block. In the 2nd round of training, detailed instructions should be given to the enumerators regarding the important phases of the actual house-listing operations and the records which have to be filled in and submitted by the enumerator. The details of these are given at the back of the Instruction Sheet and are as follows:

**I. Important phases**

16-4-90 to 24-4-90

(i) Preparation of the Notional Map and the Lay-out Sketch of the block by the Enumerators.

(ii) Numbering of building and census houses and painting of these numbers on the doors by the Enumerators.

25-4-90 to 15-5-90

(i) Filling in the Houselist form and Enterprise List by the Enumerators.

(ii) Field supervision by Supervisors, Census Charge Officers, Supervisory Officers and District/Additional District and City Census Officers.

16-5-90 to 20-5-90

Preparation of Houselist Abstract, duplicate copies of Houselist and Enterprise List and handing over the filled in schedules and maps to the Supervisors.

21-5-90 to 25-5-90

(i) Checking by Supervisors of all forms viz. Houselist, Enterprise Lists and Abstracts.

(ii) Despatch of Houselist Abstracts and Maps by Supervisors to the Charge Officers. Despatch of Enterprise Lists to Additional District Census Officers.

26-5-90 to 31-5-90

Scrutiny by Census Charge Officers, preparation of Charge Abstracts and despatch to the District/City Census Officers.

1-6-90 to 5-6-90

(i) Despatch of Houselists and Abstracts by District/City Census Officers to the Director of Census Operations, Karnataka, Bangalore.

(ii) Despatch of Enterprise Lists by Additional District Census Officers to the Director, Directorate of Economics & Statistics, Bangalore.



**II. Records to be filled by the Enumerators**

(i) Notional Map.

(ii) Layout Sketch.

(iii) Houselist—To be written in duplicate and pinned together (2 sets).

(iv) Houselist Abstract—Pinned together.

(v) Enterprise List—Pinned together—One Set—NOT TO BE WRITTEN in duplicate.

(vi) Enterprise List Abstract—Pinned together.

14. Since the reporting back to the Directorate regarding the progress of the training both qualitatively and quantitatively is of paramount importance, I would emphasize that the details of the Enumerators' Training Programme should be sent to this Directorate well in advance preferably at the time of the training of the Charge Officers.

15. Please also ensure, as indicated in para 4, *that a report on each round of training* in the proforma enclosed at Appendix I is sent by name to Sri B.S. Narasimha Murthy, Joint Director, Directorate of Census Operations, 21/1, Mission Road, Bangalore-560027 within 5 days of the end of the round of training.

**Basic responsibility of Census Charge Officers**

16. To reiterate, it is the responsibility of the Census Charge Officer, both rural and urban to ensure that every Enumerator and Supervisor in his Charge is trained completely and this responsibility of his cannot be over-emphasized. The Charge Officer should be personally satisfied that each and every Enumerator in his Charge has attended all the classes conducted by him and has a thorough knowledge of the subject. Stress must be laid on the fact that every enumerator and supervisor must go through the practice enumeration classes. Any indifference on the part of any enumerator or supervisor during the practice enumeration classes should be viewed with the utmost seriousness and he should be warned of the fact that there will be no hesitation on the part of the Census Charge Officer in invoking the provisions of the Census Act and initiate prosecution in case of negligence at any stage of the training or of the operations.

**Basic responsibility of the Supervisors**

17. In this scheme of things, the supervisor necessarily has to keep a very close personal contact with his team of 5 or 6 enumerators and ensure that his team attend all instructional classes and all their doubts are thoroughly cleared before they start work. The result achieved by the enumerators would in fact be a reflection on the ability of the supervisor. The good or bad work of the supervisor would thoroughly depend on the good or bad work of the enumerators and in such cases the credit or discredit would lie fully on the supervisor. The supervisor should

therefore completely master the instructions and also ensure that each member of his team has done the same. He must also ensure that every enumerator is fully equipped, both with the enumeration materials and writing materials and is physically absolutely fit to undertake the work. During the training classes also, the supervisor should get his team members to acquaint themselves fully with their enumeration blocks and the system of housenumbering prevailing in the area so that appropriate action should be taken either to renumber or update the existing numbering system.

**Elimination of sub-standard Enumerators**

18. Before the Enumerators and Supervisors are finally put on the field for operations, it must be ensured that these Enumerators and Supervisors can conduct the operations without the slightest mistake. As earlier stated, all enumerators and supervisors who have not come up to the expected standards should at this stage be removed from the operations, and a suitable reserve, put in their place. In other words, every Census Charge Officer must have the utmost confidence in the ability of the enumerator to accurately turn out the data from the field without putting undue strain on the supervisor and the Directorate at the time of scrutiny and tabulation of data. For this purpose we are prescribing a certificate to be given by every Census Charge Officer that he has personally satisfied himself that each enumerator and supervisor has completed his training successfully and that he has personally found him fit both physically and mentally to undertake the operations. The format of the certificate is indicated in Appendix II and should be sent in the name of Shri B. S. Narasimha Murthy, Joint Director of Census Operations so as to reach him by 30-3-90.

Yours sincerely,

(Sd/-)
(SOBHA NAMBISAN)

**D.O. No. ADM 56 EST 90, Dated 20th January 1990**

To

All Deputy Commissioners & Principal Census Officers.

All Commissioners & Principal Census Officers of Corporations.

All Commissioners of City Municipality.

All Chief Officers of Town Municipalities.

All District Census Officers.

All Assistant Commissioners of Sub-Divisions.

All Tahsildars.

All Additional District Census Officers.

All City Census Officers.

The Commissioner, B.D.A.

The Chief Secretary to Government of Karnataka.

The Revenue Secretary, Government of Karnataka Vidhana Soudha, Bangalore.

Copy to:

1. Sri A.R. Nanda, I.A.S., The Registrar General & Census Commissioner, India, New Delhi for kind information.
2. P.A. to D.C.O. Karnataka, Bangalore.

Copy to:

1. All Officers/Investigators of the D.C.O. Karnataka, Bangalore.
2. All Training Officers of D.C.O. Karnataka, Bangalore.

ANNEXURE I

CENSUS OF INDIA, 1991

**HOUSELISTING OPERATIONS**

Report on Training of Supervisors and Enumerators

District :

Town/City :

Taluk :

L. C. No. of CHARGE

| Sl. No. | Date of Training | | Place of Training | Whether I/II or III Training | Total Number in the Charge | | Number who attended the training | | Number of persons absent from the training | | Reasons for absence and arrangements proposed for training the absentees | Name of higher officers participating in the training and remarks left by them as to the quality & effectiveness of training & attendance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | From | To | | | Supervisor | Enumerator | Supervisor | Enumerator | Supervisor | Enumerator | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |

Number :

Signature :

Place :

Name :

Date :

*Designation of Charge Officer*

Forwarded to :—

The Director of Census Operations,
21/1, Mission Road, Karnataka, Bangalore-27.

The District Census Officer.....District.

The City Census Officer..... City

ANNEXURE II

Certified that I am personally satisfied that all the ..... Enumerators and ..... Supervisors in my jurisdiction have completed their training successfully and that they are both physically and mentally fit to undertake the operations.

I certify the same with regard to the ..... reserve enumerators and reserve supervisors in my jurisdiction.

*Charge Officer (Rural/Urban)*
*District*

ANNEXE-D. 9

D.O. No. ADM 59 EST 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, I.A.S.
*Director*

21/1, Mission Road,
Bangalore-560 027

Dated the 2nd February, 1990

**CIRCULAR NO. 9**

Dear Sir,

The first round of training for Charge Officers is just completed. The second round of training for Charge Officers need be only for one day and should be completed before 15-2-1990. The training for the Enumerators and Supervisors will have to commence shortly thereafter. In view of the Municipal and Corporation elections, most of the District Census Officers have suggested that the training for Enumerators and Supervisors may be commenced in the first week of March. This is agreed to but it should be ensured that the first round of training of enumerators and supervisors is completed in *all cases* by the first week of March. The dates and venues of the meeting should be intimated to us *immediately* so that officials from this Directorate can also assist in the training programme as far as possible.

As indicated in Circular No. 8, the number of persons trained in each batch of enumerators and supervisors should not exceed 50. The Clerks in the taluk offices who will be responsible for receiving and scrutinising the houselisting schedules etc., after the houselisting operations may also be trained along with the Enumerators and Supervisors. This would mean that in some large charges, particularly rural charges, 8-10 batches for training may have to be constituted. It may not be possible for the Tahsildar to take the training classes for all these batches. He will therefore, have to be assisted by the other officials who will have to be trained for this purpose. They would constitute the training cell in the district. The training cell may consist of supervisors who are experienced in census work, Deputy Tahsildars, Revenue Inspectors, staff from District Training Institute, Assistant Educational Officers, Assistant Statistical Officers, etc.

The Assistant Commissioners should, in consultation with the Charge officers and District Census Officers etc., constitute the training cell and conduct a two day training course for the members of the training cell. This should be over before 15-2-1990.

In case officials of the other Departments are being inducted into the training cell, prior permission of their district Head of Department may please be obtained.

It is reiterated that the final responsibility for ensuring that all the Enumerators and Supervisors are properly trained rests with the Charge Officers and the District and Additional District Census Officers. For all training sessions, attendance registers should be maintained. District and Additional District Census Officers and the Assistant Commissioners should draw up the programme of inspection in such a way that it is ensured that they inspect and supervise the training of all the batches in all the taluks. Similarly, the Principal Census Officers and Commissioners of City Corporations and the City Census Officers should supervise closely the training sessions of enumerators and supervisors in urban charges and record their comments in the attendance register.

Yours sincerely,

(Sd/-)
(SOBHA NAMBISAN)

To

All Divisional Commissioners

All Deputy Commissioners and Principal Census Officers

All Commissioners and Principal Census Officers of Corporations

The Commissioner, Bangalore Development Authority, Bangalore

All Assistant Commissioners of Sub Divisions

All the Commissioners of City Municipalities

All Chief Officers of Town Municipalities

All Tahsildars

All District Census Officers

All Additional District Census Officers

All City Census Officers of Bangalore District.

Copy to:

(1) Shri A. R. Nanda, I.A.S., Registrar General & Census Commissioner, India, New Delhi for kind information.

(2) P.A. to D.C.O., Karnataka, Bangalore.

(3) All Officers/Investigators of D.C.O., Karnataka.

ANNEXE- -D.10

D.O. No. ADM 60 EST 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, I.A.S.
*Director*

21/1, Mission Road,
Bangalore-560 027

Dated the 12th February, 1990

**CIRCULAR**

Dear Sir,

In Circular No. 3 dated 2-1-1990 the importance of joint inspection to determine the exact boundaries between urban and rural charges as well as between blocks within a charge was emphasised. In this circular, I would like to reiterate the importance of doing this. It may happen that a single large village may be divided into two or more blocks. In such cases the boundaries of the blocks may be described in the working sheets as well as the Charge Registers as the main street of the village etc. But unless the enumerators of the adjoining blocks are shown exactly which side of the main street falls within the jurisdiction of each enumerator, there is a likelihood of confusion and error. In all such cases, the Tahsildar or the Revenue Inspector should show the enumerators the actual position on the ground and inform them what exactly would constitute their jurisdiction.

Similarly, in the case of adjoining urban and rural charges, it is quite possible that areas outside the statutory limits of the town or city may be fairly urbanised although they fall within the rural charge. In such cases, unless a joint inspection is done by the two Charge Officers and exact description of the boundaries shown, it may be difficult to distinguish where the boundary is on the ground. A joint inspection is absolutely necessary in all such cases.

The Charge Officers have been requested to send a certificate to Shri B. S. Narasimha Murthy, Joint Director of Census Operations to the effect that they have ensured that all the area within their charge has been constituted into blocks and that no area has been left out and that no area overlaps with adjoining blocks. This certificate may please be sent before 15-2-1990.

Yours sincerely,

(Sd/-)

(SOBHA NAMBISAN)

To

All Divisional Commissioners

All Deputy Commissioners and Principal Census Officers

All Commissioners and Principal Census Officers of Corporations

The Commissioner, Bangalore Development Authority, Bangalore

All Assistant Commissioners of Sub Divisions

All the Commissioners of City Municipalities

All Chief Officers of Town Municipalities

All Tahsildars

All District Census Officers

All Additional District Census Officers

All City Census Officers of Bangalore District.

Copy to:

(1) Shri A. R. Nanda, I.A.S., Registrar General & Census Commissioner, India, New Delhi for kind information.

(2) P.A. to D.C.O., Karnataka, Bangalore.

(3) All Officers/Investigators of D.C.O., Karnataka.

ANNEXE-D.11

D.O. No. TCH 24 CPO 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, I.A.S.
*Director*

21/1, Mission Road,
Bangalore-560 027

Dated the 15th February, 1990

**CIRCULAR NO. 10**

Sub: Housenumbering in Urban and Rural Areas.

The first stage of the 1991 Census—the Houselisting Operations—will commence on 16th April 1990. During the houselisting operations, the enumerators, will identify each building in the State and obtain certain information regarding the building and its occupants. The information thus collected will furnish the basis for the actual enumeration which will take place in Feb. 1991. The pre-enumeration identification and listing of buildings and housing units is thus the very basis for population count.

In order to list the buildings, it is necessary that each building is identified by a definite identification number. The numbering has also to be done in a regular way so that it can be certain that no building has been left out by the enumerator. In areas where houses and streets are properly numbered, this presents no difficulty. Each housing unit in each building within the enumeration area can then be easily identified. In most of the rural areas, however, and in a large number of cities, houses are not given permanent numbers. In such cases, the buildings will have to be renumbered for the purpose of the census. If this has not been done by the time of the houselisting operations, the renumbering will have to be done by the enumerator. This would mean that the enumerator will give consecutive numbers for the buildings in his particular block. Such renumbering by the enumerator would serve the purpose of the census operations but may not be of any permanent value for other purposes.

Giving proper house numbers is in fact one of the important duties of the local administration, be it the Corporation, Municipality or Mandal Panchayat. It is therefore suggested that the impending census may be taken as an opportunity for the local administration to renumber the buildings in their jurisdiction in a regular and rational manner. This will not only be necessary for the success and accuracy of the census but it is essential for the purposes of efficient administration.

**Permanent Housenumbering Scheme**

In 1969, The Regisrar General and Exofficio Census Commissioner for India had recommended a permanent housenumbering scheme to the various State Governments. The Government of Karnataka in their Order No. RD 7 ETC 67 dated 18th February, 1969 ordered the implementation of the permanent housenumbering scheme as recommended by the Registrar General, and Census Commissioner, India and made the Director of Census Operations the Chief Co-ordinator for the implementation of this scheme. A copy of the order is annexed to this circular. By another Circular No. HMA 194 GGL 67 dated 25-6-68 the Government of Karnataka had brought to the notice of the local bodies that all local bodies, including Municipalities and Corporations, are to extend their co-operation to bring the existing housenumbering upto date in the light of the instructions contained in the manual. A copy of this circular is also enclosed. The scheme for permanent housenumbering is thus entrusted to the Municipalities and Corporations in urban areas and to the Mandal Panchayats in the rural areas. However, inspite of all efforts, the scheme has not been fully implemented and the numbering system has not been kept up to date.

**Housenumbering in Rural Areas**

In rural areas, the buildings may be numbered consecutively for each village. Any convenient system may be adopted depending on the topography and the area. For each hamlet of the village separate numbering of the buildings may be done.

**Housenumbering in Urban Areas**

In urban areas it is suggested that each Division or Ward of the City may be taken as a unit and the buildings may be numbered in a consecutive and orderly fashion for each ward. Thus, if there are 800 buildings in a ward, then the buildings may be numbered from 1-800. The houses can be identified by means of the house number, the street number and the ward number. The most important thing is that the numbering should be in a consecutive and logical fashion so that the houses can be easily identified.

**Housenumbering of Unauthorised Constructions**

Fears have been expressed in the past by several Municipalities as to whether the occupants of unauthorised constructions etc., if these are given numbers for

Census purposes, would not claim this as a legal basis for their occupation and construction. It is hereby made clear that the numbering of such unauthorised structures does not give these occupants any legal claim to their occupations or constructions. The numbering system does not in any manner prohibit the application of the relevant laws applicable to such constructions or structures. The housenumbering is intended only to ensure completeness of count and not to regularise the construction of such houses.

The same would apply to all unauthorised settlements in forest areas, government lands, etc.

**Agency for Housenumbering**

Since, as indicated earlier, it is one of the duties of the local bodies to adopt a proper numbering system for all the buildings in their jurisdiction, the agency for housenumbering in the urban areas would be the respective Municipalities and Corporations and in the rural areas the Mandal Panchayats. It is therefore the responsibility of the concerned Census Charge Officers to ensure that the housenumbering is got done through the respective local authorities. I request that the Commissioners of Corporations, the City Census Officers, the Deputy Commissioners and the Chief Secretaries of Zilla Parishads may kindly issue instructions immediately to take up the housenumbering wherever it is necessary and to ensure that this is completed before 15-4-1990. Some Municipalities and Corporations have already commenced the renumbering. It is my request that the numbering system be reviewed, and if out of date, revised, in all urban and rural areas. The Charge Officers are requested to follow this up with the Zilla Parishad/Municipalities as soon as they receive this Circular.

Since housenumbering is one of the normal statutory functions of the local bodies, whether urban or rural, they must carry out this work through their own financial resources and it would not be correct for the local body to expect the enumerator to bear this cost. The cost of the material for marking the numbers is quite negligible and it is accepted that every Municipality and Mandal Panchayat should bear the cost of the marking materials.

**Marking of Numbers**

The most suitable place for marking the number is in the centre of the lintel of the door. As an alternative, 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. In the case of certain huts, a small portion of the wall near the entrance to the house can be used to mark the number on the house. In case of huts and other structures like tents, which may have neither doors nor walls, the number may be marked on any suitable place such as the pillar or a flat part of the house, the pole of the tent or, failing all these a small metal plate (preferably zinc) or a wooden board can be marked with the number and this may be hung by a wire or a rope from the roof of the dwelling or as near to the entrance as possible.

**Size and form of numberals**

The size of the numerals for Housenumbering should be at the least an inch in the thickness and $2\frac{1}{2}$" in height. Only the international form of numerals should be used and not the local language version.

The Deputy Commissioners and the Commissioners of the Corporations/City Municipalities should review periodcially the progress made in the numbering of buildings, according to the instructions given in this Circular. The Charge Officer also should make periodic inspection and appraise the Deputy Commissioners/ Commissioners of the Corporations regarding the progress made in this regard.

I, therefore, request you to ensure that the local bodies complete the work of housenumbering by 15-4-90. The Census Charge Officers should ensure that this is done. This will greatly facilitate the census work. I would like to emphasise that it is important not to leave out any house from the numbering scheme, even if they are such odd structures in remote areas as, say, a Forest Guest House, a Guard's quarters, Railway Gangman's quarters, remote temples, etc.

I shall be grateful if you could write to me indicating any particular problems which may arise in your charge or in your areas.

Please acknowledge the receipt of this circular.

Yours sincerely,

(Sd/-)

(SOBHA NAMBISAN)

Copy to:

1. All the Deputy Commissioners
2. All the Chief Secretaries of Zilla Parishads
3. All the Commissioners of Corporations
4. All the District Census Officers
5. All the City Census Officers
6. All the Urban and Rural Charge Officers.

Copy to:

1. Shri A. R. NANDA, IAS,
   Registrar General & Census
   Commissioner, India,
   2/A, Mansingh Road,
   New Delhi—110011 for information.
2. P.A. to DCO, Karnataka, Bangalore.

Copy to:

All Officers/Investigators/SAs of the D.C.O. Karnataka, Bangalore.

## PROCEEDINGS OF THE GOVERNMENT OF MYSORE

**Order No. RD 7 ETC 67, Bangalore, dated 18th February 1969**

Read:

1. Letter No. 23/1/67-MAP dated 4th April 1967 from the Registrar General, India and *Ex-officio* Census Commissioner to the Chief Secretary to the Government forwarding a copy of the Manual of Instructions to implement a scheme of permanent housenumbering on a countrywide basis.

2. G.O. No. RD 7 ETC 68 dated 22nd March 1968 constituting a State Level Committee to co-ordinate the work of permanent housenumbering and to get the work done by District Officers.

### ORDER

The question of developing an all purpose housenumbering system so as to serve effectively and uniformiy all departments which are required to build up records with reference to houses has been engaging the attention of the State Government and the Government of India for some time past. A numbering system has been maintained in some areas but is not uniform or wholly satisfactory. There has often been a multiplicity of numbers on houses with different agencies numbering the houses for their own specific needs. It is imperative to evolve a satisfactory scheme of housenumbering and maintaining a upto-date on a permanent basis so as to serve purposes such as elections municipal assessment, postal deliveries, census, housing services, public health surveys, etc.

2. A manual on the scheme of permanent housenumbering has been compiled by the Registrar Genenal, India and *Ex-officio* Census Commissioner which provides the broad guidelines for bringing into effect a rational system of house numbering which would help to serve the needs of every user. The State Government has constituted a State Level Committee as envisaged in the Manual to co-ordinate the activities of the various agencies with the Superintendent of Census Operations as the Convener and District Level Committees are also to be constituted in all the Districts.

3. Government attach great importance to this scheme and desire that its implementation should be prompt and effective. The numbering of houses and other structures and the naming of streets etc., is considered part of the normal duties of the local authorities and Deputy Commissioners are requested to ensure that the scheme is faithfully implemented by the various Local authorities concerned and to impress upon the Presidents of Municipalities, Chief Executive Officers of the Taluk Boards who have controlling authority over Panchayats and others concerned regarding the importance of the scheme and the need for its early implementation. Deputy Commissioners are also requested to review the progress made at regular meetings of the District Level Committee constituted for this purpose. The progress made in the districts will be reviewed by the State Level Committee also.

4. The Superintendent of Census Operations will co-ordinate the implementation of the scheme and will issue necessary instructions and clarifications which may be kept in view in the implementation of the scheme.

5. Since the system of numbering envisaged in the scheme is considered part of the normal duties of the local authorities, the expenditure involved in the implementation of the scheme will be met from the funds of the local authorities concerned.

By Order and in the name of the Governor of Mysore.

(Sd/-)

(N. J. E. BRITTO)

*UnderSecretary to Government*

*Revenue Department*

To

1. The Divisional Commissioners of Divisions.
2. The Deputy Commissioners of Districts.
3. The Commissioners of Corporations/City Municipalities.
4. The President of Town Municipalities.
5. The Chief Executive Officers.
6. The Tahsildars.

HMA 194 GGL 67

GOVERNMENT OF MYSORE

Mysore Government Secretariat
Vidhana Soudha
Bangalore.

Dated 25-6-1968.

## CIRCULAR

Sub: 1971 Census Scheme of Permanent House Numbering—Implementation of.

The question of developing an all purpose house numbering system so as to serve effectively and uniformly all Departments which are required to built up records, with reference to houses has been considered by the Government of India. The objective of the house numbering scheme is to have a uniform system of housenumbering throughout the country and to maintain it effectively and continuously so that it can serve all purposes official, as well as non-official requiring the location of the citizen at his household or the location of a house. The need for locating every house and household is increasingly left for purposes of providing postal and telegraph services, health and family planning programmes, socio-economic surveys, Municipal Assessment, preparation of electoral rolls, housing and population census etc. A good and permanent house numbering system will no doubt serve the needs of the public, the local authorities as well as all Government departments who have to deal with the location and identification of the house or household. This is considered as one of the basic needs of the proper administration.

The copies of the printed Manual of Instructions of house-numbering. But it is solely devised to facilitate recovery of municipal taxes and is not useful for any other purposes. Therefore, the need to draw up a satisfactory house numbering system has assumed significant importance. The problem is to give a number to a house in such a way that it will be maintained on a permanent basis and lead to easy identification. With this end in view, the Registrar General India has compiled a Manual of Instructions to implement the scheme on permanent house numbering on a countrywide basis.

In view of the usefulness of this scheme to the local bodies and to the Departments of Government for various purposes and more so, for ensuing Census of 1971, all the Divisional Commissioners, Deputy Commissioners, Commissoners of Corporations, and Presidents of City and Town Municipalities and others concerned, are hereby requested to extend their cooperation to bring the existing house numbering upto date in the light of the instructions contained in the manual of instructions, 1966.

The copies of the printed Manual of Instructions may be obtained from the Superintendent of Census Operations in Mysore, Bangalore.

(Sd/-)
*Under Secretary to Government,*
*Health and Municipal*
*Administration Department*

ANNEXE-D.12

No. ADM 61 EST 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

21/1, Mission Road,
Bangalore-560 027

Date : 23-2-1990

**CIRCULAR NO. 11**

Sub: Distribution of Census materials for the ensuing Houselisting Operations, 1990.

You would have by this time received the material for the training of Enumerators and Supervisors. Most of you would have completed the appointment of Enumerators and Supervisors and would have organised the first round of training.

We will now be supplying to you the various census forms and schedules for the actual conduct of the houselisting operations which will take place from 15-4-90 to 15-5-90. You will be getting this material in the first week of March 1990 so that you will be in a position to supply the forms well in time to the Charge Officers and to the Enumerators and Supervisors. As soon as you get the material, you should distribute it among the Charge Officers in accordance with the instructions given in Annexure 'A'. It may please be noted however that the Charge Officers should not issue the material to the Enumerators and Supervisors before 5th April 1990 so as to prevent the schedules from getting spoilt or lost. On 5-4-90, the Charge Officers may call a meeting of the Enumerators and distribute the material to them through the Supervisors. The schedules which are now being supplied to you are the following:—

(1) Houselist (to be prepared in duplicate)
(2) Houselist Abstract (*not* in duplicate)
(3) Enterprise List
(4) Enterprise List Abstract
(5) Notional Map and Layout Sketch (two for each block).

Since we do not know as yet the exact number of blocks in all the charges or the population of each block, it has not been possible for us to work out your exact requirement of these forms. However, we have made some calculation and the supply now being made to you is in *excess* of your actual requirements. While distributing the schedules among the charges and among the blocks, you have to calculate the requirements block-wise as indicated in Annexure 'A'. Please work out for each charge and for each block, in accordance with the instructions in Annexure 'A', the number of each of these schedules which have to be supplied. 10% of the total provision may be kept with you as reserve, 10% with the Charge Officers and 5% with the Supervisors in order to meet any emergencies.

Please observe that the allotment for the larger cities has been shown separately. However, the forms to be supplied to these larger cities (including the City Corporations) will be supplied to the District Census Officer along with the forms required for the charges coming under the District Census Officer. The District Census Officer is requested to supply the forms to the concerned City Census Officer as per the allotment indicated in Annexure 'B'.

**Important**

Please note that it is extremely important to distribute the schedules carefully in accordance with the actual necessity. This Directorate is maintaining only a *very* small reserve of these forms. The reserve has to be maintained as indicated above, with the District/City and Charge Officers. For this reason the distribution of forms has to be done with the utmost care and the forms should be used economically. A stock register has to be maintained for the receipt and the distribution of forms, as indicated in Circular 12. Since the supply is in excess of your requirements, last minute demands to this office for more forms/schedules would be the result of improper distribution or careless handling and should be avoided at all costs.

(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations, Karnataka*

To,

All Deputy Commissioners & Principal Census Officer

All Commissioners & Principal Census Officers of Corporations

All Commissioners of City Municipality

All Chief Officers of Town Municipalities

All District Census Officers

All Asst. Commissioners of Sub Divisions

All Tahsildars

All Additional District Census Officers

All City Census Officers

The Commissioner, B.D.A.

Chief Secy. to the Govt. of Karnataka

Revenue Secretary, Govt of Karnataka, Vidhana Soudha, Bangalore

Copy to:

(1) Shri A. R. NANDA, I.A.S., Registrar General & Census Commissioner, India, New Delhi for kind information.

(2) P.A. to D.C.O., Karnataka, Bangalore.

Copy to:

All Officers/Investigators of the D.C.O., Karnataka, Bangalore

All Training Officers of D.C.O., Karnataka, Bangalore.

ANNEXURE A

**Number of Forms to be issued per Block**

**Introduction**

In Circular No. 3 dated 2-1-1990, it had been specified that a rural block will consist of 150 to 200 households or 750 to 1000 population, whereas an urban block consists of 150-200 houses or a population of 600-800 persons. However, this is only an average figure and there may be a few cases where the population of a block is slightly higher than what is furnished here and several cases where it is considerably less e.g. in the case of becharak villages and hamlets. Since this Directorate does not have the figures of the blockwise population, it is suggested that the distribution of the houselisting forms may be made based upon a simple calculation, the details of which are indicated below for each of the schedules:

(a) **Houselist**

The Houselist Form consists of 20 lines (10 lines on each side). If the population of the block is 1,000, then it may be assumed that the number of houses in a rural block would be approximately 200. In that case, the total number of houselisting forms which will be required may be calculated in the following manner:

The number of lines would be 200 plus 45% of 200 (to make allowance for the additional lines which will be required for enterprises etc.). This would mean 290 lines. Since each Houselisting form has 20 lines, this would mean 14.5 forms. Since the Houselisting form has to be written in duplicate, 30 forms will be required for each block with a population of about 1,000.

If, on the other hand, the population of a block is 750, then the total number of houses may be approximately 150. The total number of lines required will be 150 plus 45% of 150 i.e. 217.5. The total number of forms required would be $217.5 \div 20$ or 11 forms. Since these have to be written in duplicate, 22 forms will be required to be given to a block with a population of 750.

In other words, the calculation regarding the number of houselisting forms to be supplied to a block may be done as follows:—

Population of block .. $X$

The number of houses would be: .. $\frac{X}{5}$

No. of lines which will be required would be .. $\frac{X}{5}$ plus 45% of $\frac{X}{5}$

No. of forms which will be required would be .. $\frac{\frac{X}{5} \text{ plus } 45\% \text{ of } \frac{X}{5}}{20}$

Total number of houselisting forms (since the form would be written in duplicate) would be $\frac{\frac{X}{5} \text{ plus } 45\% \text{ of } \frac{X}{5}}{20} \times 2$

Please note that the population of the block would be the expected population for 1991. In order to estimate this, you may add 30% to the population of the block according to the 1981 Census. After the distribution of Houselisting forms have been done block-wise in this manner, 10% of the remaining forms may be retained with the District Census Officer/City Census Officer, 10% with the Charge Officer and 5% with the Supervisor as reserve.

(b) **Houselist Abstract**

Three forms of the Houselist Abstract may be supplied to each Enumerator's Block. Please note that the Houselist Abstract should *not* be prepared in duplicate. Reserve schedules on the lines mentioned above may be maintained at the Charge, District/City levels. Please note that it is not necessary to supply three copies of the Houselist Abstract to each Enumerator's Block in a mechanical fashion. The number of copies to be supplied may be decided at your level after estimating the population of the block.

(c) **Notional Map**

The format for the notional map as well as the layout sketch is the same. Two forms, that is, one form for the notional map and one for the Layout Sketch, have to be supplied per block. Reserve forms will be maintained at the District/City/Charge level as already mentioned.

(d) **Enterprise List**

This form is printed on both sides and there are 12 lines in all (six lines on each side) so that 6 enter-

prises can be entered on each side. In towns with a populaion of less than one lakh, the requirement may be 3 forms for each block and in bigger cities, the requirement may be 5 forms per block. The requirement in rural areas is approximately 5 forms per block. Please note that the Enterprise List should not be prepared in duplicate.

As mentioned earlier, provision has been made to keep reserve stocks at the District/City/Charge levels. The supervisor may also be issued some reserve forms so that he may supply them to the enumerators at short notice. Since it is difficult to foresee the number of enterprises per block, sufficient reserves have to be kept with the Supervisor and the Charge Officer to be supplied at short notice.

**(e) Enterprise List Abstract**

In both rural and urban areas, one Enterprise List Abstract for each block should be sufficient. However, we have made provision for two forms per block. You need issue only one form per block in the first instance. The rest may be retained as reserve.

ANNEXE B

**Statement Showing the Distribution of Forms among Districts**

| Sl No. | | Total No. of Houselist forms | Houselist Abstract forms @ 3 per block | As per Bureau of Economics & Statistics Calculation | | Notional Map @ 2 per block |
|---|---|---|---|---|---|---|
| | | | | Enterprise List | Enterprise List Abstract | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 01. | Bangalore Rural Dist. | 111300 | 13665 | 22,775 | 9,110 | 9,11 0 |
| 02. | Bangalore Urban Dist. | 43800 | 5514 | 9,190 | 3,676 | 3,676 |
| 03. | Bangalore City | 07500 | 16125 | 60,810 | 18,283 | 10,750 |
| 04. | B.D.A. | 8000 | 1200 | 4,525 | 1,361 | 800 |
| | Total | 270600 | 36504 | 97,300 | 32,430 | 24,336 |
| 05. | Belgaum* | 128050 | 16305 | 48,150 | 18,530 | 10,870 |
| 06. | Bellary* | 77300 | 10092 | 20,850 | 9,260 | 6,728 |
| 07. | Bidar* | 45600 | 5715 | 13,900 | 6,950 | 3,810 |
| 08. | Bijapur* | 110800 | 14235 | 41,700 | 13,800 | 9,480 |
| 09. | Chikmagalur* | 99200 | 12084 | 20,850 | 6,950 | 8,056 |
| 10. | Chitradurga* | 96500 | 12204 | 27,800 | 9,260 | 8,136 |
| 11. | Dakshina Kannada* | 98500 | 12543 | 69,500 | 16,220 | 8,362 |
| 12. | Dharwad* | 131200 | 17190 | 55,600 | 18,530 | 11,460 |
| 13. | Gulbarga* | 103000 | 12969 | 34,750 | 11,580 | 8,646 |
| 14. | Hassan* | 99900 | 12210 | 27,800 | 6,950 | 8,140 |
| 15. | Kodagu* | 22000 | 2709 | 13,900 | 2,310 | 1,806 |
| 16. | Kolar* | 136400 | 16848 | 34,750 | 11,580 | 11,232 |
| 17. | Mandya* | 77800 | 9621 | 20,850 | 9,260 | 6,414 |
| 18. | Mysore* | 141400 | 18027 | 41,700 | 16,260 | 12,018 |
| 19. | Raichur* | 93000 | 11808 | 27,800 | 11,580 | 7,872 |
| 20. | Shimoga* | 161500 | 19977 | 27,800 | 9,260 | 13,318 |
| 21. | Tumkur* | 138800 | 17004 | 41,700 | 13,900 | 11,336 |
| 22. | Uttara Kannada* | 58000 | 7227 | 27,860 | 6,950 | 4,818 |
| | Reserve | | | + 7,000 | − 2,340 | |
| Districts Total excluding Bangalore | | 1818950 | 228768 | 604,200 | 201,570 | 152,512 |
| State Total | | 2089550 | 265272 | 701,500 | 234,000 | 176,848 |

* The District Totals are inclusive of allocation to Cities also.

The requirements of Enterprise List forms for cities might be more than what has been shown in the statement for cities, in which case the District Census Officer will have to distribute from the District allocation.

ANNEXE B *Contd.*

Statement Showing the Distribution of Forms in Cities

| Sl. No. | | Houselist forms 20 per Block | House list Abstract 3 per Block | Notional Map 2 per Block | Enterprise List @ 5 per Block | Enterprise List Abstrat @ 2 per Block |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 01. | Banglaore City | 107,500 | 16,125 | 10,750 | 60,810 | 18,283 |
| 02. | B.D.A. | 8,000 | 1,200 | 800 | 4.525 | 1,361 |
| 03. | Hubli Dharwad | 18,720 | 2,808 | 1,872 | 4,680 | 1,872 |
| 04. | Mysore | 18,580 | 2,787 | 1,858 | 4,645 | 1,858 |
| 05. | Mangalore | 6,960 | 1,044 | 696 | 1,740 | 696 |
| 06. | Belgaum | 8,500 | 1,275 | 850 | 2,125 | 850 |
| 07. | Gulbarga | 8,500 | 1,275 | 850 | 2,125 | 850 |
| 08. | Bellary | 7,380 | 1,107 | 738 | 1,845 | 738 |
| 09. | Raichur | 4,760 | 714 | 476 | 1,190 | 476 |
| 10. | Bijapur | 5,660 | 849 | 566 | 1,415 | 566 |
| 11. | Gadag-Betgeri | 4,280 | 642 | 428 | 1,070 | 428 |
| 12. | Mandya | 5,600 | 840 | 560 | 1,400 | 560 |
| 13. | Davangere | 6,900 | 1,035 | 690 | 1,725 | 690 |
| 14. | Tumkur | 4,000 | 600 | 400 | 1,000 | 400 |
| 15. | Shimoga | 5,360 | 804 | 536 | 1,340 | 536 |
| 16. | Hospet | 3,460 | 519 | 346 | 865 | 346 |
| 17. | Bidar | 2,720 | 408 | 272 | 680 | 272 |
| 18. | K.G.F. | 2,700 | 405 | 270 | 675 | 270 |
| 19. | Bhadravathi | 2,080 | 312 | 208 | 520 | 208 |

If the actual requirements of Enterprise List forms exceed the above distribution of forms, the City Census Office may contact the District Census Officer for additional supply of forms

ANNEXE-D.13

D.O. No. TCH 25 CPO 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, I.A.S.
*Director*

21/1, Mission Road,
Bangalore-560 027

Date : 22-2-1990

## CIRCULAR NO. 12

Sub: Storage of training and other census materials supplied by this office.

In Circular No. 8, a mention has already been made that the training materials required for the training of Enumerators and Supervisors will be made available by the end of the first week of February. Accordingly, we have forwarded the training materials required for training and the Census Charge Officers must have received them by now.

The quantity of census materials required for the actual Houselisting Operations during April-May 1990 has been worked out separately and sent to you vide Circular No. 11. This material will be reaching you by the end of the 1st week of March 1990.

You would therefore have received by the second week of March 1990 a vast quantity of forms, schedules, booklets of instructions etc., for use during the operations. This Circular has been written in order to stress the importance of the utmost economy in use of these forms, schedules etc. Please note that there is hardly any reserve of forms left with us in this Directorate. The forms and schedules now given to you should therefore be used carefully so that there is absolutely no wastage at the operational level by careless handling, improper storage or by distribution. There should be no occasion whatsoever to ask for additional requirement of forms at the last minute since the forms have been supplied to you in excess of your requirements.

**Economy of use—Responsibility of Charge Officers**

It is the basic responsibility of the District/City Census Officer and every Census Charge Officer, Rural/Urban, to take the following action to ensure proper utilisation of the forms and schedules and to render full account for all the materials supplied to them. In order to do this, each Charge Officer must take the following action.

1. Arrange for the proper storage of all census materials.
2. Ensure economy in the use of census materials
3. Avoid all wastages at all levels.
4. Keep a regular and proper account of all census forms and schedules at the District level and in the Charge Offices.
5. Advise all enumerators about the need for careful and proper use of materials so as to eliminate all wastage.

**Maintenance of Store Accounts**

It is necessary for each Charge Officer as well as for the District and City Census Officers to prepare and maintain a Stores Register as indicated in Annexure I. This will help them to maintain a proper account of all the stores i.e. all forms and materials received from the Directorate. The store account should be maintained carefully. The Charge Officer should furnish a monthly statement as per Annexure I & II on the last working day of each month to their respective District Census Officers and City Census Officers. The District Census Officers/City Census Officers are also requested to maintain the consolidated store account form. These Officers should send the consolidated monthly statement to this Directorate so as to reach this office on the 6th of each succeeding month.

Annexure II contains a separate format to be maintained in each Charge Office, so as to reflect the distribution and utilisation of various census forms and schedules for every block in the Charge. This must be maintained carefully. At the end of the houselisting operations it will be necessary for the Charge Officer to return all unused forms and schedules to us with the statement of forms and schedules received, utilised and returned to the office on a blockwise basis. This statement should also include the quantity wasted due to improper handling, storage and such other wastages by the enumerators in the field.

Action on these lines may be initiated immediately and the receipt of this circular may kindly be acknowledged.

(Sd/-)

Encl : Annexure I & II (SOBHA NAMBISAN)

To

All Deputy Commissioners & Principal Census Officers.

All Commissioners & Principal Census Officers of Corporations.

All Commissioners of City Municipality.

All Chief Officers of Town Municipalities.

All District Census Officers.

All Asst. Commissioners of Sub Divisions.

All Tahsildars.

All Additional District Census Officers.

All City Census Officers.

The Commissioner, B.D.A.

Chief Secy. to the Govt. of Karnataka.

Revenue Secretary, Govt. of Karnataka, Vidhana Soudha, Bangalore.

Copy to :

(1) Shri A.R. NANDA, I.A.S., Registrar General & Census Commissioner, India, New Delhi for kind information.

(2) P.A. to D.C.O., Karnataka, Bangalore.

Copy to:

All Officers/Investigators of the D.C.O., Karnataka, Bangalore.

All Training Officers of D.C.O., Karnataka, Bangalore.

ANNEXE I

STORES ACCOUNT FORM

| Sl. No. | Type of Census forms/schedules/ booklets (Name of the form/material) | Quantity received from the Directorate/Dist. Census Officer/ City Census Officer/Principal Census Officer* | Date of receipt | Quantity issued for use to the Enumerator/ Supervisor or Charge Officer* | Quantity remaining | Quantity of forms returned by Charge Officer/Enumerator/Supervisor unused* | Remarks |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

*Strike out whichever is not applicable.

ANNEXE II

BLOCKWISE ACCOUNT OF FORMS

Name of District : L.C. No.....

Name of Taluk/City/Town L.C. No..... Total No. of Blocks

Name or Number of the City Charge L.C. No.....

| L.C. of village/Block or ward/Division/ Mohalla/Block | Quantity of forms/ schedules issued for the block | | | | | Number of forms used by the enumerator | | | | | Number of forms returned unused | | | | | Wasted in the field | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | HL a | HLA b | EL c | ELA d | NM/LS e | HL a | HLA b | EL c | ELA d | NM/LS e | HL a | HLA b | EL c | ELA d | NM/LS e | HL a | HLA b | EL c | ELA d | NM/LS e | |
| 1 | 2 | | | | | 3 | | | | | 4 | | | | | 5 | | | | | 6 |

Note : HL — Houselist
HLA — Houselist Abstract
EL — Enterprise List
ELA — Enterprise List Abstract
NM — Notional Map
LS — Layout Sketch
LC — Location Code

Note : Account of the No. of Forms issued to the Supervisors, No. of forms issued to enumerators by Supervisor and No. of forms thereof used returned and wasted may be given at the end of this statement.

ANNEXE-D.14

No. TCH 27 CPO 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-560 027

Date : 28-2-1990

**CIRCULAR NO. 13**

Sub : Communication of particulars of Houselisting blocks assigned to the Enumerators and Supervisors—Instruction sheet—regarding.

I had indicated in Circular No. 6 that after the selection of the Enumerators and Supervisors, the appointment orders should be issued to them, along with the identity cards, by the second week of February, 1990.

You will no doubt have observed that in the appointment orders there is only provision for indicating the block numbers assigned to the enumerators and supervisors. For the purpose of communicating the details of the block, such as the name of the village/town/hamlet/ward or Division etc. and the location codes thereof and the boundaries of the block etc., a separate form viz. "*Instruction Sheet*" has been devised and printed copies of this Instruction Sheet in sufficient quantity have already been sent to you along with the other materials like appointment orders, identity cards etc.

The Instruction Sheet must be made use of to Communicate to the enumerators and supervisors the basic details about the block such as the name and location code of the State/district/taluk or town (and City Charge)/village or ward or division, code number of the block, the boundaries of the block etc. The name of the enumerator/supervisor should also be shown in the Instruction Sheet.

The Charge Registers should be written up by the Charge Officers immediately after obtaining the approval for the working sheets and the charge maps. The Charge Registers should be written in duplicate and one copy sent to our office. The information for the various columns of the instruction Sheet are to be copied from the Charge Registers.

If an enumerator has been appointed for more than one Houselisting Block (HLB), particulars of all the blocks assigned to him may be entered in the same Instruction Sheet that would be issued to him/her.

Similarly in case of Supervisors also either a carbon copy of the instruction sheet issued to each of his/her enumerators or a Consolidated Instruction Sheet with particulars of all the blocks in his/her Supervisory Circle and enumerators thereof may be issued.

The Instruction Sheets duly filled in may be issued to the enumerators and supervisors during the 2nd round of Training Class. There is obviously no need for issuing the Instruction Sheet to the Reserve enumerators and supervisors unless of course they are later drafted for actual work.

In addition to the Instruction sheets wherever the detailed layout plans are available, such as in the case of municipal areas, industrial town-ships, project areas etc. the enumerators/supervisors may be supplied with the relevant extract of the layout plan showing therein the boundaries of the block.

It is particularly important that the enumerators and supervisors clearly know the jurisdiction and full location codes of their blocks.

The Charge Officers with the help of those personnel such as Village Accountants, Revenue Inspectors, Bill Collectors, Junior Engineers etc. who are involved in the process of constitution of HLBs should assist the enumerators and supervisors to become familiar with the boundaries of the blocks. *It must be ensured that this task is completed before the enumerators and supervisors are called for the 3rd round of training* or before they are supplied with the Forms/Schedules received for the Houselisting Operations.

At the time of the issue of the Instruction Sheets to the enumerators and supervisors, their attention may be drawn to the calendar of the Houselisting Operations and other important points printed on the backside of the Instruction Sheet. Please note that the Houselisting Operations commence on 16-4-1990 and not on 15-4-90, as indicated in some of our previous circulars.

I have already indicated in Circular No. 3 that areas covered under the Sample Registration Scheme (SRS)) should be retained intact while constituting Houselisting Blocks. If a SRS unit is too big in size, it may be split up into two or more HLBs of convenient size. It is emphasized here again that care should be taken that under no circumstances should a non-SRS area be tagged on to a SRS block for delineation of HLB. If need be, the assistance of the Part Time Enumerators of the SRS may be obtained for identifying the boundaries of the SRS units. The names

of the Part Time Enumerators of the SRS have been given in Circular No. 3.

It is requested that after the issue of the Instruction Sheets to the enumerators and supervisors a report thereof may be sent to this Directorate along with the "Report on Training of Supervisors and Enumerators" (Ref: Annexure I Circular No. 8).

Sd/-
(SOBHA NAMBISAN)
*Director of Census Operations, Karnataka*

To

All Divisional Commissioners.

All Deputy Commissioners and Principal Census Officers.

All Commissioners and Principal Census Officers of Corporations.

The Commissioner, Bangalore Development Authority, Bangalore.

All Assistant Commissioners of Sub Divisions.

All the Commissioners of City Municipalities.

All Chief Officers of Town Municipalities

All Tahsildars.

All District Census Officers.

All Additional District Census Officers.

All City Census Officers of Bangalore District.

Copy to:

(1) Shri A.R. Nanda, I.A.S., Registrar General & Census Commissioner, India, New Delhi for kind information.

(2) P.A. to D.C.O., Karnataka, Bangalore.

(3) All Officers/Investigators of D.C.O. Karnataka.

ANNEXE-D.15

No. ADM 64 EST 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-560 027

Date : 7-3-1990

**CIRCULAR NO. 14**

Sub: Distribution of Printed Material.

In Circular No. 11, guidelines have been given regarding the distribution of the schedules for the Houselisting operations the Houselist, Houselist Abstract, Notional Map, Enterprise List and Enterprise List Abstract. We have now dispatched all this material to the offices of the District Census Officers. Please note that the material includes the forms which have to be sent to the various City Corporations and City Municipalities. The number of forms which are to be sent to these Corporations and Municipalities is shown clearly in the continuation sheet to Annexure 'B' which indicates the distribution of forms among the districts. Two copies of Circular No. 11 have also been sent to you along with the lorries which have brought the printed material to the office of the District Census Officer. Please note that you should sign the receipt for having received the material and send it on to our office.

2. All this material would have reached you by 9th March 1990. You have been given prior intimation through telex about the coming of the material and it is presumed that you have provided sufficient accommodation for storing it.

3. In Circular No. 11, Annexure 'A', we have indicated how you should work out the number of forms to be issued per block. Circular No. 11 has been sent to the Census Charge Officers also.

4. As soon as you receive the material, you must instruct the Charge Officers to work out their requirements of the various forms (if they have not already done so) for each houselisting block according to the instructions given in Circular No. 11 and bring to your office the requirements chargewise and blockwise. You may please ensure that the calculation is correct. Please note that those blocks which have no population at all (bechirag villages etc.,) may be issued two copies each of the houselist forms, houselist abstract, Enterprise List, Enterprise List Abstract and notional map. The rest of the requirement may be worked out as per the instructions in Circular No. 11. You may then hand over to the Charge Officers the requirement of the forms chargewise as worked out by them.

5. The above exercise should be completed by 23-3-90.

6. The Charge Officers should, as indicated above, work out the block-wise requirements of the various schedules and forms and pack them neatly for each block. The packages should be bundled and labelled neatly. This should be completed by 30-3-90 positively.

7. *The Charge Officers should, however, not hand over the printed material to the enumerators until two days before the commencement of the houselisting operations.* This is to ensure that the forms are not misplaced or lost by the enumerators.

8. Two or three days before the commencement of the houselisting operations i.e., between 10th and 14th April 1990, please call a training class of enumerators and supervisors and supply them with the materials. You may please insist that the forms should be used economically and carefully. The forms should be first filled up in pencil and only after it is ascertained that they have been filled up correctly, should they be written in ink. This will avoid wastage of forms and committing mistakes. Please remember that we have not kept much material in reserve. It will therefore not be possible for us to supply you extra material at short notice.

9. As indicated in Circular No. 12, Stock Registers are to be kept regarding the receipt and distribution of the material before and after the houselisting operations. Therefore when the material is received in your office, please take it into stock immediately.

10. Please ensure that the time table fixed for the packing and distribution of the material chargewise and blockwise is completed according to the time table given in paras 5 and 6. The requirements blockwise should also be worked out carefully. This is of extreme importance and urgency.

Please acknowledge receipt of this Circular.

Sd/.
(SOBHA NAMBISAN)
*Director*

To

All Divisional Commissioners.

All Deputy Commissioners & Principal Census Officers.

All Commissioners & Principal Census Officers of Corporations.

The Commissioner, Bangalore Development Authority, Bangalore.

All Assistant Commissioners of Sub-Divisions.

All the Commissioners of City Municipalities.

All Chief Officers of Town Municipalities.

All Tahsildars.

All District Census Officers.

All Additional District Census Officers.

All City Census Officers of Bangalore District.

Copy to:

(1) Shri. A.R. Nanda, IAS. Registrar General & Census Commissioner, India, New Delhi for kind information.

(2) P.A. to D.C.O., Karnataka, Bangalore.

(3) All Officers/Investigators of D.C.O., Karnataka.

ANNEXE-D.16

No. TCH 28 CPO 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No, 21/1, Mission Road
Bangalore-560 027

Date : 8-3-1990

**CIRCULAR NO. 15**

Sub: Calendar for Houselisting Operations.

At the back of the Instruction Sheet which is to be handed over to the Enumerators and Supervisors during the third round of training (please see Circular No. 8) the calendar for the Houselisting Operations has been printed. According to this, the houselisting operations are to begin on 16-4-90 and completed on 15-5-1990, to be followed by the return of forms to the Supervisors, Charge Officers etc. However the postponement of the civic polls has led to a slight change in this programme. It has now been decided that although the houselisting operations will commence, as earlier programmed, on 16-4-90, a break of 8 days from 23-4-90 to 30-4-90 (both days inclusive) will be given in the houselisting operations for the purpose of conducting the elections. The revised calendar for the houselisting operations will be as follows:

16-4-90
to
22-4-90

(i) Preparation of the notional map and layout sketch of the block by the Enumerators.

(ii) Numbering of the buildings and census houses and painting of the numbers on the doors by the Enumerators.

1-5-90
to
22-5-90

(i) Filling in the Houselist Form and Enterprise List by the Enumerators.

(ii) Field Supervision by Supervisors, Census Charge Officers, Supervisory Officers and District/Additional District and City Census Officers.

23-5-90
to
26-5-90

Preparation of Houselist Abstract, duplicate copies of houselist, Enterprise List and Enterprise List Abstract and handing over the filled in schedules and maps to the Supervisors.

27-5-90
to
31-5-90

(i) Checking by Supervisors of all forms viz Houselist, Enterprise List and Abstracts.

(ii) Despatch of all the forms and maps by the Supervisors to the Charge Officers.

1-6-90
to
6-6-90

Scrutiny by the Census Charge Officers of all the forms, preparations of Charge Abstracts and despatch of one copy of the Houselist Form and Houselist Abstract to the District/City Census Officer. Despatch of EL and ELA to the Additional District Census Officer.

7-6-90
to
12-6-90

(i) Despatch of Houselist and Houselist Abstract by the District/City Census Officers to the Director of Census Operations, Karnataka, Bangalore.

(ii) Despatch of Enterprise List by the Additional District Census Officers to the Director, Directorate of Economics & Statistics, Karnataka, Bangalore.

During the one week break in the houselisting operations from 23-4-90 to 30-4-90, care should be taken by the Enumerators and Supervisors to keep the forms and maps carefully. Please note that sufficient reserve forms should be kept at the levels of the Supervisors, Charge Officers and District Census Officers.

A copy of this revised calendar should be given to every Enumerator and Supervisor and they should be informed of the change in the programme printed at the back of the Insruction sheets.

Receipt of this circular may please be acknowledged.

Sd/-
(SOBHA NAMBISAN)
*Director*

To

All Divisional Commissioners.

All Deputy Commissioners & Principal Census Officers.

All Commissioners & Principal Census Officers of Corporations.

The Commissioner, Bangalore Development Authority, Bangalore.

All Assistant Commissioners of Sub Divisions.

All the Commissioners of City Municipalities.

All Chief Officers of Town Municipalities.

All Tahsildars

All District Census Officers.

All Additional District Census Officers.

All City Census Officers (with extra copies for distribution to the Urban Charge Officers.)

Shri H. S. Nagaraj Director, Directorate of Economics & Statistics, M.S. Buildings, Dr. Ambedkar Veedhi, B'lore.

Copy to:

(1) Shri A.R. Nanda, I.A.S., Registrar General & Census Commissioner, India, New Delhi for kind information.

(2) P.A. to D.C.O., Karnataka, Bangalore.

(3) All Officers/Investigators of D.C.O., Karnataka.

ANNEXE-D.17

No. TCH 29 CPO 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-560 027

Date : 20-3-1990

**CIRCULAR NO. 16**

SUB: Houselisting Operations—Collection and despatch of filled in schedules.

**Introduction**

In Circular No. 14 you had been requested to ensure that the materials for the actual houselisting operations, which you would have received by this time, are distributed to the Enumerators and Supervisors a few days before the actual houselisting operations which will commence on 16-4-90. Subsequently I have also sent a telex message dated 16-3-90 requesting you to organise the last training session of Enumerators and Supervisors on the 10th, 11th and 12th April 90 and distribute the materials—the Houselist, Houselist Abstract, Notional Map, Layout Sketch, Enterprise List and Enterprise List Abstract to them, during this training session. In addition to this material, they should also be given the labels to be affixed to the Enumerator's Records and the list of Scheduled Castes and Scheduled Tribes. (You are being separately instructed to depute your Census clerk to this office to collect the labels and the list of Scheduled Castes and Scheduled Tribes). The formats of the labels to be affixed to the Enumerators' Records is given in Appendix I. You will notice that the labels are printed in three different colours—black, blue and red. This is because the filled in forms pertaining to each block, after the completion of the houselisting operations, have to be arranged into three separate sets for each block. Since the three sets are to be sent to three different places. After the material is arranged into three different sets and the labels are attached, then the Supervisor has to prepare the Supervisor's Circle Abstract. This will then have to be submitted to the Charge Officer, along with the Enumerators' records in three sets by the Supervisors and Enumerators.

2. *The instructions given below regarding arranging the schedules in three sets, stitching, packing and labelling them and preparation of the Supervisors' Circle Abstracts are therefore to be given in detail to the Enumerators and Supervisors at the time of the 4th round of training* which should be organised on the 10th, 11th and 12th April 1990.

3. According to the calendar of houselisting operations, which I have sent to you in Circular No. 15, the numbering of houses, preparation of notional maps and layout sketches and filling in of Houselist and Enterprise List should be completed by 22-5-90. *The revised calendar may please be communicated to all the Enumerators and Supervisors* during the 3rd and 4th rounds of training. The striking of the totals and the preparation of the various abstracts will be completed by 26-5-90. Thereafter, the forms and abstracts have to be checked by the Supervisors.

**Duties of the Enumerators & Supervisors after the completion of the Houselisting Operations**

4. The following are the records which would have been filled in by the enumerator for each of the blocks entrusted to him.

| | | |
|---|---|---|
| 1. | Houselist . . . . . | Two copies |
| 2. | Houselist Abstract . . . | One copy |
| 3. | Notional Map . . . . | One copy |
| 4. | Layout Sketch . . . . | One copy |
| 5. | Enterprise List . . . . | One copy |
| 6. | Enterprise List Abstract . . | One copy |

5. *The Enumerator should be instructed not to fold these forms and schedules and they should be kept flat.*

6. After the Supervisor has scrutinised all the filled in schedules and ensured that they are correct, the Enumerator should, under the supervision of the Supervisor, separate these records into three separate sets for each block and stitch the schedules into each set neatly. The three sets are as follows:

| | |
|---|---|
| Set No. I | Houselist—one copy<br>Houselist Abstract—one copy |
| Set No. II | Notional Map—one copy<br>Layout Sketch—one copy<br>Houselist — one copy |
| Set No. III | Enterprise List—one copy<br>Enterprise List Abstract—one copy |

7. The labels should be affixed to each set and stitched along with the set—the label in black ink in Appendix I to the first set, the label in blue ink in Appendix I to the second set and the label in red ink in Appendix I to the third set. The stitching should be done at the top left hand corner by adjusting all the sheets in the set properly. The labels should be filled by the Supervisor and the Enumerator and the Supervisor should affix their signatures on the labels.

8. The Supervisor will then prepare the Supervisor's Circle Abstract, the format of which is given in Appendix II. It is sufficient to prepare one copy of this abstract. The Supervisor and the Enumerator

will then bring the completed houselist forms packed into three sets as indicated above and the Supervisor's Circle Abstract to the Charge Office.

9. The instructions given above should be explained in detail at the time of the last round of training.

10. The Census Charge Officer with the help of the concerned Supervisors, the Census staff of the Charge Office and other staff, collect and arrange the above records, ensure that they are in order, have been completely written up and duly signed before the Enumerators and Supervisors are relieved of their census duties.

*Checks to be exercised by the Supervisors & Charge Officers before relief of Enumerators:*

11. The following checks should be exercised to ensure that the records are in order:—

(i) Every page of the Houselist and the Enterprise List must bear a page number.

(ii) The names and Location Code Numbers of the District, Taluk, Village/Town/Ward/Mohalla/Hamlet and enumeration block numbers in accordance with our standing instructions on each page of the schedules and also on the notional map and layout sketches.

(iii) Entries are made in the Schedules for all the Blocks, separately for each block, taking the blocks in the ascending order of their numbers, wherever the same enumerator has been entrusted with more than one block within the same village.

(iv) Individual entries should have been made between the lines and no entries should have spilled over to the next line.

(v) Col. 4(a) in the Enterprise List should not have been encroached upon as this is meant for coding at the Tabulation Office.

(vi) Separate sheets should have been used for each block entrusted to an enumerator.

(vii) Houselist Abstract and Enterprise List Abstract are prepared for each block and there are as many pages of the Houselist and the Enterprise List as are indicated in the abstract.

(viii) The records are duly signed by the Enumerator and attested by the Supervisor with the appropriate dates.

(ix) The schedules are written clearly, neatly and legibly.

(x) The labels are properly written and stitched together so as to indicate the contents clearly.

12. If any of the above items have remained incomplete or contain any error the enumerator should be asked to correct the same or fill in the shortcoming before the records are collected from them and they are relieved of their duties.

**Charge Registers as Control Registers**

13. In order to help the Charge Officer to ensure that all the Enumerators have handed over all the records please check with the Charge Register. The blocks are listed in the Charge Register and so it should be easy to find out whether the work of each block has been done by making an appropriate mark in the remarks column of the Charge Register after the conclusion of the operations.

**Duties of the Charge Officers on receipt of the House-listing Operations records**

14. After checking the records as indicated in para 11, ensure that they have been clearly written up, the charge Officer should prepare three copies of the Charge Abstract, the format of which is given in Appendix III. This is done by transferring the block totals from the Houselist Abstracts to the Charge Abstract. The Supervisor's Circle Abstract should be checked with the Charge Abstract to ensure that the Enumerator's Block Houselist Abstract, the Supervisor's Circle Abstract and the Charge Abstract tally with each other and that there are no mistakes.

15. The Charge Officer should also prepare in quadruplicate the Blockwise Index of Set I and Set II (Please see Appendix IV & V). Further details regarding this are given below.

**Packing and preservation of Set No. II**

Set No. II consists of the following records:

House List (the second copy)

Notional Map

Layout Sketch

16. The records may be arranged so that Block No. 1 is at the top and the last Block is at the bottom. They should be neatly stacked in flat files between cardboard covers and tied together.

17. The Charge Officer has to prepare as indicated earlier in quadruplicate, the *Blockwise index* showing the contents of the Set of records. The format for the Blockwise index for Set II is at Appendix V. One copy of the Blockwise index should be placed on top of the bundle of Set II.

18. Labels, the format of which is given in Appendix should be attached to the bundles of Set II.

19. The second copy of the Blockwise Index of Set No. II should be sent to the Directorate of Census by Regd. Post, the third copy to the District Census/City Census Officer and the fourth copy should be retained in the Charge Office.

20. The enumerator's records of Set No. II should be retained in the Rural Charge Office. Wherever the Tahsildar is the Urban Charge Officer also, the records pertaining to the urban charge of Set No. II should also be kept in the Taluk Office.

21. **In the case of non-stationary census towns, even if there is a separate Charge Officer, the records pertaining to Set No. II should be perserved in the taluk Office.**

22. The Charge Officer will send by Regd. Post the following documents to the Directorate of Census Operations by 6-6-1990:

(1) Charge Abstract (one copy).

(2) Blockwise Index—Set No. II (one copy).

(3) Certificate that the Enumeration Records of Set No. II, Block Index of Set No. I, Blockwise Index of Set No. II and one copy of the Charge Abstract are recorded and preserved carefully in the Charge Office.

**Packing and despatch of Set No. III.**—Enterprise List and Enterprise List Abstract.

23. The records pertaining to Set No. III i.e. the Enterprise List and Abstract should be neatly arranged in serial order with Block No. 1 at the top and the last block at the bottom. These should then be arranged between card board covers and neatly tied together and sent by the Charge Officer to the District/City Census Officer who will hand it over to the District Statistical Officer. The District Statistical Officer will despatch it to the Directorate of Economics & Statistics under intimation to the Office of the Directorate of Census Operations.

**Despatch of Set No. I**

24. Set No. I consists of the Houselist Schedule and the Houselist Abstract. These should be neatly stitched in the serial order of the block with Block No. 1 on the top of the list and the last block at the bottom. The bundles should be placed between card board covers. The Blockwise Index for Set No. I should be prepared in quadruplicate (format in Appendix IV). One copy of the blockwise index should be placed on the top of the bundle. The bundles should be tied securely and labelled on both sides. The format for the labels to be attached to the bundle is given in Appendix VI. If the contents are too many for a single bundle. they may be made into more than one bundle for convenience in handling and transport. Each such bundle should be affixed with a label (Appendix VI) on either side to indicate the contents. Every such bundle should be numbered or marked as 1/2 or 1/3 to indicate the total number of bundles and the serial order of each bundle. Thus, 1/2, 2/2 would explain that there are two bundles and 1/2 indicates the first of the two bundles. In such cases where there are more than one bundle, the copy of the blockwise index may be placed on the top of the first bundle.

25. The bundles of Set No. I i.e. the Houselist and the Houselist Abstract should then be sent along with the Census Clerk to the District Census Officer of the district together with three copies of the blockwise index prepared for this set. The District Census Officer, should arrange to receive the bundles after proper scrutiny of the same with reference to the index and labels on the bundles. The bundles themselves, need not, however, be opened.

**Mode of Despatch and Delivery at the Office of the Director of Census Operations**

26. The District Census Officer will maintain a separate account of bundles received from each Rural Charge Officer and each Urban Charge Officer. In the case of Tahsildars, who have been appointed as Charge Officers both for rural areas and urban areas, they should find a place in both the lists in their separate capacities as Charge Officer (Rural) and Charge Officer (Urban). After receipt of the bundles from all the Charge Officers in the district, the District Census Officer should make them into conveniently sized bundles, wrap them in gunny cloth, get them stitched safely against damage in transit, label them with the name of the district and the number of the bundle and such other details as the name of the consignor and the name of the consignee. Each such bundle should bear the following either stamped, labelled or written clearly on the gunny bag.

From

Name and Address of Consignor
(District/City Census Officer)

To

Name and Address of Consignee
Director of Census Operations,
Karnataka, Bangalore-560 027)

Bundle No.

27. The Bundle number may be indicated by such indications as 4/5 to indicate that the serial number of the bundle is four out of a total number of five bundles for the district. This number may kindly be indicated prominently. These bundles should thereafter be sent with the Census Clerk of the District/Principal City to this office either through road transport or by passenger train. *These should in no case be booked by ordinary parcel service either by rail or by road but should accompany the Clerks as personal luggage either in the brake van of a passenger train or as accompanied luggage on the regular service of the K.S.R.T.C.*

28. As already indicated in para 11, the Charge Officer would have prepared four copies of the blockwise index of enumerators records. One copy of the index would have been affixed to the first bundle of Set No. I. One copy should be retained in the District/City Census Office and the other two copies should be sent to the Office of the Director of Census Operations along with the bundles in the hands of the Census Clerk. At our office a thorough check and scrutiny of the contents of each bundle will be made with reference to the blockwise index before delivery is taken of the enumerators records. This

is necessary to ensure that all canvassed schedules as listed and indexed in the blockwise index are received. One copy of the index will thereafter be returned with our endorsement indicating the records received and the records not received. This copy should be returned in the Charge Office for their record. The office copy would be kept in our papers for our records.

**Procedure for Cities**

29. The following cities will also follow the above procedure :

1. Bangalore City
2. Belgaum City
3. Gulbarga City
4. Hubli-Dharwad (MC)
5. Mangalore City
6. Mysore City
7. B. D. A.
8. Bellary (CMC)
9. Bidar (CMC)
10. Bijapur (CMC)
11. Bhadravati (NAC)
12. Gadag-Betgeri (CMC)
13. Hospet (CMC)
14. K.G.F. (SB)
15. Mandya (CMC)
16. Raichur (CMC)
17. Tumkur (CMC)
18. Shimoga (CMC)
19. Davangere (CMC)

The Charge Officers in the Cities will take action as above and hand over the records of Set No. I to the City Census Officer, who will forward the same to our office. The City Census Officer will deliver Set No. III to the respective District Statistical Officer within their districts under intimation to Director of Census Operations. In so far as Set No. II is concerned, these records and other documents will be recorded and preserved in the office of the City Census Officer in the Municipal Corporation/City Municipal Council/Bangalore Development Authority concerned and the appropriate certificate will be furnished to our office by the City Census Officers.

30. The required quantities of labels as at Appendix VI will be supplied by us. The card board, gunny cloth and thread required may be purchased locally.

31. The bundle of Set No. I should be delivered in the Directorate of Census Operations, Karnataka, Bangalore on the dates to be specified separately by this office.



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

Sd/-
(SOBHA NAMBISAN)
*Director*

To

All Deputy Commissioners & Principal Census Officers.

All Commissioners & Principal Census Officers of Corporations.

12 City Census Officers of Bangalore City Corporation (with 120 spare copies for distribution to Urban Charge Officers of BCC).

Belgaum City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Belgaum CC).

Hubli-Dharwad City Census Officer (with 20 spare copies for distribution to Urban Charge Officers of Hubli-Dharwad CC).

Mysore City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Mysore CC).

Gulbarga City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Gulbarga CC).

Mangalore City Census Officer (with 12 spare copies for distribution to Urban Charge Officers of Mangalore CC).

All Commissioners of City Municipalities (with 3 copies to Gadag, 5 copies to Davangere and 3 copies to Chitradurga).

All Chief Officers of Town Municipalities.

All District Census Officers.

All Assistant Commissioners of Sub-Divisions.

All Tahsildars.

All Additional District Census Officers.

The Commissioner, BDA.

Engineer Member & City Census Officer, BDA (with 15 extra copies for distribution among Urban Charge Officers).

Chief Secretary, Govt. of Karnataka, Bangalore.

Revenue Secretary to Govt. of Karnataka, Bangalore.

Director, Directorate of Economics & Statistics, Bangalore.

Copy to :

RGI. New Delhi.

P.A. To DCO, Karnataka.

All Officers/Investigators/Sr. Supervisors of DCO, Karnataka.

All Training Officers of DCO, Karnataka (with names of all those trained).

APPENDIX I

# ಭಾರತದ ಜನಗಣತಿ 1991

## CENSUS OF INDIA 1991

ಗ್ರಾಮಾಂತರ/ಪಟ್ಟಣ ಪ್ರದೇಶ
Rural/Urban*

## ಮನೆಪಟ್ಟಿ ತಯಾರಿಕೆಯ ಕಾರ್ಯಾಚರಣೆ
## HOUSELISTING OPERATIONS

ಪ್ರತಿ Set No.I

ಎನ್ಯೂಮರೇಟರರ ದಾಖಲೆಗಳಿಗೆ ಲಗತ್ತಿಸಬೇಕಾದ ಗುರುತಿನ ಚೀಟಿ
Label to be Affixed to Enumerator's Records

ರಾಜ್ಯ/State : ಕರ್ನಾಟಕ Karnataka — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No. 11

ಜಿಲ್ಲೆ/District : — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ತಾಲೂಕ್/Taluk : — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ನಗರ ಪಟ್ಟಣ/ಗ್ರಾಮ:
City/Town/Village — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ಡೆವಲಪ್‌ಮೆಂಟ್ ಬ್ಲಾಕಿನ ಹೆಸರು
Name of Development Block — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

| ಬ್ಲಾಕಿನ ಸಂಖ್ಯೆ Block No | ಹಾಳೆಗಳ ಸಂಖ್ಯೆ No. of sheets of | |
|---|---|---|
| | ಮನೆಪಟ್ಟಿ ನಮೂನೆ Houselist form | ಮನೆಪಟ್ಟಿ ಗೋಷ್ವಾರ Houselist Abstract |
| 1 | 2 | 3 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

ಅನ್ವಯವಾಗದುದನ್ನು ಹೊಡೆದು ಹಾಕಿ
* Strike off whichever is not applicable

ಸ್ಥಳ Place :

ದಿನಾಂಕ Dated :

ತಾಳೆ ನೋಡಲಾಗಿದೆ ಮತ್ತು ಸರಿಯೆಂದು ಕಂಡು ಬಂದಿದೆ
Verified and found to be correct

ಎನ್ಯೂಮರೇಟರ್ ಅವರ ಸಹಿ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ
Signature of the Enumerator
Name and Address

ಸೂಪರ್‌ವೈಸರ್ ಅವರ ಸಹಿ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ
Signature of the Supervisor
Name and Address

APPENDIX I

# ಭಾರತದ ಜನಗಣತಿ 1991

# CENSUS OF INDIA 1991

ಗ್ರಾಮಾಂತರ/ಪಟ್ಟಣ ಪ್ರದೇಶ
Rural/Urban*

## ಮನೆಪಟ್ಟಿ ತಯಾರಿಕೆಯ ಕಾರ್ಯಾಚರಣೆ
## HOUSELISTING OPERATIONS

ಪ್ರತಿ Set No.II

ಎನ್ಯೂಮರೇಟರರ ದಾಖಲೆಗಳಿಗೆ ಲಗತ್ತಿಸಬೇಕಾದ ಗುರುತಿನ ಚೀಟಿ
Label to be Affixed to Enumerator's Records

ರಾಜ್ಯ/State : ಕರ್ನಾಟಕ Karnacaka — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No. 11

ಜಿಲ್ಲೆ/District : — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ತಾಲೂಕ್/Taluk : — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ನಗರ ಪಟ್ಟಣ/ಗ್ರಾಮ:
City/Town/Village — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ಡೆವಲಪ್‌ಮೆಂಟ್ ಬ್ಲಾಕಿನ ಹೆಸರು
Name of Development Block — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

| ಬ್ಲಾಕಿನ ಸಂಖ್ಯೆ Block No | ಹಾಳೆಗಳ ಸಂಖ್ಯೆ No. of sheets of | | | |
|---|---|---|---|---|
| | ಮನೆಪಟ್ಟಿ ನಮೂನೆ Houselist form | ಮನೆಪಟ್ಟಿ ಗೋಷ್ವಾರೆ Houselist Abstract | ಊಹಾತ್ಮಕ ನಕ್ಷೆ Notional Map | ನಿವೇಶನ ನಕ್ಷೆ Layout Sketch map |
| 1 | 2 | 3 | 4 | 5 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

ಅನ್ವಯವಾಗದುದನ್ನು ಹೊಡೆದು ಹಾಕಿ
* Strike off whichever is not applicable

ಸ್ಥಳ Place :

ಎನ್ಯೂಮರೇಟರ್ ಅವರ ಸಹಿ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ
Signature of the Enumerator
Name and Address

ದಿನಾಂಕ Dated :

ತಾವೆ ನೋಡಲಾಗಿದೆ ಮತ್ತು ಸರಿಯೆಂದು ಕಂಡು ಬಂದಿದೆ
Verified and found to be correct

ಸೂಪರ್‌ವೈಸರ್ ಅವರ ಸಹಿ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ
Signature of the Supervisor
Name and Address

APPENDIX I

# ಭಾರತದ ಜನಗಣತಿ 1991

## CENSUS OF INDIA 1991

ಗ್ರಾಮಾಂತರ/ಪಟ್ಟಣ ಪ್ರದೇಶ
Rural/Urban*

## ಮನೆಪಟ್ಟಿ ತಯಾರಿಕೆಯ ಕಾರ್ಯಾಚರಣೆ
## HOUSELISTING OPERATIONS

ಪ್ರತಿ Set No.III

ಎನ್ಯೂಮರೇಟರರ ದಾಖಲೆಗಳಿಗೆ ಲಗತ್ತಿಸಬೇಕಾದ ಗುರುತಿನ ಚೀಟಿ
Label to be Affixed to Enumerator's Records

ರಾಜ್ಯ/State : ಕರ್ನಾಟಕ Karnataka — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No. 11

ಜಿಲ್ಲೆ/District : — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ತಾಲೂಕ್/Taluk : — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ನಗರ ಪಟ್ಟಣ/ಗ್ರಾಮ:
City/Town/Village — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ಡೆವಲಪ್‌ಮೆಂಟ್ ಬ್ಲಾಕಿನ ಹೆಸರು
Name of Development Block — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

| ಬ್ಲಾಕಿನ ಸಂಖ್ಯೆ Block No | ಹಾಳೆಗಳ ಸಂಖ್ಯೆ No. of sheets of | |
|---|---|---|
| | ಉದ್ಯಮದ ಪಟ್ಟಿ *Enterprise List* | ಉದ್ಯಮದ ಪಟ್ಟಿಯ ಗೋಷ್ವಾರ *Enterprise List Abstract* |
| 1 | 2 | 3 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

ಅನ್ವಯವಾಗದುದನ್ನು ಹೊಡೆದು ಹಾಕಿ
* Strike off whichever is not applicable

ಸ್ಥಳ Place :

ದಿನಾಂಕ Dated :

ತಾಳೆ ನೋಡಲಾಗಿದೆ ಮತ್ತು ಸರಿಯೆಂದು ಕಂಡು ಬಂದಿದೆ
Verified and found to be correct

ಎನ್ಯೂಮರೇಟರ್ ಅವರ ಸಹಿ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ
Signature of the Enumerator
Name and Address

ಸೂಪರ್‌ವೈಸರ್ ಅವರ ಸಹಿ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ
Signature of the Supervisor
Name and Address

APPENDIX II

# ಭಾರತದ ಜನಗಣತಿ 1991
# CENSUS OF INDIA 1991
## ಸೂಪರ್‌ವೈಸರ್ ವಲಯದ ಮನೆಪಟ್ಟಿ ಗೋಷ್ವಾರೆ
## SUPERVISOR CIRCLE HOUSELIST ABSTRACT

ಗ್ರಾಮಾಂತರ/ಪಟ್ಟಣ ಪ್ರದೇಶ* RURAL/URBAN*
ಪುಟದ ಸಂಖ್ಯೆ Page No.

ರಾಜ್ಯ/State ಕರ್ನಾಟಕ Karnataka
ಜಿಲ್ಲೆ/District:
ತಾಲೂಕ್/Taluk:

ಸಂಕೇತ ಸಂಖ್ಯೆ /Code No. 11
ಸಂಕೇತ ಸಂಖ್ಯೆ /Code No.
ಸಂಕೇತ ಸಂಖ್ಯೆ /Code No.

ಡೆವಲಪ್‌ಮೆಂಟ್ ಬ್ಲಾಕಿನ ಹೆಸರು/Name of Dev. Block:
ನಗರ/ಪಟ್ಟಣ/City/Town:
ಭಾರ್ಜ್‌ನ ಹೆಸರು ಅಥವಾ ಸಂಖ್ಯೆ/Name or Number of Charge:
ಸೂಪರ್‌ವೈಸರ್‌ರ ವಲಯದ ಸಂಖ್ಯೆ/Supervisor's Circle No.

ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.
ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.
ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

| ಎನ್ಯೂಮರೇಟರ್ ಬ್ಲಾಕಿನ ಸಂಖ್ಯೆ Enumerator's Block No. | ಗ್ರಾಮದ/ವಾರ್ಡಿನ ಸಂಖ್ಯೆ Village No./ Ward No. | ಜನಗಣತಿ ಮನೆಗಳ ಒಟ್ಟು ಸಂಖ್ಯೆ Total No. of Census Houses | ಜನಗಣತಿ ಮನೆಗಳ ಸಂಖ್ಯೆ/Number of Census Houses | | | | | | ಒಟ್ಟು ಮನೆಗಳಲ್ಲಿ ವಾಸಿಸುತ್ತಿರುವ ಕುಟುಂಬಗಳ ಸಂಖ್ಯೆ Total No. of Households | ಒಟ್ಟು ಜನ ಸಂಖ್ಯೆ Total Population | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | ವಾಸಕ್ಕೆ ಉಪಯೋಗಿಸಲ್ಪಡುತ್ತಿರುವ ಜನಗಣತಿ ಮನೆಗಳು Occupied Residential Census Houses | | | ಖಾಲಿ ಜನಗಣತಿ ಮನೆಗಳು Vaccant Census Houses | ಕಾಲಂ 6 ಮತ್ತು 7 ರ ಮೊತ್ತ Total of Cols. 6 and 7 | ಇತರ ಉದ್ದೇಶಗಳಿಗೆ ಉಪಯೋಗಿಸಲ್ಪಡುತ್ತಿರುವ ಜನಗಣತಿ ಮನೆಗಳು ಕಾಲಂ 3 ರಿಂದ 8 ನ್ನು ಕಳೆಯಿರಿ Census Houses put to other uses (Col.3 minus Col.8) | | ಗಂಡಸರು Males | ಹೆಂಗಸರು Females | ಒಟ್ಟು Total |
| | | | ಪೂರ್ಣವಾಗಿ ವಾಸಕ್ಕೆ Wholly residential | ಭಾಗಶಃ ವಾಸಕ್ಕೆ Partly residential | ಒಟ್ಟು Total | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| ಮೊತ್ತ Total | XXX | | | | | | | | | | | |

*ಅನ್ವಯವಾಗದುದನ್ನು ಹೊಡೆದು ಹಾಕಿ
*Strike out whichever is not applicable

ಕಾಳಜಿ ನೋಡಲಾಗಿದೆ ಮತ್ತು ಸರಿಯೆಂದು ಕಂಡು ಬಂದಿದೆ
Checked and found correct

ಸೂಪರ್‌ವೈಸರ್‌ರ ಅಥವಾ ಸಹಿ/Signature of the Supervisor
ಹೆಸರು/Name
ಮತ್ತು ವಿಳಾಸ/and Address:

APPENDIX III

ಗೋಪ್ಯವಾದದ್ದು
CONFIDENTIAL

# ಭಾರತದ ಜನಗಣತಿ 1991 CENSUS OF INDIA 1991

## ಮನೆಪಟ್ಟಿ ತಯಾರಿಕೆಯ ಕಾರ್ಯಾಚರಣೆ ಛಾರ್ಜ್ ಗೋಷ್ವಾರೆ HOUSELISTING OPERATIONS CHARGE ABSTRACT

ಗ್ರಾಮಾಂತರ/ಪಟ್ಟಣ ಪ್ರದೇಶ
RURAL/URBAN*

(ಎನ್ಯೂಮರೇಟರರ ಮನೆಪಟ್ಟಿ ಗೋಷ್ವಾರೆಯಿಂದ ಮಾಹಿತಿಯನ್ನು ತಗೆದುಕೊಳ್ಳಬೇಕು) (To be compiled from Enumerator's Houselist Abstract)

ರಾಜ್ಯ State : ಕರ್ನಾಟಕ Karnataka — ಸಂಕೇತ ಸಂಖ್ಯೆ Code No. 11

ತಾಲೂಕ್/ನಗರ/ಪಟ್ಟಣ Taluk/City/Town : — ಸಂಕೇತ ಸಂಖ್ಯೆ Code No.

ಜಿಲ್ಲೆ District : — ಸಂಕೇತ ಸಂಖ್ಯೆ Code No.

ಛಾರ್ಜ್‌ನ ಹೆಸರು ಅಥವಾ ಸಂಖ್ಯೆ

ಡೆವಲಪ್‌ಮೆಂಟ್ ಬ್ಲಾಕಿನ ಹೆಸರು
Development Block: — ಸಂಕೇತ ಸಂಖ್ಯೆ Code No. — Name or No. of Charge:

| ಗ್ರಾಮ/ವಾರ್ಡಿನ ಹೆಸರು ಅಥವಾ ಸಂಖ್ಯೆ Name or Number of Village/Ward | ವಿಭಾಗ/ಮೊಹಲ್ಲಾ Division/ Mohalla/ | ಬ್ಲಾಕ್ ಸಂಖ್ಯೆ Block No. | ಜನಗಣತಿ ಮನೆಗಳ ಒಟ್ಟು ಸಂಖ್ಯೆ (ಮ.ಪ.ಗೋ. ಕಾಲಂ 2 ರಿಂದ) Total No. of Census Houses (from Col.2 of HLA) | ಜನಗಣತಿ ಮನೆಗಳ ಸಂಖ್ಯೆ No. of Census Houses | | | | | | ಒಟ್ಟು ಜನ ಸಂಖ್ಯೆ Total Population | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | ವಾಸಕ್ಕೆ ಉಪಯೋಗಿಸಲ್ಪಡುತ್ತಿರುವ ಜನಗಣತಿ ಮನೆಗಳು Occupied residential Houses | | | ವಾಲಿ ಜನಗಣತಿ ಮನೆಗಳು (ಮ.ಪ.ಗೋ. ಕಾಲಂ 6) Vacant Census Houses (Col.6 of HLA) | ಈ ನಮೂನೆಯ ಕಾಲಂ 7 ಮತ್ತು 8 ರ ಮೊತ್ತ Total of Col.7 & 8 of this form | ಇತರ ಉದ್ದೇಶಗಳಿಗೆ ಉಪಯೋಗಿಸಲ್ಪಡುತ್ತಿರುವ ಜನಗಣತಿ ಮನೆಗಳು (ಕಾಲಂ 4 ರಿಂದ 9 ನ್ನು ಕಳೆಯಿರಿ) Census Houses put to other uses (Col.4 minus Col.9) | ಗಂಡಸರು (ಮ.ಪ.ಗೋ. ಕಾಲಂ 10) Males (Col.10 of HLA) | ಹೆಂಗಸರು (ಮ.ಪ.ಗೋ. ಕಾಲಂ 11) Females (Col.11 of HLA) | ಒಟ್ಟು ಮೊತ್ತ (ಮ.ಪ.ಗೋ. ಕಾಲಂ 12) Total (Col.12 of HLA) |
| | | | | ಪೂರ್ಣತಃ ವಾಸಕ್ಕೆ (ಮ.ಪ.ಗೋ. ಕಾಲಂ 3) Wholly residential (Col.3 of HLA) | ಭಾಗಶಃ ವಾಸಕ್ಕೆ (ಮ.ಪ.ಗೋ. ಕಾಲಂ 4) Partly residential (Col.4 of HLA) | ಒಟ್ಟು (ಮ.ಪ.ಗೋ. ಕಾಲಂ 5) Total (Col.5 of HLA) | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| ಮೊತ್ತ Total | | | | | | | | | | | | |

* ಅನ್ವಯವಾಗದುದನ್ನು ಹೊಡೆದು ಹಾಕಿ Strike off whichever is not applicable

** ಮ.ಪ.ಗೋ. - ಮನೆಪಟ್ಟಿ ಗೋಷ್ವಾರೆ HLA Houselist Abstract

ಪುಟದ ಸಂಖ್ಯೆ
Page No.

ಪುಟದ ಸಂಖ್ಯೆ
Page No.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| ಒಟ್ಟು Total | | | | | | | | | | | | |

ಸ್ಥಳ Place :

ದಿನಾಂಕ Date:

ಛಾರ್ಜ್ ಆಫೀಸರರ ಸಹಿ ಹೆಸರು ಮತ್ತು ಹುದ್ದೆ
Signature, Name and Designation of Charge Officer,

ಗ್ರಾಮಾಂತರ/ಪಟ್ಟಣ ಪ್ರದೇಶ
(Rural/Urban)

MGITB2/(MIS)-51/Census/Bng/89-90- 20,000 copies

APPENDIX IV

ಭಾರತದ ಜನಗಣತಿ 1991
CENSUS OF INDIA 1991

ಗ್ರಾಮಾಂತರ/ಪಟ್ಟಣ ಪ್ರದೇಶ
Rural/Urban*

ಮನೆಪಟ್ಟಿ ತಯಾರಿಕೆಯ ಕಾರ್ಯಾಚರಣೆ
HOUSELISTING OPERATIONS

ಪ್ರತಿ Set I

ಬ್ಲಾಕುಗಳ ಪ್ರಕಾರ ಎನ್ಯೂಮರೇಟರ್‌ರ ದಾಖಲೆಗಳ ಸೂಚಿ
Blockwise Index of Enumerator's Records

ರಾಜ್ಯ/State : ಕರ್ನಾಟಕ/Karnataka ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No. 11

ಜಿಲ್ಲೆ/District : ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ತಾಲೂಕು/ನಗರ/ಪಟ್ಟಣ
Taluk/City/Town : ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ಚಾರ್ಜಿನ ಹೆಸರು ಅಥವಾ ಸಂಖ್ಯೆ
*Name or Number of charge : ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ಡೆವಲಪ್‌ಮೆಂಟ್ ಬ್ಲಾಕಿನ ಹೆಸರು
Name of Development Block : ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

| ಕ್ರಮ ಸಂಖ್ಯೆ Sl. No. | ಬ್ಲಾಕಿನ ಸಂಖ್ಯೆ Block Number | ಹಾಳೆಗಳ ಒಟ್ಟು ಸಂಖ್ಯೆ Total Number of Sheets of | | ಕ್ರಮ ಸಂಖ್ಯೆ Sl. No. | ಬ್ಲಾಕಿನ ಸಂಖ್ಯೆ Block Number | ಹಾಳೆಗಳ ಒಟ್ಟು ಸಂಖ್ಯೆ Total Number of Sheets of | |
|---|---|---|---|---|---|---|---|
| | | ಮನೆಪಟ್ಟಿ ನಮೂನೆ Houselist Forms | ಮನೆಪಟ್ಟಿ ಗೋಷ್ವಾರೆ Houselist Abstract | | | ಮನೆಪಟ್ಟಿ ನಮೂನೆ Houselist Forms | ಮನೆಪಟ್ಟಿ ಗೋಷ್ವಾರೆ Houselist Abstract |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| ಮೊತ್ತ Total | | | | ಮೊತ್ತ Total | | | |

| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| ಮೊತ್ತ Total | | | | ಮೊತ್ತ Total | | | |

ಅನ್ವಯವಾಗದುದನ್ನು ಹೊಡೆದು ಹಾಕಿ
*Strike off whichever is not applicable

ನಗರ ಪ್ರದೇಶಗಳಲ್ಲಿ
+Charges in case of cities

ಸ್ಥಳ Place :

ದಿನಾಂಕ Date :

ಛಾರ್ಜ್ ಆಫೀಸರರ ಸಹಿ ಹೆಸರು ಮತ್ತು ಹುದ್ದೆ
Signature Name and Designation of the Charge Officer

ಪ್ರತಿ I: ಜನಗಣತಿ ನಿರ್ದೇಶಕರ ಕಾರ್ಯಾಲಯಕ್ಕೆ ಜಿಲ್ಲಾ ಜನಗಣತಿ ಅಧಿಕಾರಿಯ ಮುಖಾಂತರ ಕಳುಹಿಸತಕ್ಕದ್ದು.
SET I : to be sent to the Director of Census Operations through the District Census Officer

ಪ್ರತಿ II: ಛಾರ್ಜ್ ಆಫೀಸರರು ತಮ್ಮ ಕಚೇರಿಯಲ್ಲಿಯೇ ಉಳಿಸಿಕೊಳ್ಳತಕ್ಕದ್ದು
SET II : to be retained by the Charge Officer in his office

35—13 RGI/ND/96

APPENDIX V

ಭಾರತದ ಜನಗಣತಿ 1991
CENSUS OF INDIA 1991

ಗ್ರಾಮಾಂತರ/ಪಟ್ಟಣ ಪ್ರದೇಶ
Rural/Urban*

ಮನೆಪಟ್ಟಿ ತಯಾರಿಕೆಯ ಕಾರ್ಯಾಚರಣೆ
HOUSELISTING OPERATIONS

ಪ್ರತಿ Set II

ಬ್ಲಾಕುಗಳ ಪ್ರಕಾರ ಎನ್ಯೂಮರೇಟರ್‌ರ ದಾಖಲೆಗಳ ಸೂಚಿ
Blockwise Index of Enumerator's Records

ರಾಜ್ಯ State : ಕರ್ನಾಟಕ Karnataka — ಸಂಕೇತ ಸಂಖ್ಯೆ|Code No. 11

ಜಿಲ್ಲೆ District : — ಸಂಕೇತ ಸಂಖ್ಯೆ|Code No.

ತಾಲೂಕ್/ನಗರ/ಪಟ್ಟಣ
Taluk/City/Town : — ಸಂಕೇತ ಸಂಖ್ಯೆ|Code No.

ಛಾರ್ಜ್‌ನ ಹೆಸರು ಆಥವಾ ಸಂಖ್ಯೆ
+Name or Number of charge: — ಸಂಕೇತ ಸಂಖ್ಯೆ|Code No.

ಡೆವಲಪ್‌ಮೆಂಟ್ ಬ್ಲಾಕಿನ ಹೆಸರು
Name of Development Block: — ಸಂಕೇತ ಸಂಖ್ಯೆ|Code No.

| ಕ್ರಮ ಸಂಖ್ಯೆ Sl. No. | ಬ್ಲಾಕಿನ ಸಂಖ್ಯೆ Block Number | ಹಾಳೆಗಳ ಒಟ್ಟು ಸಂಖ್ಯೆ Total Number of Sheets of | | | |
|---|---|---|---|---|---|
| | | ಮನೆಪಟ್ಟಿ ನಮೂನೆ Houselist Forms | ಮನೆಪಟ್ಟಿ ಗೋಷ್ವಾರೆ Houselist Abstract | ಊಹಾತ್ಮಕ ನಕ್ಷೆ Notional map | ನಿವೇಶನ ನಕ್ಷೆ Layout Sketch map |
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| ಮೊತ್ತ Total | | | | | |

| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| ಮೊತ್ತ Total | | | | | |

ಅನ್ವಯವಾಗದುದನ್ನು ಹೊಡೆದು ಹಾಕಿ

*Strike off whichever is not applicable

ನಗರ ಪ್ರದೇಶಗಳಲ್ಲಿ

+Charges in case of cities

ಸ್ಥಳ Place :

ದಿನಾಂಕ Date :

ಛಾರ್ಜ್ ಆಫೀಸರರ ಸಹಿ ಹೆಸರು ಮತ್ತು ಹುದ್ದೆ

Signature Name and Designation of the Charge Officer

ಪ್ರತಿ I: ಜನಗಣತಿ ನಿರ್ದೇಶಕರ ಕಾರ್ಯಾಲಯಕ್ಕೆ ಜಿಲ್ಲಾ ಜನಗಣತಿ ಅಧಿಕಾರಿಯ ಮುಖಾಂತರ ಕಳುಹಿಸತಕ್ಕದ್ದು.

SET I : to be sent to the Director of Census Operations through the District Census Officer

ಪ್ರತಿ II: ಛಾರ್ಜ್ ಅಫೀಸರರು ತಮ್ಮ ಕಚೇರಿಯಲ್ಲಿಯೇ ಉಳಿಸಿಕೊಳ್ಳತಕ್ಕದ್ದು

SET II : to be retained by the Charge Officer in his office

APPENDIX VI

## ಭಾರತದ ಜನಗಣತಿ 1991
## CENSUS OF INDIA 1991

ಗ್ರಾಮಾಂತರ/ಪಟ್ಟಣ ಪ್ರದೇಶ
Rural/Urban

## ಮನೆಪಟ್ಟಿ ತಯಾರಿಕೆಯ ಕಾರ್ಯಾಚರಣೆ
## HOUSELISTING OPERATIONS

ಪ್ರತಿ
Set I

ದಾಖಲೆಗಳ ಕಟ್ಟುಗಳಿಗೆ ಲಗತ್ತಿಸಬೇಕಾದ ಚೀಟಿ

Label to be affixed to Bundles

ರಾಜ್ಯ/State : ಕರ್ನಾಟಕ Karnataka — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No. 11

ಜಿಲ್ಲೆ/District : — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ತಾಲೂಕ್/ನಗರ/ಪಟ್ಟಣ
Taluk/City/Town — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ಛಾರ್ಜ್‌ನ ಹೆಸರು ಅಥವಾ ಸಂಖ್ಯೆ
Name or No. of Charge — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ಕಟ್ಟಿನ ಸಂಖ್ಯೆ/Bundle No.

| ಬ್ಲಾಕ್ ನಂಬರುಗಳ ದಾಖಲೆಗಳು | Records of Block Numbers |
|---|---|
| ಇಂದ From | ಗೆ To |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

ಅನ್ವಯವಾಗದುದನ್ನು ಹೊಡೆದು ಹಾಕಿ
*Strike off whichever is not applicable

ಸ್ಥಳ Place :

ದಿನಾಂಕ Date :

ಛಾರ್ಜ್ ಆಫೀಸರರ ಸಹಿ ಹೆಸರು ಮತ್ತು ಹುದ್ದೆ
Signature Name and Designation
of Charge Officer

APPENDIX VII

# ಭಾರತದ ಜನಗಣತಿ 1991

## CENSUS OF INDIA 1991

ಗ್ರಾಮಾಂತರ/ಪಟ್ಟಣ ಪ್ರದೇಶ
Rural/Urban*

## ಮನೆಪಟ್ಟಿ ತಯಾರಿಕೆಯ ಕಾರ್ಯಾಚರಣೆ
## HOUSELISTING OPERATIONS

ಪ್ರತಿ Set No.II

ಎನ್ಯೂಮರೇಟರರ ದಾಖಲೆಗಳಿಗೆ ಲಗತ್ತಿಸಬೇಕಾದ ಗುರುತಿನ ಚೀಟಿ
Label to be Affixed to Enumerator's Records

ರಾಜ್ಯ/State : ಕರ್ನಾಟಕ Karnataka — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No. 11

ಜಿಲ್ಲೆ/District : — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ತಾಲೂಕ್/Taluk : — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ನಗರ ಪಟ್ಟಣ/ಗ್ರಾಮ :
City/Town/Village — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

ಡೆವಲಪ್‌ಮೆಂಟ್ ಬ್ಲಾಕಿನ ಹೆಸರು
Name of Development Block — ಸಂಕೇತ ಸಂಖ್ಯೆ/Code No.

| ಬ್ಲಾಕಿನ ಸಂಖ್ಯೆ Block No | ಹಾಳೆಗಳ ಸಂಖ್ಯೆ No. of sheets of | | | |
|---|---|---|---|---|
| | ಮನೆಪಟ್ಟಿ ನಮೂನೆ Houselist form | ಮನೆಪಟ್ಟಿ ಗೋಷ್ವಾರೆ Houselist Abstract | ಊಹಾತ್ಮಕ ನಕ್ಷೆ Notional Map | ನಿವೇಶನ ನಕ್ಷೆ Layout Sketch map |
| 1 | 2 | 3 | 4 | 5 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

ಅನ್ವಯವಾಗದುದನ್ನು ಹೊಡೆದು ಹಾಕಿ
* Strike off whichever is not applicable

ಸ್ಥಳ Place :

ಎನ್ಯೂಮರೇಟರ್ ಅವರ ಸಹಿ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ
Signature of the Enumerator
Name and Address

ದಿನಾಂಕ Dated :

ತಾವೆ ನೋಡಲಾಗಿದೆ ಮತ್ತು ಸರಿಯೆಂದು ಕಂಡು ಬಂದಿದೆ
Verified and found to be correct

ಸೂಪರ್‌ವೈಸರ್ ಅವರ ಸಹಿ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ
Signature of the Supervisor
Name and Address

ANNEXE-D.18

No. TCH 30 CPO 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-560 027

Date : 10-4-1990

**CIRCULAR NO. 17**

From

Ms. SOBHA NAMBISAN,
Director of Census Operations,
Karnataka.

To

The Deputy Commissioners & Principal.
Census Officers of districts.

The Commissioners & Principal Census Officers,
Municipal Corporations.

The Commissioner & Principal Census Officer,
Bangalore Development Authority.

Sir,

Sub : Supervision of Houselisting Operations.

1. The Houselisting Operations will commence on 16-4-90. The District Census Officers and the Charge Officers should ensure that the numbering of the houses and the preparation of notional maps and lay-out sketches commence on 16-4-90 and that the enumerators are actually in the field on that date. All the District Census Officers are requested to send a telex by the evening of 16-4-90 to confirm that the Houselisting Operations have commenced everywhere in their districts.

2. The Deputy Commissioner & District Census Officer will designate one officer for each taluk in the District to supervise the Houselisting Operations. The officers so designated should have been trained in the Houselisting Operations. The Supervisory Officers will include the Assistant Commissioners, each of whom should be given one taluk (including urban units other than cities within the taluk) for intensive supervision. Besides this every Assistant Statistical Officer who has undergone training, may be allotted one taluk in order to assist the Charge Officer. Each of the Officers in charge of a taluk should do physical verification of at least 20 per cent of the blocks in order to ensure that the enumerator is filling the schedules correctly. The District and Additional District Census Officers are responsible for touring intensively in the district and ensuring that the houselisting is done correctly.

3. At the taluk level, the Rural Charge Officer should entrust one or two hoblies to a trained official who will have to do atleast 20 per cent verification of the blocks in the hobli.

4. The Supervisor has five enumerators working under him. Each day he should accompany one of the enumerators on his rounds. Before commencement of the round he should check through the schedules filled in by the enumerator during the previous 4 days in order to ensure that they are correct. In this way the supervisor will be in constant touch with all his enumerators and will be able to supervise their work effectively.

5. The Charge Officers, both rural and urban, should call a meeting of their supervisors once in a week. The supervisor should furnish at the time of the meeting the information regarding the total number of buildings in his supervisory circle, block-wise (this information will be available as soon as the housenumbering is over) and the total number of buildings for which the HLO is completed. From this information the Charge Officer will be able to obtain information regarding the total number of buildings in the Charge and the total number for which the HLO is completed. This information for each charge should be sent by MUDDAM, on every saturday after the commencement of the HLO to the District Census Officer, who will then send a Telex to the Directorate of Census Operations. This information is necessary in order to send fortnightly progress reports to the RG's Office and also to ensure that the Houselisting Operations are proceeding according to plan.

6. From 23-4-90 till 30-4-90 there will be a break in the HLO. It is necessary that after this break the enumerators are back in the field by 1-5-90. The Charge Officer should instruct all the supervisors to meet their enumerators on 1-5-90 early in the morning at a central place in the supervisor's circle so that the supervisor can verify whether all the enumerators are back on duty. On the evening of 1-5-90 the Charge Officers should call a meeting of all supervisors in order to ascertain from them as to whether all the enumerators are back to duty. This information should then be sent by MUDDAM to the District Census Officers.

7. The District Census Officer should obtain information from the Charge Officers as to whether the

HLO is completed in all the blocks on 22-5-90 and inform us by Telex on 23-5-90.

8. The City Census Officers will take similar action as indicated in paras 4, 5, 6 and 7 in their areas. Constant supervision is necessary in order to ensure that:

(1) the enumerators are actually in the field doing the HLO,

(2) they are filling the schedules correctly,

(3) that any problems or clarifications required are attended to promptly and

(4) that if they require additional schedules etc., the same are supplied to them immediately.

9. Constant supervision and monitoring is also necessary to ensure that the HLO proceeds according to the programme and are not completed in a rush in the last week.

10. The reporting format in which the District and City Census Officers will report to this office is enclosed.* A similar format may be adopted to collect information from the Charge Officers.

11. I am sure that you will take all necessary steps to ensure that the Operations are conducted smoothly and satisfactorily.

12. Please acknowledge the receipt of this circular and write to me in detail regarding the action that you have taken to supervise the HLO.

Yours faithfully,
Sd/-
(SOBHA NAMBISAN)
*Director*

***Reporting Schedule for District Census Officers and City Census Officers**

| Charge | Total no. of buildings in the charge | Total number for buildings of which houslisting is completed as on ..... |
|---|---|---|
| 1 | 2 | 3 |
| | | |

To

12 City Census Officers of Bangalore City Corporation (with 120 spare copies for distribution to Urban Charge Officers of BCC).

Belgaum City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Belgaum CC).

Hubli-Dharwad City Census Officer (with 20 spare copies for distribution to Urban Charge Officers of Hubli-Dharwad CC).

Mysore City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Mysore CC).

Gulbarga City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Gulbarga CC).

Mangalore City Census Officer (with 12 spare copies for distribution to Urban Charge Officers of Mangalore CC).

All Commissioners of City Municipalities (with 3 copies to Gadag, 5 copies to Davangere and 3 copies to Chitradurga).

All Chief Officers of Town Municipalities.

All District Census Officers.

All Assistant Commissioners of Sub-Divisions.

All Tahsildars.

All Additional District Census Officers.

Engineer Member & City Census Officer, BDA (with 15 extra copies for distribution among Urban Charge Officers).

Chief Secretary, Govt. of Karnataka, Bangalore.

Revenue Secretary to Govt. of Karnataka, Bangalore.

Director, Directorate of Economics & Statistics, Bangalore.

Copy to:

RGI, New Delhi.

P.A. to DCO, Karnataka.

All Officers/Investigators/Sr. Supervisors of DCO, Karnataka.

All Training Officers of DCO, Karnataka (with names of all those trained).

ANNEXE-D.19

No. TCH 29 CPO 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-560 027

Date : 19-4-1990

**CIRCULAR NO. 18**

From

Ms. SOBHA NAMBISAN, I.A.S.,
Director of Census Operations,
Karnataka, Bangalore.

To

The Deputy Commissioner &
Principal Census Officer of the Districts.

The Commissioner & Principal Census Officer,
Bangalore City/Belgaum/Hubli-Dharwad/Mangalore/Gulbarga/Mysore Corporations/Bangalore Development Authority.

Sub : Houselisting Operations –Collection and despatch of filled-in schedules– reg.

In Circular No. 16 issued under letter No. TCH 29 CPO 90 dated 20-3-1990, I had indicated the procedure for the collection and storage or despatch of the records of the Houselisting Operations.

2. It may be recalled that in case of the records of Set III which consist of Enterprise List and Enterprise List Abstract, except the "Label to be affixed to Enumerator's Records" no other inventory has been prescribed.

3. The Director of Economics and Statistics, Govt. of Karnataka has now devised two inventories of records of Set III and has desired that these be used by the Supervisors and the Charge Officers to ensure proper accounting and receipt of all the filled-in schedules.

4. The specimen formats of these two inventories are given in Appendix A and B of this circular. The instructions for filling up these inventories are given overleaf.

(i) **Blockwise Index of Enumerator's Records (Supervisor to Charge Officer)—Set III.**

The format of this inventory is given in Appendix 'A' of this circular. This is to be prepared by the supervisor in duplicate. Care however must be taken to provide the required information for all the blocks in the Supervisory Circle using a separate line for each block in the Supervisory Circle.

The supervisor has to hand over two copies of the said Blockwise Index of Enumerator's Records to the Charge Officer when he/she hands over the records of the Houselisting Operations as indicated in Circular No. 16.

The Charge Officer would retain one of the two copies of the Blockwise Index submitted by the supervisor after a thorough verification of the records with reference to the entries made in the "Label to be affixed to the Enumerator's Records" of each block and this Blockwise Index of the Supervisor and return the other copy to the supervisor, after recording thereon the acknowledgement for having received the records.

(ii) **Talukwise Index of Enumerator's Records (EL/ELA) (Charge Officer to Additional District Census Officer/District Statistical Officer).**

The format of the Inventory is given in Appendix B. This is to be prepared in duplicate by the Charge Officer after scrutiny of the records as indicated in Circular 16.

5. The Enterprise List and Enterprise List Abstract will be packed as indicated in para 23 of circular 16 after placing one copy of the Talukwise Index on the top of the first bundle of the charge and forwarded by the Charge Officer to the District/City Census Officer. The other copy of the said inventory will be retained in the Charge Office for record.

6. The District or City Census Officer who would arrange to receive the records of Houselisting Operations as indicated in Circular 16 should forward the Records of Set III received from the Charge Officers to *the District Statistical Officers* under intimation to the Director of Census Operations, Karnataka, Bangalore following a similar procedure indicated for Records of Set I.

7. It must be noted that, but for the introduction of two inventories referred to above, and amplifications of the instructions, the instructions issued in Circular 16 and the calendar for Houselisting Operations communicated in Circular 15 will remain unaltered. In other words, the procedure indicated in this Circular, in so far as transmission of records of Set III is concerned comes to effect from the stage of handling of records by supervisor and onwards and therefore must be read with Circular 16.

8. The District Statistical Officer will supply sufficient number of copies of these two inventories to the Rural and Urban Charge Officers directly and to the City Charge Officers through the City Census Officers.

9. The Charge Officers may arrange to issue the "Blockwise Index of Enumerator's Records—Set III" to the supervisors along with necessary instructions during the meeting of the supervisors called for reviewing the progress of Houselisting work or otherwise but before 15-5-1990.

10. Kindly acknowledge receipt of this Circular.

Yours faithfully,

(Sd/-)
(SOBHA NAMBISAN)
*Director*

Encl : As above

2 Formats

To

12 City Census Officers of Bangalore City Corporation (with 120 spare copies for distribution to Urban Charge Officers of BCC).

Belgaum City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Belgaum CC).

Hubli-Dharwad City Census Officer (with 20 spare copies for distribution to Urban Charge Officers of Hubli-Dharwad CC).

Mysore City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Mysore CC).

Gulbarga City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Gulbarga CC).

Mangalore City Census Officer (with 12 spare copies for distribution to Urban Charge Officers of Mangalore CC).

All Commissioners of City Municipalities (with 3 copies to Gadag, 5 copies to Davangere and 3 copies to Chitradurga).

All Chief Officers of Town Municipalities.

All District Census Officers.

All Assistant Commissioners of Sub-Divisions.

All Tahsildars.

All Additional District Census Officers.

Engineer Member & City Census Officer, BDA (with 15 extra copies for distribution among Urban Charge Officers).

Chief Secretary, Govt. of Karnataka, Bangalore.

Revenue Secretary to Govt. of Karnataka, Bangalore.

Director, Directorate of Economics & Statistics, Bangalore.

Copy to :

RGI, New Delhi.

P.A. to DCO, Karnataka.

All Officers/Investigators/Sr. Supervisors of DCO, Karnataka.

All Training Officers of DCO, Karnataka (with names of all those trained).

APPENDIX A

Rural/Urban*

CENSUS OF INDIA, 1991

**HOUSELISTING OPERATIONS (EL/ELA)**

Set III

**Blockwise Index of Enumerator's Records**
(Supervisor to Charge Officer)

**State : Karnataka** Code No.
**District :** Code No.
**Taluk/City/Town :** Code No.
**Name of Supervisor :**
**†Name or Number of Charge ;** Code No.
**Name of Taluka :** Code No.

| Sl. No. | Block Number | Total Number of Sheets of | | Sl. No. | Block Number | Total Number of Sheets of | |
|---|---|---|---|---|---|---|---|
| | | E.L Form | E.L.A. Form | | | E.L. Form | E.L.A. Form |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | Total | | | |

*Strike off whichever is not applicable.
†Charges in case of cities.

**Place :**
**Date :**

Signature/Name and Designation of
Supervisor

**Note:** This form must be filled by every Supervisor in respect of his charge, affixed to the bundle of E.L. and E.L.A. and sent to his immediate Charge Officer.

APPENDIX B

Rural/Urban*

CENSUS OF INDIA, 1991

**HOUSELISTING OPERATIONS**

Taluk-wise Index of Enumerator's Records (EL/ELA)
(Charge Officer to Additional District Census Officer/District Statistical Officer)

State : Karnataka — Code No.

District : — Code No.

Taluk/City/Town : — Code No.

†Name or Number of Charge : — Code No.

Name of Taluka : — Code No.

| Sl. No. | Block Number | Total No. of Sheets of | | Sl. No. | Block Number | Total No. of Sheets of | |
|---|---|---|---|---|---|---|---|
| | | E.L. | E.L.A. | | | E.L. | E.L.A. |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | Total | | | |

*Strike off whichever is not applicable.

†Charges in case of cities.

Place :

Date :

Signature/Name & Designation of the Charge Officer

**Note:** This form must be filled by every Charge Officer in respect of his charge, affix to the bundle (of EL and ELA) and sent to the Additional District Census Officer (District Statistical Officer) concerned.

ANNEXE-D.20

No. TCH 32 CPO 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-560 027

Date : 4-5-1990

**CIRCULAR NO. 19**

From

Ms. SOBHA NOMBISAN,
Director of Census Operations, Karnataka,
Bangalore.

To

The Dy. Commissioner & Principal,
Census Officers of the Districts.

The Dy. Commissioner & Principal
Census Officers of Municipal Corporations.

The Commissioner & Principal,
Census Officer, BDA.

Sir,

Sub : Houselisting data—Maintenance of secrecy-regarding.

In circular 15 I had indicated that a break for 8 days from 23-4-90 to 30-4-90 will be given in the houselisting operations for the civic elections. This break having already ended I am confident that the houselisting operations have resumed from 1-5-90 and the canvassing of the houselist and the enterprise list by the enumerators is on.

Reiterating therefore, at this juncture, according to the Census Act of 1948 the particulars collected by the enumerators during the houselisting operations are to be kept strictly confidentially as no person (other than those authorised) shall have any right to inspect any record made by the enumerator. So also no entry made in the census records shall be admissible as evidence in any civil proceeding whatsoever or any criminal proceeding other than a prosecution under the Census Act itself.

It is, therefore, imperative now to bring to the notice of all the staff involved in the H.L.O. that the population figures based on the houselist or any other data contained in the houselisting records should not be released to any authority, official or non-official.

Maintenance of secrecy regarding the totals that the enumerators strike and the various abstracts they prepare immediately after the field visits and proper maintenance of the filled-in schedules may please be ensured. Necessary instructions in this regard may please be issued to all concerned and the field staff in particular.

Kindly acknowledge receipt of this circular and write to me regarding the action initiated by you in this regard.

Yours faithfully,
(Sd/-)
(SOBHA NAMBISAN)
*Director*

To

12 City Census Officers of Bangalore City Corporation (with 120 spare copies for distribution to Urban Charge Officers of BCC).

Belgaum City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Belgaum CC).

Hubli-Dharwad City Census Officer (with 20 spare copies for distribution to Urban Charge Officers of Hubli-Dharwad CC).

Mysore City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Mysore CC).

Gulbarga City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Gulbarga CC).

Mangalore City Census Officer (with 12 spare copies for distribution to Urban Charge Officers of Mangalore CC).

All Commissioners of City Municipalities (with 3 copies to Gadag, 5 copies to Davangere and 3 copies to Chitradurga).

All Chief Officers of Town Municipalities.

All District Census Officers.

All Assistant Commissioners of Sub-Divisions.

All Tahsildars.

All Additional District Census Officers.

Engineer Member & City Census Officer, BDA (with 15 extra copies for distribution among Urban Charge Officers).

Chief Secretary, Govt. of Karnataka, Bangalore.

Revenue Secretary to Govt. of Karnataka, Bangalore.

Director, Directorate of Economics & Statistics, Bangalore.

Copy to :

RGI, New Delhi.

P.A. to DCO, Karnataka.

All Officers/Investigators/Sr. Supervisors of DCO, Karnataka.

All Training Officers of DCO, Karnataka (with names of all those trained).

ANNEXE-D.21

No. TCII 31 CPO 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-560 027

**CIRCULAR NO. 20** Date : 15-5-1990

From

The Director of Census Operations,
Karnataka, Bangalore.

To

All the Principal Census Officers.

Sir,

Sub : Collection and despatch of blank schedules etc.—Regarding.

The procedure for collection and despatch of the filled in schedules of the Houselisting Operations was communicated to you in circulars 16 and 18 of this Directorate.

Besides the filled-in schedules which are to be collected and disposed of in the manner prescribed in circulars 16 and 18, the Enumerators and Supervisors will have in their possession a certain quantity of unused items such as the Notional map, Lay-out Sketch, Houselist, Houselist Abstract, Enterprise List and Enerprise List Abstract as also the booklets of Instructions to Enumerators for filling up the Houselist and Enterprise List and the Supervisor's Manual. At the time of receiving the records of Houselisting Operations these items also should be collected back and stored separately, taking care to ensure that the filled-in schedules do not get mixed up with these.

The unused notional maps and Layout Sketches may be retained in the office of the District Census Officer/City Census Officer. The remaining unused items received back from the Enumerators and Supervisors by the Charge Officers as well as those available in the Charge Office should be returned to the Director of Census Operations through the District/City Census Officers concerned.

The District/City Census Officers should also return to the Director of Census Operations the unused schedules etc. held as reserve by them along with the material received from the Charge Officers.

It must be ensured that all these items are packed separately and forwarded along with an inventory of bundles and a statement showing the quantity of each of the items being returned to the Director of Census Operations.

Please note that the blank Notional Map/Lay-out Sketch forms should *not* be returned and must be retained by the respective Charge Officers and District/City Census Officers. The quantity thereof so retained should be intimated to the Director of Census Operations. These blank forms will be required for use in the Individual Enumeration.

Yours faithfully,

(Sd/-)
(SOBHA NAMBISAN)
*Director*

Copy forwarded for kind information and necessary action to :

12 City Census Officers of Bangalore City Corporation (with 120 spare copies for distribution to Urban Charge Officers of BCC).
Belgaum City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Belgaum CC).
Hubli-Dharwad City Census Officer (with 20 spare copies for distribution to Urban Charge Officers of Hubli-Dharwad CC).
Mysore City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Mysore CC).
Gulbarga City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Gulbarga CC).
Mangalore City Census Officer (with 12 spare copies for distribution to Urban Charge Officers of Mangalore CC).
All Commissioners of City Municipalities (with 3 copies to Gadag, 5 copies to Davangere and 3 copies to Chitradurga).
All Chief Officers of Town Municipalities.
All District Census Officers.
All Assistant Commissioners of Sub-Divisions.
All Tahsildars.
All Additional District Census Officers.
Engineer Member & City Census Officer, BDA (with 15 extra copies for distribution among Urban Charge Officers).
Chief Secretary, Govt. of Karnataka, Bangalore.
Revenue Secretary to Govt. of Karnataka, Bangalore.
Director, Directorate of Economics & Statistics, Bangalore.

Copy to :

RGI, New Delhi.
P.A. to DCO, Karnataka.
All Officers/Investigators/Sr. Supervisors of DCO, Karnataka.
All Training Officers of DCO, Karnataka (with names of all those trained).

ANNEXE-D.22

D.O. No. TCH 33 CPO 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, I.A.S.
*Director*

21/1, Mission Road,
Bangalore-560 027
Dated the 11th June 1990

## ENUMERATION — CIRCULAR No. 1

### The Population Count of 1991

The Houselisting Operations have been completed recently. I am grateful to you and to your subordinates for hard work and sincere efforts to conduct the Houselisting Operations successfully. We have now to prepare ourselves for the second and more important and difficult phase of the Census Operations—the actual enumeration or population count. This involves not only the counting of every single human being in our country, male or female, young or old but also obtaining important demographic details about each person. The information thus collected will become the base for planning for the well-being and prosperity of our country. The importance of the task, therefore, hardly needs to be emphasised. It is the duty of all of us to ensure that the data collected is as accurate as is humanly possible. In terms of logistics this is a tremendous job involving very heavy organisational efforts. The next few months is, therefore, crucially important and we have to gird ourselves for the task.

Since people are being born and die every minute, change jobs, move from place to place, etc., the picture of the population obtained through enumeration has to be with reference to a particular point of time. The point of time selected for this purpose is sunrise of the 1st of March 1991. However, since it will not be possible to obtain information about all the people simultaneously on this reference date, the actual enumeration will be between 9th February, 1991 and 28th February, 1991. During this period the enumerator will cover all the houses in his jurisdiction and obtain particulars of every person living in those households. On the night of 28th February, 1991, all the houseless population will be enumerated. Thereafter in order to bring the information up-to-date with reference to the Census moment, which is sunrise of March 1, 1991, the enumerator will quickly do a revisional round in his block between the 1st and 5th of March, 1991 in order to take into consideration, all births, all deaths or any fresh arrivals not enumerated between 9th and 28th February, 1991.

In view of the facts that all the particulars collected during the individual enumeration relates to one particular point of time, the Enumeration, unlike the Houselisting Operations, is a strictly time bound operation. The work has to be commenced and completed within the dates mentioned and no deviation can be allowed. This is an aspect of the work that must be continuously remembered by all of us and particularly by the Charge Officers, Supervisors and Enumerators.

After the revisional round, the enumerator has to prepare an abstract which would give the totals for his block and certain other particulars. All these particulars should be available to the Charge Officer by the 7th March 1991. The Charge Officer will thereupon prepare consolidated totals for his charge and send telegrams to this office and to the Registrar General, India, indicating the total population of his charge and certain other particulars. These provisional totals will be published by the Registrar General & Census Commissioner, India, for the whole country by the 8th March, 1991. Hence the importance of completing each stage of the operations within the time span allotted to it cannot be over emphasised.

### The Enumeration

We now proceed to count the population at their normal place of residence. For this purpose the enumerator has to write the individual slip for every individual within his block. However, before he does this he has also to prepare a Household Schedule. Just as in the case of the Houselisting Operations, he will have to prepare a notional map and layout sketch and with the help of an Abridged Houselist, which is a list of houses and households in his block, he would have to identify each household and take up the work of filling the Household Schedule and individual slip. I am indicating below the various items of work which the enumerator has to do:

(1) Prepare the notional map of his block,

(2) Numbering of buildings and census houses,

(3) Update the Abridged Houselist,

(4) Fill in the Household Schedule,

(5) Fill in the Individual Slip,

(6) Prepare the Enumerator's abstract,

(7) For all the Degree Holders identified, he has to give a Degree Holders & Technical Personnel Card to be filled in by the Individual concerned.

The individual slip contains 23 questions which furnishes basic demographic data. There is a question on ex-sevricemen which is being included for the first time during this census.

The questions in the Individual Slip are not as simple as those in the Houselisting Operations and the information has to be obtained with great care. It is necessary that the enumerator understand clearly the basic principles before he commences the enumeration. The success of the Census Operations therefore, depends on the kind of training given to the enumerators and supervisors as well as on ensuring that the frame within which he operates, i.e., the Census Enumeration Block, has been accurately drawn up. The Charge Officer should take the greatest care to ensure that the enumerators and supervisors are properly trained and that the census enumeration block has been properly formed. Detailed instructions regarding the training programme, selection of enumerators and supervisors, and other aspects of enumeration will be issued from time to time. A Census Calendar has been prepared indicating the time frame within which the various tasks have to be completed. Let me once again reiterate that it is of the utmost importance that these various items of work are completed within the allotted time. The Deputy Commissioners are particularly requested to review periodically the progress of the preparations in their Revenue Officers meetings, so as to ensure that the time schedule is being maintained.

Karnataka has an excellent record of census taking. It should be our honest effort to keep up with this tradition. I am sure that all of you will take your responsibility seriously and work hard for the next few months to ensure that the 1991 Census is completed successfully. On our part, I assure you that the assistance of this Directorate will always be available to all the Census Officers at every level.

Yours sincerely,

Sd/-

(SOBHA NAMBISAN)

To

All Deputy Commissioners & Principal Census Officers.

All Commissioners & Principal Census Officers of Corporations.

12 City Census Officers of Bangalore City Corporation (with 120 spare copies for distribution to Urban Charge Officers of BCC).

Belgaum City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Belgaum CC).

Hubli-Dharwad City Census Officer (with 20 spare copies for distribution to Urban Charge Officers of Hubli-Dharwad CC).

Mysore City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Mysore CC).

Gulbarga City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Gulbarga CC).

Mangalore City Census Officer (with 12 spare copies for distribution to Urban Charge Officers of Mangalore CC).

All Commissioners of City Municipalities (with 3 copies to Gadag, 5 copies to Davangere and 3 copies to Chitradurga).

All Chief Officers of Town Municipalities.

All District Census Officers.

All Assistant Commissioners of Sub-Divisions.

All Talisildars.

All Additional District Census Officers.

The Commissioner, BDA.

Engineer Member & City Census Officer, BDA (with 15 extra copies for distribution among Urban Charge Officers).

Chief Secretary, Govt. of Karnataka, Bangalore.

Revenue Secretary to Govt. of Karnataka, Bangalore.

Director, Directorate of Economics & Statistics, Bangalore.

Copy to:

RGI, New Delhi.

P.A. to DCO, Karnataka.

All Officers/Investigators/Sr. Supervisors of DCO, Karnataka.

All Training Officers of DCO, Karnataka (with names of all those trained).

ANNEXE-D.23

D.O. No. TCH 34 CPO 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, IAS
*Director*

21/1 Mission Road,
Bangalore-560 027

Dated the 21st June, 1990

## ENUMERATION — CIRCULAR NO. 2

**Formation of Census Enumeration Blocks and writing up of working Sheets**

Houselisting Operations have just been completed and we have to prepare ourselves for conducting the actual enumeration of the population. Now we have with us a list of all the buildings and Census houses that are located in the innumerable Houselisting Blocks which, when put together, will cover the entire State. These blockwise lists of houses and the associated maps constitute the main frame with reference to which the population count has to be taken. Our preparations for the main task ahead includes the following two very vital and important steps:

(i) Formation of Census Enumeration Blocks and writing up of the working sheets as a preliminary to the writing up of Charge Registers; and

(ii) Preparation of the Abridged Houselists in respect of each Census Enumeration Block.

This Circular deals with item (i) above and the one that follows covers item (ii).

Experience has shown us that during the 25 day period prescribed for carrying out the actual enumeration work and the revisional round associated therewith (i.e., 9th February, 1991 to 5th March, 1991) an average Census Enumerator can conveniently enumerate about 800 persons in a *rural area* and about 700 persons in an urban area. In terms of households, these roughly correspond to 160 households and 140 households in *rural* and *urban* areas respectively. On the basis of this workload norm it is now necessary for us to constitute Census Enumeration Blocks on virtually the same guidelines that were followed earlier while constituting the Blocks for purposes of Houselisting Operations. The only notable difference however lies in the fact that the workload norms are not identical.

It may be recalled that the Charge Officers constituted Houselisting Blocks at a time when precise information regarding population size was not available to them and also with reference to higher work load norms prescribed at that time. Naturally, when examined with reference to the workload norms prescribed for formation of Census Enumeration Blocks it is very likely that in almost every charge—be it Rural or Urban—the population (according to Houselisting Operation) in quite a large number of the Houselisting Blocks will be found to exceed even the upper limit permissible for a Census Enumeration Block. At the same time, it is also possible that while this population will be approximately equal to the norms in the case of several Houselisting Blocks, in the case of several others, (especially hamlets), this population may be much lower and, in a few cases (example—uninhabited villages), the population may even be nil. In view of this, a critical review of each Houselisting Block is necessary at this stage. This will help you to determine whether a Houselisting Block may be retained in its present form and constituted into a Census Enumeration Block or whether it has to be split up into two or more Census Enumeration Blocks so that each such unit will have a population which is equal to or less than the prescribed limit.

**Workload for the Enumerator**

It is emphasised that the norms of 800 persons and 700 persons prescribed respectively for Rural and Urban areas are only indicative and strict adherence to these figures are neither necessary nor possible. If a Houselisting Block in a *Rural* area has about 850 or 900 persons and if it is quite compact, the Charge Officer may very well constitute this Houselisting Block into a single Census Enumeration Block. Similarly, in *an Urban area*, if there is a Houselisting Block with 750 persons, it need not necessarily be split up to form two Census Enumeration Blocks. In other words, the decision whether or not to split up a Houselisting Block has to be taken with due care and the work load in a Census Enumeration Block should be as close to the norms as possible. At the same time, care should be taken to ensure that this process does not result in the formation of an excessive number of Blocks with very small population. Since the workload prescribed here is for the Enumerator and not necessarily for the Census Enumeration Block, it is obvious that, depending upon the circumstances, two or more Census Enumeration Blocks may be entrusted to single Enumerator. However, a workload beyond 900 persons in *Rural* areas and 750 in *Urban* areas should in no case be allowed.

**Instructions regarding formation of Census Enumeration Blocks**

Formation of Census Enumeration Blocks within a Charge is the personal responsibility of the Charge Officer concerned which has to be discharged with great care and sincerity. The first task before the Charge Officer is to examine the population figures relating to the Houselisting Blocks and determine which are the Blocks that he may retain without any modifications as Census Enumeration Blocks and which are the Blocks that he has to sub-divide into two or more Census Enumeration Blocks. After identifying the Houselisting Blocks which will have to be split up, the Charge Officer should have the relevant Houselisting records (viz., notional map, layout sketch and houselist schedules) pertaining to these Blocks sorted out from the bundles preserved in his office and keep these ready for reference. Further steps involved in the formation of Census Enumeration Blocks and the writing up of working sheets are described below:

**(A) Procedure for formation of Census Enumeration Block**

(i) Column 13 of the Houselist Charge Abstract gives the population of each Houselisting Block arranged in a serial order. Post these figures in the 'Remarks' column of the Charge Register against the Blocks concerned.

(ii) Examine the population of each Houselisting Block thus entered in the Charge Register. If this figure is less than 900 in the case of a *Rural Charge* and less than 750 in the case of an *Urban Charge*, no further action is necessary. If this figure is more than 900 in the case of a *Rural Charge* and more than 750 in the case of an *Urban Charge*, then in the Remarks column of the Charge Register itself indicate in red ink the number of Census Enumeration Blocks into which this Houselisting Block has to be reconstituted. For example, the number of Census Enumeration Blocks into which a Houselisting Block with a population of 1400 has to be split up is 2.

(iii) From set II of the Houselisting Records preserved in the Charge Office pick out the notional map, the layout sketch and the houselist schedule pertaining to each one of the Houselisting Blocks identified in step (ii) above as those that have to be split up into 2 or more Census Enumeration Blocks.

(iv) For each such Block examine the Notional map, the Layout sketch and the Houselist to decide the best manner in which it can be divided to form the desired number of Census Enumeration Blocks so that the resultant Blocks are compact, have easily identifiable boundaries and have a population either equal to or less than the prescribed norm.

(v) The Charge Officer will then take up these Houselisting Blocks one by one for a detailed consideration. He will study the general layout of the roads, streets, lanes, buildings, important land marks, etc., depicted on the Layout Sketch and also check the entries in the Houselist with reference to the first and last Building Numbers. Having formed a clear idea about the run of the building numbers, he will tentatively mark the dividing lines on the layout sketch in order to indicate the boundaries of the proposed Census Enumeration Blocks. This may be done initially in pencil. Then, looking into the relevant entries in the Houselist with reference to specific buildings falling within the limits of each of the proposed Census Enumeration Blocks, he will work out the population for the Census Enumeration Blocks thus formed and satisfy himself that the distribution of population in each of the blocks is more or less equitable and also that all the buildings and structures in the Houselisting Block are included in one or the other newly formed Census Enumeration Block. If he is not satisfied, he may make necessary changes till he gets a satisfactory solution.

Once the Charge Officer is satisfied that the Blocks have been properly constituted he will clearly mark the dividing lines on the Layout Sketch in Red Pencil. He will then put flower brackets or lines below the relevant entries in red ink on the Houselist schedules in order to clearly indicate the separate sets of buildings which now stand included in different Census Enumeration Blocks. Please note that while splitting up a Houselisting Block, it is possible that the building numbers falling within a Census Enumeration Block may not be in a continuous series.

In other words, in both Rural and Urban areas, the configuration of the buildings and the landscape as indicated in the Layout Sketches as also the population data (as ascertained from the Houselist) will have to be taken into account while determining the boundaries of the newly formed Census Enumeration Blocks. An example indicating the formation of 2 Census Enumeration Blocks by splitting up one Houselisting Block is given in Appendix I.

**Note:** While dividing a Houselisting Block please ensure that vacant areas, if any, in the middle portions or on the outlaying areas of the Houselisting Block are duly included in one or the other newly formed Census Enumeration Block. At the time of actual enumeration in February-March, 1991, the concerned Enumerator should not have any difficulty in deciding whether or not, one or more number of new structures which might have come up after the completion of Houselisting Operations fall within the boundaries of the Block assigned to him or her.

If the names of the roads, streets, etc., are not entered by the Enumerator in column 3 of the Houselist, please refer to the Layout Sketch and carefully enter these names in the Houselist in the same line in which the entry relating to the first building of that street has been made.

**SRS Blocks** (i.e., Units where Sample Registration Scheme is in operation)

*In the case of SRS Blocks too, the same procedure* described above has to be adopted wherever necessary, two or more Census Enumeration Blocks have to be constituted keeping the outer boundaries of the SRS unit quite intact.

We have just outlined the procedure for the formation of Census Enumeration Blocks. At this stage it is worthwhile to recapitulate the basic principles regarding constitution of Blocks for Houselisting purposes. These are :

(1) Each village should be constituted into a separate Block. That is to say, that no Block should cover more than one village. A village means a revenue village and includes its entire revenue limits and not merely the *gramathana.*

(2) Hamlets, if any, must be constituted into separate blocks. A block should not cover parts of separate hamlets. The identity of each hamlet (locally known as Palya, Hatti, Tanda, Koppalu, Camp, etc.) which lies within the boundaries of a village whether recognised in Government records or not, should be maintained.

(3) If a main village or a hamlet has a large population, it may be constituted into more than one Block so as to maintain the work load norms.

(4) Bechirag villages and forest areas not coming within the revenue limits of any village should be constituted into separate Blocks.

(5) The Blocks should have well defined boundaries which can be identified on the field with reference to important land-marks which may be indicated to the enumerator concerned.

(6) In urban areas the Blocks should not cut across the boundaries of Wards or Municipal Divisions.

(7) In forming Census Enumeration Blocks, large institutions such as Central Jails, Hospitals, etc. may be constituted into separate Blocks if the population of such institutions is large enough. Otherwise, they may be retained within the existing Blocks.

(8) Railway colonies, labour camps in Project Areas, etc., may be similarly constituted into separate Blocks with well defined boundaries. Such areas will have been already formed into separate Blocks for houselisting purposes. These may be retained or subdivided if needed. But the identity should be maintained.

(9) Lastly while forming a Census Enumeration Block care should be taken to see that no structure is partly included in one Block and partly in another.

IMPORTANT. It is important to note that in the process of constituting the Census Enumeration Blocks, the distinct identities of the Houselisting Blocks should not be disturbed. Two or more Houselisting Blocks should not be combined either in toto or in part to constitute one or more Census Enumeration Block. Whenever there is need to split up a Houselisting Block with a larger population, care should be taken to see that the resultant Blocks when put together, will coincide with the parent Houselisting Block. Similarly the population of the Census Enumeration Blocks thus formed should be equal to the population of the parent Houselisting Block.

**Strictly Military Areas**

Within the State certain areas have been designated as "Strictly Military Areas" and the responsibility of conducting the Census Operations in such areas has been assigned to Military Census Officers. Since all such areas will have common boundaries with civilian areas it will be necessary for the two sets of officers concerned to have joint inspections of the common boundaries in order to ensure that there are no cases of overlapping or omissions of any geographical areas. The Civilian Charge Officers who have to undertake such joint inspections and co-ordinate their work with that of the Military Census Officers will be provided with the relevant details at the appropriate time.

**(B) Writing up of the Working Sheets**

Because of the reduced workload norms in the case of actual enumeration, the total number of Census Enumeration Blocks in any Census Charge will be usually more than the total number of houselisting blocks. It will therefore, be necessary to give fresh block numbers to the Census Enumeration Blocks, reconstitute the Supervisors' Circles and write up the Charge Registers afresh. The working Sheets for preparing the Charge Registers have to be written, as was done in the case of the houselisting blocks.

The formats of the Working Sheets, Rural and Urban, have been given in Annexe II and III. Printed Working Sheet forms will be supplied to you. Please note that the Working Sheet has to be prepared in the Charge Office and only one copy is to be prepared. There is no need to bring the working sheets for scrutiny to our office.

The first entry in the working sheet will relate to the first Houselisting Block in that Charge and only after entering the details relating to this Houselisting Block in all the columns of the Working Sheet, should the second Houselisting Block be taken up for consideration. In other words, if Houselisting Block No. 1 is now formed into three Census Enumeration Blocks, all the details relating to these three Census Enumeration Blocks should be entered in the working sheet and only after that, the particulars relating to Houselisting Block No. 2 should be written. In this way, all the Houselisting Blocks in that charge should be taken up one by one in the ascending order.

It is possible that some of the original Houselisting Blocks as shown in the Houselist Charge Register were divided into two or three Houselisting Blocks and given sub numbers at the time of the Houselisting Operations (e.g., Houselisting Block No. 2 may have been divided into 2A and 2B at the time of the Houselisting Operations because it was found that their population exceeded the houselisting norms). It is also possible that fresh Houselisting Blocks were formed at the time of the Houselisting operations

covering areas left out while writing the Charge Registers and the Blocks thus formed have been included in the Charge Register. Similarly, some of the houselisting blocks which had earlier been incorporated in the Charge Register may have been dropped at the time of the Houselisting on finding out that these areas did not belong to that particular charge. However, when this was done the number assigned to subsequent Houselisting Blocks would not have been altered. While writing the working sheets, all these blocks should find their right places, i.e., they should be associated with the concerned village or division and follow the houselisting blocks adjoining them.

**Points to remember**

(i) The Census Enumeration Block Number (given in Columns 9 and 8 respectively of the Rural and Urban Working Sheets) will be in a continuous serial order.

(ii) If the Houselisting Block is retained as it is as the Census Enumeration Block, then the new Census Enumeration Block number assigned to the Houselisting Block should be entered on the houselisting records viz., Notional map, Layout sketch and the Houselist sheets—preferably on the right hand top corner. This will help to establish one to one correspondence between Houselisting Block and Census Enumeration Block.

(iii) If a Houselisting Block is sub-divided into 2 or more Census Enumeration Blocks, then the Census Enumeration Block Numbers should be shown in the notional map and the layout sketch of the Houselisting Block and also by the side of the brackets and such other marks of demarcation already made on each page of the Houselist relating to that Houselisting Block.

**Conclusion**

The Working sheet is an important document showing the connection between the Houselisting Blocks and the Census Enumeration Blocks into which it has been divided. It is, therefore, to be prepared with great care.

The entire process of carving out the enumeration blocks and entering the particulars in the Working Sheets should be completed by the end of July, 1990.

Yours sincerely,

(Sd/-)

(SOBHA NAMBISAN)

Encl : Copy of Census Calendar.

To

As per mailing list.

ANNEXE II

## GUIDELINES FOR THE PREPARATION OF WORKING SHEETS

**Rural**

Before you start making entries in the Working Sheet please read the column by column instructions and ensure that you do not have any doubts. Start the entries with those relating to the village which has been assigned L.C. No. 1 in the Approved List of Villages and proceed to enter the relevant details column by column. If this village has any hamlet or hamlets first complete all the entries pertaining to the *main settlement* and *then proceed* to enter the details relating to each hamlet, one by one, in the same order in which these have been entered in the Approved List of Villages. After entering all the details relating to this village, and its hamlets if any, take up the village with L.C. No. 2 and proceed in the same manner till the village with the last L.C. No. in the Rural Charge (and the hamlets thereof if any) is exhausted. Since every village or hamlet has already been constituted into one or more Houselisting Blocks and assigned specific numbers in a serial order, even within the main village or hamlet thereof, proceed Block by Block.

**Column 1 : L.C. No. of the Village**

Enter the L.C. No. of each village as indicated in the Approved List of Villages. When the working sheets are fully written up the numbers entered in this column will be in an ascending order.

**Column 2 : Name of Village/Hamlet**

Corresponding to each L.C. No. in column 1, enter the name of the *asli* village (main settlement) first and proceed to complete the entries in columns 3 to 9 for this unit using as many lines as is required. Then take up the hamlets if any that are associated with that village. The L.C. No. of a village applies to all the hamlets situated within its revenue boundaries. Therefore, in all such cases enter a 'dash' in column 1 and, in this column prefix the name of the hamlet with the L.C. No. of the village along with the sub number as given to that particular hamlet in the Approved List of Villages [Example : If village with L.C. No. 2 has 3 hamlets, the entry in this column will be 2(i) Gollarahatti; 2(ii) Ramanayakana Tanda; 2(iii) Vaddara doddi].

**Column 3 : Houselisting Block No. as per Column 4 of the Charge Register prepared for the Houselisting Operations**

Corresponding to the entries made by you in Columns 1 & 2 there will be an entry in column 4 of the Charge Register prepared for Houselisting Operations. Since the Charge Registers are written up on the basis of Supervisors Circles within the Charge you may notice the absence of continuity with regard to the arrangement of Houselisting Blocks. In a hypothetical case, Houselisting Blocks 1, 4, 18, 19 and 22 may appear on page 1 of the Charge Register and Houselisting Block 2 may appear on page 4 and Houselisting Block 3 may be found on page 8. You may therefore find it necessary to turn the pages of the Houselisting Charge Register to locate the Block about which you have to enter the details in the working sheet now.

**Column 4 : Description of the boundaries of the Houselisting Block as given in column 5 of the Charge Register prepared for Houselisting Operations**

Reproduce here the full description of the boundaries of the Houselisting Blocks by referring to the relevant column of the Charge Register. If a large village or hamlet is constituted into 2 or more Houselisting Blocks make sure that the dividing lines (which form common boundary) are very clearly defined. In case of doubts refer to the Layout Sketch and Notional Map and give additional details if any within brackets in one or two separate lines as the case may be.

**Column 5 : Population of the houselisting Block and number of Census Enumeration Blocks formed thereof**

This column is sub-divided into 5(a) and 5(b) to accommodate the population of the Houselisting Block and the number of Census Enumeration Blocks constituted from that Houselisting Block. Copy from the Remarks column of the Charge Register, the population of the Houselisting Block and cross check the population for accuracy with reference to the entry in column 13 of Houselist Charge Abstract.

If the population is below 900, the Houselisting Block as such will constitute the Census Enumeration Block and the entry in 5(b) will be '1'. On the other hand, if the Houselisting Block has a much larger population, it will have been constituted into 2 or more number of Census Enumeration Blocks and the entry in 5(b) will correspond to this figure.

**Column 6 : If a Houselisting Block has been subdivided to form 2 or more Census Enumeration Blocks give boundary description of each Census Enumeration Block**

This column has to be filled up only if the entry in 5(b) against the Houselisting Block noted in column is more than 1. If the original Houselisting Block has, without any modifications, been constituted into a single Census Enumeration Block put a 'dash' in all the 4 sub columns 6(a) to 6(d). In case the Houselisting Block has now been divided to constitute 2 or more Census Enumeration Blocks, give a full description of the boundaries of each such Census Enumeration Block with reference to the details which have been already marked in red ink on the Notional Map and Layout Sketch of the concerned Houselisting Block. Usually roads, streets, lanes, cart tracks, *nalas*, etc., are taken as the dividing lines. So please spell out the names of such roads, streets, etc.,

राज्य/संघ राज्य क्षेत्र का नाम
Name of State/Union Territory HARYANA

जिले का नाम — कोड नं०
Name of District AMBALA — Code No. 01

तहसील/उपतहसील/तालुका/
विकास खंड/कानूनगो सर्किल का नाम — कोड नं०
Name of Tehsil/Taluka/C.D./Cir.
Block/Circle etc. KALKA — Code No. 01

ग्राम/शहर का नाम — कोड नं०
Name of Village/Town MANKA — Code No. 163

वार्ड/मोहल्ला/हल्केट का नाम या नंबर — कोड नं०
Name or No. of
Ward/Mohalla/Hamlet X — Code No. X

गणक के खण्ड का नंबर
Enumerator's Block No. 212

विकास खंड का नाम — कोड नं०
Name of Dev. Block KALKA — Code No. 01

संकेत :
REFERENCES :

| | |
|---|---|
| खण्ड की सीमा<br>Block Boundary | |
| पक्का मकान (मकान संख्या)<br>Pucca House (with No.)<br>निवासीय<br>Residential | 12 |
| गैर निवासीय<br>Non-residential | |
| कच्चा मकान (मकान संख्या)<br>Kutcha House (with No.)<br>निवासीय<br>Residential | A |
| गैर निवासीय<br>Non-residential | A |
| पक्की सड़क<br>Pucca Road | |
| कच्ची सड़क<br>Kutcha Road | |
| आम रास्ता<br>Common way | |
| रेलवे लाइन (i) बड़ी लाइन<br>Railway Line Broad Gauge | |
| (ii) छोटी लाइन<br>Metre Gauge | |
| नदी<br>River | |
| नहर<br>Canal | |
| तालाब<br>Pond | |
| कुआं, पानी का नल<br>Well, Water Tap | |
| मंदिर, मस्जिद, चर्च आदि<br>Temple, Mosque, Church etc. | |
| स्कूल, औषधालय, पंचायत घर, डाकघर आदि<br>School, Dispensary, Panchayat Ghar, Post Office etc. | S D P PO |

टिप्पणी : (i) कृपया खण्ड में मुख्य सड़कों, गलियों और मोहल्लों आदि के नाम लिखें। मंदिर, स्कूल, औषधालय, पंचायत घर, डाकघर आदि संस्थानों के नाम भी लिखें।

NOTE : Please write the names of prominent roads, streets and Mohallas etc. in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Panchayat Ghars, Post Offices etc.

(ii) कृपया तीर चिन्ह की डोर के द्वारा वे दिशाएं जिन ओर से खण्ड में गणना किये गए हैं।

Please indicate by an arrow the direction in which the numbering has been done in the Block.

गणक का नाम
Name of Enumerator HARISH BHARADWAJ

हस्ताक्षर
Signature Harish Bharadwaj

पर्यवेक्षक के हस्ताक्षर
Signature of Supervisor

खण्ड के आस पास का संक्षिप्त रेखांश/आरेख
Neighbourhood/Layout Sketch of Enumerator's Block

# भारत की जनगणना 1991
# CENSUS OF INDIA 1991

मकान सूचीकरण/गणना
Houselisting/Enumeration

## FORMATION OF CENSUS ENUMERATION BLOCK

### ILLUSTRATION

*Houselisting Block No.212*

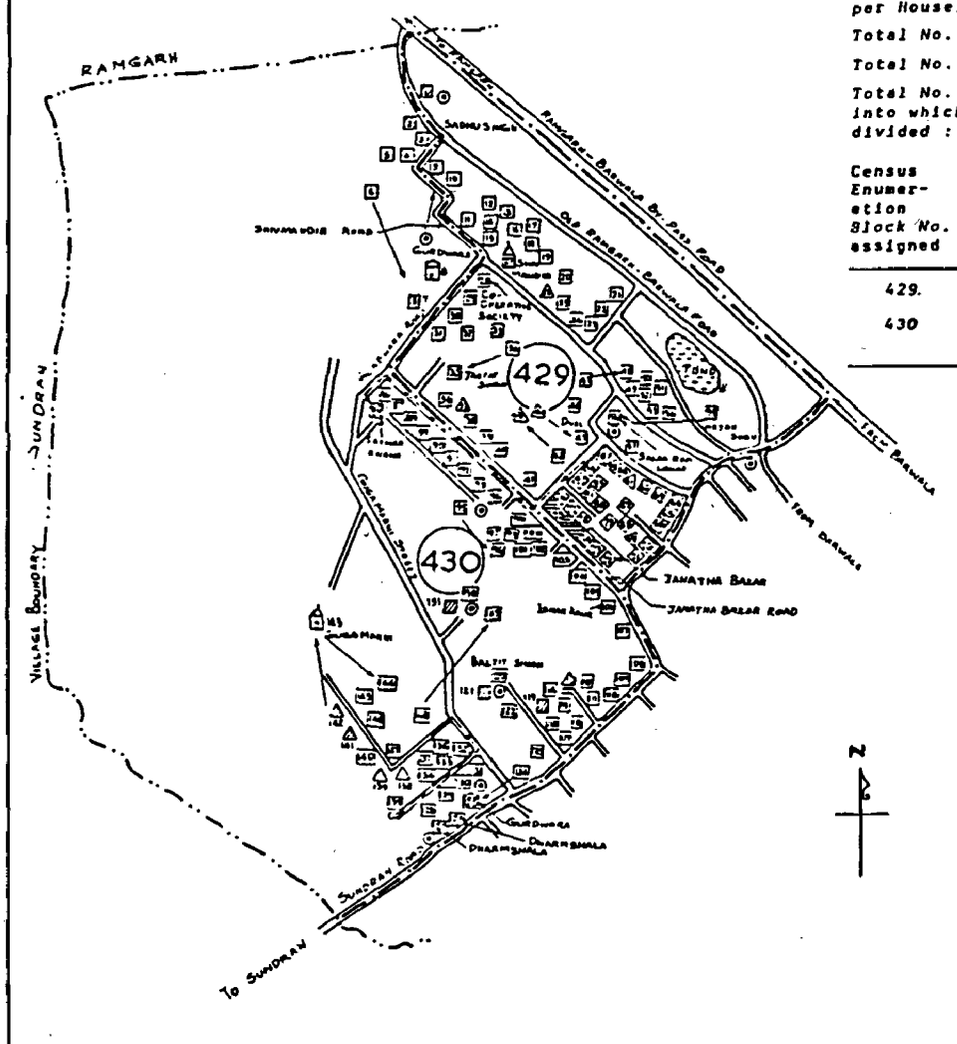
*Population of Houselisting Block as per Houselist 1126*

*Total No. of Buildings : 151*

*Total No. of Census Houses : 340*

*Total No. of Census Enumeration Blocks into which the Houselist Block is divided : 2*

| Census Enumeration Block No. assigned | Buildings included in the Block | Populations of the Census Enumeration Block |
|---|---|---|
| 429. | 1,9 to 84 | 495 |
| 430 | 2 to 8, 85 to 151 | 631 |



in very clear terms so as to facilitate easy identification on the field.

**Column 7 : Buildings covered under the Census Enumeration Block**

Particulars required for this column are available in the Layout Sketch of the concerned Houselisting Block. Study the details on the sketch carefully and cover the roads, streets, etc., in a systematic manner Enter names or numbers of the streets etc., which are within the limits of the Census Enumeration Block, one below the other in sub column 7(a) and enter the Building numbers relating to the first and last building on that street etc., in sub columns 7(b) and 7(c). Ensure that buildings outside the boundary of the Census Enumeration Block are not included here.

If only one side of a road or a street is included in the Census Enumeration Block indicate clearly the side which falls within the limits of the Census Enumeration Block (e.g. Basavanna Temple Road—Western side; Railway station Road—Northern side; Doddabeedi—Eastern side; Kurubara Oni—Southern side, etc.) and then enter the details in 7(b) and 7(c) If both sides of a road or street are included in the Census Enumeration Block enter the details relating to each side one below the other using different lines (e.g. Maruti Temple Street—Western side; Maruti Temple Street—Eastern side one below the other and fill up 7(b) and 7(c) for each such entry in 7(a)). If the Building numbers shown in 7(b) and 7(c) are not in a continuous series, specify the Building numbers one after the other (separated by commas) that lie on that street etc., but are within the boundaries of the Census Enumeration Block.

If there is no clear cut street pattern in the entire Census Enumeration Block or in certain portions of the Block i.e., if the buildings are distributed in a haphazard manner, or are found in clusters where no streets of lanes with names are discernible, indicate in 7(b) and 7(c) all the building numbers or structure numbers which are inside the boundaries of the Census Enumeration Block and if that cluster of buildings has any specific name, indicate the same in 7(a) by writing ".....cluster of houses" (e.g. Vaddara gudisalu, Gollara hatti, Ambedkar Slum, etc.).

Please note that the details given in 7(a), 7(b) and 7(c) will be very useful while writing up the Abridged Houselist.

**Column 8 : Population of each Census Enumeration Block (as per Houselist data)**

If a Houselisting Block has not been subdivided and has been constituted as such into a Census Enumeration Block repeat the population of the Houselisting Block itself (as already entered in column 5(a)), in this column too. If the Houselisting Block is split up into 2 or more Census Enumeration Blocks then work out the population of each such Census Enumeration Block on the basis of the entries made in the concerned Houselist while forming the Census Enumeration Block. Check the Layout Sketch once again before arriving at this population figure and ensure that the population of the constituent Census Enumeration Blocks when added together tally with the population of the parent Houselisting Block.

**Column 9 : Census Enumeration Block No.**

Starting from serial number 1, assign a number to each one of the Census Enumeration Blocks formed for purposes of Individual enumeration in a continuous series till the last Census Enumeration Block in the Charge is accounted for.

**Column 10 : remarks**

Any information which is considered to be of some special significance may be furnished here. In the case Census Enumeration Blocks which *either correspond fully to or form part of a Sample Registration Scheme Block* (unit where Sample Registration Scheme is in operation) write "SRS unit" boldly in red ink against that Census Enumeration Block.

CENSUS OF INDIA, 1991

INDIVIDUAL ENUMERATION

**Formation of Enumeration Blocks—Working Sheet**

Rural

State : Karnataka Code No. 11 District Code No.

Taluk : Code No. C.D. Block Code No.

| L.C. No. of the village | Name of the Village/ hamlet | Houselisting Block No. as per Col. 4 of Charge Register | Description of boundaries of the Houselisting Block as per Col. 5 of Houselisting Rural Charge Register | Population of Houselisting Block as per Houselist | Number of Census Enumeration Block to be formed (out of the Houselisting Block) |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5a | 5b |

| If a Houselisting Block has been sub-divided into two or more Census Enumeration Blocks describe the boundaries of such Census Enumeration Block | | | | Buildings covered under the Enumeration Block | | | Population of census enumeration block formed (as per Houselist) | Census Enumeration Block No. | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| North | East | South | West | Name/No. of street/ lane/road/by lane etc. | Building No. From | Building No. To | | | |
| 6a | 6b | 6c | 6d | 7a | 7b | 7c | 8 | 9 | 10 |

ANNEXE III

## GUIDELINES FOR PREPARING THE WORKING SHEET

**Urban**

Before you start making any entry in the working sheet read the following column by column instructions. At the time of formation of Blocks for Houselisting Operations, the Wards/Divisions/Mohallas, etc., within a town will have been considered one by one in a regular sequence and each such unit will have been given a Code Number. Start the entries in this working sheet with the Ward/Division/Mohallas to which Code No. 1 has been assigned and, within that unit take up the first Block i.e., with Block Code No. 1. After entering all the details relating to Block 1 of Division 1 in remaining columns of the working sheet, take up the Block with Block No. 2 and proceed in the same order until the last Block in that Division is completed. Thereafter, in most of the towns, though the name or No. of Ward/Division/Mohalla as well as the relevant Code No. will change you will notice that the Houselisting Block No. will be continuous for the entire Charge. In the case of larger towns and cities which have been constituted into more than one charge, each Ward/Division/Mohalla etc., will have been considered as a separate unit for assigning Houselisting Block Numbers. Thus, when there is a change in the Name or No. of the Ward/Division/Mohalla the Houselisting Block No. will again start with 1. There are, however, a few exceptions to this general principle as may be found in the case of a few Divisions in cities like Bangalore and Mysore.

**Column 1 : Name or Number of Ward/Division/Mohalla, etc. and Code No.**

This information is available in the Charge Register prepared for the Houselisting Operations. Copy the name or number of the Ward or Division as the case may be and then write the Code No. Please note that though the No. of the Ward or Division may be in Roman numerals (i.e. I, II, III, .....etc.) or in Alphabets (i.e. A, B, C, .....etc.) the Code No. will invariably be in Arabic numerals (i.e. 1, 2, 3.....etc.).

**Column 2 : Houselisting Block No.**

Enter the Block Numbers as entered in Column 1 of the Charge Register for Houselisting Operations. Start with the first Block in that Ward or Division and take up the others one by one in a regular sequence.

**Column 3 : Description of the boundaries of the Houselisting Block as per Column 4 of the Houselisting Charge Register**

Faithfully copy the information which is already recorded in Col. 4 of the Houselisting Charge Register.

**Column 4 : Population of the Houselisting Block as per Houselisting and number of Census Enumeration Blocks to be constituted**

This column is sub-divided into 4(a) and 4(b) and the relevant information is available in the 'Remarks' column of the Charge Register. Enter the population figure under 4(a) and verify this figure with the corresponding entry in column 13 of the Houselisting Charge Abstract. If the population of the Houselisting Block is less than 750 it will have been constituted into a single Census Enumeration Block. In all such cases enter 1 under 4(b). If the population is 750 or more, the number of Census Enumeration Blocks to be formed out of this Houselisting Block will have been indicated in Red ink as 2, 3, etc., in the 'Remarks' column of the Charge Register. In all such cases enter that figure under 4(b).

**Column 5 : If Houselisting Block has been sub-divided into 2 or more Census Enumeration Blocks describe the boundaries of each Census Enumeration Block**

If a Houselisting Block in its entirety has been constituted into a single Census Enumeration Block for purposes of Individual enumeration also, i.e., if the entry in 4(a) is 1, then put a dash under all the four sub-columns 5(a) to 5(d). There is no need to repeat the details here.

If a Houselisting Block has been split up, the relevant details will have been marked in red ink on the Notional Map; and the Layout Sketch as also the Houselist pertaining to the Houselisting Block under consideration. Refer to these details and carefully describe the boundaries of each Census Enumeration Block. Usually, roads, streets or lanes will have been chosen as the dividing lines. So, please spell out the names of such roads or streets, etc. in very clear terms so as to facilitate easy identification on the field.

**Column 6 : Buildings covered under the Census Enumeration Block**

Particulars required for this column are available in the Layout Sketch and the Houselist of the concerned Houselisting Block. Study the details on the Layout Sketch carefully and cover the roads, streets, lanes, etc. in a systematic manner to ensure that the entire area is covered. Enter the names or numbers of the streets, etc., which are situated within the limits of the Census Enumeration Block one below the other in sub-column 6(a) and then enter the building numbers relating to the first and the last building on that road or street or lane in sub-columns 6(a) and 6(c). Ensure that the buildings or structures outside the boundary of the Census Enumeration Block are not included here.

If only one side of a road or a street is included in the Census Enumeration Block, indicate clearly the side which falls within the limits of the Census Enumeration Block in 6(a) (e.g., Basavanna Temple Road—Western side; Kempegowda Road—Northern side; Railway Station Road—Western side, etc.). If both sides of a road or street are included in the Census Enumeration Block, enter the details relating to each side using different lines (e.g., Bassappa Lane—Western side; and below that Bassappa Lane—Eastern side,

etc.) i.e., one below the other and fill up details in 6(b) and 6(c) for each side of the street. If the building numbers shown in 6(b) and 6(c) are not in a continuous series, specify the building numbers one after the other (separated by commas) that lie on that street etc., but are within the boundaries of the Census Enumeration Block.

If there is no clear cut street pattern in the entire Block or in certain portions of the Block i.e., if the buildings are distributed in a haphazard manner, or are found in clusters where no streets or lanes with names are discernible, indicate in 7(b) and 7(c) all the building numbers or structures which are inside the boundaries of the Census Enumeration Block and if that cluster of buildings has any specific name indicate the same in 7(a) by writing "..... cluster of houses" (e.g., Vaddara Gudisalu, cluster of huts by the side of Storm Water Drain, etc.).

Please note that the details given in 6(a), 6(b) and 6(c) will be very useful while writing up the Abridged Houselist.

**Column 7 : Population of each Census Enumeration Block (as per Houselist)**

If a Houselisting Block has not been sub-divided and has been constituted as such into a Census Enumeration Block, repeat the population of the Houselisting Block itself (as already entered by you in column 4(a) in this column too). If the Houselisting Block is split up into 2 or more Census Enumeration Blocks then, work out the population of each Census Enumeration Block on the basis of the entries already made in the concerned Houselist while forming the Census Enumeration Block. This will have reference to entries in 6(a), 6(b) and 6(c) as well. Check the Layout Sketch once again before arriving at the population figure and ensure that the population of the constituent Census Enumeration Blocks, when added together, tally with the population of the parent Houselisting Block.

**Column 8 : Census Enumeration Block Number**

Starting from Serial Number 1, assign a number to each one of the Census Enumeration Blocks formed for purposes of Individual enumeration in a continuous series till the last Census Enumeration Block in the Charge is accounted for. If the Houselisting Block numbers have been given Division-wise, follow the same procedure for assigning numbers to the Census Enumeration Blocks also.

**Caution**

In the case of certain Charges in cities like Bangalore and Mysore special care will have to be taken while filling up this column. Separate Instructions will be issued to cover such exceptional cases to the concerned Charge Officers and City Census Officers.

**Column 9 : Remarks**

Any information which is considered to be of some special significance may be furnished here. In the case of Census Enumeration Blocks which *fully correspond to or form part of a* SRS Block (unit where Sample Registration Scheme is in operation) write "SRS Unit" boldly in red ink against that Census enumeration Blocks.

CENSUS OF INDIA, 1991

INDIVIDUAL ENUMERATION

**Formation of Enumeration Blocks—Working Sheet**

Urban

State : Karnataka Code No. 11 Name of City/Town : Code No.

District : Code No. Name or No. of City Charge Code No.

| Number or Name of Ward/Division/ Mohalla etc. and Code No. | Houselisting Block No. as per Col. 1 of Houselisting Urban Charge Register | Description of boundaries of the Houselisting Block as per Col. 4 of Houselisting Urban Charge Register | Population of Houselisting Block as per Houselist | Number of Census Enumeration Blocks to be constituted |
|---|---|---|---|---|
| 1 | 2 | 3 | 4a | 4b |

| If a Houselisting Block has been subdivided into two or more Census Enumeration Blocks describe the boundaries of such Census Enumeration Blocks | | | | Buildings covered under Enumeration Block | | | Population of census enumeration block formed (as per Houselist) | Census Enumeration Block No. | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| North | East | South | West | Name/No. of street/ lane/road/by lane etc. | Building No. From | Building No. To | | | |
| 5a | 5b | 5c | 5d | 6a | 6b | 6c | 7 | 8 | 9 |

# CENSUS OF INDIA 1991

## KARNATAKA STATE

## CENSUS CALENDAR

**JUNE 1990 (last week)**

(i) Meeting of the District Census Officers, City Census Officers and Additional District Census Officers.

(a) to discuss about the payment of TA/DA and *honorarium to the Enumerators and Supervisors*; Propulsion Charges—Petrol/Diesel—for vehicles used for census work. Honorarium for preparing Abridged Houselist, etc. Accounts matters.

(b) to impart training in formation of Enumeration Blocks and Preparation of Abridged Houselist.

(c) to impart training in filling up the Household Schedule and Individual Slip.

(ii) Despatch of training material required for the training of the Charge Officers to districts from the Directorate.

**JULY 1990**

(i) Preparation of an exhaustive list by the Charge Officers of all personnel available for working as Enumerators and Supervisors for the 1991 Census.

(ii) imparting of training by the District/City and Additional District Census Officers to Sub-Divisional Census Officers, Charge Officers and Assistant Charge Officers at the district level regarding formation of Enumeration Blocks, Preparation of Abridged Houselist and filling up of the Household Schedule and Individual Slip.

(iii) Despatch of Abridged Houselists, Charge Registers, Identity Cards, Appointment Orders of Enumerators and Supervisors, Instruction Sheets, etc., and training material required for the training of Enumerators and Supervisors to Districts from the Directorate of Census Operations.

(iv) Delineation of Census Enumeration Blocks for the Individual Enumeration by the Charge Officers based on the filled-in Houselist and Layout sketches of the Houselisting Blocks.

(v) Filling up of Abridged Houselist by the Census Charge Officers.

**AUGUST 1990**

(i) Completion of the delineation of the Census Enumeration blocks for the Individual Enumeration by the Charge Officers.

(ii) Completion of the selection of Enumerators and Supervisors, issue of appointment orders to all the Enumerators and Supervisors including reserve.

(iii) Imparting of second round of training to the Sub-Divisional Census Officers, Charge Officers and Assistant Charge Officers and members of Training Cell for Individual Enumeration at district level.

(iv) Drawing up of and finalisation of training programme for the training of Enumerators and Supervisors by the Charge Officers.

**SEPTEMBER 1990**

(i) Meeting of the District Census Officers, City Census Officers and Additional District Census Officers for review of preparation, training of enumerators and supervisors and working out of block-wise requirements of schedules, etc.

(ii) Commencement of training of Enumerators and Supervisors (to be imparted in four rounds).

(iii) Preparation of Charge Register and Charge Map in duplicate and forwardal of one copy each of the Charge Register and Charge Map to the Directorate of Census Operations.

**OCTOBER 1990**

(i) Training of Enumerators and Supervisors—continued.

(ii) Estimation of block-wise requirement of enumeration material by the Charge Officers and communication of total requirement through the District/City Census Officers to the Directorate of Census Operations.

**NOVEMBER 1990**

Training of Enumerators and Supervisors—continued.

**DECEMBER 1990**

(i) Training of Enumerators and Supervisors—continued.

(ii) Imparting of special training to Supervisors to acquaint them with their responsibilities as laid out in the Supervisor's Manual.

(iii) Issue of Identity Cards and instruction sheets to the Enumerators and Supervisors during the third round of training.

(iv) Despatch of enumeration material to the Districts by the Director of Census Operations.

**JANUARY 1991**

(i) Field visit by the enumerators and supervisors to acquaint themselves with the jurisdiction of the

blocks allotted to them—to be organised by the Charge Officers.

(ii) Issue of enumeration material to the enumerators and supervisors.

(iii) Refresher course to Enumerators and Supervisors.

(iv) Meeting of the District Census Officers, City Census Officers and Additional District Census Officers.

**FEBRUARY 1991**

(i) **1st—8th February, 1991:** Preparation of Notional Map and Lay-out Sketches by the Enumerators and verification of the same by the Supervisors and Charge Officers.

(ii) **9th to 28th February, 1991:** Enumeration

(iii) **Night of 28th February 1991:** Enumeration of Houseless population.

**MARCH 1991**

(i) **1st to 5th March 1991:** Revisional round of enumeration and updating of records as on the sunrise of 1st March 1991, preparation of Enumerator's Abstract & filling in Section 1 of Abridged Houselist.

(ii) **6th March, 1991:** Submission of Enumeration records by the enumerators to the supervisors.

(iii) **7th March, 1991:** Submission of all records pertaining to the supervisory circle by the Supervisor to the Charge Officer.

**8TH MARCH 1991**

(i) Checking of the arithmetical consistency of the figures in the Enumerator's Abstracts by the Charge Officers.

(ii) Preparation of Charge Abstract for provisional results by the Charge Officers and communication of Charge figures to the District or City Census Officers and to the Director of Census Operations, Karnataka, Bangalore in standard message form by wireless/telegram/telephone.

(iii) Preparation of District or City Abstract for provisional results by the District/City Census Officer and communication of population figures for districts and cities in the standard message form to the Director of Census Operations and to the Registrar General, India by wireless/telegram/telephone.

**9TH MARCH 1991**

(i) Compilation of population data by the Charge Officers from the Blockwise Enumerator's Abstract in the Provisional Population Registers (working sheet for preparing Charge Abstract) and transmission of one copy of the Register to the Director of Census Operations and another copy to the District/City Census Officer.

(ii) Assembling of all enumeration records and blank forms and preparation of inventories.

**12TH MARCH 1991**

Forwardal of all filled-in enumeration records and blank forms along with inventories to the Regional Tabulation Officers/Director of Census Operations, Karnataka, Bangalore.

ANNEXE D.24

D.O. No. TCH 35 CPO 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, I.A.S.
*Director*

21/1, Mission Road
Bangalore-560 027

Dated the 19th June, 1990

## ENUMERATION CIRCULAR NO. 3

### Preparation of Abridged Houselist

During the second phase of the census operations relating to individual enumeration, every enumerator will be entrusted with one or more Census Enumeration Blocks in which he/she would have to enumerate every single person. This can be done only if he covers every single house and household. To ensure complete coverage of all these houses, households and individuals, it is necessary for the enumerator to go about his job in a very systematic manner. In order to help him to do this, relevant particulars of the households in his Census Enumeration Block will be copied out into a separate format from the houselist prepared during the first phase of the census operations and given to him. This will serve as a guide to him and help him to ensure that no house in his jurisdiction is left out. However, it is necessary to have separate formats instead of using the original houselist as it is, for two reasons: (1) More than one Census Enumeration Block may have been formed from the original Houselisting Block and therefore more than one enumerator may have to use the same houselist simultaneously, and (2) the houselist may have, to some extent, become out of date at the time of the Census Enumeration as there may be many changes in the houses and households, during the intervening period, all of which will have to be incorporated.

**Abridged Houselist**

The format mentioned above is called 'Abridged Houselist' (A.H.L.). In the Abridged Houselist it is enough that essential details which are available in the Houselist such as building number, census house number, purpose for which the census house is used, household number, name of the head of the household and Sl. No. of the household are indicated. Such a list would also make an ideal frame during Post Enumeration Check (P.E.C.) and for further surveys. The Abridged Houselist establishes an essential link between the Houselist and the population enumeration. It serves as a frame for assigning the household serial number to each household in an enumeration block.

Printed formats of the Abridged Houselist, in a book form containing sections 1, 2 & 3, and also the continuation sheets for Sections 2 & 3 will be supplied to all the Charge Officers. The Charge Officers and the Census Clerks will have to be trained in writing up of the Abridged Houselist.

**Different Sections of the Abridged Houselist**

The format for the Abridged Houselist is given in Annexure I. It consists of three sections of which Section 2 is the Main Houselist and this will have to be prepared in the Charge Office by copying out portions from the original houselist. Subsequently, during the enumeration, the enumerator might notice a large number of changes in the block—new houses might have come up, old houses might have been demolished, new households might have moved in, earlier households might have moved out and so on. All these changes will have to be incorporated in the Abridged Houselist by appropriate entries in Sections 2 & 3. This will have to be done by the enumerators while carrying out the actual enumeration. The updating of the Abridged Houselist and the actual enumeration are both integrated steps and have to be carried out together.

Instructions to the Enumerators regarding updating of Section 2 and filling up of Section 3 and Section 1 of the Abridged Houselist are given in Appendix V of the 'Instructions to Enumerators for filling up the Household Schedule and Individual Slip'. These should be read carefully and explained to the Enumerators at the time of giving training for the actual enumeration. In this Circular we shall only discuss how the Charge Officer and his assistants should fill up Section 2 of the Abridged Houselist.

**Instructions regarding the preparation of 'Abridged Houselist'**

Since the Blocks constituted for the Houselisting Operations have been utilised as the frame work for carving out the Census Enumeration Blocks, these two sets of Blocks,—Viz., the Houselisting Block and the Census Enumeration Block—are closely inter-related. This link between the Houselisting Block and Census Enumeration Block will be maintained all through the Census Operations and the basic data which will now be culled out from the Houselists will

be revised and brought up-to-date during the population count. For this purpose, salient particulars on houses and households already entered in the Houselists will have to be transferred to a simple but a very vital document, known as the 'Abridged Houselist'. In any Urban or Rural Charge the total number of Abridged Houselists to be prepared will be equal to the total number of Census Enumeration Blocks in that Charge. In other words, for every Census Enumeration Block which the Charge Officer has now constituted—whether by splitting up the Houselisting Block or by retaining it in its entirety—he should have a separate Abridged Houselist prepared. These Block-wise documents prepared before hand will have to be issued by the Charge officer for use to the Enumerators at the appropriate time.

The nature of work involved in the preparation of Abridged Houselists consists of merely copying i.e., posting of entries already made in the Houselist sheets to the relevant columns in the Abridged Houselist booklet. It is however absolutely necessary to ensure that this seemingly simple work is done with greatest care and that there are no errors of omission or commission. The Abridged Houselists should be written neatly and legibly so that the Enumerator will not find it difficult to decipher the handwriting during the field operations. The total number of Census Enumeration Blocks in a Census Charge may be quite large. Consequently, the copying work involved in the preparation of the Abridged Houselist may also be quite voluminous. Since this work has to be got done within a short period of time, it will be necessary for the Charge officers to entrust this work to a select band of well trained assistants in their respective offices. While the Blockwise Houselists from which data is to be copied are readily available with the Charge Officers themselves, the requisite number of printed booklets of the Abridged Houselists will be supplied to them by the concerned District Census Officers.

**Instructions to Clerks and Assistants in Charge Office for filling Section-2 of the Abridged Houselist**

A specimen copy of a blank format of the Abridged Houselist and another specimen with sample entries* in the relevant portions only may be seen at the end in Annexures I and II respectively. Leaving aside the preliminary portion relating to the identification particulars, this format consists of three sections which have to be filled up during different stages of work. While the identification particulars and section 2 will be filled up by you during this preparatory stage, the remaining portions that is, section 3 and section 1 will be filled by the Enumerator during the period of Individual Enumeration and immediately thereafter. As part of his work the Enumerator will also update the details which will have been already recorded by you in section 2.

**Identification Particulars**

The Charge Officer will indicate the Census enumeration Blocks for which Abridged Houselists have to be prepared. He will also indicate the names and code numbers which you have to enter against the various units listed under Identification Particulars. Please fill up these details very carefully.

The last item under Identification Particulars relates to Enumeration Block Number. Here you should enter the newly assigned Census Enumeration Block Number in respect of which you are preparing the Abridged Houselist and not the Block Number as found entered in the Houselist given to you for copying.

Section 2 : This section will be filled up by copying the relevant details directly from the filled in Houselist forms. Corresponding to each Census Enumeration Block assigned to you there will be a Houselisting Block and all the documents pertaining to the latter, namely the notional map, the layout sketch and the filled in Houselist forms will have been issued to you for reference by the Charge Officer. It is important to note that the Census Enumeration Block numbers will almost always be different from the corresponding Houselisting Block Numbers. Even if a Houselisting Block has, without any changes in its boundaries, been formed into a Census Enumeration Block it is very likely that the Census Enumeration Block Number and the Houselisting Block Number will not be identical.

You will notice that on the top right hand corner of the bunch of Houselist forms, the corresponding Census Enumeration Block numbers will have been already marked in red ink. If a Census Enumeration Block comprises the whole of the Houselisting block, details of all the Census Houses in the Houselist will have to be copied in this section.

If a Houselisting Block has been split up into two or more Census Enumeration Blocks, in the Houselist pages pertaining to the parent Block you will notice that the portions relating to different Census Enumeration Blocks will have been clearly marked out in red ink by using brackets and lines which runs across the concerned pages. The corresponding Census Enumeration Block Numbers will also have been clearly indicated in the margin by the side of such brackets. Sometimes you may find that a few houses belonging to one Census Enumeration Block are sandwiched between the Houses belonging to another Census Enumeration Block. You shoud therefore be very careful at this stage and pick out the Houselist sheets or portions thereof pertaining to the particular Census Enumeration Block for which you are preparing the Abridged Houselist. If you have any doubts, get these cleared by a thorough scrutiny of the records and a discussion with the charge officer if necessary.

*These sample entries relate to the example given in the Instructions to the Enumerators for filling up Houselist in relation to Houselist Block Number 148 which has now been assigned Census Enumeration Block Number 161.

In this section there are in all 8 columns. The entries in columns 2, 3, 7, 8, 10 and 24 of the Houselist will find a place in the Abridged Houselist. In filling up the Abridged Houselist you have to start with the Census House in the Houselist which corresponds to the first Census House in the Census Enumeration Block. Copy only those lines which have an entry in either column 3 or column 8, or in both these columns. In all such cases fully copy the details given in columns 2, 3, 7, 8, 10 and 24 of the Houselist. As a corollary you need not copy any details from the lines in which there is a dash both in column 3 and in column 8 of the Houselist. However, if the use to which a census house is put has been indicated as 'residential' in column 7 of the Houselist and entries have not been made in Columns 8-23, please copy the relevant particulars, for there may be cases of residential houses which were found locked during the Houselisting Operations.

**Column 1:** Serial No.

Write the serial number starting from 1 for each Census Enumeration Block. Quite often you will notice that this serial number will be totally different from the line number entered in the Houselist for the corresponding census house.

**Column 2:** Building No.

Enter the Building Number as noted in column 2 of the Houselist.

**Column 3:** Census House No.

Enter the Census House number as noted in column 3 of the Houselist.

**Column 4:** Purpose for which the census house is used

In this column enter the details noted in column 7 of the Houselist in full.

**Column 5:** Household No.

Enter the Household number as noted in column 8 of the Houselist.

**Column 6:** Name of the head of household

Enter the name as noted in column 10 of the Houselist.

**Column 7:** Serial No. of the household

Unlike in the case of the other columns this column has to be filled up by you on your own. Every household entered in column 5 should be given a serial number in this column. Starting with the first household in column 5, this serial number will be continuous for all the households in that Census Enumeration Block. Evidently, all the lines in which a dash (—) has been entered by you in columns 5 and 6 of the Abridged Houselist will have a dash (—) in column 7 too. The serial numbers in this column may fully correspond to the serial numbers given in column 9 of the Houselist *provided that the Houselisting Block has in its entirety been formed into a single Census Enumeration Block*. On the other hand, if the Houselisting Block has been split up to form two or more Census Enumeration Blocks it is obvious that for each such Census Enumeration Block the serial number in column 7 will start with 1 afresh. Please remember that this Household Serial number is of great significance. *It is this number and not the building number or the Census House Number* that will be entered in all other census documents such as the Household Schedule and the Individual Slip.

**Column 8: Remarks**

Copy full details which might have been recorded in column 24 of the Houselist by the enumerator during the Houselisting Operations.

**Note:** Section 2 of the Abridged Houselist booklets supplied to you contains 205 lines, while preparing this section if these lines are not sufficient, please use continuation sheets (supplied to you separately) and tag on these sheets to the main booklet. Please ensure that the Location code of the Census Enumeration Block and the relevant page numbers are duly entered in these continuation sheets.

It is the responsibility of the Charge Officer to ensure that this work is done carefully and without errors. It would be a good idea if he could arrange for the entries to be compared for ensuring that all the lines required to be copied from the Houselist have been entered without errors.

The writing up of Section 2 of the Abridged Houselist should be completed by 15th August 1990 positively.

Yours sincerely,

(Sd.)
(SOBHA NAMBISAN)

Encl: As above

To

All Deputy Commissioners & Principal Census Officers.

All Commissioners & Principal Census Officers of Corporations.

12 City Census Officers of Bangalore City Corporation (with 120 spare copies for distribution to Urban Charge Officers of BCC).

Belgaum City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Belgaum CC).

Hubli-Dharwad City Census Officer (with 20 spare copies for distribution to Urban Charge Officers of Hubli-Dharwad CC).

Mysore City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Mysore CC).

Gulbarga City Census Officer (with 15 spare copies for distribution to Urban Charge Officers of Gulbarga CC).

Mangalore City Census Officer (with 12 spare copies for distribution to Urban Charge Officers of Mangalore CC).

All Commissioners of City Municipalities (with 3 copies to Gadag, 5 copies to Davangere and 3 copies to Chitradurga).

All Chief Officers of Town Municipalities.

All District Census Officers.

All Assistant Commissioners of Sub-Divisions.

All Tahsildars.

All Additional District Census Officers.

The Commissioner, BDA.

Engineer Member & City Census Officer, BDA (with 15 extra copies for distribution among Urban Charge Officers).

Chief Secretary, Govt. of Karnataka, Bangalore.

Revenue Secretary to Govt. of Karnataka, Bangalore.

Director, Directorate of Economics & Statistics, Bangalore.

Copy to

RGI, New Delhi

P.A. To DCO, Karnataka.

All Officers/Investigators/Sr. Supervisors of DCO, Karnataka.

All Training Officers of DCO, Karnataka (with names of all those trained).

ANNEXURE I

CENSUS OF INDIA 1991

**ABRIDGED HOUSELIST**

**Identification particulars**

Name of State/Union Territory .....Code No.....

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

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc. .....Code No.....

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

Name or No. of Ward/Mohalla/Hamlet .....Code No.....

Code No. of C.D. Block.....

Enumerator's Block No .....

SECTION 1: (To be filled only on completion of census enumeration)

(A) Population of Enumerator's Block.....(B) Number of occupied residential houses..... (C) Number of households .....

SECTION 2 : Houselist particulars : (To be initially copied from the original houselist)

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

CENSUS OF INDIA 1991

**ABRIDGED HOUSELIST**

**Identification particulars**

Name of State/Union Territory ..... Code No .....

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

Name o fTehsil/Taluka/P.S./Dev. Block/Circle etc. ..... Code No .....

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

Name or No. of Ward/Mohalla/Hamlet ..... Code No .....

Code No. of C.D. Block .....

Enumerator's Block No .....

**SECTION 3 :** Addenda to Section 2 (To record census house/households not covered in Section 2 but found by census enu erator during enumeration)

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

294

ANNEXURE II

# CENSUS OF INDIA 1991
## ABRIDGED HOUSELIST
### Identification particulars

Name of State/Union Territory Uttar Pradesh Code No. 21 Name of Village/Town Bishanpur Code No. 138

Name of District Rampur Code No. 22 Name or No. of Ward/Mohalla/Hamlet Bishanpurkhas Code No .....

Code No. of C.D. Block 1

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc. Rampur Code No 1 Enumerator's Block No 161

SECTION : 1 : (To be filled only on completion of census enumeration)

(A) Population of Enumerator's Block.....(B) Number of occupied residential houses.....(C) Number of households.....

SECTION : 2 : Houselist particulars : (To be initially copied from the original houselist)

| Sl.No. | Building No. | Census House No. | Purpose for which Census House is used | Household No. | Name of the Head of the Household | Sl. No. of the Household | Remarks |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 | 1 | 1 (1) | Workshop-Cum Residence | 1 (1) | Omprakash | 1 | |
| 2 | — | 1 (2) | Cattle Shed | — | — | — | |
| 3 | 2 | 2 (1) | Workshop-Cum-Residence | 2 (1) | Sheila Rani | 2 | |
| 4 | — | 2 (2) | Cattle Shed-Rearing cattle for sale of milk | — | — | — | |
| 5 | 3 | 3 | Vacant | — | — | — | Under Repair |
| 6 | 4 | 4 | Workshop-Cum Residence | 4 (a) | Pritam Singh | 3 | |
| 7 | — | — | — | 4 (b) | Mohinder Singh | 4 | |
| 8 | 5 | 5 (1) | Workshop-Cum-Residence | 5 (1) | Bhola Nath | 5 | |
| 9 | — | 5 (2) | Cattle Shed | — | — | — | |
| 10 | 6 | 6 (1) | Shop-Cum-Residence | 6 (1) | Ram Nath | 6 | |
| 11 | — | 6 (2) | Vacant | — | — | — | For want of Tenent |
| 12 | 7 | 7 (1) | Shop Cum Residence | 7 (1) (a) | Lajwanti | 7 | |
| 13 | — | — | — | 7 (1) (b) | Bansilal | 8 | |
| 14 | — | 7 (2) | Cattle Shed-Rearing cattle for sale of milk | — | — | — | |
| 15 | 8 | 8 (1) | Residence | 8 (1) (a) | V. P. Kataria | 9 | |
| 16 | — | — | — | 8 (1) (b) | S. P. Kataria | 10 | |
| 17 | — | 8 (2) | Residence Cum Pig Rearing | 8 (2) | Kanti | 11 | |
| 18 | 9 | 9 (1) | Cloth Shop | — | — | — | |
| 19 | — | 9 (2) | Cycle Repair Shop | — | — | — | |

ANNEXE-D.25

No. TCH 37 CPO 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-560 027

Date : 3-7-1990

**ENUMERATION—CIRCULAR NO. 4**

Sub: Preparation of list of Enumerators and Supervisors.

According to the Calendar of Census Operations, one of the items of work which is to be taken up in the month of July 1990 is the preparation of an exhaustive list of all the personnel available for working as Enumerators and Supervisors for the 1991 Census. This is a task which should be immediately taken up by the District Census Officers, City Census Officers and the Charge Officers both rural and urban. While preparing this list, you should as far as possible make use of the Enumerators and Supervisors who have already worked for the Houselisting Operations. However, some of them may have been transferred and you will require replacements. Besides this, since the number of Census Enumeration Blocks will be more than the number of Houselisting Blocks, it is better to prepare a list of at least 50% more enumerators than you had for the houselisting operations. The ratio of Enumerators to Supervisors will be 5:1. You may draft primary and Secondary School Teachers and Officials of similar level of seniority of the State and Central Departments. It would be desirable to avoid drafting as Enumerators and Supervisors persons working in unaided private schools. Please do not take too many persons from any one school/office. Care should be taken to ensure that the same Enumerators are not drafted by more than one Charge Officer. In order to do so, it will be necessary for adjoining Charge Officers (particularly in the case of rural and urban charges) to hold joint discussions regarding the schools and offices from which they will be drafting the Enumerators and Supervisors.

Several Charge Officers have expressed their difficulties in drafting the Enumerators and Supervisors for the Houselisting Operations. It is therefore necessary that this task is taken up well in advance in order to ensure that by the month of August 90 the final list is ready. In cases where Headmasters/Managements of Schools/Heads of Departments evince reluctance to release their officials for census work, a personal approach i.e. by discussing the problems with the persons concerned and meeting them half way will very often solve the problems. All this takes time and hence action to prepare these lists should be taken up on top priority basis straightaway.

The second item of work that you should commence in the month of July 1990 is the delineation of the Census Enumeration Blocks for individual enumeration, writing up of the Working Sheets and filling up of the Abridged Houselist by the Census Charge Officer. This work should be commenced immediately after the training given to the Charge Officers.

Intensive training in these matters is also being given to the Census Clerks in the Charge Office immediately after the Charge Officers training. This work should be done under the close personal supervision of the Charge Officer and he should ensure that this is completed in the prescribed time schedule. Formation of the Census Enumeration Blocks and the writing up of the Working Sheets should be completed by the end of July.

These items of work viz. preparing lists of enumerators and supervisors, formation of Census Enumeration Blocks and writing up of working sheets should be reviewed by the Deputy Commissioners at the Revenue Officers meeting in the first week of August and by the Commissioners of Corporations and Municipalities and a report sent to me regarding the progress in each Charge by a D.O. letter.

(Sd/-)
(SOBHA NAMBISAN)
*Director*

To

As per the mailing list.

ANNEXE-D.26

तार : मैसेन्सस
GRAM : MYCENSUS

दूरभाष : PER
TELEPHONE : OFFICE 223312

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA
No. TCH 40 CPO 90

नं : 21/1, मिशन रोड
No. 21/1 Mission Road,
बेंगलूर-560 027
Bangalore-560 027

तारीख/Date 20-8-1990

## ENUMERATION CIRCULAR NO. 5

Sub: Selection and appointment of Enumerators and Supervisors—regarding.

In Enumeration Circular No. 4 issued under this Directorate letter No. TCH 37 CPO 90 dated 3-7-90, the Charge Officers had been instructed to compile an exhaustive list of personnel working in various offices, establishments, schools, etc., so that from these lists suitable officials can be selected and appointed as enumerators and supervisors for the ensuing Individual Enumeration to be held in February—March 1991.

2. The different cadres of personnel who are to be appointed as enumerators and supervisors are the same as that indicated in circular No. 4 issued in connection with the Houselisting Operations. However, teachers from private unaided educational Institutions should not be drafted for census.

3. Since a larger number of enumerators and supervisors will be required now, as compared to the Houselisting Operations, personnel from the various State Goyernment and Central Government offices will also have to be drafted. To facilitate this, the Government of Karnataka have already issued a circular (*No. RD 4 ETC 90 dated* 20-7-1990, *copy enclosed*) *to the Secretaries* to Government, Heads of Departments, etc., instructing them to furnish the Census authorities, with the list of officials working under their control and also to spare their services when drafted for census work.

4. The Government of India also are issuing similar Instructions to Central Government offices through their various Ministries.

5. The training for the enumerators and supervisors is scheduled to begin from 20th September 1990. The Charge Officers should, therefore, quickly select their enumerators and supervisors from the lists of personnel obtained and serve them the appointment orders.

6. The printed copies of appointment orders, identity cards, and Instruction Sheets (for communicating the jurisdictional particulars of the Census Enumeration Blocks) would have reached you by this time. For the time being it is necessary to issue only the appointment orders and the other two items should be issued at a later stage.

7. As was indicated in Enumeration Circular No. 2 (issued under D.O. No. TCH 34 CPO 90 dated 21-6-1990) an average enumerator can conveniently enumerate:

(i) About 800 persons in Rural areas

or

(ii) About 700 persons in Urban areas

during the 20 day enumeration period between 9th February, 1991 to 28th February, 1991 and also conduct the revisional round for the same population between 1st March and 5th March, 1990.

8. However, while constituting the Census Enumeration Blocks (CEBs) there may have been cases where these norms may have been very slightly exceeded. However, the population in a CEB should on no account exceed 900 in rural charges and 800 in urban charges.

9. An enumerator, therefore, may be entrusted with one CEB having a population close to the work-load norms indicated above. If a CEB has a population much less than this, then the enumerator may be given in addition, an adjacent block also having population below the norms. However, the total work-load of the enumerator for all the blocks together should not exceed 900 population in rural areas and 800 in urban areas.

10. In selecting and appointing the enumerators and supervisors the following points may be kept in view:

(i) The officials who undertake census enumeration will be permitted to attend to census work half a day in the morning or evening or as the case

may be during the entire enumeration period from 9-2-1991 to 28-2-1991. In order to maximise the benefit out of this concession the charge officers must ensure that the Census Enumeration Blocks assigned to the enumerators and supervisors are, as far as possible, located either near their place of work or residence.

(ii) When two or more CEBs, each having only a fraction of the work load norm indicated in para 7, are allotted to an enumerator, the blocks in question should be adjacent or situated close to each other so that the enumerator can cover both blocks easily.

(iii) As far as possible all the enumerators who worked in the Houselisting Operations (excluding teachers from private unaided educational institutions and from private organisations and establishments) and who were found to be efficient should be drafted for the Individual Enumeration.

(iv) The enumerators and supervisors should be thoroughly familiar with the language of the area in which they conduct the enumeration.

(v) Enumerators should be appointed for *Bechirag* or un-inhabited villages/blocks also. But such villages/blocks should be assigned to the enumerator of the adjoining area as, such assignment will not unduly increase the workload.

(vi) The part time enumerators of the SRS units should not be appointed as enumerators for the blocks constituted for the SRS units but they may be appointed as enumerators for some other block(s).

(vii) In malnad areas, while assigning the blocks, the difficult terrain and the distance which the enumerators and supervisors will be required to travel during the course of the enumeration work should be kept in view while constituting the CEBs and while assigning them to enumerators and supervisors.

(viii) The officials to be appointed as supervisors should be of a higher rank/cadre than the enumerators who will work under that supervisor. Each supervisor will supervise the work of five enumerators.

11. The Charge officers having selected the officials for being appointed as enumerators and supervisors should determine the CEBs that would be allotted to each enumerator. Similarly, they should determine which supervisors will supervise which five enumerators. The names and addresses of the selected enumerators and supervisors may be entered tentatively in the remarks column of the working sheet for formation of census enumeration blocks for reference. Besides, a reserve of 10% of the total number of enumerators and supervisors appointed for a Charge should also be selected and appointed These enumerators and supervisors in the reserve category should also be trained along with the others. In case of Rural charges, appointment of enumerators and supervisors in the reserve category should be done for each hobli/circle separately.

12. The appointment orders, identity cards, etc., supplied in connection with HLO should not be used for the individual enumeration. For the individual enumeration separate appointment orders, identity cards, etc., are supplied as indicated in para 6.

13. The appointment orders containing the requisite details should be issued to the enumerators and supervisors before 31st August, 1990.

14. The District and City Census Officers are requested to ensure that this task is completed before 31-8-1990. They are further requested also to intimate the number of enumerators and supervisors appointed, in the proforma enclosed, so as to reach this office before 10-9-1990.

15. As in case of the HLO, charge registers and charge maps will have to be prepared in duplicate. The printed books and loose sheets of charge registers have already been despatched. The instructions for preparing these will be issued shortly.

(Sd/-)
(SOBHA NAMBISAN)

Copy to: As per list.

CENSUS OF INDIA 1991

KARNATAKA

INDIVIDUAL ENUMERATION

District : City :

| Name of the Rural Charge/ town/city charge | Total number of CEBs | Total number of | | | |
|---|---|---|---|---|---|
| | | Actual | | Reserve | |
| | | Enumerators | Supervisors | Enumerators | Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |
| TOTAL | | | | | |

District/City Census Officer

.....District/City

GOVERNMENT OF KARNATAKA

Karnataka Government Secretariat,
Sachivalaya-II
Bangalore, Dated : 20-7-1990.

NO. RD 4 ETC 90

**CIRCULAR**

**Sub :** Sparing the services of Govt. servants for Census-1991.

**Ref :** 1. Circular No. RD 4 ETC 90, dated 23-1-1990.
2. Circular No. RD 4 ETC 90, dated 9-4-1990.

Government have issued Circular instructions from time to time directing Heads of Departments to give the lists of officials who are working in their Departments and in the other organisations and to spare their services as and when drafted by the Principal Census Officer/Census Charge Officers, for Census work.

Inspite of these instructions, it has come to the notice of Government that there are instances of Government Departments refusing to spare the services of their staff who are drafted for Census work. Such refusal amounts to violation of these Government instructions.

In Order to ensure that the Census work is accomplished without any kind of hindrance, Sri SRR Rao AD Heads of the Departments and other organisations are requested to implement these instructions fully and scrupulously.

All concerned should furnish the lists of the officials who are working under them and relieve such of them who are drafted for training, enumeration work etc., connected with Census 1991. Failure to comply with these instructions will be viewed seriously and may entail disciplinary action.

(Sd/-)
(N. SANKARANARAYANAN)
*Chief Secretary to Government*
*Government of Karnataka*

1. The Secretaries to Government.
2. The Divisional Commissioners.
3. The Deputy Commissioners of Districts.
4. The Chief Secretaries of Zilla Parishads.
5. The Heads of Departments.
6. The Commissioner, Corporation of City of Bangalore/Mysore/Mangalore/Belgaum / Gulbarga Hubli-Dharwad.
7. The Commissioner, Bangalore Development Authority, Bangalore.
8. The Secretary, Karnataka Legislature, Bangalore (with covering letter).
9. The Registrar, High Court of Karnataka, Bangalore (with covering letter).
10. The Secretary, Karnataka Public Service Commission, Bangalore. (with covering letter).
11. The Assistant Commissioners of Sub-divisions.
12. The Director of Census Operations, Karnataka No. 21/1, Mission Road, Bangalore-560027 for information.
13. The Private Secretary to Chief Secretary to Government, Vidhana Soudha for kind information.

ANNEXE-D. 27

तार : मैसेन्सस
Gram : MYCENSUS

दूरभाष
Telephone { Per: 223312
Office:

NO. TCH 41 CPO 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिशन रोड
No. 21/1, Mission Road,
बेंगलूर-560 027
Bangalore-560 027

तारीख/Date : 12-9-1990

## ENUMERATION CIRCULAR NO. 6

Sub : Training of Enumerators & Supervisors.

The appointment of enumerators and supervisors should have been completed by the end of August 1990. It is now necessary to organise the training of enumerators and supervisors for the population count of 1991. The training will have to be organised, conducted and supervised by the Charge Officers. The success of the census will depend on the quality of the training imparted to the enumerators and supervisors. You are therefore requested to go through this circular very carefully and follow the instructions therein while organising and conducting the training of enumerators and supervisors.

2. The enumerators and supervisors should be given four rounds of training of *three* days each. The four rounds of training should be conducted between september 1990 and January 1991. Separate instructions regarding the dates of training in different districts, are being issued to you. The fourth round of training will be taken up in the month of January 1991 when the materials for the enumeration will be distributed. Each training course should be followed by a gap of atleast 15 days before the next round of training.

3. No training class of enumerators and supervisors should contain more than 50 persons in order to ensure the quality of the training. These instructions had been given at the time of the training of the enumerators for the Houselisting Operations but in many cases the instructions were not followed and classes were held at the taluk level for batches of more than 100 persons. This time adequate precaution has been taken well in advance to ensure sufficient number of persons to take the training classes by appointing and training one Assistant Charge Officer for every two hoblies. The instructions for the actual enumeration are more difficult than for the houselisting operations and it is *absolutely essential* that classes are conducted for not more than 50 persons at a time so that it may be ensured that each trainee has understood the instructions. The Charge Officers will be held personally responsible if classes are held for more than 50 persons. In rural areas the classes should be held, as far as possible. at the hobli level so that the enumerators and supervisors would not have to travel long distances.

4. Reserve enumerators and supervisors should also be included in the training classes.

5. It would be a good practice during these training sessions to ensure that each supervisor sits with his team of enumerators from the first session itself so that they get to know each other well. It should also be ensured that the same persons do not sit at the back or in the front row during each sessions. Those trainees who are being involved in the census for the first time should be seated in the front row so that it may be ensured that they understand the instructions perfectly. It is reiterated that the official taking the classes should, by asking questions etc., ensure that each trainee has understood the instructions perfectly and is in a position to do the enumeration without making mistakes.

**Training materials**

6. We shall be sending to you the training materials well before the commencement of the training programme. The following training materials will have to be distributed to each enumerator and supervisor:

| | |
|---|---|
| (1) Instruction Booklet : | One |
| (2) Individual Slip : | One pad containing 50 slips printed in red ink. |
| (3) Household Schedule : | 10 schedules printed in red (the books should be broken and 10 leaves should be distributed to each enumerator). |
| (4) Working Sheet : | One form printed in red |
| (5) Enumerator's Abstract : | One form printed in red |

7. The training session should commence by 9.00 a.m. or 9.30 a.m. since otherwise there may not be sufficient time to cover all the aspects of the instructions. No time need be wasted in formal inauguration since these are strictly business sessions. Each of the four rounds of training will be of three days duration. The first round of training may be organised in the following way:

(i) Introductory remarks about the importance of census operations, calendar for the census operations, the census hierarchy and crucial role of enumerators and supervisors, their jurisdiction and workload and the need for accuracy and thoroughness in filling up the Individual Slips and other census schedules.

(ii) The various forms may be shown and explained in detail to the enumerators and supervisors e.g. the Household Schedule, Individual Slip, Abridged Houselist, Layout Sketch, Working Sheet, Enumerator's Abstract etc.

(iii) For the benefit of the enumerators and supervisors who may not have participated in the Houselisting Operations in April-May 1990, the concept of building number, census house number and household number should be explained and also the preparation of notional map and layout sketch with particular emphasis on the mode of numbering new buildings and census houses that the enumerators may come across during enumeration. It should be made clear that the building numbers and census house numbers have already been given by the enumerators during the houselisting operations and that these should not be changed.

(iv) The instructions for filling up the Household Schedule and the Individual Slip should be read para by para and each paragraph should be discussed in detail in order to clarify doubts.

**N.B. Please note that it is absolutely necessary to read the instructions para by para.**

(v) The instructions for filling up the Abridged Houselist, Working Sheet, Enumerator's Abstract etc., should also be explained.

(vi) Since there is a lot of ground to be covered and the basic concepts have to be made very clear, practical training need not be given during the first round of training. All the three days may be utilised in explaining the instructions.

**Second round of training**

8. During the second round of training of 3 days, the instructions for filling up the Household Schedule and Individual Slip should be read again para by para. This is necessary since there may be a gap of about one month between the first and second rounds of training. In addition, the various examples given at the back of the page should be examined and worked out in detail. Some of the more important concepts should be explained and discussed. Some of these are:

(i) Persons eligible to be enumerated.

(ii) The concepts of literacy, mother-tongue, caste etc. It should be explained that Scheduled Castes may belong to the Buddhist in addition to Hindu and Sikh religions (This is a departure from the instructions given during the houselisting operations). A person should be considered to be a Scheduled Caste or Scheduled Tribe *only* if the name of that caste or trible is included in the list of Scheduled Castes and Scheduled Tribes to be given to each enumerator. The enumerator has no discretion in this regard.

(iii) The concept of work should be explained in detail. Questions 14A to 16B should be explained with various illustrations. It should be emphasised that a person is to be considered a worker if he has worked at any time during the last 12 months irrespective of the number of days or hours that he may have worked. He would be a main worker if he has worked for more than 183 days of the year even if most of his time is spent on some other activity. For example, a housewife who works for even a short time every day for more than 183 days in the year will be considered a main worker even if most of her time is spent in house work. Various examples of this sort should be given so that the enumerators and supervisors understand perfectly the concept of work according to the census definition.

9. During the second round of training some additional time should be spent in giving detailed instructions regarding the filling up of Enumerator's Abstract, Working Sheet as well as on the Abridged Houselist. It should be emphasised *that the working sheet for the Enumerator's Abstract should be written up each day at the end of the enumeration.*

10. During the second round of training, it would be a good practice to call upon individual enumerators and supervisors to explain the various questions in the individual slip so as to know how far they have understood the instructions.

11. Half a day during the second round of training should be spent on field training.

**Third round of training**

12. During the third round of training, the emphasis should be on practical work. Although the first day should be devoted to explaining the concepts and theoretical aspects again, the whole of the second day should be devoted to field work. Each enumerator should be asked to enumerate 10 households. On the third day, *all* the Individual Slips and the Household Schedules should be checked in the presence of the enumerators and supervisors and the mistakes corrected. The enumerator should fill up not only the Household Schedule and Individual Slip but also the working sheet for the Enumerator's Abstract. All these

schedules should be checked the next day in the presence of the trainees. Since *all* the schedules of *all* the trainees should be checked, it will be necessary to have more than one Assistant Charge Officer to check the schedules. It will be desirable, in rural areas, to organise the training classes in such a way that on the third day of the third round all the Assistant Charge Officers, Additional Charge Officers and the Charge Officers can congregate at one training centre and examine and correct the trainees' schedules. Some thought will have to be given in order to plan this out successfully. This would however be an extremely useful exercise since the mistakes could be pointed out to all trainees and corrected on the spot. In urban areas, this exercise may be done by the Urban Charge Officers themselves. The City Census Officer should also be involved in the process.

13. During the third round of training, the concepts of location code and the numbering of Individual Slips in the different pads etc. should be explained in detail.

**Fourth round of training**

14. Some more time may be spent on the concept of the location code and the more difficult questions in the Individual Slip should be explained. One day may be devoted to practical training and the clearing of doubts.

15. During the fourth round of training the materials for actual enumeration viz.

1. Notional Map/Layout Sketch.
2. Abridged Houselist (with Location particulars and Section 2 filled in).
3. Household Schedule books.
4. Individual Slip pads.
5. Working Sheets for Enumerator's Abstract.
6. Enumerator's Abstract.
7. Post Graduate Degree Holder and Technical Personnel Schedules.
8. Statement showing Post Graduate Degree Holder and Technical Personnel Schedules received, issued, filled in schedules collected and blank schedules returned.
9. List of Scheduled Castes and Scheduled Tribes.
10. Inventory of Records of enumeration block.
11. Identity cards for Enumerators and Supervisors.
12. Instruction sheet for communicating the particulars of the blocks assigned.

should be distributed to the Enumerators and Supervisors.

16. The various points mentioned in the instruction sheet and the situation of the blocks assigned to them should be explained to the enumerators and supervisors, and the time schedule for collecting back the records etc., should also be explained to them in detail. Further instructions will be issued regarding these aspects.

**Supervision**

17. The training classes should be handled by the Assistant Charge Officer, Additional Charge Officer and the Charge Officer. No untrained official or person not conversant with the instructions should be allowed to conduct the training classes.

18. In rural areas, each Assistant Charge Officer will be in charge of two hoblies. In addition, he is also responsible for conducting the training in the non-municipal towns which are included in the charge of the Tahsildar. The training dates will have to be decided well in advance and intimated to the District Census Officer, Additional District Census Officer, Regional Deputy Director of Census Operations as well as this Directorate. In rural areas the Charge Officer and the Additional Charge Officer should divide the work of supervision between themselves and decide which hoblies they would cover during each round of training. *The Charge Officer and the Additional Charge Officer should sit through atleast one day's training at each hobli.* The weaker hoblies should be identified and the Charge Officers and the Additional Charge Officers should pay more attention to these places during the next round of training.

19. The Deputy Director of Census Operations in the Regional Offices, the District Census Officer, the Additional District Census Officer and other supervisory officials at the district level should draw up the programme regarding the supervision of the training classes in rural and urban areas. Similarly, in the bigger cities, the City Census Officer, in consultation with the Charge Officers should draw up a programme for supervision of the training in the urban charges. The supervision programme should be drawn up so as to ensure that as many charges as possible are supervised by them. In order to do this, they should obtain the detailed training programmes from the Charge Officers well in advance. After the first round of training, the weaker charges should be identified and they should concentrate their efforts in those places.

**Attendance**

20. An attendance register should be maintained at each training centre in which the names of all enumerators and supervisors should be noted and their signatures should be obtained for having attended the training classes. It should be noted that separate attendance should be taken for each round of training. The Charge Officer should certify in the attendance register that all the persons who have signed the attendance register have actually attended the classes every day. The format in which the training programme is to be intimated to the District Census Officer/City Census Officer and the Regional Deputy Directors is indicated in Annexure I. The District Census Officers/City Census Officers and other supervisory officers should attest the register and record their remarks regarding the adequacy and quality of the training. The Attendance Register should be written neatly and carefully since this would be the basis for sanctioning T.A./D.A. to the enumerators and supervisors.

21. At the close of each round of training, a report in Annexure II should be sent to the District Census Officer/City Census Officer and to the Deputy Director of Census Operations of the concerned Regional Office.

22. If a person appointed as enumerator or supervisor is absent without adequate reason, the Charge Officer/City Census Officer should make an immediate report to the superior officer to the official concerned and also forward a copy of the report to the District Census Officer. The District Census Officer should take up the matter with the concerned District Officer and ensure that adequate instructions are issued and action taken in cases where such action is warranted.

23. The Deputy Director of Census Operations and the City/District Census Officer should bring to our immediate notice any lacunae or difficulties noticed during the course of the training.

24. At the end of each month the District Census Officer/City Census Officer as well as the Regional Deputy Directors should send a consolidated report regarding the training to me by a D.O. letter.

25. Please acknowledge receipt of this circular.

(Sd/-)

(SOBHA NAMBISAN)

*Director of Census Operations,*
*Karnataka*

**To**

As per the mailing list.

ANNEXURE 1

CENSUS OF INDIA 1991

INDIVIDUAL ENUMERATION

**Training Programme of Enumerators and Supervisors**

District :

L.C. No. of Charge :

Taluk/Town/City :

Total number of enumerators (including reserve)

Total number of Supervisors (including reserve) :

Name or Number of Charge in case of Cities :

Total number of batches into which grouped :

| Training round number | Batch Numbers | Date of Training | | Place of Training |
|---|---|---|---|---|
| | | From | To | |
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

| Name and Designation of the officer scheduled to conduct the training | No. of personnel included in the batch to be trained | | | Remarks |
|---|---|---|---|---|
| | Enumerators (including reserve) | Supervisors (including reserve) | Total | |
| 6 | 7 | 8 | 9 | 10 |
| | | | | |

Place :

Date :

**Signature of the Charge Officer**

Forwarded to

The Regional Deputy Director of Census Operations, .....

The District Census Officer, .....District.

ANNEXURE II

CENSUS OF INDIA, 1991

INDIVIDUAL ENUMERATION

**Report on Training of Supervisors and Enumerators**

District : Taluk/Town/City Name or No. of Charge in case of City :

| Training Round No. | Batch No. | Date of Training | | Place of Training | No. who attended the training | |
|---|---|---|---|---|---|---|
| | | From | To | | Enumerators | Supervisors |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

| Number of Absentees | | Reasons for absenting and the arrangements proposed for training the absentees | Names of higher officers participating in the training and remarks left by them as to the quality and effectiveness of training and attendance |
|---|---|---|---|
| Enumerators | Supervisors | | |
| 8 | 9 | 10 | 11 |
| | | | |

Place :

Date : Signature of the Charge Officer

Forwarded to

The Regional Deputy Director of Census Operations, .....

The District Census Officer, .....district.

ANNEXE-D.28

तार : मैसेन्सस
Gram: MYCENSUS

दूरभाष : Per: 22331
Telephone: Office:

No. TCH 42 CPO 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिशन रोड
No. 21/1, Mission Road,
बेंगलूर-560 027
Bangalore-560 027
तारीख/Date : 16-10-1990

## ENUMERATION CIRCULAR NO. 7

Sub : Census of India 1991—Individual Enumeration—Writing up of Charge Registers.

It may be recalled that a Charge Register and Charge Map were prepared for each Census Charge for the Houselisting Operations according to the instructions contained in Circular No. 7 issued under D.O. No. ADM 55 EST 90 dated 18th January, 1990.

2. The Charge Register and Charge Map together provided a complete inventory of the villages and blocks, or divisions/wards and blocks into which a rural or urban charge as the case may be, had been divided for the purpose of the Houselisting Operations, with the names and other particulars of the enumerators and supervisors who were responsible for the houselisting in the blocks assigned to them.

3. The importance of the Charge Register and Charge Map need hardly be emphasized. They constitute the instruments for management and control of the Census Operation through all its stages—right from issue of blank schedules to collection of filled in records after the completion of the field work.

4. For the second phase of the 1991 Census Operations, that is, for the Individual Enumeration also, Charge Registers and Charge Maps are to be prepared in duplicate as was done for the Houselisting Operations.

5. This Directorate has already made available sufficient number of copies of printed Charge Registers to the Principal Census Officers for being distributed among the Charge Officers.

6. The instructions for filling in the various columns of the Rural and Urban Charge Registers are given in Annexe-I and II to this Circular.

7. Before writing up the Charge Register the following points must be noted and action must be taken thereon as suggested:

(i) The information for various columns of the Charge Register is to be obtained from the Working Sheet for formation of Census Enumeration Blocks (CEBs). The Charge Officer therefore must personally satisfy himself that the formation of CEBs and the preparation of the said working sheet have been made in accordance with the instructions contained in Enumeration Circular No. 2 issued under D.O. letter No. TCH 34 CPO 90 dated 21-6-1990.

(ii) It has been observed during the scrutiny of the working sheets that in a large number of cases the description of the boundaries of the CEBs furnished was not adequate. The Charge Officers must therefore personally ensure that the details furnished for the columns of the working sheets particularly those relating to the boundaries and the buildings covered in the CEB are accurate.

(iii) Normally all the blocks formed in a charge should together account for the total geographical area of the charge. More often than not, inhabited areas only are taken into account while forming the blocks. On account of this it is possible that new habitations such as a colony, layout, slum etc. which have come up after the completion of the Houselisting Operations (HLO), may not be placed in any Houselisting block. Consequently such habitations and the population residing therein may be left out from the census count during the actual enumeration.

In order to avoid omissions of such areas the concerned Charge Officer must ensure that the entire area of his charge has been covered by the census enumeration blocks and the enumerator is left with no doubts about boundaries of the blocks.

If during this exercise any areas/habitations such as colonies, hamlets, slums, layouts or part of

any built up area are found to have been left out from coverage in the HLO or have actually come up after the completion of the HLO, the particulars thereof should be furnished to the Deputy Director of Census Operations of the concerned Regional Census Office and also to this Directorate for issue of suitable instructions in the matter.

(iv) Areas such as those referred to above situated along the common boundaries of the urban charge or an urban charge and a rural charge are likely to be omitted from both the charges or covered by both the charges. To identify these cases and also to determine the boundaries of the adjoining charges, a joint inspection by the concerned Charge Officers should be conducted. Unlike the Houselisting Operations, the Individual Enumeration is a time bound field operations. The Charge Officers therefore ensure that every eligible individual/household in his jurisdiction is enumerated without omission or duplication during the enumeration period.

8. The Charge Officers should affix a certificate at the end of the Charge Register in the format given in Annexure-III.

9. Much importance is attached to these inspections to be conducted by the Charge Officers as a means to eliminate chances of any houses/areas being left out from coverage or duplicated. Therefore, the District/City Census Officers and Deputy Directors of the Regional Offices should supervise these inspections.

10. The Deputy Directors of the Regional Offices should send a consolidated report about this aspect by name to the Director of Census Operations.

11. It may be recalled that instructions had been issued in Circular No. 5 that a reserve of 10% of the enumerators and supervisors is to be maintained in each charge. The names and addresses of the enumerators and supervisors so appointed and held in reserve should be entered at the end of the Charge Register separately for each hobli. The particulars of the Assistant Charge Officer in charge of the hoblies should also be entered.

12. The charge map to be prepared and attached to the Charge Register should clearly show the following details:

(a) Charge boundaries indicating the names of adjoining charges all round.

(b) The boundaries of any urban/rural charge coming wholly or partly within the charge boundary.

(c) Revenue circle/hobli boundaries in case of rural charges and ward or division boundaries in case of urban charges.

(d) Village boundaries in rural charges.

(e) Census Enumeration Block boundaries.

(f) Boundaries of the Census Supervisor's Circle.

13. Each of the above boundaries and code numbers should be shown clearly in distinct colours for easy identification.

14. In case of rural charges if the boundaries of the CEBs and supervisory circle cannot be shown a statement showing the CEBs included in various supervisor's circle may be given on the map for ready reference.

15. The charge maps should be prepared to scale. The printed taluk maps or xerox copy or a tracing of the printed taluk map may be used to prepare the rural charge map.

16. The base map or land use map prepared by the Town Planning Department, Urban Development Authority or the Engineering Section of the Local Body must be used for preparing the Urban Charge map.

17. The maps should clearly show the notified limits or boundaries of the towns/charges as determined for the 1991 Census Operations.

18. The Charge Officers must exercise special care in showing the boundaries of the CEBs. The boundaries of CEBs should be marked with reference to charge map prepared for the Houselisting Operations and the layout sketches which have been used for the formation of CEBs and after holding field inspections as referred to in para 7.

19. The charge map so prepared should be attested by the Census Charge Officer and pasted on to Register on the inside of the back cover page.

20. One copy of the Charge Register and charge map along with working sheet for formation of enumeration block should be forwarded to the concerned Deputy Director of Census Operations of the Regional Census Office before 25-11-1990.

21. The Deputy Directors of Census Operations either during their visit to the charge officer on inspection or at the time of receipt of the Charge Register and Charge Map along with the Working Sheet should verify these records to ensure that these are prepared in accordance with the instructions issued from this Directorate on all related matters and also cause rectification of defects if any. It must be especially ensured that all the CEBs for which details are given in the Working Sheets are included in the Charge Registers under one or the other Supervisor's Circle.

22. The Deputy Directors of Census Operations after collecting these records will retain the Charge Register and Charge Map in their custody and forward the Working Sheet pertaining to all the charges of the districts in their jurisdiction to this Directorate by *Muddam* on or before 5-12-1990.

23. One copy of the Charge Register and charge map will be retained by the Charge Officers for their reference.

24. In case of special charges constituted for areas under the control of Army, Air Force, Navy and other Para Military organisations, it is sufficient if only one copy each of the Charge Register and Charge Map is prepared and retained by the respective Unit Census Officers for reference and control of operations.

Please acknowledge receipt of this circular.

(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka.*

To

All in mailing list including
Military Charge Officers.

ANNEXE I

CENSUS OF INDIA 1991

## INDIVIDUAL ENUMERATION

KARNATAKA STATE

### Column-wise Instructions for filling up the Urban Charge Register

**General**

**Location Particulars**

Enter the name of the district and the town/city and the Code Numbers, thereof in the space provided.

In case of cities and large towns which are formed into two or more Census Charges for operational convenience, enter also the name/number of the City Charge and its Code Number in the space provided.

**Supervisor's Circle No., Name, designation and address of the Supervisor**

One Supervisor is appointed to organise and supervise the work of five enumerators. A Supervisor's Circle i.e., the Jurisdiction of a Supervisor, thus consists of all the blocks assigned to each of the 5 enumerators who will work under the supervision of that particular Supervisor. Each such Supervisor's circle is to be numbered in a sequential order in the entire Charge and that number is to be entered against Supervisor's Circle No.

The Charge Officer would have by now listed out the Census Enumeration Blocks that are to be assigned to each enumerator and also grouped these Enumerators to form the Supervisor Circles by taking into consideration the geographical contiguity of the blocks and other relevant factors.

Each page of the Charge Register when fully opened is meant for one Supervisor's Circle. Thus, entries should be made on a fresh form of the Charge Register for the next Supervisor's Circle even if there is some blank space left in an already used form.

Enter the name and address of the Supervisor in the space provided for, on the right hand top corner of the format and then enter in this format the particulars of all the blocks assigned to the 5 enumerators who will work under that particular supervisor.

The blocks belonging to a Supervisor's Circle may not be in serial order. However, while entering the particulars for the blocks in columns 1 to 8, the block numbers in columns 2 and 3 should appear in an ascending order.

**Col. 1: Name or Number of Ward/Division/Mohalla, etc., and Code No.**

These particulars should invariably be entered against each block.

For the Houselisting Operations, blocks would have been constituted Wardwise/Divisionwise or Mohallawise, (that is for the areas covered within each Ward/Division/Mohalla etc.) in the case of towns/cities etc. which are constituted into territorial units such as Ward/Division/Mohalla etc. The units adopted for the Houselisting Operations will be adopted for the Individual Enumeration also without any change. However, in the case of:

(i) **Corporations, Municipalities, Notified Area Committees, Sanitary Boards, Cantonment Board, etc.**—Enter the name of numebr (such as I, II, III, etc.) or notation (such as A, B, C, etc.) of the territorial divisions as per the relevant notifications as also the code number assigned to it in arabic numericals for census purposes separated by a dash '(—)'. Eg, II-2; E-5; Fort Mohalla-3.

(ii) **Mandal Panchayats (MP).**—That is those which have been treated as towns, the particulars of Divisions/Wards, etc., should be entered if the system of Ward/Division, etc., is being followed.

(iii) **Non Municipal Census Towns (NMCT).**—Where the system of Ward/Division, etc. is not prevalent, the entire town is to be treated as a 'single ward'. Hence for all the blocks of such a town '1' will be entered under this column. The code for the Ward/Division entered in this column, forms the fourth element of the location code. (Refer para 19 and 19.1 of the booklet of Instructions to Enumerators for filling up the Household Schedule and Individual Slip).

(**Note** : In case, there are any doubts about the procedure of entering the Division/Ward code, a reference may be made immediately to the Director of Census Operations).

**Col. 2: Houselisting Block Number (Give Houselist population within brackets)**

Enter the Houselist Block Number from column No. 2 of the Working Sheet. In the working sheet, Houselisting Block No. in column 2 and Census Enumeration Block in column 8 run serially in an ascending order. In the Charge Register, however, the block numbers may not run serially, because the particulars of the blocks are entered separately for each Supervisor's Circle.

It must be ensured that blocks which have no population should also find a place in the Charge Register and particulars of block boundary and enumerator's name etc., should also be indicated against such blocks.



41—13 RGI/ND/96

Enter the total population of the "Houselisting Block" within brackets after the block number.

Where a Houselisting Block has been divided into more than one Block, repeat the Houselisting Block code number and its population within brackets for all the Census Enumeration Blocks formed out of it.

**Col. 3 : Census Enumeration Block Number**

Enter this number from column 8 of the working sheet carefully. You should not commit any errors while entering this number. This forms the fifth element of the location code that would be entered on all the enumeration records.

**Col. 4 : Population of Census Enumeration Block as per Houselist**

Enter here the population of the Census Enumeration Block as per Houselist, as noted in column 7 of the working sheet.

**Col. 5 : Description of the boundaries of the Census Enumeration Block.**

Copy the particulars contained in columns 3 or 5a to 5d of the working sheet as the case may be. If the Houselisting Block has not been split, the particulars will be available in column 3 of the working sheet. On the other hand if the Houselisting Block has been split into two or more Census Enumeration Blocks, particulars of the boundaries of each of the Census Enumeration Block will have to be copied from columns 5a to 5d.

In either case these particulars should be copied carefully and the particulars given for North, South, etc., should not be mixed up.

**Col. 6a to 6c : Buildings covered under the Enumeration Block**

Copy the particulars given in columns 6a, 6b and 6c of the working sheet in the corresponding columns.

**Col. 7 : Name, designation and address of the Enumerator**

Enter these particulars of the Enumerator appointed for each block.

If an enumerator is given more than one block please be careful to enter all the blocks assigned to him/her one below the other and then put a bracket to cover the lines pertaining to these blocks. Write the particulars of the Enumerator against all these blocks enclosed in brackets instead of repeating the details against each one of these blocks.

Give serial numbers to the enumerators starting from 1 continuously for the entire Charge/Town as a whole.

**Col. 8 : Remarks**

In the case of each Census Enumeration Block formed in respect of the Sample Registration Scheme Units write "SRS UNIT" boldly in red ink.

In cases where the workload of an enumerator appears to be unusually lower or higher than the prescribed norms, briefly indicate the special circumstances or reasons for doing so. Eg : Houses are scattered over a vast geographical area; remote area where transport facilities are non-existent; disjointed clusters of islands, etc.

ANNEXE II

# CENSUS OF INDIA 1991

## INDIVIDUAL ENUMERATION

KARNATAKA STATE

### Column-wise Instructions for filling up the Rural Charge Register

**General**

**Location Particulars**

Enter the name of the district, Taluk/Rural Charge, Development Block and the Code Numbers thereof in the space provided.

**Supervisor's Circle No., Name, Designation and address of the Supervisor**

One Supervisor is appointed to organise and supervise the work of five enumerators. A Supervisor's Circle i.e., the jurisdiction of a Supervisor, thus consists of all the blocks assigned to each of the 5 enumerators who will work under the supervision of that particular Supervisor. Each such Supervisor's Circle is to be numbered in a sequential order in the entire Charge and that number is to be entered against "Supervisor's Circle No."

The Charge Officer would have by now listed out the Census Enumeration Blocks that are to be assigned to each enumerator and also grouped these enumerators to form the Supervisor Circles by taking into consideration the geographical contiguity of the blocks and such other factors.

Each page of the Charge Register when fully opened is meant for one Supervisor's Circle. Thus, entries should be made on a fresh form of the Charge Register for the next Supervisor's Circle even if there is some blank space in an already used form.

Enter the name and address of the Supervisor in the space provided for, on the right hand top corner of the format and then enter in this format the particulars of all the blocks assigned to the 5 enumerators who will work under that particular Supervisor.

The blocks belonging to a Supervisor's Circle may not be in serial order. However, while entering the particulars for the blocks in columns 1 to 9, the block numbers in columns 3 and 4 should appear in an ascending order.

**Col. 1 : Location Code No. of the village**

Enter the code number of the village as given in the approved list of villages and column 1 of the working sheet. This code number should be repeated for all the blocks formed for a village. This code number forms the fourth element of the location code that would have to be entered in all the enumeration records.

**Col. 2 : Name of village/hamlet (with name of village with brackets)**

Enter the name of the village or hamlet as the case may be as per the list of villages and column 2 of the working sheet.

Where particulars for a block constituted for the hamlet are being entered besides the name of the hamlet, the name of the revenue village to which the hamlet belongs to should also be entered within brackets.

These particulars should be repeated for all the blocks where more than one block is constituted for the gaothana or the hamlet.

**Col. 3 : Houselisting Block No. (Give Houselist population within brackets)**

Enter the Houselisting Block Number with reference to column 3 of the working sheet corresponding to the gaothana/hamlet/place entered in column 2 of the Charge Register.

Villages or blocks which have no population should also be entered in the Charge Register and the particulars such as Block boundary description, the name of the enumerators to whom assigned etc. should also be entered.

Enter the total population of the "Houselisting Block" within brackets after the block number.

Where a Houselisting Block has been divided into more than one Block, repeat the Houselisting Block code number and its population within brackets for all the Census Enumeration Blocks formed out of it.

**Col. 4 : Census Enumeration Block No.**

Enter this number from column 9 of the working sheet carefully. You should not commit any errors while entering this number. This forms the fifth element of the location code that would be entered on all the enumeration records.

**Col. 5 : Population of Census Enumeration Block as per Houselist**

Enter here the population of the Census Enumeration with reference to column 8 of the working sheet.

**Col. 6 : Description of the boundaries of the Census Enumeration Block**

Copy the particulars contained in columns 4 or 6a to 6d of the working sheet. If the Houselisting

Block has not been split the particulars will be available in column 4 of the working sheet. On the other hand, if the Houselisting Block has been split into two or more Census Enumeration Blocks particulars of the boundaries of each of the Census Enumeration Blocks will have to be copied from columns 6a to 6d of the working sheet.

These particulars should be copied carefully and particulars given for north, south, etc., should not be mixed up.

**Col. 7 : Building covered under the Enumeration Block**

Copy the particulars given in columns 7a, 7b and 7c of the working sheet in the corresponding columns.

**Col. 8 : Name, designation and address of the Enumerator**

Enter these particulars of the Enumerator appointed for each block.

If an enumerator is given more than one block please be careful to enter all the blocks assigned to him/her one below the other and then put a bracket to cover the lines pertaining to these blocks. Write the particulars of the Enumerator against all these blocks enclosed in brackets instead of repeating the details against each one of these blocks.

Give serial numbers to the enumerators starting from 1 continuously for the entire charge as a whole.

**Col. 9 : Remarks**

In the case of each Census Enumeration Block formed in respect of the Sample Registration Scheme Units write "SRS UNIT" boldly in red ink.

In cases where the work load of an enumerator appears to be unusually lower or higher than the prescribed norms, briefly indicate the special circumstances or reasons for doing so. Eg. Houses are scattered over a vast geographical area; remote area where transport facilities are non-existent; disjointed clusters of islands, etc.

ANNEXE III

## CERTIFICATE

Certified that—

(i) the entries in the Charge Register have been made with reference to the working sheets and other relevant records.

(ii) I am personally satisfied on the basis of my field inspection that—

(a) all the areas and buildings within my charge have been included in the CEBs formed and no area or building has been left out,

(b) that there is no overlapping of the jurisdiction of the Enumerators and Supervisors,

(c) that the boundaries in my charge have been unambiguously determined according to the relevant notifications or as determined for the 1991 Census as also on the basis of the joint inspection conducted along with the Charge Officer/s of the adjoining charge/s.

*Charge Officer*

तार : मैसेन्सस
Gram: MYCENSUS

दूर भाष : { Per: 223312
Telephone: { Office:

No. TCH 43 CPO 90

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं० 21/1, मिशन रोड,
No. 21/1, Mission Road,
बेंगलूर-560 027
Bangalore-560 027

तारीख/Date : 20-11-1990

## ENUMERATION CIRCULAR NO. 8

Sub: Census of India 1991—Distribution of Census Forms/Schedules etc., for the conduct of Individual Enumeration—regarding.

As per the Census Calendar for the Individual Enumeration, the Charge Officers should have worked out the blockwise requirement of the enumeration material and communicated the total requirement of the enumeration material in respect of their charges to this Directorate through the District/City Census Officer concerned in the month of October, 1990. However, in order to be able to start the despatch of the enumeration material to the districts in the month of October 1990 itself the chargewise requirement of the enumeration material for each District/City has been worked out in this Directorate itself and accordingly supplies are being made to the Principal Census Officers. The Principal Census Officers in turn are required to distribute the materials to Charge Officers according to the statements forwarded to them.

The Charge Officers are required to issue the following items to the enumerators and supervisors during the fourth round of the training class to be held in the month of January 1991 as indicated in Enumeration Circular No. 6.

**A. Filled in forms/schedules**

(1) Identity cards for enumerators and supervisors.

(2) Abridged Houselist booklet with location code particulars and Section 2 duly filled in.

**B. Blank forms/schedules**

(1) Continuation sheets of Section 3 of the Abridged Houselist.

(2) Blank forms for preparing Notional map and Layout sketch.

(3) Blank Household Schedules (Books).

(4) Individual Slips (Pads).

(5) Working Sheets for preparing Enumerator's Abstract.

(6) Enumerator's Abstract.

(7) Post Graduate Degree Holder and Technical Personnel Schedules.

(8) Statement showing the number of Post-graduate Degree Holder and Technical Personnel Schedules, received, issued, filled in schedules collected and blank schedules collected and blank schedules returned.

(9) List of Scheduled Castes and Scheduled Tribes.

(10) Inventory of Records of Enumeration Block.

Some of these items are to be issued at a fixed rate for each block or enumerator while some are to be worked out on the basis of the population size of the census enumeration block. The Charge Officers are required to work out the requirement of the above items to be issued to enumerators and supervisors, as the case may be, sufficiently in advance and make necessary arrangements for their distribution to the field staff during the last round of training in January 1991. It must be noted that there should not be much of a time gap between the date of issue of these materials and commencement of the field work in the month of February 1991.

Besides working out the quantity of these items to be issued, the Charge Officers will have to take certain steps before these are issued to the enumeration personnel. These aspects are indicated in the following paragraphs:

**A. Filled in Forms/Schedules**

**2. Abridged Houselist with location code particulars**

Printed Cards (Pink cards for Enumerators and Yellow cards for Supervisors) have been supplied to the Charge Officers by the District/City Census Officers. These are to be duly filled in with relevant details and issued to the enumerators and supervisors under the signature and seal of the Census Charge Officer.

These need not be issued to the enumerators and supervisors held in reserve.

**2. Abridged Houselist with location code particulars and Section 2 duly filled-in.**

In accordance with the Instructions issued in Enumeration Circular No. 3, Abridged Houselists will have been written up for each and every CEB in the Charge including those blocks which have no population. The Charge Officer will have by now allotted one or more CEBs to each of the enumerators taking into consideration the work load norms, the proximity of the blocks, etc.

According to the allotment of the blocks made—about which details are available in the Charge Register.—the Charge Officer should issue the filled in AHL of the blocks to the enumerators concerned. Before these are issued, the Charge Officer should ensure that—

(i) the complete identification particulars are invariably entered in the AHL.

(ii) the block number indicated here relates to the CEB and not to the HLB, and that

(iii) the full location code of the CEB such as 11/2/5/4(8), 11/5/IV/3(8) as applicable to the CEB concerned is entered on the top right corner of the cover page of AHL without fail.

**B. Blank Forms/Schedules**

**1. Continuation sheets of Section 3 of the Abridged Houselist (AHL)**

The Charge Officers have already been supplied with continuation sheets of Section 3 along with the main AHL books. This should be used by the enumerators only after exhausting all the lines available in Section 3 of the main AHL book i.e. in cases where Section 3 of main AHL book is not sufficient to accommodate the new additions of buildings, census houses and households in the CEB.

This continuation sheet may be issued to enumerators at the rate of one sheet per block.

**2. Sheets for preparing Notional Maps/Layout Sketches**

As in the Houselisting Operations this item is to be issued to enumerators at the rate of two sheets per block—one for preparing the Notional Map and one for preparing the Layout Sketch. In order to avoid wastage of these forms the enumerators should be instructed to prepare the Notional Map and Layout Sketches in the first place on separate sheets of plain paper and finally copy the contents neatly on these forms supplied with the printed title and legend.

Besides the actual requirement based on the number of blocks, some extra forms—20 per cent and 10 per cent of actual requirements—have been supplied as Charge Reserve and district/city reserve respectively.

Two sheets may be issued to each Supervisor as "Supervisor's Circle Reserve" from the Charge and District/City reserve provided.

**3. Household Schedule (HHS) and**

**4. Individual Slip (IS) Pads Supplies made**

Household Schedule forms are supplied in the form of books and Individual Slips are supplied in pads.

To meet the requirement of enumerators who do not have sufficient working knowledge of Kannada, certain quantities of Household Schedules and Individual Slips printed in English/Marathi have also been supplied to the District/City Census Officers. While a small quantity of HHS & IS, in English, is supplied to most of the district/cities, the HHS & IS in Marathi are supplied only to the districts of Belgaum, Bidar and Uttara Kannada in accordance with the requirements of these districts.

**Size of HHS pads and IS pads**

As mentioned earlier HHS forms which are printed in English, Kannada and Marathi languages are supplied in the form of books. For convenience and to avoid wastage the books are supplied in 2 denominations—containing 27 and 11 schedules respectively. (However, there may be slight variation in the number of schedules from book to book). In the case of books of the Household Schedules printed in English, these are supplied in books with 23 schedules and 11 schedules respectively.

The Individual Slips are supplied in pads of 3 denominations viz. pads containing 50 slips, 25 slips and 10 Slips.

**Numbering of Household Schedule (HHS) books and Individual Slip (IS) Pads**

According to the instructions contained in paras 18 and 35 of the Instructions to Enumerators for filling up the HHS and IS, the Charge Officer should indicate the Book Number and Pad Number as the case may be on the cover page of the HHS books and IS pads before these are issued to the enumerators. The Charge Officers are therefore required to assign serial numbers to each of the HHS books in a continuous series starting from 1 and to each of the IS pads also in a continuous series starting from 1. The method of numbering is indicated below:

**HHS Books** : The HHS Books of different denominations must be separated first and arranged languagewise in the following order of precedence.

**Kannada** : The HHS books containing 27 forms and 11 forms in Kannada should be assigned Sl. Nos. start-

ing from 1. The Sl. No. should be assigned to the HHS books of 27 schedules first and after assigning the Sl. No. to the last book of 27 schedules in Kannada, the book of 11 schedules in Kannada should be taken up and assigned Sl. Nos. in continuation of the Sl. No. given to the last HHS book containing 27 Schedules (Kannada).

**English** : Thereafter the HHS Books in English containing 23 forms and 11 forms should be assigned Sl. Nos. in continuation of the last book number assigned to HHS book containing 11 schedules printed in Kannada language.

**Marathi** : If HHS Books in Marathi are also supplied to the charge, the books containing 27 forms and 11 forms should be assigned book numbers in continuation of the last number assigned to the HHS book containing 11 schedules of English Language or Kannada language. if HHS of English are not supplied.

The numbers assigned to the books should be clearly written on the cover page of HHS books in the space provided for:

| Language & size of the book | Books supplied to the charge | | Book Numbers to be assigned |
|---|---|---|---|
| | **Illustration 1** | | |
| Kannada | 27 | 1600 | 1—1600 |
| | 11 | 1400 | 1601—3000 |
| English | 23 | 200 | 3001—3200 |
| | 11 | 100 | 3201—3300 |
| Marathi | 27 | 426 | 3301—3726 |
| | 11 | 355 | 3727—4081 |
| All languages total: | 27/23 | 2226 | |
| | or 11 | 1855 | |
| Last Serial Number | | 4081 | |
| | **Illustration 2** | | |
| Kannada | 27 | 1800 | 1—1800 |
| | 11 | 1500 | 1801—3300 |
| English | 23 | .. | |
| | 11 | .. | |
| Marathi | 27 | 426 | 3301—3726 |
| | 11 | 355 | 3727—4081 |
| All languages total : | 27/23 | 2226 | |
| | 11 | 1855 | |
| Last Serial Number | | 4081 | |

It is most essential that book numbers are assigned serially without break for the charge as a whole in one continuous series for the entire consignment of HHS books received in the charge as indicated above.

**IS Pads.** As already mentioned, the IS pads are supplied in three denominations i.e. in pads containing 50, 25 and 10 slips. Individual Slips as in case of HHS are supplied in three languages namely **Kannada**, English and Marathi depending on the requirement.

As in case of HHS books the Individual Slip pads of Kannada, and if supplied, those in English and Marathi should be separated and thereafter the IS pads containing 50, 25 and 10 slips should be separately arranged for each language.

For assigning Sl. Nos. in one continuous series for all the pads of IS supplied to the Charge the following procedure should be adopted:

(i) All the pads of 50 slips in Kannada should be assigned numbers in a continuous series starting with 1.

(ii) After assigning pad numbers to all pads of 50, the pads of 25 slips in Kannada should be taken up and assigned Sl. Nos. in continuation of the last Sl. No. assigned to the pad of 50 slips in Kannada.

(iii) Similarly, after assigning pad numbers to all the pads of 25 slips in Kannada, the pads of 10 slips in Kannada should be taken up and assigned Sl. Nos. in continuation of the last Sl. No. assigned to the 25 slips pad in Kannada.

(iv) Thereafter, if Individual Slips in English and Marathi are also supplied, the pad numbers should be assigned in continuation of the last pad number issued to the 10 slips pad in Kannada to the pads containing 50, 25 and 10 Individual Slips in English and to the pads containing 50, 25 and 10 IS in Marathi in continuation of the last pad number given to the IS pad of 10 slips in English.

The number assigned to the pads should be clearly and neatly entered in the space provided for entering the pad number on the cover page of the Individual Slip pads.

It is important to ensure that there is no break in the pad numbers assigned. Care must be taken to ensure that all the pads—Irrespective of the language and size denomination of the pad—are issued pad numbers in one continuous series for the Charge as a whole adopting the procedure indicated above.

It is the personal responsibility of the Charge Officer to ensure that each HHS Book and IS pad is assigned a Sl. No. as indicated above before the enumeration materials are issued to the field personnel.

**Assignment of pad Nos. to Individual Slip pads :**

| Language and size of the pad | Pads Supplied to the charge | | Pad Nos. to be assigned |
|---|---|---|---|
| | **Illustration 1** | | |
| Kannada | 50 | 4760 | 1—4760 |
| | 25 | 1000 | 4761—5760 |
| | 10 | 3000 | 5761—8760 |
| English | 50 | 408 | 8761—9168 |
| | 25 | 200 | 9169—9368 |
| | 10 | 310 | 9369—9678 |

| Language and size of the pad | Pads Supplied to the charge | | Pad Nos. to be assigned |
|---|---|---|---|
| Marathi | 50 | 1509 | 9679—11187 |
| | 25 | 284 | 11188—11471 |
| | 10 | 400 | 11472—11871 |
| All languages total : | 50 | 6677 | |
| | 25 | 1484 | |
| | 10 | 3710 | |
| Last pad No. | | 11871 | |

**Illustration 2**

| | | | |
|---|---|---|---|
| Kannada | 50 | 5168 | 1—5168 |
| | 25 | 1200 | 5169—6368 |
| | 10 | 3310 | 6369—9678 |
| English | 50 | .. | .. |
| | 25 | .. | .. |
| | 10 | .. | .. |
| Marathi | 50 | 1509 | 9679—11187 |
| | 25 | 284 | 11188—11471 |
| | 10 | 400 | 11472—11871 |
| All languages total : | 50 | 6677 | |
| | 25 | 1484 | |
| | 10 | 3710 | |
| Last pad No. | | 11871 | |

**IMPORTANT:** The HHS books and Individual Slip pads which are retained with the District/City Census Officers as District/City reserve should not be numbered. But if any Charge Officer draws additional books/pads from the District/City reserve such HHS books and IS pads should invariably be assigned book or pad numbers in continuation of the last book number or the pad number, as the case may be, already assigned in the Charge irrespective of the language and size denomination. If however, the HHS books and IS pads drawn from the District/City reserve are of different languages, then the book number and pad number, as the case may be, should be given in continuation of the last number already given after arranging the books/pads languagewise adopting similar procedure to that detailed in the preceding paras i.e. the order of precedence prescribed should be followed.

**Issue of Materials to the Enumerators and Supervisors—Basis on which to estimate and Issue**

**Total number of HHS books and IS to be allotted to each CEB.**

**A. Household Schedule books**

**Step I :** One HHS is to be filled for each household irrespective of the type of the household, be it normal or institutional or houseless household. The requirement of HHS books containing 27/23 or 11 schedules is to be assessed on the basis of the number of households listed in Section 2 of the AHL (last Sl. No. of the HH in Col. 7 of AHL) written up by the Charge officers.

**Step II:** In order to provide for the marginal increase in the number of households—in between the HLO and the enumeration—increase the number of households in the CEB by 5 per cent.

**Step III.** The figure so arrived at in Step II should be divided by 27 or 23 depending on whether the schedules being issued are in Kannada/Marathi or English language.

The quotient will give the number of books of HHS containing 27 or 23 schedules as the case may be.

(a) if the remainder (or the total number of households in the CEB) is more than 22 an additional book (one book) of 27 or 23 as the case may be should be issued.

(b) if the remainder (or the total number of households in the CEB) is 22 or less than 22 but more than 11, two books of HHS containing 11 schedules should be issued.

(c) if however the remainder (or the total number of households in the CEB) is 11 or less than 11, one book of Household Schedule containing 11 schedules may be allotted.

**B. Individual Slip pads**

One Individual Slip is to be filled in for every individual eligible for enumeration in the CEB. The requirement of IS pads should be assessed for each CEB on the basis of the population of the CEB available in the working sheet for formation of CEB.

**Step I:** Raise the population figures of the CEB available in the working sheet by 5% to cover the marginal increase in population since the conclusion of the Houselisting Operations.

**Step II:** The figure arrived at Step I should be divided by 50. The quotient will give the number of pads of 50 slips to be issued.

(a) if the remainder (or the inflated population of the CEB) is a number between 45-49, two individual Slip pads of 25 or one pad of 50 slips may be issued.

(b) if the remainder (or the inflated population of the CEB) is ten or less than ten, one pad of ten slips may be issued.

(c) in other cases, pads of 25 and 10 slips may be issued appropriately corresponding to the remainder (or the inflated population of the CEB).

In case of areas where there is a likelihood of encountering a large number of single member households due to the concentration of houseless population, hotels, lodges, etc., and where there is considerable increase in population since the conclusion of the HLO

it would be necessary to make some extra provision to cover such eventualities also.

**Even for Census Enumeration Blocks which have No Population whatsoever as per HLO, A HHS book containing 11 Forms and one IS pad of 10 slips should be issued.**

Certain number of HHS books and IS pads should be issued to each supervisor as "supervisor circle reserve" for being issued to the enumerators to meet shortages if any during the period of actual enumeration.

The illustration given in Annexure I indicates how the requirement of HHS books, IS pads and PGDHTP schedules for the CEBs is to be worked out.

For working out the requirement of HHS books and IS pads a format similar to the one used for this illustration may be used. (see Annexure I).

The Enumerators should be issued Books and Pads as worked out by the above procedure. While issuing the books and pads to the Enumerators full location codes should be written on the cover pages of the HHS Books and IS pads at the appropriate places so that there will not be any mix up of Books and Pads issued for different blocks and the enumerator who is entrusted with more than one block will know which books/pads are to be used for the different blocks allotted to him.

For this purpose rubber stamps—depicting the location codes of the State, district and taluk or town may be used to mark the same [for example: 11/1/1/( ); 11/5/V/ ( )] and the location codes of the villages or ward/division/mohalla and block No. within brackets can be written by hand.

**5. Working sheets for preparing Enumerator's Abstract**

The minimum requirement of this form for each block is *three*—one for Normal Households, one for Institutional Households and one for Houseless Households. For each of these types of households one working sheet form should be prepared separately irrespective of the fact whether there are any such households in the CEB or not.

**Therefore even for CEBs which have no population three working sheets forms should be issued.**

Each Working Sheet form—which has 40 lines has provision for recording particulars relating to 40 households. In respect of CEBs which have population the number of forms is to be worked out on the basis of the number of households in the CEB.

The Working Sheet forms may be issued to the enumerators as per the scale indicated below for each block.

| Number of Households | Number of Working Sheets forms to be issued for | | | Total |
|---|---|---|---|---|
| | Normal | + Institutional | + Houseless | |
| 1 | 2 | 3 | 4 | 5 |
| 0— 34 | 1 + | 1 + | 1 | 3 |
| 35— 70 | 2 + | 1 + | 1 | 4 |
| 71—110 | 3 + | 1 + | 1 | 5 |
| 111—145 | 4 + | 1 + | 1 | 6 |
| 146—185 | 5 + | 1 + | 1 | 7 |
| 186—220 and so on | 6 + | 1 + | 1 | 8 |

**6. Enumerator's Abstract**

Enumerator's Abstract form should be issued to the Enumerators at the rate of one form per block.

Two forms may be issued to the Supervisors as Supervisor's Circle reserve.

**7. Post Graduate Degree Holder and Technical Personnel Schedule**

The number of schedules that should be issued is to be worked out as a percentage of the total population in the block. The rates of percentages fixed for the purpose varies from district to district and from rural to urban charges. Hence separate instructions will be issued for this. A separate letter indicating these percentages as applicable to different cities, towns, taluks etc. is being issued shortly. However the number of schedules to be allotted may be worked out simultaneously, when the number of HHS books and IS pads to be issued, is worked out.

**8. Statement showing Post Graduate Degree Holder and Technical Personnel Schedule, received, issued and returned**

This form should be issued to the Enumerators at the rate of one form for each block.

**9. List of Scheduled Castes and Scheduled Tribes**

To be issued at the rate of one per enumerator and one per supervisor.

**10. Inventory of Records of Enumeration Block**

This inventory is to be prepared by the enumerator in triplicate separately for each of the census enumeration blocks, allotted to him/her.

This form should be issued to the enumerators at the rate of 3 forms per block.

**Important:** After working out the blockwise requirement of the HHS books and IS pads in the format of Annexure-I the total for the charge is to be struck in respect of columns 5, 6, 9, 10 and 11 of the format. In some cases it may so happen that number of HHS books of 27/23 schedules and IS pads of 50 slips actually supplied may fall short of total struck in col. 5 or col. 9 of the format in Annex. I. In such cases, books of other denominations may be issued.

It should be remembered and ensured that the Enumerators are issued with HHS books and IS pads bearing book/pad numbers and that the serial number of such pads and books issued are recorded in the Issue Register.

While issuing the HHS books and IS pads, it should be ensured that these are in the appropriate language and there is no unnecessary break in the Sl. Nos. of the books/pads issued to a particular block. For example, if 14 IS pads of 50 slips and one pad of 25 slips are allotted to a particular block, the Sl. No. of the 14 pads of 50 slips should be continuous, ex. 147--160.

The format at Annexure II should be used to enter the details of the forms and schedules, issued to the field personnel.

The enumerators should be issued HHS books and IS pads as per the estimates worked out as per procedure indicated earlier. It is particularly important that at the time of issue in respect of each CEB the Sl. No. of the HHS books and IS pads allotted to each CEB are noted correctly in the Register as at Annexure II and that the same sets of books and pads are collected back on the conclusion of the field work.

At the time of the issue of these census materials the Enumerators as well as the concerned supervisors should be asked to note down the HHS book numbers and IS pad numbers allotted to each of the blocks assigned to them on the back of the Instruction Sheets. They should also be cautioned to use only such books/pads as are allotted for use in a particular block. Even if a few unused schedules/slips are left over in any book/pad allotted for a particular block those schedules or slips should not be used for another block.

The Register as per proforma in Annexure II may be got prepared by the Charge Officer well in advance and the materials—per Block and per Enumerator—are assigned thereof in a systematic order so that there is no confusion on the day of issue.

To avoid disruption of census work which is a time bound operation, due to any shortages of forms or schedules, reserves at the Charge Level and District/City level have been provided. These reserves should be made use of effectively and judiciously.

Wastage of forms/schedules should be avoided, as the shortage due to the wastage cannot be made good for obvious reasons.

The receipt of this circular may kindly be acknowledged.

(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka*

To

As per mailing list.

ANNEXURE I TO CIRCULAR No. 8

Name of Taluk : Anekal
Code No. : 1

## ILLUSTRATION : ASSESSMENT OF FORMS FOR CEB

Name of District : BANGALORE Code No. 1

Name of Taluk : Anekal
Code No. : 1
Name of City.... Name/No. of City Charge....
Code No..... Code No. .....

| Sl. No. | Supervisor Circle No./ C.E.B. No. | No. of house-holds in the CEB as per AHL | No. of House-holds in Col. 3 raised by 5% | No. of Books of HHS required | | Population of CEB as per working sheet | Population in Col. 7 raised by 5% | No. of pads of Individual Slips required | | | No. of PGDHTP Schedules required | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | 27/23 | 11 | | | 50 | 25 | 10 | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | Supervisor Circle No. 1 | | | | | | | | | | | |
| 1. | 1 | Nil | .. | .. | 1 | Nil | Nil | .. | .. | 1 | .. | Bechirag |
| 2. | 2 | 135 | 142 | 5 | 1 | 629 | 713 | 14 | .. | 2 | 14 | Block |
| 3. | 3 | 27 | 28 | 1 | 1 | 132 | 138 | 2 | 1 | 2 | 3 | |
| 4. | 4 | 118 | 124 | 4 | 2 | 590 | 620 | 12 | .. | 2 | 12 | |
| 5. | 5 | 107 | 112 | 4 | 1 | 534 | 561 | 11 | .. | 2 | 11 | |
| 6. | 6 | 157 | 164 | 6 | 1 | 786 | 825 | 16 | 1 | .. | 17 | |
| 7. | 7 | 139 | 145 | 5 | 1 | 697 | 732 | 14 | 1 | 1 | 15 | |
| | Supervisor Circle No. 2 | | | | | | | | | | | |
| 8. | 8 | 33 | 35 | 1 | 1 | 164 | 172 | 3 | 1 | .. | 3 | |
| 9. | 9 | 31 | 33 | 1 | 1 | 157 | 165 | 3 | .. | 2 | 3 | |
| | | and so on | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | |

Note : 1. In this Charge since Household Schedules in Kannada are used, book size of HHS in Col. 5 is taken as 27

2. The number of PGDHTP Schedules is worked as 2% of the population of the Block on a notional basis. The method of working out the requirement of PGDHTP Schedules will be intimated separately.

ANNEXURE II to CIRCULAR No. 8

## FORMS/SCHEDULES ISSUED TO ENUMERATORS/SUPERVISORS

Name of District : Name of Taluk/Town/City* : Code No. :

Code No. : No. & Name of Charge*/ : Code No. :

| Supervisor Circle No. CEB No. | Filled in AHL (Main) | AHL-Continuation sheet Sec. 3 (Blank) | Sheet for Notional Map/ Layout Sketch | Sl. Nos. of HHS books allotted | | Sl. Nos. of IS pads allotted | | | Working sheets for preparing the Enumerator's Abstract |
|---|---|---|---|---|---|---|---|---|---|
| | | | | 27/23 Schedules | 11 Schedules | 50 Slips | 25 Slips | 10 Slips | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

| Enumerator's Abstract Form | PGDHTP Schedules | Statement of PGDHTP Schedules | Inventory of Records of Enumeration Block | List of SC/ST | Signature of Enumerator/Supervisor with date |
|---|---|---|---|---|---|
| 11 | 12 | 13 | 14 | 15 | 16 |
| | | | | | |

ANNEXE-D.30

तार : मैसेन्सस
Gram: MYCENSUS.

दूरभाष Telephone { Per: 223312 Office:

No. TCH 44 CPO 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिशन रोड,
No. 21/1, Mission Road,
बेंगलूर-500027
Bangalore-500 027

तारीख/Date: 28-11-1990

## ENUMERATION CIRCULAR NO. 9

**Sub: Ensuring complete coverage of area and population—regarding.**

The success of the Census Operations--viewed in terms of cent percent coverage of the area and population on the one hand and eliciting correct and full information from the respondents on the other—very much depends upon the sincere and concerted efforts put forth by the personnel entrusted with the Census work at different levels. In this organisational set up, the charge Officer occupies a pivotal position, for it is he who is entrusted with the responsibility of constituting the area under his jurisdiction into Census Enumeration Blocks, appointment of the Enumerators and Supervisors, imparting them the necessary theoretical and practical training, providing them with the Census Schedules, supervision of the field work, collecting the filled in schedules and finally handing these over to the Census Directorate. The Charge Officers should therefore motivate all the Census personnel working under their guidance to put in their best performance.

2. As already indicated in Enumeration Circular No. 7, every Charge Officer should establish close rapport with his counterparts in charge of the area that adjoin his own area of operation and conduct a systematic joint 'on the spot' inspection of the outer boundary and clearly identify the places which fall within the area under his own jurisdiction and those that lie beyond. In other words, Charge Officers should ensure that in the border zone there are no cases of either omissions or of overlapping of areas arising out of any sort of confusion regarding their respective jurisdictions.

3. Within the geographical area coming under his own jurisdiction the Charge Officer should conduct a rapid, but intensive, field inspection to take note of the conspicuous changes which might have occurred since the conclusion of the Houselisting Operations in May 1990. Such changes could be of the following types: what were formerly agricultural fields or open spaces may now be found to have—several newly formed lay-outs, a considerable number of multistoreyed-multiflat housing blocks, clusters of huts and houses built of substandard material (i.e., emergence of slums), rehabilitation settlements set up by the Government and so on. After a quick appraisal of the field situation, the Charge Officer should ascertain whether such areas which have witnessed a conspicuous growth in the intervening period have been unambiguously included within the boundaries of one or the other Census Enumeration Blocks already constituted in the Charge. If not, the Census Enumeration Blocks of which such areas form part should be determined by spot verification and necessary instructions should be issued to the concerned Supervisors and Enumerators besides making relevant notings in the remarks columns of the working sheet and the Charge Register. However, if the estimated population of any such area were to be very large and likely to cause an abnormal increase in the work load of an enumerator then the Charge Officer may constitute such an area into a separate Census Enumeration Block with well defined and identifiable boundaries. This step calls for abundant caution as it would necessitate several changes in the boundaries of some Census Enumeration Blocks already constituted, assignment of work to Enumerators/Supervisors, preparation of Abridged Houselist and field map etc. **This may therefore be resorted under prior intimation to the undersigned as well as to the Deputy Director of Census Operations of the concerned Regional Tabulation Office. Such newly constituted Census Enumeration Blocks should invariably be assigned numbers in continuation of the last Census Enumeration Block Number in that particular Charge.**

4. The next step would be to ensure that there are no cases of omission or over-lapping of areas, buildings, houses, households at the level of the Census Enumeration Block. The enumerators and supervisors should be furnished by the Charge Officer with full boundary particulars relating to Census Enumeration Blocks assigned to each one of them. Actual location of the Census Enumeration Blocks should also be shown on field to each one of them.

5. It may be recalled that along with the Appointment Orders, Identity Cards etc., every Charge Officer has been supplied with an adequate quantity of printed forms entitled "Instruction Sheet". The columns provided for in this form are self-explanatory and the relevant details have to be copied out in your office by referring to the concerned Charge Registers. The "Instruction Sheet" has to be prepared in duplicate in respect of each and every Cenus Enumeration Block in your charge. During the course of the II round of Training to the Enumerators and Supervisors, the 'original' of the Instruction sheet should be issued to the concerned Enumerator and the carbon copy thereof should be issued to the concerned Supervisor. Each enumerator should in addition be issued the "layout sketch" prepared during the Houselisting Operations and instructed to take out a copy of the sketch in its entirety if it coincides with the Census Enumeration Block assigned to him/her or else to copy out only such portions of the original sketch which is now constituted into a Census Enumeration Block and assigned to him/her. For preparing this copy the enumerator should use a plain sheet of paper and preserve the sketch for his reference in the field.

6. The Census Calendar stipulates that a field visit should be organised during the month of January 1991 in order to enable the Enumerators and Supervisors to acquaint themselves with the respective geographical areas assigned to them. However, during January 1991, all the Charge Officers and their assistants will be very busy in working out the requirement of census forms/schedules, etc., for each block, enumerators and supervisor and in making necessary arrangements for issue of the material thereof. It is therefore advisable to organise the above mentioned field visits by the Enumerators/Supervisors to the areas forming their respective jurisdictions after the second round of training in the month of December 1990 itself by drawing up a detailed programme supervisory circlewise. With the aid of the sketch of the Census Enumeration Block and the details furnished in the Instruction Sheet, the enumerators and supervisors should have no difficulty in getting themselves acquainted with their respective jurisdictions. When the Enumerator and Supervisor thus go round the Census Enumeration Blocks assigned to them in small batches they may be instructed to keep a vigilant eye and identify areas, buildings etc., if any, which have not been included in any of the Census Enumeration Blocks due to oversight or areas which have been accounted for in more than one Census Enumeration Block.

7. It is the personal responsibility of the Charge Officer to ensure that each and every Enumerator/Supervisor clearly knows the geographical limits of the Census Enumeration Block/Supervisory Circle assigned to him/her. The Charge Officers should therefore take personal interest in organising these field visits and carry it out in a systematic manner. In the case of Rural Charges, the Charge Officer may take the assistance of the Assistant Charge Officers and other officials who were directly involved in providing assistance at the time of formation of the Census Enumeration Blocks.

8. The Charge Officer should instruct the Enumerators and Supervisors to be vigilant during this field reconnaissance and bring to his notice instances of the following type for immediate remedial action: existence of a large number of houses which have not been numbered during the Houselisting Operation; omission to specifically include vacant spaces or even scattered houses that may be found in the peripheral zones of the Census Enumeration Block and are likely to create confusion at the time of actual enumeration, etc.

9. This exercise will be of immense help to the Charge Officer to identify cases of omissions or duplications at the Census Enumeration Block level and to initiate remedial action well in time so as to ensure cent per cent coverage of the area assigned to him/her.

10. Thereafter, the Charge Officer should send a report to the District/City Census Officer as also to the Deputy Director of Census Operation of the concerned Regional Tabulation Office.

11. The District/City Census Officers and Deputy Directors of Census Operations should closely monitor the progress made in this behalf in each charge and send a consolidated report by a D.O. letter to the undersigned. They should ensure that this item of work is completed before the end of December '90 positively.

(Sd/-)

(SHOBHA NAMBISAN)

*Director of Census Operations,*

*Karnataka*

To

As per mailing list.

तार : मैसेन्सस
Gram: MYCENSUS

दूरभाष Per: 223312
Telephone Office:

No. TCH 23 CPO 90

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं० 21/1, मिशन रोड
No. 21/1, Mission Road,
बेंगलूर-560 027
Bangalore-560 027

तारीख/Date: 20-12-1990

## ENUMERATION CIRCULAR NO. 10

SUB: Distribution of PGDHTP Schedules to Enumerators and Supervisors.

I had indicated in Enumeration Circular No. 8 on Page 12, that the instructions regarding the rate at which the distribution of Post Graduate Degree Holders and Technical Personnel Schedules is to be made to the Enumerators and Supervisors will be issued separately.

Accordingly I am indicating below the rate at which the PGDHTP Schedules are to be distributed to the enumerators and supervisors.

### 1. Rural Charges

The PGDHTP Schedules equivalent to 1.5 per cent of the estimated population of the Rural Charge will be issued to each Charge.

Each Rural Charge Officer is required to issue PGDHTP Schedules equivalent to one per cent of the population of the CEB (Column 8 of Annexure-I to Circular No. 8) to the enumerator. Out of the balance quantity, each supervisor will have to be issued schedules @ 10 schedules per supervisor, as supervisor circle reserve.

The remaining quantity should be retained as Charge reserve to meet any additional demand from the enumerators and supervisors.

### 2. Urban Charges

These have been classified into three groups viz., High, Medium and Low depending on the concentration of the number of individuals for whom the PGDHTP Schedules will have to be distributed.

According to this classification therefore,

(a) the following Urban Units will be supplied with PGDHTP Schedules equivalent to 6% of the population in each:

LIST 'A'

| District | City/Town |
|---|---|
| Bangalore | Bangalore City Corporation<br>B.E..L. Township<br>H.M.T. Township<br>H.M.T. (WF) Township<br>H.A.L. Township<br>Bangalore Development Authority |
| Belgaum | Hidkal (NMCT) |
| Bellary | Donimalai Township (NMCT) |
| Bijapur | Alamatti-Sitimani (NAC) |
| Chikmagalur | Kudremukh Notified Area |
| Chitradurga | |
| Dakshina Kannada | Mangalore (MC)<br>New Mangalore Port (NMCT)<br>Suratkal (TMC) |
| Gulbarga | Kurkunta (NMCT)<br>Bhimarayanagudi (NAC)<br>UKP Colony Krishnapura<br>Hunsagi Camp (Old & New<br>UKP (NMCT)<br>Adityanagar (NMCT)<br>Shahabad ACC (NAC)<br>Shahabad (TMC)<br>Wadi ACC (NAC)<br>Narayanapur (NAC) |
| Hassan | Gorur (NMCT) |
| Kolar | BEML Nagar (NMCT) |
| Mandya | K.R. Sagar Notified Area (NAC) |
| Mysore | Kabini Colony (NMCT) |

| | |
|---|---|
| Raichur | Munirabad Project Area (NMCT)<br>Hatti Gold Mines (NAC)<br>Shaktinagar (NMCT) |
| Shimoga | Bhadravati New Town (NFC)<br>Mastikatte Colony (NMCT)<br>Chakranagar Colony (NMCT)<br>Jogfalls Notified Area (NAC) |
| Tumkur | Adityapatna (NMCT) |
| Uttara Kannada | Dandeli (CMC)<br>Ambikanagar (NMCT)<br>KPC Project Colony, Kadra (NMCT)<br>Ganeshgudi (NMCT)<br>Magod Colony (NMCT) |

In case of the charges pertaining to these cities/towns the enumerators should be issued PGDHTP Schedules equivalent to 5 per cent of the estimated population of the CEB/CEBs i.e., population of HLO raised by 5% (Col. 8 of Annexure I of Circular No. 8) assigned to them.

(b) the following towns/cities will be supplied with the schedules equivalent to 5% of their population.

**LIST 'B'**

| District | City/Town |
|---|---|
| Belgaum | Belgaum (MC)<br>Belgaum (CB) |
| Bellary | Bellary (CMC)<br>Hospet (CMC) |
| Bidar | Bidar (CMC) |
| Bijapur | Bijapur (CMC) |
| Chikmagalur | Chikmagalur (CMC) |
| Chitradurga | Chitradurga (CMC)<br>Davanagere (CMC)<br>Harihar (TMC) |
| Dakshina Kannada | Hosangadi Colony (NMCT) |
| Dharwad | Hubli-Dharwad (MC)<br>Gadag-Betgeri (CMC) |
| Gulbarga | Gulbarga (MC) |
| Hassan | Hassan (CMC) |
| Kolar | K.G.F. (SB)<br>Robertsonpet (CMC)<br>Kolar (CMC) |
| Mandya | Mandya (CMC) |
| Mysore | Mysore (MC) |
| Raichur | Raichur (CMC) |
| Shimoga | Shimoga (CMC) |
| Tumkur | Tumkur (CMC) |
| Uttara Kannada | Karwar (CMC) |

In case of the charges pertaining to these towns/cities the enumerators should be issued PGDHTP Schedules equivalent to 4 per cent of the estimated population of the CEB.

(c) For all the other towns not specifically included in lists A and B above the PGDHTP Schedules will be issued to 4% of their population. The enumerators should be supplied with three per cent of the estimated population of the CEB/CEBs assigned to them.

In case of each of these three above categories of towns/cities the Charge Officers are required to issue to each Supervisor 10 schedules as Supervisor Circle reserve. The balance quantity will however be kept as Charge reserve to meet urgent demand.

For working out the blockwise requirement of the PGDHTP Schedules also, as indicated in Enumeration Circular No. 8, the format given in Annexure-I of the said circular should be made use of.

The Charge Officers generally can adhere to the rate of distribution indicated above. But there may be cases where exceptions are to be made taking into consideration the field conditions by the Charge Officers concerned. The Charge Officers with their local knowledge of their jurisdiction may be required to issue at their discretion more schedules to the enumerators of some blocks where there is a higher concentration of the Post-Graduate Degree Holders and Technical Personnel and less to the blocks where such concentration is known to be less or absent.

The reserve provided at the Supervisory Circle, Charge and District/City level should be efficiently made use of and wastage should be totally avoided.

At the time of issue of the Census materials, the enumerators should be specifically instructed to (i) write the full location code of the block on each of the schedule that would be issued by him/her during the enumeration and (ii) prepare a statement in the format re-produced in the "Instructions to enumerators for filling up the HHS & IS" as Appendix-XII.

(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka*

To

As per mailing list.

ANNEXE-D. 32

तार : मसेन्सस
Gram: MYCENSUS

दूरभाष Telephone: {Per : 223312 Office:

No. TCH 45 CPO 90

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं:21/1, मिशन रोड
No. 21/1, Mission Road,
बेंगलूर-560 027
Bangalore-560 027

तारीख/Date : 31-12-1990

## ENUMERATION CIRCULAR NO. 11

SUB: Census of India-1991—Individual Enumeration—Collection of Enumeration Records and communication of Provisional Population Totals.

Individual Enumeration as well as the subsequent activities have to be completed within the time span allocated since the provisional population totals for the country as a whole as well as for the State have to be released within a few days of the completion of the enumeration.

**Scope of the Circular**

2. This circular lays down the procedure to be adopted for the collection of enumeration records and the reporting of the provisional population totals and the time schedule within which this is to be done.

**Need for provisional Totals**

3. The objective of releasing the provisional population totals is to provide certain basic population data as on 1-3-1991 to the data users soon after the conclusion of the operations. The population figures of the enumeration block are derived from the Enumerator's Abstract and the total for all the blocks in the Charge will be the provisional population totals for the Charge. Similarly, the total population figures for the district/city/country will be arrived at by aggregating the data at the lower levels—such as town/taluk/district etc. In order to derive these totals, the population totals for each block will be posted by the Charge Officer in the Provisional Population Register on the basis of which the Charge Abstract will be written up.

4. The provisional population totals are released in two stages. In the first stage, the figures pertaining to the total population and total literate population, both giving the information sex-wise will be released. In the second stage, other characteristics of the population such as number of workers etc., will be released. As soon as the revisional round is concluded, it will be necessary, therefore, for the Charge Officers and Principal Census Officers to compile and report the figures pertaining to the total population by sex and the total number of literates by sex in respect of their respective jurisdiction.

5. The provisional population totals for the country as a whole will be released by the Registrar General and Census Commissioner between 15th and 20th March, 1991, and the population figures for the State will be released soon thereafter. In order to achieve this objective, it is obvious that sufficient advance planning has to be done and all census personnel, from the District and City Census Officer down to the Enumerators should be aware of their role and the action to be taken by them so that the provisional population totals of the Charge/District/City are compiled and reported to the authorities concerned in the time allotted.

6. The instructions given hereafter should therefore, be explained in detail to the enumerators during the fourth round of training.

7. The schedule for the different items of work to be performed during the months of February and March, 1991, are indicated below and this schedule should be adhered to strictly:

| Item of Work | Date |
|---|---|
| 1. Preparation of notional map and layout sketch by the enumerator and scrutiny of the same by the Supervisory Officers. | 1st to 8th February 1991 |
| 2. Enumeration | 9th to 28th February 1991 |
| 3. Enumeration of the houseless | On the night of 28th February, 1991 |
| REFERENCE DATE | 1st March 1991 |
| 4. Revisional Round | 1st to 5th March 1991 |
| 5. Collection of all enumeration records by the Supervisor from the Enumerators. | 6th March, 1991 |
| 6. Collection of all enumeration records by the Charge Officers from the Supervisors. | 7th March, 1991 |
| 7.A. Preparation of Provisional Population Register and Charge Abstract for the Provisional Totals by the Charge Officers of Banglore City Corporation, Mysore City Corporation, Mangalore City Corporation, Hubli-Dharwad Municipal Corporation, Belgaum City Corporation, Gulbarga City Corporation and B.D.A. and communication of Charge figures in the Standard Message Form simultaneously to the respective City Census Officers, Principal Census Officers and Director of Census Operations, Karnataka, Bangalore. | 8th March, 1991 |
| 7.B. Preparation of Register for Provisional Population Totals and Charge Abstract by the Charge Officers, Rural/Urban and City Census Officers (other than those listed in 7A. above) and communication of charge figures to the Director of Census Operations, Karnataka, Bangalore and also to the Principal Census Officer concerned in the Standard Message Form. | 8th to 9th March 1991 |
| 8.A. Preparation of City Abstract by the Principal Census Officer of the six City Corporations and B.D.A. listed in 7.A. above and communication of City Population figures in Standard Message Form to the Director of Census Operations, Karnataka, Bangalore and to Registrar General, India, New Delhi. | 11th March, 1991 |
| 8.B. Preparation of District Abstract by the Principal Census Officers and communication of District figures in the Standard Message Form to the Director of Census Operations, Karnataka, Bangalore and Registrar General, India, New Delhi simultaneously. | 11th March 1991 |
| 9. Preparation of an additional copy of Provisional Population Register and Charge Abstract and forwardal of one copy to the Director of Census Operations, Karnataka, Bangalore so as to reach on or before. | 11th March 1991 |
| 10. Assembling of all records of Enumeration blocks and submission of same to the Deputy Director of Census Operations of respective Regional Tabulation Office alongwith charge inventory, Issue Register (as per Annexure II to circular no. 8) and statement of used and unused forms. | 11th March 1991 |
| 11. Submission of Provisional Population figures to the Registrar General, India, by the Director of Census Operations | 12th March 1991 |

8. The dates mentioned above are firm and in no case can they be altered.

9. Separate instructions will be issued regarding forwardal of enumeration records to the Regional Tabulation Offices.

10. In order to ensure that these tasks are performed within the time limit prescribed, the required measures are to be taken as indicated in the following paras.

**1st to 8th February, 1991**

11. Between the 1st and 8th February, 1991, the Enumerator is required to prepare the Notional Map and the Layout Sketch for the block(s) assigned to him. If this is completed in the first week of February, the enumerator will be free to devote his entire time during the enumeration period to the main task of enumeration-canvassing of the Household Schedule and the Individual Slip and wherever necessary the updating of the Abridged Houselist.

12. It is essential that the Supervisors and other higher Officers should verify the layout sketch prepared by the enumerators in the period from 1st to 8th February, 1991.

**9th February—28th February, 1991**

13. The enumerator will complete the enumeration of all individuals residing in normal or institutional households by 28th February, 1991 and enumerate the houseless population on the night of 28th February, 1991.

14. It should be ensured by the Supervisor that the Enumerator completes the entries of all the columns 8—34 of the Household Schedule and strikes the total of all the columns every day on completion of each day's work. The enumerator should also post every day the totals struck under the various columns of the Household Schedule in the Working Sheet for the Enumerator's Abstract. It is very important that this work should not be allowed to fall into arrears. This must be reiterated at the time of the fourth round of training of enumerators, as it will not be possible to compile all the figures for the working sheet for the Enumerator's Abstract and handover the records to the Supervisor by 6th March, 1991 unless each day's work is completed in a systematic fashion

15. The Supervisor should verify the records built up by the Enumerators and check the work of the enumerator with regard to the coverage of all households by making enquiries on his own with the households. He/she should accompany one enumerator every day during the period of enumeration. The Supervisor should check all the records built up by the enumerators attached to him/her regularly till the submission of the records by the enumerator.

16. The Supervisor should sign on the Abridged Houselist and on each form of the Household Schedule after due scrutiny and necessary correction, if any.

**Revisional round : 1st to 5th March, 1991**

17. The enumerator should as quickly as possible visit each of the households and note down the cases of all the vital events such as births, deaths which have occurred between the enumerator's visit and the 1st of March. He/she must also take into account all visitors to the households who have not been enumerated elsewhere, or who were absent throughout the enumeration period from their normal residence but have now arrived in his/her block after his/her last visit to the concerned household. He/She should make necessary changes, if necessary in the totals of the household schedule and the working sheet for preparing the Enumerator's Abstract and also collect back all the filled in Post Graduate Degree Holder and Technical Personnel Schedules.

18. Now the enumerator should strike the totals for his/her block(s) and finalise the Enumerator's Abstract. This should be carefully checked both by the Enumerator and the Supervisor to make sure that the totals are correct.

19. The enumerator should then make relevant entries on the cover page of the Household Schedule Books and individual slip pads. The enumerator should thereafter prepare an inventory of the records of the enumeration block and the statement of PGDHTP schedules. The inventory of records for the enumeration blocks should be prepared in triplicate and handed over to the Supervisor alongwith the forms and schedules both filled in and unused, after packing them into a neat bundle by twine. All these records should be handed over to the Supervisor by 6th March, 1991.

20. The Supervisor should be in close contact with all his enumerators during the revisional round and he should check the records thoroughly. It is his responsibility to collect the records for each and every block in his supervisory circle from the respective enumerators by the morning of 6th March, 1991. As soon as he collects the records from the enumerators, he should check the records with reference to the inventory and the statement of PGDHTP schedules. The Supervisor should return one copy of the Inventory of the records after signing thereon to the enumerator.

21. The Supervisor will then submit the records alongwith the enumerator's inventories of all the enumeration blocks to the Charge Officer.

22. The Charge Officer should return one copy of the Inventory to the supervisor after signing thereon in acknowledgement of the records received.

**Collection of Records in Charge office and writing up of Provisional population register and charge abstracts**

23. The responsibility of organising the collection of records naturally devolves upon the Charge Officers.

24. Arrangements for the collection of records should be chalked out elaborately and in sufficient advance by the Charge Officer. In doing so isolated areas, areas not having transport facility such as forest areas etc., should be identified and separate arrangements should be made to collect the records from the field personnel in such areas. If necessary, the Charge Officer may, taking into consideration the transport facilities available, distances to be traversed etc., select points, for example, Hobli headquarters or any other place and determine the exact time and date of receipt of all the records from the supervisors and enumerators. The date, time and place of collection should be intimated well in advance to all the field personnel and the programme should be adhered to strictly.

25. Having intimated the field personnel of the place and time at which the records will be received, the Charge Officer should arrange for the collection of the records and the posting of the figures in the provisional population registers. Two or more separate teams may be formed for the collection of records and a simultaneous posting of the population totals in the provisional population register. The Charge Officer should, therefore, devote some time to planning how all these should be organised.

26. The receiving team should check the following records with (i) the Charge Register and (ii) Register showing the materials issued (as per Annexure II to Circular No. 8). The procedure indicated below may be followed while checking the records:

(1) Separate the Inventory of the records of the enumeration block and verify with reference to the Charge Register whether all the blocks are accounted for.

(2) With reference to the Inventory of records of each block and records submitted, check with the register showing the issue of material to ascertain whether all the forms/schedules issued to the enumerators for actual use and to the supervisors have been received and accounted for in the inventory of the census enumeration block.

(3) If the Supervisor or the Charge Officer has issued additional material to the enumerator from their reserve, the additional material should be accounted for and the register showing the materials issued should be brought upto-date.

27. Another team in the Charge Office should simultaneously post the population figures in the Provisional Population Register, which is in the format given in Annexure-II. The Provisional Population Register and the Charge Abstract will be sent to you from this office.

28. The Charge Officer should see that the particulars under column number 2 of this register i.e., the Census Enumeration Block Numbers are filled in advance in the ascending order of the Census Enumeration Blocks. Thereafter, the following steps should be taken for posting the provisional totals:

(i) The working sheets for preparing the enumerator's abstract for each block should be separated from the blockwise bundles of records and arranged in the ascending order of the block numbers.

(ii) The last line of the working sheets for the normal households denoted by "Grand Total" under column 2 represents the total for the block. These figures after checking for their consistency as indicated in Annexure-I should be posted on to the provisional population register block by block.

29. The commencement of the posting of the figures need not wait till receipt of the records for all the blocks. This can be taken up by one team while another team goes on receiving the other records and prepares the relevant statement.

30. The page totals struck may be posted on to the last page of the Provisional Population Register and the grand total for the charge may be arrived at.

31. The Provisional Population Register is the working sheet for the preparation of the Charge Abstract, the format for which is given in Annexure-III. After writing up the Provisional Population Total, the Charge Abstract should be written up.

32. It is the personal responsibility of the Charge Officer to ensure the correctness and consistency in the totals. He should, therefore, apply all possible checks including a comparison of the 1981 Census figures and satisfy himself about their consistency and correctness before transmitting the same to the higher authorities and to the Principal Census Officer.

33. The Charge Officer should communicate the provisional population totals to the Director of Census Operations, Karnataka, Bangalore, and to the concerned Principal/City Census Officer according to the calendar prescribed in para No. 7. This should be communicated in the Standard Message Form indicated below:

1991 CENSUS PROVISIONAL TOTALS

| | |
|---|---|
| Charge ..... | (Taluk/Town/City/SpecialCharge) |
| | District/City ..... |
| Males ..... | Females ..... |
| Total Population ..... | Literate Males ..... |
| Literate Females ..... | Total Literates ..... |

34. It should be remembered that the message is to be sent for each charge separately even though the same officer may function as Charge Officer for two or more charges.

35. The Charge Officer may communicate the population figures in the above standard format by express telegram or wireless message or over telephone or through a special messenger, whichever is deemed to be quickest. In cases where the message is communicated by express telegram/wireless/over telephone, a post copy in confirmation of the message should be sent.

36. The telegraphic address of the Director of Census Operations, Karnataka, Bangalore, is as follows:

MYCENSUS
BANGALORE

37. Arrangements will be made to receive the message round the clock from 8th to 11th March, 1991 over the following telephone numbers in the office of the Director of Census Operations, Karnataka, Bangalore:

(1) 223312
(2) 223306
(3) 227459

38. Immediately after communicating the provisional population totals to the Director of Census Operations, and Principal Census Officer by the Charge Officer/City Census Officer one more copy of the Provisional Population Register and Charge Abstract should be prepared and submitted to this office so as to reach us on or before 11th March, 1991. Another set should be forwarded to the Regional Tabulation Office alongwith the enumeration records.

39. The Charge Officers of charges designated as Special Charges (i.e., in the Millitary Areas) will communicate the provisional population totals to the Director of Census Operations, Karnataka, Bangalore, as indicated above. The Principal Census Officer or City Census Officer should also be intimated by a special communication.

40. The Principal Census Officers should ensure that the provisional population totals are compiled and transmitted by their Charge Officers as per the directions given above. Further, they should on receipt of the figures from their Charge Officers, compile the same in the format given in Annexure-IV and communicate the totals for the District/City in the Standard Message Format indicated below to the Registrar General, India, New Delhi, and the Director of Census Operations, Karnataka, Bangalore.

1991 CENSUS DISTRICT/CITY PROVISIONAL TOTALS

| | |
|---|---|
| Karnataka State ..... | District/City ..... |
| Males ..... | Females ..... |
| Total Population ..... | Literate Males ..... |
| Literate Females ..... | Total Literates ..... |

41. While reporting the population totals the Principal Census Officers should specify whether the figures reported include figures of special Charges situated in their jurisdictions. It must be noted that the Principal Census Officers of the districts should include in the district figures the total for all the charges under them including those of City Municipalities except those of the six City Corporations and the B.D.A. as indicated in para 7 above.

42. The population total should be communicated by the Principal Census Officers of the Districts, six Corporations and the B.D.A. to the Registrar General, India, New Delhi and to the Director of Census Operations, Karnataka, Bangalore, by Express Telegram/Wireless/over telephone, whichever is deemed to be quickest means possible.

| **Address Postal/Wireless** | **Telegraphic Address** | **Telephone numbers** |
|---|---|---|
| The Registrar General, India, 2/A, Mansingh Road, New Delhi-110 011 | REGGENLIND New Delhi | 383761<br>383145<br>389278 at New Dehi<br>381917<br>386583 |
| Director of Census Operations, Karnataka 21/1, Mission Road, Bangalore-560027 | MYCENSUS Bangalore | 223312<br>223306 at Bangalore<br>227459 |

43. Arrangements will be made to receive the messages round the clock on these telephones from 8th to 11th March, 1991.

44. When the population figures are communicated through wireless or telephone or telegram, the post copy in confirmation should be immediately sent.

45. Copies of the District/City Abstract prepared in the format at Annexure-IV should be forwarded to the Registrar General, India, 2/A, Mansingh Road, New Delhi-110 011, to the Director of Census Operations, Karnataka, Bangalore, and to the concerned Deputy Director of Census Operations, Regional Tabulation Offices immediately after flashing the provisional population totals.

**IMPORTANT**

46. Please note that the provisional population totals for the country will be released by the Registrar General and Census Commissioner, India, New Delhi *first* to be followed by the Directors of Census Operations. No other agency or Office or Officer is authorised to release the population figures of the 1991 Census in any manner. This point may please be noted.

47. Receipt of this circular may please be acknowledged.

(Sd/-)

(SOBHA NAMBISAN)

*Director of Census Operations, Karnataka*

To

As per mailing list.

ANNEXURE–I

## *Checks to be applied for the verification of the Abstracts*

### I. *Working Sheets for preparing Enumerator's Abstract/Provisional Population Register (Working Sheets for preparing Charge Abstracts)*

| | | | | |
|---|---|---|---|---|
| *Persons :* | | Col.3 | = | Col. 4 + Col.5 |
| *Males :* | (a) | Col. 4 | = | Col.10 + Col.11 |
| | (b) | Col. 4 | = | Col.12 + Col.13 |
| | (c) | Col.12 | = | Col.14 + Col.15 |
| | (d) | Col.14 | = | Col.16 + Col.17 + Col.18 + Col.19 |
| *Females* | (a) | Col. 5 | = | Col.20 + Col.21 |
| | (b) | Col. 5 | = | Col.22 + Col.23 |
| | (c) | Col.22 | = | Col.24 + Col.25 |
| | (d) | Col.24 | = | Col.26 + Col.27 + Col.28 + Col.29 |

### II. *Enumerators Abstract/Charge Abstract*

*Applicable to Columns 3, 4 & 5*

| | | | | |
|---|---|---|---|---|
| (a) | Sl.No.1 | = | Sl.No.4 | + Sl.No.5 |
| (b) | Sl.No.1 | = | Sl.No.6 | + Sl.No.7 |
| (c) | Sl.No.6 | = | Sl.No.8 | + Sl.No.9 |
| (d) | Sl.No.8 | = | Sl.No.10 + Sl.No.11 + Sl.No.12 + Sl.No.13 | |

ANNEXURE - II

# CENSUS OF INDIA 1991

Page No

## PROVISIONAL POPULATION REGISTER

(WORKING SHEET FOR PREPARING CHARGE ABSTRACT-
To be compiled from the working sheet for
preparing Enumerator's Abstract)

State : Karnataka Code No. 11

District : Code No.

Taluk : Code No. Name of Development Block Code No

Town/City Code No.

Name/No. of City Charge Code No

| HH No | Enumeration Block Number | Total No. of Occupied Residential Houses | Total No. of Households | Population | | | SC | | ST | | MALES | | | | | | | | | | FEMALES | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | Entry in Question 15A | | | | | | | | | | Entry in Question 15A | | | |
| | | | | Persons | Males | Females | M | F | M | F | Literate | Illiterate | 'Yes' in 14A | 'No' in 14A | 'Yes' in 14B | 'No' in 14B | C | AL | HH | OW | Literate | Illiterate | 'Yes' in 14A | 'No' in 14A | 'Yes' in 14B | 'No' in 14B | C | AL | HH | OW |
| 1 | 2 | 2a | 2b | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Checked and found correct

Columns 2a & 2b of this working sheet may be filled in from the figures available in Enumerator's Abstract

Signature of the Charge Office Clerk

Date

Signature of the Charge Officer

Date

NO1722-(NTS)-18/Census/Reg/90-91/- 15,500 Loose

ANNEXURE III

CENSUS OF INDIA 1991

## CHARGE ABSTRACT

**Provisional Population Totals**

(To be compiled from Provisional Population Register)

District : Code No : Total No. of Enumeration Blocks :

Taluk/Town/City : Code No : Total No. of occupied residential houses :

Name/No. of City Charge : Code No: Total No. of Households :

Code No. of Development Block :

| Sl. No. | Particulars | Persons | Males | Females |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 1. | Total Population (inclusive of population in Normal, Houseless and Institutional Households) | | | |
| 2. | Scheduled Caste (grand total of cols. 6 & 7) | | | |
| 3. | Scheduled Tribe (grand total of cols. 8 & 9) | | | |
| 4. | Literate (grand total of cols. 10 & 20) | | | |
| 5. | Illiterate (grand total of cols. 11 & 21) | | | |
| 6. | 'Yes' in 14A (grand total of cols. 12 & 22) | | | |
| 7. | 'No' in 14A (grand total of cols. 13 & 23) | | | |
| 8. | 'Yes' in 14B (grand total of cols. 14 & 24) | | | |
| 9. | 'No' in 14B (grand total of cols. 15 & 25) | | | |
| 10. | 'C' in 15A (grand total of cols. 16 & 26) | | | |
| 11. | 'AL' in 15A (grand total of cols. 17 & 27) | | | |
| 12. | 'HHI' in 15A (grand total of cols. 18 & 28) | | | |
| 13. | 'OW' in 15A (grand total of cols. 19 & 29) | | | |

Checked & found correct

*Signature of Charge Office Clerk*

*Date :*

*Signature of Charge Officer*

*Date :*

**Note** : Columns mentioned under col. 2 within brackets are columns of Provisional Population Register from which data have to be posted.



44-13 RGI/ND/96

ANNEXURE IV

CENSUS OF INDIA 1991

DISTRICT/CITY ABSTRACT

State : Karnataka
District/
Corporation/
B.D.A.

Code No. 11
Code No.

| Sl. No. | Name of Taluk/ City/Town/No of City Charge/ Special Charge No. | Location Code | Population | | | Literates | | |
|---|---|---|---|---|---|---|---|---|
| | | | Males | Females | Total | Males | Females | Total |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Total | | | | | | | | |

*Principal Census Officer*
*District/Corporation/B.D.A.*

**Note 1 :** In case of districts figures for Rural Charges should be posted first and after exhausting Rural Charges, Urban Charges should be taken up.

**Note 2 :** Figures for Special Charges should be entered at the end after exhausting all Rural and Urban Charges.

तार : मैसेन्सस
Gram: MYCENSUS

दूरभाष Per : 223312
Telephone Office:

No. TCH 46 CPO 90

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिशन रोड
No. 21/1, Mission Road.
बेंगलूर-560 027
Bangalore-560 027

तारीख/Date: 8-1-1990

## ENUMERATION CIRCULAR NO. 12

Sub: Census of India 1991—Despatch of records to Regional Tabulation Offices—regarding.

**Instruction**

The Charge Officers are required to collect all the enumeration records by the 7th of March 1991 and compile the Provisional Population Totals in respect of their Charges. The Provisional Totals have to be reported to the respective Principal/City Census Officers and the Director of Census Operations, Karnataka, Bangalore by 8-3-1991. The procedure for doing so has been given in detail in Circular No. 11.

**Scope of this Circular**

2. This Circular lays down the procedure for the arrangement and despatch of all enumeration records to the Regional Tabulation Offices concerned. Please note that these records have to be despatched from the Charge Offices directly to the Regional Tabulation Offices.

**Enumeration Records to be collected by the Charge Officer at the conclusion of the enumeration**

3. After the revisional round the following schedules/forms will have to be collected back by the Charge Officer in respect of each enumeration block:

(1) Filled in Notional Map

(2) Filled in Layout Sketch

(3) Filled in and updated AHL with continuation sheets for Section 2 and 3 if any.

(4) (a) Filled in Household Schedule books

(b) Blank, i.e. unused Household Schedule Books (allotted/issued for the block).

(5) (a) Filled in Individual Slip pads

(b) Blank, i.e. unused Individual Slip pads (allotted/issued for the block).

(6) Filled in Working Sheets for preparing Enumerator's Abstract in three sets, viz. normal, institutional and houseless households tagged together.

(7) Filled in Enumerator's Abstract

(8) Inventory of Records of the Enumeration Block.

(9) Post Graduate Degree Holders and Technical Personnel Schedules—filled in as well as blank.

(10) Statement showing Post Graduate Degree Holders and Technical Personnel Schedules—received issued and returned.

**Blank Forms & Schedules**

4. In addition to these, there may be certain quantities of Blank forms and schedules returned by the Supervisors which were issued to them to be retained with them as their Supervisory Circle reserve.

5. At the time of the issue of blank forms/schedules to the field personnel, it may be recalled that an account of the forms/schedules issued to the enumera-

tors for actual use and to the supervisors as supervisory circle reserve would have been maintained in the format of Annexure-II of Enumeration Circular No. 8. This Register, having a record of all materials issued would have been updated by the Charge Officer as indicated in para 26 of Enumeration Circular No. 11 to show the final position of issue as at the end of the Revisional Round. Before undertaking the packing of the records in the manner prescribed hereafter, these updated entries for each block should be once again checked with those in the respective Inventory of Records of the Enumeration Block and any inconsistencies noticed, should be verified and rectified immediately.

**Inventory of Enumeration Records**

6. After ensuring this, a "Charge Officer's Inventory" which relates to Household Schedule books, Individual Slip pads and Working Sheets is to be prepared by the Charge Officer in DUPLICATE. The format of this inventory is given at Annexure-I of this circular. Sufficient number of the printed copies of this inventory are being sent separately to the District/City Census Officers for distribution among the Charge Officers.

7. Each line of this Inventory should be used to enter the particulars relating to one and only one Census Enumeration Block, i.e., after entering the Code No. of the block in Col. No 1, the entries for the block should be made with due care. The figures that will be posted in this inventory, should relate to the total No. of HHS books (used and unused), total No. of IS pads (used and unused) and the total No. of sheets of Working Sheets for preparing Enumerator's Abstract—inclusive of those used for normal, institutional and houseless households. In case of the Household Schedule books and Individual Slip pads, the figures should include all the books and pads originally allotted to the C.E.B. and the books and pads issued by the supervisor to the enumerator of these blocks, if any, subsequently. Thus, these figures will indicate the position as at the time of receipt and should tally with the figures available in the filled in and updated register in the format of Annexure-II to Enumeration Circular No. 8.

8. In respect of the other items to be forwarded by the Charge Officer no format is prescribed. But, after the arrangement and packing of the records in the manner prescribed below, it would suffice if the details of the total number of bundles/packets in which such materials have been packed and the contents thereof in respect of each item are furnished in a separate statement.

**Arrangement and packing of records**

9. Having prepared the Charge Officer's Inventory for Household Schedule, Individual Slip and working Sheets in duplicate, these three items and also the other items should be arranged and packed in the manner indicated below. Both the copies of this Inventory should be handed over to the concerned Regional Tabulation Office along with the records.

**(i) Filled in Notional Maps and Layout Sketches**

Notional map and layout sketches of each CEB together (Notional Map placed above the layout sketch) should be arranged in the ascending order of the CEB numbers for the entire charge. In the case of cities, these should be packed divisionwise or wardwise. These are required to be packed in gunny cloth after placing them between two sheets of card-boards. These should not be folded or rolled. The card-board supports at either end of the bundle/bundles should be duly labelled with the name of the charge, location code of the charge, and the name of the item (viz. Notional Map/Layout Sketch) should also be written. The outer layer of the gunny packing should also bear the same label :

**Label to be affixed to the bundle**

Item : NOTIONAL MAPS AND LAYOUT SKETCHES

| | |
|---|---|
| District/City ..... | Code No..... |
| Taluk/Town/City Charge No ..... | Code No..... |
| Division/Ward/Mohalla .. | Code No..... |
| | *Charge Officer* ..... |

**(ii) Filled in Abridged houselists including continuation sheets of Section 2 and Section 3**

The same procedure as suggested in respect of Notional Maps and Layout Sketches should be followed. Care should however be taken to ensure that the continuation sheets if any, are attached to the main AHL book securely and the page numbers are given continuously to all pages including those of the continuation sheets.

**(iii) Household Schedule Books**

All the Household Schedule Books, of 23/27 and 11 forms collected in respect of each CEB should be arranged in the ascending order of the Sl. No. of books (please note that there can be sudden jumps in these Sl. Nos.) and tied up into a neat bundle with thread after verifying the total number of books and the Sl. No. of books with the statement prepared in the format of Annexure-II of Enumeration Circular No. 8. Each bundle should contain Household Schedule books of only one census enumeration block. Thus, there will be as many bundles as the number of blocks in the charge. Thereafter, the bundles should be arranged in the ascending order of the CEB Nos. and packed in gunny cloth into bundles of convenient size. The name of the charge, location code, name of the item i.e. HHS books and block numbers (from .....to..... .....) for which Household Schedule books are packed in the bundles should be indicated on each bundle either by attaching a label or writing thereon the said details.

LABEL TO BE AFFIXED TO THE BUNDLE:

Item : HOUSEHOLD SCHEDULES/INDIVIDUAL SLIP/ WORKING SHEET/ETC.

District/City ..... Code .....

Taluk/Town/City Charge No ..... Code .....

Division/Ward/Mohalla ..... Code .....

Block Nos. From ..... To .....

*Charge Officer* .....

**(iv) Individual Slip Pads**

All the Individual Slip Pads of 50 slips, 25 slips and 10 slips received in respect of each CEB should be arranged in the ascending order on the basis of the pad numbers and tied into a single bundle by thread. At this stage the total number of pads should, however, be verified with the updated statement prepared in the format of Annexure-II of Enumeration Circular No. 8 and the Inventory of Records of Enumeration Block. The total number of pads and the serial numbers of the pads should be carefuliy verified. The bundled pads of each CEB should thereafter be arranged in the ascending order of the CEB No. and tied into bundles of convenient size as indicated in the preceding para.

Having thus packed the blockwise bundles into convenient sized bundles and wrapped in gunny cloth. the name of the charge, Location Code Number of the Charge, Name of item viz., Individual Slip, block numbers (from..... to ..... .....) for which the Individual Slip pads have been included in the bundle should be indicated on the bundles prominently. (Please see previous para for label).

**(v) Filled in working sheets for preparing the Enumerator's Abstract**

These would have been taken out from the blockwise bundles of enumeration records and arranged in the ascending order of the CEBs for the purpose of compiling the provisional population totals. It should be ensured at this stage that for each block there are Working Sheets prepared separately for normal, institutional and houseless households and that these are tagged together securely. Then the Working Sheets arranged in the ascending order of the CEB numbers should be placed between two sheets of card-boards and packed in gunny cloth. Particulars such as name of the charge, location code, item included viz., 'Working Sheet', Block numbers (from..... to ..... .....) for which the Working Sheets have been included in the bundle should be indicated on the bundle. (Please see previous para for label format).

**(vi) Filled in Enumerator's Abstract**

The Enumerator's Abstracts of all the CEBs should be separated from the blockwise bundles received, and arranged in the ascending order of the CEBs. These should be placed between two sheets of card-boards and packed in gunny cloth. Particulars such as name of charge etc., as indicated above should be shown on the bundle.

(vii) The "Inventory of the Records of Enumeration Block" of each CEB similarly should be arranged in the ascending order of the CEBs and packed in gunny cloth after placing these between two sheets of card-boards. A label indicating the location particulars of the charge and contents of the bundles should be pasted to the bundle.

**(viii) PGDH & TP Schedules**

Apart from the above mentioned seven items, the following items will be available with the Charge Officer :

(i) Post Graduate Degree Holders and Technical Personnel Schedules.

(ii) Statement showing Post Graduate Degree Holders and Technical Personnel Schedules received, issued and returned.

These should be dealt with in the manner prescribed hereunder :

These two items in respect of each block received should be tagged together securely. It should be ensured at this stage that on each and every filled in PGDH & TP schedule, the location code has been recorded by the enumerator. If not already done, the full location code of the block should be entered on each PGDH & TP schedule at this stage.

The Charge Officer is required to prepare, in duplicate a statement for his charge showing therein, the number of PGDH & TP schedules issued to enumerators and supervisors, filled in schedules collected back and blank schedules returned.

The PGDH & TP schedules and the statement of PGDH & TP schedules of each CEB tagged together as indicated earlier should be arranged in the ascending order of the CEBs and packed into one or more convenient sized bundles as may be required. All these bundles may be made into one single bundle and wrapped in gunny cloth. The location particulars of the Charge and the contents of the bundle should be clearly displayed on the bundle.

10. After having packed all these materials as indicated above, these should be assigned bundle numbers continuously for the charge such as 1/11, 2/11, 3/11, 4/11, etc., the numerator indicating the bundle number, the denominator representing the total number of bundles for the charge.

**Despatch of Records**

11. A separate statement indicating the names of the items, Sl. Nos. of the bundles into which these are packed into and the block numbers for which the records are packed therein should be prepared in duplicate and all the bundles along with this state-

ment, should be sent by the Charge Officer direct to the Regional Tabulation Office with a responsible official. As the officials deputed for this purpose will have to open the bundles and handover the records item by item at the Regional Tabulation Office (R.T.O.) their services will be required in the R.T.O.s till all the records are received and properly acknowledged.

12. The items to be sent to the Deputy Directors of Census Operations of the concerned Regional Tabulation Offices are indicated below:

**Items to be despatched to the Regional Tabulation Office**

(1) Filled in Charge Officers Inventory pertaining to Household Schedules; Individual Slip and Working Sheet for Enumerator's Abstract in DUPLICATE.

(2) Provisional Population Register and Charge Abstract (one set would have been sent to the Director of Census Operations, Karnataka so as to reach on or before 11th March, 1991 as indicated in Circular No. 11).

(3) Filled in and updated Annexure-II of Enumeration Circular No. 8.

(4) A statement in duplicate showing the items forwarded to the Regional Tabulation Office indicating therein the name of the item, the serial numbers of the bundles into which they are packed and the block Nos. for which the records are packed in each bundle.

(5) Bundles containing filled in Notional Maps and Layout Sketches.

(6) Bundles containing filled in Abridged Houselists including continuation sheets of Section 2 and 3.

(7) Bundles containing blockwise bundles of Household Schedule books.

(8) Bundles containing blockwise bundles of Individual Slip pads.

(9) Bundles containing filled in Working Sheets (pertaining to normal, institutional and houseless households of each block tagged together).

(10) Bundles containing filled in Enumerator's Abstracts.

(11) Bundles containing filled in Inventory of Records of the Enumeration Blocks.

(12) Bundles containing PGDH & TP Schedules and statements of PGDH & TP Schedules of each block.

(13) Statement of PGDH & TP Schedules relating to the charge.

**Schedule of Despatch**

13. It should particularly be noted by the Charge Officers that the above mentioned records will be required in the Regional Tabulation Offices by 11th March 1991. They should therefore take necessary steps to ensure that the records are handed over by their officials personally to the Deputy Director of Census Operations in-charge of the RTOs on or before 11th March 1991.

14. The City Census Officers of Cities having more than one Charge under their control should arrange to send the records of all the charges at a time. But even in such cases, the concerned officials in charge of the census work attached to the different Charges should accompany the records and personally hand over the same at the Regional Tabulation Office.

15. On receipt of the records at the RTO, the RTO will return one of the two copies of the Charge Officer's Inventory, the statement showing the items forwarded to the RTO and the statement prepared by the Charge Officer relating to PGDH & TP Schedules issued, collected back and blank Schedules being returned recording therein the receipt of the items referred to therein as also the other items handed over by the officials from the Charge Office duly signed by the Deputy Director of Census Operations. One copy each of these statements/Inventories referred to above will be retained by the RTO for reference and record.

**Organisation for collection and despatch**

16. The District and City Census Officers are requested to personally monitor the progress in respect of each and every charge regarding the arrangement and despatch of records to the RTO daily, from the day the Provisional Population Totals are communicated, and ensure that the Charge Officers hand over all the records to the RTOs on or before 11th March 1991.

17. The names of the DDCOs and the RTOs and the districts coming under the jurisdiction of each of the RTOs are indicated in Annexure-II. The postal addresses of the DDCOs in-charge of the Regional Tabulation Offices to which the records are to be forwarded will be intimated separately.

**Miscellaneous Records—Stores Accounts etc.**

18. After forwarding the above records to the Regional Tabulation Offices the Charge Officers will be having with them various blank forms/schedules, Instruction Booklets, SC/ST lists unused PGDH & TP Schedules, Charge Register and Charge Map etc. etc. besides the records pertaining to the Houselisting Operations such as Notional Maps, Layout sketches, second copy of the Houselists etc. Likewise, there may be certain quantity of census forms/schedules available with the District and City Census Officers.

19. It may be recalled that Store Register was prescribed by this office to maintain an account of the

census materials received (i) by the District/City Census Officers from the Director of Census Operations, Karnataka and issued to their Charge Officers (ii) by the Charge Officers from their respective District/City Census Officers and issued to the field personnel. These Store Registers should be brought up-to-date by the respective District/City Census Officers and Charge Officers by showing the details of the various materials received, issued and the balance in stock.

20. Regarding the forwardal of above mentioned items to the Director of Census Operations Karnataka, Bangalore, separate instructions will be issued.

21. The expenses towards purchase of gunny cloth, transportation, etc., may be debited to the Head of Account '8000-00-287-0-00 Census, Survey and Statistics' Miscellaneous Expenses.

22. A separate communication will be issued with regard to the records to be forwarded to the Regional Tabulation Officers by the Military Census Charge Officers.

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

Yours faithfully,

(Sd/-)

(SOBHA NAMBISAN)

*Director of Census Operations.*

*Karnataka*

Copy to

As per mailing list.

ANNEXURE I

CENSUS OF INDIA 1991

**CHARGE OFFICER'S INVENTORY**

Full Location Code of the Charge : 11/

Name of State : KARNATAKA Code No. 11 Name of Taluk/ Code No.....
Name of Town/City.....
District : Code No..... Name /No. of City Charge

| E.B. No. | Household Schedule books | | | | Individual Slip Pads | | | | | | Total number of filled in Working Sheets (including those used for Normal, Institutional and Houseless households) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | 23/27 forms | | 11 forms | | 50 Slips | | 25 Slips | | 10 slips | | |
| | Used | Unused | Used | Unused | Used | Unused | Used | Unused | Used | Unused | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

ANNEXURE II

**Particulars of the Deputy Director of Census Operations in Charge of the Regional Tabulation Offices to whom the Enumeration Records are to be forwarded by the Charge Officers/City Census Officers**

| Rural/Urban/City Special Charges located in | Address of the Deputy Director of Census Operations in charge of the Region Tabulation Office concerned. |
|---|---|
| Bangalore District including Bangalore City Corporation and Bangalore Development Authority | Sri Prahlad Rao, Deputy Director of Census Operations, Regional Tabulatio Office-I, Bangalore. |
| Bangalore Rural District<br>Kolar District,<br>Tumkur District | Sri R.Y. Revashetti, Deputy Director of Census Operations, Regional Tabu lation Office-II, Bangalore. |
| Belgaum District<br>Bijapur District | Sri P.S. Patil, Deputy Director of Census Operations, Regional Tabulatio Office, Belgaum. |
| Dharwad District<br>Bellary District | Sri K.B. Koppad, Deputy Director of Census Operations, Regional Tabulatio Office, Dharwad |
| Gulbarga District<br>Bidar District<br>Raichur District | Sri Bhimsen Rao, Deputy Director of Census Operations, Regional Tabulatio Office, Gulbarga. |
| Hassan District<br>Chikmagalur District<br>Dakshina Kannada District | Sri Adoni Syed Saleem, Deputy Director of Census Operations, Regional Tabu lation Office, Hassan. |
| Mysore District<br>Mandya District<br>Kodagu District | Sri B. Shivappa, Deputy Director of Census Operations, Regional Tabulatio Office, Mysore. |
| Shimoga District<br>Chitradurga District<br>Uttara Kannada District | Sri K.H. Aswathanarayana Gowda, Deputy Director of Census Operations, Regional Tabulation Office, Shimoga. |

ANNEXE D.34

तार : मैसेनस
Gram: MYCENSUS

दूरभाष Per: 223312
Telephone : Office:

No. ADM 91 EST 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA,

नं० : 21/1, मिशन रोड
No. 21/1, Mission Road,
बेंगलूर-560 027
Bangalore-560 027

तारीख/Date 7-3-1991

## ENUMERATION CIRCULAR NO. 13

Sub : Award of Census Medals and Certificates of Honour.

It has been the tradition to recognise good work performed in the Census by the award of census medals along with certificates of honour. It is proposed to continue this practice for the 1991 Census by awarding silver and bronze medals to census functionaries in recognition of their zeal and quality of work.

When there are so many persons who have done extremely good work, it is extremely difficult to decide as to whom should be given these certificates and medals. Since there are only a limited number of medals we shall have to do the exercise of making a selection of the best.

The Registrar General and Census Commissioner, India has allocated 634 silver and 606 bronze medals for karnataka. The allocation of these medals and their distribution among the various functional categories will be as per the details indicated in Annexure I and II of this circular. In Annexure I, the unit of competition for the different levels has been specified, indicating also the names of the officers who should make final recommendation for selection of the recipients. I am enclosing a questionnaire in Annexure III and Annexure IV to this circular which may be completed in the case of enumerators and supervisors who are selected as among the best for the purpose of awarding the silver and bronze medals. The Charge Officer has to fill up these questionnaires.

The initial assessment of the work of enumerators and supervisors should be made by the Charge Officer (Rural/Urban). The Charge Officer can consult the supervisor if necessary in evaluating the work of particular enumerator. It is suggested that the Charge Officer may furnish a panel of names for the best and next best enumerator and supervisor in the Charges in the ratio of 1:3. The District Census Officer will, on the recommendations of the Charge Officers, finally select the best and the next best enumerator and supervisor at the charge level. After this the information will be communicated to this office. In the case of the City Corporations of Bangalore, Belgaum, Hubli-Dharwad, Gulbarga, Mangalore, Mysore and Bangalore Development Authority, the final selection will be made by the City Census Officer. The Military Charge Officers are required to make their recommendations through their respective Commanding Officers. While recommending the personnel, every care is to be taken, as it is proposed to conduct a cross check with the records available in the Regional Tabulation Office.

A separate proforma has been prescribed to assess the performance of the Charge Officers and is given at Annexure V. This is to be filled up personally by the District/City Census Officers and has to be forwarded to this office through the Deputy Commissioner or the Commissioner of the City Corporation as the case may be. The Deputy Commissioner/Commissioner of Corporations will record his views on the recommendation made by the District/City Census Officer so as to enable this office to make the final recommendations to the Government in this behalf.

In respect of the District/Additional District/City Census Officers, the initial assessment may kindly be made in the proforma at Annexure-V by the Deputy Commissioner/Commissioner of Corporation concerned and the proforma duly filled up may please be

sent to this office at the earliest to enable final recommendations being made in this behalf to Government.

The initial assessment of the Military Census Officers may be made by the Commanding Officers and forwarded to the Director of Census Operations, Karnataka, as per Annexure V. These assessments may be made on the principles indicated in Annexure-V and any other facts found necessary by the concerned reporting/recommending officers.

In making selections of all levels of functional categories, especially the enumerators and supervisors, particular care should be taken to exclude persons against whom complaints of faulty enumeration were received and who are known to have recorded wrong answers.

The Census Operations will be completed by 5-3-1991. It is requested that the selections and final recommendations may be made as early as possible and should reach this office by the end of April, 1991 so that such cases may be processed further and arrangements made for the award of medals.

(Sd/-)

(SOBHA NAMBISAN)

*Director of Census Operations,*
*Karnataka*

To

All in the Mailing List including Military Charge Officers.

ANNEXURE I

**Award of Census Medals for Excellent Performance in 1991 Census Operations**

| Sl. No. | Category of personnel | No. of medals allotted | | Unit of competition | Names of Officers making final recommendations |
|---|---|---|---|---|---|
| | | Silver | Bronze | | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | Best & Next Best District Census Officer | 1 | 1 | State | Director of Census Operations, Karnataka, Bangalore |
| 2. | Two Best & Two Next Best City Census Officers in State. | 2 | 2 | State | |
| 3. | Best & Next Best Charge Officer (Rural) in the District | 20 | 20 | District | Deputy Commissioner of the concerned district. |
| 4. | Best & Next Best Charge Officer (Urban) except BCC & BDA in the Dist. | 20 | 20 | District | |
| 5. | Six Best & Six Next Best Charge Officers (BCC & BDA) | 6 | 6 | City | Commissioner BCC/BDA |
| 6. | Best & Next Best Supervisor (as per Annexure-II) | 85 | 85 | Dist. City Charge | Deputy Commissioner/Municipal Commiss oner |
| 7. | Best & Next Best Enumerator (Two in a taluk—For City Charges—see Annexure-II) | 453 | 453 | Taluk/City Charge | |
| 8. | Best Assistant/Additional Charge Officer in the Dist. | 20 | .. | Dist. | Deputy Commissioner |
| 9. | Best & Next Best Additional District Census Officer. | 1 | 1 | State | Director of Census Operations, Karnataka, Bangalore. |
| 10. | Two Best & Two Next Best Military Census Officers | 2 | 2 | State | |
| 11. | Two Best & Two Next Best Military Census Supervisors. | 2 | 2 | State | |
| 12. | Two Best & Two Next Best Military Census Enumerators. | 2 | 2 | State | |
| 13. | Best & Next Best District Census Clerk | 1 | 1 | State | |
| 14. | Best & Next Best City Census Clerk | 1 | 1 | State | |
| 15. | Five Best & Five Next Best Charge Clerks | 5 | 5 | State | |
| | TOTAL | 621 | 601 | | |

ANNEXURE II

**Districtwise Distribution of Medals Earmarked for Enumerators and Supervisors**

| Sl. No. | District | No. of Medals for Enumerators | | No. of Medals for Supervisors | |
|---|---|---|---|---|---|
| | | Silver | Bronze | Silver | Bronze |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | Bangalore | 6 | 6 | 1 | 1 |
| 2. | Bangalore (Rural) | 16 | 16 | 2 | 2 |
| 3. | Belgaum | 20 | 20 | 3 | 3 |
| 4. | Bellary | 16 | 16 | 2 | 2 |
| 5. | Bidar | 10 | 10 | 1 | 1 |
| 6. | Bijapur | 22 | 22 | 3 | 3 |
| 7. | Chikmagalur | 14 | 14 | 2 | 2 |
| 8. | Chitradurga | 18 | 18 | 2 | 2 |
| 9. | Dakshina Kannada | 6 | 16 | 2 | 2 |
| 10. | Dharwad | 34 | 34 | 4 | 4 |
| 11. | Gulbarga | 20 | 20 | 3 | 3 |
| 12. | Hassan | 16 | 16 | 2 | 2 |
| 13. | Kodagu | 6 | 6 | 1 | 1 |
| 14. | Kolar | 22 | 22 | 3 | 3 |
| 15. | Mandya | 14 | 14 | 2 | 2 |
| 16. | Mysore | 22 | 22 | 3 | 3 |
| 17. | Raichur | 18 | 18 | 2 | 2 |
| 18. | Shimoga | 18 | 18 | 2 | 2 |
| 19. | Tumkur | 20 | 20 | 3 | 3 |
| 20. | Uttara Kannada | 22 | 22 | 3 | 3 |
| | **Cities** | | | | |
| 1. | Bangalore (MC) & BDA | 101 | 51 | 13 | 13 |
| 2. | Belgaum | 10 | 5 | 1 | 1 |
| 3. | Bellary | 6 | 3 | 1 | 1 |
| 4. | Hospet | 2 | 1 | 1 | 1 |
| 5. | Bidar | 2 | 1 | 1 | 1 |
| 6. | Bijapur | 3 | 2 | 1 | 1 |
| 7. | Bagalkot | 2 | 1 | 1 | 1 |
| 8. | Rabkavi Banhatti | 2 | 1 | 1 | 1 |
| 9. | Chitradurga | 2 | 1 | 1 | 1 |
| 10. | Davangere | 5 | 3 | 1 | 1 |
| 11. | Mangalore | 6 | 3 | 1 | 1 |
| 12. | Gadag-Betgeri | 3 | 2 | 1 | 1 |
| 13. | Hubli-Dharwad | 15 | 8 | 2 | 2 |
| 14. | Ranibennur | 2 | 1 | 1 | 1 |
| 15. | Gulbarga | 6 | 3 | 1 | 1 |
| 16. | Hassan | 2 | 1 | 1 | 1 |
| 17. | Kolar | 2 | 1 | 1 | 1 |
| 18. | Kolar Gold Fields (SB) | 2 | 1 | 1 | 1 |
| 19. | Robertsonpet | 2 | 1 | 1 | 1 |
| 20. | Mandya | 2 | 1 | 1 | 1 |
| 21. | Mysore | 10 | 5 | 1 | 1 |
| 22. | Raichur | 2 | 1 | 1 | 1 |
| 23. | Shimoga | 4 | 2 | 1 | 1 |
| 24. | Bhadravathi New Township (NAC) | 2 | 1 | 1 | 1 |
| 25. | Bhadravathi | 2 | 1 | 1 | 1 |
| 26. | Tumkur | 4 | 2 | 1 | 1 |
| | TOTAL | 201 | 453 | 85 | 85 |

ANNEXURE III

Charge .....  Rural/Urban .....

Circle No. .....  Block No .....

Name & Address of Enumerator .....

## QUESTIONNAIRE REGARDING ENUMERATOR'S WORK

| | Max. Marks | Marks Scored | Grade |
|---|---|---|---|
| 1. Present in all the training Classes? (Deduct 2 marks for each day's absence) | 20 | | |
| 2. Attentive in all the training classes ? if not what trouble ? (Nil if inattentive, troublesome or flippant) | 20 | | |
| 3. Did he/she go round the CEB for a preliminary inspection before the commencement of enumeration. | 20 | | |
| 4. Any wrong answer recorded against questions of the Individual Slip or Household Schedule? (Deduct 1 mark for each wrong entry whether main or subsidiary) | 20 | | |
| 5. Were questions 14, 15 and 16 filled up with great care ? (For every vague or incomplete entry deduct 1 mark) | 20 | | |
| 6. Any discrepancy between the Individual Slip and the Household Schedule ? (For every wrong entry subtract 1 mark) | 20 | | |
| 7. Was he/she regular in writing the Working Sheet and prepare them according to instructions ? Any mistake? (For every wrong entry subtract 1 mark) | 20 | | |
| 8. Quality of the Notional Map/Layout Sketch : Did he prepare this neatly and update it fully ? | 20 | | |
| 9. Was the AHL properly updated during the course of enumeration ? | 20 | | |
| 10. Had he/she identified the places where the houseless reside before hand and did he/she enumerate all such persons on the night of 28th | 20 | | |
| 11. Did he/she cover his entire block completely without any omissions or duplications and in time ? | 20 | | |
| 12. Was the revisional round complete and timely ? Did he/she cover all the houses ? | 20 | | |
| 13. Wasted any slips or forms ? (2 marks less for each kind of wastage) | 20 | | |
| 14. Did he/she maintain the records neatly ? | 20 | | |
| 15. Was the enumeration smooth in his/her block ? Were there any problems and complaints | 20 | | |
| 16. Did he/she start the enumeration and complete it on schedule and was he/she regular and up-to-date in his/her work throughout the enumeration period ? | 20 | | |
| 17. Could he/she understand the scope of sample questions and importance of PGDHTP Schedules ? | 20 | | |
| 18. Did he/she submit all the records in time ? | 20 | | |
| 19. Was the Enumerator's Abstract accurately done ? | 20 | | |
| 20. Any other remarks you may like to record | 20 | | |
| TOTAL | 400 | | |

**Charge Officer/City Census Officer**

Report by District/City Census Officer :

Report by Principal Census Officer :

### GRADES TO BE ADOPTED

| | | | |
|---|---|---|---|
| Total Score on each point | | : | 20 |
| Outstanding | : | 20 | A |
| Good | : | 15 | B |
| Satisfactory | : | 10 | C |
| Poor | : | 5 | D |
| Bad | : | 0 | E |

ANNEXURE IV

Charge ..... Circle .....

No. of Enumerators in the Circle .....

Name & Address of Supervisor .....

## QUESTIONNAIRE REGARDING SUPERVISOR'S WORK

| | Max. Marks | Marks Scored | Grade |
|---|---|---|---|
| 1. Present in all the training classes ? (Subtract 2 for each day's absence) | 20 | | |
| 2. Alert in the training classes ? Any indifference of argument from him/her on any occasion/occasions ? | 20 | | |
| 3. Did he/she accompany the enumerators for preliminary inspection and identification of the CEB's before enumeration period ? | 20 | | |
| 4. Guided his Enumerators for preparing the Layout Sketch & Notional Maps? | 20 | | |
| 5. How many Enumerators in his circle produced all correct entries during (i) the first week, (ii) the second week and (iii) the third week ? | 20 | | |
| 6. Percentage of households visited by him/her in his/her circle for verification | 20 | | |
| 7. Percentage of slips & schedules scrutinised | 20 | | |
| 8. Did he/she accompany the enumerators by turns on each day during the period of enumeration ? | 20 | | |
| 9. Did he/she go round with the Enumerators during the revisional round ? | 20 | | |
| 10. Was he/she readily available in his circle for his supervising officers ? | 20 | | |
| 11. Did you have to clarify the doubts of Enumerators of his/her circle which the supervisor did not clarify ? | 20 | | |
| 12. Did he/she collect the records promptly from the Enumerators and handover the records on the prescribed dates ? | 20 | | |
| 13. Any complaints against him during enumeration ? | 20 | | |
| 14. Any other remarks you may like to record | 20 | | |
| TOTAL | 280 | | |

*Signature of the Charge Officer/City Census Officer*

Report by District/City Census Officer :

Report by Principal Census Officer :

### GRADES TO BE ADOPTED

| | | | |
|---|---|---|---|
| Total Score on each point | | : | 20 |
| Outstanding | : | 20 | A |
| Good | : | 15 | B |
| Satisfactory | : | 10 | C |
| Poor | : | 5 | D |
| Bad | : | 0 | E |

ANNEXURE V

**Questionnaire Regarding work of Charge Officers**

1. Name and designation of the Charge Officer (Gazetted or Non-Gazetted to be indicated with pay scale)

2. Name of the Charge . . . . . .

3. Total length of service . . . . . .

4. Size of the Charge :
   (a) Number of Circles . . . . . .
   (b) Number of Blocks . . . . . .

5. (a) No. of Supervisors in the Charge (reserves to be included). . . . . .
   (b) No. of Enumerators in the Charge (reserves to be included) . . . . . .

6. Report by District Census Officer/City Census Officer regarding effectiveness with which the Charge Officer discharged his duties with special reference.
   (i) Punctuality in submission of reports and returns,
   (ii) Promptness in completing the Working Sheet/Charge Register/Census Frame,
   (iii) Thoroughness of training enumeration staff,
   (iv) Degree of supervision and field check during actual enumeration,
   (v) Completeness of coverage,
   (vi) Accuracy of counting,
   (vii) Reporting of Provisional Results and return of records to Regional Tabulation Office.

   Name & Designation of Reporting Officer.

   Deputy Commissioner

7. Remarks of the Deputy Commissioner of the District on the above point viz. 6(i) to (vii) where the Reporting Officer is not the Deputy Commissioner, remarks are to be recorded by the Commanding Officer/Controlling Officer.

8. Quality of enumeration in the Charge (to be recorded by the Tabulation Office on the basis of the results of the preliminary check of slips and schedules)

*Deputy Director of Census Operations in charge of the Tabulation Office concerned.*

ANNEXE-D. 35

Grams: MYCENSUS

Phone : 223312
223306

No. TCH 1 CPO 87

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-560 027

Date: February 29, 1988.

To

The Deputy Commissioner
of all the 20 Districts.

Sir,

Sub: 1991 Census — Preparatory work—reg.

The next decennial Census of India will be held in Karnataka, as in the rest of the country in early 1991. The Census taking is a national task of immense magnitude covering every nook and corner of the country. Its scope has greatly increased over the past few decades making it imperative on our part to commence the preparatory work with utmost care and diligence quite early to adhere to the time schedule fixed by Government of India. Our State has earned a good reputation in the conduct of the census in the past. I need hardly emphasise that this tremendous work of conducting the census will largely depend on the whole hearted co-operation from you and your staff and all those who will take part in this national effort to complete the 1991 Census Operations in a successful and creditable manner.

2. This Directorate has initiated the preliminary work of 1991 Census as per the directions issued by the Registrar General and Census Commissioner, India New Delhi, Ministry of Home Affairs, Government of India vide his letter No. 9/12/87-CD (CEN) dated 24th June, 1987 and a copy of which was endorsed to Chief Secretary, Government of Karnataka for necessary action. The Government of Karnataka in turn vide Circular letter No. RD 21 SNA 87 dated 19th October, 1987 has issued directions to all the Heads of Departments, Deputy Commissioners of the districts, etc., to extend their fullest co-operation and assistance and further to treat the communications/ letters received from the Census Directorate with utmost promptitude and care.

3. One of the earliest tasks of the 1991 Census is to update the 1981 census frame i.e., list of districts, taluks and of villages and towns in each taluk taking into consideration the changes that might have occurred on or after 1st October, 1979 in the jurisdiction of the districts, taluks, villages and statutory bodies like the corporations, municipalities, notified areas, sanitary boards, cantonment boards etc.

4. I am forwarding herewith a copy of the list of villages for all the taluks of your disrtict prepared at the 1981 census (as on 01-10-79) along with the guidelines for preparing the list of villages for the 1991 census. The list of villages and taluk map for 1991 census may kindly be got prepared by the Tahsildars of the taluks concerned by updating the 1981 list taking into consideration the jurisdictional changes which have taken place since 01-10-79. We required also the particulars regarding jurisdictional changes.

5. As there have been considerable changes such as alteration of jurisdiction of the municipal and other towns, conversion of municipalities into mandals, etc., an overall review of the rural and urban units has become necessary. I therefore, request you to kindly furnish information regarding municipalities, corporations, etc., in your district in Forms 1, 2 and 3.

6. Further, kindly forward a list of taluks in your district along with particulars of changes if any in their jurisdictions since 01-10-79.

7. The list of taluks and filled in Forms 1, 2 and 3 mentioned above compiled by your office may kindly be forwarded to this affice along with copies of relevant notifications before 30th March, 1988.

8. The list of villages and taluk maps along with particulars of jurisdictional changes and relevant notifications collected from the Tahsildars may kindly be forwarded to this Directorate latest by 30th April, 1988.

9. As the list of villages and towns will have to be continuously updated till a date prior to the census to be fixed by the Government of India, I request you to kindly arrange to forward copies of notifications relating to change in names or jurisdiction of the districts, taluk, hobli, village and statutory bodies like municipalities, corporation, etc., as and when they are issued to this Directorate.



46—13 RGI ND 96

10. Lastly I request you to kindly review the progress relating to the preparation of list of villages/ maps in the Revenue Officer's meeting and emphasise the need for adhering to the time schedule indicated.

Yours faithfully,
(B.S. NARASIMHA MURTHY)
*Joint Director of Census Operations, Karnataka.*

Encl :

1. Forms 1, 2 and 3
2. A copy of the guidelines for preparing list of villages for 1991 Census.
3. A copy of list of villages of 1981 Census for each of the taluks with as many copies of guidelines.

Copy to:

The Chief Secretary, Government of Karnataka. Karnataka Government Secretariat, Vidhana Soudha, Bangalore-560 001.

Copy to:

The Divisional Commissioner, Bangalore/Belgaum Gulbarga/Mysore.

*Joint Director of Census Operations, Karnataka*

FORM 1

**List of Corporations (C), Municipalities (M), Cantonment Boards (CB), Notified Areas (NAC), Sanitary Boards (SB) etc., in Karnataka as on**

| District | Taluk | Name of the Town | Civic status of the Town/C/CB/ M/NAC/SB etc. | Number and date of the Gazette Notification* | | Remarks if any |
|---|---|---|---|---|---|---|
| | | | | relating to constitution | Laying down the present limits | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

*Please append copies of the notifications to this statement

*Deputy Commissioner*
*.....District*

FORM 2

**List of Corporations (C), Cantonment Boards (CB), Municipalities (M), Notified Areas (NAC), Sanitary Boards (SB), etc., in Karnataka abolished or converted into Mandal or another form of administration after 01-10-79.**

| District | Taluk | Name of the Town | Civic status of the town i.e., C/CB/M/NAC/ SB, etc. | Number and date of the Gazette Notification* relating to | | Present position | Remarks if any |
|---|---|---|---|---|---|---|---|
| | | | | constitution | abolition/ conversion, etc. | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

*Please append copies of the notifications to this statement

*Deputy Commissioner*
*.....District*

FORM 3

**Change in name and status of the Town/City, Municipalities, Corporations, etc., which have taken place on or after 01-10-79**

| District | Taluk | Name | | No. and date of Gazette Notification* affecting the change | Municipal status | | Number and date of Gazette Notification* upgrading or changing the form of civic administration |
|---|---|---|---|---|---|---|---|
| | | Present | Previous | | Present | Previous | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

*Please append copies of the notifications to this statement.

*Deputy Commissioner*
*.....District*

## CENSUS OF INDIA 1991

## KARNATAKA STATE

**Guidelines for preparing the list of villages for 1991 Census :**

The first and foremost task in preparing for the census operations is the drawing up of a list of all the districts in the state and all taluks in each of the districts and of villages and towns in each taluk ensuring that no area is either left out or wrongly included in a different administrative unit or included twice. To facilitate the assignment of jurisdictions to census officers in a systematic manner without leading to overlapping or omission of areas or wrong inclusion of any area in a different administrative unit and also for maintaining efficient field control during the census operations, it would also be necessary to prepare suitable maps showing therein the boundaries of the above mentioned administrative units. These lists and maps form the basic frame for the census operations and later for publishing population and other related data in the census volumes.

Guidelines given hereunder refer to the preparation of list of villages for the taluk and of the taluk map.

For census purposes Municipalities, Corporations, Notified Areas, Sanitary Boards, Cantonment Boards, Town Boards and such other statutorily constituted areas under Municipalities Act, Municipal Corporation Act, etc., and also certain places which are considered as "towns" by the Census Commissioner constitute 'urban areas' or 'towns'.

All areas excluding the areas indicated above form 'Rural' areas and for which, revenue village together with the main settlement (gaon thana) and all its hamlets is considered as the smallest administrative unit. In the case of forest areas which do not form part of any revenue village, each forest ranger's beat or forest beat with locally recognised boundaries is treated as the equivalent unit for the revenue village.

A copy of the list of villages of your taluk prepared at the 1981 census (as on 1st October 1979) is enclosed herewith for facilitating the updating of the same. It must be noted that this list reflects the rural and urban set up and also the jurisdiction of the taluk prevailing then and contains only the rural units i.e., the revenue villages—the lowest administrative unit and naturally excludes villages/areas of villages included in municipal and other towns. However, names of villages fully incorporated in the towns, fully submerged under water bodies etc., are given at the end of the list.

During the 1981 census operations and at the processing stage a few discrepancies such as omission of villages partly included in municipal areas, wrong listing of villages fully incorporated within the limits of municipal and other towns, portion of same village accounted for as different independent revenue villages, amalgamated villages or villages merged with another village/villages listed as independent village and *vice versa*. etc., noticed reflected the short comings in preparing this important basic frame for the census. It is, therefore, impressed upon all concerned that sufficient care should be taken in preparing the list of villages and the map. The initial format for preparing the list of villages pending finalisation of urban units for the 1991 census is devised so as to account for all the revenue villages falling within the boundaries of the taluk including those incorporated in municipal and other towns, submerged under irrigational projects, etc. Each revenue village in the taluk should be accounted for under one or the other section of the format of the list of villages furnished herewith.

The list of villages and the taluk map are to be prepared in duplicate for each taluk showing therein all the revenue villages falling within the present boundaries of the taluk. In preparing these care should be taken to account for all the urban units of the type

referred to above viz; places administered by municipalities, Corporations, Notified Areas, Sanitary Boards, Cantonment Boards, Town Boards, etc., (excluding of course the census towns to be designated as such by the Census Commissioner about which details will be known at a later stage) existing now.

CENSUS OF INDIA, 1991

KARNATAKA STATE

**List of Villages**

District : Taluk :

| Sl. No. of the village | | Name of village along with names of hamlets, if any | | Area in Acres-Guntas | Remarks |
|---|---|---|---|---|---|
| 1981 | Provisionally assigned for 1991 | Kannada | English | | |
| 1 | 2 | 3 | 4 | 5 | 6 |

**Revenue Circle/Hobli/Firka**

A. Villages to be censused

B. Villages fully submerged under reservoirs/irrigational projects/ tanks, etc.

C. Villages fully included in statutory areas like Municipality/ Corporation/Notified Area/Sanitary Board/Cantonment Board/etc.

D. Urban areas : Town/Cities in the Taluk :

| Name of the City/Town | Civic status | Revenue villages included | | | | Number and date of Government Notification (relating to constitution or latest notification altering the limits whichever is applicable) |
|---|---|---|---|---|---|---|
| | | Fully | | Partly | | |
| | | Name | Areas Acres-Guntas | Name | Areas Acres-Guntas | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

(i) Statutory Areas :

Municipality/Corporation/Notified Area/Sanitary Board/Cantonment Board/etc.

(ii) Others : To be determined later

Date :

Place :

Signature :
Tahsildar
Taluk :
(with seal)

A taluk map either printed or neatly traced preferably in 1" = 1 mile/2 miles scale showing the present jurisdiction of the taluk should be prepared in duplicate. These should show clearly the names and boundaries of all the villages, Hoblies/Circles/Firkas and also the towns in the taluk.

All the villages excluding those which are fully submerged or fully included in statutory bodies like municipalities, corporations, notified areas, sanitary boards, cantonment boards, etc., will be numbered in Arabic numbers (viz; 1, 2, 3, .....) in one continuous series for the entire taluk. The serial numbers to the villages should be assigned starting from Taluk Headquarters hobli/circle, i. e., kasaba circle in a serpentine manner and in each hobli/circle/ firka. The Headquarters village of the next hobli/ circle/firka should be assigned a serial number in continuation of the number given to the last village in the previous hobli/circle/firka covered.

The circle headquarters appearing in the map and the list should be underlined in red ink. The serial number assigned thus on the map should be entered against the village concerned in the list of villages under column No. 2.

The list of villages should be prepared in duplicate and it may either be typed in double line space or written in hand neatly in BOLD capital letters. All the villages should be listed one below the other according to the serial number assigned to them on the map, along with hamlets if any. Under column 1 of the list of villages the serial number as in the 1981 list is to be indicated for cross reference. All the villages which are to be censused should be listed in section A. Sections B, C and D are self explanatory.

At the 1981 census several villages though they were not administered by statutory bodies like municipalities, notified areas, etc., were treated as urban units or towns. These are indicated at the end of the list of villages of 1981 enclosed herewith. While preparing the list for the 1991 census however these units must be listed under section A, pending finalisation of rural—urban classification of places.

The following points may be kept in view while preparing the list of villages and the taluk maps.

1. All the revenue villages in the Taluk borne on the jurisdictional list should be listed. For the census purposes revenue village and the census village are considered one and the same and no distinction has been made between the two. The village thus for census purposes includes all areas falling within the jurisdiction of a revenue village such as the main built up area or settlement (the gramatana, the hamlets and the scattered or isolated homesteads within the boundraies of the revenue village).

Exception: In Kollegal taluk of Mysore District however, there are vast tracts of forests which do not fall within the limits of revenue villages. The forest beats which comprises of these forest areas are also therefore, listed in order to cover entire area of the taluk.

2. Instances of reporting different parts of a large village divided solely for administrative purposes/tax collection/etc., as separate independent villages have been noted in the earlier census. All such units which form part of a revenue village need not be listed and only the revenue village need be listed in the village list.

3. Hamlet / Tanda / Camps / Palya / Koppa / Colonies etc., should be shown below the *Asli* village concerned and given only sub-numbers like (i), (ii), (iii) .....etc. These sub-members should be entered under columns 3 and 4 and not under columns 1 or 2 of the proforma. While updating the village lists hamlets/tandas/colonies if any, which are not shown in the 1981 list of villages should be listed below the *Asli* village concerned. Similarly if a hamlet listed in the 1981 list of villages no longer exists due to the shifting of the settlement or for some other reasons, it should be deleted from the village list with an appropriate note against the village concerned. (In order to ensure that all the hamlets in a village are listed, it is suggested that the village accountant or an official having thorough local knowledge may be consulted).

4. Revenue villages which have no population "uninhabited" or "Bechirag" also should be included in the list.

5. Forest Areas which are revenue villages in their own right also should be included in the list.

6. Revenue villages which stand amalgamated with another/other revenue village/s and are no longer independent villages need not be listed. Details of amalgamated villages may be furnished in remarks column against the village with which amalgamation is made indicating the number and date of the Government Order.

7. In cases, where only a portion of the revenue village has been included in statutory bodies like municipality, corporation, notified area, etc., names of such villages are to be listed and a note to this effect quoting the relevant Government Order and the extent of area included in the said statutory body is to be given against the village concerned under the "Remarks" column. Where the name of the village and the town happens to be same, that part of the village which is not included in the urban area is to be distinguished by the addition of the word 'rural' e.g., Navalgund (Rural).

8. The names of villages which are partly sub-merged under irrigational projects/reservoirs, etc., are to be listed. Particulars of the extent of village area submerged, population rehabilitated, depopulation, etc., are to be furnished in the remarks column. The rehabilitation settlements/colonies wherever established consequent on submersion of village areas should be taken into account and listed under the village in which they are located. An explanatory note may be given in respect of the rehabilitation colonies indicating the origin of the population settled.

9. Villages that have been wholly merged within the statutory bodies like Corporations, Sanitary Boards, Notified Areas, Municipalities, etc., are to be shown separately at the end of the list under the heading "villages fully included in statutory bodies like Corporation, Municipalities, etc.," (as shown in 1981 Census village lists) indicating the name of the municipality/corporation, etc., within which they are included.

10. Villages submerged fully under reservoirs and other water bodies and consequently have lost their identity completely on the field are to be shown separately under the heading "villages submerged fully under reservoirs, Irrigation projects, etc.," (please refer 1981 census village list).

11. If the name of a village has been changed by the Government by issue of a notification, the previous name of the village and number and date of the notification should be indicated in the remarks column. A copy of the said notification should also be furnished.

12. In case of villages that have been transferred to or from another taluk after 01-10-79 the name of the taluk, hobli, or circle to or from which they have been transferred should be mentioned in the remarks column and copies of the relevant Gazette Notifications should be furnished.

13. New villages constituted on or after 01-10-79 are to be listed under the hobli/circle/firka concerned along with the names of the hamlets if any. Under the "Remarks" column against this village, the fact that it is a "Newly constituted/Created village" may

be mentioned along with the number and date of the Gazette Notification under which it is so constituted and particulars of village/s from which the areas have been excluded to form the new village need also be mentioned. A cross reference must be given against the villages from which the areas have been excluded to constitute the new village. A copy of the Government Order constituting the village should invariably be furnished.

14. If a municipality or notified area or a similar statutory body is abolished say after 01-10-79 the local areas which it comprised of before its abolition will have to be identified with the revenue village/s concerned. Similarly if areas included in a municipality/corporation/etc., have been excluded therefrom, such areas should be identified with the revenue village/s of which it/they formed part of earlier. Entire village/s excluded from municipal limits or becoming independent village again due to abolition of municipality/etc., should be listed as independent villages in the list of villages in Section 'A'.

It is noted that a large number of municipalities has been converted into mandals. Mandals cannot be treated as urban units automatically as in case of municipalities, notified areas, etc. Unless these places are treated as towns by the Census Commissioner, these will remain in the rural frame and, therefore, areas included in them will have to be identified with the revenue village concerned and included in the list. This would be simpler if area of only one village or portion of only one village constituted the former municipality. If however, areas of more than one village formed the former municipal town and the built up area spreads over areas of more than one village contiguously it may not be possible to demarcate the different village boundaries physically on the field to facilitate identification of buildings and population residing with the revenue village concerned.

Cases such as these may be given careful consideration and position be reported clearly.

15. Normally the last Serial Number of village in the taluk list should be the same as the last Serial Number in the village list of 1981 Census Village list. If there is any difference, it should be accounted for with proper explanation. For purposes of enumerating all the changes in the taluk which have taken place since 01-10-79 a separate statement, the format of which is given herewith should be prepared and sent along with the list of villages and maps. Each Taluk Office should furnish the additional information in the enclosed format.

16. After having prepared the village lists and taluk maps one copy each of the list and the taluk map as also the statement showing the jurisdictional changes and copies of notifications should be sent to the Deputy Commissioner's office for onward transmission to this Directorate for further needful action.

CENSUS OF INDIA, 1991

KARNATAKA STATE

**Statement showing the changes that have occurred on or after 01-10-79 in the name and jurisdiction of the villages Hobli/Circle/Firka and Taulk**

District : Taluk :

| Changes | Particulars |
|---|---|
| 1 | 2 |
| I. Change in name | |
| (a) Taluk | |
| (b) Hobli | |
| (c) Village | |
| II. Change in jurisdiction of the Taluk/Hobli/Circle/Firka and Village | |
| 1. Transfer of areas between taluks | |
| (a) Revenue villages/areas excluded and transferred from this taluk to : | |
| (i) another taluk in the same district | |
| (ii) a taluk in different district/state | |
| (b) Revenue villages/areas transferred to this taluk from | |
| (i) another taluk of the same district | |
| (ii) a taluk of different district/state | |
| 2. Transfer of areas between hoblies/circles/firka | |
| Villages/areas transferred from one hobli/circle/firka to another within the same taluk | |

| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|
| 3. | Changes at village level : | | | | |
| | (a) Villages, boundaries of which have been altered where no new village is constituted | | | | |
| | (b) Villages, bounderies of which have been altered to constitute new village/s | | | | |
| | (c) New villages constituted from areas excluded from villages of the | | | | |
| | (i) same taluk | | | | |
| | (ii) different taluk of the same district or different district | | | | |
| | (d) Villages amalgamated or merged with another village/ other villages | | | | |
| | (e) Complete submersion of villages under irrigational projects, etc. | | | | |

III. Any other relevant information not covered above.

Tahsildar
Taluk

**Note:** Please give information in detail under Col. 2 against each of the type of the changes indicating the number and date of the relevant Gazette Notifications. A copy of the relevant Gazette Notification should also be attached to this statement. 'Nil' may be recorded against such changes which have not occurred. This statement alongwith copies of Gazette Notifications should accompany the list of villages and taluk map.

ANNEXE-D. 36

Grams: MYCENSUS

Telephone { Pre : 227055
Office: 223312
223306

No. TCH 8 CPO 88

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-560-027

Date 1st Aug. 1988

To

The Secretary to Government of Karnataka
Housing and Urban Development Dept.,
IV Floor, M.S. Building, II Stage.
Dr. Ambedkar Veedhi.
Bangalore 560 001.

Sir,

Sub: 1991 Census—Procurement of urban maps—Reg.,

As you are kindly aware, the preparatory work for the 1991 Census has already been undertaken by this directorate. We had requested you earlier for the supply of certain basic information regarding statutory bodies such as city/Town/Municipalities/Corporation/Notified areas/etc., in Forms 1, 2 and 3 vide letter No. TCH 1 CPO 87 dated 5-1-88. Subsequently, your department has issued instructions to the Director of Municipal Administration and the corporation section to furnish the necessary particulars required by this directorate.

The Registrar General and Census commissioner of India has issued instructions for the procurement and updating of maps of all administrative levels such as district, taluk, towns etc., for facilitating the demarcation of Urban and Rural areas, for listing the houses and households and enumerating the population in the respective limits of the towns and villages without any duplication and omission. Maps in suitable scales of all towns, taluks and districts, which will serve as the frame for the 1991 Census, are required. Further, these maps suitably updated and depicting the data collected in Census and from other sources included in the Census publications will form important reference materials.

The Revenue Department, Government of Karnataka has already supplied the printed district and taluk maps to this Directorate. I am now requesting you to kindly issue directions to all the Municipal Corporations, Municipalities, Notified Area Committees, Sanitary Boards, Contonment Boards Etc., in the State to supply the following to this Directorate urgently.

1. An upto-date map preferably in scale 1"—one Furlong or Standard scale prepared by the Town Planning Authorities showing the built-up area, street patterns, railways, names of localities, important public places and buildings, etc., and the Statutory boundary of the town concerned.

**This map should clearly show**

(i) The names and boundaries of the ward/divisions/municipal block/etc., which ever is applicable.

(ii) Extensions / residential areas/industrial areas and the like contiguous to the town or located adjacent to the town. (In case the local administration provides amenities to these areas or exercises control over those areas which fall outside the statutory limits of the town, the details thereof need, be specifically provided.)

2. A copy of the Gazette Notification defining the boundaries of the town concerned.

3. A copy of the Gazette Notification relating to the Divisions constituted for the local elections.

4. A map showing the statutory boundary of the town marked on the revenue survey map of the village or villages the areas of which are fully or partly included within the town limits.

Yours faithfully,

(Sd/-)

(B. S. NARASIMHA MURTHY)

*Joint Director of Census Operations, Karnataka.*

Copy for kind information and necessary action to:

(i) The Director of Municipal Administration, Visweswaraiah Tower, Ambedkar Veedhi, Bangalore-560 001.

(ii) The Deputy Commissioner,—
District.

(iii) The Commissioner, Corporation of the City of Bangalore/Hubli-Dharwad /Mysore / Belgaum Mangalore/Gulbarga.

(Sd/-)

(B. S. NARASIMHA MURTHY)

*Joint Director of Census Operations, Karnataka.*

ANNEXE-D. 37

Grams: MYCENSUS

No. TCH 1 CPO 87

Telephone: {Per: : 227055 {Office: 223312 223306

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-560 027

Date 6-3-1989

To

1. The Secretary to the GOK,
   Public Works, Command Area Development and Electricity Department,
   Karnataka Govt. Secretariat,
   M.S. Buildings, Dr. Ambedkar Veedhi,
   Bangalore-1.
2. The Chairman, K.E.B., Cauvery Bhavan
   Bangalore-9.
3. The Managing Director, Karnataka Power Corpn., Ltd. Bangalore.
4. The Chairman, B.W.S.S.B. Bangalore.

Sir,

Sub: Census of India, 1991—Preparatory work—regarding.

As you are aware, the next decennial census of India, as all over the country is scheduled to be conducted in February-March 1991. The population Census is one of the massive administrative tasks in the country requiring careful planning and a tremendous organisational effort. One of the important items of work involved in the census taking is the correct assessment and full knowledge of all areas where habitation exists for cent percent coverage during enumeration.

Due to intensive activities relating to construction, maintenance, etc., of projects connected with irrigation, power generation, water supply etc., many a camps/colonies/townships came up, the tenure of existence of which may be very short or permanent, while the type of settlement may be any where from haphazard growth to a planned township. Besides permanent colonies/townships are also established as a part of the project for personnel required for the maintenance or running of the projects.

More often than not it would be difficult to identify the location of these residential areas which owe their existence to the projects with reference to the limits/boundaries of the revenue villages or towns, which fact makes it difficult to conduct field operations and to assign the population to a unit of reference in which they are located.

Besides if the colonies/camps/townships possess the amenities comparable to urban areas it would be necessary to treat them as urban areas for the census purposes and this step would enable collection and publication of population data for them separately.

It may be recalled that temporary camps of Tungabhadra Project in Raichur district and 'Kargal Project Area' comprising of various colonies of labourers who worked in Sharavathi Hydroelectric Project in Shimoga district were treated as urban in 1951 and 1961 Censuses respectively. It is significant to note that Munirabad (of Tungabhadra Project) which was treated as a town in 1951 is still continued as an urban area and census data have been published for the same separately.

At the 1981 Census, Ambikanagar and Ganeshgudi were treated as census towns and they may have to be accorded the status for 1991 Census, also if there is no fall in their population.

It is possible that a number of colonies/camps/townships etc., may have been established and existing now connected with Upper Krishna Project, Raichur Thermal Power Station, Cauvery Water Supply Schemes etc., etc.

This Directorate is urgently in need of the particulars of all such existing projects and the residential colonies, camps, townships etc., which owe their existence to the projects concerned—new as well as those in existence since long. It is therefore requested that the following material may kindly be made available to this Directorate most *urgently*.

1. Names of all camps/colonies/townships with particulars such as location, etc., in the format enclosed herewith.
2. (a) Map showing the location of the project and camps/colonies/townships on the revenue survey map of revenue villages with boundaries of the villages and of Survey Nos.
   (b) Index plan, layout plan etc., of the project, residential colonies/camps/townships etc.

Kindly acknowledge receipt.

Yours faithfully,

(Sd/-)

(B. S. NARASIMHA MURTHY)

*Joint Director of Census Operations, Karnataka.*



47—13 RGI/ND/97

ANNEXE-D.38

Grams: MYCENSUS

No. ADM 27 EST 89

Telephone { Per : 227033
Office: 223312
223306

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-560 027

Date October 16, 1989

To
The Chief Secretary to the
Government of Karnataka
Vidhana Soudha
BANGALORE

Sir,

Sub: Census of India 1991—Issue of Notification under the Census Act.

As you are no doubt aware, Sri A.R. Nanda, IAS, has taken over as the Registrar General and Census Commissioner. The new Director of Census Operations, Karnataka, would be assuming office at Bangalore very shortly and the preparatory work for the ensuing 1991 Census has already commenced.

The next decennial Census of 1991 will be taken in Karnataka, as all over the country in early 1991. The basic phases of Census would be:

(a) Houselisting Operation in mid-1990.

(b) The actual census enumeration commencing from 9th February, 1991 to 1st March, 1991, followed by a revisional round till 5th March, 1991. In Jammu & Kashmir (excluding Leh and Kargil districts) the reference date is proposed to be 21-08-1991 and the period of Census will be 01-08-1991 to 20-08-1991 with revisional round during 21-08-1991 to 25-08-1991. In Leh and Kargil districts the reference date will be 01-10-1990 with enumeration during 11-09-1990 to 30-09-1990 with revisional round from 01-10-1990 to 05-10-1990.

(c) The post-enumeration check which would follow the actual census.

(d) The tabulation of the data.

The Registrar General and Census Commissioner of India in his D.O. letter No. 9/37/89-CD (CEN) dt. 20-09-1989 addressed to this office has desired that the State Government may now issue necessary notifications appointing Principal Census Officer and other Census Officers at various levels.

The Government of India have duly notified their intention to take a Census during 1991 (vide Registrar General, India's Notification No. F. No. 9/37/89-CD (CEN) dated 04-10-89 (copy enclosed) as required by Section-3 of the India Census Act, 1948 (Act 37 of 1948). With the issue of the above notification, the actual stage is now set for the 1991 Census Operations.

Under Section-4 of Census Act 1948, the Officers who will be responsible for taking of the Census have to be notified through orders of the cncerned authority and these orders have to be gazetted. The State Government may now issue complimentary notifications (i) appointing Census officers to take aid in, or supervise the taking of a Census as per sub-section (2) of Section-4 of the Census Act, (ii) delegating power of appointing Census Officers to such authority as they deem fit under Sub-Section (4) of Section-4, (iii) authorising certain authorities for purposes of Section-12 of the India Census Act, and (iv) authorising these authorities to sign the declaration in writing under sub-section (3) of Section-4 of the Census Act. In addition to these notifications, it would be necessary to issue a general notification calling for the cooperation of all Government departments and public in Census work.

As these notifications are to be issued urgently, I am enclosing three draft notifications for the consideration of the State Government, in order to save time. These notifications have been prepared generally on the lines of notifications issued in connection with the 1981 Census. Of the three draft notifications sent herewith the first one combines items (i) and (iii) mentioned above, the second one covers items (ii) and (iv) while the third one is the draft of the general notification to be issued according to past practice. These notifications may kindly be caused to be issued and published in the Karnataka Gazette as was done by the State Government at the time of the last Census of 1981.

In pursuance of the Second Notification, Deputy Commissioners of districts, Commissioners of Bangalore City Corporation, Hubli-Dharwad Corporation and Mysore City Corporation and Mangalore City Corporation, Belgaum City Corporation and Gulbarga City Corporation, and the Commissioner, Bangalore Development Authority may kindly be directed to appoint Census Officers as indicated below:

| | |
|---|---|
| Deputy Commissioners of Districts : | (i) to appoint the most suitable officer among their Assistants at their respective headquarters and District Census Officers. |
| | (ii) To appoint all Tahsildars in Charge of Taluks in their districts as Census Charge Officers of their respective charges excluding areas covered by Corporations, Municipalities, Sanitary Boards, Contonment Boards, Notified Areas, etc. |
| | (iii) To appoint suitable officers as |
| | (a) City Census Officers in respect of all City Municipalities in their respective jurisdictions. |
| | (b) Town Census Officers in respect of all Town Municipalities, Notified Area Committees, Sanitary Boards, Cantonment Boards, etc. |
| | (c) To appoint suitable officers as Census Charge Officers for the charges in to which the respective city municipalities may be divided for census purposes, wherever applicable. |
| Commissioner of Bangalore City Corporation, Hubli-Dharwad City Corporation, Mysore City Corporation, Belgaum City Corporation, Gulbarga City Corporation. | (i) To appoint one or more of their Senior Executive Officers as City Census Officers. |
| | (ii) to appoint Census Charge Officers for the charges into which their respective cities may be divided for Census purposes. |
| Commissioner, Bangalore Development Authority, Bangalore | (i) to appoint one or more suitable officers as Census Officer (B.D.A.) |
| | (ii) to appoint Charge Officers for the Charge into which the Bangalore Development Authority may be divided for facility of census work. |

These appointments must be notified in the Karnataka Gazette, as early as possible as a matter of course.

As the jurisdiction of the Bangalore Development Authority lies outside the Municipal limits of Bangalore City and the Corporation will be in charge of Census Operations only within the Municipal limits, it is necessary to make arrangements for the conduct of Census in respect of the areas under the jurisdiction of the Bangalore Development Authority excluding the Bangalore Corporation area. This explains the necessity for appointing a separate Principal Census Officer for the Bangalore Development Authority.

As the Notifications are to be issued as per the Census Act, extracts of the relevant sections of the Act are enclosed herewith for ready reference. I shall be grateful, if you would kindly take immediate action to cause the notifications to be issued and published in the Karnataka Gazette and to issue necessary instructions to the authorities mentioned above.

Yours faithfully,
(Sd/-)
(B S. NARASIMHA MURTHY)
*Joint Director of Census Operations, Karnataka.*

**(To be published in the Gazette of India, Part II Section 3 Sub-section (ii) Extraordinary)**

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

New Delhi-110011
the 4th October, 1989

## NOTIFICATION

S.O. 785(E). In exercise of the powers conferred by section 3 of the Census Act, 1948 (37 of 1948), the Central Government hereby declares that a census of the population of India shall be taken during the year 1991. The reference date for the census shall, except in the State of Jammu & Kashmir, be the sunrise on first day of March, 1991.

Provided that for the state of Jammu & Kashmir the reference date shall be as follows:

1. Leh and Kargil districts—Sun rise on the first day of October, 1990.

2. Rest of the districts including snow bound (areas)—Sun rise on twenty first day of August, 1991.

(F. No. 9/37/89-CD (CEN)

(Sd/-)
(A. R. NANDA)
*Registrar General and Census Commissioner, India*

To

The Manager.
Government of India Press.
Ring Road.
New Delhi.

Copy forwarded for information to:

1. All the Chief Secretaries of the States/UTs.
2. All the Directorates of Census Operations and Language Division of the Registrar General's Office in Calcutta.
3. All Divisions of RG's Office including Ad. I/Ad. II/Ad. III/Ad. IV and General Section.
4. All Ministries/Departments of the Government of India, CSO, Planning Commission, NSSO/DGET and N.B.O. for information.
5. 15 Copies for Census Division of Registrar General's Office.

(Sd/-)
(MAHENDRA NATH)
*Joint Registrar General, India*

ANNEXE—D. 39

CENSUS URGENT

D.O. No. ADM 31 EST 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

B.S. NARASIMHA MURTHY
*Joint Director of Census Operations*

No. 21/1, Mission Road,
Bangalore-560 027

Dated November 1, 1989

Sub: Census of India, 1991, Appointment of City Census Officers.

Ref: Notification No. RD 8 ETC 89 dated 25-10-89 of the Commissioner & Secretary to Government, Revenue Department, Sachivalaya II, Bangalore, addressed to the Commissioners, City Corporations.

Dear Sir,

I am writing to you in pursuance of the above NOTIFICATION from the State Government on the above subject (copy enclosed). The Government of India have formally notified that a Census of the population of India would be taken with reference date as the sunrise of 1st March, 1991 and the population count has accordingly to be taken between 9th February and 1st March, 1991. Following this notification, the State Government have since issued complimentary notifications in pursuance of the provisions of the India Census Act, 1948 (Central Act. XXXVII of 1948) (1) vesting the Commissioners of the Corporations of the Cities of Bangalore, Hubli-Dharward, Mysore, Mangalore, Belgaum and Gulbarga and the Commissioner, Bangalore Development Authority, Bangalore, with the responsibility of supervising Census Operations within their respective areas and (2) delegating powers to those authorities to appoint Census Officers, vide Government Notification referred to above.

With the issue of these notifications, the stage is now set for the formal commencement of the Census operations in the State. You will no doubt be in overall charge of the census work within your jurisdiction but in view of the multifarious activities which you are required to attend to, it would not reasonably be possible for you, Sir, to devote the time and attention which the Census work demands. To assist you in this task, therefore, it is necessary to appoint City Census Officers.

In view of the fact that the ultimate responsibility for timely and satisfactory completion of each stage of Census Operations rests with Principal Census Officer. It is desirable that the most competent among your Assistants at Headquarters be selected as your City Census Officer. I am indicating here the levels and other details of such Census Officers who have to be notified. Similar notifications were issued at the 1981 Census. Since the success of the Census operations in your City is dependent in a large measure on City Census Officer's own abilities, the choice of the officer may be made with greatest care, the emphasis being only on ability. In large cities like Bangalore, Hubli-Dharwad, Mysore, Mangalore, etc., it may be unwieldy for the one City Census Officer to organise and supervise the Census Operations in view of the sheer workload. If need be, in such cases you may consider appointing Deputy Commissioners of the ranges/Zones/Etc., as the Zonal Census Officer to the different Ranges/Zones instead of one City Census Officer or in addition to. I shall, however, would like to have your views on this indicating only the population one Zonal Census Officer would have to handle. I may add here that as an incentive to the hard work and effort needed to be put in by the Officer in this task, it is being envisaged that a suitable lumpsum honorarium for the entire Census Operations be paid to the City Census Officer to be appointed as such by you.

I, therefore, request you to make a suitable choice of an officer at your headquarters and appoint him as City Census Officer for your City. The Officer should be appointed by designation to be the City Census Officer. The appointment should have to be notified in the Government Gazette for the information of the public. The jurisdiction of the officer may please be specified in the notification in very clear terms. For the sake of uniformity and in the light of the experience of the past Census, I am enclosing herewith a format for the notification in question which you may please adopt, if you have no objection to the same.

I shall be grateful, if you will take up this matter on TOP PRIORITY basis and ensure that the above notification is issued within a fortnight and a copy thereof endorsed to this Directorate for information.

With respectful regards,

Yours sincerely,

(Sd/-)

(B. S. NARASIMHA MURTHY)

Shri

Commissioner,.....City Corporation/City Municipality.
Sriyuths. S. M. Acharya/Mahindra Jain/Pradip Singh Kharola/G. M. Dhananjaya/V. R. Bhavani/ Rama Rao Patil/Dilip Rau.

GOVERNMENT OF KARNATAKA

No. RD 8 ETC 89 (I)

Karnataka Government Secretariat
Sachivalaya II, Bangalore-560 027

Dated 25-10-1989

**NOTIFICATION**

In exercise of the powers conferred by sub-section (2) of section 4 of the India Census Act, 1948 (Central Act No. XXXVII of 1948) the Government of Karnataka are pleased to appoint the following authorities as Principal Census Officers within the meaning of the said sub-section to supervise the taking of the Census within their respective areas, namely:—

1. Deputy Commissioners of Districts in respect of their districts including the cities excepting the corporations of Bangalore City, Mysore City, Mangalore City, Hubli-Dharwad City, Belgaum City, Gulbarga City, and the areas under the Bangalore Development Authority, Bangalore.
2. Commissioner, Bangalore City Corporation.
3. Commissioner, Hubli-Dharwad Municipal Corporation.
4. Commissioner, Mysore City Corporation.
5. Commissioner, Mangalore City Corporation.
6. Commissioner, Belgaum City Corporation.
7. Commissioner, Gulbarga City Corporation.
8. Commissioner, Bangalore Development Authority, Bangalore.

In pursuance of section 12 of the said Act, the Government of Karnataka are also pleased to authorise the above mentioned authorities for the purpose of said section within their respective jurisdiction.

By Order and in the Name of the
President of India,

(Sd/-)
(C. T. BENJAMIN)
*Secretary to Government,*
*Revenue Department.*

To

The Compiler, Karnataka Gazette for publication in the next issue of Gazette.

The Deputy Commissioners of All districts.

The Commissioner, Bangalore City Corporation, Bangalore.

The Commissioner, Mysore City Corporation, Mysore.

The Commissioner, Hubli-Dharwad Municipal Corporation, Hubli.

The Commissioner, Mangalore City Corporation, Mangalore.

The Commissioner, Belgaum City Corporation, Belgaum.

The Commissioner, Gulbarga City Corporation, Gulbarga.

The Commissioner, Bangalore Development Authority, Bangalore.

Copy to the Director of Census operations in Karnataka, Bangalore for information.

Copy to All Divisional Commissioners for information.

*Copy to Secretary to Government, Housing & Urban Development Department for information.*

Copy to Director of Municipal Administration Dept. Bangalore.

Office of the
Dated:

**NOTIFICATION**

In exercise of the powers delegated by Government in their Notification No. RD 8 ETC 89 dated 25-10-89 issued under Sub-Section (4) of Section 4 of the India Census Act, 1948 (Central Act No. XXXVII of 1948), the undersigned hereby appoints.....
(designation)
as City Census Officer within the meaning of the said Section to take or aid in and supervise the taking of the 1991 Census within the jurisdiction of..... City excluding the following* area/s:

(i)
(ii)
(iii)
etc.

*Commissioner*
*Corporation/City Municipality*

(*Specify, if any, otherwise delete).

To

1. The Compiler, Karnataka Gazette, Bangalore for publication in the next issue of the Gazette and supply one hundred spare copies to this Office.
2. The Divisional Commissioner .....
3. The Commissioner & Secretary to Government, Revenue Department.
4. The Director, Municipal Administration Department, Sachivalaya-II, Bangalore.
5. The Director of Census Operations, Karnataka, Bangalore.

ANNEXE--D. 40

D.O. No. ADM 32 EST 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

**B.S. NARASIMHA MURTHY**
*Joint Director of Census Operations,*
*Karnataka*

21/1, Mission Road,
Bangalore-560 027

Dated the 20th Nov. 1989

Sub: Census of India 1991—Appointment of Sub-Divisional Census Officers.

Ref: Letter No RD 8 ETC 89 dated 25-10-89 of the Commissioner & Secretary to Government, Revenue Department, Sachivalaya-II Bangalore addressed to all the Deputy Commissioners.

Dear

I have requested you separately in regard to the appointment of the District and City Census Officers in your district. In addition to these appointments, it would be very desirable to involve all Assistant Commissioners in charge of the Sub-Divisions for the conduct of Census Operations in the various charges in your District. As field officers they can render a very useful service by way of closer supervision and follow-up at all stages of the Census Operations and would also operate as an effective link between you and the District Census Officer on the one hand and the Census Charge Officer on the other. The Assistant Commissioners in charge of Sub-Divisions in your district may therefore be appointed as Sub-Divisional Census Officers within their jurisdiction extending over their respective Sub-Divisions and excluding the areas for which the separate City Census Officers are appointed.

These appointments also have to be notified in the Government Gazette for the information of the public. The appointments may be made by designation only and the jurisdiction of the officer should be specified in the notification in very clear terms. For the sake of uniformity and in the light of the experience of the past Census, I am enclosing herewith a format for the notification in question which you may please adopt, if you have no objection to the same.

I request that the notification in the Karnataka Gazette ordering the appointment as above be issued and a copy thereof endorsed to us for information.

Yours sincerely,

(Sd/-)

(B. S. NARASIMHA MURTHY)

Encl: As above.

Shri
Deputy Commissioner,
District.

All Deputy Commissioners by name
All Divisional Commissioners.

(Sd/-)
(B. S. NARASIMHA MURTHY)
*Joint Director of Census Operations,*
*Karnataka, Bangalore.*

Office of the Deputy Commissioner
.....District

**NOTIFICATION**

In exercise of the powers delegated by Government in their Notification No. RD 8 ETC dated 25-10-89 issued under Sub-section (4) of Section 4 of the India Census Act, 1948 (Central Act, No. XXXVII of 1948), the undersigned hereby appoints .. ..... (designation) as Sub-Divisional Census Officer within the meaning of the said Section to take or aid in and supervise the taking of the 1991 Census within the jurisdiction of.....Sub-division excluding the following* area/s:

(i)
(ii)
(iii)
etc.

*Deputy Commissioner*
*District*

(*Specify, if any, otherwise delete)

To

1. The Compiler, Karnataka Gazette, Bangalore, for publication in the next issue of the Gazette and supply one hundred spare copies to this Office.
2. The Divisional Commissioners of the Division.
3. The Secretary to Government, Revenue Department, Sachivalaya-II, Bangalore-I.

4. The Secretary to Government, Housing & Urban Development Department, Sachivalaya-II, Bangalore-1.

5. The Secretary Rural Development & Panchayat Raj Department, Multi Storeyed buildings, Bangalore-1.

6. The Director, Municipal Administration Department, Sachivalaya-II, Bangalore.

7. The Assistant Commissioners of Sub-divisions.

8. Tahsildars.

9. Administrators/Commissioner, City Municipal Councils.

10. The Administrators/Chief Officers, Town Municipal Councils.

11. The Director of Census Operations, Karnataka, Bangalore.

ANNEXE-D. 41

D.O. No. ADM/30/EST/89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, I.A.S.,
*Director of Census Operations,*
*Karnataka*

No. 21/1, Mission Road,
Bangalore-560 027
Date: 6-12-1989

Dear

Sub: Census of India 1991—Appointment of City Census Officers.

Ref: D.O. Letter No. ADM 30 EST 89 dt. 1-11-89 from the JDCO of this office, regarding appointment of District Census Officers.

This is in continuation and slight modification of the letter dated 1-11-89 cited above. In that letter you had been requested to appoint District Census Officers who would be working under your control and would be responsible for the census operations in the district.

It has now been decided that it would be better if the larger towns in the district, i.e. those with a population of over one lakh, are placed in charge of a separate officer. This officer would be designated as the City Census Officer. A list of such towns numbering twelve, is given in the Appendix to this letter.

The City Census Officer will not come under the jurisdiction of the District Census Officer. He will report directly to the Principal Census Officer.

The City Census Officer in charge of these 12 towns would normally be the Municipal Commissioner. In case the Municipal Commissioner's post is vacant then the Assistant Commissioner in whose sub-division the town is located may be appointed as the City Census Officer.

In the light of the above it may be necessary for you to modify the notification regarding appointment of District Census Officers, if already made, since their jurisdiction has to be revised to exclude these towns. Please note that this need be done *only* in the cases of the districts in which the 12 towns indicated in the Appendix are located.

Please also issue a notification appointing the City Census Officers for the towns mentioned in the Appendix. The format of the notification to be issued while appointing the City Census Officers is enclosed.

Since the training programme for the District Census Officers and the City Census Officers is being organised in Bangalore before the end of December, it is necessary that these notifications are issued immediately. The names and designations of the officers notified may please be communicated to this office by telex by *15-12-89* positively.

Yours sincerely,

(Sd/-)
(SOBHA NAMBISAN)

Shri

Deputy Commissioner,
Bellary/Bidar/
Bijapur/Chitradurga/Dharwad/
Kolar/Mandya/Raichur/Shimoga/Tumkur.

Office of the Deputy Commissioner
District.

**NOTIFICATION**

In exercise of the powers delegated by Government in their Notification No. RD 8 ETC 89 dated 25-10-89 issued under Sub-Section (4) of Section 4 of the India Census Act, 1948 (Central Act, No. XXXVII of 1948), the undersigned hereby appoints... ... ... ... (designation) as City Census Officer within the meaning of the said Section to take or aid in and supervise the taking of the 1991 Census within the jurisdiction of .....

*Deputy Commissioner*
*District*

To

1. The Compiler, Karnataka Cazette, Bangalore, for publication in the next issue of the Gazette and supply one hundred spare copies to this office.
2. The Divisional Commissioner of the Division.
3. The Commissioner & Secretary to Government, Revenue Department.
4. The Commissioner & Secretary to Government, Housing & Urban Development Department, Sachivalaya-II, Bangalore-1.
5. The Assistant Commissioners.
6. The Administrators/Chief Officers, Town Municipal Councils.
7. The Director of Census Operations, Karnataka, Bangalore.



48—13 RGI,ND/96

ANNEXE-D. 42

D.O. No. ADM/33/EST/90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

SOBHA NAMBISAN
*Director of Census Operations,*
*Karnataka*

No. 21/1, Mission Road,
Bangalore-560 027
Date: 12th Dec. 1989

Dear

Sub : Appointment of Charge Officers in City Corporations and in Cities with population of over one lakh.

Ref : D.O. letter No. ADM 31 EST 89 dated 1-11-1989.

Please refer to the letter indicated above wherein I had requested you to appoint City Census Officers for conducting the 1991 Census. I request you to issue the notification if this has not been done already and intimate me of the fact by telegram or telex.

2. I am now writing to you regarding the constitution of Census Divisions in your area and appointment of officers to be in charge of the census operations for each such division.

3. Following established practice, the entire area in your jurisdiction will next have to be split up into a number of Census Divisions called Charges and the Charges further split up into Circles and Enumeration Blocks. The divisions thus constituted would be placed respectively in charge of Census Charge Officers, Supervisors and Enumerators. Instructions will be issued in due course regarding the manner in which Circles and Blocks have to be constituted. As the constitution of these divisions is largely the responsibility of the Census Charge Officers, the constitution of Census Charges and the appointment of Charge Officers is of immediate concern. I therefore request you to take immediate action in this behalf.

4. In constituting the Charges and making appointments of Census Charge Officers, the following guiding principles should be kept in view:

(i) It is necessary that in these Cities, the Principal Census Officers should divide the Cities into charges with an approximate population of 50,000 each and appoint a Charge Officer for each such Charge. The Charges may be constituted for one or more municipal divisions or wards taken as a whole without splitting up the latter and including them in more than one charge. It should be ensured that the boundaries between adjoining charges are well defined, clearly demarcated and easily identified on the spot so as to avoid all ambiguity in regard to the jurisdiction of the respective Charge Officers. Any existing permanent land marks or other outstanding topographical features may be helpful in defining such boundaries.

(ii) Military Establishments under the jurisdiction of Military Authorities should be constituted into separate Charges and the Officer-in-Charge of each such areas or any officer nominated by him should be appointed as Charge Officer for such areas.

(iii) Defence Service Units located in your area but not under the separate jurisdiction of Military Authorities should be included in the Charges to be constituted by you but their inclusion as such SHOULD NOT BE SPECIFICALLY MENTIONED IN THE NOTIFICATION.

(iv) Large Railway Colonies having a population of 5,000 or more should be constituted into separate charges, and a responsible officer of the Railways sholud be appointed as Charge Officer in consultation with the Chief Local Railway Authority.

5. I may add that the charges constituted at the time of the last Census, may serve as a useful guide in deciding upon the constitution of charges for the present Census. Ultimately in constituting the Enumeration Blocks the intention is to see that each Enumerator gets on an average of 120 households (i.e. about 600 population) for enumeration. Further 6 to 8 such blocks would form a circle and be placed under one Supervisor and 8 to 10 such Supervisor's Circles included in one Charge. Therefore, as a rough and ready guide, it may be indicated that the charges may be so constituted that each of the Charges may approximately include not less than 5,000 and not more than 10,000 households. Further, since each of these Census Officers are likely to get some remuneration to be decided upon by the Government of India, the need for constituting as few Charges as possible, in the interest of economy, consistent with efficiency may also be borne in mind.

6. After constituting the Charge, the next step would be to appoint officers as Charge Officers. These appointments may be made *by designation only* and the jurisdiction of the respective officers should be

specfied in the Notification. These appointments should be notified in the Karnataka Gazette for the information of the public. For the sake of uniformity and in the light of the experience gained in the last Census, I am enclosing herewith a format of the Notification in question which you may please adopt, if you have no objection to the same.

7. I shall be grateful if you could take up this matter on TOP PRIORITY basis and ensure that the Notification in question is issued within fifteen days i.e., by 26-12-89 and a copy thereof endorsed to me for my information.

Yours sincerely,

(SOBHA NAMBISAN)

Office of the Commissioner
City Municipal Corporation

**NOTIFICATION**

In exercise of the powers delegated by Government in their Notification No. RD. 8 ETC 89 dated 25-10-89 issued under Sub-Section (4) of Section 4 of the India Census Act, 1948 (Central Act. No. XXXVII of 1948), the undersigned hereby appoints ... ... ... ... (designation) as Census Charge Officer within the meaning of the said Section to take or aid in and supervise the taking of the 1991 Census within the jurisdiction of ... ... ... ... ... ... ...charge excluding the following* area/s:—

(i)
(ii)
(iii)
etc.

*Municipal Commissioner*
*City*

(*Specify, if any, otherwise delete)

To

1. The Compiler, Karnataka Gazette, Bangalore, for publication in the next issue of the Gazette and supply one hundred spare copies to this office.
2. The Divisional Commissioners of the Divisions.
3. The Commissioner and Secretary to Government, Revenue Department, Sachivalaya-II, Bangalore.
4. The Commissioner and Secretary to Government, Housing & Urban Development Department, Sachivalaya-II, Bangalore-1.
5. The Commissioner and Secretary Rural Development & Panchayat Raj Department, Multi-Storeyed buildings, Bangalore.
6. The Assistant Commissioners of Sub-Divisions.
7. Tahsildars.
8. Administrators/Commissioner, City Municipal Councils.
9. The Administrators/Chief Officers, Town Municipal Councils.
10. The Director of Census Operations, Karnataka, Bangalore.

ANNEXE-D-43

D.O. No. ADM/38/EST/89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, I.A.S.,
*Director of Census Operations,*
*Karnataka*

No. 21/1, Mission Road,
Bangalore-560 027

Date: December 13, 1989

Dear

Sub : Census of India, 1991—Economic Census—Appointment of Additional District Census Officers.

The Government of India have decided to integrate the economic census with the houselisting operation of the population census and have it conducted in April 1990. This synchronisation of the economic census without houselisting operations would mean an additional task to be carried out by all Census Officers in the District. The technical aspects of the census i.e., design, content and the various schedules and the slips to be canvassed would be the responsibility of the Directorate of Economics and Statistics. The Directorate of Economics and Statistics would be taking care to ensure that these things are finalised well in advance and the material is ready intime. However the other organisational and operational task regarding economic census would vest on us and we would have to consider the work of canvassing "Enterprise List".

Since this would involve a certain amount of additional work we have thought that the staff of the Directorate of Economics and Statistics within the district should be fully involved in the process should assist the Principal Census Officer in carrying out this work. It is because of this reason that we are suggesting that the District Statistical Officer should at the outset be appointed as the Additional District Census Officer. He would no doubt undertake all work regarding the economic census but since this operation would be a combined operation with the houselisting operation, we have not envisaged this as anything separate from the houselisting operations. He would, therefore, assist the Principal Census Officer not only with economic census but also with the houselisting operations.

Since the District Statistical Officers will be working as Additional District Census Officers and will have to be intimately connected both with the houselisting operations and the economic census, it will have to be ensured that these officers do not get transferred till the houselisting operations are over and various slips and forms have been duly arranged, sorted out and delivered to us and the Directorate of Economics and Statistics. This would mean that the present officers who are going to be notified as Additional District Census Officers should continue in their respective posts till the end of July 1990. I am of course requesting the Government of Karnataka not to transfer these officers.

I would be extremely grateful if the notification regarding the Additional District Census Officers is issued early. A copy of the draft notification is appended to my letter in order to assist you in the early issue of notification.

Yours sincerely,

(Sd/-)
(SOBHA NAMBISAN)

Sri

Dy. Commissioner & Principal Census Officer
District

ANNEXE-D-44

D.O. No. CEN/1/DHB/89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

SOBHA NAMBISAN, I.A.S.,
*Director of Census Operations,*
*Karnataka*

No. 21/1, Mission Road,
Bangalore-560 027

Date: 16th Jan. 1990

Dear

Sub: Census of India, 1991—Compilation of District Census Handbooks.

The District Census Handbook is brought out during every decennial census and is one of the most important census compilations. It is extremely useful to planners, administrators, demographers, sociologists etc., since it provides a wealth of data regarding every village and town in the State. The details presented include not only the demographic particulars revealed during the latest census enumeration but also information regarding the basic amenities available in villages and towns.

The District Census Handbook consists of two parts viz. Part A and Part B. Part A consists of the Village Directory and the Town Directory which gives exhaustive information regarding the facilities available in every village and town. Part B consists of the Primary Census Abstract i.e. the demographic details of each village and town after the 1991 Census. In addition, each volume will have a descriptive-cum-analytical write up about the district.

The Census Directorates have come in for some criticism for delay in the publication of these District Census Handbooks. In some cases the delay has been so great as to render the usefulness of the data presented doubtful. Since the data presented is with reference to a particular year, i.e. 1989, with regard to the facilities available villagewise and townwise, and 1991 as regards the demographic data, it is imperative that the data should be collected early and the District Census Handbooks printed and published as soon as possible. Any delay in this would affect the relevancy of the data presented.

The information in Part B i.e. demographic data can naturally be tabulated after the enumeration is over. However, data related to Part A i.e. facilities and services available in villages and towns is with reference to the year 1989 and is to be collected immediately. Any delay in the compilation of this information would result in delay in printing and publication of these handbooks.

I am enclosing with this letter the formats which have to be filled for the Village Directory. Details on how the formats should be filled are also enclosed.

This letter is being addressed to the Chief Secretaries of the Zilla Parishads and the Deputy Commissioners of the districts since some of the information will be available only with the Zilla Parishad and some will be available only with the Deputy Commissioners. Separate formats are enclosed for obtaining information from the Zilla Parishads regarding facilities available in the villages and for obtaining information on the land use from the Revenue Department. The information is required for the list of villages approved by this Directorate for the 1991 Census which is available with the Tahsildars.

Although there are a number of columns and wide ranging information to be collected, this may not, in most cases, pose too much of a problem since much of the information is readily available with the Tahsildars, Block Development Officers and Asst. Executive Engineers, as the case may be. However, it must be ensured that all the columns are filled correctly and that all the villages have been included. The formats, villagewise, with the required information may kindly be made available to the Directorate of Census Operations by 15-3-1990.

I shall be writing to you again towards the end of February regarding the steps that we are taking to collect the formats from you.

I request you to kindly collect and compile this information as early as possible.

A separate letter is being sent to the Deputy Commissioners and the Commissioners of Corporations with regard to the Town Directory, since the formats for this will be different.

Yours Sincerely,

Sd./

(SOBHA NAMBISAN)

All the Deputy Commissioners (By name)

| | | |
|---|---|---|
| 1. | Bangalore Urban Dist | P. Kotilingan Goud |
| 2. | Bangalore Rural ,, | T.R. Raghunandan |
| 3. | Belgaum | G. Gurucharan |
| 4. | Bellary | Ashok Kumar C. Manoli |
| 5. | Bidar | K. Shivaramu |
| 6. | Bijapur | T.N. Vijaya Bhaskar |
| 7. | Chikmagalur | V. Umesh |
| 8. | Chitradurga | R. Ramasheshan |

| | | | |
|---|---|---|---|
| 9. Dakshin Kannada | Smt. Ranjini Srikumar | 15. Mandya | N.N. Vidyashankar |
| 10. Hassan | K.A. Belliappa | 16. Mysore | A.A. Desai |
| 11. Dharwad | G.V. Krishna Rao | 17. Raichur | N.N. Vijayakumar |
| 12. Gulbarga | S.C. Khuntia | 18. Shimoga | M.R. Vijayakumar |
| 13. Kodagu | R. Bhaskar | 19. Tumkur | T.R. Perumal |
| 14. Kolar | K. Keshavaraju | 20. Uttara Kannada | A.N. Jamdar |

## CENSUS OF INDIA, 1991

### Village Directory—Land use particulars (1988-89)

**I. Format in which the village-wise details are to be furnished :**

District :
Taluk :

Unit of area in which land use data are furnished :- *Strike off which is not applicable
Hectares (0.00) Acres & Guntas
Acres and Cents

| Sl. No. | Name of the village (as in the list of villages adopted for 1991 census) | Total area of the village (in hectares upto 2 decimal places) | Land use (i.e., area under different types of land use, in hectares rounded upto two decimal places) | | | | |
|---|---|---|---|---|---|---|---|
| | | | Forest | Cultivated land | | Culturable waste (including gauchar and groves) | Area not available for cultivation |
| | | | | Irrigated (by source of irrigation) | Unirrigated | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

**II. Explanation regarding Column headings and instructions for filling up information thereof**

**General**

In this format, the extent of land under each of the specified categories of land use has to be furnished for each village. This information should be factual and be based on the relevant Revenue Records such as *pahani patrike*, crop abstract, water rate register, etc., *relating to agricultural year* 1988-89. The area figures should normally be given in hectares upto 2 decimal places in all the columns. However, if the unit of land measurement in use for purposes of revenue administration is Acres-Guntas or Acres-Cents then the same measure may be adopted for furnishing land use particulars also. Care should however be taken to ensure that *the same unit of measurement is adopted for all the villages in the Taluk and the unit so adopted is clearly indicated in the top right hand corner of the format.* In other words, you should not furnish area figures in hectares for a few villages, in acres-guntas for a few others and in acres and cents for other villages. In the case of villages which are partly included in the statutory limits of a municipal corporation or a town, care should be taken to deduct the area which is so included in the urban limits from the total geographical area of the revenue village and the further break-up by land use given—so that it would be in conformity with the census concept of a village.

**(i) Columns 1 and 2**

The sequence of the villages along with the serial numbers given in the approved list of villages and the spellings of the village names adopted therein should be followed. Since hamlets have no independent existence there is no need to write out the names of the hamlets in this format.

**(ii) Column 3**

The total, i.e., the gross, geographical area of the village, including gramahana and all types of *kharab* lands lying within the limits of the village should be entered here. This figure may be taken from the *Akarband* Register of the village concerned. Since we are giving a break up of this area under columns 4 to 8, the total of the figures noted in cols. 4 to 8 should be equal to this figure in col. 3

**(iii) Column 4**

The category of "Forest" will include all lands classified as forest under any legal enactment dealing with forests or administered as forests, whether State owned or Reserve Forests, or private forests, and whether wooded or maintained as potential forest land (i.e., land under afforestation scheme). Please note that the area of crops raised in the forests and grazing lands or areas open for grazing within the forests should remain included under the forest area.

**(iv) Columns 5 and 6**

These two columns cover all the agricultural and horticultural land in the village and *will include net area sown with crops and orchards* during the year 1988-89 i.e., the

net area cropped, as also the "Current fallows 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 area sown more than once during the year should be counted once only.

In column 5, the extent of land irrigated by different sources should be furnished source wise one below the other separately as may be seen in the following example:

| | | |
|---|---|---|
| Govt. Canal | : | 15·67 Hectares |
| Tank | : | 1·50 Hectares |
| Well with Electricity | : | 3·75 Hectares |
| Tube well with Electricity | : | 4·60 Hectares |
| Total | : | 25.52 Hectares |

Various sources of irrigation and the abbreviations prescribed are: Government Canal: GC; Private Canal: PC; Wells (without Electricity): W; Wells (with Electricity): WE; Tube Wells (without Electricity): TW; Tube Wells (with electricity): TWE; Tank: TK; River: R; Lake: L; Water fall: Wf; Others: O; Total: T.

**Important**

Care should be taken to indicate here the area actually under irrigation during the year and not the area which is likely to get this irrigation facility when a project under construction is completed.

The area under all types of rain-fed crops or under dry crops (including dry paddy) is classified as unirrigated area and should therefore be entered in Column 6.

**(v) Column 7**

Culturable waste includes all lands that are available for cultivation whether *these have not been taken up for cultivation at all or taken up for cultivation once but not cultivated during the past 5 years or more in succession.* Such lands may now be either fallow or may be covered with shrubs and jungles which are not put to any other use. Such lands may be assessed or unassessed and may be within cultivated holdings or may be in isolated blocks extending over vast stretches of land. Lands under thatching grasses, bamboo bushes and other grooves raised for fuel, etc., which are not included already under orchards or forests also come under this category. All grazing lands, whether these are permanent pastures and meadows or not (*i.e., Gairana, Gomala, Hullubanni, Kharab, etc.*), village common and grazing lands within forest areas shall be included in this column.

**(iv) Column 8**

Area not available for cultivation includes all lands that are barren and unculturable as well as the lands that are put to non-agricultural uses. The latter category covers the lands occupied by buildings, roads, railways, lands under water, i.e., the rivers, hallas and nalas, tanks and ponds, and lands put to any one or more types of uses other than agriculture.

Barren and unculturable lands cover mountains, hills, deserts, swamps, etc., which cannot be brought under cultivation, except at a very high cost. Such lands may be in isolated blocks or within the cultivated holdings.

ANNEXE-D. 45

D.O. No. CEN/1/DHB/89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

SOBHA NAMBISAN,
*Director of Census Operations,*
*Karnataka*

No. 21/1, Mission Road,
Bangalore-560 027
Date: 16th Jan. 1990

Dear

Sub: Census of India, 1991—Compilation of District Census Handbooks.

The District Census Handbook is brought out during every decennial census and is one of the most important census compilations. It is extremely useful to planners, administrators, demographers, sociologists etc., since it provides a wealth of data regarding every village and town in the State. The details presented include not only the demographic particulars revealed during the latest census enumeration but also information regarding the basic amenities available in villages and towns.

The District Census Handbook consists of two parts viz. Part A and Part B. Part A consists of the Village Directory and the Town Directory which gives exhaustive information regarding the facilities available in every village and town. Part B consists of the Primary Census Abstract i.e. the demographic details of each village and town after the 1991 Census. In addition, each volume will have a descriptive-cum-analytical write up about the district.

The Census Directorates have come in for some criticism for delay in the publication of these District Census Handbooks. In some cases the delay has been so great as to render the usefulness of the data presented doubtful. Since the data presented is with reference to a particular year, i.e. 1989, with regard to the facilities available villagewise and townwise, and 1991 as regards the demographic data, it is imperative that the data should be collected early and the District Census Handbooks printed and published as soon as possible. Any delay in this would affect the relevancy of the data presented.

The information in Part B i.e. demographic data can naturally be tabulated after the enumeration is over. However, data related to Part A i.e. facilities and services available in villages and towns is with reference to the year 1989 and is to be collected immediately. Any delay in the compilation of this information would result in delay in printing and publication of these handbooks.

I am enclosing with this letter the formats which have to be filled for the Village Directory. Details on how the formats should be filled are also enclosed.

This letter is being addressed to the Chief Secretaries of the Zilla Parishads and the Deputy Commissioners of the districts since some of the information will be available only with the Zilla Parishad and some will be available only with the Deputy Commissioners. Separate formats are enclosed for obtaining information from the Zilla Parishads regarding facilities available in the villages and for obtaining information on the land use from the Revenue Department. The information is required for the list of villages approved by this Directorate for the 1991 Census which is available with the Tahsildars.

Although there are a number of columns and wide ranging information to be collected, this may not, in most cases, pose too much of a problem since much of the information is readily available with the Tahsildars, Block Development Officers and Asst. Executive Engineers, as the case may be. However, it must be ensured that all the columns are filled correctly and that all the villages have been included. The formats, villagewise, with the required information may kindly be made available to the Directorate of Census Operations by 15-3-1990.

I shall be writing to you again towards the end of February regarding the steps that we are taking to collect the formats from you.

I request you to kindly collect and compile this information as early as possible.

A separate letter is being sent to the Deputy Commissioners and the Commissioners of Corporations with regard to the Town Directory, since the formats for this will be different.

Yours Sincerely,

Sd/-
(SOBHA NAMBISAN)

Chief Secretary,
Zilla Parishad,
District.

| | | |
|---|---|---|
| (1) | Bangalore | N. Maheshan<br>Harish Gowda |
| (2) | Belgaum | R.B. Agawane |
| (3) | Bellary | S.A. Patil |
| (4) | Bidar | N.R. Venkateshan |
| (5) | Bijapur | Aravind Jadhav |

| | | | |
|---|---|---|---|
| (6) Chikmagalur | A.R. Chandrahasa Gupta | (13) Raichur | V. Madhu |
| (7) Chitradurga | Ranganatha Kelavadi | (14) Shimoga | K. Jyothi Ramalingam |
| (8) Dharwad | Sudhir Krishna | (16) Tumkur | D. Thangaraj |
| (9) Gulbarga | Upendra Tripathi | (17) Uttara Kannada | A.P. Joshi |
| (10) Hassan | B. Parthasarathy | (18) Mysore | A. A. Desai |
| (11) Kolar | D. Venkateshwara Rao | (19) Kodagu | V. C. Hullur |
| (12) Mandya | R.G. Nadadur | (20) Mangalore | Ranjini Srikumar |

CENSUS OF INDIA, 1991

VILLAGE DIRECTORY

Amenities as on 31-12-89

## I. Format I:

### Village-wise particulars on amenities

District: Taluk :

| Sl. No. | Name of village as in the approved list of villages adopted for Census of India 1991 | Amenities available in the village (if not available within the village put a dash (—) and next to it indicate in brackets, the name of the place where this facility is available and the distance to that place in Km.) | | | | | |
|---|---|---|---|---|---|---|---|
| | | Educational | Medical | Drinking water (Potable) | Post & Telegraph | Day/Days of the market/ hat/shandy if any | Communications (Bus Stop, Railway Station, Water Way) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

| Approach to Village | Nearest town and distance in Km. | Power Supply | Staple Food | Remarks including any place of Religious, Historical or Archaeological interest and information on No. of copies of Newspapers coming to the village, no. of scooters/motor cycles and no. of cars/jeeps and no. of tractors available in the village |
|---|---|---|---|---|
| 9 | 10 | 11 | 12 | 13 |

CENSUS OF INDIA 1991

**Village directory —Amenities**

## II. Instructions for filling up the format

**General**

For furnishing information on amenities actually, available in the village the reference date is 31-12-1989. A village, for census purposes, means not merely the core settlement but also all its hamlets (i.e., other settlements in the revenue limits of the village like Tandas, Koppalu, Palyas, Hattis, Camps, etc) taken together. That is to say, if a particular facility is available in only one of the hamlets but not in others including the main settlement even then the village as a unit should be regarded as having that particular facility. In other words the sum total of all the amenities available in the village and all its hamlets should be furnished in this format.

Further, please note that hamlet-level data on amenities (i.e., columns 3 to 8) should also be separately filled and sent to this office as a supplement along with the main format of the Village Directory. A separate format prescribed for this purpose is also enclosed.

**(i) Columns 1 and 2**

The serial number and name of the village as given in the approved list of villages adopted for the 1991 Census (a copy of which is readily available with the Tahsildar of the concerned taluk and may be obtained from him on request) should be entered here in the same sequence. The hamlets, along with the Serial Number and Name of the main village (for reference purpose) will appear in the same sequence in the supplement portion of the format.

**(ii) Column 3**

The different types of educational institutions and the number thereof functioning in the village should be entered here. The abbreviations to be used are as follows:

P: Primary (i.e. Lower Primary School) or Elementary School: This may include nursery schools, kindergarten schools, pre-basic schools, pre-primary schools, junior basic schools upto V standard and primary schools upto IV standard.

M: Junior Secondary or Middle School: This category includes all higher primary schools having facilities for teaching from V standard to VII standard and Senior Basic schools with VI to VIII standards. Junior *Madarasa* upto class VIII if any should also be included here.

H: Matriculation or Secondary School: This category includes schools with VIII, IX and X standards i.e., any standard above the VII standard (Higher Primary Level).

PUC: Higher Secondary/Intermediate/Pre-University/Junior College: Schools or Colleges upto XI standard or XII standard and PUC I and II classes are to be considered in this category.

Py: Polytechnic Institute.

C: College i.e., any college other than a junior college where facilities are available for studying in graduate level classes and above. This would include First Grade Colleges.

I: Industrial School.

Tr: Training School.

AC: Adult Literacy Centre/Class.

O: Other educational institutions such as Sanskrit Pathasala, Makhtab, etc.

**Important**

(a) If there are composite schools like middle schools with primary classes, secondary schools with primary classes etc., these should be split up according to different levels and shown separately. For example, if a village has 2 primary schools with I to IV standard only and one middle school with I to VII standard then the number of primary schools and middle schools in the village should be counted as 3 and 1 respectively even though there are only 3 educational institutions in the village from the common sense point of view. Evidently, in the case of every educational institution, details regarding the facilities offered are to be carefully examined and then the details to be shown in the column are to be worked out.

(b) If the number of institutions of a particular type is more than one in the village then this number should also be indicated within brackets by the side of the abbreviations. Example P(3); M(2); H(2); etc.

(c) If the number of institutions in the village is only one there is no need to write the figure 1 after the abbreviation, for the abbreviation such as P, M, H etc. would itself suggest that one institution of that level is available in the village.

(d) Institutions of all types (i.e., government, aided and unaided) including those if any affiliated to Central Board of Secondary Education, Kendriya Vidyalaya, Navodaya, NCERT, etc., irrespective of the medium of education (i.e., Kannada, Marathi, English, Tamil, Telugu, etc.) should be taken into account for computing the number of institutions in the village.

If educational facility of any kind is not at all available in the village, then put a dash (—) in this column and next to it write the name of the nearest place where the most modest educational facility viz., a primary school, is available and indicate the distance to that place in Km.

**(iii) Column 4**

Whether one or more medical institutions of the following types are available in the village should be indicated here using the relevant abbreviations.

| | |
|---|---|
| H | : Hospital; |
| MH | : Maternity Home; |
| HC | : Health Centre; |
| PHS | : Primary Health Sub-Centre; |
| D | : Dispensary; |
| TB | : T.B. Clinic; |
| RP | : Registered Private Medical Practitioner; |
| CHW | : Community Health Worker; |
| MCW | : Maternity and Child Welfare Centre; |
| CWC | : Child Welfare Centre; |
| PHC | : Primary Health Centre; |
| PHU | : Primary Health Unit; |
| FPC | : Family Planning Centre; |
| NH | : Nursing Home; |
| SMP | : Subsidised Medical Practitioner; |
| O | : Others (please furnish full details in such cases as to the nature of medical facilities available in such institutions in the form of a foot note). |

If the number of medical institutions of any particular type is more than one, then the number thereof should be written within brackets by the side of the relevant abbreviation. Eg., H(2), D(3), RP(4), etc. If the number is only one, a mere mention of the abbreviation is sufficient.

Please note that the term 'Community Health Worker' does not refer to workers in Extension Programmes like Malaria Eradication, ANMs, etc. *It refers to only those para-medical personnel who have been fully trained and authorised to dispense medicines for minor ailments.*

If the village is not having medical facilities of any kind then put a dash (—) in this column and next to it write the name of the nearest place where the most modest medical facility like a dispensary or a Health Centre is available and indicate the distance to that place in Km.

**(iv) Column 5**

Indicate all the different sources of the potable drinking water supply available in the village. The abbreviations to be used in this column are:

| | |
|---|---|
| T | : Tap |
| HP | : Handpump |
| L | : Lake |
| W | : Well |
| R | : River |
| S | : Spring |
| TK | : Tank |
| F | : Fountain |
| N | : Nallah(Halla) |
| TW | : Tubewell |
| C | : Canal |
| O | : Others (specify) |

If there are more sources of water supply in the village, then all these may be shown side by side separated by commas. Eg., T, R, TW, TK, W, HP etc. There is no need to indicate the number of wells, number of taps, number of handpumps, etc., in this column.

If the facility of drinking water is not at all available in the village, put a dash (—) in this column and next to it write the name of the nearest village where such facility is available and indicate the distance to that place in Km.

**(v) Column 6**

Postal, telegraph and telephone facilities available in the village should be indicated in this column using the following abbreviations:

| | |
|---|---|
| PO | : Post Office; |
| PTO | : Post and Telegraph Office; |
| TO | : Telegraph Office; |
| Phone | : Telephone connection. |

If such facilities are not existing within the limits of the village, then a dash (—) has to be entered in this column and next to it, the name of the nearest place having a Post Office and the distance thereto should be entered.

**(vi) Column 7**

The information to be filled in here relates to the weekly or biweekly shandy and therefore the actual day or days of the week on which the market is held has to be entered here. The entry will be like "Monday", "Sunday" etc., as the case may be. If, in interior villages, the shandy markets are held once a fortnight or once a month then, after indicating the day please indicate "fortnightly" or "monthly" within brackets. If there is a daily market or bazar in the village, the entry in this column should be "Daily".

If such a facility is not available within the limits of the village, then a dash (—) may be entered in this column and next to it, the nearest place where a weekly market or a daily market facility is available and the distance thereto should be entered.

**(vii) Column 8**

For purposes of this column, the communication facilities offered by Public transport like Bus, Railway and Waterway should be considered. If the village is served by any mode of public transport facility the details may be indicated using the following abbreviations:

| | |
|---|---|
| BS | : Bus Stop |
| NW | : Navigable Waterway (including rivers, canals, backwaters, etc.) |
| RS | : Railway Station |

If bus stop or railway station is located within the territorial jurisdiction of the village, the entire village may be regarded as being served by that facility even if this bus stop or railway station is located at some distance from the main settlement.

If there is more than one such communication facility all these may be indicated separately as BS, RS or RS, NW or BS, RS, NW, etc.

If no communication facility is available within the limits of the village then a dash (—) may be entered in this column and next to it, the name of the nearest place where such a facility (example BS or RS or NW) is available and the distance to that place should be entered.

**(viii) Column 9**

Approach to village refers to the status of the road leading to the village. The purpose is to ascertain whether the village is approachable during the fair as well as foul weather season or whether it is inaccessible during certain parts of the year. The relevant information may be indicated using the following abbreviations:

| | |
|---|---|
| PR | : Pucca Road (i.e. Tar road, metalled road cement road, road surfaced with water bound mucadam, etc). |
| KR | : Kachcha Road (i.e. mud road) |
| FP | : Foot-path |
| NR | : Navigable river (i.e., along the course of the river) |
| NC | : Navigable canal |
| NW | : Navigable waterway other than river or canal. |

If there is more than one such approach facility than all these are to be separately indicated one by the side of the other separated by a comma as in the example.

PR, KR; KR, FP, etc.

**(ix) Column 10**

The name of the nearest town in respect of each village has to be ascertained and entered here along with the distance to that town from the village in Km. Please note that places which have been classified as Towns for purposes of the 1991 Census should be taken into consideration for this purpose*. Further the nearest town need not be located within the same taluk or the district or even within the State to which the concerned village belongs. If this nearest town belongs to the adjacent State then the name of that State should also be mentioned in this column as illustrated below:

*List of towns in the State is being sent separately for reference.

Kolhapur (Maharashtra)—(25 Km)
Adoni (Andhra Pradesh)—(35 Km)

**(x) Column 11**

If the electric power supply facility is available in the village—whatever may be the form of its use—the answer should be "yes". If the electric power is being supplied for all purposes then there is no need to specifically mention the nature of use and the abbreviation EA should be entered in this column. If the supply is restricted to or released for only particular types of uses say, agriculture, domestic, etc., then the information should be shown clearly as follows using abbreviations:

ED: Electricity for domestic purpose only,
EAg: Electricity for Agricultural purpose only,
EO: Electricity for other purposes including industrial, commercial, etc.
EA: Electricity for all purposes listed above.

**(xi) Column 12**

Staple food in terms of the food grains (and no other food material) used by the majority population of the village during major part of the year should be recorded in this column (Eg. Rice; Ragi; Wheat; etc.) as the case may be. If two or more types of food grains are so used in the village and if it is difficult to categorically determine a particular type of food grain as the staple food, then the combination of grains mainly used may be indicated as follows Ragi and Rice, Jowar and Rice, Wheat and Jowar, Ragi, Jowar and Rice, etc., as the case may be.

**(xii) Column 13**

Information for this column has to be obtained by local enquiry. Particulars of any place of religious, historical or archaeological interest located within the limits of the village—*not just a list of places of worship* should be entered here. As the space provided may not be adequate it is suggested that a serial number may be given in this column in Roman letters like I, II, III, etc., and corresponding to each such entry, the relevant details be furnished as a foot note or on a separate sheet of paper covering all such villages one after the other.

Further, please note that under this column, information about the number of copies of newspapers coming to the village, the number of motor-bicycles/scooters/mopeds in the village, the number of cars/jeeps in the village and the number of tractors in the village should also be furnished. The abbreviations to be used are:

N: Newspapers
C: Cars/jeeps
M: Motor-bicycles/scooters/mopeds
T: Tractors

After entering the abbreviation, the number of copies of newspapers or the number of vehicles in the village (inclusive of its hamlets) should be entered as illustrated below:

N32, M2, N150, C2, T8; Etc.

The first entry indicates that 32 copies of newspapers come to the village and that there are 2 motor bicycles in the village, whereas the second entry reveals that 150 copies of newspapers come to the village and also that there are 2 cars and 8 tractors in the village.

CENSUS OF INDIA, 1991

**SUPPLEMENT TO VILLAGE DIRECTORY**

**Format I-A—Particulars of amenities available in hamlets**

| Sl. No. | Name of village | Name of hamlet | Facilities available in the hamlet | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | Educational | Medical | Source of drinking water supply | Post & Telegraph Office, Telephone | Communication (Bus stop, Railway Station etc). | Day or, days of the market/ shandy | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

**Instructions for filling up the supplement**

Please note that the instructions already issued regarding the filling up of the information relating to the educational, medical and other amenities covered in format-I should be followed, in this case too. However, if a particular facility is not available in the hamlet concerned there is no need to mention the name of the nearest place where that facility is available under the relevant column. Instead a dash may be entered. In the remarks column, information about newspapers, motor vehicles etc., may be furnished, as in the case of format-I, separately for each hamlet.

**It is important to note that the details entered against the main village in the main format should be inclusive of the data furnished about the hamlets in these formats and should also include those available within the main village itself.**

ANNEXE—D. 46

D.O. No. CEN/1/DHB/89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, IAS
*Director of Census Operations,*
*Karnataka*

No. 21/1, Mission Road,
Bangalore-560 027

Date: 2nd Feb. 1990

Dear

Sub: Census of India 1991—Compilation of District Census Handbooks—Town Directory regarding.

The District Census Handbook is brought out during every decennial census and it is one of the most important census compilations. It is extremely useful to planners, administrators, demographers, sociologists, research scholars etc., since it provides a wealth of data regarding every village and town. The details presented include not only the demographic particulars revealed during the latest census enumeration but also information regarding the basic amenities available in villages and towns.

The District Census Handbook consists of two parts viz., Part A and Part B. Part A consists of the village Directory and Town Directory which give exhaustive information on amenities and services available in villages and towns respectively. Part B consists of the Primary Census Abstract i.e., demographic details for each village and town (upto ward division level) which would be available after the 1991 Census count. In addition, each volume will have a descriptive cum analytical write up about the district.

The Town Directory contains basic information about the nature and extent of various urban amenities and services available in each city/town. In addition, it will provide an insight into the growth history of the city/town, a fair idea about its civic finances and also the characteristic data relating to the commodities imported to or exported from the city/town as well as data on commodities manufactured in the city/town.

The format (incorporating the instructions thereof) devised for compilation of this comprehensive information in a uniform manner is enclosed to this letter. As you will notice, most of the information required for this purpose will be readily available in your office in one form or the other and the rest can be got compiled without much difficulty by local enquiries. I am confident that you will ensure that the various columns in the format are correctly filled in and the data furnished truly reflects the actual field situation existing as at present or as related to the reference period mentioned in the format concerned.

I request you to kindly have the details compiled on priority and ensure that the duly filled in formats reach me latest by 15-03-1990.

Yours sincerely,

(Sd/-)
(SOBHA NAMBISAN)

Sri
Commissioner,
Corporation of the City of

Shri S. M. Acharya, Bangalore City Corporation.
Shri V. R. Bhavani, Belgaum.
Shri Pradip Singh Kharola, Mysore.
Shri G. M. Dhananjaya, Mangalore.
Shri Rama Rao Patil, Gulbarga.
Shri Mahendra Jain, Hubli Dharwad.
Shri Dilip Rau, BDA.

CENSUS OF INDIA, 1991

**TOWN DIRECTORY FORMAT**

(with instructions for compilation of data)

1. **Name of the City/Town**
2. **Civic Administration Status**

**Note:** Choose the appropriate from the following and enter the same against this item :—

Municipal Corporation/City Municipal Council/Town Municipal Council/Sanitary Board/Cantonment Board/Notified Area Committee/Mandal Panchayat/Village Panchayat/nil.

If no local Body has been constituted to look after civic administration please indicate the name of the agency looking after the administration of the area such as for example Estate Office, Town Administrative Office, etc. of Public Sector Undertaking or of public sector factory or so and so/such and such Department of the Govt. or of a Quasi-Government Corporation of Board as the case may be.

3. **Total Geographic Area of the Town (in Hectares)**

(This should be computed with reference to the Statutory limits of the town as per boundary notification in force as on 1-1-90 and should correspond to the jurisdiction adopted for the 1991 Census. In the case of non-municipal towns the area of the unit constituted into a town for 1991 census purposes should be entered).

4. **Annual Rainfall Recorded at the Rain-Gauge in the Town during the past 10 years**

(If there is no rain-gauge in the Town indicate the name of the nearest place with a rain-gauge and furnish the details in respect of that place).

| (1) Year | 1980 | 1981 | 1982 | 1983 | 1984 | 1985 | 1986 | 1987 | 1988 | 1989 | Annual Average |
|---|---|---|---|---|---|---|---|---|---|---|---|
| (2) No. of Rainydays | | | | | | | | | | | |
| (3) Amount of rainfall in mm. | | | | | | | | | | | |

Source : (Eg. Taluk Office/PWD etc.) Please specify :—

5. **Maximum and Minimum Temperatures Recorded in the Town during the past 10 years (indicate the source which has supplied the data).**

| Year | 1980 | 1981 | 1982 | 1983 | 1984 | 1985 | 1986 | 1987 | 1988 | 1989 | Average |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Maximum Temperature °C | | | | | | | | | | | |
| Minimum Temperature °C | | | | | | | | | | | |

6. **Locational Particulars with reference to Important Administrative Centres**

| Sl. No. | Status and Name of the Centre | | Distance by Road from the town (in km) to the centre in col. 2(b) |
|---|---|---|---|
| 1 | 2(a) | 2(b) | 3 |
| (i) | State Headquarters | Bangalore | |
| (ii) | District Headquarters | | |
| (iii) | Sub-Divisional Hqrs. | | |
| (iv) | Taluk Hqrs. | | |
| (v) | Nearest City* with a population of 1,00,000 or more | | |
| (vi) | Railway Stations$ | | |
| (vii) | Bus Route† (Road Transport) | | |
| (viii) | Navigable River/Canal@ | | |

*Nearest city need not be located in the same district or the State. If it belongs to a neighbouring State, indicate name of that State also in col. 2(a).

$If the Railway Station is located within the limits of the Town mention the name of the Town in Col. 2(b) and indicate the distance as '0' otherwise mention the name of the nearest Railway Station and indicate the distance in km.

†If the town is enjoying bus route facilities mention the name of the town itself in Col. 2(b) and indicate the distance as '0' (zero).

@If there is navigable river or canal (i.e., which is used for transportation of passengers and goods) within a distance of 10 km. from the town then enter the name of the river or canal in Col. 2(b) and the distance to the river from the town in km.

**7. Municipal Finance 1988-89**

[For a non-municipal town also these details are to be furnished if the civic administration is being managed by a non-statutory body and separate budgets and accounts are maintained in respect of town administration. Further, if the civic administrative body is not a composite unit having jurisdiction over the entire city/town (eg: a part of the town may have a railway colony whose civic amenities are provided by the railways and a part is under the municipality) the data should be presented separately for each administrative body.]

| | Receipt during the year 1988-89 | | | Expenditure during the year 1988-89 | |
|---|---|---|---|---|---|
| | Source | Amount in Rs. | | Item of Expenditure | Amount in Rs. |
| (i) | Receipt through taxes, etc. | | (i) | General administration | |
| (ii) | Revenue derived from municipal properties and powers apart from taxation | | (ii) | Public Safety* | |
| (iii) | Government Grant | | (iii) | Public Health and Convenience | |
| (iv) | Loan | | (iv) | Public Works | |
| (v) | Advance | | (v) | Public Institutions $ | |
| (vi) | Other Sources (specify)<br>(a)<br>(b)<br>(c)<br>(d) | | (vi) | Others (specify)<br>(a)<br>(b)<br>(c)<br>(d) | |
| (vii) | Total Receipt | | (vii) | Total Expenditure | |

**Note:** *This head also covers such items as fire-fighting services, rescue and relief operations during floods and fires etc., additional details may please be given in Col. 3.

$This head includes expenditure incurred if any on maintenance of schools, colleges, public libraries, museums etc., by the civic administration body.

**Note:** If the receipt under any head is unusually large or unusually small during 1988-89 then the reasons thereof should be given below.

**8. Length of Roads within the limits of the Town (In km)**

| | Pucca Road | Kachcha Road | Total |
|---|---|---|---|
| (a) P.W.D. Roads | | | |
| (b) Municipal Roads | | | |
| (c) Panchayat Roads | | | |
| (d) Zilla Parishad Roads | | | |
| (e) Roads if any maintained by any | | | |
| (f) Other agency (specify) | | | |

**Note:** Pucca road refers to the road/street surfaced with cement//tar/bitumen/metal (i.e. Jalli stone) etc., while Kachcha road refers to unsurfaced i.e., mud roads or streets crudely paved with pebbles or stone slabs of irregular shapes.

**9. System of Drainage/Sewerage**

(a) Drainage provided in the town by type.

| Type | Box Type | Sylk pattern | V Shaped stone slabs | L Shaped | Mud (i.e. unsurfaced open drains) | Others (specify) | Total |
|---|---|---|---|---|---|---|---|
| Running length in metres | | | | | | | |

(b) If there is no drainage facility, how is the waste/sullage water from homes disposed off?

(i) Cesspool Yes/No (ii) Pit system Yes/No (iii) Others (describe)

(c) **Sewerage System*** (i) PROVIDED/NOT PROVIDED

(ii) If provided, does the system cover the entire town.....Yes/No.

(iii) If no to (ii) indicate the locality i.e., Part or Parts of the town/city which is not covered (as in Jan. 1990):—

(iv) Indicate whether underground drainage scheme has been sanctioned and if so whether the work, has been taken up for execution.

*Note: By Sewerage system is implied the network, of mains and branches of underground conduits for the conveyance of sewage to the point of disposal. Sewers that carry only household and industrial wastes are called separate sewers and those that carry storm water from roof tops, streets etc., are known as storm water drains. Those carrying both sewerage and storm water are called combined sewers.'

**10. Number of Latrines i.e. Lavatories in the Town by type (including the private lavatories and the public lavatories)**

(a)

| Type | Water-borne (flush-out) | Service (or dry type from which Night Soil is cleared manually by scavanging) | Other types (Please specify) | | | Total |
|---|---|---|---|---|---|---|
| | | | (i) | (ii) | (iii) | |
| Number | | | | | | |

(b) Method of disposal of night soil prevalent in the town.....

(Indicate those which are appropriate).

Head loads/Baskets/wheel barrows/Septic Tank/Latrines/Sewerage/Pit System/Others (specify).

This item does not relate to the disposal of the garbage by public auction etc., but relates to the method of removal of night soil from the lavatories (both private and public).

**11. Water Supply:—Source and Capacity of storage systems :—**

(a) *Source* : (Tap/Tubewells/Wells/Tank Water etc. indicate the appropriate sources here):—

(b) *Storage System with Capacity:* (i) Number of Over head tanks with capacity of each in litres (1).....(2).....(3).....

(ii) Number of Service Reservoirs with capacity of each in litres (1).....(2).....(3).....

(iii) River Infiltration Gallery (pumping capacity in litres per hour).....

(iv) Borewells pumping station (Pumping capacity in litres per hour.....

(v) No. of pressure tanks with capacity of each in litres.....

(vi) Any other system of storage (specify).

**12. Whether Fire Fighting Services are available in the town?** YES/NO

If 'No', which is the nearest place with that facility? : Name Distance Km.

**13. Number of Electrical Connections in the Town by Consumer Category**

(I) Domestic (including A.B.H.)..... (II) Industrial (Power Supply H.T./L.T.).....

(III) Commercial (lighting)..... (IV) Road lighting (i.e., No. of street lights in the town)....

(V) Others (specify) (a) (b) (c)

Consumer categories as adopted by the Karnataka Electricity Board may be ascertained clearly and the relevant data *as applicable only to the town* (and not the KEB section office, etc.) *as defined for 1991 Census purposes may be obtained by specific enquiry* and furnished here.

**14. Civic and other Amenities in Notified slums, 1989** (Include slums which are officially recognised as slums even if these are not yet notified and indicate such cases by adding a note in Remarks column).

(For Class I and II towns only).

| Sl. No. | Name of Slum | Area in acres/ guntas/ hectares (please indicate clearly) | Approximate population as in 1989 | Length of paved roads/ streets in Km. | System of sewerage in the slum area | No. of latrines | | | Community |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Private | | | |
| | | | | | | Flush-out | Service | Others | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

| Method of disposal of night soil | No. of tap. points/ public hydrants for drinking water supply | No. of Electric connections by category | | | Remarks |
|---|---|---|---|---|---|
| | | Domestic (including A.E.H. if any) | No. of Road lighting points | Others | |
| 11 | 12 | 13 | 14 | 15 | 16 |

**15. (a) Medical Facilities available in the town**

(Please list out all the medical institutions which are run by or aided by Government/semi-Government/Local bodies/Charitable institutions or Social Service Organisations):—

| Sl. No. | Name of the hospital/dispensary etc., institution providing medical facilities | Bed strength i.e., No. of beds, if any, for providing treatment to in-patients | Remarks : Indicate Allopathic/Ayurvedic Homeopathic/Unani, etc. |
|---|---|---|---|
| 1 | 2 | 3 | 4 |

**Note:** (i) This list should include hospitals, dispensaries, PHC, PHU, HC, Family Planning Centres, T.B. Clinics, Nursing Homes Maternity and Child Welfare Centre, etc.

(ii) Where Family Plannig Centres are attached to hospitals, or MCW or PHC's please note that such FPC's should be separtely shown, after furnishing data on the hospital/MCH/PHC concerned.

(iii) It is not necessary to show MCW, veneral disease Clinic, Leprosy Clinic, Chest Clinic, etc, separately.

(iv) *There is no need to list out the institutions run by private registered medical practitioners.*

(b) If medical facility is not available in the town, indicate the nearest place where it is available and the distance to that place from the town.

| Name | Distance | Nature of Medical Facility |
|---|---|---|

**16. Educational Facilities**

(i.e. Number of Educational Institutions functioning in the Town and if facility of particular type *is not available* in the town give name of the nearest place where the facility is available and distance to that place from the town in Col. 3).

**Note:** Where an institution is located just beyond the present boundaries of the town, and for all practical purposes if it is considered as belonging to the town, it may be included in the list with an indication regarding its exact location.

| Type | Number | Remarks |
|---|---|---|
| (i) Colleges (degree level and above) | A. GENERAL<br>(a) Arts only.....<br>(b) Science only.....<br>(c) Commerce only.....<br>(d) Arts and Commerce only.....<br>(e) Arts and Science only.....<br>(f) Arts, Science and Commerce.....<br>(g) University (Post Graduate Courses).....<br><br>B. TECHNICAL & PROFESSIONAL<br>(a) Engineering College.....<br>(b) Medical College,...<br>(c) Agriculture, etc.....<br>(d) Law College.....<br>(e) Education (BEd) etc.....<br>(f) Polytechnic Institute..... | |
| (ii) Recognised Shorthand, Typewriting and ether Vocational Training Institutions (post matric) | (a) Shorthand only.....<br>(b) Typewriting only.....<br>(c) Shorthand & Typewriting.....<br>(d) Others (Specify)<br>(i) Pharmacy College.....<br>(ii) Teachers Training Institute.....<br>(iii) Physical Education (CPEd/BPEd).....<br>(iv) Music/Drawing School<br>(v) School of Nursing<br>(vi)<br>(vii)<br>(viii) | |
| (iii) Higher Secondary/Intermediate College/ PUC (Junior College) level : | Number | |
| (iv) List of Secondary/High Schools in the town, (Name, Medium of instruction, Standards from.....to.....):-<br>(include aided and unaided schools and also schools which are affiliated to Central Board of Secondary Education, Delhi etc., and also Urdu/Marathi/ Tamil medium schools, if any) | | |
| (v) List of Primary Schools (Name, Medium of Instructions, Standards from .....to.....) :<br>(include aided, unaided (private) schools and also schools where the medium of instructions is Kannada/English/Tamil/ Marathi/Telugu/Hindi/Urdu, etc.) | | |
| (vi) List of places/ centres where Adult Literacy classes are being conducted :<br>(i) (iii)<br>(ii) (iv) | | |

**17. Working Women's Hostel in the Town**

(please note that this item relates to working women and not girl Students).

Name : No. of Seats :

(i) (i.e. Hostel Strength)

(ii)

**18. Recreational and Cultural Facilities**

(i) Whether a stadium is available? Yes/No.
If yes, give its name and year of establishment.

(ii) Number of permanent Cinema Theatres
(Touring Talkies of a purely temporary nature need not be included)

(iii) Name/names of Auditorium, if any :

(iv) List of Drama Halls if any :

(v) List of Community Halls if any :

(vi) No. of Public Libraries in the town :

(vii) List of Public Reading Rooms if any in the town :

**19. List of Banks functioning in the Town**
(including Co-operative Banks)

**20 List of Agricultural and Non-Agricultural Co-operative Credit Societies in the Town**

(include here the Service Co-operatives, multipurpose co-operatives Agricultural Produce Marketing Co-operatives, Marketing Co-operatives, if any as also, credit co-operative societies organised by certain categories such as Consumers' Teachers; Postal Workers; officials of various departments and also co-operative Housing Societies.)

**21. Names of three most important commodities imported and Names of three most important commodities Exported**

(Note: Commodities for which the town serves only as a transit centre by importing items for immediate/subsequent export without any processing should not be considered as an import/export activity in so far as that commodity is concerned. For example agricultural produce like, paddy, jowar, cotton, groundnut, etc., is brought to the Town for sale at the APMC, etc., by the agriculturists of the nearby villages. These commodities are in turn sent to other centres in the same form. In such a case there is neither import of these agricultural produce nor export. If groundnut and cotton that comes to the town are used as raw material by local groundnut oil mills and by the local cotton ginning and pressing mills respectively then groundnut and cotton are to be considered as commodities imported. Various industrial units in the town may be importing (i.e., getting material from any place outside the town) raw material for use. These are to be examined and the three which are of greater importance should be indicated here. Similarly the commodities produced in the town would be exported, i.e., sent out to places outside the town for consumption. Of these, the three which are more important from the point of view of value of the commodities or volume of the commodities as the case may be should be given here).

A. Imported

1.....

2.....

3.....

B. Exported

1.....

2.....

3.....

**22. Names of three most important commodities manufactured in the Town**
(The importance may be determined with reference to the volume of total output of the commodities manufactured)

1.....

2.....

3.....

**Note**: Regarding items 21 and 22, the functionaries of the local Chambers of Commerce, Merchant's Associations, Sales Tax Officers, Local Manufacturer's Association, Officials of Departments of Industries, etc., may please be consulted.

ANNEXE—D. 47

D.O. No. CEN/1/DHB/89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, IAS
*Director of Census Operations,*
*Karnataka*

No. 21/1, Mission Road,
Bangalore-560 027

Date: 26 Feb. 1990

Dear,

Sub : Census of India 1991—Compilation of District Census Handbooks—Town Directory regarding.

It may be recalled that in my letter of even number dated 16/23 Jan 1990, I have highlighted the importance of the District Census Handbook as a pre-eminent source of micro level data and its usefulness to various categories of data users. I have also dealt with in detail about the scope and coverage of the District Census Handbooks envisaged to be published as part of the 1991 Census Operations. The earlier letter deals with the villages and the present one pertains to the towns.

As in the case of the villages, in the case of towns too it is proposed to compile a Town Directory containing basic information about the nature and extent of various urban amenities and services available in each one of the towns within a district. In addition, the Town Directory will provide an insight into the growth history of the town, a fair idea about its civic finances and also characteristic data relating to the commodities imported to and exported from the town as well as data on commodities manufactured in the town.

The format (incorporating instructions thereof) devised for compilation of this comprehensive information in a uniform manner throughout the country is enclosed to this letter. As you will undoubtedly notice, most of the information required for this purpose will be readily available with the concerned local authorities in one form or the other and the rest can be compiled without much difficulty by local enquiry. However, kindly ensure that the various items in the format are correctly filled in and the data furnished truly reflect the actual field situation as existing at present or as related to the reference period mentioned in the format concerned. A list of places of your district classified as towns for purposes of 1991 Census is also enclosed for your ready reference.

I request you to kindly collect and compile the requisite information and forward the sets of townwise formats so as to reach me latest by 15-3-1990.

Yours Sincerely,
(Sd/-)
(SOBHA NAMBISAN)

Encl : as above
Sri
Deputy Commissioner

CENSUS OF INDIA, 1991

**TOWN DIRECTORY FORMAT**

(with instructions for compilation of data)

1. **Name of the City/Town**

2. **Civic Administration Status**

**Note:** Choose the appropriate from the following and enter the same against this item

Municipal Corporation/City Municipal Council/Town Municipal Council/Sanitary Board/Cantonment Board/Notified Area Committee/Mandal Panchayat/Village Panchayat/nil.

If no Local Body has been constituted to look after civic administration please indicate the name of the agency looking after the administration of the area such as for example Estate Office, Town Administrative Office, etc. of Public Sector Undertaking or of public sector factory or so and so/such and such Department of the Govt. or of a Quasi-Government Corporation or Board as the case may be.

3. **Total Geographic Area of the Town (in Hectares)**

(This should be computed with reference to the Statutory limits of the town as per boundary notification in force as on 1-1-90 and should correspond to the jurisdiction adopted for the 1991 Census. In the case of non-municipal towns the area of the unit constituted into a town for 1991 census purposes should be entered).

4. **Annual Rainfall Recorded at the Rain-Gauge in the Town during the past 10 years**

(If there is no rain-gauge in the Town indicate the name of the nearest place with a rain-gauge and furnish the details in respect of that place).

| (1) | Year | 1980 | 1981 | 1982 | 1983 | 1984 | 1985 | 1986 | 1987 | 1988 | 1989 | Annual Average |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| (2) | No. of Rainydays | | | | | | | | | | | |
| (3) | Amount of rainfall in mm. | | | | | | | | | | | |

Source : (Eg. Taluk Office/PWD etc.) Please specify :—

5. **Maximum and Minimum Temperatures Recorded in the Town during the past 10 years** (indicate the source which has supplied the data).

| Year | 1980 | 1981 | 1982 | 1983 | 1984 | 1985 | 1986 | 1987 | 1988 | 1989 | Average |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Maximum Temperature °C | | | | | | | | | | | |
| Minimum Temperature °C | | | | | | | | | | | |

Source :

6. **Locational Particulars with reference to Important Administrative Centres**

| Sl. No. | Status and Name of the Centre | | Distance by Road from the town (in km) to the centre in col. 2(b) |
|---|---|---|---|
| 1 | 2(a) | 2(b) | 3 |
| (i) | State Headquarters | Bangalore | |
| (ii) | District Headquarters | | |
| (iii) | Sub-Divisional Headquarters | | |
| (iv) | Taluk Headquarters | | |
| (v) | Nearest City* with a population of 1,00,000 or more | | |
| (vi) | Railway Station$ | | |
| (vii) | Bus Route† (Road Transport) | | |
| (viii) | Navigable River/Canal@ | | |

*Nearest city need not be located in the same district or the State. If it belongs to a neighbouring State., indicate name of that State also in col. 2(a).

$If the Railway Station is located within the limits of the Town mention the name of the Town in Col. 2(b) and indicate the distance as '0' otherwise mention the name of the nearest Railway Station and indicate the distance in km.

†If the town is enjoying bus route facilities mention the name of the town itself in Col. 2(b) and indicate the distance as '0' (zero)

@If there is navigable river or canal (i.e., which is used for transportation of passengers and goods) within a distance of 10 km. from the town then enter the name of the river or canal in Col. 2(b) and the distance to the river from the town in km.

7. **Municipal Finance 1988-89**

[For a non-municipal town also these details are to be furnished if the civic administration is being managed by a non-statutory body and separate budgets and accounts are maintained in respect of town administration. Further, if the civic administrative body is not a composite unit having jurisdiction over the entire city/town (eg. a part of the town may have a railway colony whose civic amenities are provided by the railways and a part is under the municipality) the data should be presented separately for each administrative body].

| | Receipt during the year 1988-89 | | | Expenditure during the year 1988-89 | |
|---|---|---|---|---|---|
| | **Source** | Amount in Rs. | | **Item of Expenditure** | Amount in Rs. |
| (i) | Receipt through taxes, etc. | | (i) | General administration | |
| (ii) | Revenue derived from municipal properties and powers apart from taxation | | (ii) | Public Safety* | |
| (iii) | Government Grant | | (iii) | Public Health and Convenience | |
| (iv) | Loan | | (iv) | Public Works | |
| (v) | Advance | | (v) | Public Institution$ | |
| (vi) | Other Sources (specify)<br>(a)<br>(b)<br>(c)<br>(d) | | (vi) | Others (specify)<br>(a)<br>(b)<br>(c)<br>(d) | |
| (vii) | Total Receipt | | (vii) | Total Expenditure | |

**Note:** *This head also covers such items as fire-fighting services, rescue and relief operations during floods and fires etc., additional details may please be given in Col. 3.

$This head includes expenditure incurred if any on maintenance of schools, colleges, public libraries, museums etc., by the civic administration body.

**Note:** If the receipt under any head is unusually large or unusually small during 1988-89 then the reasons thereof should be given below.

**8. Length of Roads within the limits of the Town (In km)**

| | Pucca Road | Kachcha Road | Total |
|---|---|---|---|
| (a) P.W.D. Roads | | | |
| (b) Municipal Roads | | | |
| (c) Panchayat Roads | | | |
| (d) Zilla Parishad Roads | | | |
| (e) Roads if any maintained by any | | | |
| (f) Other agency (specify) | | | |

**Note** Pucca road refers to the road street surfaced with cement/tar/bitumen/metal (i.e. Jalli stone) etc., while **Kacheha road** refers to unsurfaced i.e., mud roads or streets crudely paved with pebbles or stone slabs of irregular slapes.

**9. System of Drainage/Sewerage**

(a) Drainage provided in the town by type.

| Type | Box Type | Sylk pattern | V Shaped stone slabs | L Shaped | Mud (i.e. unsurfaced open drains) | Others (specify) | Total |
|---|---|---|---|---|---|---|---|
| Running length in metres | | | | | | | |

(b) If there is no drainage facility, how is the waste/sullage water from homes disposed of?

(i) Cesspool Yes/No (ii) Pit system Yes/No (iii) Others (describe)

(c) **Sewerage System*** (i) Provided/Not provided

(ii) If provided, does the system cover the entire town.....Yes/No.

(iii) If no to (ii) indicate the locality i.e., Part or Parts of the town/city which is not covered (as in Jan. 1990):—

(iv) Indicate whether underground drainage scheme has been sanctioned and if so whether the work has been taken up for execution.

***Note:** By Sewerage system is implied the network of mains and branches of underground conduits for the conveyance of sewage to the point of disposal. Sewers that carry only household and industrial wastes are called separate sewers and those that carry storm water from roof tops, streets etc., are known as storm water drains. Those carrying both sewerage and storm water are called 'combined sewers.'

**10. Number of Latrines i.e. Lavatories in the Town by type (including the private lavatories and the public lavatories)**

| Type | Water-borne (flush-out) | Service (or dry type from which Night soil is cleared manually by scavanging) | Other types (Please specify) (i) | (ii) | (iii) | Total |
|---|---|---|---|---|---|---|
| Number | | | | | | |

(b) Method of disposal of night soil prevalent in the town..... .....
(Indicate those which are appropriate).

Head loads/Baskets/wheel barrows/Septic Tank/Latrines/Sewerage/Pit System/Others (specify).

This item does not relate to the disposal of the garbage by public auction etc., but relates to the method of removal of night soil from the lavatories (both private and public).

**11. Water Supply—Source and Capacity of storage systems.**

(a) **Source :** (Tap/Tubewells/Wells/Tank Water etc. indicate the appropriate sources here):—

(b) **Storage System with Capacity :** (i) Number of Over head tanks with capacity of each in litres :(1).....(2)..... (3).....
(ii) Number of Service Reservoirs with capacity of each in litres : (1)....(2)....(3).....
(iii) River Infiltration Gallery (pumping capacity in litres per hour).....
(iv) Borewells pumping station (Pumping capacity in litres per hour).....
(v) No. of pressure tanks with capacity of each in litres.....
(vi) Any other system of storage (specify).

**12. Whether Fire Fighting Services are available in the town?** YES/NO

If 'No', which is the nearest place with that facility? : Name Distance : Km.

**13. Number of Electrical Connections in the Town by Consumer Category**

(I) Domestic (including A.E.H.)..... (II) Industrial (Power Supply H.T./L.T.).....
(III) Commercial (lighting)..... ..... (IV) Road lighting (i.e., No. of street lights in the town).....
(V) Others (specify) (a) (b) (c)

Consumer categories as adopted by the Karnataka Electricity Board may be ascertained clearly and the relevant data *as applicable only to the town* (and not the KEB section office, etc.) *as defined for 1991 Census purposes may be obtained by specific enquiry* and furnished here.

**14. Civic and other amenities in Notified slums,-1989** (Include slums which are officially recognised as slums even if these are not yet notified and indicate such cases by adding a note in Remarks column).

(For Class I and II towns only).

| Sl. No. | Name of Slum | Area in acres/ guntas/ hectares (please indicate clearly) | Approximate population as in 1989 | Length of paved roads/ streets in Km. | System of sewerage in the slum area | No. of latrines: Private: Flush-out | Private: Service | Private: Others | Community |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

| Method of disposal of night soil | No. of tap points/ public hydrants for drinking water supply | No. of Electric connections by category: Domestic (including A.E.H. if any) | No. of Road lighting points | Others | Remarks |
|---|---|---|---|---|---|
| 11 | 12 | 13 | 14 | 15 | 16 |

**15. (a) Medical Facilities available in the town**

(Please list out all the medical institutions which are run by or aided by Government/semi-Government/Local bodies/Charitable institutions or Social Service Organisations):—

| Sl. No. | Name of the hospital/dispensary etc., institution providing medical facilities | Bed strength i.e., No. of beds, if any, for providing treatment to in-patients | Remarks : Indicate Allopathic/Ayurvedic/ Homeopathic/Unani, etc. |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| | | | |

**Note** (i) This list should include hospitals, dispensaries, PHC, PHU, HC, Family Planning Centres, T.B. Clinics, Nursing Homes, Maternity and Child Welfare Centre, etc.

(ii) Where Family Planning Centres are attached to hospitals, or MCW or PHC's please note that such FPC's should be separately shown, after furnishing data on the hospital/MCH/PHC concerned.

(iii) It is not necessary to show MCW, veneral disease Clinic, Leprosy Clinic, Chest Clinic, etc, separately.

(iv) *There is no need to list out the institution run by private registered medical practioners.*

(b) If medical facility is not available in the town, indicate the nearest place where it is available and the distance to that place from the town.

| Name | Distance | Nature of Medical Facility |
|---|---|---|
| | | |

**16. Educational Facilities**

(i.e. Number of Educational Institutions functioning in the Town and if facility of particular type is *Not avilable* in the town give name of the nearest place where the facility is available and distance to that place from the town in Col. 3).

**Note:** Where an institution is located just beyond the present boundaries of the town, and for all practical purposes if it is considered as belonging to the town, it may be included in the list with an indication regarding its exact location.

| Type | Number | Remarks |
|---|---|---|
| (i) Colleges (degree level and above) : | A. GENERAL | |
| | (a) Arts only | |
| | (b) Science only..... | |
| | (c) Commerce only..... | |
| | (d) Arts and Commerce only..... | |
| | (e) Arts and Science only..... | |
| | (f) Arts, Science and Commerce..... | |
| | (g) University (Post Graduate Courses) | |
| | B. TECHNICAL & PROFESSIONAL | |
| | (a) Engineering College..... | |
| | (b) Medical College.... | |
| | (c) Agriculture, etc..... | |
| | (d) Law College..... | |
| | (e) Education (BEd) etc..... | |
| | (f) Polytechnic Institute..... | |
| (ii) Recognised Shorthand, Typewriting and other Vocational Training Institutions (post matric): | (a) Shorthand only..... | |
| | (b) Typewriting only..... | |
| | (c) Shorthand & Typewriting..... | |
| | (d) Others (Specify) | |
| | (i) Pharmacy College..... | |
| | (ii) Teachers Training Institute..... | |
| | (iii) Physical Education (CPEd/BPEd)..... | |
| | (iv) Music/Drawing School | |
| | (v) School of Nursing | |
| | (vi) ..... | |
| | (vii) | |
| | (viii) | Number |
| (iii) Higher Secondary/Intermediate College/ PUC (Junior College) level : | | |
| (iv) List of Secondary/High Schools in the town, (Name, Medium of instructions, Standards from.....to.....):- (include aided and unaided schools also and also schools which are affiliated to Central Board of Secondary Education, Delhi etc., and also Urdu/Marathi/ Tamil medium schools, if any) | | |

| Type | Number | Remarks |
|---|---|---|
| (v) List of Primary Schools (Name, Medium of Instructions, Standards from .....to.....) : *(include aided, unaided (private) schools and also schools where the medium of instructions is Kannada/English/Tamil/ Marathi/Telugu/Hindi/Urdu, etc.)* | | |
| (vi) List of places/ centres where Adult Literacy classes are being conducted : (i) (ii) (iii) (iv) | | |

**17. Working Women's Hostel in the Town**
(please note that this item relates to working women and not girl Students).

| Name | No. of Seats (i.e. Hostel Strength) |
|---|---|
| (i) | |
| (ii) | |

**18. Recreational and Cultural Facilities**

(i) Whether a stadium is available? Yes/No
If yes, give its name and year of establishment.
(ii) Number of permanent Cinema Theatres
(Touring Talkies of a purely temporary nature need not be included)
(iii) Name/names of Auditorium, if any :
(iv) List of Drama Halls, if any :
(v) List of Community Halls, if any :
(iv) No. of Public Libraries in the town
(vii) List of Public Reading Rooms, if any in the town :

**19. List of Banks functioning in the Town**
(including Co-operative Banks)

**20. List of Agricultural and Non-Agricultural Co-operative Credit Societies in the Town**
(include here the Service Co-operative, multipurpose Co-operatives, Agricultural Produce Marketing Co-operatives, Marketing Co-operatives, if any as also, credit co-operative societies organised by certain categories such as Consumers'; Teachers; Postal Workers; officials of various departments and also co-operative Housing Societies).

**21. Names of three most important commodities Imported and Names of three most important commodities Exported**
(Note: Commodities for which the town serves only as a transit centre by importing items for immediate/subsequent export without any processing should not be considered as an import/export activity in so far as that commodity is concerned. For example agricultural produce like, paddy, jowar, cotton, groundnut, etc., is brought to the town for sale at the APMC, etc., by the agriculturists of the nearby villages. These commodities are in turn sent to other centres in the same form. In such a case there is neither import of these agricultural produce nor export. If groundnut and cotton that comes to the town are used as raw material by local groundnut oil mills and by the local cotton ginning and pressing mills respectively then groundnut and cotton are to be considered as commodities imported. Various industrial units in the town may be importing (i.e., getting material from any place outside the town) raw material for use. These are to be examined and the three which are of greater importance should be indicated here. Similarly the commodities produced in the town would be exported, i.e., sent out to places outside the town for consumption. Of these, the three which are more important from the point of view of value of the commodities or volume of the commodities as the case may be should be given here).

A. Imported
1.....
2.....
3.....

B. Exported
1.....
2.....
3.....

**22. Names of three most important commodities manufactured in the Town**
(The importance may be determined with reference to the volume of total output of the commodities manufactured)

1.....
2.....
3.....

***Note*** : Regarding items 21 and 22, the functionaries of the local Chambers of Commerce, Merchant's Associations, Sales Tax Officers, Local Manufacturer's Association, Officials of Departments of Industries, etc., may please be consulted.

Grams : CENSUS

ANNEXE-D-48

Phone 223312
223306

No. ADM 28 EST 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore - 560 027.

Date 16-03-1990

To

The Deputy Commissioners of Districts,
The Commissioners of
Bangalore City Corporation,
Mysore City Corporation,
Mangalore City Corporation,
Hubli-Dharwad Municipal Corporation, Hubli
Belgaum City Corporation,
Gulbarga City Corporation.

The Commissioner, City Municipal Council, Davangere/Shimoga/Bellary/Bijapur/Bidar/Raichur/Hospet/Tumkur/Mandya/Gadag Betgeri.

The Commissioner, B.D.A. Bangalore.

Sir,

I am enclosing a copy of G.O. No. RD 9 ETC 89 dated 12th March 1990 sanctioning clerical posts in your office for the purpose of the 1991 census. Please post the best available staff for Census work in your establishment. I would also request you to maintain separate accounts in respect of the pay and allowances of the staff appointed against the sanctioned posts and send a monthly statement of expenditure to the Government in the Revenue Department with a copy to me for the purpose of claiming reimbursement from the Government of India.

Yours faithfully,

(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka.*

## PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Subject : Proposals for creation of clerical posts with a view to extend assistance to District, Sub-Division, Tehsil/Taluk/Thana Establishments & Urban local Bodies in connection with the 1991 census work.

Read : 1. Letter No. 2/3/89 RG(Ad. II) dated, September 28 '89 from the Registrar General, India, New Delhi.

2. Correspondence ending with letter No. ADM 28 EST 89 dated 29-1-90 from the Director of Census Operations, Karnataka, Bangalore.

**Preamble**

The preliminary work to organise the National Census of Population during February-March 1991 has commenced in full swing. The Registrar General & Census Commissioner of India, has in his letter dated September 28, 1989 first cited conveyed the approval of Government of India to the provision of clerical assistance to the District and Taluk Census Offices for the census work. The Government of India has also agreed to the entertainment of additional staff on the scale laid down in letter dated September 28, 1989. In the light of the Government of India's instructions, the Director of Census Operations in Karnataka, Bangalore has forwarded proposals for creation of the posts of First Division Clerks and Second Division Clerks and Peons for approval of Government.

The expenditure on the additional staff will be met initially by the State Government which will be reimbursed in full by the Government of India later.

The proposals of the Director of Census Operations have been examined carefully in consultation with Finance Department.

**Order No. RD 9 ETC 89 Bangalore Dated the 12th March 1990.**

After careful consideration of all the aspects of the case, Government are pleased to accord sanction to the creation of the posts of 37 First Division Assistants, 236 Second Division Assistants and 20 Group 'D' servants as detailed in Annexure to this order from the date of this order till the end of May 1991.

2. The Director of Census Operations will deploy the additional staff among the several districts and urban local bodies keeping in view the instructions of the Government of India on the subject.

3. These posts should be treated as part of the District, Taluk or the concerned Urban Local Body establishment as the case may be. The pay and allowances of the officials posted against these newly crea-

ted posts will be the same as those of the corresponding rates of respective establishment.

The appointing authorities are requested:

(i) to post the best available staff for census work in their respective establishments;

(ii) to provide requisite funds in the Budget estimates of District/Tahsil/Urban local bodies in the first instance to meet the expenditure on the said staff;

(iii) to maintain separate accounts in respect of the pay and allowances of the staff appointed against these posts.

4. As the expenditure on this account constitutes on item 'New Service' an advance from contingency fund will be obtained and placed at the disposal of the drawing officers.

5. The Deputy Commissioners should send a monthly statement of Expenditure to the Government in Revenue Department with a copy to the Director of Census Operations in Karnataka, Bangalore for taking needful action and claiming re-imbursement.

6. This order issues with the concurrence of Housing & Urban Development Department vide that Department's U.O. No. HUD 5919/EST/89 dated 23-12-1989 and of Finance Department vide that Department's U.O. Note No. FD 298 Expr. 7/90 dated 2-3-1990.

By order and in the name of the
Governor of Karnataka,

(Sd/-)

(SYED UMER FAROOQ)

*Under Secretary to Government*

*Revenue Department.*

To,

The Director of Census, Operations Karnataka, Bangalore.

The Accountant General, Karnataka, Bangalore.

The Divisional Commissioners of Divisions.

The Deputy Commissioners of Districts.

The Commissioners of Bangalore City Corporation, Mysore City Corporation/Mangalore City Corporation/Hubli-Dharwad Municipal Corporations, Belgaum City Corporation/Gulbarga City Corporation.

The Commissioner, City Municipal Council, Davangere, Shimoga/Bellary, Bijapur, Bidar, Raichur, Hospet, Tumkur, Mandya, Gadag Betgeri.

The Commissioner, Bangalore Development Authority, Bangalore.

Copy to :

The Secretary to Government, Rural Development and Panchayat Raj Department, Bangalore.

The Secretary to Government, Housing & Urban Development Department, Bangalore.

The Finance Department, Expenditure-7.

The Weekly Gazette.

The Stock File.

ANNEXURE TO GOVERNMENT ORDER NO. RD 9 ETC 89 DATED 12th MARCH 1990

| Sl. No. | Details of staff proposed to | I Dn. Asst. 1190-30-1400-40-1800-50-2200 | II Dn. Asst. 960-20-1100-30 1400-40-1760 | Peon 780-18-20-1040 |
|---|---|---|---|---|
| | DISTRICTS AND TALUKS UNDER REVENUE DEPARTMENT | | | |
| 1. | For 20 Districts @ one I Dn. Assistant, one II Dn. Asst. One Peon. | 20 | 20 | 20 |
| 2. | For 175 taluks @ one II Dn. Asst. for each taluk | .. | 175 | .. |
| 3. | **For Six Corporations** | | | |
| | Bangalore | 1 | 28 | .. |
| | Hubli-Dharward | 1 | 4 | .. |
| | Mysore | 1 | 3 | .. |
| | Mangalore | 1 | 1 | .. |
| | Belgaum | 1 | 1 | .. |
| | Gulbarga | 1 | 1 | .. |
| 4. | **For City Municipalities** | | | |
| | Davangere | 1 | 1 | .. |
| | Bidar | 1 | .. | .. |
| | Raichur | 1 | .. | .. |
| | Bellary | 1 | 1 | .. |
| | Hospet | 1 | .. | .. |
| | Tumkur | 1 | .. | .. |
| | Mandya | 1 | .. | .. |
| | Shimoga | 1 | .. | .. |
| | Gadag-Betgeri | 1 | .. | .. |
| | Bijapur | 1 | .. | .. |
| 5. | For Bangalore Development Authority, Bangalore | 1 | 1 | .. |
| | Grand Total | 37 | 236 | 20 |

(Sd/-)

(SYED UMER FAROOQ)

*Under Secretary to Government*

*Revenue Department*

Grams : CENSUS

ANNEXE-D-49

TELEPHONE { PER : 227000 / OFFICE : 223312 / 223306

No. TCH 19 CPO 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-560027.

Date 20-3-1990

To

The Commissioner &
Principal Census Officer,
Bangalore Development Authority.
Bangalore - 560 020.

Sir,

Sub : Census of India 1991—Location Code Number to the Charges of the BDA assignment of—reg.

The areas under the Bangalore Development Authority, though considered as 'Urban' have not been assigned a Code No. applicable for a 'town' as they were not considered as towns in their own right. It has now been decided that the element relating to the 'town' in the code structure for the BDA charges would be same as that of Bangalore City Viz. 11/1/IV.

The elements of the code structure relating to the charge and division would have to be assigned in continuation of codes assigned for the last charge and division of the Bangalore City to facilitate processing of records.

I am indicating below the full location codes for the eight BDA charges:

| Charge No. | Full Location Code |
|---|---|
| Charge 1 | 11/1/IV-94/88 ( ) |
| Charge 2 | 11/1/IV-95/88 ( ) |
| Charge 3 | 11/1/IV-96/89 ( ) |
| Charge 4 | 11/1/IV-97/89 ( ) |
| Charge 5 | 11/1/IV-98/90 ( ) |
| Charge 6 | 11/1/IV-99/90 ( ) |
| Charge 7 | 11/1/IV-100/91 ( ) |
| Charge 8 | 11/1/IV-101/91 ( ) |

In the Houselist, Enterprise List and other records, location particulars that would have to be entered are as follows:

| | | |
|---|---|---|
| Name of State : | Karnataka | Code No. 11 |
| Name of District : | Bangalore | Code No. 1 |
| Name of Tahsil/ Taluk....etc..... | | Code No. ..... |
| Name of Village/ Town | Bangalore (MC)—BDA | Code No. IV |
| Name or No. of Ward/Mohalla/Hamlet (Enter one of the following as applicable) | * | Code No.** |
| *North Division /Charge No. 1 | | **94/88 |
| North Division/Charge No. 2 | | 95/88 |
| East Division/Charge No. 3 | | 96/89 |
| East Division/Charge No. 4 | | 97/89 |
| South Division/Charge No. 5 | | 98/90 |
| South Division/Charge No. 6 | | 99/90 |
| West Division/Charge No. 7 | | 100/91 |
| West Division/Charge No. 8 | | 101/91 |

Enumeration Block No : as the case may be

Name of Dev. Block..... Code No.....

These location particulars may be communicated to the Enumerators and Supervisors in each of the BDA Charges through the instruction sheets and these may also be properly explained in the training classes.

Yours Faithfully,

(Sd/-)

(SOBHA NAMBISAN)

*Director of Census Operations,*
*Karnataka.*

Copy to :

The City Census Officer, BDA.
All the Charge Officers of BDA.
File No. TCH 7 CPO 88.
File No. TCH 1 CPO 87 (BNG) BDA.
Sri M. S. Ramachandra, ADCO(T).

ANNEXE-D. 50

No. TCH 19 CPO 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-560027.

Date 6-4-1990

To

The Commissioner & Principal
Census Officer,
Bangalore Maha Nagara Palike.
Bangalore.

Sir.

Sub : Census of India, 1991—Assignment of Location Code Number to the Charges of BMP — reg.

You will kindly recall that in circular No. 5 dated 9th Jan. 90. I have discussed in detail the procedure regarding the assignment of location codes with specific examples.

Now that the 87 Municipal divisions in the Bangalore City area have been divided into 93 charges for operational convenience, these charges will have to be numbered serially from 1 to 93. Please see Appendix I wherein all the charges in the BCC have been numbered serially. These will be the charge numbers which you will have to indicate in the location code. The location codes will then be assigned to each houselisting block in each charge as follows:

Location Code of State/District/Town-Charge Number/Division (Block). For example : for Charge No. 3 the Location Code in Division No. 2 will be 11/1/IV-3/2( ).

Further, the recording of the entries against the location code particulars in the houselist, enterprise list and other concerned records will have to be made as under:

| | | |
|---|---|---|
| Name of State : | Karnataka | Code No. : 11 |
| Name of District | Bangalore | Code No. : 1 |
| Name of Tahsil/ Taluk....etc | (since it is not applicable) | Code No. — |
| Name of Village/ Town | Bangalore (MC) | Code No. : IV-Charge No. |
| Name or No. of Ward/Mohalla/ Hamlet | As the case may be | Code No. As the case may be |
| Enumeration Block No. | As the case may be | |
| Name of Dev. Bloc. | — | Code No. — |

For location particulars to be recorded in Houselist and Enterprise List in respect of each Division/Charge please see Appendix-II.

I shall, therefore, be grateful if you would kindly communicate the location particulars to the respective enumerators and supervisors in each of the charges through the Instruction Sheets.

These may please be explained properly, in the training sessions so as to ensure that there is no doubt among the field staff regarding the entering of the location particulars in the census schedules they canvass.

Yours Faithfully.

(Sd/-)

(SOBHA NAMBISAN)

*Director of Census Operations,*
*Karnataka.*

Copy to:

1. All the City Census Officers of B.M.P.
2. All the Charge Officers of B.M.P.
3. Sri M. S. Ramachandra, ADCO(T) for information.

APPENDIX I

**Location Codes to be used for the Charges and Divisions of Bangalore City Corporation**

| Name of Charge Officer | Jurisdiction | Division No. | Charge No. | Full Location Code assigned |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 1 MALLESWARAM ASSEMBLY CONSTITUENCY | | | | |
| Sri Bomme Gowda . . . . | Yeshavantpur (Part) | 1 | 1 | 11/1/IV-1/1 (Block No.) |
| Dr Jayachandra Rao . . . | Yeshavantpur (Part) | 1(1A) | 2 | 11/1/IV-2/1 (Block No.) |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| Sri Krishna Urs | Mathikere (Part) | 2 | 3 | 11/1/IV-3/2 ( ) |
| Sri N.R. Guruaraja Rao | Mathikere (Part) | 2 (2A) | 4 | 11/1/IV-4/2 ( ) |
| Dr Dass | Malleswaram (West) | 3 | 5 | 11/1/IV-5/3 ( ) |
| Sri L.N. Shivanna | Kodandarampuram | 4 | 6 | 11/1/IV-6/4 ( ) |
| Sri B. Shivappa | Swimming Pool Extn. | 5 | 7 | 11/1/IV-7/5 ( ) |
| Sri M.S. Keerthi | Malleswaram East | 6 | 8 | 11/1/IV-8/6 ( ) |
| Sri Savandaiah | Dattatreya Temple | 7 | 9 | 11/1/IV-9/7 ( ) |
| II. RAJAJI NAGAR ASSEMBLY CONSTITUENCY | | | | |
| Sri Puttamalagaiah | Mahalakshmipura (Part) | 8 | 10 | 11/1/IV-10/8 ( ) |
| Sri K. Nagaraj | Mahalakshmipura (Part) | 8 | 11 | 11/1/IV-11/8 ( ) |
| Sri Bhoje Gowda | Subramanyapura | 9 | 12 | 11/1/IV-12/9 ( ) |
| Sri K.N. Ramachandra Reddy | Gayathrinagar | 10 | 13 | 11/1/IV-13/10 ( ) |
| Sri N.S. Range Gowda | Rajajinagar | 11 | 14 | 11/1/IV-14/11/ ( ) |
| Sri C. Jayakrishnappa | Rajajinagar | 11A | 15 | 11/1/IV-15/11 ( ) |
| Sri N. Madaiah | Prakashnagar | 12 | 16 | 11/1/IV-16/12 ( ) |
| Sri Md. Riyaz Ahmed | Sreeramapuram | 13 | 17 | 11/1/IV-17/13 ( ) |
| Sri C.N. Gangaiah | Sree Venkateswara Temple Nagar | 14 | 18 | 11/1/IV-18/14 ( ) |
| Sri Arun Kumar | Sree Ramamandira | 15 | 19 | 11/1/IV-19/15 ( ) |
| Sri A.T. Patil | Industrial Town | 16 | 20 | 11/1/IV-20/16 ( ) |
| Sri Anne Gowda | Industrial Town | 16 | 21 | 11/1/IV-21/16 ( ) |
| III. GANDHINAGAR ASSEMBLY CONSTITUENCY | | | | |
| Sri Hanumanthaiah | Bhashyamnagar | 17 | 22 | 11/1/IV-22/17 ( ) |
| Sri Prabhakar | Seva Ashram | 18 | 23 | 11/1/IV-23/18 ( ) |
| Sri Siddaramanna | Sheshadripuram | 19 | 24 | 11/1/IV-24/19 ( ) |
| Sri Lankappa | Ramachandrapuram | 20 | 25 | 11/1/IV-25/20 ( ) |
| Sri Ahmath Kathusa | Gopalapuram | 21 | 26 | 11/1/IV-26/21 ( ) |
| Sri H.V. Kumaraswamy | Gandhinagar | 22 | 27 | 11/1/IV-27/22 ( ) |
| IV. CHICKPET ASSEMBLY CONSTITUENCY | | | | |
| Sri Amarnath | Cottonpet | 23 | 28 | 11/1/IV-28/23 ( ) |
| Sri Raghavendra Rao | Khashi Vishweswara Temple | 24 | 29 | 11/1/IV-29/24 ( ) |
| Mr B.K. Nasarulla Sheriff | Chickpet | 25 | 30 | 11/1/IV-30/25 ( ) |
| Sri N. Devaraju | Rangaswamy Temple | 26 | 31 | 11/1/IV-31/26 ( ) |
| Dr. Nagarabett | Super Talkies | 27 | 32 | 11/1/IV-32/27 ( ) |
| Sri Jayadevappa | Sri Krishnarajendra Market | 28 | 33 | 11/1/IV-33/28 ( ) |
| V. BINNYPET ASSEMBLY CONSTITUENCY | | | | |
| Sri M. Sridhar | Govindarajanagar | 29 | 34 | 11/1/IV-34/29 ( ) |
| Sri M. Govindaraj | Govindarajanagar | 29 | 35 | 11/1/IV-35/29 ( ) |
| Sri K.S. Gangadhara Shetty | Vijayanagar | 30 | 36 | 11/1/IV-36/30 ( ) |
| Sri Kempanna | Vijayanagar | 30 | 37 | 11/1/IV-37/30 ( ) |
| Sri Shankaranarayana Upadhyaya | Kempapura Agrahara | 31 | 38 | 11/1/IV-38/31 ( ) |
| Mr Nawaz Khan | Binnypet | 32 | 39 | 11/1/IV-39/32 ( ) |
| Sri N. Lakshmikantha | Padarayanapura | 33 | 40 | 11/1/IV-40/33 ( ) |
| Sri Karibasappa | Padarayanapura | 33 | 41 | 11/1/IV-41/33 ( ) |
| Sri Patankar Herbar | Jagajeevan Ram Nagar | 34 | 42 | 11/1/IV-42/34 ( ) |
| Sri B.S. Subramanya Sastry | Gowripura | 35 | 43 | 11/1/IV-43/35 ( ) |
| Sri Nagaraju | Gali Anjaneyaswamy Temple | 36 | 44 | 11/1/IV-44/36 ( ) |
| Sri D.L. Chandrashekar | Azadnagar | 37 | 45 | 11/1/IV-45/37 ( ) |
| VI. CHAMARAJPET ASSEMBLY CONSTITUENCY | | | | |
| Sri G. Lokesh | Dharmarayaswamy Temple | 38 | 46 | 11/1/IV-46/38 ( ) |
| | Channarayaswamy Temple | 39 | 46 | 11/1/IV-46/39 ( ) |
| Sri H.R. Shivanna | Raghavendra Nagar | 40 | 47 | 11/1/IV-47/40 ( ) |
| | Chamarajpet | 41 | 47 | 11/1/IV-47/41 ( ) |
| Sri M. Basavaraju | Fort | 42 | 48 | 11/1/IV-48/42 ( ) |
| | Kalasipalyam | 43 | 48 | 11/1/IV-48/43 ( ) |
| Sri H.L. Siddiah | Sudhamnagar | 44 | 49 | 11/1/IV-49/44 ( ) |

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| **VII. BASAVANAGUDI ASSEMBLY CONSTITUENCY** | | | | |
| Sri N. Krishnappa | K.G. Nagar | 45 | 50 | 11/1/IV-50/45 ( ) |
| | Hanumantha Nagar | 49 | 50 | 11/1/IV-50/49 ( ) |
| Sri Parthasarathy | Shankarapuram | 46 | 51 | 11/1/IV-51/46 ( ) |
| | Visweswarapuram | 47 | 51 | 11/1/IV-51/47 ( ) |
| Sri Renukaradhya | Sree nagar (Part) | 48 | 52 | 11/1/IV-52/48 ( ) |
| Sri Nazir Ahmed | Basavanagudi | 50 | 53 | 11/1/IV-53/50 ( ) |
| | Kanaka Nagara | 51 | 53 | 11/1/IV-53/51 ( ) |
| Dr Thandva Murthy | Ganesha Mandira (Part) | 52 | 54 | 11/1/IV-54/52 ( ) |
| Dr Shashidhar | Ganesha Mandira (Part) | 52 | 55 | 11/1/IV-55/52 ( ) |
| Dr Bommai | Ganesha Mandira (Part) | 52 | 56 | 11/1/IV-56/52 ( ) |
| Sri Gangaiah D.C. | Srinagara (Part) | 48 | 57 | 11/1/IV-57/48 ( ) |
| **VIII JAYANAGAR ASSEMBLY CONSTITUENCY** | | | | |
| Smt D.C. Jayamma | Mavalli | 53 | 58 | 11/1/IV-58/53 ( ) |
| Sri S. Ramakrishnan | Hombe Gowda Nagar | 54 | 59 | 11/1/IV-59/54 ( ) |
| Sri Muninagappa | Lakkasandra | 55 | 60 | 11/1/IV-60/55 ( ) |
| Sri M.K. Ravindranath | Pattalamma Temple | 56 | 61 | 11/1/IV-61/56 ( ) |
| Sri Y.S. Shivaprasad | Pattabirama Nagar | 57 | 62 | 11/1/IV-62/57 ( ) |
| Sri Nagaraja | Madivala | 58 | 63 | 11/1/IV-63/58 ( ) |
| Dr S.M. Kalliguad | Yediyur | 59 | 64 | 11/1/IV-64/59 ( ) |
| Sri J.V. Satyanarayan Sharma | Jayanagar | 60 | 65 | 11/1/IV-65/60 ( ) |
| **IX SHANTHINAGAR ASSEMBLY CONSTITUENCY** | | | | |
| Sri Venkatesh | Richmond Town | 61 | 66 | 11/1/IV-66/61 ( ) |
| Sri Vittal Rao | Ashok Nagar | 62 | 67 | 11/1/IV-67/62 ( ) |
| Sri Kodandarama Shetty | Jogupalyam | 63 | 68 | 11/1/IV-68/63 ( ) |
| Sri. B.T. Ramesh | Shanthinagar | 64 | 69 | 11/1/IV-69/64 ( ) |
| Sri. Augustin | Austin Town | 65 | 70 | 11/1/IV-70/65 ( ) |
| Sri. Lakshman | Neelasandra | 66 | 71 | 11/1/IV-71/66 ( ) |
| Sri. Satyanarayana | Gowthamapura | 67 | 72 | 11/1/IV-72/67 ( ) |
| **X SHIVAJI NAGAR ASSEMBLY CONSTITUENCY** | | | | |
| Dr. Belliyappa | Commercial Street | 68 | 73 | 11/1/IV-73/68 ( ) |
| Sri. Muniyappa | Shivajinagar | 69 | 74 | 11/1/IV-74/69 ( ) |
| Sri. K.B. Chikkapapaiah | Tasker Town | 70 | 75 | 11/1/IV-75/70 ( ) |
| Sri. N. Krishnappa | High Ground | 71 | 76 | 11/1/IV-76/71 ( ) |
| Sri. Honnappa | Cubbonpet | 72 | 77 | 11/1/IV-77/72 ( ) |
| Sri. S. Madan Gopal | Sampangiramnagar | 73 | 78 | 11/1/IV-78/73 ( ) |
| **XI BHARATHINAGAR ASSEMBLY CONSTITUENCY** | | | | |
| Sri. Lakshmipathy | Maruthisevanagar | 74 | 79 | 11/1/IV-79/74 ( ) |
| Sri. Nanjappa | Coxtown (Sarvajna Nagar) | 75 | 80 | 11/1/IV-80/75 ( ) |
| Sri. Nazeem Ahmed | Nehrupuram | 76 | 81 | 11/1/IV-81/76 ( ) |
| Sri. H. Veeraiah | Bharathinagar | 77 | 82 | 11/1/IV-82/77 ( ) |
| Sri. Anniah | Shivanchetty Garden | 78 | 83 | 11/1/IV-83/78 ( ) |
| Sri. Sethumadhava Murthy | Ulsoor | 79 | 84 | 11/1/IV-84/79 ( ) |
| Sri. Nagaraj | Murphy Town | 80 | 85 | 11/1/IV-85/80 ( ) |
| **XII JAYAMAHAL ASSEMBLY CONSTITUENCY** | | | | |
| Mr. A.M. Naik | Jayachamarajendra Nagar | 81 | 86 | 11/1/IV-86/81 ( ) |
| Sri. Veerabhadriah | Sadashivanagar (Part) | 82 | 87 | 11/1/IV-87/82 ( ) |
| Sri. Balaji Rao | Sadashivanagar (Part) | 82 | 88 | 11/1/IV-88/82 ( ) |
| Sri. M.K. Ravindranath | Jayamahal | 83 | 89 | 11/1/IV-89/83 ( ) |
| Sri. Lakshmi Janardhana Bhat | Frazer Town | 84 | 90 | 11/1/IV-90/84 ( ) |
| Sri. D.N. Krishna | Sagayapuram | 85 | 91 | 11/1/IV-91/85 ( ) |
| Sri. Dakshina Murthy Pillai | Palace Guttahalli | 86 | 92 | 11/1/IV-92/86 ( ) |
| Sri. Krishna | St. Johns Hill | 87 | 93 | 11/1/IV-93/87 ) ) |

APPENDIX II

**Location particulars to be Entered in Houselist Records in respect of the Charges and Divisions of B.C.C.**

| Charge No. Division No. as in Appendix I | Name of State | Code No. | Name of District | Code No. | Name of Tahsil/ Taluk | Code No. | Name of Village/ Town | Code No. | Name or No. of the ward/Mohalla | Code No. | Enumeration Block No. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| I MALLESWARAM ASSEMBLY CONSTITUENCY | | | | | | | | | | | |
| 1/1 | Karnataka | 11 | Bangalore | 1 | Leave | Blank | Bangalore (M.C) | IV-1 | Yeshavantpura | 1 | As the case may be |
| 2/1 | ,, | | ,, | | ,, | | ,, | IV-2 | Yeshavantpura | 1 | —Do.— |
| 3/2 | ,, | | ,, | | ,, | | ,, | IV-3 | Mathikere | 2 | —Do.— |
| 4/2 | ,, | | ,, | | ,, | | ,, | IV-4 | Mathikere | 2 | —Do.— |
| 5/3 | ,, | | ,, | | ,, | | ,, | IV-5 | Malleswaram (West) | 3 | —Do.— |
| 6/4 | ,, | | ,, | | ,, | | ,, | IV-6 | Kodandaramapuram | 4 | —Do.— |
| 7/5 | ,, | | ,, | | ,, | | ,, | IV-7 | Swimming Pool Extention | 5 | —Do.— |
| 8/6 | ,, | | ,, | | ,, | | ,, | IV-8 | Malleswaram (East) | 6 | —Do.— |
| 9/7 | ,, | | ,, | | ,, | | ,, | IV-9 | Dattatreya Temple | 7 | —Do.— |
| II RAJAJINAGAR ASSEMBLY CONSTITUENCY | | | | | | | | | | | |
| 10/8 | ,, | | ,, | | ,, | | ,, | IV-10 | Mahalakshmipura | 8 | —Do.— |
| 11/8 | ,, | | ,, | | ,, | | ,, | IV-11 | Mahalakshmipura | 8 | —Do.— |
| 12/9 | ,, | | ,, | | ,, | | ,, | IV-12 | Subramanyapura | 9 | —Do.— |
| 13/10 | ,, | | ,, | | ,, | | ,, | IV-13 | Gayathrinagar | 10 | —Do.— |
| 14/11 | ,, | | ,, | | ,, | | ,, | IV-14 | Rajajinagar | 11 | —Do.— |
| 15/11 | ,, | | ,, | | ,, | | ,, | IV-15 | Rajajinagar | 11 | —Do.— |
| 16/12 | ,, | | ,, | | ,, | | ,, | IV-16 | Prakashnagar | 12 | As the case may |
| 17/13 | ,, | | ,, | | ,, | | ,, | IV-17 | Sreeramapuram | 13 | —Do.— |
| 18/14 | ,, | | ,, | | ,, | | ,, | IV-18 | Sri Venkateswara Temple Nagar | 14 | —Do.— |
| 19/15 | ,, | | ,, | | ,, | | ,, | IV-19 | Sree Ramamandira | 15 | —Do.— |
| 20/16 | | | ,, | | ,, | | ,, | IV-20 | Industrial Town | 16 | —Do.— |
| 21/16 | ,, | | ,, | | ,, | | ,, | IV-21 | Industrial Town | 16 | —Do.— |
| III GANDHINAGAR ASSEMBLY CONSTITUENCY | | | | | | | | | | | |
| 22/17 | ,, | | ,, | | ,, | | ,, | IV-22 | Bhashyamnagar | 17 | —Do.— |
| 23/18 | ,, | | ,, | | ,, | | ,, | IV-23 | Seva Ashram | 18 | —Do.— |
| 24/19 | ,, | | ,, | | ,, | | ,, | IV-24 | Sheshadripuram | 19 | —Do.— |
| 25/20 | ,, | | ,, | | ,, | | ,, | IV-25 | Ramachandrapuram | 20 | —Do.— |
| 26/21 | ,, | | ,, | | ,, | | ,, | IV-26 | Gopalapuram | 21 | —Do.— |
| 27/22 | ,, | | ,, | | ,, | | ,, | IV-27 | Gandhinagar | 22 | —Do.— |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| IV CHICKPET ASSEMBLY CONSTITUENCY | | | | | | | | | | | |
| 28/23 | Karnataka | II | Bangalore | 1 | Leave Blank | | Bangalore (MC) | IV-28 | Cottonpet | 23 | As the case may be |
| 29/24 | ,, | | ,, | | ,, | | ,, | IV-29 | Kashi Visweswara Temple | 24 | —Do.— |
| 30/25 | ,, | | ,, | | ,, | | ,, | IV-30 | Chickpet | 25 | —Do.— |
| 31/26 | ,, | | ,, | | ,, | | ,, | IV-31 | Rangaswamy Temple | 26 | —Do.— |
| 32/27 | ,, | | ,, | | ,, | | ,, | IV-32 | Super Talkies | 27 | —Do.— |
| 33/28 | ,, | | ,, | | ,, | | ,, | IV-33 | Sri K.R. Market | 28 | —Do.— |
| V BINNYPET ASSEMBLY CONSTITUENCY | | | | | | | | | | | |
| 34/29 | ,, | | ,, | | ,, | | ,, | IV-34 | Govindarajanagar | 29 | —Do.— |
| 35/29 | ,, | | ,, | | ,, | | ,, | IV-35 | Govindarajanagar | 29 | —Do.— |
| 36/30 | ,, | | ,, | | ,, | | ,, | IV-36 | Vijayanagara | 30 | —Do.— |
| 37/30 | ,, | | ,, | | ,, | | ,, | IV-37 | Vijayanagara | 30 | —Do.— |
| 38/31 | ,, | | ,, | | ,, | | ,, | IV-38 | Kempapura Agrahara | 31 | —Do.— |
| 39/32 | ,, | | ,, | | ,, | | ,, | IV-39 | Binnypet | 32 | —Do.— |
| 40/33 | ,, | | ,, | | ,, | | ,, | IV-40 | Padarayanapura | 33 | —Do.— |
| 41/33 | ,, | | ,, | | ,, | | ,, | IV-41 | Padarayanapura | 33 | —Do.— |
| 42/34 | ,, | | ,, | | ,, | | ,, | IV-42 | Jagajeevan Ram Nagar | 34 | —Do.— |
| 43/35 | ,, | | ,, | | ,, | | ,, | IV-43 | Gowripura | 35 | —Do.— |
| 44/36 | ,, | | ,, | | ,, | | ,, | IV-44 | Gali Anjaneyaswamy Temple | 36 | —Do.— |
| 45/37 | ,, | | ,, | | ,, | | ,, | IV-45 | Azadnagar | 37 | —Do.— |
| VI CHAMARAJPET ASSEMBLY CONSTITUENCY | | | | | | | | | | | |
| 46/38 | ,, | | ,, | | ,, | | ,, | IV-46 | Dharmaraya Swamy Temple | 38 | —Do.— |
| 46/39 | ,, | | ,, | | ,, | | ,, | IV-46 | Chamarayaswamy Temple | 39 | —Do.— |
| 47/40 | ,, | | ,, | | ,, | | ,, | IV-47 | Ragavendranagar | 40 | —Do.— |
| 47/41 | ,, | | ,, | | ,, | | ,, | IV-47 | Chamarajpet | 41 | —Do.— |
| 48/42 | ,, | | ,, | | ,, | | ,, | IV-48 | Fort | 42 | —Do.— |
| 48/43 | ,, | | ,, | | ,, | | ,, | IV-48 | Kalasipalyam | 43 | —Do.— |
| 49/44 | ,, | | ,, | | ,, | | ,, | IV-49 | Sudhamanagar | 44 | —Do.— |
| VII BASAVANAGUDI ASSEMBLY CONSTITUENCY | | | | | | | | | | | |
| 50/45 | ,, | | ,, | | ,, | | ,, | IV-50 | Kempegowda Nagar | 45 | —Do.— |
| 50/49 | ,, | | ,, | | ,, | | ,, | IV-50 | Hanumanthanagar | 49 | —Do.— |
| 51/46 | ,, | | ,, | | ,, | | ,, | IV-51 | Shankarapuram | 46 | —Do.— |
| 51/47 | ,, | | ,, | | ,, | | ,, | IV-51 | Visweswarapuram | 47 | —Do.— |
| 52/48 | ,, | | ,, | | ,, | | ,, | IV-52 | Sreenagara (Part) | 48 | —Do.— |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 53/50 | Karnataka | 11 | Bangalore | 1 | Leave Blank | | Bangalore (MC) | IV-53 | Basavanagudi | 50 | As the case may be |
| 53/51 | ,, | | ,, | | ,, | | ,, | IV-53 | Kanaka Nagara | 51 | —Do.— |
| 54/52 | ,, | | ,, | | ,, | | ,, | IV-54 | Ganesha Mandira | 52 | —Do.— |
| 55/52 | ,, | | ,, | | ,, | | ,, | IV-55 | Ganesha Mandira | 52 | —Do.— |
| 56/52 | ,, | | ,, | | ,, | | ,, | IV-56 | Ganesha Mandira | 52 | —Do.— |
| 57/48 | ,, | | ,, | | ,, | | ,, | IV-57 | Sreenagara | 48 | —Do.— |
| VIII JAYANAGAR ASSEMBLY CONSTITUENCY | | | | | | | | | | | |
| 58/53 | ,, | | ,, | | ,, | | ,, | IV-58 | Mavalli | 53 | —Do.— |
| 59/54 | ,, | | ,, | | ,, | | ,, | IV-59 | Hombegowda Nagar | 54 | —Do.— |
| 60/55 | ,, | | ,, | | ,, | | ,, | IV-60 | Lakkasandra | 55 | —Do.— |
| 61/56 | ,, | | ,, | | ,, | | ,, | IV-61 | Pattalamma Temple | 56 | —Do.— |
| 62/57 | ,, | | ,, | | ,, | | ,, | IV-62 | Pattabhiramanagar | 57 | —Do.— |
| 63/58 | ,, | | ,, | | ,, | | ,, | IV-63 | Madivala | 58 | —Do.— |
| 64/59 | ,, | | ,, | | ,, | | ,, | IV-64 | Yediyur | 59 | —Do.— |
| 65/60 | ,, | | ,, | | ,, | | ,, | IV-65 | Jayanagar | 60 | —Do.— |
| IX SHANTHINAGAR ASSEMBLY CONSTITUENCY | | | | | | | | | | | |
| 66/61 | ,, | | ,, | | ,, | | ,, | IV-66 | Richmond Town | 61 | —Do.— |
| 67/62 | ,, | | ,, | | ,, | | ,, | IV-67 | Ashoknagar | 62 | —Do.— |
| 68/63 | ,, | | ,, | | ,, | | ,, | IV-68 | Jogupalyam | 63 | —Do.— |
| 69/64 | ,, | | ,, | | ,, | | ,, | IV-69 | Shanthinagar | 64 | —Do.— |
| 70/65 | ,, | | ,, | | ,, | | ,, | IV-70 | Austin Town | 65 | —Do.— |
| 71/66 | ,, | | ,, | | ,, | | ,, | IV-71 | Neelasandra | 66 | —Do.— |
| 72/67 | ,, | | ,, | | ,, | | ,, | IV-72 | Gowthamapura | 67 | —Do.— |
| X SHIVAJINAGAR ASSEMBLY CONSTITUENCY | | | | | | | | | | | |
| 73/68 | ,, | | ,, | | ,, | | ,, | IV-73 | Commercial Street | 68 | —Do.— |
| 74/69 | ,, | | ,, | | ,, | | ,, | IV-74 | Shivajinagar | 69 | —Do.— |
| 75/70 | ,, | | ,, | | ,, | | ,, | IV-75 | Tasker Town | 70 | —Do.— |
| 76/71 | ,, | | ,, | | ,, | | ,, | IV-76 | High Ground | 71 | —Do.— |
| 77/72 | ,, | | ,, | | ,, | | ,, | IV-77 | Cubbonpet | 72 | —Do.— |
| 78/73 | ,, | | ,, | | ,, | | ,, | IV-78 | Sampangiramnagar | 73 | —Do.— |
| XI BHARTHINAGAR ASSEMBLY CONSTITUENCY | | | | | | | | | | | |
| 79/74 | ,, | | ,, | | ,, | | ,, | IV-79 | Maruthisevanagar | 74 | —Do.— |
| 80/75 | ,, | | ,, | | ,, | | ,, | IV-80 | Coxtown(Sarvajna Nagar) | 75 | —Do.— |
| 81/76 | ,, | | ,, | | ,, | | ,, | IV-81 | Nehrupuram | 76 | —Do.— |
| 82/77 | ,, | | ,, | | ,, | | ,, | IV-82 | Bharathinagar | 77 | —Do.— |
| 83/78 | ,, | | ,, | | ,, | | ,, | IV-83 | Shivanchetty Garden | 78 | —Do.— |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 84/79 | Karnataka | 11 | Bangalore | 1 | Leave Blank | | Bangalore (MC) | IV-84 | Ulsoor | 79 | As the case may be |
| 85/80 | ,, | | ,, | | ,, | | ,, | IV-85 | Murphy Town | 80 | —Do.— |
| XII JAYAMAHAL ASSEMBLY CONSTITUENCY | | | | | | | | | | | |
| 86/81 | ,, | | ,, | | ,, | | ,, | IV-86 | J.C. Nagar | 81 | —Do.— |
| 87/82 | ,, | | ,, | | ,, | | ,, | IV-87 | Sadasivanagar (Part) | 82 | —Do.— |
| 88/82 | ,, | | ,, | | ,, | | ,, | IV-88 | Sadhasivanagar | 82 | —Do.— |
| 89/83 | ,, | | ,, | | ,, | | ,, | IV-89 | Jayamahal | 83 | —Do.— |
| 90/84 | ,, | | ,, | | ,, | | ,, | IV-90 | Frazer Town | 84 | —Do.— |
| 91/85 | ,, | | ,, | | ,, | | ,, | IV-91 | Sagayapuram | 85 | —Do.— |
| 92/86 | ,, | | ,, | | ,, | | ,, | IV-92 | Palace Gutahalli | 86 | —Do.— |
| 93/87 | ,, | | ,, | | ,, | | ,, | IV-93 | St. John's Hill | 87 | —Do.— |

ANNEXE-D.51

No. ADM 26 ACT 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS. KARNATAKA

No. 21/1, Mission Road
Bangalore - 560 027

Date 23-5-1990

To

All the Principal Census Officers
All the District/City Census Officers
All the Charge Officers (Rural & Urban)

Sir,

The State Government have issued two Orders No. RD 3 ETC 90(P) dated 15th May 1990 and No. RD 3 ETC 90(P) dated 22nd May 1990 sanctioning flat rates of T.A./D.A. to the Enumerators and Supervisors who had attended the training classes in connection with the Houselisting Operations. I am enclosing copies of these two orders.

The Deputy Commissioners of the Districts, the Secretary, Bangalore Development Authority and the Commissioners of the City Corporations have been authorised to draw the amount on A.C. Bills and make payment to the Charge Officers. The amount which may be drawn by each Deputy Commissioner and Commissioner, City Corporation is indicated in Appendix I. This is based upon a rough calculation regarding the number of Enumerators appointed. On the basis of similar calculation, the amount drawn may be disbursed among the Charge Officers. The Charge Officers should calculate the amount due to each Enumerator and Supervisor depending upon the training sessions attended by them. Payment should be made by the Charge Officers at the time when the Enumerators and Supervisors submit the houselist records for their blocks to the Charge Officers and are discharged from census duty. Please plan this carefully so as to ensure that after the records brought by the Enumerators and Supervisors have been checked and they are issued with the certificate, they are immediately thereafter paid the T.A./D.A.

Several complaints have been received regarding non-receipt of T.A./D.A. and honorarium by the Enumerators and Supervisors at the time of the 1981 Census. Allegations have been made in this context against the staff in the Charge Offices. Great care should therefore be taken this time to ensure that the Enumerators and Supervisors are paid the amount due to them. Payment of T.A./D.A. should be made under the personal supervision of the Charge Officer and no scope should be given whatsoever for complaints.

Please note that if an enumerator or supervisor did not do the houselisting work after he had been trained—if he absconded from duty or was deliberately negligent—he need not be paid any T.A./D.A. since the purpose of the training has not been served. However, reserve Enumerators and Supervisors should be paid T.A./D.A.

I request you to take immediate action on this letter so as to ensure that the Enumerators and Supervisors are paid T.A./D.A. as soon as they return the records of the Houselisting Operations.

The amount should be drawn on head of account "3454-Census, Survey, Statistics—01—Census—800—Other expenditure—01—Census Establishment—1991—02—TA to Enumerators and Supervisors of Census".

Please acknowledge receipt of this letter and inform me of the action taken.

*Yours faithfully,*
(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations, Karnataka*

Encl: Two Orders of State Government,
Appendix I.

## PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Subject : Sanction of T.A. and D.A. to the Supervisors and Enumerators for attending training classes in connection with Census Operations.

Read: (1) G. O. No. SIASUE 5 CHU BA JE 89, dated 25-10-1989.

(2) D.O. letter No. ADM 26 ACT 89, dated 18-4-1990 from the Director of Census Operations, Karnataka.

**Preamble**

The Director of Census Operations, Karnataka, in her letter read at (2) above has sent a proposal for sanction of T.A. and D.A. at the rates payable to Polling Officers during elections, to the Supervisors and Enumerators for attending training classes in connection with Census Operations. The State Government in its order read at (1) above, has already fixed the rates of T.A. and D.A. to Presiding Officers and Polling Officers for attending training classes in connection with polling and counting duties during elections. The proposal of the Director of Census Operations, Karnataka has been examined and decided to sanction T.A. and D.A. to Supervisors and Enumerators at the same rates as has been sanctioned to Presiding Officers and Polling Officers during elections.

**Government order No. RD 3 ETC 90 (P) Bangalore, Dated 15th May 1990.**

Government is pleased to sanction T.A. and D.A. to the Supervisors and Enumerators who attend the training classes in connection with the Census Operations—1990 at the following rates:

| Distance covered | For a Supervisor per session of training per day | For an Enumerator per session of training per day |
|---|---|---|
| | Rs. | Rs |
| Up to 10 Kilo metres . . | 20 | 18 |
| Exceeding 10 Kms. but not exceeding 20 Kms. . | 23 | 21 |
| Exceeding 20 Kms. but not exceeding 30 Kms. . . | 26 | 24 |
| Exceeding 30 Kms. but not exceeding 40 Kms . . | 29 | 27 |
| Exceeding 40 Kms. but not exceeding 50 Kms. . | 32 | 30 |

2. The expenditure on the above account may be debited to the head of account "3454—Census, Survey and Statistics-01-Census".

3. This Order issues with the concurrence of the Finance Department vide No. FD 846 Exp-7/90, dated 5-5-1990.

*By order and in the name of the Governor of Karnataka*

(Sd/-)

(ARIFULLA SHARIFF)

*Under Secretary to Government*

*Revenue Deptt. (Scarcity Relief)*

To

The Accountant General, Karnataka (Accounts and Enttl.), Bangalore.

The Director of Census Operations, Karnataka, No. 21/1, Mission Road, Bangalore-560 027.

All the Divisional Commissioners of Divisions.

All the Deputy Commissioners of the Districts.

The Finance Department (Exp-VII), Vidhana Soudha.

PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Subject: Payment of T.A. and D.A. to the Supervisors and Enumerators for attending training classes in connection with the Census Operations.

Read: (1) G.O. No. SIASUE 5 CHU BA JE 89, dated 25-10-1989.

(2) D.O. Letter No. ADM 26 ACT 89, dated 18-4-1990 from the Director of Census Operations, Karnataka.

**Government order No. RD 3 ETC 90 (P) Bangalore, Dated 22nd May, 1990.**

In continuation of the G.O. of even No. dated 15th May 1990, the following further directions are issued regarding accounting procedure:

(1) The expenditure on account of payment of T.A. and D.A. to the Supervisors and Enumerators and Clerical Staff etc. in connection with 1991 Census may be debited to head of account "3454- Census Survey Statistics-01-Census-800-Other Expenditure-01-Census Establishment-1991-02-T.A. to Enumerators and Supervisors of Census".

(2) The Deputy Commissioners of the District are authorised to draw the necessary amounts required towards payment of T.A. and D.A. on A.C. Bills and disburse them to the concerned Charge Officers.

(3) The Commissioner, Bangalore Development Authority/Bangalore City Corporation/Mysore City Corporation/Hubli and Dharwad Municipal Corporation/Mangalore City Corporation/Gulbarga City Corporation/Belgaum City Corporation are authorised to draw the amount and make payment to the Charge Officers.

(4) No T.A. and D.A. shall be paid to the Supervisors and Enumerators by the Heads of Departments/Offices under whom they are working, in respect of the above claims from their Departmental Funds.

2. This Order issues with the concurrence of the Finance Department vide their No. FD/805/Exp-7/90, dated 21-5-1990.

*By order and in the name of the Governor of Karnataka*

Sd/-

(ARIFULLA SHARIFF)

*Under Secretary to Government Revenue Deptt. (Scarcity Relief)*

To

The Accountant General, Karnataka (Accounts and Enttl.). Bangalore.

The Director of Census Operations, Karnataka, No. 21/1, Mission Road, Bangalore-560 027.

All the Divisional Commissioners of the Divisions.

All the Deputy Commissioners of the Districts.

The Commissioner, Bangalore Development Authority/Bangalore City Corporation/Mysore City Corporation/Hubli-Dharwad Municipal Corporation/Mangalore City Corporation/Gulbarga City Corporation/Belgaum City Corporation.

The Finance Department Exp-VII), Vidhana Soudha.

APPENDIX I

| | | Rs. |
|---|---|---|
| **DISTRICTS** | | |
| 1. | Bangalore Urban | 55,000 |
| 2. | Bangalore Rural | 1,13,000 |
| 3. | Bellary | 1,07,000 |
| 4. | Bidar | 73,000 |
| 5. | Bijapur | 1,90,000 |
| 6. | Chikmagalur | 52,000 |
| 7. | Chitradurga | 1,34,000 |
| 8. | Hassan | 99,000 |
| 9. | Kodagu | 36,000 |
| 10. | Kolar | 1,71,000 |
| 11. | Mandya | 1,11,000 |
| 12. | Raichur | 1,47,000 |
| 13. | Shimoga | 1,08,000 |
| 14. | Tumkur | 1,45,000 |
| 15. | Uttara Kannada | 80,000 |
| 16. | Belgaum | 2,60,000 |
| 17. | Dakshina Kannada | 1,41,000 |
| 18. | Dharwad | 2,27,000 |
| 19. | Mysore | 2,15,000 |
| 20. | Gulbarga | 1,76,000 |
| **CITY CORPORATIONS** | | |
| 1. | Bangalore City Corporation | 1,79,000 |
| 2. | B.D.A. | 40,000 |
| 3. | Mysore City Corporation | 39,000 |
| 4. | Hubli-Dharwad Municipal Corporation | 44,000 |
| 5. | Mangalore City Corporation | 16,000 |
| 6. | Gulbarga City Corporation | 13,000 |
| 7. | Belgaum City Corporation | 19,000 |

ANNEXE-D.52

Gram : MYCENSUS

Telephone 223321

No. ADM 2 ACT 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore - 560 027.

Date 27-6-1990

To

All the Deputy Commissioners of Districts & Principal Census Officers.

All the Commissioners of Corporations and Principal Census Officers

All the Charge Officers.

All the District Census Officers/City Census Officers

Sir,

I am enclosing a copy of G.O. No. FD 5 BCF 90 dated 19-6-1990 (Appendix-I) of Government of Karnataka wherein sanction has been accorded to the opening of a sub-head "Deposits for payment of Honorarium to Enumerators and Supervisors in connection with 1991 Census" under "8443 Civil Deposits—800 Other Deposits" in the books of the Accountant General and in the District Treasuries and Sub-Treasuries. A copy of the order has been sent to the Director of Treasuries, Karnataka, Bangalore. The Director of Census Operations has been authorised to distribute the amount of honorarium to the Deputy Commissioners. The Deputy Commissioners and Charge Officers are authorised to draw and disburse the honorarium and also to operate the deposit head "Deposits for payment of Honorarium to Enumerators and Supervisors in connection with 1991 Census" under "8443 Civil Deposits-800 Other Deposits".

The amount of honorarium to be given to each Enumerator and Supervisor for the Houselisting Operations is as follows:

(i) Rs. 100-00 for canvassing the Houselist Schedule.

(ii) Rs. 50-00 for canvassing the Enterprise List.

Thus a total amount of Rs. 150/- to each enumerator and supervisor will have to be paid as honorarium from the deposit head indicated. Please note that enumerators and supervisors get the same honorarium. Reserve enumerators and supervisors are not to be given honorarium. The payment is enumerator-wise and not according to the number of blocks that he covers.

The district-wise allocation is given in the Appendix-II to this letter. Since the Commissioners of Corporations have not been authorised to operate this head of account, the Deputy Commissioners should draw the amount for the Corporations and Cities in their districts and allot it to the Commissioners of Corporations/Cities.

As indicated in para 3 of the order, the honorarium may be drawn by the Deputy Commissioners and Charge Officers (Tahsildars) on paybill form in respect of Government servants appointed for Census work. But in the case of employees of local bodies, autonomous bodies, Co-operative Institutions etc., who are entrusted with Census work, the honorarium shall be drawn by the Deputy Commissioners and Charge Officers (Tahsildars) on A.C. Bills. N.D.C. Bills will thereafter have to be submitted to the Accountant General.

Immediate action may please be taken to draw the amount and disburse the honorarium to the Enumerators and Supervisors. This should be done under the personal supervision of the Charge Officers and it should be ensured that there are no grounds given for complaints about non-receipt of honorarium etc. Accounts should be rendered to us as soon as/the payment is made in the proforma enclosed to this letter (Appendix-III). Full accounts should be sent to us by 15-7-1990 positively.

The Deputy Commissioners and District Census Officers may please review the action taken to disburse the honorarium and to render accounts at the Revenue Officers' Meeting.

Yours faithfully,

Sd/-

(SOBHA NAMBISAN)

*Director*

APPENDIX I

PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

(Finance Department)

Subject: 1991 Census—payment of honorarium to enumerators and Supervisors—accounting procedure—

**Order No. FD 5 BCF 90 Bangalore dated 19th June 1990**

Read: (1) Letter No. ADM 2 ACT 89 dt. 29th May 1990 from the Director of Census Operations, Karnataka, Bangalore.

(2) Letter No. ADM 2 ACT 89 dated 6th June 1990 from the Director of Census Operation in Karnataka, Bangalore.

**Preamble**

The Government of India, Ministry of Home Affairs in letter No. G. 18020/2/90-BC dt. 18th May 1990 have conveyed sanction for payment of Honorarium to the Enumerators, Supervisors, Charge Officers, District Census Officers and Principal Census Officers engaged/appointed in connection with 1991 Census. The rates of Honorarium are as follows:

| | | Rs. |
|---|---|---|
| 1. | **Enumerators** | |
| | (i) for house numbering, house listing and filling up of house list and house list abstract etc. (including the cost of the house numbering, material etc., Rs. 10/- for a house listing block. | 100 |
| 2. | **Supervisors** | |
| | (i) House numbering, and house listing and filling up of various schedules, Statements, registers etc. for a supervisors circle and other duties performed during the house listing operations . . . . . | 100 |
| | (ii) for duties performed during actual census enumeration for a Supervisor's Circle | 225 |
| 3. | **Charge Officers** (includes Deputy and Assistant Charge Officers) | 600 for the entire operation. |
| 4. | **Sub-Divisional Census Officers.** . . . | 800 for entire operation |
| 5. | **District Census Officers/Additional Census Officers** | 1,000 for the entire operation |
| 6. | **Principal Census Officers.** . . . . | 1,000 for the entire operation |

The payment is subject to restricting the total expenditure to Rs. 1.00 crore.

The Government of India, Ministry of Home Affairs have in letter No. G 18020/5/89-BC dt. 30th May 1990 sent a cheque for Rs. 1.00 crore to the Accountant General (A&E), Karnataka, Bangalore for payment of honorarium to enumeration staff in connection with House listing operations.

The Director of Census Operations, Karnataka has reported that in addition to Rs. 1.00 crore, the Government of India have to pay a further sum of Rs. 50.00 lakhs towards payment for the canvassing of the enterprise list (economic labour) and it may take some time to get the amount released by Government of India and she has requested the State Government to release this amount in advance pending adjustment to the State Government on receipt of the amount from Government of India. The advance payment made by the Government of India has to be kept in deposit account indicated by Govt. of India and further payment of Rs. 50.00 lakhs is to be made for payment of honorarium for economic census. Hence the order.

**Order**

Sanction is accorded to the opening of a sub-head "Deposits for payment of Honorarium to enumerators and Supervisors in connection with 1991 Census" under "8443 Civil Deposits-800" Other Deposits in the books of the Accountant General and in District Treasuries and Sub-treasuries of the State for payment of honorarium to Census Enumerators.

2. The Accountant General (A&E), Karnataka shall credit the amount received from Govt. of India to the above deposit head of account and the expenditure for payment of Honorarium to the enumerating staff shall be debited to the same head of account as debit.

3. The Honorarium shall be drawn by the Deputy Commissioners and Charge Officers (Tahsildars) on pay bill form in respect of Government servants appointed for Census work. In respect of employees of local bodies, autonomous bodies, Co-operative Institutions etc., who are entrusted with Census work, the honorarium shall be drawn by Deputy Commissioners and Charge Officers (Tahsildars) on AC bills and submit NDC bills therefore to the Accountant General as per the Manual of Contingent expenditure 1958.

4. The above deposit account shall be operated only for purpose of payment of Honorarium to the enumerating staff and not for payment of any other remuneration.

5. Sanction is also accorded for release of a sum of Rs. 50.00 lakhs (Rs. Fifty lakhs only) from out of State Contingency Fund for payment of Honorarium for the canvassing of the enterprise list (economic census), which was taken up along with houselisting operations, pending receipt of amount from the Government of India, Central Statistical Organisation.

6. This amount is initially debitable to "8000. Contingency Fund" and taken credit to "8443. Civil Deposits-800. Other Deposits-Deposits for payment of Honorarium to Enumerators and Supervisors in connection with 1991 Census".

7. The Accountant General (A&E) will carry out necessary adjustments in the books of his office.

8. The advance now sanctioned from the Contingency Fund shall be recouped in due course by obtaining a Supplementary grant.

9. The Accountant General, Karnataka, Bangalore will credit to the State Government account Rs. 50.00 lakhs when the amount is received from Government of India.

10. The Director of Census Operations will distribute the sum of Rs. 150.00 lakhs referred to in this order to Deputy Commissioners and Charge Officers. These Officers are authorised to draw and

disburse the honorarium as per the list to be sent by the Director of Census operations. They are also authorised to operate the deposit head.

*By order and in the name of the*
*Governor of Karnataka*

Sd/-
(T.N. SURYANARAYANA)
*Under Secretary to Government,*
*Finance Department (Budget).*

To

The Accountant General (A&E), Karnataka, Bangalore.

The Commissioner and Secretary to Government, Revenue Department.

The Director of Census Operations, Karnataka 21/1, Mission Road, Bangalore-27.

The Divisional Commissioners of Bangalore/Mysore/Gulbarga/Belgaum divisions.

All the Deputy Commissioners of Districts.

The Director of Treasuries, Karnataka, Bangalore.
All the District Treasury Officers.

APPENDIX II

## DISTRICT-WISE ALLOCATION OF HONORARIUM FOR HOUSELISTING OPERATIONS—1990

| | Enumerator | Supervisor | Total |
|---|---|---|---|
| 01. Bangalore (Urban) | 2,49,000 | 48,800 | 2,97,800 |
| 02. Bangalore (Rural) | 3,86,600 | 80,400 | 4,67,000 |
| 03. Belgaum | 5,53,100 | 1,14,300 | 6,67,400 |
| 04. Bellary | 3,11,600 | 58,700 | 3,70,300 |
| 05. Bidar | 2,01,200 | 40,100 | 2,41,300 |
| 06. Bijapur | 4,83,800 | 1,05,200 | 5,89,000 |
| 07. Chikmagalur | 1,81,800 | 36,200 | 2,18,000 |
| 08. Chitradurga | 3,84,000 | 77,700 | 4,61,700 |
| 09. Dakshina Kannada | 3,88,700 | 1,24,700 | 5,13,400 |
| 10. Dharwad | 5,19,900 | 1,06,800 | 6,26,700 |
| 11. Gulbarga | 3,99,600 | 76,200 | 4,75,800 |
| 12. Hassan | 2,95,400 | 58,400 | 3,53,800 |
| 13. Kodagu | 1,07,900 | 22,100 | 1,30,000 |
| 14. Kolar | 3,84,900 | 79,500 | 4,64,400 |
| 15. Mandya | 2,92,700 | 59,900 | 3,52,600 |
| 16. Mysore | 4,74,800 | 90,800 | 5,65,600 |
| 17. Raichur | 3,86,300 | 81,200 | 4,67,500 |
| 18. Shimoga | 3,68,700 | 75,600 | 4,44,300 |
| 19. Tumkur | 4,33,700 | 90,500 | 5,24,200 |
| 20. Uttara Kannada | 2,44,700 | 53,400 | 2,98,100 |
| TOTAL | 70,48,400 | 14,80,500 | 85,28,900 |
| Principal Census Officers of 7 Cities | + 10,80,200 | 2,16,800 | 12,97,000 |
| | 81,28,600 | 16,97,300 | 98,25,900 |
| 01. Bangalore City Corporation | 5,75,600 | 1,15,400 | 6,91,000 |
| 02. Bangalore Development Authority | 97,800 | 20,300 | 1,18,100 |
| 03. Belgaum City Corporation | 60,500 | 12,600 | 73,100 |
| 04. Gulbarga City Corporation | 41,100 | 5,100 | 46,200 |
| 05. Hubli-Dharwad City Corporation | 1,39,700 | 29,400 | 1,69,100 |
| 06. Mangalore City Corporation | 52,700 | 11,600 | 64,300 |
| 07. Mysore City Corporation | 1,12,800 | 22,400 | 1,35,200 |
| TOTAL | 10,80,200 | 2,16,800 | 12,97,000 |

# NOTE ON ACCOUNTING SYSTEM TO BE ADOPTED FOR 1991 CENSUS OPERATION

The accounting procedure as adopted for 1981 Census, may be adopted for 1991 Census also. A new head will be opened for operation of funds to meet the various expenses, by the Finance Department, Government of Karnataka and necessary instructions will be issued by the State Government authorising the Deputy Commissioners/District Census Officers and Charge Officers (Tahsildars) to draw the funds required for the following purposes:

(a) On Clerical Assistance (Salaries of the Census Staff at the District, Taluk Level and Local bodies level).

(b) T.A. to Census Staff at the District and Taluk Level and Local bodies.

(c) Charge Allowance to the Clerk who was attending the Census work in addition to his own work in smaller Municipalities.

(d) Office expenditure (Stationery, Fuel Charges etc.)

(e) T.A/D.A. to Enumerators and Supervisors.

(f) Honorarium for preparation of abridged house list.

(g) Any other item connected to Census operation except other Honoraria.

For the present, the Government of Karnataka will release the funds required for the above purposes through the Director of Census operations who will be the controlling and Chief Administrator.

**Funds required for the year 1990-91**

The District Census Officers, Charge Officers (Tahsildars) and Officers of the Local bodies will have to furnish the information indicating the amount required to meet the expenditure on above items based on the Census Staff appointed and the salaries being drawn by them in the budget form already communicated by the Government of Karnataka in connection with their regular Staff. The same proformae may be adopted for furnishing the said information in connection with Census operations. As regards T.A. and D.A. to Enumerators and Supevisors, No. of these officials be taken into account and amount prescribed. This proposal should be furnished immediately, when the District Census Officers and Charge Officers (Tahsildars) return back to their Head Quarters.

Since the Local bodies cannot draw the amount being allotted to them, directly from the Treasuries. Therefore the Deputy Commissioners of the concerned District will have to draw the amount being allotted to the concerned Local bodies on grant-in-aid bills and place the funds at the disposal of the concerned Local bodies and get the monthly accounts from them and furnish the same to the Director of Census operations with a copy to A.G., Karnataka. Similar procedure may also be adopted in respect of Taluk level Municipalities, through the Tahsildars of the Taluks who are the Charge Officers.

**Budget for the year 1991-92**

Advance budget proposal may be sent by the Deputy Commissioners/District Census Officers, Charge Officers (Tahsildars) and Local bodies, in the format prescribed by the Government of Karnataka for sending such budget proposals, to the Director of Census operations, by the end of July 1990. So that the Director, could consolidate the same and send it to the Government of Karnataka in the Finance Department for inclusion of the same under new head opened, in the budget estimate for the year 1991-92. The smaller Municipalities should furnish their budget proposals through the respective Tahsildar of the Taluk by 1st July 1990.

**Payment of Honorarium for Houselisting Operation, Canvassing Enterprise List and Population Count :**

The Government of Karnataka in the Finance Department has opened a new head of account under deposit head for payment of honorarium to the enumerating Staff and Officers for the following purposes:

(1) House listing operation

(2) Canvassing enterprise list

(3) Population count.

Separate detailed orders from the Government of Karnataka in the Finance Department will be issued on the same line as issued for 1981 Census i.e. Order FD 3 TAR 81 dated 9-3-1981 authorising the Deputy Commissioners and Charge Officers to draw the funds for payment of Honorarium to the enumeration Staff and Officers.

**Submission of Monthly Accounts by the Deputy Commissioners/District Census Officers, Charge Officers (Tahsildars) and Local Bodies (Corporations, City Municipalities)**

Monthly statement of accounts in the form prescribed will have to be furnished by the above Officers regularly without fail so as to reach the Director, Census operation on or before 5th of every succeeding month. A copy of the monthly expenditure statement may also be sent to A.G., Karnataka invariably.

**Under Head**

Monthly expenditure statement for the month of.....

from the office at.....

| Sl. No. | Item of expenditure | Funds provided | Expenditure during the month | Progressive total (Expenditure upto end of the month) | Balance at the end of the month | Remarks |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. | Salary of the staff . . . | | | | | |
| 2. | T.A. to Staff . . . . | | | | | |
| 3. | Office expenses . . . . | | | | | |
| 4. | Charge Allowance of Smaller Municipalities . . . . | | | | | |
| 5. | T.A. & D.A. to E/S . . . | | | | | |
| 6. | Honorarium for Abridged House list | | | | | |
| 7. | Any other item . . . . | | | | | |
| | Total . . . . . | | | | | |

**Under Head/Deposit Head**

Monthly Statement of expenditure for Payment of Honorarium for the month of .....

Office of the .....

| Sl. No. | Item of expenditure | Amount provided | Amount spent during the month | | Progressive Total | Balance recovered at the end of the month |
|---|---|---|---|---|---|---|
| | | | No. of E/S | Amount paid | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. | Houselisting operation . . . | | No. of E<br>No. of S | | | |
| 2. | Canvassing enterprise list . . . | | Nol of E<br>No. of S | | | |
| 3. | Population Count . . . . | | No. of E<br>No. of S<br>Other Officers indicate the designation | | | |

ANNEXE—D.53

तार : मैसेन्सस
Grams : MYCENSUS

दूरभाष: 223312
Telephone Per:
Office:

No. TCH 36 CPO 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिशन रोड
No. 21/1, Mission Road,
बेंगलूर-560 027
Bangalore-560 027

तारीख/Date July 27, 1990

To

All the District Census Officers and Principal Census Officers of the Districts.

All the Commissioners and Principal Census Officers of the Corporations.

The Commissioner, Bangalore Development Authority, Bangalore.

All the District and City Census Officers.

All the District Statistical Officers and Additional District Census Officers.

All the Assistant Commissioners and Sub-divisional Census Officers.

All Rural/Urban Charge Officers.

All the Additional Charge Officers.

All the Assistant Charge Officers.

Sir,

Sub: Instructions to Enumerators for filling up the Enumerators Working Sheet and the Enumerators Abstract.

Your kind reference is invited to paragraphs 12, 139 & 159 of the Instructions to Enumerators for filling up the Household Schedule and Individual Slip. According to the instructions contained in these paragraphs, the enumerator is required to prepare the Enumerator's Working Sheet after the Revisional Round.

This aspect of the instructions has since been reviewed and it is found that the procedure requires a slight modification.

During the Revisional Round from 1st—5th March, 1991 the enumerator would be required to quickly visit all the dwellings in his block/s and update the records. In addition to this if he/she were to take up the posting of the Enumerator's Working Sheet from the Household Schedule for preparing the Enumerator's Abstract the enumerator will not be able to hand over the updated records on 6th March, 91 to the Supervisor.

It is therefore now decided that the enumerators should take up the posting of total figures from the Household Schedules into the Enumerators Working Sheet on a day to day basis and *not after the Revisional Round.*

This amendment may please be noted and in the training classes the following points must be highlighted:

(a) The enumerator should strike the total in the Household Schedules filled by him/her at the end of each day's work.

(b) Immediately after striking the total in the Household Schedule, the enumerator should transfer the totals from the Household Schedules on to the Working Sheet. The posting of totals from the Household Schedules into the Working Sheet should be done on the same day and on no account should this be postponed.

(c) As soon as a page of the Working Sheet is completely filled, page total must be struck.

(d) During the Revisional Round whenever the totals in the Household Schedules are altered the enumerator should make corresponding changes in the working sheet in the line pertaining to the Households concerned and change the page totals.

Since these instructions are in modifications of instructions contained in paragraphs 12, 139 and 159, it is requested that while reading and explaining these paragraphs in the training classes the above mentioned modification in the procedure should be clearly explained to the enumerators and supervisors. Action has been taken to incorporate suitable changes in the Kannada version of the Instructions to Enumerators for filling up the Household Schedule and Individual Slip which will be supplied to you in due course.

Yours faithfully,

(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka.*

ANNEXE—D:54

Grams : MYCENSUS

Phone : 223312
223306

No. ADM 42 EST 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore - 560 027.
Date : 31-7-90

**OFFICE MEMORANDUM**

This is in continuation of the Office Memorandum No. ADM 42 EST 89 dated 25-7-90 deputing you for the second round of training of Charge Officers.

In the first round of training you would have concentrated on reading the instruction book para by para and explaining the various components of filling up the Individual Slip and the Household Schedule. You would have also explained in detail about the formation of census enumeration blocks, writing up of the working sheets and the Abridged House List.

During the second round of training you should concentrate on practical exercises both in the class room and in the field. Various examples may be worked out and individual charge officers should be asked to do the actual exercise. In this way you can ensure they have all understood the important concepts and that they are in a position to explain these concepts to the enumerators and supervisors. Particular care should be taken to ensure that the Additional and Assistant Charge Officers as well as the Urban Charge Officers have understood the instructions thoroughly.

The second round is of only two days duration. On the morning of the second day, you should organise practical training in the field.

It will probably be necessary to give special attention during the second round of training to the following items :—

(1) Who are the persons eligible for enumeration? This must be carefully explained and worked out with examples.

(2) The concepts of mother tongue, S.C or S.T and literacy should be carefully explained. Here it may be reiterated that a person can be considered to be a S.C. or S.T. only if the name of the caste he belongs to is included in the list of Scheduled Castes and Scheduled Tribes which is with the enumerator. No discretion can be given to the enumerator regarding this.

Please also point out to the trainees that Scheduled Castes can belong now to the Hindu, Sikh and Buddhist religion.

(3) All the questions on employment viz. 14 A to 16 B are extremely important and it is necessary to ensure that the trainees understand the concepts perfectly. The definition of work has to be made very clear and the fact that a person has to be considered a worker if he has worked for even a little while during the last 12 months. There should be no confusion regarding the answer to Question 15 A. For example a housewife may consider her main activity to be household duties but if she has worked for more than 183 days in the year, then she is a main worker and the answer to 15 A in her case would be C/AL/HHI/OW and *not* household duties. All this has to be made very clear with examples. Some time may have to be spent on the concepts of cultivator and household industry. It should be clarified that the reference period for 16 B is not the one year prior to the date of enumeration but any time before.

(4) It should be emphasised that Questions 22 and 23 should be asked of only married women.

I am writing to the Charge Officers asking them to determine the dates of training of Enumerators and Supervisors for the first and second rounds when they come for the second round of training for Charge Officers. The training dates for the hobli level is to be ascertained for both the months of September and October. Please obtain this information and bring this with you when you return to headquarters. In addition, you may also take this opportunity to ascertain whether the items of work which should have been completed in July and August 1990 should have been completed. For this purpose, I have sent them a proforma, a copy of which is enclosed with this memo. Please obtain the information from them and give it to me in the proforma enclosed. Any special problems may be elicited and included in your report.

Since this is the last round of training for Charge Officers, Additional Charge Officers, please ensure that they are all trained properly.

(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka.*

To
All the Officers/Officials
deputed for training of Charge Officers.

ANNEXE-D.55

Grams : MYCENSUS

Phone : 223312
223306

No. ADM 42 EST 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore - 560 027.

Date : 31-7-90

To

All the Principal Census Officers.
All the District Census Officers.
All the Additional District Census Officers.
All the City Census Officers.
All the Charge Officers.

Sir,

The second round of training of Charge Officers is organised in August 1990. As was done during the first round, a team of two officers from the Directorate of Census Operations will be coming to your district to assist in the training. By the end of this training, the Charge Officers should indicate the dates of the first and second round of training for enumerators and supervisors in their respective charges.

As you are aware, according to the calendar of operations, the training of enumerators and supervisors should commence from September 1990.

In rural areas, the training is to be organised at the hobli level. Since there will be two Assistant Charge Officers for every two hoblies, it should be possible to complete the training programme in all the hoblies for a particular round in the course of one month. Thus each Assistant Charge Officer will take a round of 3 days training in one hobli and then, another training round of 3 days in the second hobli every month, completing four rounds training in the course of four months. The following dates are suggested for example, for the first and second rounds of training of enumerators and Supervisors:

| | |
|---|---|
| 20th, 21st and 22nd Sept. 90 and 25th, 26th and 27th Sept. 90 | First round of training. |
| 9th, 10th and 11th Oct. 90 and 25th, 26th and 27th Oct. 90 | Second round of training in all hoblies. |

If programmed in this fashion, you will be able to complete the training programmes of Enumerators and Supervisors very comfortably in the time allowed. The Charge Officer and Additional Charge Officer should attend at least one day's class in each hobli, and ensure that the class is being conducted properly, that attendance is good etc. It is the duty of the Charge Officer to sort out problems if any during the training and to give clarification in case of difficulties. If there is any doubt, of course, he should refer the matter to the District Census Officer.

In urban Charges, wherever the total number of enumerators and supervisors is more than 50, the training should be conducted in 2 or more batches, as required, so that all batches complete one round of training every month, starting from September.

The Charge Officer should also bring with them to the second round of training information regarding completion of formation of Census Enumeration Blocks writing up of working sheets, writing Abridged House List and preparing lists of Enumerators and Supervisors. As you are aware, all these items of work should have been completed by 15-8-1990. If the formation of Census Enumeration Blocks is completed, the total number of Census Enumeration Blocks formed may also be indicated. In addition, you should also bring information regarding payment of T.A./D.A. to Enumerators and Supervisors and Payment of honorarium to them. It is presumed that all the Enumerators and Supervisors would have been paid T.A./D.A. as well as honorarium by August. In order to assist you to bring the information, I am enclosing a proforma which is to be carefully filled in and handed over to the officers from this Directorate at the time of the second round of training.

I would however, like to emphasise that this two days' training programme is not meant for discussion of administrative problems. The officers deputed to your district for assisting with the training will not be in a position to give clarifications on administrative matters. If there are administrative problems, the Charge Officers may discuss them with District/City Census Officer who may bring them to my notice in a D.O. letter. Please do not spend any time during this 2 days' training in discussions on administration issues.

Yours faithfully,

(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka*

Encl: One proforma

Copy to all the officers/officials of this Directorate deputed for training to the districts.

**Dates of training of Enumerators / Supervisors for first two rounds in September and October 1990 – hobliwise**

Name of Taluk :

| Name of Hobli | Dates of first round of training | Dates of second round of training |
|---|---|---|
| 1 | 2 | 3 |
| | | |

**Dates of training of Enumerators and Supervisors for first two rounds of training**

District : Name of Urban Charge:

Date of First round of Training:

Date of Second round of Training:

Name of District :

| Name of Charge | Whether formation of Census Enumeration Block is completed ? If so, total number of Census Enumeration Blocks | Whether all working sheets have been written? | Whether Abridged House-list is completed ? | Whether list of enumerators & Supervisors is prepared? | Is payment of T.A./D.A. to enumerators and supervisors completed? | Is payment of honorarium to enumerators and supervisors completed? | Remarks |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

ANNEXE-D.56

तार : मैसेन्सस
Grams . MYCENSUS

दूरभाष : 223312
Telephone [Per : Office:

No. TCH 36 CPO 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगण निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिशन रोड
No. 21/1, Mission Road,
बेंगलूर-560 027
Bangalore - 560 027.

तारीख/Date : 29-08-90

To

All the Principal Census Officers

Sir,

Sub: Census of India 1991. Instructions for filling up the Individual Slip—regarding.

Reference is invited to para 126 (page 62) of the Instructions to Enumerators for filling up the Household Schedule and Individual Slip.

According to the instructions, where a respondent is not able to reckon 'one year' prior to the date of enumeration for the purposes of question 23 of the Individual Slip, the enumerator is required to ascertain if a live birth has occurred to the currently married woman being enumerated on or after a festival indicated by the Director of Census Operations.

It has now been decided that MAHA SHIVARATHRI Festival celebrated on 23rd February 1990 should be the festival for reckoning one year for question 23 of the Individual Slip.

In other words, in cases where it is not possible for the respondent to inform when exactly the birth has occurred, the enumerator should specifically find out whether the birth has occurred before or after the above mentioned event and record 'yes' if only, the live birth to the currently married woman being enumerated has occurred on or after the Shivarathri Festival of 1990.

These instructions should be brought to the notice of all the enumerators and supervisors during the training classes.

Yours faithfully,

(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka.*

Copy forwarded for kind information and necessary action to:

All the Dist./City Census Officers.
All the Sub-Divisional Census Officers.
All the Addl. District Census Officers.
All the Census Charge Officers.
All the Addl. Charge Officers.
All the Asst. Charge Officers.



54—13 RGI/ND/96

ANNEXE-D. 57

Grams : MYCENSUS

Telephone : Per : 227055
Office : 223312
223306

No. ADM 3 ACT 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं 21/1, मिशन रोड
No. 21/1, Mission Road
बेंगलूर-560 027
Bangalore - 560 027.
तारीख/Date : 27-9-1990

To

All the Deputy Commissioners and Principal Census Officers.

All the Commissioners and Principal Census Officers of Corporations of Bangalore/Belgaum/Hubli-Dharwad/Gulbarga/Mysore and Mangalore/Bangalore Development Authority.

Sir,

**Sub : Organisation of training classes—reg.**

This is in continuation of our Wireless Message dated 22nd August 1990 wherein I had requested you to instruct all the Charge Officers to hold the training classes from 20th September 1990 onwards in reiteration of the instructions at para 5 of the enumeration Circular No. 5.

Since the first terminal examinations in schools are being preponed as per Circular No. C1 (a) Misc.-1:90-91 dated 22-08-1990 of the Commissioner for Public Instruction (copy sent enclosed for ready reference) the training classes can now be conveniently organised commencing from 20th of September 1990.

I shall, therefore be grateful if you could please forward to me a consolidated training schedule indicating the dates of training fixed in each of the charges (Hobliwise in case of rural charges) under a demi-official letter.

Yours faithfully,

(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka.*

Copy to: All (as per mailing list)

Copy forwarded to the Deputy Directors of the Regional Offices with a request to ensure that the training programme in all the charges in their jurisdictions commences as scheduled. They are also requested to expedite the drawal of training schedule and their forwardal to this office.

(Sd/-)
*Director of Census Operations*
*Karnataka*

Copy to: All (as per mailing list)

Copy forwarded to the Deputy Directors of the Regional Offices with a request to ensure that the training programme in all the charges in their jurisdictions commences as scheduled. They are also requested to expedite the drawal of training schedule and their forwardal to this office.

Director of Census Operations
Karnataka.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ

ಸಂಖ್ಯೆ: ಪಾಸಿ1(ಅ) ತರಬೇ-1:90-91

ಆಂತ್ಯುಪಕ್ಕರ ಕಛೇರಿ,
ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ,
ನೃಪತುಂಗರಸ್ತೆ, ಬೆಂಗಳೂರು -1,
ದಿನಾಂಕ: 22-8-1990

ಸುತ್ತೋಲೆ:

ಎಲ್ಲಾ ಉಪ ನಿರ್ದೇಶಕರುಗಳು, ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ
ಎಲ್ಲಾ ಸಹ ನಿರ್ದೇಶಕರುಗಳು, ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ
ಎಲ್ಲಾ ಜಿಲ್ಲಾ ಪರಿಷತ್ತಿನ ಮುಖ್ಯ ಕಾರ್ಯನಿರ್ವಹಣಾಧಿಕಾರಿಗಳಿಗೆ.

ವಿಷಯ:-1990-91ನೇ ಸಾಲಿನ ಪಾರ್ಥಮಿಕ ಹಾಗೂ ಪ್ರೌಢಶಾಲೆಗಳಲ್ಲಿ ಮುಧ್ಯಂತರ ಪರೀಕ್ಷೆ ನಡೆಸುವ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ:- ನಿರ್ದೇಶಕರು, ಸಾಮಾನ್ಯ ಗಣತಿ ವಿಭಾಗದ ಆಂತ್ಯುಪಕ್ಕರರು, (ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ) ರವರೊಡನೆ ಚರ್ಚೆ

1990-91ನೇ ಸಾಲಿನ ಮುಧ್ಯಂತರ ಪರೀಕ್ಷೆಗಳನ್ನು ನವೆಂಬರ್ ತಿಂಗಳಲ್ಲಿ ನಡೆಸುವುದು ಸಾಮಾನ್ಯವಾಗಿದೆ. ಈ ಸಾಲಿನಲ್ಲಿ ಸಾಮಾನ್ಯ ಗಣತಿ ಪ್ರಯುಕ್ತ ಅನೇಕ ಶಾಲಾ ಶಿಕ್ಷಕರಿಗೆ ದಿನಾಂಕ 20-9-1990ರಿಂದ 30-9-1990ರ ವರೆಗೆ ತರಬೇತಿ ಶಿಬಿರಗಳನ್ನು ಏರ್ಪಡಿಸಿರುವ ಕಾರಣ, ಮುಧ್ಯಂತರ ಪರೀಕ್ಷೆಗಳನ್ನು ದಿನಾಂಕ 17-9-1990ರ ಮೊದಲು ಮುಗಿಸುವಂತೆ ನೂಕ್ಷ್ಮ ಕ್ರಮ ತೆಗೆದುಕೊಳ್ಳಲು ತಿಳಿಸಿದೆ. ಆಕ್ಟೋಬರ್ ತಿಂಗಳಲ್ಲಿ ಎಸ ಎಸ್ ಎಲ್ ಸಿ ಸಪ್ಲಿಮೆಂಟರಿ ಪರೀಕ್ಷೆ ನಡೆಯುವುದರ ಕಾರಣ — ಎಸ ಎಸ್ ಎಲ್ ಸಿ ಪರೀಕ್ಷೆ ಹಾಗೂ ಗಣತಿ ಕಾರ್ಯದ ತರಬೇತಿ ಶಿಬಿರಕ್ಕೆ ಅಡಚಣೆಯಾಗದಂತೆ, 17-9-1990ರೊಳಗೆ ಮುಧ್ಯಂತರ ಪರೀಕ್ಷೆಗಳನ್ನು ಪಾರ್ಥಮಿಕ ಹಾಗೂ ಪ್ರೌಢಶಾಲೆಗಳಲ್ಲಿ ನಡೆಸಲು ಕ್ರಮ ತೆಗೆದುಕೊಳ್ಳಬೇಕೆಂದು ತಿಳಿಸಿದೆ.

ಈ ಸೂಚನೆಯನ್ನು ಎಲ್ಲಾ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳಿಗೂ ಹಾಗೂ ಸಹಾಯಕ ಶಿಕ್ಷಣಾಧಿಕಾರಿಗಳಿಗೂ ಕೂಡಲೇ ತಿಳಿಸಲು ಕೋರಿದೆ.

ಕ್ರಮ ಕೈಗೊಂಡ ಬಗ್ಗೆ ವರದಿ ಮಾಡುವುದು.

ಆಂತ್ಯು ಕ್ಕ ರು.

ನಕಲು ಮಾಹಿತಿಗಾಗಿ:
1) ಎಲ್ಲಾ ನಿರ್ದೇಶಕರುಗಳ ಕ್ರಮಕ್ಕಾಗಿ.
2) ನಿರ್ದೇಶಕರು, ಕರ್ನಾಟಕ ಪ್ರೌಢಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ; ರವರ ಕ್ರಮಕ್ಕಾಗಿ
3) ನಿರ್ದೇಶಕರು, ಸಾಮಾನ್ಯ ಗಣತಿ ವಿಭಾಗ ಇವರ ಮಾಹಿತಿಗಾಗಿ. ಪತ್ರ ಸಂಖ್ಯೆ ಪಾಸಿ 13.

ANNEXE-D.58

तार : मैसेन्सस
Gram : MYCENSUS

दूर भाष : 223312
Telephone { Per : Office :

No. TCH 34 CPO 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगण निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिशन रोड
No. 21/1, Mission Road,
बेंगलूर-560 027
Bangalore - 560 027.

तारीख/Date 4-9-1990

To

All the District Census Officers
All the Additional District Census Officers
All the City Census Officers
All the Charge Officers

Sir,

Sub: Census of India 1991-Individual Enumeration—certain clarifications regarding writing up of working sheets for forming Census Enumeration Blocks and Abridged Houselist.

As you are aware officers and officials of this Directorate deputed to participate in the second round of training held for the Charge Officers and others, also attended to the scrutiny of the working Sheets for formation of Census Enumeration Blocks (CEBs) and Abridged Houselists (AHLs) prepared in the Charge Offices.

From the reports I have received I gather that certain types of mistakes have occurred in preparing the Working Sheets and the Abridged Houselists. I am indicating below some of the common mistakes noticed for your information so that such mistakes can be avoided in future.

**Working Sheets:**

(i) In preparing the Working Sheets, the blocks have been entered supervisory circle-wise as in the Charge Register of the Houselisting Operations. This should be avoided. In the case of Rural Charges the villages and the Houselisting Blocks (HLBs) thereof should be entered in the Working Sheets one after the other in ascending order of the location code of the villages and houselisting blocks and particulars of the census enumeration blocks thereof should also be entered simultaneously. Similarly in case of Urban Charges the divisions/wards (where exists) and the houselisting blocks in them should be entered in the working sheet in ascending order of the location code assigned to the divisions and the houselisting blocks and particulars of the census enumeration blocks thereof should be entered simultaneously.

(ii) Where a houselisting block has been split, the boundaries for each of the census enumeration blocks formed out of the houselisting block should be clearly described with reference to the census enumeration block boundaries marked in the layout sketch.

(iii) It is observed that in a few cases the boundaries of the census enumeration blocks have not been described correctly. Common mistakes noted are (i) the boundaries of the houselisting block itself is repeated for the census enumeration blocks even when a houselisting block is split, (ii) the boundaries of the census enumeration blocks together taken will not correspond to the parent houselisting block, (iii) Under Col. 5 (b) of the working sheets (Rural) and Col. 4(b) of the working sheets (Urban) instead of indicating whether the houselisting block is split into two (2), three (3), etc., segments to form census enumeration blocks or one (1) to show that the houselisting block is retained intact (in case of houselisting blocks with population less than 800 in Urban areas or 900 in Rural areas), continuous numbers are given.

(iv) All the buildings belonging to a census enumeration block without omission should be mentioned under Col. 7 (a), (b) and (c) of working sheets (Rural) and Col. 6 (a), (b) and (c) of the working sheets (Urban), along with the names of the road/street/lane/galli etc., with which they are associated with.

Where buildings cannot be associated with any street, road, etc., due to haphazard location of

buildings, the numbers of the buildings covered in the census enumeration block may be mentioned under Cols.7(b) and (c) or 6(b) and (c) as the case may be.

(v) These columns must be filled even for those blocks which are retained intact.

**Abridged Houselist:**

(vi) There appears to be some confusion regarding assignment of serial numbers to the households in column 7. To make the instructions in this behalf very clear and simple, it is clarified that for each and every CEB the Sl. No. of the household in column 7 should be given separately starting with '1' whether the CEB is formed by splitting a houselisting block or by retaining a houselisting block intact.

(vii) It is observed that the entries made under the 'Remarks' column of the Houselist are not copied in the 'Remarks' column of the Abridged Houselist or where copied it is not done so completely. All the 'Remarks' entered in the Houselist regarding vacant houses, about the places where houseless persons can be found etc., should be entered in Abridged Houselist. This is very important.

(viii) Most of the mistakes have occurred in copying column 4 of the AHL. In columns 2, 3 and 4 of the Abridged Houselist, all entries relating to the buildings, census houses and entries describing the purpose for which a census house is used should be copied from the Houselist, including even those put to purely non-residential uses.

In essence only such entries which are solely entered just to give the description of the enterprise will not be copied. All other entries in the Houselist will be copied in the Abridged Houselist with regard to all the Census Houses coming in that Census Enumeration Block.

(ix) It is reported that Houselisting Block numbers have been entered in the Abridged Houselist. It may be noted that the Block numbers to be entered in the Abridged Houselist are the Census Enumeration Block numbers which are available from column 8 of the Working Sheets (Urban) or column 9 of the Working Sheets (Rural) as applicable.

Even where a Charge Officer has completed these two items of work, a review must be undertaken to ensure that these mistakes have not occurred in the Working Sheets and Abridged Houselist as the case may be.

Yours faithfully,

(Sd/-)

(SOBHA NAMBISAN)

*Director of Census Operations,*

*Karnataka*

ANNEXE-D.59

तार : मैसेन्सस
Gram : MYCENSUS

दूरभाष : 223312
Telephone { Per :
Office :

No. TCH 41 CPO 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिशन रोड
No. 21/1, Mission Road,
बेंगलूर-560 027
Bangalore - 560 027.

तारीख/Date : Sept. 24, 1990

To

All the Deputy Commissioners and
Principal Census Officers of Districts
(Except Bidar, Gulbarga, Raichur,
Bellary and Dharwad)

All the District Census Officers
(Except Bidar, Gulbarga, Raichur,
Bellary and Dharwad)

Sir,

Sub: Training of Assistant and Additional Charge Officers in October 1990.

I had indicated in my Wireless Message dated 23-08-90 that the first round of training for the Enumerators and Supervisors may be held from 20-09-90 as we expected that the Kannada instruction book lets would have been printed and supplied by that time.

2. However, as the paper required for the printing of these books did not arrive at the Government of India Text Book Press, Mysore, we had to make other arrangements for the printing of the books. The books were therefore, printed in Delhi and the first consignment reached us only by 19th September 90. The remaining consignments will take some more time. In view of this I had to request you in my Wireless Message dated 11th September 1990 to postpone the training. I am sorry for the inconvenience caused because of this change of programme. However, this was due to circumstances beyond our control. I hope you will appreciate that unforeseeable problems may at times arise while organising this mammoth operation.

3. In the absence of the Kannada instruction books, there is no possibility of holding the training classes for Enumerators and Supervisors in September 1990. It will also not be possible to hold the classes in October 1990 since all Government schools will be closed for the vacation. We shall, therefore, organise the first round of training for Enumerators and Supervisors from early November. This will give us adequate time for completing four rounds of training by the end of January, 1991.

4. The month of October could be very usefully utilised by conducting one more round of training for the Assistant and Additional Charge Officers and Urban Charge Officers as some of them are still new to the concepts of the Individual Enumeration.

5. In particular, most of the Assistant Charge Officers appointed in rural areas have had no experiences in handling classes. Therefore, I feel that you should conduct training classes of three days for these officers wherein they should be asked to read the Instruction books para by para and explain the contents therein in the way they would do while conducting the classes. In other words, the training organised for the Assistant/Additional Charge Officers in the month of October, 1990 should be with a view to not only reinforcing their knowledge about the concepts and instructions which they have already learnt but to give them the necessary experience in conducting classes

6. The training could be organised at the District level by the District Census Officer, the Additional District Census Officer and City Census Officer. The Tahsildars who have undergone two rounds of training need not attend this round of training. The Urban Charge Officers may however attend.

7. Since most of the training of Enumerators and Supervisors will be in Kannada it is necessary that the training class for Assistant Charge officers that you organise in October should be in Kannada and with the help of Kannada Instruction books. We shall be sending you copies of the Instruction books as soon as these are received. You could organise this training for Assistant and Additional Charge Officers from the second week of October 1990 immediately after receipt of the Kannada Instruction books. Please determine the training dates in consultation with the Deputy Directors of the Regional Offices, so that they can attend the training. The dates of training may also be intimated to me by D.O. letter.

Yours faithfully
(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka*

Copy forwarded to the Deputy Directors of Census Operations of the Regional Offices with a request to take necessary follow up action.

Sd/-
*Director of Census Operations,*
*Karnataka*

ANNEXE-D.60

Grams : MYCENSUS

Telephone { Per : 227055
Office : 223312
223306

No. ADM 3 ACT 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore - 560 027.

Date : 27-9-1990

To

All the Deputy Commissioners & Principal Census Officers.

The Commissioners of City Municipal Corporations of Bangalore/Belgaum/Hubli-Dharwad/Gulbarga/Mangalore/Mysore.

The Commissioner, B.D.A., Bangalore.

The Deputy Directors of Census Operations of Regional Offices.

The City Census Officers.

Urban & Rural Charge Officers.

Sir,

Sub : Allowance of Petrol/Diesel for the Houselisting Operations and the Population Count of the 1991 Census.

Ref : G.O. No. FD 5 BCF 90 dated 5-7-1990.

In G.O. No. FD 5 BCF 90 dated 5-7-90, the State Government has released a total amount of Rs. 22.05 lakhs for the year 1990-91 towards the expenditure incurred on petrol/diesel during the Houselisting Operations and for the actual enumeration. Annexure I of the G.O. also gives the districtwise break up.

This amount may be drawn by the Deputy Commissioners and the Charge Officers on the head of account '8000-00-287-0-00 Census Survey and Statistics' as in the case of Clerical Assistance and Office expenses.

We had, however, requested the Deputy Commissioners and the Tahsildars not to operate this account for expenditure incurred on petrol and diesel since we were yet to get the sanction from the office of the Registrar General and Census Commissioner. The Registrar General has now sanctioned petrol and diesel for houselisting operations as well as enumeration subject to the following conditions :

(1) The use of petrol and diesel should be on log book basis and the expenditure on fuel charges is reimbursible only for the actual number of days on which these officers performed tours in connection with the census work exclusively.

(2) The amount available for reimbursement for the houselisting operations is only for the one month of the Houselisting Operations, subject to the restriction at (1).

(3) The petrol utilised for the actual enumeration by the District/Additional District/City Census Officers and by the Charge Officers will be restricted to the actual days of training of enumerators and Supervisors and to the period from 1-2-91 till 10-3-91, subject again to the condition at (1).

The Deputy Directors of Census Operations of Regional Offices, however, may utilise petrol/diesel and claim reimbursement even for non-training days since they may have to travel from district to district in charge of the census operations. However, in their case also, the fuel charges are reimbursed only for the actual days on which these officers performed tours in connection with census work. It is also subject to the celling limit indicated in the appendix to this letter.

The following procedure may be adopted for the calculation of actual consumption of petrol/diesel for census work :

(a) To arrive at the actual consumption of petrol/diesel per km. of a particular vehicle, the average mileage per litre of the preceding six months may be taken into account.

(b) Total number of km. actually run by the vehicle used for census work may be extracted from the log book.

I am enclosing with this letter an appendix indicating the designations of the Census Officers and ceiling of petrol/diesel available to them each month from November 1990 to March 1991. However, please remember that this is a *ceiling* and the actual utilisation of petrol/diesel and claiming reimbursement should be subject to the conditions (1), (2) and (3) above.

As indicated in G.O. No. FD 5 BCF 90 dated 5-7-1990, the Deputy Commissioners and Tahsildars are empowered to draw the amount under the head of account '8000-00-287-0-00 Census Survey and Statistics,. In the case of Corporations and Municipalities

the procedure adopted for making payment of TA/DA and the salaries of Census Clerks may be adopted.

For claiming reimbursement of the amount spend on petrol/diesel, a proforma has been enclosed. You are requested to send the consolidated information for a month for all the charges under your jurisdiction in this proformas on the 10th of the following months. While sending the information, please do so in two sets separately (1) for the houselisting operations and (2) for the actual enumeration.

Necessary arrangements will be made, based on the information furnished by you, for reimbursement of the amount to the State Government by the Government of India.

Yours faithfully,

Sd/-

(SOBHA NAMBISAN)

*Director*

ANNEXURE

**HOUSELISTING OPERATIONS**

| Designation of the Officer | Petrol/Diesel ceiling |
|---|---|
| 1. District Census Officers of Belgaum, Dharwad, Bijapur, Gulbarga, Raichur, Mysore, Uttar Kannada | 100 litres |
| 2. District Census Officers of the districts other than those specified at (1) above | 80 litres |
| 3. Additional District Census Officers of Belgaum, Dharwad, Bijapur, Gulbarga, Raichur, Mysore, Uttara Kannada. | 100 litres |
| 4. Additional District Census Officers of districts other than those mentioned at (3) above | 80 litres |
| 5. Charge Officers (Rural) | 30 litres |
| 6. City Census Officers of Bangalore (12) Bangalore Development Authority, Belgaum (MC), Hubli-Dharwad (MC), Gulbarga (MC), Mangalore (MC), Mysore, Bellary, Raichur, Bijapur, Gadag-Betgeri, Mandya, Davangere, Tumkur, Shimoga, Hospet (CMC), Bidar (CMC), K.G.F. (Sanitary Board), Bhadravathi (N.A.C.). | 40 litres |
| Additional City Census Officers, Bangalore (12) | 40 litres |
| 7. Charge Officers (Urban) of the City of Bangalore, Mysore, Belgaum, Hubli-Dharwad, Gulbarga, Mangalore. | 20 litres |
| Bellary, Raichur, Bijapur, Gadag-Betgeri, Mandya, Davangere, Tumkur, Shimoga, Hospet (CMC), Bidar (CMC), KGF (Sanitary Board), Bhadravathi (NAC). | 20 litres |
| 8. Charge Officers of Bangalore Development Authority, Bangalore | 20 litres |

**ACTUAL ENUMERATION**

| Designation of the Officer | From Nov. 90 to Jan. 1991 | From Feb. 91 to 15-3-91 |
|---|---|---|
| 1. District Census Officers of Belgaum, Dharwad, Bijapur, Gulbarga, Raichur, Mysore, Uttara Kannada. | 100 litres per month | 120 litres per month |
| 2. Additional District Census Officers of districts at (1) above | 100 litres per month | 120 litres per month |
| 3. District Census Officers of the districts other than those specified at (1) above | 80 litres per month | 100 litres per month |
| 4. Additional District Census Officers of districts other than those specified at (2) above. | 80 litres per month | 80 litres per month |
| 5. Charge Officers (Rural) 175 | 40 litres per month | 50 litres per month |
| 6. City Census Officers of Bangalore (12), Bangalore Development Authority, Bangalore, Belgaum (MC), Hubli-Dharwad (MC), Gulbarga (MC), Mangalore (MC), Mysore. | 50 litres per month | 60 litres per month |
| Bellary, Raichur, Bijapur, Gadag-Betgeri, Mandya, Davangere, Tumkur Shimoga, Hospet (CMC), Bidar (CMC), K.G.F. (Sanitary Board), Bhadravathi (NAC). | 50 litres per month | 60 litres per month |
| Additional City Census Officers Bangalore (12) | 50 litres | 60 litres |

| Designation of the Officer | | Petrol/Diesel ceiling |
|---|---|---|
| **ACTUAL ENUMERATION** | | |
| 7. Charge Officers of Urban charges of the city of Bangalore, Mysore, Belgaum, Hubli-Dharwad, Gulbarga, Mangalore and B.D.A., Bangalore. | 30 litres per month | 40 litres per month |
| Bellary, Raichur, Bijapur, Gadag-Betgeri, Mandya, Davangere, Tumkur, Shimoga, Hospet (CMC), Bidar (CMC), KGF (Sanitary Board), Bhadravathi (NAC). | —Do— | —Do— |
| 8. Deputy Directors of Census Operations of the Regional Offices | 150 litres per month (from Oct. 90 to Jan. 91) | 200 litres per month (from Feb. 91 to March 1991) |

**Proforma for Claiming the Reimbursement of Cost of Petrol/Diesel charges — Incurred for the purpose of Houselisting/Enumeration Work — Census 1991**

NAME OF THE DISTRICT :

| Sl. No. | Name & Designation of the Officer | Vehicle Number Petrol/ Diesel | Average mileage for the preceding six months | Reimbursement claimed for the months of | Total No. of days travelled on Census work | Total number of Kms. travelled on Census work as per extract of Log Book | Total consumption of Petrol/ Diesel for the distance | Rate per litre | Amount claimed for reimbursement | Remarks if any |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |

Consolidated Statement for the District

Signature :

Office Seal :

ANNEXE—D.61

तार : मैसेन्सस
Gram : MYCENSUS

दूरभाष : 223312
Telephone : Per. 223312, Office

No. TCH 36 CPO 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं० 21/1, मिशन रोड,
No. 21/1, Mission Road,

बेंगलूर-560 027
Bangalore - 560 027.

तारीख/Date : 05-10-1990

To

All the Principal Census Officers

Sir,

In accordance with the Census Calendar, the formation of census Enumeration Blocks, writing up of Working Sheets and preparation of Abridged Houselist are completed in almost all the charges. Appointment orders have also been issued to enumerators and supervisors. We have in our Wireless Message No. TCH 41 CPO 90 dated 25-09-1990 indicated that the training of enumerators and supervisors need not be taken up in October since the schools are closed for the Dasara holidays. The training will have to be organised from early November. We shall be writing to you about this very soon.

I had indicated in my letter No. TCH 41 CPO 90 dated 24-09-1990 addressed to all Deputy Commissioners (except Bidar, Gulbarga, Raichur, Bellary and Dharwad) and letter dated 26-09-1990 addressed to the Deputy Commissioners of Bellary, Bidar, Dharward, Gulbarga and Raichur and the Corporation Commissioners of Gulbarga and Hubli-Dharwad City Corporations that the month of October could be utilised giving another round of training to the Assistant Charge Officers wherever this is necessary. The other items of work which should be completed in this month are as follows:

(i) At the time of the houselisting operations the enumerators had painted the number of the building and of the census house on the door or on the wall of the house. It is quite possible that some of these numbers are no longer visible. In particular. where paint was not used for the numbering and Camlin felt pens or oil chalks were used, the numbers can no longer be seen.

As you are aware, the only way in which the enumerator can identify the building indicated in the Abridged Houselist is through the building and census house number. It is absolutely necessary therefore that the enumerator should be able to see the number very clearly on the building. I request you therefore to kindly verify and ensure that all the buildings in your jurisdiction are numbered and that the number is clearly visible on the building. Wherever this is not so, please ensure that the building number is painted properly.

(ii) There may also be some blocks where the numbers had been written only in chalk during the houselisting operations. Please verify whether there are such cases in your jurisdiction and ensure that the numbers are painted on the buildings. I request all the Charge Officers, both rural and urban, to send me a certificate by 20-11-1990 that all the buildings in their jurisdiction have been duly numbered and that the census number is visible on the building. I am enclosing copy of the proforma in which the certificate is to be given.

(iii) Printed Charge Registers have been supplied to you. You should complete the writing of the Charge Registers in the month of October 1990.

(iv) During this month, the Charge Officers should tour extensively and ensure that the boundaries of the blocks in their charge as well as the boundaries of the charge are clearly demarcated and that this is clearly understood by the adjoining Charge Officer. Care should be taken to ensure that no area has been left out. Special care should be taken to identify new layouts which may have come up after the houselisting operations. It is quite possible that if these layouts are not identified, they may fall into no man's territory and be left out completely at the time of the enumeration. Therefore these new layouts should be identified and decision taken as to the charge in which they should be included. Wherever there is any doubt, joint inspection should be done and a final decision taken.

(v) As you are aware, we are publishing District Census Hand Books at the end of every census. The District Handbook is the only compendium of its kind all over the country. Because of the mass of information which is to be collected, collated and published there is considerable delay in the publishing of the District Census Handbooks. Much of the delay can be avoided if the required information is sent on time. I therefore request that special efforts be made in this month to collect the information required for the District Census Handbooks in the case of those taluks/towns which have not sent the same.

All the points (i) to (v) above may kindly be reviewed by the Deputy Commissioners at the Revenue Officers Meeting which will be held in the first week of November and a report sent to me regarding the action taken.

Yours faithfully,
(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka*

Copy to: as per mailing list.

---

Proforma in which the Certificate is to be given:

**CERTIFICATE**

Certified that all the buildings in my jurisdiction have been duly numbered and that the Census number is visible on the building.

*Charge Officer*

.....Rural/Urban

ANNEXE—D.62

Grams : MYCENSUS

Telephone . 223306
223312

No. ADM 49 EST 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore - 560 027.

Date : 09-10-1990

To

All the Principal Census Officers
All the District/City Census Officers
All the Charge Officers (Rural and Urban)

Sir,

In Government Order No. ED 13 PBS 90 dated 5-2-90, the Government of Karnataka has accorded approval for sanctioning Earned Leave for primary and secondary school teachers who have worked as enumerators and supervisors during the Houselisting Operations. In letter No. ED 13 PBS 90 dated 15-5-1990 addressed to the Commissioner for Public Instructions, the Government have given detailed instructions as to how this amount of leave is to be calculated.

Some Charge Officers have raised doubts as to whether reserve enumerators and supervisors should also be sanctioned Earned Leave.

It is hereby clarified that School teachers who have worked as reserve enumerators and supervisors will also be eligible for Earned Leave in lieu of the summer vacation which they would have missed during the Houselisting Operations.

The Charge Officers should send a list of all the primary and secondary school teachers who have worked as reserve enumerators and supervisors for the Houselisting Operations to the concerned Assistant Educational Officers and Deputy Director of Public Instructions. The Deputy Director of Public Instructions are empowered to sanction Earned Leave to High School Teachers and the Assistant Educational Officers for Primary School Teachers. I request that the Charge Officers should also pursue the matter with the Deputy Director of Public Instructions and Assistant Educational Officers and ensure that action is taken by them to credit the Earned Leave to the leave account of teachers who have worked as 'Reserve' enumerators and supervisors.

It is also clarified that aided school teachers who had worked as enumerators and supervisors during the Houselisting Operations are also eligible for Earned Leave. Their names should also be forwarded to the Deputy Director of Public Instructions and Assistant Educational Officers with a request that the managements of the concerned institutions should be instructed to credit the Earned Leave to their accounts.

Please also follow this up personally and see that it is done.

This may please be treated as *urgent.*

Yours faithfully,
(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka.*

ANNEXE—D.63

D.O. No. ADM 2 ACT 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, I.A.S.
*Director of Census Operations,*
*Karnataka*

No. 21/1, Mission Road
Bangalore - 560 027.
Dated the 11th Oct. 1990

Dear Sri Lobo,

Sub : Sanction of honorarium for Houselisting Operations and Individual Enumeration.

Ref : Your D.O. No. RKL(1) 273/89-90 (c7) dated 26-09-1990.

The rates of honorarium payable for the Census Operations for various Census Officers is as follows:

| Category of Officers | Lumpsum honorarium | Rates of honorarium for | |
|---|---|---|---|
| | | Houselisting Operations 1990 | Actual enumeration 1991 |
| 1. Charge Officers/Addl./ Asst. Charge Officers | 600 | 200 | 400 |
| 2. Sub-Divisional Census Officers | 800 | 300 | 500 |
| 3. District/Addl. District/ City Census Officers | 1000 | 350 | 650 |
| 4. Principal Census Officers | 1000 | 350 | 650 |

Those officials who were deputed for training enumerators and supervisors during the Houselisting Operations will not be eligible for honorarium unless they have been designated as Assistant or Additional Charge Officers. Census Clerks, whether working in taluk Offices, Office of the Deputy Commissioner, Town Municipal Councils or City Corporations, are not eligible for honorarium for the Houselisting Operations.

Charge Officers are eligible for a additional honorarium of Rs. 60/- for the Enterprise List.

The payment of honorarium for all the officers may be made after the enumeration is over so that one time payment is made, as had been done in the previous Censuses.

Yours sincerely,

(Sd/-)
(SOBHA NAMBISAN)

Shri J. R. Lobo,
Deputy Director of Food and
District Census Officer
Dakshina Kannada District
MANGALORE.

Copy for information forwarded to :

1. All District Census Officers (except Dakshina Kannada)
2. All Deputy Commissioners and Principal Census Officers
3. All Commissoners of Municipal Corporations and Principal Census Officers
4. Commissioner of Bangalore Development Authority, B'lore
5. All Additional District Census Officers and City Census Officers
6. All Sub-divisional Census Officers
7. All Rural/Urban Charge Officers
8. All Deputy Directors of Regional Offices.

Sd/-
*Joint Director of Census Operations*
*Karnataka, Bangalore.*

ANNEXE—D.64

No. ADM 10 ACT 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore-550 027
Date : 12-10-1990

To

All the Principal Census Officers,
All the District Census Officers,
All the City Census Officers.

Sir,

In G.O. No. FD 5 BCF 90 dated 5th July 1990 sanction has been accorded for expenditure incurred on packing and transportation and for other miscellaneous expenditure for the 1991 Census. The districtwise break-up has also been given in Col. 6 of Annexure-I enclosed to the Government Order.

We had, however, requested you not to draw this amount until further instructions since we were awaiting sanction from the Office of the Registrar General, India. We have now received approval from the Registrar General, India regarding the miscellaneous expenditure. You may now draw the amount required for miscellaneous expenditure subject to the provision made in G.O. No. FD 5 BCF 90 dated 5-7-1990 and subject to the following limits:

| | |
|---|---|
| 1. District Census Officers | Rs. 2,500/- |
| 2. City Census Officers | Rs. 1,700/- |
| 3. Rural Charge Officers | Rs. 500/- |
| 4. Urban Charge Officers | Rs. 250/- |

The Head of Account is as indicated in the Government Order viz. '8000-00-287-0-00 Census Survey and Statistics'. The amount spent should be restricted to what is indicated above. Accounts should be maintained properly. Instructions in this regard may please be issued immediately to your Charge Officers.

Yours faithfully,

(Sd/-)

(SOBHA NAMBISAN)
*Director*

Copy to : The Deputy Directors of Census Operations, Regional Offices.

ANNEXE D.65

तार : मैसेन्सस
Gram : MYCENSUS

दूर भाष : 223312
Telephone : {Per 223312 / Office

No. 1/90-91/RTO Cell/M.Ex.

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिशन रोड
No. 21/1, Mission Road
बेंगलूर-560 027
Bangalore - 560 027.
तारीख/Date : 24-10-1990

To
All the Principal Census Officers.
All the District Census Officers.
All the City Census Officers.

Sir,

Sub : Accounting procedure for furnishing monthly accounts to the Directorate of Census Operations and the Accountant General, Karnataka, Bangalore in respect of Census 1991.

The Government of Karnataka in their orders issued from time to time, have authorised the Deputy Commissioners and Charge Officers to draw the funds required for expenditure incurred in connection with the 1991 Census. The items on which expenditure can be incurred and those subject to reimbursement by the Government of India and the Government Orders sanctioning the expenditure are indicated below :

| Item | G.O. No. | Remarks |
|---|---|---|
| 1) Salaries of Census staff | FD 5 BCF 90 dt. 5-7-1990 | The expenditure on this account is debitable to the Head of account '8000-00-287-0-00 Census Survey & Statistics'. |
| (2) TA/DA for clerical staff sanctioned for the Census. | RD 3 ETC 90 (P) dt. 22-5-90 | TA/DA to clerical staff has been sanctioned in G.O. No. RD 3 ETC 90 (P) dated 22-5-90. The rates would be the same as the rates of TA/DA applicable to State Government officials. This amount may be drawn under the same head as that of salaries i.e. '8000-00-287-0-00 Census Survey & Statistics'. However, accounts should be rendered separately for this amount A separate circular is being issued regarding this. |
| (3) Special allowance of Rs. 50/- p.m. to be paid to Census Clerks of similar Town Municipalities who are entrusted with Census work in addition to their normal duties. | | This G.O. is under issue. |
| (4) Office Expenses | G.O. No. FD 5 BCF 90 | Regarding stationery, please see our letter No. ADM 7 |
| (i) Stationery | dt. 5-7-1990. | ACT (STY) 90 dated 14-9-90 enclosing the G.O. No. RD 18 ETC 90 dt. 19-7-90 and G.O. No. RD 18 ETC 90 (P) dt. 8-8-1990. |
| (ii) Contingency | | Regarding miscellaneous expenditure, please see our Circular No. ADM 10 ACT 90 dt. 12-10-90 addressed to the Principal Census Officers. |
| (iii) Petrol & Oil charges for vehicles | | Regarding petrol & diesel, please see our letter No. ADM 3 ACT 90 dated 27-9-90. The detailed expenditure figures for petrol and diesel should be given in the proforma attached to that letter. However a consolidated account of office expenses indicating separately the expenditure for (1) stationery, (2) contingency (miscellaneous) and (3) Petrol & diesel should be sent to us every month. |

| Item | G.O. No. | Remarks |
|---|---|---|
| (5) TA/DA to Enumerators & Supervisors | (i) RD 3 ETC 90 (P) dt. 15-5-90<br>(ii) FD 5 BCF 90 dt. 5-7-1990 | |
| (6) Honorarium to Enumerators and Supervisors for the Houselisting Operations | | (i) G.O. No. FD 5 BCF 90 dated 19-6-1990<br>(ii) G.O. No. FD 5 BCF 90 dated 13-8-1990<br>(iii) G.O. No. FD 5 BCF 90 dated 27-8-1990 |
| (7) Honorarium for the preparation of Abridged Houselist | No. RD 16 ETC 90 (P) dated 24-9-1990 | Sanction is accorded for payment of honorarium at Rs. 12 for an average population of 6000 or part thereof to the Census Clerks for the work of preparation of Abridged Houselist. |

The Commissioners of the Corporations and the Charge Officers in the urban charges should send a consolidated statement of account of expenditure incurred every month before the 5th of every month in the proforma enclosed with this letter to the Deputy Commissioners.

The Deputy Commissioners are requested to, take monthly expenditure statements from all the Charge Officers in their jurisdiction, including those in Corporations and consolidate the monthly expenditure statement of the district, and send the same to the Directorate of Census Operations in the proforma enclosed within the 10th of every succeeding month. A copy of the monthly expenditure statement of the district should also be sent to the Accountant General (A & E), Karnataka, Bangalore. This is absolutely necessary for the purpose of reconciling the accounts and claiming reimbursement from Government of India.

The receipt of this letter may be acknowledged.

*Draft Approved by*
*The Director*

Yours faithfully,

(Sd/-)
(C. KRISHNAPPA)
*Deputy Director of Census Operations, Karnataka (Administration)*

Copy to :

1. Secretary to Government, Revenue Department, Government of Karnataka, Bangalore.
2. Commissioner & Secretary to Government, Finance Department, Vidhana Soudha, Bangalore.
3. The Accountant General, Karnataka, Bangalore.

Copy to :

As per mailing list.
Deputy Directors of Regional Offices.

CENSUS OF INDIA, 1991

**Monthly expenditure statement for the month of.....the Office of the Deputy Commissioner, .....District, consolidated..... for the entire district**

Head of Account :

| Sl. No. | Name of the Taluk Item of expenditure | Funds provided | Expenditure during the month | Progressive total (expenditure upto end of the month) | Balance at the end of the month |
|---|---|---|---|---|---|
| 1. | Salary of Census Staff | | | | |
| 2. | T.A. for Census staff | | | | |
| 3. | Office Expenses<br>(a) Stationery<br>(b) Contingencies (Miscellaneous)<br>(c) Petrol charges | | | | |
| 4. | Special Allowance to Census Clerks of smaller Town Municipalities | | | | |
| 5. | T.A./D.A. to Enumerators/Supervisors | | | | |
| 6. | Honorarium to Enumerators/Supervisors for Houselisting Operations and canvassing the Enterprise List | | | | |
| 7. | Honorarium for the preparation of Abridged Houselist | | | | |
| | Grand total for the District | | | | |

Deputy Commissioner/
Principal Census Officer

ANNEXE-D.66

Gram : MYCENSUS

Telephone : 223312

No. ADM 49 EST 89

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road
Bangalore - 560 027.
Date 07-12-1990

To

All the Principal Census Officers.

Sir,

During my recent tours I have noted that several enumerators seem to be having some doubts regarding filling Question No. 8 in the individual slip regarding Religion. It is clarified once again that whatever may be the religion indicated by the respondent should be indicated in the individual slip by the enumerator. The enumerator has no discretion in the matter nor should he argue with the respondent regarding his religion. In the case of the six main religions, the symbols H, M, C, S, B and J may be used. In case the respondent says that he belongs to a religion other than these six, then the full name of the religion should be entered by the enumerator. I request you to kindly give instructions accordingly at all the training classes for enumerators and supervisors.

Yours faithfully,

(Sd/-)

(SOBHA NAMBISAN)
*Director of Census Operations,*
Karnataka

ವೈಯಕ್ತಿಕ ಚೀಟಿಯಲ್ಲಿ ಮತಕ್ಕೆ ಸಂಬಂಧಿಸಿರುವ ಪ್ರಶ್ನೆ 8ರ ಮುಂದೆ ಉತ್ತರವನ್ನು ಯಾವ ರೀತಿಯಲ್ಲಿ ದಾಖಲೆ ಮಾಡಬೇಕು ಎಂಬುದರ ಬಗ್ಗೆ ಪ್ರಚಿಸಲಾಗಿದೆ :

ಪ್ರಶ್ನೆ 8ಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಮಾಹಿತಿ ನೀಡುತ್ತಿರುವ ವ್ಯಕ್ತಿಯು ತಾನು ಯಾವ ಮತಕ್ಕೆ ಸೇರಿರುವುದಾಗಿ ವರದಿ ಮಾಡಲ್ಪಡುವುದೋ ಅದೇ ಮತದ, (ಅಂದರೆ ಧರ್ಮದ) ಹೆಸರನ್ನು ಎನ್ಯೂಮರೇಟರರು ಯಥಾವತ್ತಾಗಿ ವೈಯಕ್ತಿಕ ಚೀಟಿಯಲ್ಲಿ ನಮೂದಿಸಬೇಕು. ಏಕೆಂದರೆ ಯಾವುದೇ ವ್ಯಕ್ತಿಯು ವರದಿ ಮಾಡಬಹುದಾದ "ಮತ" ವು — ಅದೊಂದು ಪ್ರತ್ಯೇಕವಾದ ಮತವೆಂದು ಪರಿಗಣಿಸಲ್ಪಟ್ಟಿರುವುದೋ ಅಥವಾ ಇಲ್ಲವೋ — ಅಂದರೆ ಹಾಗೆ ವರದಿ ಮಾಡಲಾದ ಹೆಸರು ಪ್ರತ್ಯೇಕ ಧರ್ಮವೆಂದು ಸರ್ವೇಸಾಮಾನ್ಯವಾಗಿ ಗುರುತಿಸಲ್ಪಟ್ಟಿರುವ [illegible] ಬಗೆಗಿನ ವೈಜ್ಞಾನಿಕ ವಿವರಣೆಯನ್ನು ಒಳಗೊಂಡಿದೆಯೋ ಅಥವಾ ಆ ಬಗೆಗಿನ ಧರ್ಮಗಳ ವೈಯಕ್ತಿಕ ಯಾವುದಾದರೊಂದರ ಸ್ಥಾನ ಪಂಗಡದ ಸ್ಥಾನವನ್ನು ಹೊಂದಿದೆಯೋ ಇತ್ಯಾದಿಯಾಗಿ ಯಾವುದೇ ಬಗೆಯ ವಿಚಾರ ವಿಮರ್ಶೆಗಳಿಗೆ ತೀರ್ಮಾನ ತೆಗೆದುಕೊಳ್ಳುವ ಅಧಿಕಾರವನ್ನು ಜನಗಣತಿ ಎನ್ಯೂಮರೇಟರರು ಹೊಂದಿರುವುದಿಲ್ಲ. ಹಾಗೂ ತಮಗೆ ಮಾಹಿತಿ ನೀಡುತ್ತಿರುವ ವ್ಯಕ್ತಿಯೊಂದಿಗೆ ಈ ವಿಷಯವಾಗಿ ಯಾವ ವಿಧವಾದ ಚರ್ಚೆಯನ್ನೂ ಮಾಡುವಂತಿಲ್ಲ.

ಮತ್ತೊಂದು ಗಮನಿಸಬೇಕಾದ ಅಂಶವೇನೆಂದರೆ ನಮ್ಮ ದೇಶದ ಆರು ಪ್ರಮುಖ ಮತಗಳಾದ ಹಿಂದು, ಮುಸಲ್ಮಾನ, ಕ್ರಿಶ್ಚಿಯನ್ನರ್, ಸಿಖ್ ಬೌದ್ಧ ಮತ್ತು ಜೈನ — ಇವುಗಳ ವಿಷಯದಲ್ಲಿ ಹಿ, ಮು, ಕ್ರಿ, ಸಿ, ಬೌ, ಮತ್ತು ಜೈ ಎಂಬ ಸಂಕ್ಷಿಪ್ತಾಕ್ಷರಗಳನ್ನು ಎನ್ಯೂಮರೇಟರರು ಉಪಯೋಗಿಸಬಹುದು. ಒಂದು ವೇಳೆ ಮಾಹಿತಿ ನೀಡುತ್ತಿರುವ ವ್ಯಕ್ತಿಯು ಈ ಆರು ಮತಗಳನ್ನು ಬಿಟ್ಟು ಬೇರೆ ಯಾವುದೇ ಮತವೊಂದಕ್ಕೆ ತಾನು ಸೇರಿರುವುದಾಗಿ ವರದಿ ಮಾಡಿದರೆ ಆಗ ಆ ಮತದ ಪೂರ್ಣ ಹೆಸರನ್ನು — ಅತನು / ಆಕೆಯು ವರದಿ ಮಾಡಿದ ರೀತಿಯಲ್ಲಿಯೇ — ಎನ್ಯೂಮರೇಟರರು ದಾಖಲೆ ಮಾಡಿಕೊಳ್ಳಬೇಕು ಮತ್ತು ಮಾಹಿತಿ ನೀಡುತ್ತಿರುವ ವ್ಯಕ್ತಿಯು ಸಂದೇಹ ನಿವಾರಣೆಗಾಗಿ ತಾವು ಹಾಗೆ ಮಾಡಿದ ದಾಖಲೆಯನ್ನು ಸದರಿ ವ್ಯಕ್ತಿಗೆ ತೋರಿಸಬಹುದು.

ಎನ್ಯೂಮರೇಟರರಿಗೆ ಮತ್ತು ಸೂಪರ ವೈಸರರಿಗೆ ಈ ಪ್ರಕಾರವಾದ ಸ್ಪಷ್ಟವಾದ ಸೂಚನೆಗಳನ್ನು ತರಬೇತಿ ತರಗತಿಗಳಲ್ಲಿ ನೀಡಬೇಕೆಂದು ತೀರ್ಮಾನಿಸಲಾಗಿದೆ.

— 0 — 0 — 0 —

ANNEXE—D.67

तार : मैसेन्सस
Gram : MYCENSUS

दूर भाष : 223312
Telephone : {Per 223312 / Office

No. ADM 49 EST 89

भारत सरकार
GOVERNMENT OF INDIA

गृह मन्त्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिशन रोड,
No. 21/1, Mission Road
बेंगलूर-560 027
Bangalore - 560 027.

तारीख/Date 7-12-1990

To

All the Deputy Commissioners
All the District Census Officers
All the City Census Officers.

Sir,

Ref: (1) Govt. letter No. ED 13 PBS 90 dated 15-5-1990.

(2) Circular issued by the Commissioner for Public Instruction, Karnataka, Bangalore in No. A5(6) SS Census-16/89-90 dt. 20-11-90.

In Government Order No. ED 13 PBS 90 dated 5-2-1990 Primary and Secondary School Teachers who had worked as enumerators and supervisors during the houselisting operations in April-May 1990 were sanctioned earned leave in lieu of the vacation which they had missed. These school teachers belong to both Government as well as aided schools. Earned leave has to be credited to these teachers as per the Formula prescribed in Government letter dated 15-5-1990 cited above.

As some of the aided school teachers and junior college lecturers who have worked as enumerators and supervisors have informed that their management have not sanctioned earned leave as per Government instructions dated 15-5-1990, the Commissioner for Public Instructions was requested to inform the managements of aided schools and junior colleges that Government Order dated 5-2-1990 include aided school teachers also for the benefit of earned leave.

The Commissioner of Public Instructions, Karnataka, Bangalore has issued the Circular No. A 5(6) SS Census-16/89-90 dated 20-11-90 clarifying the issue—A copy of the circular is appended herewith for kind reference. It has been specifically clarified in this Circular that the orders regarding earned leave are applicable to all the Government and private aided and unaided school teachers as well as to pre-university college lecturers.

Therefore you are requested to issue necessary instructions to all the Charge Officers to move the Joint Directors/Deputy Directors of Public Instructions and Assistant Educational Officers of taluks to take necessary action to credit the eligible earned leave to the leave accounts of the teachers and lecturers of both Government and private aided and unaided institutions who have worked as enumerators/supervisors during the Houselisting Operations.

A copy of the Government Order No. ED 13 PBS 90 dated 15-5-1990 is also enclosed for your reference.

Yours faithfully,
(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations, Karnataka*

Copy to : As per mailing list.

ANNEXE D. 68

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ,
ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು

ಸಂಖ್ಯೆ ED 13 PBS 90.

ದಿನಾಂಕ 1545-90.

ಇಂದ,

ಕಾರ್ಯದರ್ಶಿ, Education Dept.,
ಕರ್ನಾಟಕ ಸರ್ಕಾರ, ಬೆಂಗಳೂರು-ಇವರು ಇಂದ

ಇವರಿಗೆ

The Commissioner for Public Instructions,
Nrupathunga Road,
Bangalore-1.

Sir,

Subject: Census of India 1991 - Utilisation of of the services of primary and secondary school teachers - teachers of other educational institutions.

---

With reference to the subject cited above I am directed to state that the primary /secondary school teachers who have been drafted for Census work of 1991, have been prevented from availing themselves of the vacations during the year. Hence, they are entitled to the benefit under sub-rule (d) of rule 113 of KCSRs. Accordingly, Earned Leave may be credited to their account as follows:-

a) Period of all vacations in the year (to be specified) ..... days

b) No. of days of vacation not availed of 51 days

c) Entitlement to Earned Leave for the entire year $\frac{\text{51 days}}{\text{period of all vacations in the year (to be specified).}} \times 30 \text{ days}$

For instance, if the period of all vacations in the year is 70 days, the entitlement to E.L. will be as follows:-

$$\frac{51 \text{ days}}{70 \text{ days}} \times 30 \text{ days} = 21 \text{ days}$$

In accordance with the above formula, the concerned leave sanctioning authorities may be directed to take suitable steps while sanctioning the E.L. benefit to those who are engaged in Census Work and who were prevented from availing the vacations, on the basis of the above formula.

Yours faithfully

Sd/-

(NEELAKANTAMURTHY),
Under Secretary to Government,
Education Department.

Copy to -

1. The Director, Census Operations, No.21/1, Mission Road, Bangalore-27.
2. The Director of Public Instruction (PB)/(SE), Office of the Commr. for Public Instructions, Nrupathunga Road, Bangalore-1.

(NEELAKANTAMURTHY),
Under Secretary to Government,
Education Department.

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ ಆಯುಕ್ತರ ಕಛೇರಿ, ನೃಪತುಂಗ ರಸ್ತೆ, ಬೆಂಗಳೂರು.

ಸಂಖ್ಯೆ: ಆ5(6)ಶಾ ಶಿ ಜನಗಣತಿ-16:89-90 ದಿನಾಂಕ: 15-11-90

ಸುತ್ತೋಲೆ

ಭಾರತ ಜನಗಣತಿ 1991ರ ಕಾರ್ಯಾಚರಣೆಗೆ ನಿಯೋಜಿಸಲ್ಪಟ್ಟ ಪ್ರಾಥಮಿಕ, ಪ್ರೌಢ ಶಾಲಾ ಶಿಕ್ಷಕರುಗಳು ಮತ್ತು ಪದವಿ ಪೂರ್ವ ಕಾಲೇಜುಗಳ ಉಪನ್ಯಾಸಕರುಗಳಿಗೆ ಗಣಿಕೆ ರಜೆಯನ್ನು ಮಂಜೂರು ಮಾಡುವ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ: ಸರ್ಕಾರಿ ಪತ್ರ ಸಂಖ್ಯೆ: ಇಡಿ 13 ಪಿ ಬಿ ಎಸ್ 90 ದಿನಾಂಕ: 15-5-90

2) ಭಾರತ ಜನಗಣತಿ ಅಧಿಕಾರಿಯವರ ಅರೆ ಸರ್ಕಾರಿ ಪತ್ರದ ಸಂಖ್ಯೆ: ಎಡಿಎಂ 49 ಇ ಎಸ್ ಜಿ 89 ದಿನಾಂಕ: 8-10-90

:-:-:

ಉಪ ಉಲ್ಲೇಖ (1)ರಲ್ಲಿಯಂತೆ ಸರ್ಕಾರಿ ಆದೇಶದಲ್ಲಿ 1990ಕ್ಕೆ ಏಪ್ರಿಲ್ ಮಾಹೆಯಿಂದ ಜನಗಣತಿ ಕಾರ್ಯಾಚರಣೆಗೆ ನಿಯೋಜಿಸಿದ ಎಲ್ಲಾ ಪ್ರಾಥಮಿಕ ಮತ್ತು ಪ್ರೌಢ ಶಾಲಾ ಶಿಕ್ಷಕರುಗಳಿಗೆ ರಜೆ ಅವಧಿಯಲ್ಲಿ ಕರ್ತವ್ಯ ನಿರ್ವಹಿಸಿರುವುದರಿಂದ ಅವರುಗಳಿಗೆ ಗಣಿಕೆ ರಜೆಯನ್ನು ಮಂಜೂರು ಮಾಡುವ ವಿಷಯದ ಬಗ್ಗೆ ಸೂಚನೆ ನೀಡಲಾಗಿದೆ. ಈ ಆದೇಶವು ಎಲ್ಲಾ ಸರ್ಕಾರಿ, ಖಾಸಗಿ ಅನುದಾನಿತ ಮತ್ತು ಅನುದಾನರಹಿತ ಶಾಲಾ ಉಪಾಧ್ಯಾಯಿನಿಯರುಗಳಿಗೂ ಮತ್ತು ಪದವಿ ಪೂರ್ವ ಕಾಲೇಜಿನ ಉಪನ್ಯಾಸಕರುಗಳಿಗೂ ಅನ್ವಯಿಸುತ್ತದೆ. ಆದರೆ ಕೆಲವು ಖಾಸಗಿ ಶಾಲಾ ಆಡಳಿತ ಮಂಡಳಿಗಳು ಶಿಕ್ಷಕರುಗಳಿಗೆ ಗಣಿಕೆ ರಜೆಯನ್ನು ನೀಡುತ್ತಿಲ್ಲ ಎಂದು ಭಾರತ ಸರ್ಕಾರದ ಜನಗಣತಿ ಅಧಿಕಾರಿಗಳು ತಿಳಿಸಿದ್ದಾರೆ. ಆದುದರಿಂದ ಜನಗಣತಿ ಕಾರ್ಯದಲ್ಲಿ ಕರ್ತವ್ಯ ನಿರ್ವಹಿಸಿದ ಖಾಸಗಿ ಮತ್ತು ಸರ್ಕಾರಿ ಶಾಲೆಗಳ ಶಿಕ್ಷಕರುಗಳು ಮತ್ತು ಪದವಿ ಪೂರ್ವ ಕಾಲೇಜುಗಳ ಉಪನ್ಯಾಸಕರುಗಳಿಗೂ ಗಣಿಕೆ ರಜೆ ಅನ್ವಯಿಸುತ್ತದೆ ಎಂದು ನಿರ್ದೇಶಿಸಲಾಗಿದೆ.

ಸರ್ಕಾರದ ಪತ್ರ ದಿನಾಂಕ 15-5-90 ರಲ್ಲಿ ತಿಳಿಸಿದಂತೆ ಸಂಬಂಧಪಟ್ಟ ಶಿಕ್ಷಕರುಗಳ: ಉಪನ್ಯಾಸಕರುಗಳ ಸೇವಾ ಪುಸ್ತಕದಲ್ಲಿಯೂ ಗಣಿಕೆ ರಜೆಯನ್ನು ನಮೂದಿಸಲು ಕ್ರಮ ಕೈಗೊಳ್ಳುವುದು.

ಕೆ. ವಿ. ಶ್ರೀನಿವಾಸಯ್ಯ
ಆಯುಕ್ತರ ಪರವಾಗಿ.

1) ನಿರ್ದೇಶಕರು, ಸಂಶೋಧನೆ ಮತ್ತು ತರಬೇತಿ, ಬಸವನಗುಡಿ, ಬೆಂಗಳೂರು.
2) ಸಹ ನಿರ್ದೇಶಕರು, ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು, ಮೈಸೂರು: ಗುಲ್ಬರ್ಗ: ಬೆಳಗಾಂ: ವಿಭಾಗ.
3) ರಾಜ್ಯದ ಎಲ್ಲಾ ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ಉಪ ನಿರ್ದೇಶಕರುಗಳಿಗೆ ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ
4) ನಿರ್ದೇಶಕರು, ಭಾರತ ಜನಗಣತಿ ಕರ್ನಾಟಕ ಸಂ. 21:1 ವಿಜಯ ರಸ್ತೆ, ಬೆಂಗಳೂರು-27 ಇವರಿಗೆ ಅವಗಾಹನೆಗೆ ಕಳುಹಿಸಲಾಗಿದೆ.
5) ರಾಜ್ಯದ ಎಲ್ಲಾ ಸಾರ್ವಜನಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ಸಹಾಯಕ ಶಿಕ್ಷಣಾಧಿಕಾರಿಗಳ ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ

ANNEXE-D.68

तार : मैसेन्सस
Gram : MYCENSUS

दूरभाष :
Telephone : 223312

No. TCH 38 CPO 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं 21/1, मिशन रोड
No. 21/1, Mission Road

बेंगलूर - 560 027
Bangalore - 560 027.

तारीख/Date 28-12-1990

To

All the Principal Census Officers

Sir.

I am enclosing a copy of G.O. No. RD 4 ETC 90 dated 21st December 1990 regarding the concessions in office attendance extended to employees drafted as enumerators & supervisors for the 1991 Census. It may be seen from this G.O. that enumerators and supervisors will be permitted alternate days off completely for attending to census work between 05-02-1991 and 28-02-1991. From 01-03-1991 till 06-03-1991 all the enumerators will be given a full day off so that they can complete the revisional round and return the records to the supervisors. The supervisors will be given a full day off from 01-03-1991 to 07-03-1991 when they have to return the records to the Charge Officers. Teachers from single teacher schools who are drafted as enumerators and supervisors may absent themselves for census work for half a day from 5-2-91 to 28-2-91 and for the full day from 1-3-91 to 5-3-91 in the case of enumerators and from 1-3-91 to 7-3-91 in the case of supervisors.

These instructions also hold good for all private aided and unaided schools. I request you to kindly see that these instructions are communicated to all the concerned.

Yours faithfully,
(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations,*
***Karnataka***

PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub : Census of India, 1991—Individual Enumeration—concessions to employees drafted for Census work to attend census, training classes and enumeration work.

**READ:—**

1. D.O. letter No. 9/21/90-CD (CEN) dated 15-10-1990 and 11-12-1990.

2. D.O. letter No. TCH 38 CPO, dated—18-12-90 from the Director of Census Operations, Karnataka, Bangalore, addressed to Chief Secretary to Govt. of Karnataka.

**PREAMBLE:—**

The Registrar General and Census Commissioner, India and the Director of Census Operations, Karnataka, Bangalore have requested the Government to make available certain concessions to all Government employees, employees of Government Companies and Statutory Corporations drafted for duties attached to the Census enumeration (individual enumeration) between October 1990 and March 1991. The personnel who are drafted as enumerators for the enumeration will be required to undergo intensive training during November and December 1990 and January 1991 and to take up the individual enumeration between February and March 1991. This will require their absence from their normal duties during the training period and during the individual enumeration.

**Government Order No. RD 4 ETC 90 Bangalore, dated 21st December 1990**

In the circumstances reported by the Director of Census Operations, Karnataka, Government are pleased to issue the following orders regarding the facilities and concessions to be given to the staff engaged in the work in connection with the Census of India 1991—

1. All Government Departments Local Bodies, Government Companies, Statutory Corporations and such other Government undertakings will permit their staff who are drafted for Census work to be absent from duty to attend Census training classes and the period spent on such duties will be treated as ON OTHER DUTY. The Census Charge Officers will send a copy of the training programme to the Heads of offices within their local areas, for information and record.

2. All such employees who are appointed as enumerators and supervisors for the Census of India 1991 may be allowed to absent themselves from their offices/institutions on alternate days between 5-2-1991 to 28-2-1991 (both days inclusive) and on all the working days from 1-3-91 to 6-3-1991.

3. All such employees who are appointed as Supervisors may be allowed to be absent from their office/institutions for an additional full day on 7-3-1991 as they will be required to collect and return the census documents to their respective Charge Officers that day.

4. However, wherever teachers from single teacher schools are appointed as enumerators and supervisors, they may absent themselves for census work for half a day either in the forenoon or in the afternoon on all working days from 5-2-1991 to 28-2-1991 and for the full day from 1st to 6th March 1991 in the case of enumerators and from 1st to 7th March 1991 in the case of supervisors. Detailed instructions with regard to Primary and Secondary School Teachers who are appointed as enumerators and supervisors will be issued by the Education Department.

5. The Commissioner for Public Instruction will ensure that these concessions are extended to enumerators and supervisors drawn from all Government aided schools as well as un-aided Private Institutions.

6. The Heads of Educational Institutions shall spare suitable halls in their respective institutions to the Census Charge Officers for conducting the training classes.

2. This Order issues with the concurrence of Chief Secretary to Government of Karnataka in No. CST/4795/GOI 90, dated 20-12-1990.

*By order and in the Name of the Governor of Karnataka*

(K.P. SINGH)
*Secretary to Government*
*Revenue Department*

To

1. All the Secretaries to Government.
2. All the Divisional Commissioners of Divisions.
3. All the Deputy Commissioners of Districts.
4. All the Chief Secretaries of Zilla Parishads.
5. All the Heads of Departments.
6. The Commissioner, Corporation of City of Bangalore / Mysore / Mangalore / Belgaum/ Gulbarga / Hubli-Dharwad.
7. The Commissioner, Bangalore Development Authority, Bangalore.
8. The Secretary, Karnataka Legislature, Vidhana Soudha, Bangalore.
9. The Registrar, High Court of Karnataka, Bangalore. (with covering letter)
10. The Secretary, Karnataka Public Service Commission, 'Park House'. Bangalore. (with covering letter)
11. The Assistant Commissioners of all Sub-Divisions.
12. The Director of Census Operations, Karnataka, No. 21/1, Mission Road, Bangalore-560027 for information.

Copy to—

1. Shri A.R. Nanda, Registrar General and Census Commissioner, India, Govt. of India, Ministry of Home Affairs, No. 2A, Mansingh Road, New Delhi-110 011 for information.
2. The Private Secretary to Chief Secretary to Government of Karnataka, Vidhana Soudha, Bangalore for information.

तार : मैसेन्सस
Gram : MYCENSUS

दूरभाष :
Telephone : 223312

No. TCH 41 CPO 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिसन रोड
No. 21/1, Mission Road
बैंगलूर-560 027
Bangalore - 560 027
तारीख/Date 3-1-1991

To

All the Principal Census Officers.

Sir,

Sub : Census of India 1991—Instructions to be issued to the Enumerators and Supervisors during the fourth round of training session—regarding.

I had indicated in Circular No. 6 issued under this Directorate's communication No. TCH 41 CPO 90 dated 12-9-1990 and subsequent letter of the same number dated 15-10-1990 that the fourth round of training to the Enumerators and the Supervisors should be held towards the end of January, 1991. I had also indicated that out of the four days, the last two days may be utilised for distribution of materials to the enumeration staff.

2. I would like to emphasise that this round of training is very crucial because besides the distribution of enumeration materials, certain important instructions should also be issued to the enumerators and supervisors at the time of the fourth round. These instructions are to be strictly followed since it is only then that the enumerators will be able to complete the enumeration, prepare the Working Sheet for Enumerator's Abstract and Enumerator's Abstract and handover the records to their supervisors by 6-3-1991. Since the enumeration is a time-bound programme, the enumerators should be able to make use of the time available to them from 9-2-1991 on the field effectively. They can do this if they systematically follow the procedure given below.

**I. Preparation of Notional Map and Layout Sketch**

In order to commence the enumeration work promptly on 9-2-1991, the enumerators should prepare the notional maps and layout sketches and get them verified by the supervisors before 8-2-1991. According to Government Order No. RD 4 ETC 90 dated 21-12-1990 (copies of which have been circulated vide this Directorate's Letter No. TCH 45 CPO 90 dated 31-12-1990) the enumerators and supervisors will get alternate days off from 5-2-1991 till 28-2-1991 to attend to Census Work.

There should therefore be no difficulty in completing the notional maps and layout sketches by 8-2-1991.

**II. Filling up of certain Essential particulars in the Household Schedule and Individual slip in advance**

(i) The Charge Officers would have entered the Book Nos/Pad Nos. on the cover page of Household Schedule Books and Individual Slip Pads as the case may be in accordance with the instructions issued in Enumeration Circular No. 8. The enumerators should enter the Book No. or Pad No. as given by the Charge Officer on all the HHS/IS contained in the respective HHS book or IS pad at the appropriate place.

(ii) The enumerator should enter the Sl. No. on each form of HHS and Slip of IS contained in the books/pads supplied and enter the total number of HHS forms/IS slips (the last Sl. No. assigned) at the appropriate place on the cover page of the HHS books and IS pads as appropriate.

(iii) The Charge Officer concerned would have rubber stamped the Location Code Numbers (excepting the codes relating to Wards/Charge/Block Numbers) on the cover page of HHS books and IS pads and other relevant records. The enumerator should enter the relevant codes in the blank spaces of the rubber stamp impression. On each and every Household Schedule form, Individual Slip, Working Sheet for preparing Enumerator's Abstract, Enumerator's Abstract, Abridged Houselist, etc. space is provided for entering the location code and the code of the Development Block. The enumerator should carefully enter these correctly. The name and code No. of



57—13 RGI/ND/91

the Charge and that of the Development Block (where applicable) must also be entered on the cover page of all the HHS books and IS pads.

(iv) The above items of work should be completed immediately after the receipt of the enumeration material by the enumerators.

**III. Enumeration period**

(i) During the actual enumeration period i.e. from 9th February 1991 to 28th February 1991, as and when the HHS book or IS pad is exhausted, the enumerator should make necessary entries for all the items on the cover pages. After the revisional round again entries relating to the number of forms/slips used/cancelled/left blank etc., should be verified and corrected wherever necessary.

(ii) The enumerators should fill columns 8-34 of the HHS, strike the totals in the Household Schedule and post the totals in the working sheet for Enumerator's Abstract every day at the end of the day's work. This work should not be kept pending. *This point should be emphasized.*

(iii) The houseless population should be enumerated on the night of Feb. 28th 1991.

**IV. Revisional round**

During the revisional round the enumerators should visit *all* the houses once again and update the entries made wherever necessary. Wherever there is any change in the data collected, the necessary corrections have to be made in the Working Sheet for the Enumerator's Abstract also.

**V. Preparation of Abstracts**

Thereafter the enumerators must total the figures in the Working Sheet for Enumerator's Abstract for normal, institutional and houseless households and fill the Enumerator's Abstract. Great care should be taken while doing this since it is from these figures that we calculate the provisional population totals.

Section 1 of the AHL will then have to be filled.

**VI. Handing over the records**

An inventory of the records of enumeration blocks has to be prepared by the enumerator in triplicate.

The Charge Officer should clearly explain how to fill this inventory in the training class.

(i) This inventory will be prepared by the enumerator in triplicate.

(ii) The enumerator will hand over the records after arranging them properly along with filled in inventory prepared in triplicate to the supervisor on 6-3-1991.

(iii) After obtaining the records the supervisor will verify them with inventory and hand over one copy of the inventory after affixing his signature thereon to the enumerator.

(iv) On the morning of 7-3-1991, the supervisor should hand over the records of all the blocks in his circle to the Charge Officer along with two copies of inventory after affixing his signatures thereon.

(v) The Charge Officer or the officer authorised to collect the records should return one copy of the inventory after affixing his signature and rubber stamp thereon in the acknowledgement of the records received.

(vi) The Charge Officer should also intimate the place and time at which the records would be received by them on 7-3-1991.

**VII. Arrangements for receipt of records**

The arrangements for the receipt of records from the Supervisors (and transmission of the same to the Charge Officers, where applicable) should be organised meticulously to avoid any delay in the compilation and communication of provisional population results and forwardal of records to the Regional Tabulation Offices etc.

**VIII. Booklet containing instructions to supervisors**

A separate booklet giving instructions to the supervisors and incorporating the supervisory diary is being prepared and supplied. The supervisors should be instructed to prepare the diary and submit the same to the Charge Officer along with the records. The Charge Officer during their inspection should also inspect the entries made in the diary and record their remarks thereon.

**IX. Handing over of notional maps and layout sketches of the houselisting operations**

In Circular No. 9 it is indicated that the notional maps and layout sketches relating to HLO may be supplied to the enumerators for preparing the layout sketches and notional maps required for the individual enumeration. The enumerators should now be instructed to return the notional maps and layout sketches relating to HLO along with the other enumeration records.

**X. Concession to employees drafted for census (work)**

The Government of Karnataka in their Order No. RD 4 ETC 90 dated 21-12-1990 have clearly spelt out certain concessions to be extended to the persons who will be working as enumerators and supervisors for the 1991 Census. It may be noted that these concessions are extended to those personnel drafted from aided as well as un-aided private institutions. The contents of this G.O. must be brought to the notice of all the enumerators and supervisors.

**XI.** Lastly, the enumerators and supervisors must be asked to enumerate as many households as possible by putting forth their best efforts on Saturdays and Sundays when it is likely that everyone will be at home. This is particularly necessary in urban areas. This point may be emphasised by the Charge Officers during the fourth round of training session.

Yours faithfully,

(Sd/-)

(SOBHA NAMBISAN)

*Directory of Census Operations, Karnataka.*

Copy to all as per mailing list.

ANNEXE-D.70

No. ADM 12 ACT 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore - 560 027.
Date : Jan. 07, 1991

To

All the Principal Census Officers

Sir,

Sub : Payment of fixed Travelling Allowance to Census Charge Officers, Additional Charge Officers and Assistant Charge Officers.

Ref : Government of Karnataka Order No. FD 5 BCF 90 dated 05-07-1990 and RD 3 ETC 90 [P] dated 01-01-1991.

I am enclosing a copy of the Order No. RD 3 ETC 90(P) dated 01-01-1991 regarding payment of Fixed TA for all the Rural Charge Officers, Urban Charge Officers and Officers/Officials designated as Additional & Assistant Charge Officers for journeys undertaken within their jurisdiction exclusively for census work.

The expenditure is debitable to the Head of Account "8000—00—287—0—00—Census, Survey & Statistics".

Since the item on which the expenditure incurred is reimbursable by the Government of India, the Principal Census Officers are requested to include this expenditure including the expenditure incurred by their sub-ordinate Officers of their jurisdiction in their monthly expenditure statement and forward the same to this office on or before 10th of the succeeding month.

Yours faithfully.

(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka.*

Copy to:

As per mailing list.

PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub: 1991 Census—Payment of Fixed Travelling Allowance to Census Charge Officers, Additional Charge Officers and Assistant Charge Officers.

Read :

(1) Government Order No. FD 5 BCF 90, dated 05-07-90.

(2) Letter No. ADM 12 ACT 90, dated 19-12-90 of the Director of Census Operations, Karnataka.

**Preamble:**

A sum of Rs. 340.82 lakhs has been released from the contingency fund towards expenditure connected with 1991 Census.

The Director of Census Operations, Karnataka has informed that Census Charge Officers, Additional Census Charge Officers and Assistant Census Charge Officers have to travel extensively for supervision of the training classes in the case of Charge Officers and for actually conducting the classes at the Hobli level in the case of Additional and Assistant Charge Officers. They will therefore be eligible for payment of T.A./D.A. while on tour. She has further informed that other States in the Country are paying Fixed T.A./D.A. to the Census Charge Officers, Additional Charge Officers and Assistant Charge Officers which will be re-imbursed subsequently by the Government of India. She has therefore requested the State Government to make a similar provision for payment of Fixed T.A./D.A. to the Charge Officers, Additional Charge Officers and Assistant Charge Officers for a period of 4½ months commencing from November 1990 to 15th March 1991. She has further stated that the entire expenditure on the payment of T.A./D.A. will be met from out of Rs. 340.82 lakhs already released vide G.O. referred above for expenditure on Census.

The proposal of the Director of Census has been considered and hence this Order.

**Government Order No. RD ETC (P), Bangalore dated 1st Jan. 1991.**

Sanction is accorded for payment of Fixed T.A. to the Charge Officers, Additional and Assistant Charge Officers engaged/appointed in connection with 1991 Census for a period of 4½ months from November

1990 till 15th March 1991 for extensive travel within their jurisdiction for Census work. The rates are as follows:

| | | |
|---|---|---|
| 1. | Rural Charge Officers | Rs. 150/- p.m |
| 2. | Urban Charge Officers | Rs. 125/- p.m. |
| 3. | Officers/Officials designated as Additional & Assistant Charge Officers | Rs. 100/- p.m |

2. For journeys outside their jurisdiction exclusively for Census work, all Census Charge Officers will claim T.A./D.A. at the rate applicable to them under State Government Rules.

3. The expenditure on this account is debitable to the head of account "8000-00-287-0-00-Census, Survey and Statistics".

4. The Expenditure on payment of Fixed T.A./D.A. is reimbursable from Government of India in full. The Director of Census Operations, Karnataka shall take-up the matter with Government of India for getting reimbursement

*By Order and in the Name of*
*the Governor of Karnataka.*

(Sd/-)

(ARIFULLA SHARIFF)

*Under Secretary to Government,*
*Revenue Dept. (Scarcity Relief)*

To

1. The Accountant General (A&E), Karnataka, Bangalore.
2. All the Secretaries to Government.
3. All the Divisional Commissioners of Divisions.
4. All the Deputy Commissioners of Districts.
5. All the Chief Secretaries of Zilla Parishads.
6. All the Heads of Departments.
7. The Commissioner, Corporation of City of Bangalore/ Mysore/ Mangalore / Belgaum / Gulbarga/Hubli-Dharwad.
8. The Commissioner, Bangalore Development Authority, Bangalore.
9. The Secretary, Karnataka Legislature, Vidhana Soudha, Bangalore.
10. The Registrar, High Court of Karnataka, Bangalore.
11. The Secretary, Karnataka Public Service Commission, 'Park House', Bangalore.

(9, 10, 11 with covering letter)

12. The Assistant Commissioners of all Sub-Divisions.
13. The Director of Census Operations, Karnataka, No. 21/1, Mission Road, Bangalore-560 027 for information.

Copy to:

1. Sri A. R. Nanda, Registrar General & Census Commissioner, India Government of India, Ministry of Home Affairs, No. 2A, Mansingh Road, New Delhi-110 011 for information.
2. The Private Secretary to Chief Secretary to Government of Karnataka, Vidhana Soudha, Bangalore for information.

ANNEXE-7).71

तार : मैसेन्सस
Gram : MYCENSUS

दूरभाष : Per . 223312
Telephone : Office : 223312

ADM 2 ACT 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं० 21/1, मिशन रोड
No. 21/1, Mission Road,
बेंगलूर - 560 027
Bangalore - 560 027.
तारीख/Date 21-01-1991

To

As per mailing list.

Sir,

Sub: Payment of Honorarium for preparation of Abridged Houselist--Census 1991--

I am enclosing a copy of Government of Karnataka Order No. RD 3 ETC 90 (P) dated 10-01-1991 regarding the Honorarium to be paid to Census Clerks entrusted with the work of preparations of Abridged Houselist. This Order is in modification of their Order No. RD 16 ETC 90 (P) dated 24-09-1990. Therefore action may be taken for the drawal and disbursement of the honorarium to the staff deployed for preparation of Abridged Houselist

The expenditure on this account may be debited to the Head of Account "3454—Census, Survey and Statistics—01—Census—800—Other expenditure-1—Census Establishment".

A consolidated statement from the Principal Census Officers incorporating the expenditure incurred by their Charge Officers and Municipal Corporations of their jurisdiction may be sent to this office on or before 10th of every month. The statements due from April, 1990 may also be sent to this office early.

Yours faithfully,

(Sd/-)

(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka.*

Encl: as above

PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub:

Census—1991—preparation of Abridged Houselist—enhancement of honorarium— order — regarding.

Read :

(1) G.O. No. RD 16 ETC 90(P), dated 24-9-1990.

(2) Letter No. G 18020/5/90-BC, dated 19-10-1990 of Joint Registrar General, India conveying enhancement of Honorarium for preparation of Abridged Houselist.

Preamble :

In the Government Order read at Sl. No. (1) above, sanction was accorded for the payment of Honorariam at the rate of Rs. 12/- for an average population of 6,000 or part thereof to Census clerks entrusted with the work of preparation of Abridged Houselist in connection with the Census Operation--1991.

The Director of Census Operation in Karnataka, Bangalore in her letter No. ADM 2 ACT 90, dated 15th November 1990 has stated that the Registrar General, India, Ministry of Home Affairs has conveyed sanction of Government of India to the payment of Honorarium at Rs. 1,200/- for an average population of 3 lakhs for preparation of Abridged Houselist in supersession of the rates fixed earlier.

**Government Order No. RD 3 ETC 90 (P), Bangalore, dated 10th January 1991.**

In supersession of the Government Order of even number dated 24th September 1990, Government is pleased to accord sanction for payment of Honorarium to the staff engaged in the preparation of Abridged Houselist in connection with Census--1991 Operations at the rate of Rs. 1,200/- (Rupees one thousand and two hundred only) for an average population of 3.00 lakhs.

2. Sanction is also accorded to authorise the Deputy Commissioner of the District for payment of honorarium at the above rates.

3. Expenditure on this account will be initially made under the head "3454-Census, survey and Statistics-01-Census-800-other expenditure-I-Census establishment".

4. The entire expenditure will be reimbursed by the Government of India through the Accountant General in Karnataka, Bangalore for making necessary adjustment.

5. This Order issues with the concurrence of Finance Department vide their U.O. Note No. FD 2343 Expenditure-VII 90, dated 3-1-1991.

*By order and in the Name of the Governor of Karnataka*

(Sd/-)

(ARIFULLA SHARIFF)

*Under Secretary to Government, Revenue Dept. (Scarcity Relief)*

To:—

The Accountant General (A&E), Karnataka, Bangalore.

The Director of Census Operations, Karnataka, No. 21/1, Mission Road, Bangalore-560 027.

All the Divisional Commissioners of Divisions.

All the Deputy Commissioners of Districts.

Commissioner of City Corporation of—

Bangalore/Mysore/Hubli/Dharwad/Belgaum/Gulbarga/Mangalore.

Commissioner, Bangalore Development Authority, Bangalore.

Finance Department (Exp.-VII).

ANNEXE-D.72

तार : मैसेन्सस
Gram : MYCENSUS

दूरभाष : Per :
Telephone : Office : 223312
223312

No. ADM 8 ACT 90 (SPA)

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिशन रोड
No. 21/1, Mission Road,
बेंगलूर-560 027
Bangalore - 560 027.
तारीख/Date : 23-1-1991

To

All the Principal Census Officers

Sir,

Sub : Payment of Special Allowance to Clerks of the Municipalities and other towns where no clerical assistance is given—sanction regarding.

The Government of Karnataka have in their Order No. RD 9 ETC 89 dated 12-03-90 sanctioned clerical assistance to the following City Corporations and larger Municipalities to carryout the 1991 Census: (1) Bangalore City Corporation, (2) Hubli-Dharwad Municipal Corporation, (3) Mysore City Corporation, (4) Mangalore City Corporation, (5) Belgaum City Corporation, (6) Gulbarga City Corporation, (7) Bangalore Development Authority, (8) Davangere, (9) Bidar, (10) Raichur, (11) Bellary, (12) Hospet, (13) Tumkur, (14) Mandya (15) Shimoga, (16) Gadag-Betageri & (17) Bijapur.

In other places one of the clerks in the concerned City or Town Municipal Council is looking after the census duties. In order to encourage the clerks entrusted with the Census work in addition to his normal duties and where no separate clerical assistance is provided, the grant of a special allowance was drawing attention of the Government. The State Government has accorded sanction in their order No. HUD 27 KMR 90 Bangalore dt. 27-12-90 to draw special allowance of Rs. 50/- p.m. for a period of 14 months from 01-01-90 to 28-02-91 to the Second Division Clerks (Assistants) and First Division Clerks (Assistants) who perform Census work in the Local Bodies (as per the list enclosed) in addition to their normal work.

The expenditure on this account will initially be met from the funds of the respective Municipalities/ Local Bodies and reimbursed by the Government of India subsequently. In regards to the head of account for debiting this expenditure, accounting the expenditure and forwarding the monthly expenditure statement, this office letter No. ADM 12 ACT 90 dated 07-01-91 may please be referred to.

Please note that only one clerk, whether a First Division Clerk or Second Division Clerk is eligible for the Special allowance in each of these Municipalities.

Yours faithfully,

(Sd/-)
(SOBHA NAMBISAN)
*Directory of Census Operations, Karnataka*

Encl : As above
Copy to : As per mailing list.

## PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub :

Payment of Special allowance to staff engaged in Census Work, Sanctions—reg.

Read

1. Order No. RD 9 ETC 90 dt. 12-3-1990.
2. D.O. Letter No. ADM 7 ACT (SPA) 90 dated 9-7-1990 from the Joint Director, Census Operations Karnataka, Bangalore.

**Preamble**

In the Government order read at (1) above, Government has sanctioned clerical assistance to City Corporations, Larger City Municipalities and 175 Taluks of

the State for Census Operations 1991. But the additional clerical posts to deal with census matters were not sanctioned to the remaining City Municipal Councils and Town Municipal Councils. One of the clerks in the City Municipal Council/Town Municipal Councils has been entrusted with the Census duties. In order to encourage census Clerks of the Town Municipal Councils/City Municipal Councils/Notified Area and Cantonment Boards where there is no additional clerical assistance, are entrusted with Census work in addition to their normal duties. The Registrar General and Census Commissioner, India in his letter No. 2/3/89 (Ad-ii) Karnataka dated 21-06-90 has stated that a special allowance may be sanctioned to the clerical staff engaged in census work in City municipal Councils/Town Municipal Councils, Notified Area & cantonment Board, etc for a period of 14 months from 01-01-1990 to 28-02-1991.

**GOVERNMENT ORDER NO. HVD 27 RMR 90. BANGALORE DATED 21-12-1990**

Sanction is therefore, accorded for a Special allowance of *Rs. 50/- (Rupees Fifty only) per month for a* period of 14 months from 1-1-1990 to 28-2-1991 to the Second Division Clerks (Assistants) and First Division Clerks (Assistants) who perform Census work in the Local Bodies (as per the list enclosed) in addition to their normal work.

The expenditure on this account will initially be met from the funds of the respective Municipalities/ Local Bodies and reimbursed from the Government of India subsequently.

This order issues with the concurrence of the Finance Department vide their Note No. FD 1739 Expenditure 3/90 dated 7-12-1990.

*By order and in the Name of the Governor of Karnataka*

(Sd/-)

(B. L. PATIL)

*Under Secretary to Government*

*Housing & Urban Dev. Department.*

**City Municipalities/Town Municipalities/Cantonments/Sanitary Boards where No Clerical Assistance for Census 1991 Works/given**

| Sl. No. | Name of the District | MUNICIPALITIES | | Sanitary Board | Notified Area Committee | Cantonment Board |
|---|---|---|---|---|---|---|
| | | City Municipal Council | Town Municipal Council | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. | BANGALORE | | 1. Anekal<br>2. Yelhanka | H.A.L. | I.T.I. | |
| 2. | BANGALORE RURAL | | 1. Devanhalli<br>2. Dod Ballapur<br>3. Hoskote<br>4. Kanakapura<br>5. Magadi<br>6. Ramanagaram<br>7. Vijayapura<br>8. Channapatna | | | |
| 3. | BELGAUM | Nippani | 1. Athni<br>2. Bail Hongal<br>3. Chikodi<br>4. Gokak<br>5. Hukeri<br>6. Konnur<br>7. Khanapur<br>8. Kudchi<br>9. Mudalgi<br>10. Ramdurg<br>11. Raybag<br>12. Sadalgi<br>13. Sankeshwar<br>14. Saundatti—Yellamma | | Gokak falls | Belgaum |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| 4. | BELLARY | | 1. Amaravati<br>2. Hadagalli<br>3. Harpanahalli<br>4. Kamalapuram<br>5. Kampli<br>6. Kotturu<br>7. Sirvguppa<br>8. Tekkalakote | | | |
| 5. | BIDAR | | 1. Basavakalyan<br>2. Bhalki<br>3. Chitgoppa<br>4. Homnabad | | | |
| 6. | BIJAPUR | Bagalkot | 1. Badami<br>2. Basavana Bagevadi<br>3. Guldagudda<br>4. Hungund<br>5. Ilkal<br>6. Indi<br>7. Jamkhandi<br>8. Kerur<br>9. Mahalingpur<br>10. Muddebihal<br>11. Mudhol<br>12. Rabkavi—Banhatti<br>13. Sindgi<br>14. Talikota<br>15. Terdal | | Almatti—Sitimani | |
| 7. | CHIKAMAGALUR | Chikmagalur | 1. Birur<br>2. Kadur<br>3. Tarikere | | | |
| 8. | CHITRADURGA | Chitradurga | 1. Challakere<br>2. Harihar<br>3. Hiriyur | | | |
| 9. | DAKSHINA KANNADA | | 1. Baindur<br>2. Bantval<br>3. Karkal<br>4. Kundapura<br>5. Mudbidri<br>6. Mulki<br>7. Puttur<br>8. Saligram<br>9. Suratakal<br>10. Udupi | | | |
| 10. | DHARWAD | Ranibennur | 1. Alnavar<br>2. Annigeri<br>3. Byadgi<br>4. Gajendragarh<br>5. Hangal<br>6. Haveri<br>7. Kundgol<br>8. Lakshmeshwar | | | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| | | | 9. Mulgund<br>10. Mundargi<br>11. Naregal<br>12. Navalgund<br>13. Nargund<br>14. Ron<br>15. Savanur<br>16. Shiggaon | | | |
| 11. | GULBARGA | | 1. Aland<br>2. Chitapur<br>3. Gurmatkal<br>4. Sedam<br>5. Shahabad<br>6. Shahpur<br>7. Shorapur<br>8. Yadgir | | 1. Bhimarayanagudi<br>2. Narayanapur<br>3. Shahabad ACC<br>4. Wadi ACC | |
| 12. | HASSAN | Hassan | 1. Arsikere<br>2. Belur<br>3. Channarayapatna<br>4. Hole Narsipur<br>5. Sakleshpur | | | |
| 13. | KODAGU | | 1. Madikeri | | | |
| 14. | KOLAR | 1. Kolar<br>2. Robertson pet | 1. Bangarapet<br>2. Chik Ballapur<br>3. Chintamani<br>4. Gauribidanur<br>5. Malur<br>6. Mulbagal<br>7. Sidlaghatta | | | |
| 15. | MANDYA | | 1. Maddur<br>2. Malavalli<br>3. Pandavapura<br>4. Shrirangapattana | | Krishnarajasagara | |
| 16. | MYSORE | | 1. Bannur<br>2. Chamarajnagar<br>Rangasamudram<br>3. Gundlupet<br>4. Hunsur<br>5. Kollegal<br>6. Krishnarajanagara<br>7. Nanjangud | | 1. Chamundi betta<br>2. Malai Mahadeswara Hills | |
| 17. | RAICHUR | | 1. Koppal<br>2. Lingsugur<br>3. Manvi<br>4. Mudgal<br>5. Sindhnur<br>6. Gangavati | | Hatti gold mines | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| 18. | SHIMOGA | | 1. Sagar<br>2. Shikarpur<br>3. Tirthahalli<br>4. Bhadravati | | 1. Jog falls<br>2. Bhadravati New Town | |
| 19. | TUMKUR | | 1. Chiknayakanhalli<br>2. Kunigal<br>3. Sira<br>4. Madhugiri<br>5. Tiptur | | | |
| 20. | UTTARA KANNADA | 1. Dandeli<br>2. Karwar | 1. Ankola<br>2. Bhatkal<br>3. Haliyal<br>4. Honavar<br>5. Kumta<br>6. Sirsi | | | |

(Sd/-)
(B.L. PATIL)
*Under Secretary to Government*
*Housing & Urban Dev. Department*

ANNEXE-D.73

D.O. No. TCH 36 CPO 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक
DIRECTORATE OF CENSUS OPERATIONS, KARNATAKA

SOBHA NAMBISAN, I.A.S.,
*Director of Census Operations,*
*Karnataka*

नं : 21/1, मिशन रोड
No. 21/1, Mission Road,
बेंगलूर-560 027
Bangalore - 560 027

दिनांक/Dated the 24, January 1991

Dear

We have now almost completed the preparations for the 1991 Census. On the eve of the Census I request you to review in detail the preparations made with the District Census Officer and Charge Officers.

Briefly, during the first week of Februarv enumerators and supervisors will be required to prepare the notional maps and layout sketches of the blocks. They will commence the enumeration from 9th February 1991. Every alternate day is to be devoted completely to the Census from 5th February 1991 onwards.

The only exception to this is in the case of the teachers for single teacher schools who will have to attend the school for half the day and attend the census duty during the remaining half of the day. The period from 1st to 6th March 1991 is to be devoted entirely to the Census by all enumerators, including those who are teachers of single teacher schools. The enumerators have to complete the revisional round during 1st-5th March and submit all the records to the Supervisors by 6-3-1991. The supervisors will not be required to attend their office/schools till 8-3-1991 since they have to hand over the records to the Charge Officers. Soon after that as explained in our Circular No. 11 the provisional population totals for the charge have to be struck and intimated to the Principal Census Officer and the Director of Census Operations, Karnataka by 8-3-1991. The district totals have to be intimated to us and to the Registrar General, India, New Delhi by 11-3-1991.

It is presumed that all the enumerators have been given the Individual Slip pads, Household Schedules and other materials required for the enumeration by the end of January. This may kindly be reviewed and confirmed by you.

I request you to emphasise, during your review of the preparations, the importance of adhering to the calendar of events given above so as to complete all stages of work systematically within the time allotted. In particular please discuss the arrangements which charge officers will be making to collect back the records from the enumerators and supervisors. Since this exercise is to be completed by the 7th March morning, a certain amount of co-ordination and planning will be required.

You may also kindly review the arrangements being made for supervision during the time of actual enumeration. The charge officers and their sub-ordinate officials should be instructed to tour widely and ensure that all enumerators are doing their work properly. I shall be grateful if you could permit your District Census Officer also to be away for sometime from his regular duties during this period so that he can tour extensively and supervise the enumeration. Please ensure that the District, Additional District Census Officers and the Deputy Directors of Census Operations of Regional Tabulation Offices are provided with vehicles so that they will have no difficulty in supervising the actual enumeration.

As you are aware, many charges in your district had shown an unexpectedly low population growth at the time of the Houselisting Operation. The reason given for this is almost invariably the success of the Family Planning drive. Since this cannot be sufficient explanation, it is possible that there has been some under enumeration in some areas. I therefore request you to instruct the charge officers to ensure that no areas or houses are left out and that special care is taken to enumerate all persons residing in the house. The enumerators may be asked to ensure in particular that children are not left out of the count.

I hope you have already taken sufficient steps to ensure adequate publicity to the census before and during the period of enumeration, as requested in our letter No. CEN/2/PUB/90 dated 1-1-1991. Please ensure that your district newspapers give sufficient publicity to the commencement of the enumeration on the morning of 9-2-1991.

I have received great help and support during the preparatory stage from the State Government as well as from the Principal Census Officers and their subordinates. We have now reached the last stage and ultimate goal of these preparations. In order to ensure that our past endeavours bear fruit, we should take special pains now during the period of actual enumeration. I am sure that under your able guidance and with your enthusiastic co-operation the 1991 Census will be completed successfully.

I shall appreciate a reply from you indicating the action taken on this letter.

Yours sincerely,
(Sd/-)
(SOBHA NAMBISAN)

Sri

(1) Deputy Commissioners of all the Districts.

(2) Commissioners of all the six City Corporations.

(3) Commissioner, B.D.A.

ANNEXE D.74

तार : मैसेन्सस
Gram : MYCENSUS

दूर भाष : 223312
Telephone : 223312

No. TCH 36 CPO 90

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिशन रोड
No. 21/1, Mission Road
बेंगलूर-560 027
Bangalore - 560 027.

तारीख/Dated the 28, January 1991

To

All the Principal Census Officers

Sir,

SUB: Enumeration of foreign nationals.

As in the previous censuses, foreign nationals also should be enumerated in the normal course during the enumeration period. Foreigners who are visitors and may be moving from place to place between 9th to 28th February 1991 are to be enumerated as visitors wherever they are found provided they intend to stay in this country on 1st March 1991. If they are not enumerated during the enumeration period, atleast during the revisional round they should be enumerated after ensuring that they have not been counted anywhere else and were in the country on 1st March 1991.

It is however clarified that diplomats and their families are not to be enumerated.

The above clarifications may please be brought to the notice of all the field staff during the last round of training which may be already in progress.

Yours faithfully,
(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations*
*Karnataka*

Copy to:

All as per the Mailing List.

ANNEXE—D.75

तार : मैसेन्सस
Gram : MYCENSUS

दूर भाष : 223312
Telephone : 223312

No. TCH 36 CPO 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिशन रोड
No. 21/1, Mission Road
बेंगलूर-560 027
Bangalore - 560 027

तारीख/Date 25-02-1991

To

All the Principal Census Officers.

Sir,

Sub: Census of India, 1991—Enumeration of houseless population—Arrangements—reg.

In continuation of this office letter of even number dated 24-1-91, I am forwarding herewith a copy of letter No. GNL: 198-90-91 dated 4-2-91 issued by the Director General & Inspector General of Police for your kind information and necessary action.

The Contents of the said letter may kindly be brought to the notice of all the charge officers so that they may avail Police Assistance wherever necessary for the enumeration of houseless persons.

Yours faithfully,
(Sd/-)
(B. S. NARASIMHA MURTHY)
*Joint Director of Census Operations, Karnataka*

Encl: One

Copy of D.O. letter No. TCH 36 CPO 90 dt. 24-1-1991 from the Director of Census Operations, Karnataka, Government of India, Ministry of Home Affairs, Directorate of Census Operations, 21/1, Mission Road, Bangalore 560027, addressed to the Director General of Police, Nrupathunga Road, Bangalore 560002.

Sub: Census of India 1991—Enumeration of Houseless persons—Police protection to Enumerators—Providing of—reg.

The Population Census of *1991* commences simultaneously all over Karnataka as in the rest of the country on 9th Feb. 1991 and will continue till 5th March 1991. The reference moment for the Census is sunrise on 1st March 1991. All persons living in the houses will be enumerated between 9th February 1991 to 28th February 1991 and the houseless persons will be enumerated during the night of 28th February 1991 after they settle down for the night. Since houseless persons who sleep on the roadside, pavements, under staircases, in temples, dharmashalas, mantaps, railway and bus stations, etc., will only be available after ten O' clock in the night, their enumeration is to be taken up only after 10 p.m. on 28th February 1991.

We have already instructed all our enumerators to note the likely places where houseless persons will be found in their blocks and to enumerate them on the night of 28th February 1991.

Some of these enumerators may need police assistance as they will be working during unusual hours and also are likely to come across rowdy elements, drunkards etc.

The Commissioners of the Corporations and City Municipalities, Tahsildars of the taluks, Chief Officers of the Municipal towns, etc., who are the Census Officers will contact the local police establishments if any police assistance is needed.

I shall be very thankful to you if you could please issue necessary instructions immediately to the Police Officers at all levels in the State to extend their co-operation to our enumeration staff on the night of 28th February 1991.

A copy of the instructions issued by you may please be forwarded to me for my reference.

Yours faithfully,
(Sd/-)
*for Director General* of *Police.*

No. GNL : 198 : 90-91 Office of the Director General & Inspector General of Police, Karnataka State, Bangalore.

Dated : 4-2-1991

To

1. The Addl. Director General & Commissioner of Police, Bangalore City.
2. The Commissioners of Police, Mysore City/Hubli-Dharwad.
3. All Range Dy. Inspectors General of Police.
4. All Superintendents of Police of districts (including KGF).

Sir,

Sub: Census of India—1991—Enumeration of Houseless persons—Police protection to Enumerators—Providing of—reg.

Copy of D.O. letter No. TCH 36 CPO 90 dt. 24-1-91 received from Director of Census Operations, Karnataka, Government of India, Ministry of Home Affairs 21/1, Mission Road, Bangalore, is sent herewith, with a request to provide protection to the enumerators on 28-2-1991.

Yours faithfully,

(Sd/-)

*for Director General and Inspector General of Police.*

ANNEXE - D.76

Gram : MYCENSUS

Phone : 223312
223306

No. TCH 45 CPO 90

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore - 560 027.

Date : 28-2-1991

To

The Principal Census Officer
and Deputy Commissioner,
..... District,
.....

The Commissioner and Principal
Census Officer,
..... Municipal Corporation,
.....

Sir,

Sub: Census of India 1991—Communication of Provisional Population Totals—Special Charges—Regarding.

In enumeration Circular No. 11 I had indicated at para 39 that the Charge Officers of charges designated as Special Charges (Military areas) will communicate the Provisional Population Totals for their jurisdiction both to the Director of Census and the Principal Census Officers or the City Census Officers (as the case may be) by a special communication.

I am now forwarding you herewith a list of the Special Charges situated in your jurisdiction and the name of the Military Census Officer from whom you ›uld receive the Provisional Population Totals. ›u may keep in touch with them for obtaining the ›visional figures from them.

In reiteration of what has been indicated in enume- ›ion Circular No. 11 you are requested to include › figures of Special Charges situated in your juris- ›tion also while reporting provisional figures for ur district or corporation as the case may be. At › time of reporting the provisional figures specific ›ntion should be made that the figures for Special ›arges have also been taken into account.

These instructions may please be brought to the notice of all concerned with the reporting of the Provisional Population Totals.

Yours faithfully,

(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka.*

Encl: One
Copy to all the Military Census Officers.

(Sd/-)
*Director of Census Operations,*
*Karnataka*



59—13 RGI/ND/96

ANNEXE - D.77

तार : मैसेन्सस
Gram : MYCENSUS

दूरभाष
Telephone { 223312

No. ADM 10 ACT 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिशन रोड,
No. 21/1, Mission Road,
बेंगलूर - 560 027.
Bangalore - 560 027.
तारीख/Date : 4-3-1991

To

As per mailing list.

Sir,

Sub: 1991 Census—payment of clerical assistance, office expenses, petrol, miscellaneous, TA/DA to Enumerators and Supervisors.

Ref: G. O. No. FD 5 BCF 90 dt. 5-7-1990.

The Government of Karnataka in their Order No. FD 5 BCF 90 dated 5-7-1990 had released a sum of Rs. 340.82 lakhs from the contingency fund of the State initially under the Head of Account '8000-00-287-0-00 Census, Survey and Statistics' towards incurring expenditure on Clerical Assistance, Office Expenses, Petrol, Miscellaneous and TA/DA to Enumerators and Supervisors. This advance sanctioned has been recouped to the Contingency Fund by the State Government by obtaining a Supplementary Grant. The expenditure to be incurred subsequent to supplementary estimate has been classified under the major Head and minor Heads of accounts as shown below:

"3454 Census Survey & Statistics-01-Census-800 Other Expenditure"

I. Census Establishment

1. Salaries.
2. Travel Expenses.
3. Office Expenses.
4. Other Expenses.
5. Publications.

II. TA to Enumerators and Supervisors of Census 1991.

Therefore, you are requested to indicate the final Head of Account as noted above in all the future bills to avoid any misclassification.

Yours faithfully,

(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations, Karnataka*

ANNEXE - D.78

SPEED POST

तार : मैसेन्सस
Gram : MYCENSUS

दूरभाष
Telephone { 223312

No. ADM 10 ACT 90

भारत सरकार
GOVERNMENT OF INDIA

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

जनगणना निदेशक का कार्यालय, कर्नाटक
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

नं : 21/1, मिशन रोड,
No. 21/1, Mission Road,
बेंगलूर - 560 027.
Bangalore - 560 027.
तारीख/Date : 18-3-1991

To

All the Principal Census Officers
All the District & City Census Officers
All the Charge Officers
All the Military Census Officers

Sir,

Ref : G.O. No. RD 1 ETC 91 Bangalore dated 15-3-1991.

I am enclosing a copy of the Government Order referred to above. An additional amount of Rs. 1,07,14,400 has been provided to meet the expenditure on TA/DA, Clerical Assistance, fuel charges and honorarium for writing the Abridged Houselist. The same mode of payment as followed hitherto for payment of TA/DA for enumerators, salary of census clerks etc. should be followed. Please note however that the head of account is now "3454-Census Survey & Statistics-01-Census-800-Other Expenditure—I Census Establishment 1 Salaries/2 Travel Expenses/3 Office Expenses/4 Other Expenses/5 Publications. II TA to Enumerators and Supervisor of Census 1991". This has been already brought to your notice vide our letter No. ADM 10 ACT 90 dated 4-3-1991.

In the following districts, the expenses towards the TA/DA payable to the enumerators and supervisors engaged on Census work in strictly Military areas should also be paid by the Deputy Commissioner on presentation of payees receipt :

Deputy Commissioner — Bangalore urban
Deputy Commissioner — Belgaum
Deputy Commissioner — Bellary
Deputy Commissioner — Bidar
Deputy Commissioner — Chikmagalur
Deputy Commissioner — Dakshina Kannada
Deputy Commissioner — Hassan
Deputy Commissioner — Mysore
Depputy Commissioner — Uttara Kannada

The Deputy Commissioners are requested to send us the consolidated statement of expenditure by 20-4-1991.

Please note that the amount required for TA/DA etc. *should* be drawn and disbursed before the end of March to avoid lapse of funds. You have already been requested to do the necessary calculations and keep the bills ready vide our telex messages No. ADM 26 ACT 89 dated 20-2-91 and 5-3-1991.

Please ensure that the amount due to the enumerators and supervisors is disbursed under the personal supervision of the Charge Officers so as to avoid complaints.

Yours faithfully,

(Sd/-)
(SOBHA NAMBISAN)
*Director of Census Operations, Karnataka*

Copy to :

All Military Census Officers with a request to follow the instructions in para 4 of the Government order referred to above. They are also requested to submit the expenditure statement to the concerned Deputy Commissioners for inclusion in the consolidated statement of expenditure.

(Sd/-)
*Director of Census Operations, Karnataka*

PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub : Release of additional amount of Rs. 1,07,14,400/- for payment of salaries—TA/DA, Petrol/ Diesel etc.

**Read:**

(1) Govt. order No. FD 5 BCT 90, dated 5-7-90.

(2) D.O. Letter No. ADM 10 ACT 90, dated 22-2-91.

(3) D.O. Letter No. ADM 10 ACT 90, dated 11-3-91 from Director of Census Operations, Karnataka, Bangalore.

**Preamble:**

A sum of Rs. 340.82 lakhs has been released by the State for incurring expenditure on Census work 1991 like payment of Salary to the staff, expenditure on fuel, T.A./D.A. to Enumerators/Supervisors and other miscellaneous expenditure out of the Contingency fund of the State Vide Govt. Order read at (1) above.

The Director of Census operations, Karnataka vide her Letter at Sl. No. (2) and (3) read above has informed that the amount of Rs. 340.82 lakhs released by the State Govt. has been distributed to various Deputy Commissioners in the State. She has requested the State Govt. to release an additional amount of Rs. 1,07,14,400/- (Rupees One Crore Seven lakhs fourteen thousand and four hundred only) for the following items:—

| | | |
|---|---|---|
| 1. Salary to Clerical staff engaged on Census work. | Rs. | 13,94,000/- |
| 2. TA/DA to Enumerators/Supervisors | Rs. | 89,22,000/- |
| 3. Petrol/Diesel | Rs. | 2,16,400/- |
| 4. Payment of Honorarium to AHL | Rs. | 1,82,000/- |
| Total | Rs. | 1,07,14,400/- |

As the amount of Rs. 340.82 lakhs released vide Govt. Order read at (1) above is insufficient to meet the expenditure on various items such as salaries to staff, fuel expenses, office expenditure, TA/DA to enumerators/Supervisors, TA/DA to the Defence Census Officers and Honorarium for the preparation of abridged House List. The proposals of the Director of Census Operations in Karnataka for release of additional funds has been examined. As the entire expenditure on Census works is re-imbursable by the Govt. of India it is felt necessary to release additional funds. Hence this order.

**Order No. RD 1 ETC 91, Bangalore, dated 15th March 1991.**

Sanction is hereby accorded for the release of additional amount of Rs. 1,07,14,400/- (Rupees One Crore Seven Lakhs Fourteen Thousand and Four Hundred Only) to meet the following expenditure on Census 1991:

| Name of the Head | | Additional Amount Sanctioned |
|---|---|---|
| 1. Salary to Clerical Census work | Rs. | 13,94,000.00 |
| 2. TA/DA to Enumerators/Supervisors including Defence Census officials. | Rs. | 89,22,000.00 |
| 3. Petrol/Diesel | Rs. | 2,16,400.00 |
| 4. Payment of Honorarium to AHL | Rs. | 1,82,000.00 |
| Total | Rs. | 1,07,14,400.00 |

2. The details of amount sanctioned to each district under various heads is indicated at Annexure 1 and 2 to this order.

3. The amount now sanctioned is reimbursable from Government of India in full. The Deputy Commissioners are requested to submit monthly expenditure statement to the Director of Census Operations in Karnataka, Bangalore who shall take up the matter with Government of India for getting reimbursement.

4. The Defence Census Staff will produce a Payee's receipt to the Deputy Commissioner and the Deputy Commissioner will release funds based on that Payees' receipt.

5. The expenditure on this account will be initially met under head of account "3454-Census Survey & Statistics-01-Census-800-Other Expenditure—I Census Establishment-1 Salaries/2 Travel Expenses/3 Office Expenses/4 Other Expenses/5 Publications. II TA to Enumerators and Supervisors of Census 1991."

6. This order issues with the concurrence of Finance Department vide Note No. FD 479 Exp-7/91, dated 15-3-1991.

*By order and in the name of*
*The Governor of Karnataka*

(Sd/-)
(ARIFULLA SHARIFF)
*Under Secretary to Government*
*Revenue Department*

To

1. The Accountant General (A&E), Karnataka, Bangalore.
2. The Director of Census Operations, 21/1, Mission Road, Bangalore.
3. The Divisional Commissioners of all the Divisions.
4. The Deputy Commissioners of all the districts.
5. The Director of Treasuries, Bangalore

6. The Commissioner, Bangalore Development Authority, B'lore.

7. The Commissioner, City Corporation, Bangalore/Mysore/Belgaum/Hubli-Dharward/Gulbarga/Mangalore.

Copy to:

(1) Commissioner & Secretary to Govt., Finance Dept. Vidhana Soudha.

(2) Finance Dept. (Expr-7) (Budget).

ANNEXURE I

**Annexure to Government Order No. RD 1 ETC 91 dated 15-03-91**

Additional amount allotted for Clerical Assistance, Petrol/Diesel (CIVIL)

| Name of District | Petrol/ Diesel | Clerical assistance |
|---|---|---|
| | Rs. | Rs. |
| Bangalore | 30,000 | 29,000 |
| Bangalore Rural | 18,000 | 57,900 |
| Chitradurga | 7,000 | 61,800 |
| Shimoga | 7,000 | 62,900 |
| Tumkur | 8,000 | 67,000 |
| Kolar | 8,000 | 70,600 |
| Bangalore City Corporation | 17,000 | 1,44,600 |
| Bangalore Development Authority | 5,000 | 11,400 |
| Chikmagalur | 6,200 | 54,100 |
| Dakshina Kannada | 7,800 | 60,500 |
| Hassan | 6,400 | 60,000 |
| Kodagu | 3,300 | 32,000 |
| Mandya | 5,500 | 55,000 |
| Mysore | 9,000 | 76,600 |
| Mysore City Corporation | 2,200 | 20,600 |
| Mangalore City Corporation | 1,300 | 10,600 |
| Bellary | 6,500 | 63,800 |
| Bidar | 8,500 | 48,200 |
| Gulbarga | 11,900 | 64,000 |
| Raichur | 8,800 | 68,800 |
| Gulbarga City Corporation | 1,300 | 10,600 |
| Belgaum | 8,200 | 46,700 |
| Bijapur | 4,300 | 56,100 |
| Dharwad | 11,200 | 69,700 |
| Uttara Kannada | 8,500 | 55,500 |
| Hubli-Dharwad Municipal Corporation | 3,300 | 25,400 |
| Belgaum City Corporation | 2,200 | 10,600 |
| Total | 2,16,400 | 13,94,000 |

ANNEXURE II

**Annexure to Government Order No. RD 1 ETC 91 dated 15-03-91**

Additional amount to Enumerators and Supervisors to 1991 Census in respect of TA/DA and Honorarium to Abridged Houselist

| | TA/DA | Honorarium for Abridged Houselist |
|---|---|---|
| | Rs. | Rs. |
| Bangalore | 5,21,600 | 6,800 |
| Bangalore Rural | 1,15,200 | 7,200 |
| Belgaum | 6,55,600 | 12,000 |
| Bellary | 3,92,200 | 8,000 |
| Bidar | 2,52,500 | 5,200 |
| Bijapur | 7,30,200 | 13,200 |
| Chikmagalur | 2,42,200 | 4,000 |
| Chitradurga | 3,90,000 | 8,600 |
| Dakshina Kannada | 6,07,000 | 10,000 |
| Dharwad | 5,03,800 | 10,000 |
| Gulbarga | 4,37,800 | 10,000 |
| Hassan | 3,05,700 | 6,400 |
| Kodagu | 64,400 | 1,200 |
| Kolar | 4,34,400 | 8,000 |
| Mandya | 2,62,200 | 6,800 |
| Mysore | 4,14,500 | 10,000 |
| Raichur | 4,00,400 | 10,000 |
| Shimoga | 3,70,200 | 8,000 |
| Tumkur | 3,26,400 | 8,600 |
| Uttara Kannada | 1,99,900 | 5,200 |
| Bangalore City Corporation | 4,64,000 | 12,000 |
| Bangalore Development Authority | 1,48,000 | 1,600 |
| Belgaum City Corporation | 1,21,800 | 1,600 |
| Gulbarga City Corporation | 1,58,800 | 1,600 |
| Hubli-Dharwad Municipal Corporation | 1,52,000 | 2,800 |
| Mangalore City Corporation | 1,35,800 | 1,200 |
| Mysore City Corporation | 1,15,400 | 2,000 |
| Total | 89,22,000 | 1,82,000 |

ANNEXE—D.79

Gram : MYCENSUS

Phone : 223312

No. ADM 2 ACT (Vol. II)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, KARNATAKA

No. 21/1, Mission Road,
Bangalore - 560 027,

Date 21-03-1991

To

As per mailing list

Sub:—Payment of Honorarium to enumeration Staff in connection with 1991 Census Main Operations.

Ref:—Government of Karnataka order No. FD-30-BUD-91 Bangalore dated 18-3-1991.

I am enclosing a copy of the Government of Karnataka order referred to above, regarding payment of honorarium to Enumerators, Supervisors and other Census Officers. The honorarium payable to Defence Census Officials for their enumeration work in the strictly military areas in certain District is shown separately in the same annexure. The rate of honorarium payable to the main census work to the various census staff is shown below.

| Designation | Rate of Honorarium of | |
|---|---|---|
| | Civil Census Staff | Defence Census Staff |
| | Rs. | Rs. |
| 1. Principal Census Officers | 1000 | 650 |
| 2. District Census Officers/Additional District Census Officers | 1000 | -- |
| 3. City Census Officers | 1000 | .. |
| 4. Sub-divisional Census Officers (They) may be paid the honorarium only if they were actively involved in the Census Operations. The Deputy Commissioner may decide this. | 800 | .. |
| 5. Charge Officers | 600 | 400 |
| 6. Assistant/Additional Charge Officers<br>(If the Assistant/Additional Charge Officers worked only for the main enumeration and not for the HLO they are payable only Rs. 400/-). | 600 | 400 |
| 7. Enumerators and Supervisors | 225 each | 225 each |

This honorarium is only for the main Census work and does not include the honorarium payable for writing the Abridged House list. Reserve enumerators and supervisors are not eligible for payment of honorarium.

The local Bodies such as municipal corporation, city municipalities, Bangalore Development Authority, Military Census Officers etc., will present their payees receipt for drawal of the honorarium to the Deputy Commissioners of the concerned district As stated in para 4 of the Government Order referred to above, the Deputy Commissioners are requested to disburse the amount before the end of this financial year i.e. 90-91. The expenditure may be debited to the following head of account.

8449 — Other Deposits

120 — Miscellaneous Deposits.

5 — Deposits of Grants made by Government of India.

09 — Deposit for payment of Honorarium to Enumerators/Supervisors Census Operations main operation.

The Charge Officers including Defence Charge Officers may furnish their expenditure statement in this regard to their respective Deputy Commissioners. The Deputy Commissioners are requested to consolidate the expenditure statement for payment of honorarium and forward the same to this office on or before 20th of April 91 positively.

(Sd/-)

(SOBHA NAMBISAN)
*Director of Census Operations,*
*Karnataka*

PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA
(FINANCE DEPARTMENT)

Subject : Census 1991—Payment of Honorarium to enumeration staff – Main operations.

Read : (1) G.O. No. FD 5 BCF 90, dt. : 19th June 1990.

(2) G.O. No. FD 5 BCF 90, dt. : 13th Aug. 1990.

(3) Corrigendum issued in No. : FD 5 BCF 90, dated : 27th August 1990.

(4) Letter No. G. 18020/5/89-BC, dt. 16th Feb. 91 from the Accounts Officer, Government of India, Ministry of Home Affairs, New Delhi.

(5) Letter No. ADM 2 ACT 91 (Volume II) dated : 25th February 1991 from the Deputy Director of Census Operations, Karnataka, Bangalore.

**Preamble**

In the Government Order read at Sl. No. (1) above, sanction has been accorded, among others for payment of Honorarium to the enumerators/supervisors, who are entrusted with census work by debit to "8449-Other Deposits-120-Miscellaneous Deposits-5-Deposits of grants made by Government of India-07-Deposits" for payment of Honorarium to enumerators for house listing operations.

2. The Government of India, Ministry of Home Affairs, in their letter referred to at Sl. No. (4) above have sent a cheque for Rs. 2,01,49,650/- to the Accountant General for payment of Honorarium to Enumerators/Supervisors, Charge Officers etc in connection with 1990-91 Census-Main Operations. The Accountant General, Karnataka, Bangalore has been requested in this departments letter No. FD 30 BUD 91, dated 25-2-1991 to credit this amount separately under "8449-Other Deposits-120-Miscellaneous Deposits-5-Deposits of Grants made by Government of India".

3. The Director of Census in her letter dated 25-2-1991 referred at S. No. (5) has requested to release a sum of Rs. 2,11,67,400/- for payment of Honorarium to enumerators and supervisors. Hence this Order.

**Government Order No. FD 30 BUD 91, Bangalore dated 18-3-1991.**

Sanction is accorded to the opening of a sub head '09'-deposits for payment of Honorarium to enumerators/supervisors, Census Operations-1990-91 main operation under the head of account '8449-Other deposits -120. Miscellaneous Deposits-5-Deposits of Grants made by Government of India' in the public Accounts and the Accountant General (A & E) Karnataka, Bangalore is requested to credit the sum of Rs. 2,01,49,650/- received from Government of India to this head of account. The amount is kept in deposit in the District Treasury (Urban) Bangalore.

2. The total amount required for payment of honorarium to enumeration Staff and other functionaries is Rs. 2,11,67,400/-. Sanction is accorded to release this amount in favour of Director of Census Operations, Karnataka. The Director of Census Operation shall prepare a payee's receipt for the total amount required for disbursement to the District Treasuries at the Districts other than the requirement of District Treasury, Bangalore (Urban) enclosing a distribution list and present the payee's receipt at the District Treasury Bangalore (Urban).

3. The District Treasury Officer, Bangalore (Urban) will issue a cheque for the total amount of the bill in favour of the Director of Census Operation. The Director, Census Operations, will get separate Demand Draft from Reserve Bank of India, Bangalore in favour of Deputy Commissioners payable at the agency banks of the concerned Districts. In respect of Bangalore (Rural) there is no need for a Demand Draft. The District Treasury Officer, Bangalore (Urban) will issue separate cheque in favour of Deputy Commissioner, Bangalore (Rural).

4. The Director of Census Operation will forward these Demand Drafts to the respective Treasuries and they inturn credit the amounts to the deposit head of account indicated in para (1) of the order portion. This head of account shall also be opened in all the District Treasuries for recording the transactions connected with payment of Honorarium to the enumerators-main operation. The District-wise distribution of Honorarium payable is enclosed to this order (Annexure). The Local Bodies such as Municipal Corporations, City Municipalities etc., will draw the amount on payee's receipt duly countersigned by the Deputy Commissioner concerned. The Military Census Officers will also draw the amounts on a payee's receipt duly countersigned by the Deputy Commissioner of the District concerned.

5. The total amount required for disbursement of Honoraria is Rs. 2,11,67,400/-. Whereas Government of India have released Rs. 2,01,49,650/-. As the amount to be incurred is more than the amount received from Government of India, it is ordered that a sum of Rs. 33.00 lakhs remaining unutilised under the head '8449-other deposits-120. Miscellaneous Deposits 5-Deposits of grants made by Government of

India-07-Deposits for payment of Honorarium to enumerators for house listing operation Census 1991' in Bangalore Urban District be transferred to the new head of account indicated in para (1) of the order portion and the Director of Census will draw the amount under "09" including the amount so transferred to the extent necessary.

6. The Accountant General (A&E), Karnataka, Bangalore is requested to issue necessary instructions to the District Treasuries to open the new head of account mentioned in para 1 of the order portion.

*By order and in the Name of the Governor of Karnataka*

(Sd/-)
(T.N. SURYANARAYANA)
*Under Secretary to Government,*
*Finance Department (Budget)*

ANNEXURE TO GOVERNMENT ORDER NO. FD 30 BUD 91 DATED : 18TH MARCH 1991

**Distribution of Honorarium payable to Enumerators, Supervisors, Charge Officers and Other Officers for Completion of Main Census 1991**

| Sl. No. | Name of the District | Amount |
|---|---|---|
| 1 | 2 | 3 |
| 1. | Bangalore | 6,41,200 |
| 2. | Bangalore Rural | 7,69,600 |
| 3. | Belgaum | 14,89,300 |
| 4. | Bellary | 8,67,700 |
| 5. | Bidar | 5,39,200 |
| 6. | Bijapur | 14,45,300 |
| 7. | Chikmagalur | 5,07,400 |
| 8. | Chitradurga | 9,99,900 |
| 9. | Dakshina Kannada | 11,41,800 |
| 10. | Dharwad | 13,29,500 |
| 11. | Gulbarga | 10,51,600 |
| 12. | Hassan | 7,47,300 |
| 13. | Kodagu | 2,53,700 |
| 14. | Kolar | 10,33,900 |
| 15. | Mandya | 7,03,200 |
| 16. | Mysore | 11,68,400 |
| 17. | Raichur | 10,31,200 |
| 18. | Shimoga | 9,68,300 |
| 19. | Tumkur | 10,22,500 |
| 20. | Uttara Kannada | 5,85,400 |
| 21. | Bangalore City Corporation | 14,00,600 |
| 22. | Bangalore Development Authority | 2,77,200 |
| 23. | Belgaum City | 1,62,000 |
| 24. | Gulbarga City | 1,55,200 |
| 25. | Hubli—Dharwad, Municipal Corporation | 3,68,400 |
| 26. | Mangalore City | 1,54,900 |
| 27. | Mysore City | 2,52,700 |
| | Total | 2,10,67,400 |

**Defence Census Office**

| 1 | 2 | 3 |
|---|---|---|
| 1. | Bangalore | 78,200 |
| 2. | Belgaum | 9,200 |
| 3. | Bellary | 1,800 |
| 4. | Bidar | 1,800 |
| 5. | Chikmagalur | 1,800 |
| 6. | Dakshina Kannada | 1,800 |
| 7. | Hassan | 1,800 |
| 8. | Mysore | 1,800 |
| 9. | Uttara Kannada | 1,800 |
| | Total | 1,00,000 |
| | Grand Total : | 2,11,67,400 |

MGIPCBE—S2—13/RGI/ND96—24-1-98—500