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**CENSUS OF INDIA 1961**

**CENSUS MANUAL—Part I**

**For**

**UTTAR PRADESH**



सत्यमेव जयते

**Law, Organisation, Housenumbering and  
Houselisting**

*Issued by .*

**CENTRAL CENSUS OPERATIONS  
UTTAR PRADESH  
LUCKNOW**

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## CHAPTER I

### THE LAW OF CENSUS

The legal basis of all Census Operations is the Census Act, 1948, reproduced at Appendix "A". A perusal of the Act will show that it provides for all eventualities likely to arise in the taking of the Census. The following notifications have been issued by the Central and State Governments under the Census Act :

#### Notifications issued by Central and State Governments

(i) Notification no. 2/115/59—Pub. I, dated December 5, 1959 of Government of India, Ministry of Home Affairs, under section 3 of the Act declaring that a Census of population of India shall be taken during the year 1961. The reference date for the Census will be sunrise on March 1, 1961.

(ii) Notification no. 5567/III—209 (24)-1947, dated August 8, 1950, of Government of Uttar Pradesh, General Administration Department, under sub-section (4) of section 4 of the Act delegating the power of appointing Census Officers to the Superintendent of Census Operations, Uttar Pradesh, all District Officers, all Additional District Magistrates, all Sub-Divisional Magistrates and all District Census Officers within their respective jurisdictions.

(iii) Notification no. 632-A/III—29-M-1959, dated April 12, 1960, of Government of Uttar Pradesh, General Administration Department, under sub-section (1) of section 8 of the Act directing all Census Officers to ask for the purpose of 1961 Census, of all persons within the limits of the local area for which they are respectively appointed, all such questions as may be necessary for collecting information relating to the items mentioned in the lists published in *U. P. Government Gazette*, dated April 23, 1960, page 600, Part I.

(iv) Notification no. 4422/III—209 (24)-1947, dated August 8, 1950, of Government of Uttar Pradesh, General Administration Department, under section 12 of the Act authorizing the District Magistrates to sanction prosecutions under the Act in respect of offences committed within their respective jurisdictions.

The above notifications are reproduced at the end of Appendix "A".

#### Salient features of the Act

Other salient features of the Census Act are given below :

(i) Under section 5 of the Act all Census Officers are deemed to be public servants within the meaning of the Indian Penal Code.

(ii) Under section 6, District Magistrates can direct the categories of persons mentioned therein to perform the duties of Census Officers in respect of those in their charge.

(iii) Under section 7 District Magistrates can call upon the categories of persons mentioned therein to give such assistance as required.

(iv) Under section 9 every occupier is bound to allow Census Officers access for the purpose of Census with due regard to custom. Every occupier is also bound to allow Census Officers to put such marks as may be necessary.

(v) Under section 10 Census Officers may leave a schedule with an occupier or manager for being filled up and he shall be legally bound to deliver the same duly filled in and signed to the Census Officer or his representative.

(vi) Section 11 provides for penalties for Census Officers and others.

(vii) Section 15 provides that records of Census are not open to inspection or admissible in evidence.

## CHAPTER II

### URBAN-RURAL CLASSIFICATION

Separation of urban areas from the rural is an extremely important step in the Census Operations as this distinction is maintained throughout. At the 1951 Census no uniform definition of urban area was adopted for the whole of the country. This time a uniform definition is being adopted in view of the growing need for international comparability of urban population and rapid industrialization.

The criteria of selection of cities and towns was laid down in Cities and Towns—Circular no. 1, dated October 29, 1959. On the basis of reports received, cities and towns for the 1961 Census, were selected and communicated to the districts in Cities and Towns—Circular no. 3, dated April 27, 1960. The districtwise list of cities and towns together with their code numbers and sub-numbers is given at Appendix "B".

#### Urban Criteria

The following kinds of places have been deemed to be urban areas :

- (1) All Municipalities and Notified Areas.
- (2) All Cantonments.
- (3) All localities though not in themselves local bodies yet are part of city or town agglomerations.
- (4) All places which satisfied all the three conditions, noted below, at the 1951 Census :
  - (i) Population exceeded 5,000,
  - (ii) at least three-fourth of the population depended on non-agricultural livelihood, and
  - (iii) density of population exceeded 1,000 persons per square mile.

#### Cities

All places of above categories have been treated as towns and such of them as have a population of one lakh and above have been treated as cities.

#### Difference from 1951 list

Though some new places have been added to the list since 1951, yet a large number of places treated as towns at the 1951 Census has been taken off the list for non-fulfilment of the above conditions. It is possible that as a result of the next Census some places not included in the list may qualify for being considered as cities or towns. Such places will be added to the list at the appropriate time.

### **Agglomeration**

A City or town can be an agglomeration of several local bodies or localities. When it is so, the word "Agglom" is written in brackets after the name in the list and the constituent units have been given underneath each unit bearing a code sub-number.

### **Arrangements**

Cities and towns of every district have been arranged in order of their population. Similarly, in the case of a city or town, which is an agglomeration, the constituent units have been arranged in the same order.

### **Rural Town Areas**

Town Areas which do not satisfy the urban conditions do not figure in the list and are being treated as rural for the 1961 Census. But, for the sake of administrative convenience, they are being treated as separate entities and are not being broken up into constituent revenue mauzas.

### **Special Studies**

Special study is being made of such cities and towns as have acquired a kind of local administration for the first time or have acquired a new kind of local administration or have undergone change in area since the Census of 1951. The points of investigation have been laid down in Cities and Towns—Circular no. 2, dated October 30, 1959. This will enable the undertaking of special study of the nature of development of urban localities, progressive urbanization and the growth and decay of cities and towns. Since this study has not much to do with the enumeration portion of the 1961 Census, its details are not being given here.

## CHAPTER III

### LOCATION CODE

#### Elements of the Location Code

The object of the Location Code is to identify every household. By giving a code number to a District, another to a Tahsil or Town, a third to a Village or Ward/Mohalla/Locality, and a fourth to a Census Household it becomes at once easy to locate the household. These four code numbers are called the elements of the Location Code. A code number can be simple or composite.

#### District Code Numbers

Code numbers to districts were allotted in Location Code—Circular no. 1, dated November 20, 1959. But with the creation of three more districts the code numbers had to be revised. Revised code numbers to districts were allotted in Location Code—Circular no. 5, dated March 22, 1960. They have been allotted from north-west to south-east by Commissioner's Divisions. In each division the districts were taken likewise. Code numbers of all districts are given in the list at Appendix "B". The north-westernmost district of Uttarkashi bears code number 1 and the south-easternmost district of Mirzapur bears code number 54.

#### Tahsil Code Numbers

In the rural area the second element of the Location Code denotes the code number of a tahsil in the district. Tahsils within a district have been taken in order from north-west to south-east. Tahsil code numbers are also given in the list at Appendix "B".

#### City/Town Code Numbers

For urban areas the second element of the Location Code denotes the code number of the urban area concerned within the district. While all other code numbers are given in Arabic or Devnagri numerals, *the code numbers of cities and town are in Roman numerals. e.g. I, II, etc.* Within a district cities and towns have been taken in order of their population. Where a city or town is an agglomeration, its constituent units have been given code sub-numbers in Arabic or Devnagri numerals separated by a hyphen. For example, if a city or town, which is an agglomeration, has a code number III, the constituent units have been numbered as III-1, III-2, etc. In an agglomeration the constituent units have also been arranged in order of their population. The code numbers of cities and towns with code sub-numbers of constituent units of agglomeration are given in the list at Appendix "B".

The principles of allotment of code numbers to tahsils and cities/towns were laid down in Location Code—Circular no. 2, dated December 2, 1959.

Code numbers to tahsils and cities/towns of all districts were communicated in Location Code—Circular no. 7, dated May 3, 1960. The same are reproduced at Appendix "B".

#### **Code numbers of villages**

In the rural area the third element of the Location Code gives the code number of the village within a tahsil. The principles were laid down in Location Code—Circular no. 4 and were revised by Location Code—Circular no. 6, dated March 22, 1960, as it was decided to number the villages N. E. S. Block-wise instead of Kanungo Circle-wise. They have been further clarified in Location Code—Circular nos. 8 and 9, dated June 13 and 16, 1960.

#### **Census Village**

Code numbers have been given to all Census villages whether inhabited or uninhabited. A Census village is ordinarily the same thing as a revenue mauza, but in some cases differs therefrom. Some times population springs up in a locality comprised in two or more revenue mauzas, the name of the locality not finding place in revenue records. The locality may be important from commercial, industrial or administrative points of view. Such a locality is treated as a separate Census village and the area occupied by it is excluded from the revenue mauzas concerned. In case such a Census village bears the name of one of the mauzas it is distinguished by the addition of a suitable suffix like Bazar, Tahsil or Factory. The remainder of each revenue mauza is treated as one Census village. Also there may be a revenue mauza part of which is rural and part has been absorbed in an urban area. The part which remains rural is treated as a full-fledged Census village, and the part absorbed in the urban area loses its identity.

#### **Mode of Numbering Census Villages**

The village in the extreme north-west of a tahsil is given number 1 and the village in the extreme south-east is given the last number. The Development Block or the Shadow Block in which the extreme north-western village lies has been taken up first and all villages thereof have been numbered. Similarly, the Development or Shadow Block in which the extreme south-eastern village lies has been taken up last, other blocks coming up in between in order of contiguity. It will not be necessary to take up villages in each Development or Shadow Block from north-west to south-east. In each Development or Shadow Block, however, villages of one Nayaya Panchayat have been taken before taking up another Nyaya Panchayat. Similarly within a Nyaya Panchayat villages of one Gaon Sabha (Gaon Samaj) have been taken before taking up those of another Gaon Sabha. Ordinarily, the Development and Shadow Blocks lie wholly within a tahsil, but where a block spreads over two tahsils, each such portion is treated as a sub-block and accounted for in the respective tahsils so that the numbering of all villages within a tahsil is continuous. Such sub-blocks are named by adding the suffix north and south or east and west. There are no separate serials for Development or Shadow Blocks.

Code numbers to Census villages have been given in Arabic or Devnagri numerals. Where a Census village has hamlets, code sub-numbers have also been given in brackets after the code numbers. A sizeable railway station, factory or colony wholly lying in a revenue mauza is treated as a hamlet of the village. For example, if a Census village no. 24 consists of one main village and two hamlets, the main village bears the number 24 (1) and the hamlets bear the numbers 24 (2), 24 (3). No hard and fast rule has been laid down regarding the order of numbering the hamlets. A Town Area not selected as a city or town has been treated as a Census village for this purpose. It retains its identity and has not been broken into constituent revenue mauzas. If a rural Town Area is large enough and has been divided into wards and mohallas for house numbering, then each ward or mohalla, as the case may be, has been treated as a hamlet.

All changes occurring in the number of villages and hamlets since 1951 have to be taken note of at the time of allotting code numbers.

### **Forest Tracts**

Forest tracts outside the revenue mauzas have been numbered separately. Each forest range has been deemed to be a unit, provided it lies wholly in one tahsil. Where a forest range lies in two tahsils, it has been treated as two sub-ranges and each sub-range has been deemed to be a unit. It is noteworthy that forest tracts lying within revenue mauzas have been excluded from forest charges. Each forest range or part thereof lying outside revenue mauzas has been given a code number with the prefix F before it as F-1, F-2, etc. running in a continuous serial within a tahsil. Code numbers have been allotted to such ranges or parts thereof in consultation with local officers of the Forest Department. A permanent forest village or temporary *abadi* found in a forest range during the period of enumeration is to be treated as a hamlet (s).

### **Register of Census Villages and Forest Tracts**

A register of code number of Census villages and forest tracts has been prescribed. Part I gives code numbers of Census villages included in revenue mauzas in the rural area of a tahsil with the following columns :

- Column 1. Serial no. in this register (Code no. for 1961).
- Do. 2. Name of the Census Villages.
- Do. 3. Code no. in 1951.
- Do. 4. If Hamlets exist names of the main Village and Hamlets.
- Do. 5. Sub-code no. of items in column 4.
- Do. 6. Remarks.

Name of Block is written across the page.

Part II of the register gives code numbers of forest tracts not included in revenue mauzas in the rural area of a tahsil. It contains the following columns :

- Column 1. Serial no. in this register (Code no. for 1961, F-1, F-2, etc.).
- Do. 2. Name of Forest Range or part thereof (not included in revenue mauzas).
- Do. 3. Code no. in 1951, if any.
- Do. 4. Permanent Forest Villages and Temporary *abadis* in the Range (column 2).
- Do. 5. Sub-code no. of items in column 4.
- Do. 6. Remarks.

These two parts taken together will mean the entire rural area of the tahsil including town areas not treated as Towns. To ensure complete coverage of the tahsils, Part III has also been prescribed in this register in respect of urban areas. It has the following columns :

- Column 1. Name of Local Body or locality selected as City/Town.
- Do. 2. Code no. (in case of agglomerations sub-code nos. also).
- Do. 3. Names of revenue mauzas included wholly or partly.
- Do. 4. Remarks.

At the end of the register the following certificate has been prescribed which is to be given by the Tahsildar :

“Certified that I have personally satisfied myself that the areas mentioned in Parts I, II and III taken together cover the entire area of the tahsil as constituted at present, that no area has been left out and that no area has been counted twice. Certified further that code numbers have been allotted from north-west to south-east with due regard to contiguity and to Development/Shadow Blocks, Nyaya Panchayats and Gaon Sabhas (Samajes).”

One copy of this register is maintained in the Tahsil, the other in the District Census Office, the third in the office of Deputy Superintendent concerned and the fourth in the office of Superintendent of Census Operations.

#### **Code Numbers of Wards Mohallas, etc.**

The third element of the Location Code in the urban areas denotes the code numbers of wards or mohallas depending on whether house-numbering in the urban area concerned exists ward-wise or mohalla-wise. If a mohalla lies in two wards then it has been treated as two mohallas denoted by north or south, or east or west, one mohalla lying wholly in one ward and the other in the other ward. This has been done to facilitate compilation of population figures by wards later on. Where wards or mohallas, as the case may be, have already been assigned definite numbers by the local body concerned, they have been given code numbers in that serial, but where such

definite numbers have not been assigned they have been taken from north-west to south-east. These instructions were issued in Location Code—Circular no. 3, dated January 15, 1960.

### Elements of Location Code—Summarized

The above constitute the first three elements of the Location Code. To repeat, in the rural areas the first element is the district code number, the second element is the tahsil code number and the third element is the village code number. In the urban areas the first element is the district code number, the second element is city/town code number and the third element is the ward/mohalla/locality code number. In the rural area the third element and in the urban the second element may also have sub-numbers making the code number composite. The fourth element both in rural and urban areas is the code number of the household concerned. This may be a single or composite number depending on circumstances. Instructions regarding the household number are given in detail in the Chapter of House-numbering.

### Example

In the rural area a Census House may have Location Code like this :

20/4/24 (3) /4 (1),

which may be written in Arabic or Devnagri numerals. Here 20 is the code number of the District, 4 is the code number of Tahsil within the District, 24 is the code number of the Census Village in the Tahsil and sub-number (3) is the code sub-number of the hamlet, and 4(1) is the composite Census House-number. In case this Census House contains two Households then the first household will be denoted by 4(1-A) and the second by 4(1-B). In case Devnagri letters are used *ka* will be written for A and *kh* for B.

In the urban areas a Census House may have Location Code like this :

20/III-1/7/4.(1),

which may be written in Arabic or Devnagri numerals except the first part of the second element which has to be in Roman. Here 20 is the code number of the District, III is the code number of the Town (Agglom) within the District and sub-number 1 is the code sub-number of the constituent local body, 7 is the code number of ward or mohalla or locality depending on whether the existing house-numbering in the local body concerned is ward-wise or mohalla-wise or other locality-wise and 4(1) is the composite Census House-number. If this Census House contains two Households then the same remarks will apply as in the above example.

## CHAPTER IV

### CENSUS DIVISIONS AND ENUMERATION STAFF

Census is an administrative operation of great dimensions and for successful working requires graduated breaking of the entire district into Census Divisions—namely Charges, Supervisor Circles and Enumeration Blocks.

#### **District Census Officer**

The head of the enumeration hierarchy in a district is the District Officer assisted by the District Census Officer. The District Census Officer is a gazetted officer on the district staff and is appointed by the District Officer under sub-section (4) of section 4 of the Census Act by virtue of powers delegated by the State Government. The District Census Officer is seldom a whole-time officer and does Census work in addition to his other duties. District Officers were asked to make appointments of District Census Officers in Census Divisions and Enumeration Staff—Circular no. 1, dated October 29, 1959. Appointments were accordingly made in all districts and changes occurring from time to time have been duly reported.

#### **Charge Officers and Charges**

Below the District Census Officer are several officers designated as Charge Officers. The corresponding designation at the 1951 Census was that of Charge Superintendent. The Charge Officers are the principal channel of communication between the District Census Officer on the one hand and Supervisors and Enumerators on the other. It is their duty to assist the District Census Officer in the formation of Supervisor Circles and Enumeration Blocks and in the selection of Supervisors and Enumerators. It is also their duty to train Supervisors and Enumerators and to issue them Census materials. In fact, they are responsible for all Census Operations within their jurisdictions.

#### **Tahsil Charge**

As at the last Census, a whole tahsil has been treated as one Charge under the Tahsildar as Charge Officer with the exclusion of the following :

- (i) a Municipality,
- (ii) a Cantonment.
- (iii) a portion of City/Town agglomeration,
- (iv) a Notified or Town Area of population exceeding 10,000,
- (v) an area declared as a Forest Charge or a Special Charge.

The Naib-Tahsildar is to act as Assistant Charge Officer. In case of a Notified Area or a Town Area included in the Tahsil Charge, the Secretary or Bakshi is to act as Additional or Assistant Charge Officer.

### **Forest Charge**

If there is a forest area in a tahsil *lying outside revenue mauzas* of the tahsil, it will be treated as a Forest Charge, provided it is of a sizeable dimension, under a gazetted officer of the Forest Department who is to act as Charge Officer. No Forest Charge is to spread over two or three tahsils. If a large forest area spreads over more than one tahsil, the portions lying in separate tahsils have been treated as separate charges under separate gazetted officers of the Forest Department. Where separate gazetted officers are not available then two or more charges have been placed under one gazetted officer.

### **City Town Charge**

Except Notified and Town Areas, situated in the rural area and having a population up to 10,000, a city or town has been treated as one or more charges. If a city or town is an agglomeration of several local bodies or localities, each local body or locality is treated as a separate Charge unless a locality is too small. In Nagar Mahapalikas, Up Nagar Adhikari (s) or other suitable officer (s), in the Municipalities and Cantonments the Executive Officers or Secretaries, and in Notified and Town Areas of population exceeding 10,000, Secretaries or Bakshies act as Charge Officers. In some places the elected heads of the local bodies have been made Charge Officers. Where a constituent unit of a city or town agglomeration is not a local body or a railway colony, but is large enough to be treated as a Charge, it has been placed under the charge of a Government officer.

### **Special Charges**

They are of the following kinds :

- (i) Strictly Military Areas in Cantonments and other Defence establishments,
- (ii) large Railway Colonies, and
- (iii) other Special Areas.

Appointment of Charge Officers in charges of category (i) has been made in consultation with Officers Commanding. Similarly, appointment in charges of category (ii) has been made from railway staff in consultation with the seniormost Railway Officer of the colony concerned. Other Special Areas include places where a vast multitude of workers is engaged in construction of dams, river valley projects, power projects, industrial manufacture, etc. and the population is 10,000 or more. Such places are treated as Special Area Charges with suitable officers as Charge Officers.

The principles of delimitation of Charges and appointment of Charge Officers were laid down in Census Divisions and Enumeration Staff—Circular no. 2, dated January 14, 1960. Further clarification of Forest Charges was made in Circular no. 3, dated March 23, 1960. Appointments of Charge Officers and the Additional or Assistant Charge Officers have been made in all districts.

Formal letters of appointment in printed forms signed by District Officers/ A. D. Ms. are to issue in the second fortnight of July, 1960. The list of Charges and designations of Charge Officers is given at Appendix "C".

### **Officer-in-charge**

A Sub-Divisional Magistrate or a City Magistrate is the *ex officio* officer-in-charge of Census Operations within his jurisdiction. Where the District Census Officer is holding a sub-division, an extra officer has been put as officer-in-charge in that sub-division at the discretion of the District Officer. Officers-in-charge by designation are also given at Appendix "C".

### **Enumeration Blocks (Rural)**

As soon as charges are delimited, they are broken into convenient compact Enumeration Blocks. An Enumeration Block in the rural area has an approximate population of 750 which may vary between 550 and 950. As the population of 1960 is not known, figures of 1951, have been adopted with an increase of 20 per cent. In other words, a rural Enumeration Block has a population between 475 and 775, according to 1951 figures. In sparsely populated tracts of hills, plateaus and forests, population of Enumeration Block can be kept much lower if sufficient number of Enumerators are available. Where, however, there is a shortage of personnel, there will be a tendency to form a large Block of about 1,200 persons (1951). In such cases it would be better to have two Blocks and put them under one Enumerator. Attempt has been made to keep a whole number of Census villages in one Enumeration Block or a whole number of Enumeration Blocks in one Census village, depending on the size of the village or villages. Where the 1951 population of a Census village (including hamlets, if any), is between 475 and 775, ideal conditions exist as that Census village is treated as one Enumeration Block. A rural Enumeration Block should not cut across the boundary of a V. L. W. Circle in a Development Block and of a Nyay Panchayat in a Shadow Block.

### **Urban and Special Enumeration Blocks**

An Enumeration Block in an urban area or special area has an approximate population of 600. In all cities and towns as had a population exceeding 50,000 at the 1951 Census, block demarcation has been done by the National Sample Survey Organization. Where a block demarcated by the National Sample Survey is too large, it is broken into two Enumeration Blocks. In other towns and special areas the demarcation of Enumeration Blocks has been undertaken by the Charge Officers. If 1951 figures of any area are available, the 1961 population may be computed by adding 25 per cent. If they are not available or the face of the area has considerably changed, the population has to be estimated. An Enumeration Block in an urban or special area is to be compact and is to have well defined boundaries. If house-numbering in a town is ward-wise then an Enumeration Block should not cut across the boundary of a ward. If it is mohalla-wise, then an Enumeration Block should not cut across the boundaries of a mohalla. If a very small

monalla causes difficulty it should be attached to a contiguous mohalla and if the population exceeds the prescribed limit, such a Block can be given an Assistant Enumerator.

### **Supervisor Circle**

A Supervisor Circle consists of about half a dozen Enumeration Blocks which number can be varied according to convenience and availability of personnel. Supervisor Circles should be formed by grouping Enumeration Blocks after they have been carved. In the rural area it is preferable to group Enumeration Blocks in such a manner that a V. L. W. Circle in a Development Block and a Nyaya Panchayat in Shadow Block comprises a whole number of Supervisor Circles. Where no other Supervisor than a V. L. W. is available, the entire V. L. W. Circle can be constituted into a Supervisor Circle.

### **Enumerators and Supervisors**

(1) Each Enumeration Block has an Enumerator ( **प्रबन्धक** ) who performs the most important job of enumeration. Success of the Census depends on the quality of the Enumerators and the directions given to them. The Enumerator is the most important rung in the ladder. In the rural area he is also charged with the numbering of all buildings, houses and households in his block. In both rural and urban areas he is responsible for preparing the Houselist, filling the Individual Slips and the Household Schedules, and is thus concerned with all aspects of Enumeration. In a Tahsil Charge, by and large Lekhpals, Panchayat Secretaries and Teachers of Primary and Junior High Schools under the control of Government or Antarim Zila Parishads will act as Enumerators. Where this number is not sufficient they should be supplemented by the pooled staff of other Government departments especially in the hills. In the Notified and Town Areas included in the Tahsil Charge the staff of the local bodies concerned will do the Census work supplemented by the staff of Government departments, where required. Sometimes it may become necessary to take the help of non-officials also, such as Private School Teachers in Enumeration. Finding adequate number of Supervisors has caused difficulty. It is less pronounced in Development Blocks where V. L. Ws. are also available for this work along with other staff. In outside Development Block Supervisors have to be drawn from the pool of non-gazetted staff of Government departments and senior teachers of schools under the control of Government, Antarim Zila Parishads and local bodies. Where absolutely necessary, non-officials can also be pressed into service.

(2) Every Supervisor and Enumerator should be given Census work in the area where he normally works or in the area as near to it as possible, otherwise it will be difficult for him to perform Census duties in addition to his normal work. The temptation of making up the deficiency of staff in one locality by utilizing the surplus staff of another locality should be resisted.

(3) In [Nagar Mahapalikas, Municipalities and such Notified Areas as have a population (1951) exceeding 10,000, the duties of Enumerators and Supervisors will be performed by the staff of these bodies including educational staff, but in many cases it will have to be supplemented by the pooled staff of Government departments and Teachers of Private Schools.

(4) In Forest Charges outside revenue mauzas the duties of Enumerators and Supervisors are to be performed by Forest Rangers, Forest Guards, etc. In Cantonments the staff of the Cantonment Board and in Defence Establishments the Defence personnel is to perform these duties. In sizeable railway settlements and colonies this will be done by the railway staff.

Necessary instructions have already been issued by the Chief Conservator of Forest, Ministry of Defence and Ministry of Railways, for fullest co-operation. They are given at Appendix "D". In these special areas Enumerators and Supervisors will be confined, as far as possible, to the staff of the departments concerned and their appointments will be made on the advice of departmental officers. Sometimes a special area may be so small as not to be a Charge. In that case it may be a Supervisor Circle, but if it is very small it may even be an Enumeration Block. Where the area consists of only one or two Enumeration Blocks, the Enumerators are departmental, but the area is included in another Supervisor Circle. Large residential institutions usually have Enumerators from their own staff and if they are big enough to be a Circle or a Charge, they have Supervisors or Charge Officers also from their own staff.

#### **Assistant Enumerators**

In Enumeration Blocks located in commercial or industrial areas there are a large number of Census Houses without residential population. It is necessary to appoint Assistant Enumerators in such blocks at least at the house-listing stage in which every house is to be recorded whether residential or otherwise. Assistant Enumerators can be appointed elsewhere also, if necessary.

#### **Special Enumerators**

Special Enumerators are required to enumerate houseless population in those urban pockets where such population exists in considerable number and also in large fairs or *melas* where some people stay throughout the enumeration period.

#### **Magnitude of the Problem**

The total number of Enumerators including Assistant Enumerators and reserve strength likely to be required is 1,20,000 approximately and that of Supervisors nearly 20,000. This gives an idea of the magnitude of the problem involved. Happily this increase lessens the burden of work which will fall on each Enumerator and Supervisor.

### Charge Registers

A Charge Register has been prescribed for Tahsil and Forest Charges. It gives the name of the District ; name of the Tahsil ; Code Number of Tahsil ; name of the Charge ; and the name of the Charge Officer. It includes Notified and Town Areas of population below 10,000. It has the following columns :

- Column 1. Serial no. of Enumeration Block.
- Do. 2. Name of Village/Forest Range/Local Body (or parts thereof) included in the Block.
- Do. 3. Code nos. of column 2 (if parts are included then Code Sub-nos. also).
- Do. 4. Number of Census Houses in the Block as per House-list.
- Do. 5. Number of Census Households in the Block as per House-list.
- Do. 6. Population of the Block as per House-list.
- Do. 7. Name, Designation and Address of the Enumerator.
- Do. 8. Serial no. of Supervisor Circle (Blocks within a Circle to be bracketed).
- Do. 9. Number of Blocks in the Circle.
- Do. 10. Name, Designation and Address of Supervisor.
- Do. 11. Remarks.

A Charge Register has been prescribed for Urban and Special Charges, excluding Notified and Town Areas below 10,000. It gives the name of the District ; name of the Local Body/large Railway Colony/Defence Establishment, etc. ; Code number of Urban Area, if any, otherwise of the Tahsil ; and name of Charge Officer. It has the following columns :

- Column 1. Serial no. of Enumeration Block.
- Do. 2. Name of Ward/Mohalla/Locality (or parts thereof) included in the Block.
- Do. 3. Code nos. of column 2 (if parts included then Code Sub-nos. also).
- Do. 4. Series of House Numbers in the Block.
- Do. 5. Number of Census Houses in the Block as per House-list.
- Do. 6. Number of Census Households in the Block as per House-list.
- Do. 7. Population of Block as per House-list.
- Do. 8. Name, Designation and Address of Enumerator.
- Do. 9. Serial no. of Supervisor Circle (Blocks within a Circle to be bracketed).
- Do. 10. Number of Blocks in the Circle.
- Do. 11. Name, Designation and Address of Supervisor.
- Do. 12. Remarks.

An abstract in the form of Census Divisions Statement is to be prepared for each district with the following columns :

- Column 1. Serial no.  
 Do. 2. Name of the Charge.  
 Do. 3. Population in 1951, if known.  
 Do. 4. Number of Enumeration Blocks in the Charge.  
 Do. 5. Number of Supervisor Circles in the Charge.  
 Do. 6. Remarks.

This will be prepared in quadruplicate, two copies being meant for the Superintendent of Census Operations and one for the Deputy Superintendent, Census Operations and one copy to be retained by the Charge Officer.

#### **General Remarks**

Instructions regarding the delimitation of Enumeration Blocks and Supervisor Circles and appointment of Enumerators and Supervisors thereto were issued in Census Divisions and Enumeration Staff—Circular no. 4, dated April 6, 1960, read with Circular no. 7, dated July 21, 1960. The samples of printed letters of appointment of Charge Officers, Supervisors and Enumerators were sent with the Census Divisions and Enumeration Staff—Circular no. 5, dated June 2, 1960. Formal appointment letters to Charge Officers/Additional Charge Officers/Assistant Charge Officers will issue in the second fortnight of July, 1960, over the signatures of District Officer/A. D. M. Those of Supervisors and Enumerators will issue in Hindi in the first fortnight of August, 1960, over the signatures of City Magistrates/S. D. M. concerned. On the back of the appointment letters is a reproduction of section 11 of the Census Act regarding penalties. All concerned are legally bound to accept Census duties when required to do so, any failure being punishable under section 11(1)(a) of the Act. A G. O. has also been issued by the State Government over the signature of Chief Secretary enjoining all servants of the State Government and local bodies to take up the Census work when required to do so. It is addressed to all Heads of Departments and Principal Heads of Offices and copies are endorsed to all local bodies and Antarim Zila Parishads. It is reproduced at Appendix "E". A copy of the G. O. has further been sent to all District Officers with Census Divisions and Enumeration Staff—Circular no. 6, dated June 22, 1960.

Similar instructions have also been issued by the various Ministries of Government of India which fact has been communicated in Circular no. 10, dated September 7, 1960.

It is necessary to have sufficient number of extra trained hands in reserve for emergent needs. It is suggested that there should be one extra Enumerator in each Supervisor Circle and one extra Supervisor for every 10 Supervisors in each Charge. Instructions to this effect have been issued in Circular no. 8, dated August 27, 1960.

Mention has been made before that in certain Cities and Towns block demarcation has been done by the National Sample Survey Organisation. As the N. S. S. blocks are permanent frames of reference for all socio-economic and demographic inquiries, they have to be adopted for the 1961 Census even if their adoption causes some inconvenience. Some times they cut across boundaries of wards and mohallas. If House-numbering is wardwise and an N. S. S. Block does not cut across ward boundaries or if it is mohalliawise and the N. S. S. Block does not cut across the mohalla boundaries, no difficulty is anticipated. In Cities and Towns where House-numbering is mohallawise and the N. S. S. Blocks cut across the boundaries of mohallas then instead of giving mohalla number in the third element of the Location Code ward number should be given followed by, and separated by hyphen, serial number of N. S. S. Block within that ward. In the fourth element mohalla number will be given first followed by, and separated by a hyphen, the composite house-number. Where House-numbering is wardwise and wards demarcated by N. S. S. differ here and there from the existing ward, the third element of the Location Code will have N. S. S. wards followed by, and separated by a hyphen, serial number of N. S. S. Block within that ward. The fourth element of the Location Code will have the existing ward number followed by, and separated by a hyphen, the composite house-number. Thus in cases of this nature the entries in each of the third and fourth elements of the Location Code will be two separated by a hyphen. These instruction have been issued in Circular no. 9, dated September 2, 1960.

## CHAPTER V

### HOUSE-NUMBERING

It is necessary to give a Census number to each structure, house or dwelling so as to identify them completely. It is to be ensured that no house is left un-numbered or is numbered more than once.

#### Legal Basis

Under section 9 of the Census Act everyone is bound to allow Census Officers access required for the purposes of Census with due regard to custom and to allow them to paint on or affix to the place such letters, marks or numbers as may be necessary for that purpose. Any person removing, obliterating or damaging these letters, marks or numbers is punishable under section 11 (f) of the Act with a fine up to Rs.1,000.

For a proper understanding it is necessary to have clear concepts of a Building, a Census House and a Census Household.

#### Definitions

(1) A BUILDING (घर) is ordinarily defined as a separate structure on the ground. There are, however, large buildings along a street or lane which may have been partitioned or portions of which have been sold, which have distinct separate main exits on the road and belong to separate owners. In villages or in old parts of cities and towns there may also be a series of different constructions joined each to each by common walls on either side to make the whole look like one building, but parts of which have been built at different times and belong to separate owners. Such distinguishable structures, though not separate from each other, are recorded as separate buildings. *Each building should bear a separate number in a continuous serial in the village or hamlet concerned or ward/mohalla/locality concerned.* A building can also comprise several structures. If there are several structures, such as the main house, servants quarters, motor garage, etc. within an open or enclosed compound belonging to the same person, one building number is to be given to all such structures, but there should be no lane or street between such structures. If there is a lane or street between them, then structures on one side will comprise one building and structures on the other side will comprise another. Separate huts on the ground occupied by different persons and not covered by the condition set forth in the preceding sentence are, however, to be treated as separate buildings.

(2) A CENSUS HOUSE (गणना नकान) is a building or part of a building inhabited or vacant and can be a dwelling, a shop, a shop-dwelling, a place of business, an office, a workshop, school, etc. having a separate main exit. If a building has a number of independent portions under different occupations each having a separate exit of its own opening on the road or a common staircase or a

~~OUTSIDE~~ courtyard or a common gallery leading to the main gate, each portion is considered as a separate Census House. If, however, within an enclosed or open compound there are separate structures which have been deemed to be one building, each such structure is to be considered as a separate Census House. In other cases a building if occupied by one party is to be considered as one Census House irrespective of the number of main exits. If it is occupied by several parties, it is to be deemed as so many Census Houses provided each portion has a separate main exit.

(3) A CENSUS HOUSEHOLD ( परिवार ) is a group of persons who commonly live together and take their meals from a common kitchen unless exigencies of work prevent any of them from doing so. A hostel, mess, ashram, etc. is to be treated as one household but of unrelated persons. A Census House may contain one or more Census Households.

### **Period of House-numbering**

In rural areas house-numbering will begin immediately after Divali and finish by the end of the month (October 20 to 31, 1960). Where starting after the Divali it is not possible to finish work by October 31, 1960, it can be taken up from October 16, 1960 or earlier. In urban areas house-numbering has to be finished by October 15 and may be commenced from September 1 and in case of large cities and towns much earlier, even in July. Since in urban areas the work has to finish before the Devali, the numbers should be put at such places as are the safest and there is no possibility of their being erased or washed out. If some of the numbers are, however, washed out by rain, they have to be restored. The house-numbering staff should revisit their areas between October 7 and 12 and restore such numbers as have been washed out. Occupants should also be told that they will be responsible for keeping the Census numbers intact until the Census operations are over and that it is an offence to remove, obliterate, alter or damage them.

### **Order of Numbering the Buildings and the Numbering Agency**

House-numbering is to be done afresh both in urban and rural areas throughout the State according to the Census pattern except in Defence establishments which may adopt such system as they think fit, but even there it should be sufficiently indicative to fix the identity of dwellings.

### **Rural Areas**

If a village consists of a number of hamlets, each hamlet is to be taken up separately. In cases of a big main village or a big hamlet, it can be divided into two or more distinct blocks (Enumeration Blocks) and numbering in one block is to be finished before taking up the other. Numbers will be continuous throughout the main village or hamlet irrespective of the number of blocks into which it is divided. In rural areas numbering will be done by Enumerators. Where a main village or a hamlet itself consists of multiple

blocks, the Enumerators will jointly number such main village or hamlet in stead of numbering their respective blocks. If a main village or hamlet consists of a number of streets, the buildings in the various streets are to be numbered continuously. A consecutive serial will be continued on one side of the street and when the numbering is completed on that side the street will be crossed over and the serial will be continued in the reverse direction reaching opposite to where the first numbering in the street began. *The streets are to be taken up in a uniform order from north-west to south-east.* In case no streets or lanes exist in a main village or hamlet, the buildings will be numbered in the same way as in a field map, i.e. the north-westernmost building to be given number one and the south-easternmost building to be given the last number.

### **Urban Areas**

In urban areas numbering will be done by the employees of local bodies. It cannot be done by ordinary Enumerators because an Enumeration Block is comparatively much smaller than wards and mohallas which are the units of house-numbering. Moreover, numbering is not Enumeration Block wise but street-wise. Names of persons in the areas in which they will do this work should be ascertained from the local bodies and they should be asked to keep in readiness. Where Municipal numbering exists, the order of numbers will not be changed for the Census. Where Municipal numbering is ward-wise, Census numbering will also be ward-wise and where it is mohalla wise, Census numbering will also be mohalla-wise. Whatever direction is taken by the Municipal numbers the same will be taken by the Census numbers so that there may be a real correspondence between the Municipal and Census numbers.

### **Mode of Numbering**

(1) Buildings, as noted above, will bear numbers in a continuous serial which may be in Arabic or Devnagri numerals. A building under construction is also to be given a number in the serial. If a new building comes into being after completion of house-numbering but before Enumeration it should be given a new number beyond the last number of the serial in the locality.

(2) Where a whole building is one Census House then it bears only one number, namely, that of the building. Where it contains a number of Census Houses then each Census House will bear an additional sub-number in brackets. For example, if a building no. 3 consists of three Census Houses then they will be denoted by 3 (1), 3 (2) and 3 (3).

(3) A residential Census House may contain one or more households. If there is only one household, no sub-number will be given to the household. If there are several households each will be denoted by an alphabetical sub-number in Roman or Devnagri characters in brackets. For example, if a building number 2 is a Census House and has three households then the households

will be denoted by 2(A), 2(B) and 2(C) or २ (क), २ (ख) and २ (ग). If a building no. 4 has two Census Houses, the houses will be numbered as 4(1) and 4(2). If within each house there are respectively three and two Census Households then they will be denoted by 4(1A), 4(1B) and 4(1C) or ४(१क), ४(१ख) and ४(१ग) in the first Census House and by 4(2A), 4(2B), or ४(२क), ४(२ख) in the second Census House. Such House-hold sub-numbers can also be combined as 4(1 ABC) and 4(2 AB) or ४(१कखग) and ४(२कख) on the main exit doors of the respective Census Houses for the sake of convenience but each Household will have a separate distinctive number which will be filled in the House-list, the House hold Schedule and the Individual Slip.

(4) It will be more pleasing to the eye if the Census numbers are circumscribed by a circle or triangle.

### Material for House-numbering

Geru and oil mixture or coal-tar may be used for this purpose. Where walls or doors are of red colour, either coal-tar or some white material can be used. The House-numbering staff will use their own material for which they will be adequately compensated and no painting material need be supplied to them.

### Maintenance

As it is not possible to preserve these temporary numbers at the spot, the House-lists (*see* next Chapter) will be preserved together with the sketch map(s) of the village (including hamlets, if any) or a well defined part of an urban area showing the sequence of numbering. These sketch maps will be prepared in duplicate one for each copy of the House-list.

### Circulars and Printed Instructions

Printed instructions for House-numbering exist in the English booklet *Instructions for Filling up the House-list and House-numbering* but more detailed instructions have been drawn up for the use of House-numbering staff in a Hindi booklet *House-numbering Instructions (सकान नम्बर सम्बन्धी आदेश)*. They have also been explained in sufficient detail in House-numbering—Circular no. 1, dated May 14, 1960, further classified in Circular no. 2, dated July 21, 1960. *The Hindi booklet and the Circular contain two sketch maps explaining the order of numbering in villages.*

CHAPTER VI  
THE HOUSE-LIST (मकान सूची)

**General**

The stage of House-listing comes after the stage of house-numbering and a period of 21 days has been allotted for preparation of the House-lists from November 1 to 21, 1960. The House-list forms in Hindi will be supplied in loose sheets and will be filled by the Enumerators for their Blocks *in duplicate*. The English version of the form is given at the end of this Chapter. In commercial and industrial parts of cities and towns an Enumeration Block may have a large number of Census Houses on account of existence of shops, offices, workshops, etc., which are not intended for residential purpose. In such Blocks it will be advisable to provide an Assistant Enumerator for the help of the Enumerator at least for the preparation of the House-lists. At the time of enumeration the Assistant Enumerator may not be necessary.

2. In the House-list all Buildings, Census Houses and Households existing in a Block will be recorded in order of their existence at the spot. If a Building is used only for one purpose or is occupied by one Household then it will require only one line. If it consists of several Census Houses in none of which more than one Household lives then it will take as many lines as are the Census Houses therein. If, however, a Census House has two or more Households, then that Census House itself will take a many lines and there will be a corresponding increase in the number of lines required for the building. If a Census House has several Households then entries for each Household will be made on a separate line from column 11 to column 17. Columns 3 to 10 may, however, be left blank in the remaining lines.

3. The House-list is an important document. In addition to other things it involves a Census of Census Houses and Census Households. Material of wall, material of roof, number of rooms in a household, whether the household lives in its own house or a rented house, all these items are important from the point of view of Housing. Names of products, repairs or service undertaken in an establishment, workshop or factory, average number of persons employed kind of fuel or power if machinery is used, all these are important for Industry. It will also give the forecast of the population living in Households which will be very useful for making administrative arrangements.

4. The House-lists will be preserved. The House-lists of a village (including hamlets, if any) or of a well-defined part of an urban area will be stitched together along with sketch map(s), as mentioned in the previous Chapter.

5. Instructions in English are given in the booklet. *Instructions for Filling up the House-list*. They have been given in greater detail and with some additions in the Hindi booklet, *Instructions for Filling up the House-list (मकान सूची को भरने कसम्बन्ध आदेश)*.

**Brief Instructions**

Write the names and code numbers of District, Tahsil or Town, Village or Ward, Mohalla, Enumerator Block, at the top in the space provided. Delete Island, Taluk, Thana, Anchal as they are not applicable. The instruction on page 4, line 9 in the Hindi booklet for Crossing out "Praganak Ka Block" i.e. Enumerator's Block should be deleted.

**Column 1—Line Number.**

Only the unit digits have been printed. Other digits will be filled in by hand.

**Column 2—Building Number (Municipal or Local Authority or Census Number, if any).**

Write the building number given by the local authority, if such a number exists. If no numbers have been given by the local authority then the Census building number should be written here. If a building has a distinctive name that name should also be entered in this column.

**Column 3—Building Number with sub-numbers for each Census House.**

Census building number with sub-numbers for each Census House, if any, should be written.

**Column 4—Purpose for which Census House used, e.g. dwelling, shop, shop-cum-dwelling, business, factory, workshop, school or other institution, jail, hostel, hotel, etc.**

The actual use to which a Census House is put should be written. In the case of a factory or workshop "factory" should be written if registered and "workshop" if unregistered. A workshop is a place where some kind of production, repair or servicing is undertaken. A shop is a place where articles are sold. Rooms or apartments where professional consultations are held by doctors, lawyers, etc. should be described as professional consultation rooms. If in addition medicines are prepared and sold, the place should be described as a dispensary. If it is a place of worship it will be recorded as such and if it is unoccupied it will be recorded as vacant. Where a Census House is a shop, business house, bank, etc. but not a factory or a workshop, the name of the proprietor, manager or director will be entered in column 18.

**Columns 5 to 8—If the Census House is used as a (General heading) establishment, workshop or factory.**

These columns apply only in cases where the Census House is a factory or a workshop. If it is not used for such purposes write X in each of these columns. Column 5—Name of establishment or proprietor.

Write the name of establishment in the case of factories. Write the name of proprietor in the case of small workshops and establishments where no distinct name has been given, i.e. *Halwai Shop*.

**Column 6—Name of product(s), repair or servicing undertaken.**

Enter the actual work that is being done, e.g. paper making, shoe making, cycle repairing, motor servicing, etc.

**Column 7—Average number of persons employed daily last week (including proprietor of household members, if working).**

Write the average number of persons working during last week including the proprietor and his family, if working. In case of more than one product it is not necessary to give the break-up for each product.

**Column 8—Kind of fuel or power, if machinery is used.**

If machinery is used, write the name of fuel or power consumed, e.g. kerosene, soft coke, electricity, water-mill, etc. for running the machinery.

**Columns 9 and 10—Description of Census House. (General heading)****Column 9—Material of wall.**

Write the material out of which most of the walls of the house are made, e.g. grass, levels reeds, bamboo, mud, unburnt brick, burnt bricks, stone, concrete, timber, etc. Where the walls in a house are made of different materials then the material out of which walls of main bed rooms are made is to be recorded.

**Column 10—Material of roof.**

Write the material out of which most of the roofs (not ceilings) are made, e.g. mud, tiles, thatch, corrugated iron, zinc or asbestos cement sheets, concrete, etc.

In the case of a multi-storeyed building the intermediate floors or walls will be deemed to be independent roofs and walls for the Census House concerned.

**Column 11—Sub-number of each Census Household with Census House number.**

Write the Building number with sub-numbers, if any, for Census Houses or Census Households in full.

**Column 12—Name of Head of Household.**

Write the name of the Head of the Household commonly acknowledged as such. In messes, boarding houses, etc. the person who by common consent is regarded as head should be recorded.

If the Census House is used as a sitting place, cattle shed, etc. write the use to which it is put adding the name of the owner in brackets.

**Column 13—Number of rooms in Census Household.**

Write the number of rooms occupied by each household. A room should have four walls with a door and a roof and should be at least 6 ft. long. Unenclosed varandah, kitchen, garage, cattle shed and bathroom, etc. which are not used for living or sleeping are not to be treated as rooms. Where two households share rooms in such a way that it is not possible to tell the number of rooms occupied by each, the number of rooms should be given together within brackets as common to both households.

**Column 14—Does the household live in own or rented house ?**

If the household lives in its own house write "O" in English and "ॐ" in Hindi. If the household lives in a rented house write "R" in English and "ऍ" in Hindi. In case of public buildings or places of worship write "X".

**Columns 15 to 17—Number of persons residing in Census Household on day of visit.**

Write the number of males residing in column 15, the number of females residing in column 16 and total in column 17. A person who is temporarily absent for a few hours should be treated as residing in the household. Similarly a person arrived in the household for a few hours should not be treated as residing in it.

**Column 18—Remarks.**

If the Census House is a shop write the name of the proprietor. If it is vacant and is likely to be occupied before Enumeration write "likely to be occupied shortly".

Write the name of the Scheduled Caste if the household belongs to a Scheduled Caste. If a Scheduled Caste is known by a synonym or a generic name, write the name as returned within the standard name in brackets. The list of standard names with synonyms is printed in the booklet *Instructions to Enumerators*. Since that booklet may not be available at the stage of House listing, the list has been reproduced at Appendix "F". (Charge Officers will please make the Enumerators note these names from this list during their training or from the list sent with Training of Census Staff Circular no. 1, dated July 18, 1960.) Write also the number of males over 18 years of age in a Scheduled Caste household in this column as this special investigation is being made at the request of the State Government.

The Enumerator will sign at the bottom of each page and make page-wise totals of columns 13, 15, 16 and 17.

**Preparation of Statement for State Government**

A statement will be prepared for the above investigation in respect of Scheduled Caste households in the following form in manuscript :

District.....Tahsil/Town ..... Village  
/Ward or Mohalla..... Enumeration Block no. ....

Name of Scheduled Caste	Living in own houses		Living in rented house	
	Number of households having 3 or less number of males over 18 years	Number of households having more than 3 males over 18 years	Number of households having 3 or less number of males over 18 years	Number of households having more than 3 males over 18 years
1	2	3	4	5

This statement will be sent to the District Census Officer who will consolidate them and send the information to the Harijan Sahayak Vibhag of the State Government.

**House-list Abstract**

Every Enumerator, including Assistant Enumerator, at the conclusion of House-listing will prepare an abstract in duplicate in the following printed form, one for each copy of the House-list :

**House-list Abstract**

Name and number of District.....  
 Name and number of Tahsil, etc.....  
 Name and number of Village/Ward/Enumerator's Block, etc.....  
 Total number of sheets used.....  
 Census Household Numbers from.....to.....  
 Total number of Census Households.....

Number of establishments, workshops or factories	Total number of rooms in all households	Number of persons residing in households		
		Males	Females	Total

*Dated signature of Supervisor*

*Dated signature of Enumerator.*

**Submission of Records**

As soon as the House-listing is over the Enumerator will submit both copies of the House-list with Abstracts and one copy of Sketch Map to the Charge Officer through the Supervisor so as to reach the former by November 26, 1960. Charge Officer can also cause the record to be collected from the Supervisors.

Brief Instructions on House-listing have issued in House-listing Circular no. 1, dated July 8, 1960. For calculating mid-year population estimates, Registrar General, India, requires population figures obtained from House-list Abstracts for each district and for each city and town. House-list Abstracts received from all Enumerators are to be totalled up and the following figures reported for the district as a whole as well as for each city and town by December 7, 1960 :

- (1) Total population residing in house-holds . . . . .
- (2) Males . . . . .
- (3) Females . . . . .

In Circular no. 2, dated August 31, 1960, Enumerators have been asked to keep extract of columns 11 and 12 of the House-lists and one copy of sketch map with north direction clearly marked as they will be useful for knowing the Census numbers of House-holds which have to be re-visited at the time of enumeration. The figures of population will also give an indication of the number of Individual Slip and House-hold Schedule forms which will be required for each Enumeration Block during the Census Count. Individual Slip pads and House-hold Schedule books will be issued to Supervisors and Enumerators on the basis of figures obtained from House-list for each Block with a reasonable reserve to cover houseless population and wastage.

Mistakes to be avoided in House-listing have been explained in paragraph 2 of Training Circular no. 3. Some matters have been further clarified in House-listing Circular no. 2, which should be read carefully.

It will not be necessary to prepare House-lists for strictly military areas.





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

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

Line no.	Building number (Municipal or local authority or Census number, if any)	Building number (column 2) with sub-numbers for each Census house	Purpose for which Census house used, e.g. dwelling shop, shop-cum-dwelling, business, factory, workshop; school or other institution, jail, hostel, hotel, etc.	If the Census house is used as an establishment, workshop or factory				Description of Census house		Sub-number of each Census household with Census house number (column 3)	Name of Head of Household	Number of rooms in Census household	Do household live in (a) 0 (b) 1
				Name of establishment or proprietor	Name of product (s) repair or servicing undertaken	Average no. of persons employed daily last week (including proprietor, or household members, if working)	Kind of fuel or power if machinery is used	Material of wall	Material of roof				
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													

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

Signature of Enumerator \_\_\_\_\_ Date \_\_\_\_\_

Total for page



# HOUSE LIST

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

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

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

Line no.	Building number (Municipal or local authority or Census number, if any)	Building number (column 2) with sub-numbers for each Census house	Purpose for which Census house used, e.g. dwelling, shop, shop-own-dwelling, business, factory, workshop, school or other institution, jail, hostel, hotel, etc.	If the Census house is used as an establishment, workshop or factory				Description of Census houses		Sub-number of each Census household with Census house number (column 3)	Name of Head of Household	Number of rooms in Census household	Does the household live in own or rented house? (a) Own (O) (b) Rented (R)	Number of per Census househo	
				Name of establishment or proprietor	Name of product (s) repair or servicing undertaken	Average no. of persons employed daily last week (including proprietor, or household members, if working)	Kind of fuel or power if machinery is used	Material of wall	Material of roof					Males	Fem
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1															
2															
3															
4															
5															
6															
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2															
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4															
5															
6															
7															
8															
9															
10															

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

Signature of Enumerator \_\_\_\_\_

Date \_\_\_\_\_

Total for page \_\_\_\_\_

## CHAPTER VII

### TRAINING IN HOUSE-NUMBERING AND HOUSE-LISTING

#### Training of Officers

1. (1) Training to Officers-in-charge (City Magistrates and S. D. Ms.) Charge Officers, Additional/Assistant Charge Officers and Blocks Development Officers is to be imparted in the first fortnight of August by the District Census Officer. If an Additional/Assistant Charge Officer cannot be available without serious dislocation of work, he can be trained later on by the Charge Officer. If a Block Development Officer cannot come then one of his A. D. Os. can take this training. The training is to be given in two instalments with an interval of one week or so. The first instalment is to be of two days and the officers will be taken through the circulars on House-numbering and House-listing and the English booklet "Instructions for filling up the House-list and House-numbering". Thereafter they will be taken through the two Hindi booklets "House-numbering Instructions" and "Instructions for filling up the House-list". The Hindi booklets are more detailed and contain additional matter. As later on training to the field staff will be given by the officers with the help of the Hindi booklets, familiarity with them is essential. In the second instalment of training difficulties experienced by the officers in the understanding of the Instructions will be explained to them. This instalment can be of one or two days, as necessary.

(2) In large cities and towns where House-numbering starts much before September, it is advisable to separate the training of the officers of such cities and towns from the training of other officers and to finish it in July. The training of other officers can be held in August.

#### Training of Field Staff

Training to House-numbering staff, Supervisors and Enumerators will be given by Officers-in-Charge, Charge Officers and other trained Officers in suitable batches.

#### Urban and Special Areas

In urban and special areas excluding strictly military areas training in House-numbering to the field staff is to be given in the second fortnight of August. This also applies to notified areas and urban town areas included in a Tahsil Charge. Each batch will receive training for two consecutive days and will go through the Hindi booklet "House-numbering Instructions" on the first day. On the second day difficulties will be resolved and a practical demonstration given. In large cities and towns where House-numbering is to be taken up earlier than September, this training may have to be imparted in July.

Training to Supervisors and Enumerators, including Assistant Enumerators in Enumeration Blocks containing a high proportion of non-residential houses, will be given in House-listing in the second fortnight of October in suitable batches. Each batch will receive two days training on consecutive days. It will go through the Hindi booklet "Instructions for filling up the House-list" on the first day. On the second day difficulties will be removed. They will also be made to do some practical work by filling up particulars of a few Census Houses and Households. This work will be done on one sheet of house-list form in pencil so that if the sheet is required later it can be used after erasure.

### **Rural and Forest Charges**

In rural areas including forests and rural town areas House-numbering and House-listing both will be done by the Enumerators. Hence combined training in both will be given to Supervisors and Enumerators. Convenient centres should be selected in each Development/Shadow Block in such a manner that no Supervisor or Enumerator has to travel more than five miles from his normal place of work. It will be helpful if the B. D. O. or the A. D. O. concerned also trains up one batch at his headquarters. In Forest Charges training will be given at convenient centres by Forest Officers.

Training in rural and forest areas will be given on three consecutive days between September 1 and October 15. Supervisors and Enumerators will be taken through the two Hindi booklets "House-numbering Instructions" and "Instructions for filling up the House-list" word by word on the first two days. On the third day difficulties will be resolved and the trainees will be asked to do some practical work in House-numbering and House-listing. Particulars of a few Census Houses and Households should be got filled up on a blank sheet and House-list forms should not be wasted.

### **Distribution of Form and Book of Instructions**

(1) Copies of the Hindi booklet "House-numbering Instructions" should be distributed to House-numbering staff in urban and special areas during their training in House-numbering. Copies of the Hindi booklet "Instructions for filling up the House-list" should be distributed to Supervisors, Enumerators and Assistant Enumerators at the time of their training in House-listing. During the latter training House-list forms and House-list Abstract forms should also be distributed to Enumerators and Assistant Enumerators.

(2) In rural and forest areas copies of both Hindi booklets should be distributed to Supervisors and Enumerators during the course of their combined training in House-numbering and House-listing. House-list forms and House-list Abstract forms should also be distributed to Enumerators during the training.

(3) Some House-list forms and House-list Abstract forms should be given to Supervisors also in all areas to serve as reserve. A reserve stock of forms should also be kept at Charge Headquarters to be drawn upon in time of need.

### **Amendment of Hindi Booklet on House-listing**

In the ninth line on page 4 of the Hindi booklet "Instructions for filling up the House-list" there is an instruction for crossing out (Praganak Ka Block). i.e. (Enumerators Blocks) from the printed heading at the top of the House-list form. This instruction should be deleted as it is useful to record the name, if any, of the Enumerator's Block and its serial number on the House-list.

### **Supply of list of Scheduled Castes**

A list of recognized Scheduled Castes in Uttar Pradesh is given at Appendix "F". This should be dictated to Supervisors and Enumerators as it will be required for making entries in the Remarks column of the House-list and preparing an abstract of Scheduled Caste houses.

### **Reserve Strength**

While giving training to field staff it would be advisable to train up sufficient number of extra persons to remain as reserve for emergent needs.

### **Record of training**

(1) Each Training Officer will prepare a Census Staff Training Record in respect of the field staff. In urban and special areas there will be two sets of training and a separate record will be prepared for each training. In rural and forest areas there will be a combined training and preparation of one record by the Training Officer will be enough. A programme of training is to be drawn up by each Charge Officer in advance showing the training centres and dates of training at each. A copy of this should be sent to the Officer-in-Charge concerned, another to the District Census Officer and the third to the District Officer.

(2) The Census Staff Training Record will show at the top the name of the district, its code number, name of the charge, tahsil/city or town code number, name of the training officer, normal designation and Census designation of the training officer. It will have the following columns—

- (1) date of Training Class,
- (2) number of persons who attended,
- (3) name and designation of absentees,
- (4) dates of training imparted to each absentee,
- (5) initials of Training Officer, and
- (6) remarks.

Officers-in-Charge and Charge Officers must satisfy themselves that training has been given to the entire field staff including reserve and they should see the above record now and then and take necessary action.

The above instructions were issued in Training of Census Staff Circular no. 1, dated July 18, 1960.

In Circular no. 3, dated August 8, 1960, are given some common types of mistakes likely to be committed by the Enumerators in House-listing which are to be avoided.

## CHAPTER VIII

### MAPS

#### Marking printed Tahsil Maps

(1) Good maps are necessary pre-requisite for the successful conduct of a Census. Maps of 144 tahsils were available with the Superintendent, Printing and Stationery, Uttar Pradesh. They were indented for and supplied to the districts for bringing them up-to-date and marking on them important changes in landmarks, such as new roads, railway lines, canals, etc. and showing changes in boundaries of villages affected by alluvion, diluvion or other causes and revising the list of fairs. N. E. S./Shadow Blocks and Charges, Circles and Blocks too, when their formation is complete, are also to be shown thereon. If a village is divided into many Blocks it might be inconvenient to show them individually. In such a case serial numbers of Blocks composed can be written. e.g. 29-33 within the boundary of that village. One copy of the map is to be retained in the Tahsil office, and three to be sent to the office of the Superintendent of Census Operations who will retain one copy, send the other to the Registrar General and the third to the Deputy Superintendent concerned.

(2) Instructions for marking printed tahsil maps were issued in Maps-Circulars nos. 1, 2 and 5, dated December 22, 1959, April 8, 1960 and May 23, 1960, respectively.

#### Preparation of fresh Tahsil Maps

(1) Maps of the remaining 87 tahsils were either not available with the Superintendent, Printing and Stationery, Uttar Pradesh or had become very much out of date. Board of Revenue were requested to issue orders for the preparation of maps of these tahsils and they did so in B. O. no. 7944-84/(4)-XII-109, dated April 25, 1960. Maps-Circular no. 4, dated May 23, 1960, was issued with reference to this B. O. These maps are to be prepared on the scale 1"=1 mile. Where a tahsil extends beyond 40 miles in length, its map may conveniently be prepared in more than one sheet. These maps are to show boundaries of tahsils, as they exist now, location of boundaries of villages, N. E. S./Shadow Blocks, cities, towns, roads, railway lines, canals and other important landmarks. As soon as Charges, Circles and Blocks have been delimited, they will also be shown on these maps. If a village has been divided into many Blocks and it is inconvenient to show them individually then they will be denoted, as explained in para. 1(1) above. An up-to-date list of fairs and bazars will also be appended.

(2) These maps are to be prepared on strong tracing paper and the cost of a set of five copies of a tahsil map should not exceed Rs.100. Where it is possible to use tracing cloth within this pecuniary limit, it should be

used instead of tracing paper. Necessary allotment has already been made to the districts concerned for this purpose.

(3) If a Census village is divided into a number of Enumeration Blocks it will be inconvenient to denote them individually. They may be denoted jointly. Suppose it contains Blocks 29 to 33 then the figures 29—33 can be written within the village boundary on the map. This has been clarified in Maps—Circular no. 6, dated July 22, 1960.

(4) One copy of the map will be retained in the Tahsil Office and four copies will be sent to the Superintendent of Census Operations who will retain two copies and send one to the Registrar General and one to the Deputy Superintendent concerned.

### Notional Maps of Cities and Towns

State Government issued orders to local bodies for preparation of notional (*Nazri*) maps of cities and towns in one or more sheets depending on their size showing broad layout of roads, streets, lanes, etc. and important landmarks like main administrative or public buildings, famous temples, tanks, ponds, etc.

In the case of cities and towns having population exceeding 20,000 at the 1951 Census, maps should, also indicate comparatively prosperous areas and the direction (*s*) in which extension is taking place. The maps should also show places of work and the residential areas and indicate the nature of development—whether they have sprung from well nucleated area or have a ribbon-like linear formation. Instructions regarding the preparation of notional (*nazri*) maps issued from time to time were summarised in Maps—Circular no. 3, dated April 23, 1960.

### Sketch Maps

(1) For the maintenance of Census house numbers *nazri* sketch maps of villages, hamlets and well defined portions of urban areas will be prepared in duplicate on ordinary paper by Enumerators for their Blocks (*see* Chapter V). There will be one map for each main village and one for each hamlet as in each case building numbers start from a fresh serial.

(2) These sketch maps will indicate the sequence of house-numbering showing where it begins, how it proceeds, and where it ends. For example, if along one side of a street there are twenty buildings from no. 11 to 30 then the sequence of numbering can be shown in the following manner.

11 . . . . . 30,

the intermediate numbers being omitted. Numbers of all buildings which are at corners or turnings of streets, lanes or *galiaras* must be shown together with the names of occupiers.

(3) With each copy of the House-list will be stitched one copy of the map or maps concerned so that with the help of this record the number can be traced at the spot and restored, if necessary.

## CHAPTER IX

### PUBLICITY

In order to popularise Census and to ensure an efficient and correct enumeration it is necessary to undertake its publicity by all possible means. Though the main operation of enumeration will take place in February and March, 1961, publicity is required during the period August to November, 1960, also for the House-numbering and House-listing operations. At the All-India level and the State level publicity will be made through the radio, newspaper articles and advertisements. Within the districts, District Officers will arrange publicity through the various media at their disposal. The Director of Information, Uttar Pradesh has very kindly agreed to the use of District Information Officers for this purpose. Apart from this, Charge Officers will also carry on Census publicity through their agency. Publicity in districts will start before the House-numbering stage and District Officers will kindly encourage editorials and occasional notes through the local newspapers. Material of publicity received from the Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, Government of India, in the shape of posters and folders will be distributed to all concerned through various channels.

2. What is most needed is the establishment of co-operation of citizens which is not possible unless a sense of awareness is created in them. Their co-operation is required for painting house numbers and for eliciting answers for the house-lists. It is to be impressed on them that the Census is a national undertaking and it is the national duty of everyone to co-operate. Citizens are also to be assured that any information given by them to the Census Organization will be treated in utmost confidence and not divulged to anyone and it will not be used for any such purpose like taxation conscription or legal evidence. Census is not interested in information regarding individuals. It is interested in statistical information collected from a large number of individuals. At the same time it should be politely pointed out that every person concerned is bound to allow Census Officers access to premises for putting such marks as may be necessary for the purpose of Census and to answer questions to the best of his knowledge and belief and any default is punishable under the law. Recourse to law in any case will perhaps not be necessary if the citizens have been properly prepared in advance for the Census.

3. The citizen has to be educated for the Census and his interest has to be aroused so that he becomes an active partner as it takes two to make the Census—the enumerator and the citizen. His coldness and indifference have to be overcome and this can be achieved only when he comes to believe that the whole Census Organization is for his benefit,

## CHAPTER X

### DISTRICT CENSUS STAFF

As compared with the previous censuses, this time Census staff has been provided to districts on a much more lavish scale. This has been done in the interest of greater efficiency and greater accuracy in work. One senior clerk in the scale of Rs.85-6-145 and one junior clerk in the scale of Rs.60-4-80-5-120 and one peon in the scale of Rs.27-½-32 have been provided at the headquarters of each district, and one clerk in the scale of Rs.60-4-80-5-120 has been provided to each tahsil from April, 1960. One clerk in the scale of Rs.60-4-80-5-120 has also been provided to each sub-tahsil or *peshkari* of districts in Kumaon Division (one in district Tehri-Garhwal and five in district Naini Tal) from May, 1960. Sixteen cities, namely Kanpur, Lucknow, Agra, Varanasi, Allahabad, Bareilly, Meerut, Moradabad, Saharanpur, Dehra Dun, Aligarh, Rampur, Gorakhpur, Jhansi, Mathura and Shahjahanpur, which had more than one lakh population in 1951, have been provided with an extra clerk each in the scale of Rs.85-6-145 from April, 1960. The following large cities have further been provided with extra junior clerks in the scale of Rs.60-4-80-5-120 as shown below :

Kanpur	..	..	5	Varanasi	..	..	2
Lucknow	..	..	3	Allahabad	..	..	2
Agra	..	..	2	Bareilly	..	..	1
				Meerut	..	..	1

The District Census Staff gets pay and allowances at the State Government rates applicable to Collectorates. The State Government have been requested to declare the District Census Staff as a temporary addition to the Collectorate cadre.

## CHAPTER XI

### EXPENDITURE AND ACCOUNTS

All expenditure on Census Operations is Central and is debitable to the major head "47—Miscellaneous Departments—Statistics—Census".

2. All expenditure incurred in the districts falls under the minor head "B—Enumeration". Under this minor head there are four sub-heads as follows :

B 1—Pay of Establishment.

B 2—Allowances (Dearness, City and Travelling Allowances) and Honoraria ;

B 3—Honoraria to Enumerators ; and

B 4—Other Charges (railway freight, transport charges, preparation of tahsil maps, service postage stamps, stationery and other contingencies).

3. Bills in respect of Pay of Establishment (including Dearness and City Allowances), Travelling Allowances, Honoraria and Other Charges should be drawn separately with the necessary classification shown on each bill.

4. All bills should be invariably marked as "Central".

5. Necessary allotments have been made to all districts and further allotments, if needed, will be made from time to time. The District Officers have been authorized to act as drawing and disbursing officers in respect of pay and allowances of the staff and contingent expenditure and controlling officers in respect of travelling allowance of the Census staff working under them.

6. Expenditure on the Despatch Unit (Census) established for a few months in the premises of the Government of India Forms Press, Aligarh, under the administrative control of the District Officer on behalf of the Superintendent of Census Operations, is debited to the minor head "A—Superintendence" under the major head noted above. The sub-heads under this minor head are as follows :

A 1—Pay of Officers (not applicable to the Despatch Unit).

A 2—Pay of Establishment.

A 3—Allowances and Honoraria.

A 4—Other Charges.

The District Officer, Aligarh, acts as drawing and disbursing officer for this Unit and also as controlling officer for travelling allowance.

7. District Officers are required to furnish to the Superintendent of Census Operations, Uttar Pradesh, Lucknow, by the third of every month a statement of expenditure incurred in the preceding month in forms G. F. R. 7 and 11 (amplified).

8. These instructions have been issued in Classification of Enumeration Expenditure—Circulars no. 1 to 3, dated April 25, April 27 and May 4, 1960, respectively. The *pro formas* of forms G. F. R. 7 and 11 (amplified) were supplied with Circular no. 3.

## CHAPTER XII

### FORMS AND INSTRUCTIONS (PRINTED)\*

The following forms, instructions, etc. have been printed at the Government of India Forms Press, Aligarh :

House-list—Hindi (loose sheets).

House-list—English (loose sheets) for Officers' use only.

Instructions for filling up the House-list—English, for Officers use only.

The following forms and instructions have been printed at the State Government Press, Lucknow :

House-list Abstract—Hindi (loose sheets).

Appointment letters of Charge Officers—English.

Appointment letters of Supervisors—Hindi.

Appointment letters of Enumerators—Hindi.

Instructions for House-numbering—Hindi.

Instructions for filling up the House-list—Hindi. The distribution chart of these forms and instructions to individual districts is given at Appendix "G".

2. In every District Office and in every Charge Office a register will be maintained showing the receipt and distribution of printed Census forms and instructions. Separate pages should be allotted in the register to each Form/Instructions. This will have the following columns :

<i>Receipt</i>	<i>Distribution</i>
1. Date.	6. Number issued.
2. Number received.	7. To whom issued.
3. Source from which received.	8. Balance.
4. Initials.	9. Initials.
5. Date.	10. Remarks

This register was prescribed in Distribution of Census Forms/Instructions-Circular no. 1, dated April 13, 1960. Circular no. 2 of April 13, 1960 and Circular no. 3 of April 23, 1960, give the distribution of forms and instructions printed at Government of India Forms Press, Aligarh and Circular no. 5 of July 1, gives the distribution of those printed at the State Government Press, Lucknow. Circular no. 4, dated May 25, 1960, enjoins taking of immediate delivery of goods on getting the railway receipt and debiting the expenditure to the Census budget.

3. Circular no. 6, dated July 28, 1960, enjoins that the District Reserve will be 3 per cent of the total stock of the District and the Charge Reserve will be 2 per cent of the total stock of the Charge. Charge Officers will distribute one per cent of the stock to Supervisors and the remainder to Enumerators in proportion to the estimated population of their Enumeration Blocks. Each Enumerator is expected to receive about 10 per cent over and above the number of forms actually needed by him. Each member of the House-numbering staff in urban areas and each Supervisor and Enumerator in rural areas will have one copy of House-numbering Instructions in Hindi. Each Supervisor and Enumerator will have one copy of Instructions for filling up the House-list in Hindi and each Enumerator will have two copies of House-list Abstract.

4. In Circular no. 7, dated August 29, 1960, is given an additional quantity of forms printed at the Government of India Press, Aligarh, which are being supplied to districts concerned on recalculation of their requirements. The additional requirements of House-list forms are being met from the State Reserve at Lucknow and of House-hold Schedule Books and Individual Slip Pads from the State Reserve lying with Government of India Press, Aligarh.

5. In Circular no. 3, dated August 2, 1960, District Officers have been requested to ensure that House-numbering in urban areas according to the Census pattern finishes by October 15, 1960 and in rural areas by October 31, 1960. In Circular no. 4, dated August 2, 1960, they have been requested to report commencement of House-numbering in all Cities and Towns having population exceeding 20,000 at the 1951 Census as soon as House-numbering in a particular City or Town is taken up.

## CHAPTER XIII

### CENSUS CALENDAR

The Census is a series of large-scale operations covering every square inch of the territory and involving an immense organization. Every operation, therefore, requires phasing and strict adherence to time schedules. A slip here or there can hold up the entire work. Strict adherence to time schedules is, therefore, emphasized and should be insisted upon. District Officers, District Census Officers, Charge Officers, Sub-divisional Magistrates and others have to see that it is strictly followed by all concerned.

2. The Census Calendar for this State up to the completion of House-listing is given below :

- (1) Appointment of District Census Officers and reporting their names to Superintendent of Census Operations in duplicate. .. November 15, 1959.
- (2) Selection of Cities and Towns and reporting them to S.C.O. in triplicate. .. November 30, 1959.
- (3) Allotting code numbers to Tahsils and code numbers including code sub-numbers, if any, to Cities and Towns and reporting them to S.C.O. in triplicate. .. December 15, 1959.
- (4) Allotting code numbers to Wards, Mohallas and Localities in Cities and Towns and reporting them to S.C.O. in triplicate. .. January 15, 1960.
- (5) Delimitation of Charges, selection of Charge Officers and reporting them to S.C.O. in triplicate. .. February 29, 1960.
- (6) Allotting code numbers including code sub-numbers, if any, to Villages and reporting them to S.C.O. in triplicate. .. May 31, 1960.
- (7) Delimitation of Supervisor Circles and Enumeration Blocks and selection of Supervisors and Enumerators and reporting the number of Circles and Block in each Charge to S.C.O. in triplicate. .. July 15, 1960.
- (8) Distribution of House-numbering Instructions by District Census Officers to Charge Officers in Urban Areas. .. August 10, 1960.
- (9) Training to batches of House-numbering staff by Charge Officers and distribution of House-numbering Instructions in Urban Areas. .. August 16 to 31, 1960 (or earlier at larger places).
- (10) Distribution of House-numbering and House-listing Instructions, House-list forms, House-list Abstract forms by District Census Officers to Charge Officers in Rural Areas. August 25, 1960.
- (11) House-numbering in Urban Areas .. .. September 1, 1960 (or earlier at larger places) to October 15, 1960.
- (12) Training to batches of Supervisors and Enumerators by Charge Officers in House-numbering and House-listing and distribution of House-numbering Instructions and House-listing Instructions, House-list Forms and House-list Abstract Forms in Rural Areas. .. September 1 to October 15, 1960.
- (13) Training to batches of Supervisors and Enumerators by Charge Officers in House-listing and distribution of House-list Forms, House-list Abstract Forms and Instructions in House-listing in Urban Areas. .. October 16th to 31, 1960

- (14) House-listing in Urban and Rural areas .. .. . November 1 to 21, 1960.  
(15) Submission of House-list records to Charge Officers .. . November 26, 1960.

3. While a majority of the districts have striven to keep abreast with the time schedule still there have been unconscionable delays in some cases. Now that actual Census operations are fast approaching, no further delays should occur as any delay is likely to upset Census work in the State seriously.

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*N.B.*—Where a district is attached to a Deputy Superintendent, one copy of each Statement is meant to be sent to him out of the number of copies for the Superintendent of Census Operations.