सत्यमेव जयते

# CENSUS OF INDIA, 1961

## VOLUME IX—MADRAS

### PART VIII-A

# ADMINISTRATION REPORT
## (ENUMERATION)

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SUPERINTENDENT OF CENSUS OPERATIONS, MADRAS

67352

CENSUS OF INDIA 1961

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# ADMINISTRATION REPORT (ENUMERATION)
# 1961 CENSUS

## CHAPTER I.

### GENERAL.

**1. Scope and purpose of the Report.**---The Administration Report on Enumeration is primarily intended for my successor when he has to count the population in 1971 Census. Mr. Yeatts in 1931 and Sri S. Venkateswaran in 1951 have left two Administration Reports which I found quite useful. Another report which I have read with great interest is the one on West Bengal left by Shri A. Mitra in 1951. To my mind, the usefulness of an Administration Report is in the consideration that a Superintendent can record his experiences and impressions which normally will not be put on file and which will help his successor in dealing with many problems which will arise in the course of his work. Unlike any other post to which an officer of the Indian Administrative Service can be appointed, the post of a Superintendent of Census Operations continues to be a one-man job and he has to look after everything himself. A good deal of the plan is more in his mind than on paper and it is even difficult to have any able assistant without involving contradictions of directions with embarassing results. There is a general impression that the work of a Superintendent is comparatively light, an opinion shared by my colleagues. The work combines routine with high planning and organisation and involves proof-reading and looking into minute details of varied items of work. It can be quite arduous and can have unfortunate effects on the general health of the incumbent. I had a serious break-down in health in February-March 1962. This is apart from my sojourn in the Madras General Hospital for 91 days as a result of a jeep-bus collision while visiting the Kadar Settlement in the Anamalai Hills. This, of course, has to be treated as an act of God.

**2. Census Superintendent to be distinct from State Government.**—In 1951, Sri S. Venkateswaran was happy and even enthusiastic to take up the work of Census which he considered as basic and interesting in addition to that of organising the first Elections under the new Constitution. However, he found from experience that such a combination was an error of judgment which should not be repeated. In 1961, I was appointed exclusively for Census work. But there was one essential difference which would count in actual practice. It was the view of the Government of Madras in 1951 that, in the interest of efficient conduct of census work itself, the fact that the Superintendent of Census Operations was the Additional Secretary to the State Government would give a useful status in carrying out his census responsibilities in the State. This was denied to me. In 1951, the instructions issued by the Superintendent of Census Operations had practically the same effect as the orders issued by the State Government. In 1961, I had to write letters seeking the co-operation of the Commissioner of the Corporation of Madras or the Collectors and the Heads of Departments in the conduct of census. To what extent this made the census operations more difficult is explained in detail in the course of this Report. But, on the basis of my experience, I am of the view that, while there are

practical advantages involved in a Superintendent of Census Operations functioning as part of the State Government, it is desirable that in the larger interest of Census count the post is kept distinct from that of the State Government during enumeration.

**3. The opportunity—How it came.**—I took charge of the post of the Superintendent of Census Operations on 1st March 1959. Actually, I did not accept this post with any enthusiasm. It was through a casual remark made by the Chief Secretary that I understood that my name has been recommended to the Government of India for appointment as Superintendent of Census Operations, Madras. I knew nothing of the work involved, much less had I any particular aptitude for the type of statistical work expected of such an officer. I had returned after a deputation in Kerala during which my concept of a civil servant under a Parliamentary democracy was under constant strain. It was therefore, with an amount of unconcerned detachment that I accepted this post. With my experience of census work, I feel happy that I was chosen for this post. It has given me an opportunity to know the State in its entirety and its various aspects and the working of its different departments. Further to plan and organize a Census, whose conception and execution is much more grand than what has been ever attempted in this country is a reward in itself. My thanks are certainly due to the Chief Minister of Madras for having given me this opportunity to serve the State.

**4. Start from scratch**—We have a Census Act and a permanent post of Registrar-General, India. Therefore, it is something of an incongruity to find that a Superintendent of Census Operations has to join a new post without any assistance either of a Stenographer or a typewriter. Fortunately, a building had been fixed for the office of the Superintendent of Census Operations. A typewriter was borrowed from the Office of the Chief Minister. A Stenographer was recruited from the open market and other members of the staff taken on deputation. My colleague in West Bengal was more fortunate in that he had a nuclear staff to assist him and I do hope that in 1971 my successor will have an office to which he can walk in boldly and not be subjected to the unfortunate experience which incidentally is in the tradition of the Indian Census from 1881 onwards.

**5. Preparatory work.**—It was actually our good fortune that the present Registrar-General, Shri A. Mitra had adequate experience as Superintendent of Census Operations, West Bengal in 1951 and knew difficulties and problems which a Superintendent has to face in organizing a census count. The result was that every Superintendent of Census Operations was put in position much earlier in 1961. This gave us an opportunity to familiarize ourselves with what is Census and what is Statistics. We could study the Census Reports of the previous decades. He also suggested that it would be a good idea to tour different parts of the State and familiarize oneself with the conditions existing there. It was also fortunate that I had returned after two months' leave during which I undertook a trip to Ceylon. The preparation for Census involved getting the matters of policy settled with the State Government. The Government of Madras, in their G.O. Ms. No. 1264, Public (Elections), dated 24th April 1959, notified my appointment as Superintendent of Census Operations to all Departments of the Secretariat, Heads of Departments under their control, Collectors, District Judges, Revenue Divisional Officers, Tahsildars, Block Development Officers, Commissioner of the Corporation of Madras and



other Municipalities, District Board Officers and Executive Officers of Panchayats and permitted them to correspond direct with me on all matters concerning Census and to furnish me with such particulars and records as may be required for my reference. The Curator, Madras Record Office and the Librarian, Madras Secretariat Library were also permitted to lend to me, on requisition, relevant Government records and publications and books. If any information was to be withheld from the Superintendent of Census Operations by any of the authorities, the prior concurrence of the State Government had to be taken. I am happy to record that no such instance has occurred during my tenure in this post.

**6. Designation of the post.**—One of the points which is of academic interest is the designation of the post. In 1951, Sri S. Venkateswaran had raised with the Registrar-General, the question of changing the designation of Superintendent of Census Operations. Sri R. A. Gopalaswami had replied that he would keep the suggestion in mind to be implemented at an appropriate stage. But apparently, this suggestion was not acted on. I had to write to Shri A. Mitra reviving the suggestion that it would be desirable to revise the designation of Superintendent of Census Operations, as the term Superintendent, in actual connotation, means the ministerial head of an office in the State and as such this designation would not command sufficient respect from the public. This subject was pursued by Shri A. Mitra though with a certain amount of hesitation because he had the idea at the back of his mind that any such proposal would suggest that the census officers were keen on personal importance. The proposal was, however, placed before the Home Minister, as it involved an amendment to the Census Act. It was considered not worth moving the Parliament on such a trivial matter and it met with a natural death. I think this change in the designation, Superintendent of Census Operations, will always be a living problem in the Census Organisation which will never get solved. After my experience in this post for the last four years, I now think that there is no need to change the designation of the post which has survived as a legacy from 1871 and one can quote Shakespeare that "the rose by any other name would smell just as sweet". I am of the view that my successor need not pursue this matter.

**7. Previous Correspondence.**—It was my good luck to inherit good volumes of correspondence relating to Census left by my predecessor. The correspondence relating to Census have been properly preserved in the Madras Record Office. It was, therefore, easy to refer to previous papers without much difficulty.

**8. How the work began.**—The Census Count of 1961 was done on the basis of Indian Census Act, Central Act XXXVII of 1948. Before I took charge, the Registrar-General had issued a letter to the State Government indicating the advent of 1961 Census and requesting the services of an officer to be appointed as Superintendent. The accommodation for housing the Census Office was also arranged by the Deputy Registrar-General Shri D. Natarajan through the Government of Madras. I took up this assignment on 1st March 1959. It was rather pleasant to read the circular letter issued by Shri A. Mitra as the first item of my work as Superintendent. It was a comprehensive letter which gave a background of Census and made specific suggestions as to how we should act under each item. He also sent us literature on Census so that the Census Superintendent can have a definite idea of what his work is.

9. **General problems.**— Before I indicate how the Census was organised, I would refer to some of the general problems faced during the Census and record my experience for the guidance of my successor.

**10. Census agency.**—One of the first items of work for a Census Superintendent is to finalise the details of agency to be utilised for Census. In 1951 Madras City was constituted into a charge with the Commissioner, Corporation of Madras as the Charge Superintendent. In the mofussil all the areas within a taluk other than municipalities, cantonments and strictly military areas were constituted into a charge and Tahsildar was made the Charge Superintendent. Each Municipality in mofussil constituted a separate charge with the Commissioner of Municipality as Charge Superintendent. A few special charges like Mettur Township and Lower Bhavani Project Colony were also formed. The bulk of the Census work was done by Municipal Commissioners and Tahsildars in 1951.

**11. The role of Tahsildar—Need for relief.**—Sri Venkateswaran had recorded in the Administration Report of 1951 as follows :—" I suggest that in future Censuses the responsibility for the efficient conduct of Census should be laid not only in theory, but also in practice squarely on Collectors and Revenue Divisional Officers, the Superintendent of Census Operations being responsible for co-ordination of work in all districts to ensure uniformity in instructions and their enforcement." This is what I did. I followed the adivce given by him in formulating the agency needed for the Census. He had, however, added, " It must be mentioned in this connection that the present-day Tahsildars are over-burdened with numerous duties that they cannot tackle any appreciable and important additional work like Census without assistance. At this Census, we made full use of the Election Deputy Tahsildars in each taluk and we made them attend to Census work also and gave relief to the Tahsildars. In the absence of a lucky co-incidence of election or electoral roll work, and Census work, this matter will require careful consideration at future Censuses if Tahsildars continue to be over-burdened with work as now. " At certain periods of this Census also, Election Deputy Tahsildars were employed in some taluks in connection with the revision of electoral rolls. Their services were utilised in Census freely to which full credit must go to the State Government and the Collectors. But during periods when no such Deputy Tahsildar was provided, the full responsibility fell on the Tahsildars and as Registrar-General would not agree to the appointment of any special staff for the taluks, it was not possible for me to provide any relief to the Tahsildars. This matter needs detailed consideration in future Census as it was in practice found that Tahsildars could not attend to the Census work in their charges which was rather unwieldy without undergoing hardships.

**12. Association of National Extension agency.**—One effort I made to give relief to the Tahsildar was to consider the question of associating Block Development Officers with the conduct of Census. Though in principle the National Extension Service authorities did not evince any opposition, they were not keen about it and this proposal which at one time had the backing of the State Government and the then Development Commissioner, Sri R. A. Gopalaswami, was not implemented in practice. I would discuss the proposal I placed before the State Government so that it could be revived in 1971, perhaps with greater success.



In view of the changing pattern of administration and increasing role of National Extension work, the possibility of utilising National Extension Officers for census work was thought to be a new venture desirable for ideological reasons. For this purpose a specific proposal was made to the Government of Madras. The following extracts from my note prepared for the Collectors' Conference which discussed the subject will explain the content of the proposal.

" It will of course be appreciated that the future pattern of administration will be based on the National Extension Service Blocks and as such the channel of execution of the Census should also be based on the National Extension Service net-work. We can legitimately call upon the staff in the National Extension Block to share the burden of the population census as the population census helps directly in nation building plans. It is the aim of both Union and State Governments to make the blocks an important unit of administration, a position visualised under the Madras Panchayat Act recently enacted by the Madras Legislature. Block is bound to play an important role in the administration of the State in future. All development works are likely to be done under the direction of Block Development Officers and any economic planning in future years will, therefore, be based on block as unit. As such it is desirable for ideological reasons to treat blocks also as basic units of Census. It may help us in developing a new technique in Census and create a permanent agency for compiling statistics.

I am inclined to the view that a Gramasevak or a Social Education Organiser who has worked in the Community Development Project and has come into contact with the villagers will be in a better position to do Census work because such an official has by training and temperament greater chance of creating confidence in the villagers than a member of the regular departments of the Government. It is also desirable to utilise the services of non-officials working in the block for Census work because they are persons who have become leaders of villagers as a result of functioning of National Extension Blocks. Census is a national undertaking based on voluntary work. Community project movement is a national movement aimed at the development of local leadership all over the country. It is only proper that we utilise Block Development Officers as Charge Superintendents for 1961 Census."

**13. The proposal.**—From my experience of the working of the National Extension Blocks and Community Development Blocks in Madras State, I feel confident that Block Officers will be able to give as much satisfaction as Tahsildars in discharging the duties connected with Census. My specific proposal, therefore, is this :

" Blocks which have been in existence for three years or more as on 1st April 1960 should be treated as separate charges in 1961 Census and Block Development Officers appointed as Charge Superintendents. Approximately 150 blocks will be thus declared as separate charges. The authority of the Tahsildar of a taluk will not extend to such a charge constituted under a Block Development Officer. It may also be stated that uniform clerical assistance will be available to all Charge Superintendents for discharging the duties connected with 1961 Census. All the Charge Superintendents will be working under the control of the Collectors and the pattern of administration at the district level will remain unchanged. I may add that the Registrar-General, India has in principle accepted the proposal. "

**14. An opportunity lost.**—The Conference was of the view that the proposal was sound and merited consideration. It was also indicated that after taking into consideration the views expressed in the Conference, the Government of Madras could take a final decision in the matter. The only point raised for consideration by Sri S. Venkateswaran, previous Census Superintendent of Madras State was whether the Block Development Officers had acquired sufficient experience and disciplining so that they could undertake an item of work like Census which is arduous and is of a routine nature. This question was again discussed at the Conference of Census Superintendents in Delhi. It was decided that it would be desirable to associate the Block staff with census operations to the maximum extent possible. But the question whether the Block Development Officers should be declared as Charge Superintendents was left to the discretion of each Census Superintendent. I had further detailed discussions with Sri R. A. Gopalaswami, Development Commissioner of Madras State on the subject. Finally, a decision was taken that Block Development Officers need not be declared as Charge Superintendents. I think a great opportunity was lost in not associating the Block Development staff with actual census enumeration. I felt that the National Extension Service was not keen on an experiment which would have given a realistic basis to the role of development agencies in administration.

**15. Census Enumeration vis-a-vis Revision of Electoral Rolls.**—Inter-linked with this question of relief to the Tahsildars was another vital question raised by the Government of Madras regarding the combination of the work of revision of electoral rolls with Census enumeration in 1961. In December 1959, State Government suggested that the intensive revision of electoral rolls which was to be undertaken in February-March 1961 could be combined with Census Enumeration and the Census Enumerator who has to go from house to house to get particulars for the houselist and household schedules can collect the particulars required for the preparation of electoral rolls. The Chief Election Commissioner, India, was in full agreement with the view expressed by the State Government. As a first step, I discussed this question with Registrar-General, India, when he visited Madras in January 1960. He was of the view that Census needed the concentrated attention of the Enumerator and the accuracy of returns made by him was likely to be vitiated if he was saddled with the responsibility of collecting other particulars. He was also of the view that it could be unsound in theory and practice to combine the functions of the Census Enumerator and electoral rolls Enumerator on the eve of Census. In March 1960, I informed the State Government about the considered views of the Registrar-General, India. I was then invited to attend a Conference in the Secretariat on 16th March 1960 when the Chief Electoral Officer discussed with the Commissioner, Corporation of Madras and the Collector of Chingleput this question. It was indicated at the Conference that the matter should be taken up with the Registrar-General which I did. The Registrar-General took up the matter direct with the Chief Election Commissioner pointing out the difficulties involved in combining these functions. After some correspondence, the Registrar-General invited the opinion of my colleagues in the States and after consulting them, he conveyed in July 1960 his decision that it would be injurious to Census work as well as the Election to combine these functions and entrust it to one person. I, therefore, addressed the Government of Madras and conveyed the regret of the Census Organization that their proposal could not be accepted even as an experimental measure. The proposal was not pressed by the State Government.



**16. Scope of Census data.—Its privacy and practical use.**—It does raise an important question regarding the scope of Census and its use. The conduct of Census depends on the co-operation of the State Government and the utilization of its complex machinery for enumeration. It is a general policy that no information collected during Census is utilised for any other purpose other than statistical. Under Section 15 of the Act, no person shall have the right to inspect any book, register or record made by a Census Officer in the discharge of his duty as such and no entry in any such book, register or record shall be admissible as evidence in any other civil proceedings whatsoever or in any other criminal proceedings other than a prosecution under Indian Census Act. Section 17, however, permits the use of statistical information to be given at the discretion of the Census authorities to any person interested in it. In actual practice, after the Census of 1951, the first Census conducted under the provisions of the Act, the information collected was utilised for the preparation of electoral rolls and national register of citizens. Further, the collection of statistical information is intended for planning in this country and it has been so used so far. Therefore, in theory, there cannot be much objection to an Enumerator doing both the items of work. In practice, the additional information required for the preparation of electoral rolls is only the name of the husband or father as the case may be. As such, the extra work thrown on the Census Enumerator is much less than what is anticipated. Therefore, it is possible to combine both these functions in any future Census and it does give some extra facilities to the Census Organization, in that a field staff will be available to assist the Tahsildar in the discharge of his functions as a Charge Officer and secondly more remuneration will be paid to the Enumerator who will be in a position to devote greater time and attention to this work. Again, the Census has become a national undertaking in the sense that not only the departments of the Government but also the public bodies are interested in the statistical information compiled by it. As such, the so-called secrecy of the Indian Census becomes a little unreal.

**17. Madras Government's generosity.**—It was with some diffidence that I took up the onerous responsibility of conducting 1961 Census. I had two reasons for this. In my absence of two years from Madras State, I had lost my moorings in the State. I was not definite whether I could command sufficient response from the District Collectors and officers of the State Government. In an early meeting which I had with the Chief Minister, he seemed to sense my apprehension and assured me that everything possible would be done by the Government to make the Census successful. The Government of Madras have, throughout the Census enumeration, extended to me all facilities and any request I made had a sympathetic response from them. At the policy level, it extended the fullest possible co-operation to me. The set-up in Madras State is ideal for the Census Superintendent, in that the Census is a subject allotted to the Chief Secretary and the Chief Minister. All the Chief Secretaries—Sri W. R. S. Sathianathan, Sri T. N. S. Raghavan, Sri S. Venkateswaran, Sri R. A. Gopalaswami and Sri S. K. Chettur—were quite sympathetic to Census and did whatever was necessary. Two of them had also previous experience of Census—one as Superintendent of Census Operations, Madras and the other as Registrar-General, India. In matters relating to finance, the attitude of the State Government was very helpful and it was epitomised in the observation of Sri T. A. Varghese that the Madras Government would make any financial commitment for Census which other States did. The arrangement for incurring expenditure was to debit

it first to the State funds or to the funds of the Local Bodies and later reimburse the amount by book adjustment. In all the financial transactions which I had with the State Government, I had no difficulty.

**18. Specific instances of generosity greatly appreciated.**—The orders passed by the Madras Government were really sympathetic and went beyond what could be reasonably expected. All the items of stationery and typewriters needed by me were given on loan by the Controller of Stationery and Printing, Madras. Two copies of all priced publications of the State Government were given free to the Census Organization. A vehicle was placed at my disposal for my tour throughout the State. The State Government also placed a jeep at the disposal of the Charge Officers for a period of one month during enumeration. According to a freezing order passed by the State Government, all boundary changes of taluks and districts were prohibited and this facilitated the division of the State into Blocks. The State Government permitted me to make all the changes I considered necessary in the house-numbering system which under normal circumstances could not be altered without the specific order of the State Government and this operation involved extra cost to Government in the preparation of electoral rolls. The interest of all personnel deputed to the Census Organisation was protected to the maximum and wherever necessary rules including statutory were relaxed in favour of such personnel, so that they did not suffer in their pay, promotion, prospects or accrual of increment by such deputation. Considering that even the Government of India did not adequately safeguard the interest of Government servants on deputation to the Census Organisation to which I shall refer in the course of my report, the attitude taken by the Madras Government has been most helpful. Not only this, the State Government recognised the services rendered by all temporary personnel in the Census Organisation provided the service is of more than six months' duration and gave them special facilities regarding age on recruitment under the State Government. I therefore take this opportunity to record my appreciation of the unstinted co-operation which the State Government have extended to me during the Census. The greatest co-operation was in giving me on deputation all the staff required for employment in the Census Organisation whenever I needed them.

**19. Divergence between Policy Enunciation and Implementation.**—In actual practice, some difference will be found between the enunciation of a policy and its implementation at its lower level. I would not be fair to my successor if I do not record the difficulties I had in dealing with the officers of the State Government at various levels. After the Government agreed that I could make whatever changes I thought necessary in the house numbering of the State, on a specific reference made by the Commissioners of Municipalities, the Deputy Secretary in charge of Census issued an order stating that no change should be made in the house-numbering system. The matter had to be specifically raised with the Government again who reaffirmed their earlier order indicating that the Superintendent was competent to order changes. Again after the Government issued an order that two copies of all priced publications should be given to the Census Organisation free of cost, the departments under the Government began issuing individual orders agreeing to supply two copies. The Legislative Department took some time to issue such an order and when it came, the Chinese had invaded India and in the name of the emergency which arose, the department thought it fit to deny me two copies of their priced



publications, a somewhat ironic use of emergency. Again, in dealing with the Collectors one difficulty noticed was a few transfers of officials in the interest of other items of work considered essential by the Government. A few Collectors did not hesitate to transfer Tahsildars in key-taluks during enumeration. This did to some extent hamper the work. However, as a general rule, the co-operation extended by the District Collectors and other District Officials has been excellent and whenever any specific instance of departure from this rule has been brought to their notice, they have unhesitatingly cancelled the orders issued previously.

**20. Personal contact.**—In dealing with the Collectors and other Heads of Departments, personal contact is essential in the conduct of Census. It was through my personal contact with the Controller of Printing and Stationery, Sri S. Krishnaswamy and Sri C. D. Janakiraman that our relationship with the Government Press was cordial and every item of Census work was done in the Government Press. I had actually thrown great strain on the Government Press and they have helped us in various directions attending to items which normally were not their responsibility like the preparation of copper flongs for enumeration slips in Malayalam, Telugu and Kanarese. This remark would also apply to Heads of Departments like the Director of Statistics and Director of Public Health whose co-operation at various points of time was of importance to us.

**21. Role of the Collector.**—The role of a Collector in Census work is significant. In general, it is the tradition of the district administration to co-operate in full with whatever new venture is undertaken. This tradition has been maintained in this Census also and wherever personal co-ordination was possible, I attempted it with encouraging results. I do not wish to compare the co-operation now obtained with that of 1931 or 1951. In this connection, I can recall the observations of Mr. Yeatts in 1931. "In general when dealing with Collectors and District Officers, it is best to give wherever possible a specific suggestion for opinion. This will generally be dealt with on its merits and a useful reply received. General invitations for suggestions receive a very varying treatment and only officers who are interested devote much thought and trouble to their answer." To this, I will add the following. The general correspondence about Census generally receives very little personal attention from the Collectors. If it is a matter which needs his personal attention, it is desirable to take it up with him personally or in the form of a D.O. Again the times are changing and to-day the time of the Collector is more taken up with items of work like Panchayat Raj and Development activities and contact with the general public. As such, routine items of work like Census cannot have that importance in the daily routine of a Collector as it used to be in the past. In general, the co-operation extended to me by the Collectors in their official and individual capacity has been splendid. In one instance, a certain Collector took no direct interest in Census work, but then that was in his nature and his Personal Assistant did whatever was necessary. Again in another instance, a Collector did not implement the written commitment made by his predecessor regarding the release of a building for our use apparently as a result of a predecessor complex—an unfortunate blight not uncommon in our public services. Such instances could be counted, but the co-operation offered in various fields in the making of Census a success was unlimited and in general there was practically no request which was not agreed to in connection with the Census or with the special surveys, by the Collectors.

**22. The old order changeth yielding place to the new.**—Whether it will be possible to use the same set-up in 1971 is a separate matter. With the diminution of the size of the State and the functioning of democracy, the role played by the State Government in the internal affairs of a district has increased. Therefore, the Collector has ceased to be the independent personality looked upon in the past as a local leader to whom all problems were addressed for solution. It is, therefore, difficult to forecast whether the District Collector will continue to be the keyman in the district which he is today. It is the tradition of Madras Administration that the role assigned to the Collector is a significant one, in that he is the co-ordinating authority for all departments functioning in the district. This role has been effectively maintained by the Collectors in the past when Senior Officers with adequate experience of the Secretariat were put in charge of a district. The rule that there should be frequent rotation of officers at the State level and the district was a very important factor in maintaining the high morale and dignity of the Collectors in the district. This era has passed.

**23. Change in the role and attitude of Collectors.**—No more is the Collector the person to whom every item of work is entrusted, whether it is initiated by the State Government or by the Centre. Again the attitude of a Collector has undergone a change. In the past there was no question about the amount of work he could do in the district. To-day the thinking is on the line that specific items of responsibility should be entrusted to him. That is how the concept of the District Revenue Officer to assist the Collector and to relieve him of certain specific responsibilities developed in Madras. It was in this connection that I had one problem with the State Administration, in that the Census work was to be transferred to the District Revenue Officers in January 1961. This was not intended to create any difficulty for me. It was a consequence of a desire for change at the district level on the basis of a scheme evolved by Sri R. A. Gopalaswami, the previous Chief Secretary. It was of course in the irony of things that a scheme initiated by the ex-Registrar-General of India resulted in causing apprehension in my mind. I would give a brief account of this episode.

**24. Entrustment of Census work to District Revenue Officers.**— At a Conference of Collectors held in January presided over by the Chief Secretary, a unanimous decision was taken to transfer the census work from the Collectors to the District Revenue Officers. The ostensible reason given was that the Collectors could not devote adequate attention to Census work amidst their many duties. I felt it would be harmful to Census enumeration for which arrangements had already been made. It was not practicable to discuss the issue with the Chief Secretary, who was a previous Registrar-General and persuade him to defer the order. I, therefore, wrote a demi-official which I reproduce below.

"I understand that a proposal is under the consideration of the Government of Madras to transfer Census to the District Revenue Officers in the revised set-up of the district. I am confident that the Government would consult the Census Organisation before ordering such a change which will have serious repercussions on the arrangements made for the Census Operations of 1961. But as an abundant precaution, I am writing this letter requesting the Government that if any such proposal is under consideration, its implementation may be postponed till 31st March 1961. Considering



the generous and sympathetic attitude shown by the Chief Minister and the Government of Madras towards Census, I do not have any doubt in my mind that this simple request will be accepted by Government.

The enumeration is to begin on 10th February 1961. All arrangements have been made for Census Operations and it would be extremely injurious to the proper conduct of 1961 Census if the overall responsibility of Census Operations is shifted to the District Revenue Officers who have not been in the picture so far. Apart from this, the Census Operations will require the complete co-ordination of the activities of the various departments in the districts and such a co-ordination can be achieved only if the Collector is in charge of it. What we need for Census Operations is the prestige of the Collector which a District Revenue Officer cannot have at this stage whatever be the legal and administrative changes recently ordered by the Government. The prestige of the Collector is a historical growth and is quite effective in getting things done at the district level. Under these circumstances, I am of the view that Census should normally be a subject dealt with by the Collector. I am to add that the quantum of work which a Collector has to discharge in connection with Census is very limited and will be practically nothing after 31st March 1961.

I presume that this question has come up for the consideration of the Government as a general question relating to the grant of relief to the Collectors by transferring some of the miscellaneous subjects to the District Revenue Officers. I submit that Census in the present context of National Plan can never be considered to be a miscellaneous subject and is sufficiently important as to deserve the personal attention of the Collectors.

I trust that with your prior experience as Registrar-General you will appreciate the points I have raised in my letter and see that nothing is done by the Government, which will make my task extremely difficult. I am marking a copy of this letter to the Registrar-General with a request that he may communicate his views to the Government of Madras which may be considered before a final decision is taken in the matter."

**25. Proposal deferred.**—The Registrar-General to whom I had marked a copy of my demi-official also wrote to the Chief Secretary agreeing with my views. The change was not effected till late in 1962.

**26. Suggestion for future.**—I have also some practical knowledge of the working of the District Revenue Officer as far as Census work is concerned. I have found that it is much more difficult to get prompt replies from the District Officials when the work is entrusted to the District Revenue Officers. The over-all position which a Collector can command in a district can never be achieved by his Deputy, District Revenue Officer. Actually during the temple survey in which I had to collect statistics from various Departments of the district, I had difficulty in getting prompt replies. In 1971, I hope the system of District Revenue Officers will be given up. If it is not, it is desirable for my successor to suggest to the Government that the work of Census should be retransferred to the District Collectors.

**27. Assistant Collectors.**—Before I close this discussion, I may refer to one observation made by Mr. Yeatts in 1931 relating to Assistant Collectors. I reproduce his observations. "I suggested to the Madras Government that free use might be made of the Assistant Collectors at the Census. I pointed out that the supervision and practice

of enumeration would teach these youths much about their district and their language and customs for which the probationary course is actually intended. I would go further and suggest that the Census report including the administration volume and statistics be added to the list of books which all the Assistant Collectors and Police officials are expected to study for their promotion examination." My experience at the Census has shown that as a rule the Assistant Collectors of today are not interested in routine items of work like Census. There is always an exception to the general rule. It is, therefore, desirable to impress on the young Assistant Collectors that willingness to do routine and uninteresting items of work like settlement and census is as important as attending to Panchayat Raj and undertaking developmental activities within their charges.

**28. Set-up of nuclear staff during inter-censal period.**—After 1951 Census, there was a proper link in West Bengal between the two Censuses by the appointment of an officer of the State Government as an ex-officio Superintendent of Census Operations. The result is that West Bengal has published a large number of publications which other States have not and a continuity has been maintained between the two Censuses in that State. Thanks to the initiative of Sri A. Mitra, it is a certainty that a nuclear staff will be maintained in each State after this Census. It will look after the preservation of records and files, special tabulation, conduct special investigations and sample surveys, complete the surveys which have been initiated and expand the scope of existing surveys and attend to printing Census publications which is likely to go beyond the stipulated time. Further, it will give reliable statistical information to different agencies interested in such information. It is, however, necessary to link the staff during inter-censal period with the State Government by an arrangement of the type followed in West Bengal. When the time for actual enumeration comes in, this nuclear staff can be handed over to the next Superintendent of Census Operations thereby maintaining the continuity from census to census and providing him a basic well-trained staff and office.

**29. Bequest to my successor.**—In 1961, I inherited a set of well-maintained volumes of correspondence from my predecessor. Apart from this, I hope to leave for my successor a well-maintained office with adequate furniture and items of stationery, a nuclear staff, a good library. Thus, I do hope that my successor will have a happier start than I or my predecessor had. One item of work in which I take pride is the organisation of a library in connection with this Census. In Census work, a Superintendent has to refer to books on Demography, History, Art, Architecture and Economics and to old Census publications. He should, therefore, have a well-established library as part of his office. Actually, no library was built up in the past. I could borrow freely from public libraries like Connemara, University, Madras Secretariat Library and the libraries maintained by the British Council and United States Information Services. They have extended to me exceptionally good facilities for loaning books for indeterminate periods. I also salvaged the old records kept in the Madras Record Office and some old books from the Collectors' Libraries in the districts. This helped me in perusing old records. I, however, felt that it would be desirable to start a nucleus library which can in due course be expanded into a large one.

**30. Census Library.**—The Registrar-General was sympathetic and provided me enough funds for the purchase of books and periodicals in the yearly budget. In addition to the collection of various Census Handbooks of all States and old copies of reports found surplus to the requirements of Registrar-General's office, I wrote to important book-sellers



and publishers in India for their catalogues. I selected the books on Language, Religion, Art, History, Economics, Statistics and Demography and purchased them for my library. In addition, I also subscribed to important periodicals which would be useful to the Census Organisation. United Nations Publications were invariably purchased. Thus, I have collected 1,000 books in the library. One difficulty I encountered. This related to old books, the priceless treasures of antiquity which no amount of money could buy as they were out of print. In such cases, I had to depend exclusively on Connemara Public Library and Secretariat Library for my needs. Except for difference of opinion as to the period I could retain these books, both these libraries have lent freely to me and even for indeterminate periods. Having purchased the books, I found that the services of a good Librarian is necessary to catalogue them, to prepare card indices both for authors as well as titles. I got the services of a good Librarian with a Diploma in Library Science on deputation from the Fisheries Department of the Government of Madras. He prepared a detailed catalogue of books under various categories and a list of indices. Good book shelves, glass panelled, with sliding doors permitting easy accessibility were purchased and put in the library. Index cards are stacked in a special index shelf permitting quick and easy reference. Books will be added from time to time and can be indexed and catalogued. Periodicals and journals have been preserved after perusal and bound together in volumes for future reference. It is my fervent hope and desire that this library will be of great benefit to my successors in future. As the permanence of this organisation is now certain with a nuclear staff to maintain the office, the facilities offered by this library can be utilised to great advantage by Research Scholars and other Government Departments in future.

**31. 1961 Census volumes to be printed.**—Another important achievement of 1961 Census is the large number of volumes which this Department will be publishing when compared with previous Censuses. A comparative picture of the volumes published at each Census is indicated below :—

*Details of publications.*

1901.

XV—Part I—Report.
XVA—Part II—Imperial Tables.
XVB—Part III—Provincial Tables.
XVC—Part IV—Administrative Report.

1911.

XII—Part I—The Report.
XII—Part II—Imperial and Provincial Tables.
XII—Part III—The Administration Report.

1921.

XIII—Part I—Report.
XIII—Part II—The Imperial and Provincial Tables.
XIII—Part III—The Provincial Tables.
XIII—Part IV—The Administrative Report.

1931.

XIV—Part I—Report.
XIV—Part II—Imperial and Provincial Tables.
XIV—Part III—Provincial Tables.
XIV—Part IV—The Administrative Report.

1941.

II—Tables.

1951.

III—Part I—Report.

III—Part IIA—Tables.

III—Part IIB—Tables.

District Census Handbooks.
Administration Report.
Village-wise mother-tongue data for Border Taluks.

1961.

IX—Part IA—General Report.

Part IB—Demographic Trends and Vital Statistics of Madras State.

Part IC—General Report including reprints from previous Reports or from any book of great relevance to the understanding of the State.

IX—Part IIA—General Population Tables (A series for the State and Primary Census Abstracts.)

Part IIB—Economic Tables for the State down to districts and all cities and town groups of and above 100,000 population.

Part IIC—Cultural and Migration Tables for the State down to districts and all cities and town groups of and above 100,000 population.

IX—Part III—Household Economic Tables.

IX—Part IVA—Report on Housing and Establishments.

Part IVB—Housing and Establishment Tables.

IX—Part VA—Special Tables for Scheduled Castes and Scheduled Tribes.

Part VB—Ethnographic notes on Scheduled Tribes.

Part VC—Report on Todas.

Part VD—Ethnographic notes on Scheduled Castes.

Part VI—Ethnographic notes on Denotified and Nomadic Tribes.

IX—Part VI—Village Survey Monographs.

IX—Part VIIA—Crafts and Artisans of Madras State—Report and Tables.

Part VIIB—Fairs and Festivals of Madras State.

IX—Part VIIIA—Administration Report on Enumeration.

Part VIIIB—Administration Report on Tabulation.

IX—Part IX—Atlas of the Madras State.

IX—Part X—Special Report on Madras City.

District Census Handbooks on twelve districts.

IX—Part XIA—Report on Special studies—Handlooms in Madras State.

Part XIB—Report on Special studies—Food Habits in Madras State.

Part XIC—Report on Special studies—Slums of Madras City.

Part XID—Report on Special studies—Temples of Madras State.

Part XIE—Report on Special studies—Physically Handicapped of Madras State.

Part XIF—Survey of Family-Planning Attitude.

IX—Part XIIA—Languages of Madras State.

**32. Increase in number of volumes compared to earlier Censuses.**—Against the normal quota of 3 or 4 volumes, 55 will be published at this Census in Madras State. It has increased the burden of work of the Superintendent of Census Operations and his staff.



But it has also made available to the reading public varied statistics with sufficient explanatory notes. The scope of District Census Handbooks has also been widened during this Census. *Prima facie* it may appear that the District Census Handbook is a duplication of the District Gazetteer which is prepared under a centrally sponsored scheme implemented in each State. The Administrators of Madras State have left us valuable accounts of the people in their monumental items of work called District Gazetteers. The District Census Handbook envisages the presentation of useful and current statistical data which will supplement the revised edition of the District Gazetteers which are being published by the Government of Madras.

**33. National Register of Citizens now Census Population Record.**—Before I conclude this chapter, I will refer to an important register prepared in 1951 called National Register of Citizens. It contains the names of persons whether they were Indian citizens or not enumerated during 1951 Census embodying certain basic data. It was kept in the Taluk Office and it was hoped that it would be useful for the revision of electoral rolls and socio-economic enquiries during inter-censal period. In actual practice, it was only utilised in the annual revision of the electoral rolls. In April 1959, the Government of Madras suggested that the maintenance of the register could be discontinued as it was not of much use in the revision of electoral rolls. This proposal was referred to me by Registrar-General. In the course of my tours, I inspected the National Register of Citizens and found that the register has been well written up in some places but in a majority they were not in a satisfactory condition. But as the National Register of Citizens was the only basic record which we have and which can be utilised for collecting location information, I informed the Registrar-General that it would be desirable to preserve it in the condition in which it is to-day for future use. He agreed with my view and recommended that the register should be preserved for a further period of five years. It was not the original intention that the National Register of Citizens should be prepared during 1961 Census. I suggested that it would be desirable to have one. In the revised schedule which was finalised at the Census Conference, the back of the household schedule was utilised for the preparation of Census Population Record. It is a modified form of National Register of Citizens containing the same basic information. Only one copy has been prepared for this register. It forms part of the household schedule and 20 per cent of the schedules have been taken on a sample basis and sent to the Central Tabulation Officer, New Delhi for tabulation. They will be returned after use and will be put back in the appropriate place. The question still remains how this National Register of Citizens can be preserved. Some agency will be needed which will keep this record along with other Census documents like house-list up-to-date. When Sri R. A. Gopalaswami was Chief Secretary to Government of Madras, he held a discussion with me about the steps needed to be taken for the preservation of Census documents. I think the National Extension Block will be the appropriate place where it can be preserved. It is necessary to pursue the matter with the State Government and see that steps are taken to preserve the Census documents in an up-to-date condition. In that case, they will form useful documents for many purposes including sample surveys.

**34. Statistician vs. Administrator.**—One aspect of work which has intrigued me is the rivalry between the Statistician and the Administrator. It is the view held by the Statisticians that Census is an item of work which should be done by them. Perhaps there is some justification for this view and ultimately our aim should be to make the Statistician

do the Census work. But as things are today, in a vast country like India where the administrative arrangements needed for a complete count are enormous, such a venture cannot be undertaken except by administrators. It is at the same time necessary to give a statistical basis to the Census Office in its working A number of good statisticians should be trained for the next Census. Unfortunately the tradition in the past has been such that the minimum number of persons were taken on deputation from the State Government offices, to look after the work for a short period in which the Census office functioned. Then everything was forgotten. An attempt has been made at this Census to give a statistical background to the staff with what success I do not know.

**35. Statistical correlation.**—Again, there is diversity of agencies employed in the collection of statistics both at the Centre and at the States. A number of statistical units are working in Madras independently of each other. The Director of Statistics, Madras, who has a lot to do with the compilation of statistics relating to the State does not have anything in common with the Statistician attached to the Director of Public Health. Again, Census is undertaken by a third body independent of both these organisations. Again in Delhi, we have a Central Statistical Organisation working independently of Registrar-General who have field officers functioning in different States. Each Statistical Organisation looks at the statistical needs of a country from a different angle. As such, no co-ordinated effort has been made to study statistics from a comprehensive angle and evolve uniform policies and attitudes.

**36. Attitude of Statistician towards Census.**— The general attitude of Statistician towards administrators is not quite helpful. He feels that an Administrator is unsuitable for the type of work involving statistics. Secondly, his interest in statistics is shortlived and he returns to the general administration. Though these two criticisms are valid, the conduct of Census like this still remains the main responsibility of the Administrator Nor can a series of sample surveys be a substitute for a wholesale Census and though Census can never aim at the statistical accuracy of the special surveys, it is the only medium through which important data can be collected and broad conclusions drawn from the analysis of that data. I have recorded this much because I have felt that some of the criticisms made by the Statistician against the Census has not been well founded. This problem will arise in the next Census also because with the creation of All-India Statistical Service, the gap between the Administrator and Statistician is likely to widen in all the fields.

**37. Accurate Statistics.**—Another point I wish to highlight is the difficulty to collect reliable and accurate data from various departments of the Government. Generally statistics of the previous decade are not available with any departmental head. Sometimes inaccurate statistics are given by District Officers which are forwarded without any scrutiny, and when these discrepancies are pointed out, they are again to be referred to the District Officers for clarification. So also the subordinate authorities are unwilling to furnish data direct unless communications are routed through their head of the department. Thus the difficulty to collect statistics is appreciable even for a department like Census. As such, it is necessary for each head of department to have accurate statisics of his department at his disposal to be furnished whenever they are required. A lot of delay is involved in correspondence relating to the furnishing of statistics. I can give a number of instances, but suffice it to say in general the time taken for correspondence with most of the departments is considerable and it is difficult to collect information from them unless attention of the head is specifically drawn to such a matter in the form of demi officials. Maximum difficulty has been given by the Departments of Education, Medical and Forest.

## CHAPTER II.

### PRELIMINARY ARRANGEMENTS.

**35. Establishment of office and selection of personnel.**—The first stage in the Census enumeration was the establishment of my office and making preliminary arrangements for Census enumeration. As indicated earlier, I had to begin from the scratch. Fortunately, the Government of India had delegated all powers—administrative and financial—normally exercised by heads of Union departments, to the Superintendent of Census Operations. The first step was to get a suitable skeleton staff for manning my office. I moved the Government of Madras to place the personnel required by me at my disposal which they readily did. The office began functioning on 1st March 1959. Sri T. J. Abraham who had previous experience of census work while he was employed for the Special Tabulation of 1957 was selected as my Manager. For the last four years, he has continued in the post and has been of great help in managing the somewhat difficult staff obtained from various sources. As it has no nuclear staff, it has to take on deputation officials of various types from the Secretariat, office of the Accountant-General, Madras, from other subordinate offices of the State and Central Governments and from open market. This represents a motley crowd in more than one sense and it is very difficult to manage the staff of such diverse nature and make them do the essential work. The Accountant-*cum*-Cashier was taken from the office of the Accountant-General, Madras. I also got Sri Panchapakesan from the Accountant-General's office who has experience of 1951 Census and who has served me loyally during the last four years. Sri K. C. Narayana Kurup, another Superintendent of Madras Secretariat, was taken on deputation and he has assisted me in the preparation of many reports including District Census Handbooks. In getting persons interested in Statistics, I was no doubt less fortunate because of the unwillingness of the Director of Statistics to relieve persons of adequate experience and such unwillingness was quite natural. I have, however, taken on deputation some useful Statisticians like Sri K. E. Vaidyanathan and Sri M. K. Subramanian from the office of the Director of Statistics for which I am grateful to the then Secretaries to the Government of Madras, Sri P. P. I. Vaidyanathan and Sri A. Venkatesan. I also recruited some Statisticians from the open market. One important post which is to be filled in the Census office with care is that of Stenographers for the bulk of the work consists in dictation. As such, a high level of efficiency has to be maintained in this post if the outturn of the work is to be maintained at a satisfactory level. On the formation of the office, I recruited Kumari Saramma who has done excellent work as a Stenographer with her high speed in stenography and typing. This branch was strengthened by the recruitment of another good Stenographer, Sri K. R. Ganapathi. Later, he left this organisation in search of better employment and his position was taken by the deputationist, Sri V. Raman from the Madras Secretariat who is now serving me loyally. I have always followed a policy of giving a person of their choice as Stenographer to my Deputies. It is also necessary to have an adequate number of Typists for manning the Census office because the quantum of typing work involved in the Census enumeration, in the preparation of Statistical Reports and other reports is tremendous. So an attempt has been made to build up a panel of Typists who have always been ready to put in the maximum amount of work. I will of course detail my experience of Research

Assistants in the course of this report, but I must here express my gratitude of the local Employment Exchange and the University Students' Bureau who have recommended a set of intelligent persons to be recruited as Research Assistants and Tabulation Officers. For appointment as sorters and also Compiler-Checkers and Supervisors, I have relied on the Employment Exchange which has extended to me the greatest possible facilities in the recruitment of staff. My experience in regard to this recruitment will be discussed in the Companion Volume on Tabulation, but I must say that I have recruited from the Employment Exchange some good officials who still continue with me and assist me in the preparation of these reports.

**39. My Deputies.**—One important appointment in the Census office is that of Headquarters Deputy Superintendent. This system was not unknown in Madras because Sri Arputhanathan was appointed as Joint Superintendent of Census Operations in 1951 to assist Sri S. Venkateswaran who was also the Chief Electoral Officer. It is always a debatable point whether the Deputy Superintendent (headquarters) can be of active assistance or not. There is bound to be difficulties arising in the conflict of orders which may issue without the Deputy realising what exactly the Superintendent has in mind. I must in fairness to my Deputy Superintendent, Sri P. Murari record that such instances have been reduced to the minimum by the personal contact he has maintained with me throughout the Census Operations. He has no doubt relieved me much of my routine work. He has participated in the training programme and has lightened my burden appreciably by holding training classes in half the districts in the State. He has also taken great interest in the establishment of the Library attached to the office and is keen about some of the special studies I have undertaken in connection with this Census. I also took seven officers of the Madras Civil Service on deputation. They are :—

| *Name.* | *Date of joining.* |
|---|---|
| Sri C. Gajendran ... ... ... ... ... ... | 25—8—1960 |
| Sri E. M. Jeyaraj ... ... ... ... ... ... | 27—8—1960 |
| Sri T. S. Panchapakesan ... ... ... ... ... | 1—9—1960 |
| Sri R. Vedagiri ... ... ... ... ... ... ... | 5—9—1960 |
| Sri A. Gopala Padayachi ... ... ... ... ... ... | 10—9—1960 |
| Sri J. R. Ramanathan ... ... ... ... ... ... | 23—9—1960 |
| Sri T. B. Bharathi ... ... ... ... ... ... | 12—1—1961 |

and the dates of their joining this department are also indicated against each name. In Madras, it is always difficult to get a Deputy Collector on deputation. I think I should thank the Board of Revenue and the Government of Madras for releasing seven Deputy Collectors to serve under me especially as I found them an intelligent and hard-working set. The original intention in having these Deputy Collectors was to man the seven Tabulation Offices which were set up in the State for the tabulation of data. Sri A. Mitra was good enough to post them six months in advance so that I could utilise their services for supervising the census arrangements in the districts. Their role was quite effective. They held a number of training classes and tried to see that the instructions issued about the enumeration were understood properly by the enumerating staff. They did intensive touring in their respective areas and after checking the work of the enumerators and supervisors, did all that they could do to clarify the doubts in their minds. They also helped me in giving suitable instructions to Charge Officers. Whenever there was any local problem



like the shortage of forms or stationery in any particular charge, they solved it by diverting forms and stationery from another charge. It was actually through a series of conferences which I arranged in the headquarters that the role of each Deputy Superintendent was defined precisely and I used them in the most effective manner. I think in 1971 also this arrangement should be repeated.

**40. Regional Deputies vis-a-vis Collector.**—One of the dangers in the arrangement expressed cryptically by a Collector is that the role assigned to the Collector would be diminished by a representative of the Superintendent of Census Operations operating in the field. Though theoretically there was some force in this contention, in actual practice, no such difficulty was observed and they played a useful role and personally met the Collectors and discussed the problems with them. I made it clear that their role in the field is one of co-ordination and at no time were they vested with authority to disagree with any stand taken by the Collector. What they could do in the interest of census work was to keep me informed of the nature of differences between the Collectors and themselves. As all my Deputy Superintendents were officers of Madras Civil Service, their co-ordination with the Collectors and their Personal Assistants was of a high order and in seeing that the calendar of Census Operations was implemented to the last detail, they have played a very effective role. The work they have done as Regional Tabulation Officers and the assistance they gave me in various socio-economic and special studies will be indicated in the companion volume on Tabulation and in the proper stages in the course of this report.

**41. Accommodation for Regional Offices.**—My office functioned at a hired building at No. 48, Harrington Road, Chetput between 1st March 1959 and 31st May 1960. As the accommodation was inadequate for the expanding staff, a bigger building at No. 19, Nungambakkam High Road was taken on hire with effect from 1st June 1960. The rent for the former building was Rs. 600 and for the latter Rs. 1,750. Consequent on the starting of sorting operations, additional accommodation became necessary. It was difficult to secure accommodation in Madras and as such, I persuaded the owner to put up two sheds on a hire charge of Rs. 500 per month per shed. Actually, this arrangement which was economic as far as this Department is concerned came in for an audit objection from the Accountant-General, Madras. It will be referred to later. The thoughtful Registrar-General had indicated that the building for Regional Tabulation Offices should be taken on hire much in advance. This accommodation could also be utilised for the storage of forms needed for Census Operations. Accordingly, we hired the following buildings :—

| | | Rs. |
|---|---|---|
| Royapuram .. .. .. | No. 2, B. C. Press Road .. .. | 1,732 per mensem. |
| St. Thomas Mount .. .. | No. 28, Masonic Lodge .. .. | 300 ,, |
| Cuddalore .. .. .. | District Board Office Building .. | 148 ,, |
| Coimbatore .. .. .. | Argus Estate, Peelamedu (up to 31st January 1962). | 700 ,, |
| | Smaller building at R. S. Puram .. | 480 ,, |
| Tiruchirappalli .. .. | Nos. 7 and 8, Alexandra Road .. | 525 ,, |
| Tuticorin .. .. .. | 145, Ettayapuram Road .. .. | 600 ,, |

This involved a lot of personal contact and persuasion. The role played by the Collectors of Tiruchirappalli, Cuddalore and Tirunelveli was quite effective in getting the accommodation I wanted. In the case of Royapuram and St. Thomas Mount, the accommodation was got by direct contact. One of the problems which I had to face during this Census was in getting proper buildings for Tabulation offices. This problem is getting more and more acute. On one side is the high rent and on the other side is the difficulty in getting the required certificate from the Central Public Works Department authorities. In Cuddalore, I constructed a shed as the accommodation released by the Collector was not adequate. In St. Thomas Mount, I thought of putting up a shed, but this was objected to by the Aerodome Controller and some of the work had to be diverted to the main office as well as to Royapuram.

**42. Furniture, pigeonholes and steel boxes.**—I began with a table borrowed from the State Government. I then hired a few items from a dealer in the City. Sanction was given by the Registrar-General for the purchase of furniture costing Rs. 2,500 and the articles taken on hire were returned. The provision for the purchase of furniture was adequate during this Census and I have collected as much furniture as will be needed for a normal office. Again, for the Regional Tabulation Offices, I had to purchase pigeonholes, racks and steel boxes. Local purchase was resorted to in every item after inviting tenders and the lowest tender accepted. Generally not much difficulty was experienced in getting furniture except in places like Cuddalore and Tuticorin. In the case of Cuddalore, articles of furniture were purchased at Madras and transported. In the case of Tuticorin, they were purchased at Madurai and transported. Another problem was the provision of steel boxes which were purchased centrally at Madras. They were supplied by lorries direct from Madras to the various centres. It is my experience that transport by lorry is always safer, quicker and dependable than by rail. The despatches were made in such a way that two lorries could take different routes—one due south up to Tuticorin and the other due west to Coimbatore—and to all Regional Tabulation Offices situated on the route. Actually I spent less on transport than I would have spent by rail. I could also ensure safe delivery of the articles by sending a representative of my office to accompany the lorry.

**43. Stationery articles : Need for decentralization in supply.**—All my requirements were met by loan from the Controller of Stationery and Printing, Madras. He also complied with our indents from time to time without any hesitation. He showed great accommodation not only in supplying the stationery requirements of this office, but also in attending to the large printing work entrusted to him from time to time.

At the same time my experience with the Chief Controller of Stationery and Printing, India, has been unhappy. I carefully worked out the demand for paper and other materials taking into account our requirements and every time it has been my experience that the indents have only been partly complied with by the Chief Controller. Again, in certain cases due to unexpected item of work, supply gets exhausted and it is impracticable to place a supplementary indent with the Chief Controller of Stationery and Printing, India. Any indent on the Stationery Office at Calcutta involves a wait of three months and I had no other alternative except to approach the Madras Stationery Office for assistance. I wish to quote the observations of Sri Yeatts in 1931—

" Census being an entirely Central subject, this time I was asked to make as much use as possible of Central printing and stationery establishments. My experience was not very happy. To begin with, the Stationery Office at Calcutta took three months to comply



with my first indent and I had to obtain supplies from the Madras Stationery Office to keep me going. It is probable that by 1941 provinces will be much more independent of the Government of India than they are now. If, however, the Census is then also run as a purely Central matter, I strongly urge that the Superintendent be given wider discretion in sanctioning such matters as local printing and purchase of stationery. Much correspondence was involved by the procedure requiring Delhi or Calcutta sanction to straightforward matters of local supply. All stationery should be obtained from the local stationery office and all printing done at the Madras Government Press or in the case of circle lists at the most convenient local press whose charges prove lower than those of Government Press."

These observations are as valid today as in 1931 in spite of the fact that India has attained Independence in 1947. Generally, the arrangements made for this Census have been on a more comprehensive basis and have been intended to meet all the difficulties recorded by the Census Superintendents in general. But in the matter of printing and supply of stationery, arrangements could have been more happy. The day-to-day requirements of paper have been met from the supply made by the Chief Controller, India. One thousand five hundred reams of white paper were received out of which 438 reams have been exclusively preserved for the printing of reports. The remaining quantity was utilised for the printing of Enumeration Manuals in Tamil and English as well as House-listing Manual and other minor items of work like issue of appointment orders for Charge Officers, Enumerators and Supervisors, list of Scheduled Castes and Scheduled Tribes and districtwise calendar of outstanding occurrences. The paper required for printing of Sorter's Tickets, Compiler's Posting Statements and Primary Census Abstracts was taken from the stock of the Government Press, Madras.

**44. Typewriters.**—I had no typewriter when the office was formed. The first one was borrowed from the office of the Chief Minister. Nine typewriters were purchased later. The usual procedure of indent through the Director-General of Supplies and Disposals on the rate contract system was observed. The Controller of Stationery and Printing, Madras, also gave me on hire six typewriters, one for use in my office and five for the Regional Tabulation Offices. One electrically operated Gestetner Duplicator was also purchased for roneoing circulars. One Facit electrically operated calculator and two hand-operated calculators were supplied for use in my office by the Registrar-General, India. In addition to these, a number of comptometers were taken on hire from Messrs. Ganesan and Company for facilitating the tabulation of data, the details of which will be found in the report on Tabulation.

**45. Transport.**—Quite early, the Registrar-General suggested that it was necessary to make proper arrangements for touring in the interior parts of the State. For this purpose, he offered a Land Rover or a jeep to every Census Superintendent. On reflection, I felt as the roads were quite good in Madras State, it would be possible to cover the entire area by car and as such there was no need for a vehicle for the Census Organisation. I moved the Government of Madras requesting them to authorise the Collectors to place the Government vehicles at my disposal for work connected with Census. The Government of Madras accepted my suggestion in G.O. Ms. No. 2467, Public (Election), dated 2nd September 1959, which is reproduced in Appendix I. In actual practice, the arrangement worked well. The Registrar-General also agreed to relax S.R. 31 in my

favour and permit me the use of car for travel between places connected by rail in connection with Census work and claim road mileage. Similar concession was also extended to my Deputy Superintendents who had to undertake touring in connection with the Census work. Thus, on the whole, the assessment worked satisfactorily. In retrospect, I felt that I was unwise in not accepting the offer made by the Registrar-General, India. It would have been quite useful for attending to many items of work for which I had to hire lorries and taxis and for sending out forms to which use it was put by other Census Superintendents in India. I would, therefore, issue a word of caution to my successor that an offer of jeep is likely to be made in 1971 also and it would be wise on his part to accept the offer without any reservation because a vehicle at the disposal of the head office can be useful. I find the same is the view of my colleague in Bihar who also did not ask for a jeep.

**46. First Pre-test.**—In this Census, three schedules were filled in. The aim of the Census Superintendent was to see that about 50,000 Enumerators in the State filled in these forms in accordance with the instructions issued by him. This may *prima facie* appear simple. In actual practice, great thought had been devoted to the content of the questionnaire both by the Registrar-General, India and by the Superintendents of Census Operations. A brief account of the manner in which these three forms have been evolved will be of interest to my successor. A draft of the questionnaire relating to individual slips, household schedules and houselists was prepared by the Registrar-General early in 1958. These were discussed at a meeting held in October 1958 at New Delhi by the Registrar-General with the Directors of the State Statistical Bureau when the latter volunteered to extend their help in pre-testing these questionnaires in the field. The aim of the test was to see which form of questions would be most suitable and what response would be elicited from the citizen. The object of the pre-test was to ascertain the following :—

(i) the time required for completing the enumeration schedule,

(ii) whether the schedule can be easily understood and is capable of eliciting accurate answers,

(iii) the use of abbreviations for answers to some questions,

(iv) the format of the individual slips—whether their size presented any difficulty to the enumerators while filling up and whether the sequence in the schedules was convenient,

(v) the part played by supervisors in the enumeration,

(vi) Co-operation of the public.

The Director of Statistics, Madras, conducted this pre-test in eight districts of the State, viz., Chingleput, North Arcot, South Arcot, Coimbatore, Thanjavur, Tiruchirappalli, Tirunelveli and Madras. He sent his report in May 1959. About 150 households in the rural areas and 100 in the urban areas were selected in each district. On the whole, 1,072 rural and 860 urban households were pre-tested. The Enumerators were drawn from people belonging to various walks of life like village officials, school teachers and Statistical Inspectors. The Supervisors were mostly District Statistical Officers. Based on the experience gained at the pre-test, the Director of Statistics concluded that firstly, the size of the household schedule with individual slips was too large to be handled conveniently and that it would be better to give slips of the same size in the form of writing pads. Secondly, the questions were simple and direct and their sequence convenient and that none of them need be changed. Thirdly, the average time taken by the Enumerators in filling up these schedules was three to five minutes depending on the size of the family and the ability of the householder to answer readily the questions put to him and fourthly, no unwillingness was observed on the part of the householders to furnish answers to the questions in the schedule except on the extent of lands owned or held. In the light of the observations made by the Directors of State Statistical Bureau, the Registrar-General finalised the drafts of these documents.



**47. Second Pre-test.**—He desired that the pre-test of the second draft to the schedule should be undertaken by the Superintendents of Census Operations in the States between the middle of July and the end of August 1959. It was suggested that a minimum of 5,000 households consisting of 2,500 urban and 2,500 rural should be taken up for pre-testing and the period of operation in each select locality should be extended to a fortnight and the programme should be fixed as follows :—

1. First five days—Preliminary study of the houselists, enumeration schedule and instructions and training to Enumerators.
2. Next two days for houselisting.
3. Two days for intensive training to Enumerators.
4. Six days for actual enumeration.

The norm for each Enumerator was fixed as 50 households in urban and 75 households in rural. Madras, Madurai, Coimbatore, Vellore and Thanjavur were selected for urban areas for the pre-test, and Kanyakumari, Madurai, Coimbatore, Vellore and Thanjavur for rural areas. The same agency as proposed to be used for actual Census was to be employed for the pre-test and the persons to be enumerated belonged to all the categories, educated and uneducated, mirasdars, labourers, technical workers, etc., so that a complete picture of the Census Operation may be had at the end of second pre-test. Collectors of the selected districts and the Commissioner, Madras Corporation made necessary arrangements for the pre-test, regarding selection of suitable areas and selection of agency for enumeration. I also toured the districts concerned, contacted the Collectors and finalised the arrangements. I attended the inauguration of the pre-testing operations. The pre-testing commenced in the districts according to the following programme :—

| | | |
|---|---|---|
| Madurai.. .. .. | Melur and Tirumangalam Panchayat .. | 17th August 1959. |
| Thanjavur .. .. | Municipality and Kandiyur village .. | 20th August 1959. |
| Coimbatore .. .. | Pollachi Municipality and Kinathukadavu block. | 23rd August 1959. |
| Vellore.. .. .. | Municipality and a village in Vellore taluk. | 27th August 1959. |
| Madras City .. .. | Nungambakkam .. .. .. .. | 3rd September 1959. |
| Kanyakumari.. .. | Nagercoil Municipality, Suchindram and Tengamputhur villages. | 7th September 1959 |

The pre-test in Madras City was formally inaugurated by the Chief Minister of Madras, Sri K. Kamaraj at a public meeting held at the Corporation Stadium on 3rd September 1959.

The Chief Minister also issued a message to the public of the State stressing the need for public co-operation in the Census Operations which is reproduced below :—

" Everyone of you must have heard of the phrase ' it takes two to make a Census—You and the Enumerator '. This contains the essence of a successful Census. Census, after all, is not a one man show. It is a co-operative endeavour of the people and Government where both realise the need for and significance of a correct and complete Census. We have a tradition behind us of which we can be really proud. Madras State has always been in the vanguard of every progressive movement. It is up to you to live up to this high standard."

There was good response from the public in all parts of the State for the pre-test. The pre-test, however, revealed the need for a well-trained staff of Enumerators. On the completion of the pre-test, I held discussions with the Collectors and other officials who had been engaged in these tests including the Enumerators themselves and based on my personal experience as well as the reports of the Collectors, I sent a report to the Registrar-General, India, containing a detailed analysis of the pre-test. I have devoted some space for the pre-test because I found it extremely useful in understanding some of the difficulties likely to be encountered in actual enumeration and to predict the trend of census enumeration in the State. I wish to suggest to my successor that he should take personal interest in pre-test which will give him an idea of the difficulties he is likely to encounter while conducting the actual Census Operations.

**48. First Census Conference at New Delhi.**—The first Census Conference of all Superintendents of Census Operations was held at New Delhi from 24th September to 3rd October 1959 when all problems pertaining to houselisting and actual enumeration were discussed in elaborate detail based on the experience gained during the pre-testing. The individual slips, household schedules and houselists were finalised based on the decisions taken at the Conference. It was a full-fledged discussion in which various aspects were examined. The main livelihood of the individual was an item not covered by the individual slip. But a year later, the Registrar-General decided to embody this information in the individual slip. For this purpose, instructions were issued that the principal and the subsidiary livelihood of the persons enumerated should be ascertained and indicated by rounding off and by ticking the appropriate questions in the individual slip. Actually the Census enumeration has been programmed on the basis that no such information would be collected. The amendment came rather late and it did cause some difficulty in preparing the Enumeration Manual. It is my view that such important ingredients of the individual slip and other schedules to be filled in at any enumeration should be settled well in advance and it is not desirable to make any last minute change in the content of the individual slip.

**49. Printing of slips and schedules in English and regional languages.**— Another decision taken was that the houselist forms, household schedules and individual slips in English and the regional languages should be printed at the three Government of India Presses at Aligarh, Calcutta and Nasik. The responsibility for furnishing an accurate Tamil translation of the materials for these documents was entrusted to me. I also undertook the preparation of flongs not only in Tamil, but also in other regional



languages—Telugu, Malayalam and Kannada. The proofs for Telugu and Kannada were scrutinized by my colleagues in the States of Andhra Pradesh and Mysore. The Superintendent, Government Press, Madras, readily undertook the preparation of these copper plates. Copper plates for Tamil and Kannada were handed over to the Government of India Press at Calcutta and for those in Telugu and Malayalam to the Government of India Press at Nasik.

**50. Translation into Tamil.**—It was a difficult problem to get the schedules translated in Tamil. It is an ideal to be achieved that the language of administration should be the regional language. In practice, many difficulties are encountered and the chief difficulty being the absence of words which would express adequately the content of each English word. This is more so in a subject like Census where international connotations have been developed only through the English language. As such, I found it very difficult to find the translations in Tamil for the Census questionnaires. I had the privilege of consulting Sri S. Venkateswaran, Chairman, Official Language Committee and Sri K. Diraviam, Deputy Secretary, Public Department and Sri Kulandaivelu, Director of Information who gave me valuable assistance in the matter. Finally, the contents of forms were scrutinized by the Chief Minister of Madras. I must express my gratitude to him for taking the trouble of going through the Tamil translation and approving the idea that the word " Census " itself can be used as a Tamil equivalent. It will be a good departure from the normal practice to adopt the well known terms in English in the regional languages in India because it facilitates comparability and enriches the language.

**51. Receipt of forms and schedules.**—The formula for collecting the requirements for each of the documents was also indicated at the Conference. Accordingly, I received the following quantities in each variety :—

*Houselists.*

| | LAKHS. |
|---|---|
| English | 0·20 |
| Tamil | 9·615 |
| Telugu | 0·12 |
| Malayalam | 0·04 |
| Kannada | 0·025 |

*Individual slips.*

| | *Pads of* 100. | *Pads of* 25. |
|---|---|---|
| English | 7,144 | 11,424 |
| Tamil | 334,714 | 548,368 |
| Telugu | 4,286 | 6,856 |
| Malayalam | 1,249 | 2,284 |
| Kannada | 893 | 1,428 |

*Household schedules.*

| | *Pads of* 50. | *Pads of* 25 |
|---|---|---|
| English | 2,627 | 2,666 |
| Tamil | 128,206 | 128,188 |
| Telugu | 1,600 | 1,600 |
| Malayalam | 533 | 534 |
| Kannada | 333 | 334 |

In addition to these, household schedules and individual slips were printed in red ink for the purpose of conducting training in sample census. The following were received from the Government of India Press, Calcutta :—

*Household schedules.*

| | *Pads of* 10. |
|---|---|
| English | 429 |
| Tamil | 42,740 |
| Telugu | 857 |
| Malayalam | 286 |
| Kannada | 179 |

*Individual slips.*

| | *Pads of* 50. |
|---|---|
| English | 1,429 |
| Tamil | 47,241 |
| Telugu | 857 |
| Malayalam | 826 |
| Kannada | 179 |

**52. Distribution of Forms—Formula for adoption.**—The pads in English, Tamil and Kannada were received from the Government of India Press at Calcutta and those in Telugu and Malayalam from the Government of India Press at Nasik. After receipt in this office, they were distributed to the Collectors according to their requirements. No scarcity of forms was ever felt in any district during the actual Census enumeration. This was made possible because distribution was centralized in my office and supply to each district given according to a formula worked out by my office. Also effort was taken to see that the forms were acknowledged by each Charge Officer. There were reserve stocks of 5 per cent in the Collector's Offices to meet any shortage experienced by Charge Officers. Regarding the indents for supply of forms, I found that the tendency was for excess demand in most cases. At this juncture, it would be of interest to record the observations made by Sri Yeatts in 1931. He says " Census Superintendents may expect as regards indents for schedules an almost universal tendency for excess demand ".

**53.** I worked out the requirements with an estimate of 15 per cent increase in population and 5 per cent reserve and ignored the indents placed upon us by Charge Officers. This method worked satisfactorily and I have not come across any such instance in which difficulty was experienced by any Charge Officer at the time of actual enumeration. I would suggest that this method may be adopted by my successor instead of calling for indents which is not only time-consuming, but also results in considerable difficulties because it is not possible to comply with the indents with the limited forms at our disposal. A statement showing the forms supplied to all Charge Officers is given in Appendix III.



**54. Local printing.**—The local State Government printed the following materials :—

| | English. | Tamil. |
|---|---|---|
| Progress Report for training Sample Census. | 75,000 | .. |
| Circle issue statement | 15,000 | .. |
| Progress Report | 36,000 | .. |
| Circle abstract | 15,000 | .. |
| Enumerator's block abstract | 10,000 | 60,000 |
| Abbreviations | 25,000 | 22,000 |
| Household Schedule abstract | 7,500 | 26,000 |
| Houselist abstract | .. | 90,000 |
| Charge abstract | 4,000 | .. |
| Appointment orders for Charge Officers and Supervisors. | 2,11,000 | .. |
| List of Scheduled Castes and Scheduled Tribes. | 1,00,000 | 64,000 |
| Calendar of outstanding occurrences district-wise. | 69,000 | 80,000 (500 in Malayalam). |
| Houselist instructions | 5,000 | 60,000 |
| Enumeration manual | 26,000 | 66,000 |

**55. Linguistic minorities.**—An assurance has been given to the linguistic minorities that their language(s) would be recognized for all administrative and educational purposes. The Government sent me a list of places indicating the minority languages recognized for all administrative purposes. Again, I consulted the Chief Secretary on the issue of Census literature in the minority languages not only on sentimental ground, but on practical consideration that the Enumerators should have an adequate knowledge of the instructions issued in connection with the enumeration. It was agreed that the Census Organization should bring out Malayalam and Telugu editions of the houselisting and Enumeration Manual for distribution in the bilingual areas like Salem, North Arcot, Chingleput, Nilgiris and Kanyakumari. The principle followed was that if in a taluk 20 per cent of the population speak a language other than Tamil, that taluk should be deemed to be bilingual for our purpose and Census literature issued in that language in addition to Tamil. It was the view of the Collectors that there was no necessity to issue any Census literature in Kannada language. On this basis, it was possible to satisfy the needs of linguistic minorities in this State.

**56. Printing—Delegation of powers suggested.**—Printing is an important item for a Census Superintendent which needs his personal attention at every stage. The Government Press has extended to us full facilities for printing and has attended to all items of Census work until the nationalization of text-books made it impossible for them to undertake the work from December 1962 onwards. Then the services of a private press were utilized for printing. It is hoped that the Government Press will find it easy to resume the printing of Census material. In spite of the general co-operation extended by the Government Press, I had a serious difficulty in printing Malayalam and Telugu Manuals during enumeration. No printing is undertaken in Malayalam and Telugu at the State

Government Press. Generally, private presses in Madras are not willing to quote for Central Government work, the main reason being the delay involved in the payment of bills. The printing of manuals was, therefore, entrusted to private presses after calling for quotations and accepting the lowest tender. Their rates were not only reasonable, but were cheaper than the comparable rates of the State Government Press. The Government Press also certified that it had no facilities for printing in Malayalam and Telugu and that the quotations given by the private presses were reasonable. But when the concurrence of the Chief Controller of Printing and Stationery, India, was sought for, he raised objections and the Ministry of Home Affairs had to be approached for ex-post-facto sanction. The amount involved is comparatively trivial. It was on the specific direction given by the Registrar-General that such literature had to be supplied in the minority language that this work was undertaken. Considering that translations had to be made and the material got printed in quick time, there was no time to get the concurrence of the Chief Controller. His attitude was somewhat unhelpful and was the direct result of over-centralization in printing. In 1931, Mr. Yeatts has recorded his views against the centralization of printing.

**57. Modification of existing procedure.**—Again, another serious problem was faced by the Census Organization. According to the original delegation made by the Government of India, it was possible for the Superintendent of Census Operations to accept the lowest tender given by the tenderers provided the rates were within the limits prescribed by the Chief Controller of Printing and Stationery, India. If the work was done by the State Government Press, no concurrence of the Chief Controller was necessary. With a view to decentralize the work, I pressed for a relaxation of the rule that all private tenders and bills should be scrutinized by the Chief Controller of Printing and Stationery. This work could be entrusted to the Superintendent, State Government Press. This view was not, however, accepted in Delhi. In the third Conference of Superintendents of Census Operations at New Delhi which the Chief Controller attended, printing was specifically discussed and he was prepared to make certain concessions regarding printing. The details of the concessions were embodied in the Conference decisions according to which the Superintendents of Census Operations were authorized to accept the lowest tender and to make payments of 75 per cent of the total amount of the bill provided the rates were within the limits prescribed by the Chief Controller of Printing and Stationery. He also assured us that when the rates exceeded the rates fixed by the Chief Controller, he would get the concurrence of Government of India for higher rates. We thought a happy compromise has been reached and it will be possible to get the printing done as quickly as possible. But in December 1962 a letter was issued by the Finance Ministry in consultation with the Chief Controller of Stationery and Printing indicating that all transactions connected with the printing must be done with the prior concurrence of the Chief Controller and that every bill should be paid after getting his concurrence and no advance should be made without the orders of the Ministry of Home Affairs. This, in practice, has created more difficulties in printing. Only one press in Madras has so far quoted. The Registrar-General pointed out that the work could not be completed with one press only and it would be desirable to have adequate number of presses and see whether any other presses could be persuaded to accept the work. I succeeded in persuading one more press, but before any work could be entrusted to it, the directive of



the Finance Ministry prohibited entrustment of any printing work without the scrutiny of Chief Controller. The matter is still under correspondence with the Registrar-General. It is very difficult to visualise that such centralization could lead to efficiency. The work of printing Census publications is likely to be considerably delayed if the procedure indicated by the Chief Controller is followed. What could be done in one year will be done in three years and it leads to loss of public money because the staff required for supervising the printing will have to be retained for three years. As such, the present procedure laid down for printing does not lead to speed or efficiency. I do not know whether the printing of Census literature will be completed at least before the preparations for the next Census begin. This raises a major question whether in such undertaking it is not possible to delegate functions to the State Government Press who are technically as competent as the Government of India Press to give technical advice to the State Superintendent of Census Operations. The amount of delegation which has been achieved regarding administrative and financial powers in this Census is appreciable and has worked for greater efficiency in the Census Organization. In the disposal of furniture, the Ministry of Works, Housing and Supply has delegated almost unlimited powers to the Superintendents of Census Operations in that they are competent to take such steps as are necessary to dispose of furniture in the most effective manner. It has actually resulted in greater revenue to the Government. In printing, no delegation has been made. The original position regarding delegation was altered later and the assurance given by the Chief Controller of Printing and Stationery in a Conference of Superintendents of Census Operations that he would recommend certain concessions has been withdrawn. I do hope that this problem which in my opinion has not been canvassed properly during the 1961 Census will be appreciated in a larger perspective by 1971.

# CHAPTER III.

## ENUMERATION.

**58. Pre-enumeration stage—Census circular.**—The first nine months from March-January were devoted in preparing the background for census enumeration. Circular No. 1 was then issued on the fundamentals and mechanics of census on 23th January 1960. It explained the salient features of 1961 Census indicating the stages of census enumeration and detailed steps to be taken by each Collector for the successful implementation of the programme. It covered important points like the reference date which was fixed as the sun rise of 1st March 1961, appointment of District Officers as Census Officers under Census Act, house-listing, enumeration slips and household schedule, census population record, house-numbering, location code, demarcation of areas into rural and urban. It was also indicated that on each subject a self-contained circular would be issued. A reference was made to an important departure made in this census, viz., while the tradition of Indian census has been voluntary and honorary, a lump-sum payment was likely to be paid to each Enumerator and Supervisor in order to enable them to meet the incidental expenditure involved in the discharge of their duties. It would be made in two parts, one after house-listing and the other after census enumeration. The schedules and instructions for filling them up were added as annexures to the circular. This was the first introduction of census as a subject to the Collectors and Charge Officers. The second circular related to the preparation of location code statement and was issued in March 1960. The third circular related to house numbering and was issued in May 1960. The fourth circular was issued in June 1960 and related to the formation of census divisions. These important circulars which formed the basis of census enumeration in 1961 have been embodied in Appendix II. I also toured all the districts in February-March 1960 and finalized the arrangements after discussion with Collectors, Revenue Divisional Officers and Tahsildars. I would now deal with each important step taken for enumeration.

**59. Rural-Urban classification.**—In his original letter which formed the basis of preparation of census work, Sri A. Mitra suggested that the principle followed in West Bengal in 1951 should be applied for classification of urban and rural areas. A place can be classified as a town, provided it has a population of not less than 5,000, a density of not less than 1,000 persons per square mile and at least $\frac{3}{4}$ of the adult male population should be employed in pursuits other than agriculture. It was suggested that at least the two criteria should be applied uniformly in all the States. The classification of urban area in the past has been based on the recommendation of District Collectors. It has varied from district to district. I decided to reclassify all areas in the State on the basis of this definition. Irrespective of the criteria, all Corporations, Municipalities, Cantonments and Townships were declared as towns. It was also decided that places which had definite urban characteristics should be treated as urban even though their population was less than 5,000. On this basis, I prepared a list of new towns to be included in 1961 Census and also towns to be deleted from urban and sought the views of the Collectors based on their personal knowledge as well



as on a detailed field investigation. I visited quite a number of places accompanied by the Collector or by the concerned Divisional Officer to satisfy myself whether a place could be included as urban for this census or deleted from the list. After this, I finalized the list of urban areas. This list was then approved by the State Government and sent to Registrar-General and finally adopted for all purposes. On the whole, 340 places were treated as urban. Thirty places classified as urban during 1951 were deleted and 73 new places included.

**60. Organization of Census in urban areas.**—All municipal areas, cantonments and some of the major panchayats were treated as urban areas for the Census operations. The Commissioners of Municipalities and Executive Officers of Cantonment Boards were appointed as Charge Officers for Municipalities and Cantonments respectively. Tahsildars and Deputy Tahsildars of independent sub-taluks were Charge Officers for the other urban areas in the taluks and independent sub-taluks which included also major panchayats. No difficulty was generally experienced in urban areas for the organization of Census operations. Educated personnel like school teachers, Government officials and municipal staff were available to the extent necessary for appointment as Supervisors and Enumerators. In municipal towns where Commissioners are well acquainted with their jurisdiction, Census operations functioned smoothly. With a compact jurisdiction, they could effectively supervise the work of the Census staff and clarify any doubt without detriment to their day-to-day work. The areas in which Tahsildars had to operate were fairly large. It was observed in practice that in addition to their normal revenue work and other responsibilities, work relating to census threw an additional strain on them. No doubt they rose to the occasion in the discharge of their additional responsibilities with commendable enthusiasm and tact. It is, however, for consideration in future whether some relief cannot be given to them. One method is to entrust the work in the major panchayats to Executive Officers of these panchayats. The other is to give portions of rural tracts to Panchayat Commissioners who have been recently appointed. In this connection, I recall the remarks I have made on the effort made to enlist the services of national extension blocks in census enumeration. Perhaps it may be possible to revive this proposal by 1971 with greater success.

**61. Census tours—Mode of travel.**— I have already referred to the offer of the Registrar-General to give a utility van for Madras State. I preferred to rely on the State Government and the Collectors for conveyance in my tours. At the outset, I thought it necessary to address letters to all Collectors indicating that since I would have to touch many remote points during house-listing and census enumeration, I would be happy if the Collectors could place a vehicle at my disposal. This proposal was approved by the Government of Madras who authorized the utilization of Government vehicles by me in the course of my tour. In actual practice, I found Collectors were generous in placing their jeeps at my disposal. Madras is also fortunate in having a network of pucca roads on which one could travel in a motor car. I and my Deputy Superintendents possessed our own conveyances and touring did not pose any problem. I also travelled by air whenever necessary. The Registrar-General was gracious enough to grant permission every time with the issue of a certificate under subsidiary rule 31 to travel by car between places connected by rail to me and to my Deputy Superintendents.

**62. Planning of tours.**—In the initial stages, it was possible for me to plan my tours not only to acquaint myself with the special conditions in each district, but also for regular discussions relating to house-numbering, house-listing and enumeration with the District Collectors and also to deal with special problems which might arise at the time of actual enumeration. In later stages, my tours were more frequent and were necessitated for conducting training classes for Charge Officers for both house-listing and enumeration. During the enumeration period in October 1960 and February-March 1961, it was not always possible for me to plan my tours according to the regular schedule. I had to inspect many areas to solve difficulties which inevitably cropped up when such a vast administrative undertaking was under way and also to resolve doubts which arose in the minds of Enumerators and Supervisors. It was also necessary to pay surprise visits to areas where enumeration work was reported not to be progressing well. This had its effect, but such tours are likely to prove very exhausting, though most often rewarding, and my successor would do well to prepare himself mentally and physically before he enters the actual phase of enumeration.

**63. Transport for Charge Officers during Enumeration.**— In the course of my tours, it was represented to me by the Tahsildars and Collectors that it would be difficult to supervise census enumeration efficiently and with speed if transport facilities were not given to the Charge Officers. It was felt by them that the questions intended to be asked in 1961 were more difficult than those of the previous Census and as such direct and personal supervision would be required if it were to be done efficiently. I could see the force of the argument of the Collectors and Tahsildars. I, therefore, addressed the State Government requesting them to place jeeps at the disposal of each Tahsildar including Independent Deputy Tahsildar, but excluding other Municipal Charge Officers and Executive Officers of cantonments during enumeration period between 5th February to 10th March 1961. I agreed to pay propulsion charges on the use of vehicles to the State Government. My letter addressed to the Government is appended to the report. The Government in their G.O. Ms. No. 179, Public (Elections-II), dated the 3rd February 1961, ordered that motor vehicles such as Land Rovers and Jeeps which were in the possession of any Department of the Government should be placed at the disposal of Tahsildars and Deputy Tahsildars for census work between 5th February to 10th March 1961. They exempted the vehicles belonging to Police and Fire Service Departments, those engaged in Irrigation Projects including vehicles of the Food Production Circles engaged on special minor irrigation programme works, all vehicles belonging to the Public Health Department and vehicles gifted or donated by Bodies like UNICEF and Ford Foundation. The vehicles of the National Extension Scheme were to be used only in exceptional cases. They also stated that hire charges in accordance with paragraph 340 of the Madras Public Works Department Code should be recovered from the Census Department. This resulted in further correspondence. I had to point out to the Government that I only agreed to pay propulsion charges—the cost of petrol and oil—and not hire charges as contemplated by the Government in their Government Order. After protracted correspondence on what was payable from the Census Department, the Government of Madras finally agreed in their Memorandum No. 1853/61, Public (Elections), dated 28th March 1961, that only propulsion charges should be recovered from the Census Department on account of vehicles placed at the disposal of



Charge Officers. This was once again reiterated in their Memorandum No. 8962/61-4, Public (Elections), dated 16th April 1962. The provision of jeeps to the Charge Officers during enumeration was much appreciated as effective supervision would not have been possible without a quick mode of conveyance and with enumeration spread over a period of 20 days, it might not be possible for the Charge Officers to visit all areas within their jurisdiction without the provision of a vehicle capable of traversing all roads. I commend this arrangement to my successor but I should tell him that it is necessary to fix the propulsion charges on each jeep so placed which I did at Rs. 350 for the entire period. The Collectors on their discretion could vary the amount within their jurisdiction from one charge to another but the overall limit fixed for each district could not on any account be varied. This point should also be borne in mind by my successor.

**64. Publication of Census Programme in State Gazette.**— In pursuance of Section III of the Census Act XXXVII of 1948, the Central Government declared in the Ministry of Home Affairs Notification No. 2/115/59/Public-I, dated 5th December 1959 that a Census of the population of India shall be taken during the year 1961, the reference date being the sunrise of 1st March 1961. The Government of Madras in G.O. Ms. No. 3093, Public (Elections-II), dated the 21st December 1959 ordered that this notification be republished in *Fort St. George Gazette*. Subsequently, in G.O. Ms. No. 830, Public (Elections), dated 18th May 1960, they notified the appointment of Census Officers under the Census Act, 1948. According to this, the jurisdiction of the Census Officers was specified as follows :—

| | |
|---|---|
| 1. Superintendent of Census Operations and Deputy Superintendent ... ... | The whole of Madras State. |
| 2. Collectors of districts except in Madras district and all officers in charge of divisions of districts elsewhere than in Madras ... ... ... ... | Their respective jurisdictions. |
| 3. Commissioner, Corporation of Madras. | City of Madras. |
| 4. Tahsildars, Deputy Tahsildars in charge of taluks and Independent Deputy Tahsildars in charge of sub-taluks ... | All areas in their jurisdiction other than municipalities and special charges constituted for cantonments, army, naval and air force establishments. |
| 5. Executive authorities or Special Officers in charge of municipalities ... ... | Their respective municipalities. |
| 6. Officers Commanding Army Stations or appointed by Officers Commanding Stations for the Census of strictly military areas ... ... ... ... | The limits of strictly military areas as determined for each station. |
| 7. Executive Officers of Cantonments ... | The limits of their cantonments excluding strictly military areas. |

| | |
|---|---|
| 8. Officers Commanding Units or Bodies or Troops in camp ... ... ... | All persons comprised in such Units or Bodies. |
| 9. Officers Commanding Naval establishments ... ... ... ... | The limits of their respective jurisdictions |
| 10. Chairman, Madras Port Trust ... | The limits of Madras Port Trust. |

In the districts, one of the Personal Assistants to the Collector was treated as the *de facto* District Census Officer without in any way affecting the overall responsibility of the Collector. The Census Officers referred to above were authorised to issue declaration in writing in respect of Census Officers appointed by them. The power of appointing Census Officers within their local areas was also delegated to them and they were directed to ask all questions necessary for correctly filling up the prescribed forms. The Commissioner of Corporation of Madras and the Collectors of districts other than Madras were authorised to accord sanction for the institution of prosecution under the Census Act. The Census questionnaire and schedules were also published in the *Fort St. George Gazette* for public information. I had no difficulty whatsoever in not only having the Census Questionnaires approved and published by the Madras Government but also in having other requests relating to the conduct of Census enumeration promptly accepted by the Government.

**65. Alteration in State boundaries during inter-censal period 1951-61**—In 1951, Madras was a composite State and the Superintendent had also jurisdiction over Coorg. During the inter-censal period, with the formation of Andhra State on 1st October 1953 and after the reorganisation of States on linguistic basis on 1st November 1956 the jurisdiction was reduced to 50, 154 square miles from an area of 127,427 square miles. Madras lost 13 districts. Taluks of Vilavancode, Kalkulam, Agastheeswaram and Thovala of the former Travancore-Cochin were transferred to this State and constituted a new district of Kanyakumari. Shencottah taluk of Travancore-Cochin State was transferred and added to Tirunelveli district of Madras State. The Kollegal taluk of Coimbatore district was transferred to Mysore State in November 1956, Tiruttani taluk of Chittoor district was added to the State along with a mutual transfer of a few villages between Chingleput and Chittoor districts as well as Salem and North Arcot districts consequent on Pataskar Award. These changes introduced a number of problems for the compilation of statistics relating to 1951 and earlier Censuses for comparable purposes. It is always a problem to collect statistics for areas which are separated on some-what illogical basis. It was a problem to compile statistics relating to Kanyakumari district. Again the Pataskar Award cut across village boundaries and the calculation of statistics relating to affected villages involved a lot of correspondence with the Superintendent of Andhra Pradesh. I do hope that the boundaries will remain unaltered in 1971.

**66. Modus operandi of Census.**— The Census of this decade was also undertaken based on the canvasser method as distinct from the householder method. An enumerator visited each household during enumeration period and took the count. In an operation of this magnitude with its limitations like honorary enumeration, the deployment of a vast hoard of enumerators and supervisors drawn from all walks of life, the illiteracy of the population



the scope of introducing new innovation is to a certain extent limited. Comparability of the results of each Census with those of the preceding ones of the purpose of measuring progress demands that continuity should be maintained as far as possible both in definition and concepts and in questions from one Census to another. Despite these, certain new features and questions were introduced in the 1961 Census.

**67. Content of questionnaire.**—Two questions included in the enumeration slips related to migration, viz., duration of residence if born elsewhere than the place of enumeration and the rural or urban character of the birth place and were incorporated to study migrational trends in great detail. A bold departure was made in the economic questions also. While in earlier Censuses income or economic independence was made the criterion to measure the economy of the country, in this Census, all people who work including family workers not in receipt of any income or working children who could not earn enough for their maintenance were included as workers. Separate questions were devoted to those working at cultivation, at agricultural labour, at household industry or in any other economic activity. Among the documents, houselists and household schedules were new features. The former collected statistics of houses and buildings and the purpose for which they were used. It was also aimed to find out the total number of people living in such houses, number of rooms the houses possess, the material of roof and wall so as to indicate the congestion and economic status of persons residing in such houses. The latter was designed to collect data on the chief economic activities, viz., household cultivation and household industry. Part II of the schedule—Census Population Record—replaced the old National Register of Citizens and contained names of all persons in each household, sex, age marital status and description of work, if any. The actual Census Operation was divided into two parts, house-numbering and houselisting forming the first phase of Census in October 1960 and actual enumeration from 10th February to 5th March 1961 being the second phase.

**68. Difficulty in explaining concepts.**—Apart from the repercussions involved in a comparative study, it will be necessary for me to explain the impact of these changes on enumeration. It threw a heavy burden on me and my Deputy Superintendents to explain the concepts to the Charge Officers, Supervisors and Enumerators which were generally difficult to understand. Household cultivation and household industry were defined in such a manner that unless a good deal of study was made, it was difficult to grasp the precise significance of these definitions by any Enumerator. It also involved a distinction between rural and urban sectors. For the first time in the Indian Census the concept of worker was introduced. It meant that all persons who did some work was returned as a worker irrespective of the fact whether they earned enough to maintain themselves. A large number of women who assisted the heads of the households in cultivation and other operations without having any separate income of their own were returned as workers during 1961 Census. Another innovation introduced was that no distinction was made in the beginning between principal and subsidiary means of livelihood as was done in 1951. But at a later stage, a distinction was made and it was rather difficult to put across this change in the concept at that stage to the Enumerator. It was a good idea to collect information on migration distinguishing between urban and rural places of birth. In actual practice, it meant a good deal of difficulty because the persons enumerated would not be in a posiion to say whether a paricular area in which the erson was born has been

classified by the Superintendent of Census Operations as urban or rural in 1961. These remarks are intended to indicate that in concept and definition, it has been difficult to put across the Census programme of 1961 and it is desirable to simplify changes in concepts and definitions as far as passible from one Census to another Census. No doubt something grand has been attempted in this Census in collecting information regarding occupational pattern in this country. Four questions were devoted to the economic activity of the people. It is perhaps relevant to consider whether it would not be better to reduce it to two and collect information under principal and subsidiary means of livelihood.

**69. Census Calendar.**—The following was the programme for the conduct of Census Operations for Madras State :—

| | |
|---|---|
| 1 Assigning of location code numbers .. .. .. | 1st May 1960. |
| 2 Formation of charges and delimitation of circles and blocks. | 30th April 1960. |
| 3 Submission of charge lists .. .. .. .. | 31st July 1960. |
| 4 Check-up of house numbering and bringing them up-to-date. | 30th September 1960. |
| 5 Training of houselisting staff .. .. .. .. | Do. |
| 6 Houselisting .. .. .. .. .. .. | 1st to 31st October 1960. |
| 7 Training for actual enumeration and sample Census. | 1st December 1960 to 31st January 1961. |
| 8 Enumeration of household population including institutional population. | 10th to 28th February 1961. |
| 9 Enumeration of houseless population in mofussal areas excluding non-synchronous tracts. | Night of 28th February 1961. |
| 10 Enumeration of houseless population in Madras City. | Night of 28th February to 4th March 1961. |
| 11 Enumeration of house less population in non-synchronous tracts. | Noon of 1st March 1961. |
| 12 Revisional round .. .. .. .. .. | 1st to 5th March 1961. |
| 13 Enumeration of naval vessels, passengers and crew of ships, ocean liners, etc. | 1st to 15th March 1961. |
| 14 Reporting of provisional figures .. .. .. | 9th March 1961. |

**70. Location Code.**—The first step taken was the preparation of location code statement, a concept which was introduced in 1941 by Mr. M. W. M. Yeatts, Census Commissioner of India. In 1948, a complete system of location code was evolved for the entire State approved by the Government and used for all purposes including 1951 Census. The intention was that the location code system should be permanently maintained as an integral part of the general house numbering system and used for ordinary administration. A scrutiny of the location code statement prepared in 1948 revealed that it had certain inherent defects on account of the imperfect understanding of the instructions issued by the Government, by the Tahsildars. The Government of Madras, therefore, suggested that I might undertake the responsibility of revising the location code in Madras State and bring it up-to-date. Instructions were issued accordingly for a complete revision of the location code statements. A revenue village was treated as the primary unit of the location code. I discussed with the Additional Development Commissioner, Madras, on the possibility of using panchayats as units of the location code as the Government of Madras had undertaken an intensive drive to cover the entire State under Madras Panchayat Act before the end of 31st December 1960. But in view of the fact that the entire coverage of State by Panchayats would not be complete before the location code came into effect, I felt that it would not be possible to make use of panchayats as the only element of location code. The location code is now based on the following principles. Madras State is divided into thirteen districts, Madras City being treated as a separate district for the purpose. Each division is treated as the second element of the code and the number assigned to road, street or lane within each division will constitute the third element. House numbers assigned by the Corporation of Madras to each Census house will form the fourth element. Outside Madras City, the first element will be the number assigned to the district, the second assigned to the taluk and the third assigned to the municipalities, panchayats and villages. One number will be allotted to each municipality, major panchayat, minor panchayat or a village keeping intact the geographcial contiguity. These numbers will run in one series from the northernmost corner to the southern corner. To this three element code is added the locality number, street number and house number in the case of municipalities, cantonments and major panchayats where the locality-street system of house numbering is in force and the block number, house number in the case of minor panchayats and villages where block system of house numbering is in force. There will be a six element code in the case of municipalities, cantonments and major panchayats and five element code for minor panchayats and villages. When there is only one block in a village, there will be four elements—district, taluk, village and house number. Instructions on this subject were issued to all officials with a complete *pro forma* for preparing a statement and indicating the code number to be assigned to district and taluks. Such municipalities, cantonments and panchayats which were statutorily established by 31st March 1960 were taken into consideration and any changes after that date were ignored. Again no separate code number was given to a sub-taluk, the Tahsildar assigning code numbers to the units in his taluk including those within the sub-taluk. Thirdly a portion of a village not included in any panchayat, cantonment or municipality was treated as a separate unit and assigned a separate number independent of the cantonment, panchayat or municipality. Villages and settlements found in reserved forests of certain taluks not coming under the jurisdiction of revenue authorities were also given numbers in continuation of the last number given to the units in the taluk. A forest lying partly in one taluk and partly in another was considered as a distinct unit in each of the taluks and assigned separate code numbers. Hamlets were not given numbers and were listed out in their geographical order below the revenue villages to which they are attached. If a panchayat fell in two taluks, a portion of such panchayat in each taluk was given a different code number.



**71. Simplification of Location code.—A suggestion.**—These instructions were exhaustive but in actual practice, I feel I should have simplified the location code to some extent. Now the State is divided into two groups—one having the locality system of house numbering with six numbers and the other the block system of house numbering with five numbers. The concept of locality was introduced in 1929 in Madras State on the consideration that certain areas like Mylapore, Egmore and Triplicane have been known to the public for a long time and have earned a distinct place in their memory. In actual practice, the locality has been given up as far as Madras house numbering system is concerned.

Now Madras is divided into hundred divisions based on the electoral rolls and the location code is centred round it. Similarly it would have been an ideal arrangement to give up the concept of locality in places like Coimbatore and Madurai and adopt the ward as a fundamental unit in the location code system. The ward has a much greater significance to the average man than the locality because it has precise geographical boundaries and it has significance in every election, that is conducted in that area. It will be, therefore, desirable in 1971 to adopt the ward as the basis of location code. To make this possible, it will also be necessary to delete locality from the house numbering in Madras State. Actually, I found that Madurai has as many as 500 localities which meant that every street was treated as a locality. The position will be made simple if the ward is adopted as the primary unit of location code. In actual practice, some difficulty was experienced by the Enumerators in recording the code number correctly in the enumeration slip. The instructions issued to the Tahsildars were definite that they were to give the correct code to each Enumerator which code was to be used by them in all slips. Perhaps the instructions were not strictly followed. This also makes it all the more necessary for the Census Organisation to adopt a simpler code system in the next Census.

**72. Location Code Statements.**—Each Tahsildar was asked to prepare three copies of location code statements, with the location code number of the units clearly indicated, two copies to be sent to the Collector for scrutiny and one copy to be sent for scrutiny in my office. In practice, I found many of the statements were not prepared correctly. They had to be returned more than once for correction and in a few cases there was inordinate delay in receiving them back after scrutiny and correction. But the trouble taken to prepare the location code statement was worthwhile as it formed the background for the Census Operations.

**73. Formation of Census Divisions. Charges, Circles and Blocks.**—In my circular No. 4, dated 30th June 1960, I issued a consolidated set of instructions regarding the formation of Census divisions including special charges, the division of each charge into circles and blocks for the purpose of enumeration and the appointment of Supervisors and Enumerators who were to be engaged in the Census Operations of 1961. The general scheme followed was based on the previous Census. Charges, circles and blocks were formed. The District Collectors were in full charge of the Census Operations in the districts under their control, the only exception being the City of Madras where the responsibility was that of the Commissioner of the Corporation of Madras. The Collector was vested with the powers of the District Census Officer and was assisted in his work by his Personal Assistant who was empowered to act on his behalf. Revenue Divisional Officers had control over Census Operations in their respective jurisdictions. Each district was sub-divided into census charges, each charge being under an officer designated as the Charge Officer. The Tahsildar was the charge officer for all areas within his taluk other than municipalities and special charges. Independent sub-taluks formed separate charges under the control of Independent Deputy Tahsildars. Municipalities formed separate charges with Municipal Commissioners as Charge Officers. Tahsildars had no jurisdiction over the municipalities except to assign code numbers to those areas. In the City of Madras, the City formed one charge under the control of the City Census Officer assisting the Commissioner of Corporation of Madras in the discharge of his duties as District Census



Officer. The City was divided into four Charge Officers' Circles, each circle under the control of an Assistant Revenue Officer who was designated as the Charge Officer for his area. Places like cantonments, army, air force, naval establishments which had a separate administration of their own formed special charges. Charge Officers were nominated by the Officer Commanding the establishment. In the case of cantonments excluding the strictly military areas, the Executive Officers of the Cantonment Board were the Charge Officers. The Charge Officers provided the personnel for the conduct of the Census Operations and controlled them in their areas. But they were subjected to the overall direction of the Collectors of the districts. For ensuring a complete coverage of the entire population, the areas were divided into viable units known as census divisions. In order to ensure that each district was properly delimited into different census charges and that no area was left out, each Charge Officer prepared a statement in the prescribed form, a complete list in triplicate for all charges within his jurisdiction and sent it to the Collector of the district for approval. The Charge Officer then divided his charges into suitable circles and blocks. Each block was so delimited that every Enumerator had the optimum workload which was fixed at 750 persons in rural areas and 600 in urban areas. I, however, gave the Charge Officers discretion to delimit the block in such a way that much strain was not imposed on any Enumerator. In rural areas each village was constituted into a block and allotted to one Enumerator. Wherever the population was too small or too large for one Enumerator to tackle, villages were either grouped into one block or split up into more than one group, care being taken to see that no area was left out. In respect of urban areas, Municipal Commissioners were given the discretion to delimit the enumerator's blocks in such a way as to ensure that the Enumerator operated within a compact area with optimum workload.

**73-A National Sample Survey Blocks.**—It has been a matter for discussion with the National Sample Survey, a wing of the Cabinet Secretariat whether it will be possible to utilise blocks formed by them for Census enumeration. Their approach to the problem was a little different from that of the Census. They would delimit the areas on the geographical basis giving particular landmarks which would be useful for identifying the area while the demarcation of Census blocks will be based on the principle that the optimum load for an Enumerator should not exceed 600 and for this purpose a certain number of houses would be allotted to each block. This demarcation cut across the principles of house numbering system. It was, therefore, difficult to adopt the National Sample Survey block for census purposes as from the very nature of its formation the population would vary considerably from block to block. It was, however, the desire of the Registrar-General that maximum help and co-operation should be afforded to the National Sample Survey. They decided to prepare these blocks in seven Class I and eleven Class II Municipalities. Some Commissioners, however, stated that they could not adopt these blocks for the simple reason that the blocks were not uniform in size and further certain areas had been left out because of the boundaries cutting across geographical landmarks. I, therefore, modified my instructions to the Commissioners of Municipalities to the effect that they need utilise these blocks prepared by National Sample Survey only if they found them suitable and they were at liberty to conform to their own blocks when the National Sample Survey blocks were not suitable. Actually in Madras State only seven Class I Municipalities —Madurai, Madras, Tiruchirappalli, Salem, Vellore, Coimbatore and Thanjavur—three

Class II Municipalities—Kumbakonam, Kancheepuram and Nagercoil—adopted these blocks. It will be a good arrangement if there can be some synchronisation between the blocks formed by National Sample Survey and by census authorities. Perhaps it may be possible to come to a larger measure of agreement by 1971.

**74. The Census Circle and Block.**—The area in charge of a Supervisor consisted of 4–6 blocks. In thickly populated areas, it consisted of four enumeration blocks. Civil aerodromes, ports, railway stations, railway colonies and other major institutions were treated as part of the town or village in which they were situated. Large institutions such as hospitals, central jails, major ports and railway colonies having a population of 250 or more were formed into separate circles. In order to ensure that the enumeration blocks within the charge were fully accounted for all areas included within these blocks, charge lists were prescribed for each Charge Officer in which the list of blocks and circles with the house numbers indicated against each were prepared. These charge lists were filled in by the respective Charge Officers in triplicate, one copy to be retained by them, one sent to the District Census Officer and the third sent to my office. In respect of Madras City, two copies were prepared, one copy kept in the Office of the Corporation of Madras and the other sent to this Office. The date of submission of the charge lists was specified as 1st August 1960. Most of the charge lists were received in time. A few had defects and had to be returned for rectification to the respective Charge Officer. Thus, it was possible to ensure that there was a complete coverage of the State. On the whole, there were 188 charges which were in turn divided into 10,539 circles and 51,103 blocks. The following table indicates the number of Charge Officers, Supervisors and Enumerators during 1931, 1941, 1951 and 1961 Censuses :—

| Year. | Charge Officers. | Supervisors. | Enumerators. |
|---|---|---|---|
| (1) | (2) | (3) | (4) |
| 1931 .. .. .. | 1,789 | 19,068 | 366,322 |
| 1941 .. .. .. | 808 | 10,696 | 82,821 |
| 1951 .. .. .. | 352 | 13,469 | 72,996 |
| 1961 .. .. .. | 188 | 10,539 | 52,235 |

The decrease in the number of Charge Officers, Enumerators and Supervisors is marked from 1931 to 1941. It was because of the change in the manner of enumeration with a one night count being substituted by enumeration spread over a period of 20 days. A further decrease has been recorded. But it has not always been proportionate to the change in the area of the State. A proper appreciation of what constituted a compact area of operation of each Supervisor and Enumerator will depend on the type of the questionnaire used and the difficulty involved in getting answers.

**75. Appointment of District Census Officers and Charge Officers.**—The State Government in their G.O. Ms. No. 830, dated 18th May 1960 indciated under sub-section (4) of section 4 of the Census Act, 1948, the names of officers empowered to appoint Census Officers within the local areas specified against their names. A copy of this Government Order is appended to this report.

**76. Synonyms and generic names of Scheduled Castes and Tribes.**—In April 1959, Sri Mitra addressed a Demi Official to me stating that during this Census the actual name of the caste or tribe should be enered in the individual slip. He also sent a list of castes and tribes specified for each State by the President under Article 341 (1) and



342 (1) of the Constitution and later amended by the President. He also stated that these lists gave only the names of the main castes or tribes. It may be that a direct application of the President's Order would lead to omissions of many persons who returned themselves by generic names or synonyms of castes. In order to overcome this difficulty, a list of generic names and synonyms, found in the case of scheduled castes and scheduled tribes for each district including the names of a sub-tribe or clan was prepared. If such a list was printed showing the names of each scheduled caste, the corresponding generic names or synonyms and the names of each scheduled tribe, the sub-tribe or clan and given to the enumerators, it would facilitate the correct enumeration of scheduled castes and scheduled tribes in the State. During the 1951 Census some of the scheduled castes and scheduled tribes returned themselves by generic names and synonyms and were omitted from the count of a scheduled caste or scheduled tribe. This resulted in under-enumeration and a review of the scheduled castes and scheduled tribes population was undertaken in 1957 and 1958. I wrote a letter in May 1959 asking the Collectors to prepare a list of all scheduled castes and scheduled tribes in their districts and to indicate the generic names or synonyms or sub-tribe or clan against each caste or tribe as the case may be. These lists were consolidated and scrutinised in consultation with the Director of Harijan Welfare and a final list of scheduled castes with the generic names and synonyms and a list of scheduled tribes with their sub-tribes or clans was prepared. This complete list was sent to the Director of Harijan Welfare for his scrutiny. The Director had, however, some misgivings about accepting the list for the simple reason that it constituted a variation from the list published by the Government of India in their order. I had to move the Government of Madras, Home Department, for approval of the list who in consultation with the Director, finally accepted the list in toto. On receiving the approval of the Government a printed list of scheduled castes and scheduled tribes in the State with the synonyms and sub-tribes was prepared and distributed to all Enumerators. The Enumerators entered the main tribe or caste against the particular question in the individual slip and wrote the synonym or generic name furnished by the informant within brackets.

**77. Enumeration of mother-tongue.**—During the second conference of Superintendents of Census Operations held from 5th to 12th August 1960, the importance of correct enumeration of mother-tongue was emphasised by Registrar-General. This was more so in those areas where there was a dispute about languages, that is, in States like Assam, Punjab, Mysore and Maharashtra. Fortunately, I did not have any such problems nor did I envisage any difficulties about the correct return of mother-tongue. I addressed, however, letters to the Collectors of Chingleput, Salem and Kanyakumari asking them whether they anticipated any difficulty about the enumeration of mother-tongue and on their assurance that there was no likelihood of untoward incidents, no further action was taken. During the training classes conducted for Enumerators, this aspect was emphasised and it was made clear to them that return about mother-tongue should be noted as such without entering into any sort of controversy.

**78. The Census Agency—Exemption from Census Duty—Prohibition of transfers during enumeration period.**—The agency was restricted to Government servants of State and Central and employees of Local bodies. The only precaution taken was that the

Supervisors were selected from better qualified persons belonging to a higher status, so that they could command the respect and confidence of the Enumerators. I did consider the idea of utilising non-officials as Enumerators for the Census. But the opinion of the Collectors and Charge Officers was against any such risky experiment in enumeration. Village officers were also appointed as Enumerators along with Panchayat staff and teachers. Retired Government Officers who were considered fit to undertake Census work were also eligible for appointment as Enumerators. In actual fact, such appointments were few. As a policy, no category of staff was exempted from Census duty except Touring Officers of the Police Department, the staff of the Electricity Department, Medical Officers, staff of the Posts and Telegraphs Offices and staff belonging to Pay and Accounts Office. No request from any other department was entertained. In an appeal issued to all Heads of Departments in the State, both Central and State, I solicited their co-operation in making Census a success. The State Government issued orders in G.O. Ms. No. 1096, Public (Elections), dated 17th July 1960, indicating the part to be played by the State Government officials in Census Operations. All Ministries in the Government of India had also issued suitable instructions to the Heads of Offices in the State. I made a request to all Heads of Departments to permit their staff who were selected for Census work to leave office an hour early or to go late by an hour for attending the training classes as well as for regular Census work. A request was also made to them to see that the personnel selected for Census work were neither transferred nor granted leave during the period of house-listing and actual enumeration—1st October to 7th November 1960 and 10th February to 5th March 1961. It is very difficult to achieve in practice a complete freedom from transfer. The consequent inconvenience is unavoidable and has to be faced. Generally the attitude of the Heads of Departments towards my request for reconsideration was favourable. With a view to meet the problems created by such transfers or unexpected grant of leave, I provided a reserve personnel in each charge amounting to 5 per cent of the actual staff needed for Census enumeration.

**79. Instances of indifference and negligence.**—There is adequate provision under the Census Act to enforce the performance of Census duties on any citizen. In practice it is not desirable to force any individual because the quality of enumeration will be affected by such a step. Actually in connection with 1961 Census, no prosecution has been ordered. There were a few cases of departmental punishments. A Clerk of the Registration Department was awarded a censure, a Deputy Inspector of Schools and an official of the Central Excise were warned against negligence of Census work. A more serious instance came to notice about a village karnam who entrusted Census work to a part-time clerk. Enquiries revealed that the allegations were true. Departmental enquiry was initiated and he was suitably punished. A B.T. Assistant in an aided school refused to accept the appointment order as a Census Supervisor. A report was made to the District Educational Officer who on obtaining explanation of the Assistant came to the conclusion that it was wanton negligence and that even his explanation was discourteous. He recommended the stoppage of his increment for one year with cumulative effect, but the Divisional Inspector and Director of Public Instruction held that he was an employee of an aided school and no action could be taken against him under the Madras Educational Rules. As ten months had passed, no prosecution was ordered against him and the matter was dropped. It is for consideration whether a suitable amendment can be made in the Educational Rules of the Madras Government for facilitating such an action. In February 1961, I reported to the Special Officer of a District Board that an Assistant of the District Board Higher Elementary School had refused to accept orders of appointment as Census Enumerator. The Special Officer framed charges against the delinquent who was directed to show cause against removal from service. After repeated reminders, the Special Officer replied after a year that the original report has been transferred to the Panchayat Union Council under whose jurisdiction the teacher was working. I must place on record my disappointment at the lack of prompt action on the part of the authorities thus defeating the very purpose of initiating action. Another instance similar to this was the refusal to accept the appointment order by an Assistant of an Elementary School. The Charge Officer as well as the Special Officer delayed action against him. Despite repeated reminders from my office, the matter was tossed between the Tahsildar and the Special Officer and finally transferred to the Panchayat Council on the ground that the delinquent was under the control of the council. Orders were subsequently passed by the Panchayat Council stopping the increment of the teacher for six months. Thus a few instances of this type were brought to my notice among an army of 60,000 Enumerators and Supervisors.



**80. Revision of House-numbering.**—During the first Census Conference, a review of the house-numbering system to be adopted for the 1961 Census was made. It was at that time held and correctly too that only in the State of Madras a complete system of municipal and rural house-numbering prevailed throughout the State. It was, however, necessary to bring the house-numbering up-to-date. In my letter No. 71/59/11, dated 29th December 1959, I wrote to the Government of Madras stating that I did not propose to make any departure from the existing house-numbering system in Madras State. The house-numbering would be brought up-to-date treating 30th September 1960 as the target date in all the municipalities, major panchayats and villages of Madras State.

Special attention would be paid to bring house-numbering in Coimbatore Municipality and Coimbatore taluk up-to-date, but the responsibility for bringing the house-numbering up-to-date in other areas of the State would vest with the municipalities and major panchayats concerned. In the case of villages of Coimbatore taluk, the cost involved in house-numbering up-to-date would be met by the Census Department.

The Madras House Numbering Scheme was introduced in connection with 1951 Census. The details of the scheme of house-numbering were settled in August 1948 and a period of two years was allowed to implement the relevant instructions. The intention of the Government was that house numbers assigned under the scheme should be maintained on a permanent basis and should serve all purposes such as preparation of electoral rolls, assessment of tax by local authorities, postal services, etc. The principle underlying the scheme was that every dwelling should be readily identifiable from outside by a number which was attached to it and so long as it existed, this number would acquire importance through common use. In Class I Panchayats, Municipalities and the Corporation of Madras, the statutory responsibility for maintaining house numbers rested on the Executive Authority and the cost was borne by Local Bodies. Localities formed one serial, streets, lanes and by-lanes formed another serial, and houses the third serial. Houses were numbered along with the streets proceeding from north to south or east to west. Odd numbers were given to houses on the right and even numbers to those on the left.

A house was defined as a structure or part of a structure having a separate main entrance giving an independent access to the common way. All such houses whether occupied or vacant were given a separate number irrespective of the fact whether they formed part of the same building or were situated in the same compound or belonged to the same owner. All buildings including temples, churches, mosques, shops and offices were numbered. The number of the locality and street was given on the name plate or board at the entrance and only the house number was displayed prominently on the house. Detailed instructions were also given as to the manner in which it should be displayed. As the locality-street system of numbering was suitable only for places where there were well-established localities and where the entire area was covered by roads, streets, lanes and by-lanes; block system was prescribed for villages and Class II Panchayats. Where houses were found in clusters in large villages, the entire area was divided into compact blocks having well-defined boundaries with about 100 houses in each block. Houses in each block were numbered serially. The code thus consisted of block number and house number in small villages. The statutory responsibility for maintaining house numbers in these areas was placed on the karnams and the cost met by the Government. Detailed provisions have been made to ensure efficiency in the maintenance of house-numbering.

At the end of each year, the karnam or the Executive authorities verified the completeness and correctness of house-numbering and furnished a certificate to the next higher authority. The certificate also showed the number of buildings at the beginning of the year, additions during the year and the total number of buildings at the end of the year. In the case of Villages and Class II Panchayats, Revenue Inspectors and Tahsildars checked during their tour the house numbers and sent a completion report to the Collector by 10th day of July. A similar certificate was sent by the concerned authority in Class I Panchayats and municipalities. An independent scrutiny of house-numbering was also conducted by the officials of Local Boards in connection with the collection of house-tax. It was the duty of the Collectors to see that all completion reports were received and a consolidated report sent to the Government by 15th of August every year. It was also specifically laid down by the Government that house numbers once assigned should not be changed without compelling reasons for doing so. In each case, prior concurrence of the Government should be taken. Houses coming up between two numbered houses were given alphabetical sub-numbers. House numbers were also brought up-to-date during the intensive revision of the electoral rolls. Maintenance of rough sketch maps was also an essential part of the house-numbering system. According to this, detailed sectional maps had to be prepared indicating the boundaries of localities and blocks, lay-out of roads and streets and important geographical details. A key to the plan indicating the house numbers allotted in this area classified by residential and non-residential was attached to the plan. This will give a general idea of the house-numbering system in force in Madras State which I decided to adopt as the basis of Census Enumeration in 1961 Census.

This decision was at variance with the decision in other States in all of which the Census Superintendents decided to give separate Census numbers to the buildings existing in the country. It threw additional work on me in that I had to undertake the responsibilty for rectifying the defects noticed in the Madras House-numbering System.



I, therefore, toured the State and inspected the house-numbering in general. I found in some cases the principles enunciated by the Government were not properly understood or implemented in certain areas of the State. Due to this as well as intense building activity during the decade 1951–61, it was evident that special attention would have to be devoted to bring house-numbering up-to-date. I thought it would be worth while attempting it because I am of the view that it is necessary to evolve a uniform pattern of house-numbering throughout the country which would be used for all purposes by all agencies functioning under the Central and State Governments. To-day each department gives a separate series of number to every building in the country. This confusion in numbering has to disappear if a proper and systematic count of the building in the country has to be made and a register maintained in which details about all the existing buildings can be had. Apparently this was the view of the Registrar-General, India, who set up a Committee which met in Delhi on 9th February 1960. He was good enough to nominate me as a member of the Committee. I described the salient features of the Madras Scheme of house-numbering. It was the view of the Committee that the Madras pattern of house-numbering should be adopted on a permanent basis and that all State Governments could be requested to enforce it throughout their States. I do not know what further action the Committee has taken on this or whether the Committee has for all practical purposes been wound up. But the fact remains that I was prepared to undertake any amount of work in connection with improving the maintenance of house-numbering in Madras State and utilising it for Census, electoral rolls, and all other administrative purposes.

In March 1960, I wrote to the Government that I would take up revision of the house-numbering in Coimbatore City and Coimbatore taluk as suggested by the Government. It was indicated in the Election Manual that the principles of house-numbering should not be changed without the prior orders of the Government. I sought their concurrence in making such changes as I considered necessary without departing from the principles indicated by the Government. The Government of Madras accepted my suggestion and issued orders in their G.O. Ms. No. 466, Public (Elections), dated 23rd June 1960, permitting me to make such changes as were necessary in the house-numbering system of Madras State consistent with the principles enunciated by the Government in 1948. In pursuance of this order instructions were issued by me from time to time to various Commissioners and Tahsildars to revise the house numbers wherever they were necessary. But in a few cases the concerned officers sought the specified concurrence of the Government of Madras as under the rules, the concurrence of the Government was necessary before any change was made. The Chief Electoral Officer stated that the house-numbering need not be changed as it would affect the electoral rolls already prepared and would necessitate revision of electoral rolls involving a high cost. I again addressed the Chief Secretary indicating my views on the subject and suggesting that the Government should give me full powers as laid down in the Government Order quoted above to revise the house-numbering and bring it up-to-date. I am happy to state that the Government was pleased to reaffirm their earlier order and it was an act of great faith because it involved changing the existing house-numbering system on which the electoral rolls were based and such changes involved the re-printing of rolls at a high cost to the Government. Accordingly, I issued a circular on house-numbering in which what was proposed to be done was indicated in great detail. The circular is

reproduced in Appendix II to this report. In addition to bringing the house-numbering up-to-date, I suggested that the localities formed by some municipalities in Madras State did not conform to the principles enunciated by the Government of Madras. These localities should have geographical boundaries which would remain unchanged irrespective of the revision in the electoral rolls. Another aspect on which special attention was devoted was to give some numbers to a series of huts which sometimes did not have any precise significance to the municipal authorities as these houses were not taxed. It involved a lot of inspection. A complete renumbering was done in Coimbatore city and Coimbatore taluk. In Madurai city localities were regrouped and a partial renumbering undertaken. Renumbering of houses on a large scale was undertaken in Courtallam, Villupuram municipality and Cheyyar taluk. Partial renumbering and fixing up of name boards of localities and streets was done in the City of Madras. A report regarding the progress of house-numbering was received by 30th June 1960. Checking up of house-numbering and renumbering of houses wherever necessary in the State was completed by 30th September 1960. No particular difficulty was found in house-numbering.

**81. Houselisting—Contents and Difficulties.**—In this Census, houselisting formed the first stage of operation but it was a significant stage in that a complete housing census was attempted for the first time in Census History of India. During previous censuses, the houselisting was conducted as a preparation for enumeration in that it would provide adequate information for the planning of the actual count. This was not done in Madras State in 1951. A little more comprehensive housing list was prepared in West Bengal in 1951. The scope of the houselisting was considerably enlarged in this Census which involved the introduction of three new concepts, viz., building, census house and census households and the collection of a number of complicated information. For instance, we had to count the number of shops and workshops engaged in the production, processing and servicing with the information relating to the number of workers and the nature of power used. Houselisting was, therefore, somewhat of a serious undertaking. Before I proceed to discuss how this was done, I would like to make a few observations on the content of the houselist. In column 2, the number of buildings was to be shown and this was to be distinguished from column 3 in which census houses were to be numbered. But in the Tables prescribed by the Registrar-General, the information in column 2 was not utilised. In my housing report, I did use this information for a comparative study. Again in remarks column, at the instance of the Planning Commission, the details regarding Scheduled Castes and Scheduled Tribes families were to be indicated. No attempt has so far been made to extract this information for any specific use in any of the Tables prepared by us. The information collected in columns 5 to 8 is extensive. But the use to which it is put is limited to one Table E.III in which tabulation has been made on the basis of power used only. Perhaps it may be possible in the next Census to devise the Tables to utilise the information collected in the houselisting to a greater extent and to collect more information because from my experience, I consider that the houselisting is one of the important documents that has been collected during Census so far. I have seen to it that it is preserved at each taluk headquarters. Perhaps an agency can be evolved for keeping it up-to-date like the Panchayat functioning in Madras State. The houselists, if properly maintained and preserved will provide a firm basis for conducting sample surveys and will furnish adequate data for the economic as well as housing development of this State. The principle of housing census was



explained in a Houselisting Manual which I prepared and circulated among all Charge Officers for distribution to the Enumerators and Supervisors. This is reproduced in Appendix V. I think the best method of approaching the Enumerator is to give him a complete booklet on the particular operation in which he is engaged. This is what I have followed both in houselisting and enumeration. Problems will be raised and have been raised and more so by a set of Enumerators and Supervisors in Madras State who with their analytical and sharp intellect have raised problems which neither I nor the Registrar-General have ever contemplated. It was something of an ordeal to face them in the many instruction classes which I held, but it was educative and did help me to issue instructions clarifying many loopholes in the Manuals which I prepared. It is very important that the Superintendent of Census Operations discusses the issues in the course of his tour not only with the Charge Officers, but also with the Supervisors and Enumerators because sometimes Enumerators can show an insight into the content of the instructions much more than any Charge Officer can. I commend this to my successor.

**82. Houselisting Agency.**—It was my view that the agency to be employed in the houselisting could be restricted to the Village Officers and to the Staff of Local Bodies. I commended this idea to the Collectors giving them freedom to do whatever they considered best. But in actual practice, the Collectors preferred to utilise the same agency as was later employed in enumeration. This had one definite advantage in that the Enumerators had greater experience of Census work than what my scheme would have ensured.

**83. Training Classes.**—The training plays an important part in any enumeration and in this Census, I had to impart training in two stages—one for house-listing and the other for enumeration. A preliminary training was given to the Charge Officers by me and by my Deputy in the month of August 1960. The instruction classes which were conducted in the various districts were attended by all Revenue Divisional Officers and Charge Officers and sometimes even by Collectors. A general background of houselisting operation was explained and such points which arose and which were not covered by the instructions were discussed. The Charge Officers held at least two classes for their houselisting staff—one in the first week of September and the other in the last week of September. Some of them held more classes whenever the standard of the Enumerators justified it.

**84. Mechanics of Houselisting.**—Houselisting operations commenced on 1st October 1960. It was not carried out in strictly military areas. All buildings whether the construction was authorised or unauthorised was uniformly houselisted. A map of each enumerator's block covered by houselisting was also prepared and attached. The houselists together with the abstracts and maps were handed over to the Charge Officers by the Supervisors on the 15th November 1960 who immediately prepared and furnished in the prescribed *pro forma* the population totals relating to their charges. Thereafter, one set of houselists relating to each unit was sent to my office for tabulation and the other set retained at the offices of the Charge Officers as permanent record. I have issued instructions that Charge Officers should periodically inspect and verify them and issue once a month necessary certificates to the Collectors. The tabulation of the houselisting

data was done in my office and housing tables prepared and furnished to the Registrar-General. A report has been prepared on Housing in Madras State incorporating the Tables so prepared. The process of houselisting was facilitated by the coverage given by the Press and the message given to the people of Madras State by the Chief Minister while formally inaugurating the operations by a talk over All-India Radio on 30th September 1960.

**85. Pre-enumeration period—Preparation of manuals and distribution of forms.**—On the completion of the houselisting operation and the receipt of records relating to the operation, I began preparations for actual enumeration. The first stage was to prepare the Enumeration Manual in English embodying all instructions relating to the enumeration and get it translated in three regional languages—Tamil, Telugu and Malayalam. The translation was done in my office itself in which I was assisted by members of my staff. The copies of Enumeration Manual were distributed to all Charge Officers well ahead of the schedule. Along with this a list of Scheduled Castes and Scheduled Tribes as contained in the President's Order with the synonyms compiled in the State was also distributed. As enumeration of age has always been a problem in the Indian Census, a Calendar of outstanding occurrences in each district which was prepared in 1951 was brought up-to-date and circulated among the Charge Officers. My Office had also scrutinised the charge lists and approved them.

**86. Training Programme.**—The next stage was the imparting of training to the Enumerators and Supervisors. The particulars of enumerating staff employed in the operations are given in Appendix III. As was the usual practice, training classes were conducted for the Charge Officers by me and Sri P. Murari, Deputy Superintendent of Census Operations. In addition to this, the Deputy Superintendents of Census Operations stationed at six headquarter towns of Madras State and the Charge Officers conducted training classes. The assistance of Deputy Tahsildars was also taken to hold training classes. In the course of my tour, I attended as many training classes as possible and participated in the discussions which took place after instructions were given. The discussion was always lively and many interesting points for consideration were raised by the Enumerators which after discussion sometimes formed the basis for instructions issued from my office also. Thus in the preparation for the enumeration, there was complete exchange of views and an attempt to understand the different concepts employed during enumeration. The amount of strain involved in this work was considerable, but it was worthwhile and I would commend to my successor that successful enumeration would depend on the amount of personal contact he can maintain with the various agencies employed for Census enumeration and no discussion is without value.

**87. Training Classes—Optimum Number.**—A minimum of six training classes was conducted for the Supervisors and Enumerators. Apart from this, the Registrar-General had suggested the holding of sample census for which slips and pads have been printed in red ink. The object was to train the Enumerators and Supervisors in the actual enumeration. It was enjoined that the sample census should be conducted under the direct supervision of Charge Officers. The following steps were taken in order to facilitate the enumeration.



**88. Steps for Facilitating Enumeration.**—As suggested by me, the Government of Madras had passed orders in G.O. Ms. No. 1462, Public (Elections), dated 16th September 1960 restricting the transfer and grant of leave to the staff at all levels engaged in Census work to the absolute minimum. Again on an appeal made by me to the Heads of Departments of the State and Central Governments, facilities were extended to the staff engaged in the operation to attend training classes and Census enumeration. Permission was granted to each one of them to attend office late and leave office early by an hour. The Railway Board and other Ministries of the Centre were good enough to instruct their subordinate officers to grant permission liberally and I had no difficulty in this regard from Central and State Governments. No arrangement can be made to perfection. There were a few transfers of officials which did upset the work. Some private school authorities were not as co-operative as they should be. But on the whole, the amount of co-operation extended was splendid and it was possible to complete the enumeration promptly and in accordance with the schedule.

**89. Provision of free Transport to Charge Officers.**—The work of the Charge Officers was considerably facilitated by the generous gesture made by the Government of Madras in placing their jeeps at the disposal of Charge Officers. It helped them to tour intensively in their charges, supervise the operations and clarify the doubts of the staff on the spot and rectify the errors. It was also found that the Charge Officers had to hold special classes for female enumerators who were feeling shy about getting the doubts clarified in the presence of males. Generally females were posted only in areas where there is a concentration of gosha women.

**90. Mechanics of Enumeration.**—The count was formally inaugurated by the Governor of Madras on the night of 9th February 1961 with a broadcast talk over All-India Radio, Madras. The formal count began with the enumeration of the Governor and his household on the morning of 10th February 1961 by me personally accompanied by Commissioner, Corporation of Madras. I went to Raj Bhavan and filled the Census documents relating to the Governor and other inmates of Raj Bhavan. This simple ceremony was properly covered by the Press in Madras thereby giving a fillip to the enumeration. Throughout the days in which enumeration lasted, the Press, both English and Tamil, gave such wonderful coverage to the Census Operations that actually people got interested in getting themselves enumerated. A number of complaints were received by me that they were not enumerated. On verification, I found that the Enumerators had still to visit them because they had time till 28th for the completion of their round. It demonstrated how wonderful the public response was to the scheme of enumeration. With a view to facilitate the Census count, the Government of Madras was pleased to declare 28th February and 1st March 1961 as public holidays in their G.O. Ms. No. 2051, Public (General-M), dated 30th December 1960. This was a source of immense relief to the enumerating and supervising staff enabling them to complete the work on the last day of the month and to make a good start on their revisional round. I am extremely grateful to the Government of Madras for this sympathetic approach to enumeration.

**91. Precaution against under-count.**—The provisional population of Madras State was arrived at during houselisting according to which this State recorded only an increase of 9·1 per cent over 1951 figures. This was not in accordance with the forecast made by Demographers regarding population increase in India. As such, this attracted

the immediate attention of Sri R. A. Gopalaswami, the then Chief Secretary to the Government of Madras, and Sri A. Mitra, Registrar-General, India, who made constructive suggestions as to how I should see that a count was made as accurate as possible. One of the criticisms offered by Sri Mitra was that as the existing house-numbering system of Madras State was adopted for enumeration, there could be possibility of omission. The view held by Sri R. A. Gopalaswami was that the count in the rural sector of the State needed some emphasis. But in actual effect, the increase in the decade 1951–61 has been as good as the previous decade 1941–51 in the rural sector and there was no possibility of omission in the rural sector while the fall in the urban sector was appreciable. It was still necessary to guard against any possibility of omission in enumeration. Statistically no omission can take place owing to the defect in the system because the variation recorded by different urban sectors in the State did not show any mathematical regularity and differed from town to town. I, however, thought that I should give a word of caution to the Charge Officers engaged in the actual enumeration and issued a special demi-official letter addressed to all Collectors, Charge Officers, Revenue Divisional Officers, Deputy Superintendents of Census Operations in January 1961. I reproduce the demi-official letter below :—

"I am addressing this personal letter to you with the hope that you will attend to its contents with all seriousness.

2. It is quite necessary that the figures of population which we furnish for the Madras State for the enumeration of 1961 should be as accurate as possible. I am confident that you will normally take every step required to see that an accurate return of the population is made. But there are certain aspects of this question which you have to keep in mind. According to the houselisting which we conducted in October 1960, we find that the population of Madras State has increased only by 9·1 per cent for the period 1951–60. The figures for the corresponding period 1941–51 was 14·7 per cent. There is a general impression that the variation during the decade 1951–61 should not normally show any decrease over the variation during the decade 1941–51. This is based on the following considerations. No serious epidemic or famine conditions have occurred after 1951. Normally, owing to the increase in Public Health activities, death rate should have fallen for the decade. Birth rate can be taken to be the same as in the last decade. As such the same increase or a little more is expected. This is the view held by Demographers. It is necessary to keep this in mind and do the enumeration after taking care to see that no household is omitted from enumeration and that there is no under-count of any household. For this purpose, a complete re-check of the houses and households in your jurisdiction will be necessary.

3. As a result of the analysis in our office, we find that the rural population of the State has maintained the same increase during 1951–60 as in 1941–51. As such, it is necessary for you to concentrate more on the urban areas which have recorded a substantial fall in the rate of increase.

4. It is not my intention that any attempt should be made by you to increase the count of population of the State. What is necessary for you is to satisfy yourself that the count is accurate and we are returning in February 1961 the actual population of Madras State. Whether any over-count has taken place in 1951 or not will not be our concern at this stage.



5. I will be happy if I can secure your co-operation in making an accurate return of the population of Madras State in 1961 ".

**92. Additional precautions against under-count.**—In addition, I issued special instructions to the Charge Officers to see that house numbering was test-checked once again and to take adequate steps to see that every household was included in the count. The Deputy Superintendents of Census Operations were instructed to check this in the course of their tours. The fact that there were definite instructions both in the houselisting and Enumeration Manuals that it was immaterial for census enumeration whether a house was numbered or not and that in such cases (X) should be put in appropriate column and the enumeration conducted was itself an adequate safeguard and the effectiveness of this safeguard was highlighted by the fact that in both houselisting and in enumeration (X) was found in a number of cases. Thus every step was taken to see that the enumeration was completed in all respects. As indicated earlier, the instructions were issued in the form of an Enumeration Manual, which I have reproduced as an Appendix. This manual did not, however, contain instructions regarding the special arrangements made for the enumeration and they were issued in the form of instructions which are found in Appendix II. A brief reference to the instructions will now be made.

**93. Arrangements for enumeration of special areas like Military, Naval and Air Force charges.** All Military, Naval and Air Force areas constituted separate charges under the Census Scheme. The areas occupied by Defence personnel were clearly demarcated into such special charges as distinct from municipality or cantonment in which they were found. The Officer Commanding or his nominee was posted as Charge Officer. The personnel living in the area were enumerated by the Special Charge Officer (including the civil population). The other military personnel in the military establishment, but living outside the strict military areas were enumerated by the Charge Officer of the civil zone in which such military personnel were living. In the case of Defence personnel, the nature of employment was not indicated except to make a general remark that they were employed under the Central Government. All soldiers billetted together and messing from a common kitchen constituted one household. Each naval ship at sea was treated as a separate census unit. If the ship was at sea during the enumeration period and was not likely to touch the port during the period of enumeration, the Officer Commanding the ship conducted the enumeration and intimated the Port Naval Officer the result of enumeration. Officers and members of the crew of naval ships who are quartered on shore at a particular time and who are normally residents of the harbour towns were enumerated by the Enumerators of the block in which they had their residence. In the case of naval ships touching other ports, the enumeration was conducted by the Port Officer/Enumerator appointed separately for the purpose. The instructions applied to Air Force personnel also. It was likely that one or two units either of the Army or Air Force might move out of station during the period of enumeration and would not reach the next station before the completion of the enumeration. In respect of such units, the Special Unit Officer intimated the details of the units moving out during the period mentioned above and the probable date of such movement.

**94. Enumeration of ocean-going vessels.**—For the enumeration of ocean-going vessels, ocean-liners, naval ships and sailing barges, Port Officers of Cuddalore, Tuticorin, Nagapattinam, Madras, Kilakarai and Colachel were appointed as Port Enumerators.

They enumerated the naval ships which left their naval base during naval exercises or other friendly visits. Passengers and crew of such ocean-going vessels plying between Indian ports and foreign ports which touched the port of India on or before sunrise of 1st March 1961, were enumerated at the first port of call or at the next port of call.

**95. Enumeration of Diplomatic and Consular Missions.**—Non-Indian Nationals who are members of the staff of Diplomatic and Consular Missions and members of their families stationed in Madras and Tiruchirappalli were excluded from the scope of Census enumeration. But the Indian Nationals residing in the premises were enumerated. For this, the Charge Officers addressed the Officers of the Embassy and on getting their consent, conducted their enumeration on the appointed day. Indian Nationals who enjoyed diplomatic immunity and foreign nationals who did not enjoy diplomatic immunity were enumerated under the general procedure.

Special arrangements were made to enumerate a pilgrim special which arrived at Madras-Egmore at 16-20 hours on 28th February 1961 and another at Erode at 21-30 hours on 28th February 1961.

Arrangements were also made for the enumeration of a contingent of military troops who encamped at Aramboli for training from 6th February to 5th March 1961.

**96. Orderly conduct of Census in State : No Law and Order problem.**—It was apprehended that this Census might give rise to certain law and order problems particularly with regard to the correct enumeration of the language. No such problem arose in this State. However, a higher percentage of random overcheck by superior officers of the answers recorded against 7 (*a*) mother-tongue and 7 (*b*) any other languages of the individual was arranged. Two complaints were received from Kanyakumari district that there was an attempt by the sympathisers of the Merger Movement to record the mother-tongue of the Tamil speaking people as Malayalam in an attempt to inflate the figures of Malayalam speaking people. A surprise check of the records of the Enumerators revealed that this charge was baseless and it was pure mischief by their opponents. All precautions were taken to ensure that the mother-tongue was properly recorded by the Enumerators.

**97. Enumeration of scientific and technical personnel.**—During this Census at the instance of the Council of Scientific and Industrial Research, statistics relating to persons with a recognised degree or diploma in Science, Engineering, Technology and Medicine was collected. For this purpose, printed cards were distributed to such individuals who possessed the requisite qualifications. An appeal to the public was also distributed along with the cards. These cards were handed over to the members of the public by the enumerators during their first visit between 10th to 28th February 1961 and completed cards were collected from the household when the Enumerator went on the revisional round from 1st to 5th March 1961. Whenever it was not possible to deliver the cards during the revisional round, the individuals were advised to post the cards to the address given on the reverse of the card. No postage was to be paid. Instructions relating to filling up these cards and the persons to whom such cards were to be given were issued in my Circular No. 8, dated 24th January 1961. Cards collected by the enumerators were consolidated by the Charge Officer and sent to us for onward transmission to Registrar-General's office.



**98. Unpleasant controversies avoided.**—It is the general view of the persons engaged in the Census that it was a little difficult to understand the full implication of the concepts, location code, household industry and cultivation. The Charge Officers had to explain these concepts repeatedly to the enumerators. The Dravida Munnetra Kazhagam desired that the nationality should be recorded as DRAVIDIAN. As there was no such provision for this, all such people were returned as Indians and this did not lead to any difficulty. Another representation from Radhaswami Satsang Sabha, Agra was that Radhaswami should be entered as their religion; in the case of individuals who desired to be so returned, our instructions provided for such recording whenever a person desired it.

**99. Need for correct estimates.**—Though I had made it clear that the requirements of forms should be estimated correctly by Charge Officers on the basis of house-listing population, this was not done properly in a few cases. But as a reserve stock was held in the district headquarters, the demand for additional forms made by some could be met. There was no demand on the central reserve held by me. As such, the distribution of forms was a complete success during this Census.

**100. Supervision of enumeration work by me and my deputies.**—Instructions regarding enumeration of institutions and houseless population were embodied in the Enumeration Manual itself. To overcheck the enumeration, my deputies and I had to do a lot of touring and the period of enumeration was characterised by hectic activity both within the office and outside. My staff had to work overtime preparing answers to questions, clarifying doubts and issuing circulars. During tours, I had to issue instructions on the spot. The work was very exhausting but rewarding. I would record that complete physical fitness is a primary requisite for this work and this remark is based on personal experience.

**101. Attitude of the public.**—The attitude of the public was friendly towards Census operations. They had adequate knowledge of Census literature owing to the publicity given by the Press on the eve of each operation and they were willing to co-operate in full with the Census enumerator. There were of course a few exceptions. Enumerators found some houses locked. In the rural areas, they had some difficulty in enumeration after nightfall as no lamp was provided. Further, several house visits were conducted by different Departments like National Malaria Eradication Programme and this added to the inconvenience caused to the public. Some expressed dissatisfaction to such frequent visits. Women Enumerators felt the need of escorts for going to distant places from their houses and for working at untimely hours. There was the usual attempt of beggars and vagabonds to escape from enumeration and the assistance of the police was resorted to. In actual practice, more resistance was seen from rich and influential people. Discourteous treatment was also meted out to some of the staff. Certain Missionaries in Convents were reluctant to furnish information. Enumerators found it difficult to enter houses where owners had kept dogs. Thus the Enumerator had a difficult time in conducting the enumeration apart from the onerous nature of the work. I am happy to record that they avoided all controversies and completed the work using great persuasion and tact totally avoiding any prosecution under the Census Act. I must place on record my gratitude towards the loyal and well-disciplined workers who attended to the work in a real spirit of devotion to national cause.

**102. Humorous sidelights of census.**—Enumeration had its amusing sidelights. An unusual request was received from a householder after he had learnt that a particular Enumerator had been appointed in his block. According to him, he and the Enumerator were not in good terms and as such, he feared that information would be misinterpreted thus vitiating his Census record. He, therefore, pleaded that another Enumerator should be appointed for his house. I asked the Supervisor to accompany the Enumerator when he visited the particular household. In another instance, I received a letter from an Enumerator stating that he had been constantly trying to reach a particular house for a week, but could not gain admission because of the watchman and more because of the presence of a dog chained to the gate. He requested that the householder be approached to permit him to enter the house and carry out the enumeration. An appointment was fixed with the householder and the Enumerator visited the house at that hour. I had a very interesting representation from certain Enumerators in North Arcot district pointing out that a well-known newspaper in Madras which had given a lot of publicity to the Census had published two cartoons depicting the Census Enumerator in an indifferent light. The cartoons themselves were quite humorous, but the vanity of the Enumerators was wounded by the allusion that Enumerators were capable of having clandestine love affairs. Such sort of publicity would undermine their efforts to do their duty diligently and therefore, they wished me to intervene, and prevent such cartoons from being published in the papers. As such an effort would interfere with the fundamental freedom of the Press and also interfere with the well intentioned efforts made by the particular weekly to publicise Census, this request was not acted on. The most humorous incident in the whole series was the omission of the Statistician of the Public Health Department from the enumeration. The explanation offered by the Enumerator when questioned was that the landlord in whose house the person was residing was on inimical terms with the Statistician and intentionally suppressed the fact that such a house existed in the compound. He also proved that the house could not be normally seen from outside. The Statistician never forgave the Department for this omission though I made sure that he and his family were included in the count. Another humorous aspect was that sometimes people complained to me that their names had not been included. Apparently, the enumeration took place without the knowledge of the house owner. Sometimes I had to console them with the thought that in Census, omission of 1 per cent is likely. The members of the public took keen interest in Census enumeration and wrote letters to the Press complaining that they have not been enumerated. It was no doubt a healthy sign and it was very good of the newspapers like 'The Hindu' to have brought every such instance to my notice and have it rectified.

**103. Census Publicity—Co-operative attitude of Press and A. I. R.**—It is the tradition of Indian Census to embark on publicity in connexion with every Census. My experience of this Census had proved to me that it is no more necessary to have the usual items of publicity adopted by Census authorities as in the past. It has become a peoples' movement and because of its close link with elections and the right of citizenship, an association which I have found it difficult to destroy, a citizen will always extend his co-operation to any Census Operation in future. Therefore, we can easily simplify what is now being done on the basis of precedents. The general means of publicity are press conference, publication of articles in magazines, display of posters, distribution of leaflets



and pamphlets, broadcast from All-India Radio and exhibition of films. For a successful enumeration, it is necessary to create a favourable impression on the public mind that the scheme is something sponsored with the full authority of the Government. It is also necessary to stimulate and sustain the public interest by a careful use of the Press and radio. I have given special attention to both these items of publicity. I have met the Press reporters from time to time and also given them whatever information they wanted when they approached me collectively or individually. I held three important Press Conferences, one at the Secretariat, one at my office and one at the Press Information Bureau. All these coincided with important occasions like inauguration of the house-listing and actual enumeration and the completion of the count. The Press has in general taken a lot of lively interest and has put me a number of questions during the Press Conference. They have also brought to my notice criticisms of the work done by the Census Enumerators. I still remember an occasion in which a Press Correspondent pointed out to me that his house was not visited during house-listing. On enquiry, I found that the Enumerator had visited it in his absence and all information about the house has been given by his wife. The Press Correspondent promptly tendered his apology to the Enumerator. This shows the lively and active interest taken by the Press in everything connected with Census Operations of 1961. Again both the newspapers and periodicals and magazines published in Madras State, whether in English or in Tamil have given excellent coverage for the Census work by means of editorials, cartoons, quips and coverage. Thus the citizens have utilised the columns of the paper to ventilate their grievances against the Census Organisation. Thus the Press has played a very notable role in making the Census enumeration a peoples' count, in that everyone was particularly interested in what was happening and whether he was counted properly. I have also kept the Press informed of whatever happened and their co-operation was so good that whenever any adverse comment was made against Census Operations in Madras State, the Press people have themselves approached me for the correct information on the subject. I do hope that the same harmonious relationship will be maintained in future Censuses also. My thanks are due to the Editors of these newspapers and their reporters for the hearty co-operation they have extended to the Census Organisation in its various stages. Every visit of the Registrar-General, India, to Madras was also covered by the gentlemen of the Press adequately.

The next aspect of publicity was the recognition given by the State Government to the Census Operations. A message was given to the people of the State by Sri K. Kamaraj, Chief Minister of Madras to co-operate with the Census Enumerator. It had its significance. The pretesting of household schedule was inaugurated at a formal function arranged by the Corporation of Madras, by the Chief Minister. Again the slum survey of Madras City was inaugurated by the worshipful Mayor of Madras with the Minister-in-charge of Local Administration presiding at a formal function arranged by the Madras Corporation. The houselisting operation was again inaugurated by the Chief Minister of Madras with a broadcast talk in Tamil from the All-India Radio on the night of 30th September 1960. I gave a talk in English on the mechanics of houselisting from Madras and Sri Bhaskara Thondaiman, a Tamil Scholar, from Tiruchirappalli on 1st August 1960. Again the enumeration was inaugurated by the Governor with a broadcast from All-India Radio, Madras, on the night of 9th

February 1961. Earlier the Madras Finance Minister Sri C. Subramaniam, now Union Minister for Heavy Industries, gave a talk on Census and Planning from All-India Radio, Madras. I gave a talk on the mechanics of Census over the All-India Radio, Madras, on 8th February 1961. Sri P. Murari, Deputy Superintendent of Census Operations and Sri Dias, Superintendent of Police, Madurai (Urban) broadcast talks in Tamil from All-India Radio, Tiruchirappalli. A more effective propaganda was done from the All-India Radio by broadcasting humorous dramas, and skits with census as their theme for the urban and rural programme throughout the Census enumeration. Thus the propaganda done in favour of Census was complete and if more were wanted, more would have been done by the persons concerned. The Governor of Madras gave a proper start to the Census enumeration by his agreeing to be enumerated on 10th February 1961 by me personally in Raj Bhavan which ceremony was properly covered by the Press. The Revenue Officers in the State gave talks on Census Operations at the meetings of the District Development Councils and Block Advisory Committees. I gave a talk on Census to the Rotary Club at Madurai. In addition to these, numerous features and articles appeared in important dailies like *The Hindu* dealing with various aspects of Census. In addition to this, there was publicity arranged from Delhi on an All-India basis through a number of 16 m.m. films in English, Tamil, Hindi and Malayalam and 35 m.m. film in Tamil and two sets of slides produced by the Directorate of Advertisements and Visual Publicity distributed to the theatres in the Madras City and districts. The details are given below :—

| | | | |
|---|---|---|---|
| 16 mm. | .. | English .. .. .. .. .. | 2 |
| | | Tamil .. .. .. .. .. | 18 |
| | | Hindi .. .. .. .. .. | 1 |
| | | Malayalam .. .. .. .. | 2 |
| 35 mm. | .. | Tamil .. .. .. .. | 1 |
| Slides | .. | English .. .. .. .. .. | 15 sets. |
| | | Tamil .. .. .. .. .. | 335 „ |
| | | Hindi .. .. .. .. .. | 9 „ |
| | | Telugu .. .. .. .. .. | 3 „ |

Field Publicity Organisations of the State and Central Government also publicised the films adequately in the rural area through their propaganda vans. Advertisements on Census were centralised and released by the Directorate of Advertisements and Visual Publicity. The arrangements made for publicity were adequate and thorough, and properly appreciated so as to inspire confidence and enthusiasm among the people. It has educated them about the significance and their role in this great national endeavour.

**104. Enumeration—Honorary or paid.**—It is an unfortunate fact in Indian Census that the tradition of honorary work has been associated with Census enumeration, perhaps a legacy from our days under British administration. It is an unfortunate legacy. It is very difficult to expect a large body of 60,000 workers in the State to devote more than two months for enumeration working overtime without any adequate monetary return. No Superintendent of Census Operations in Madras State has so far recorded anything against the tradition of honorary enumeration. Fortunately, Sri A. Mitra did it in West Bengal. Therefore, a departure has been made in this Census that every Enumerator was given a sum of Rs. 20 for meeting out of pocket expenses involved in his work as an Enumerator. This is a right beginning. But it is necessary to realise that in future



Censuses some payment to the Enumerators has to be considered in the interest of larger accuracy of Census work. In the past we have relied on the prestige which the Government officials and the District Administration enjoyed in the district to get the work done. Owing to democratic decentralisation and greater consciousness of rights and privileges among the people, it is no longer possible for the official machinery to extract the work from the Enumerators. I do hope that in 1971 the issue will be faced more completely and a logical approach made in providing an adequate compensation for these workers who are engaged in collecting the information on behalf of Census Organization, a process which has become more and more difficult and onerous with every succeeding Census.

**105. Work of District Revenue staff appreciated.**—I must also record my appreciation of the excellent work done by the District Revenue staff who, despite their heavy work attended to the Census work with great zeal and contributed to its success.

**106. Furnishing of provisional population totals to Registrar-General on due date.**—After finalising the revisional round, the Supervisors handed over the statements and records to the Charge Officers. According to my instructions, provisional figures for enumeration were to be sent on 8th March 1961.. Now I feel that the time given by me was too short to complete the process. I am very happy to record that all the Charge Officers telegraphed the provisional total to the Registrar-General, India, on the date stipulated by me. A telegram containing the consolidated information was issued from my office on 8th March 1961 itself. At the last minute, I had some apprehension whether the District of Madurai could complete it in time. Fortunately, I contacted the Personal Assistant to the Collector over phone who took immediate action to get the figures from the Tahsildar, Madurai, and telegraphed them to me before nightfall.

**107. Recognition of Census Work—Award of Medals.**—As usual, provision was made for the award of bronze and silver medals and certificates of merit to the Charge Officers, Supervisors and Enumerators who distinguished themselves by outstanding zeal and devotion to duty.

Four hundred and nine silver medals and 818 bronze medals and certificates were allotted to Madras State. The percentage of distribution of medals was worked out and a list of persons to whom these medals should be awarded was finalized and got approved by the Government of Madras and the Ministry of Home Affairs. The Government of Madras have been pleased to direct that the presentation of medals should be made at formal ceremonies held at each district headquarters by the Collector.

**108. Two important controversies.**—Before closing this, I should refer to two controversies relating to the population of Madras State which had some political implications. One is the controversy between the Finance Minister to the Government of Madras and the Chief Minister of West Bengal regarding Census figures of West Bengal. This coupled with the fact that Madras recorded the lowest figure of increase in the whole of India, much against the forecast by the Demographers, has certainly made some organisations cast some aspersion on the quality of enumeration done in this State. It is most unfair to pass such a remark on 60,000 Enumerators and Supervisors who have done honorary work for the Census Organisation. The aim of Census cannot be to produce a particular figure which is fixed by any authority however eminent he be. Its aim is to record the population as it is on the reference date. It is for us to discover the reasons for the

short fall in the population increase which may be due to many factors not yet measured accurately, for instance migration. Again, a controversy was raised about the population of Madras City. It has something to do with the fact that the City did not qualify to be upgraded as " A " Class. Under the formula fixed by the Government of India for a " A Grade " City, it should have a population of 20,00,000. But the unfortunate criticism was made that the Enumerators and Supervisors of Madras City did not do the work properly and that they have under-estimated the population. Actually I did expect that the population of Madras City would exceed 20,00,000 and accordingly special arrangements were made. The agency employed was the Corporation of Madras; but the count revealed only 17·2 lakhs. And it is for the Demographers to analyse the cause of this shortfall in expectation. But it is unfair to suggest that any Enumerator has done his work improperly. I, therefore, take this opportunity to express regret on behalf of the Organisation to the large body of Enumerators, Supervisors and Charge Officers who have zealously worked for the organisation that any unfair comment should have been made on the quality of their work and on their sincerity.

**109. Acknowledgments to Sri K. Kamaraj, Chief Minister of Madras.**— In the successful completion of the Census Operations of Madras State in 1961, I owe a lot to the silent and strong support given by the Chief Minister of Madras. It was possible for me to harness the resources of the Madras State and to see that all arrangements made for the Census were based on co-operation with the State Government. It is no exaggeration to say that everything possible has been done by the Madras Government to make the Census Operations a success and if more has not been done, it is because I have not asked for it.

**110 To Sri Mitra, Registrar-General.**— My thanks are also due to Registrar-General, India, Sri A. Mitra who has guided me throughout the operations with sympathy and understanding. It is very difficult to find in service a senior officer who can be so kind to his subordinates and who can understand and appreciate their problem. He seldom uses a harsh word in his dealings with us and suggests rather than orders, a very effective way of dealing indeed. It is, therefore, difficult to refuse anything to him and it is because of this attitude that we have taken up more items of work than we would normally agree in connection with this Census. His knowledge of Census work is so thorough and his appreciation of statistics so perfect that we have learnt something from him and more than this we are indebted to him for giving us such a generous treatment by functioning as a superior officer who is a friend, guide and a philosopher. I must also place on record my appreciation of the role played by the Deputy Registrar-General, Sri D. Natarajan in helping us in the conduct of Census Operations. He has extended to us whatever help is possible. All other Deputies have also done their best to add richness and variety to Census literature. My relationship with Delhi has been quite happy though in the later stages there has been difference of opinion with the various experts working in the Delhi Directorate. It was our lot to see different instructions issued from time to time. I feel that it has been done with a view to improve the quality of the work and the Census of 1961 represents a large measure of co-operation between administrators and technicians under the guidance of Sri A. Mitra, Registrar-General, India.

**111. To District Census Officers, Charge Officers, Supervisors and Enumerators.**— I have already placed on record my appreciation of the work of the Enumerators and the Charge Officers. I must now record my gratitude to the Collectors and the Commissioner



of the Corporation of Madras who have taken uniform interest in Census Operations and the Officers of the Madras Government with whom I had to deal in various phases of the programme. The courtesy extended to me was uniformly good and response to the suggestions made by me sympathetic and thus this venture has been made a success by their co-operation. Lastly I must place on record my appreciation to a set of loyal staff who have worked with me throughout the difficult days even after office hours and done everything possible to improve the quality of enumeration and to see that it was done in time. It is difficult to single out anyone for special mention at this stage, but I shall be recording my appreciation of their individual contribution in the various reports which I will be preparing in connection with this Census.

**112. To my wife.**—Before concluding, I must pay a tribute to a silent participant in the Census programme who has nursed me and assisted me by her love, devotion and sympathy during the difficult and arduous days I had in the Census Organisation, i.e., to Gowri, my wife without whose support it would not have been possible for me to fulfil this assignment.

# CHAPTER IV.

## SPECIAL STUDIES

**113. Sri Mitra's role.**— Shri A. Mitra has always planned for the enrichment of census literature. He has himself suggested a series of special studies to be taken up by the State Superintendents. He has also encouraged every Superintendent desirous of taking up any special study relating to his State. He has been also liberal in granting adequate staff and other facilities. The result has been the study of a series of special subjects in the State which I hope will be of interest in future. I will first deal with those special studies undertaken as a general scheme to be followed by all Superintendents of Census Operations and then discuss those special studies which I initiated in this State and which received guidance, direction and assistance from the Registrar-General.

**114. Socio-economic Surveys—Concept.**—In his D.O. No. 14/1/59-R.G., dated 1st August 1959, the Registrar-General, India, informed me that Census Organisation should continue the old census tradition of conducting sociological enquiries apart from the presentation of census data in the census report. He felt the Superintendents of Census Operations should be able to study about 500 villages in all parts of India containing basic information about the lay-out of villages and various facilities and amenities available to the villagers such as educational, medical as well as their social and cultural habits. He indicated that for each State, a minimum of 35 villages should be chosen with great care as to represent adequately geographical, occupational, and ethnical diversities. If information could be acquired with a certain amount of reliability, data relating to the extent of cultivated and irrigated land should also be incorporated. The selection of villages for monographs was to be based on the following principles :—

Firstly, tribal villages representing a particular tribe should be selected;

Secondly, villages which are important from the point of view of cottage industries and handicrafts should also be selected.

At least eight villages should be so selected that each one of them contains one dominant community with one important occupation, for instance, fishermen's village, village of potters, village of weavers and village of toddy-tappers. About seven villages should be selected representing Scheduled Tribes which are numerically prominent in the State, each village representing a particular tribe. The last group of villages should be of old and settled character far away from means of communication and should contain variegated occupational and be of different ethnical compositions. The villages should also mainly depend on agriculture.

**115. Selection of villages—Departure from All-India pattern.**—First thing I did was to select villages for the survey. Since there was insufficient material in my office for the selection of villages, I wrote to the Collectors and requested them to suggest a list of suitable villages conforming to the three categories indicated by the Registrar-General. I found that villages in Madras are generally bigger than those in North India and an attempt to limit the enquiry to villages having a population of 500 to 700 would defeat the very purpose of the survey and prevent me from selecting the right type of representative villages. I, therefore, decided to select villages of larger size for the State.



Simultaneously, a proper questionnaire had to be evolved on the basis of which, a study of the conditions in various villages of the State could be properly made. For this purpose, I selected one village Sunnambukulam in Chingleput district as a typical village for survey as a pilot project, with a view to test the questionnaire I had evolved. On the basis of the study conducted in Sunnambukulam village, a draft questionnaire was prepared for the Socio-Economic Survey of villages selected in Madras State. By this time, reports from the Collectors were received and from this list, 49 villages were selected conforming to the requirements of the Registrar-General and representing the various ethnical and geographical regions of the State. Of these 49 villages, 13 belong to the first category, 14 to the second category and 22 to the third category. The list of villages was approved by the Registrar-General, India.

**116. Selection of Research Assistants.**—Next problem was the selection of Research Assistants. In the first place six Research Assistants each possessing a Post-Graduate Degree were selected from the Employment Exchange and from the University Students' Bureau. Then the Research Assistants were sent to the villages and they remained there for a month filling up the individual household schedule containing questions on social, cultural and economic aspects and the village schedule for the entire village covering general aspects. On their return, the data were tabulated and a set of tables prepared. Based on these Schedules, Research Assistants drafted their preliminary reports. These reports were scrutinised and a final report drafted. Invariably every village had to be visited for collection of additional particulars or for getting a general background of the village by me and my deputies. The villages were divided among the three Deputy Superintendents of Census Operations and they were entrusted with the task of supervising the work of Research Assistants. Subsequently, I had to draft more Research Assistants for this purpose.

**117. Attitude of Research Assistants.**—I must record a word of caution regarding the Research Assistants who are recruited from the open market for Socio-Economic Surveys. As a class, they were found unwilling to undergo the hardships involved in staying in a village for a long period. The cry for return to the village is in the air and still our University graduates are disinclined to subject themselves to the hardship involved in living in a village. This is one aspect of the question. The second problem was that these Research Assistants always treated the job in the office as a sort of temporary diversion from which they could try to get better jobs elsewhere. This always acted as a bar to showing adequate enthusiasm in the work entrusted to them. In spite of this, some of them have done excellent work as Research Assistants. But unfortunately those who did such excellent work have always been selected for higher appointments and it would not be proper on my part to withhold their chances of better appointments. Actually one good Research Assistant I had, Sri Moses, was selected to the Indian Administrative Service. It therefore raised a problem connected with Census work that in every Census office there should be a number of good Research Assistants who would serve the Organisation on a permanent basis.

**118. Changes in concept and context by Registrar-General—Their impact on State work.**—Earlier in May, the Registrar-General sent us a draft questionnaire form with a set of tables for adoption in the preparation of reports on Socio-Economic Survey of villages. The tentative questionnaire form was then studied and a modified questionnaire form was

prepared and issued to the Research Assistants. The questionnaire was utilised and a set of tables prepared while drafting the preliminary report. In May 1960, a Regional Conference of Superintendents of Census Operations was convened at Trivandrum. At this Conference, after perusal of the Socio-Economic Survey Reports submitted by me and my colleague in Kerala, a set of 29 tables was suggested by the Registrar-General for uniform adoption throughout the country. Such a preparation of 29 tables needed the incorporation of additional questions in household schedules and village schedules and necessitated the revision of household schedules and village schedules already prepared. Later, a letter was received from the Registrar-General indicating that in addition to the 29 tables already indicated by him, a further set of 55 tables should also be prepared and incorporated in the main body of Socio-Economic Surveys. On this, I again modified my questionnaire form suitably and recast my tables omitting certain tables not applicable to the State. I decided to prepare 54 tables and this led to a change in household and village schedules for a third time.

**119. Changes not to apply to villages already surveyed.**—Before these changes could come into effect, we had conducted the survey of 22 villages. Only 29 tables had been prepared for these villages. The Registrar-General was, however, good enough to agree that the additional tables need not be incorporated for the surveys already conducted. if it were not possible for the Research Assistants to re-do the survey. Still an attempt was made by me to prepare as many additional tables as possible for these 22 villages also.

**120. Advent of Dr. Roy Burman and his contribution.**—Sometime in October 1961, a new section was opened in the office of the Registrar-General to deal with the Socio-Economic Surveys under the leadership of Dr. Roy Burman. He conducted a study camp which my deputies attended, in which instructions were given as to what should be done to prepare ideal Socio-Economic Surveys. Further, the scope of survey was considerably widened, giving a definite anthropological and sociological bias to the survey which perhaps was not the original intention. It has been not possible for me to comply with all the changes introduced by Dr. Roy Burman. His comments have been quite useful to me in improving the tone of Socio-Economic Survey Report and I have made every effort to see that as many useful comments as are made by him are utilised in drafting the report. I propose to publish reports on as many villages as possible out of the 49 villages selected by us in a series of monographs which will be published as part of the census publications for 1961 Census.

**121. Madras Survey monographs.**—My aim has been to highlight the salient features of the villages surveyed by us so that a reader will find it interesting. The monographs will also contain drawings and photographs on various aspects of rural life. At the time of going to print, field surveys have been completed in all the villages selected for Socio-Economic Survey.

**122. Strain and satisfaction.**—I must confess that the work load thrown on me has been very heavy as far as Socio-Economic Survey reports are concerned. This is to a certain extent due to the desire of the Registrar-General and his lieutenant Dr. Roy Burman to include as much information as possible in the Socio-Economic Survey reports and to give it a definite anthropological and sociological bias. It is as it should be. But



the questionnaires have undergone a series of changes and with the difficulty of getting proper staff to conduct the survey, it has thrown considerable strain on me and my Deputy Superintendents of Census Operations. At the same time, it has been a pleasant task and I do hope that this useful work will be continued in all future censuses.

**123. Crafts survey.**—It is another survey initiated by Registrar-General. It has as its objective a detailed study of handicrafts practised in the State. The information collected about handicrafts will, I hope, provide useful data to the Director of Statistics, Director of Industries and Commerce, Director of Harijan Welfare, Registrar of Co-operative Societies, All-India Handicrafts Board and other organisations concerned with the promotion of handicrafts and the improvement of the conditions of the tribal and artisan communities. Early in February 1960, we received a circular letter rom Registrar-General that, on a special request from the Ministry of Commerce and Industry and also from the Census point of view, the magnitude of the household industries and small industries should be assessed so that they can be related to livelihood and population. It was felt that enumeration of the total number of establishments and their industrial classification would be incomplete without a proper description of what they produce and how they produce. The Census Organisation could therefore, undertake a comprehensive survey of a descriptive nature. In pursuance of this, a draft questionnaire was also sent by Registrar-General for tribal as well as non-tribal crafts to be circulated to the concerned authorities, village by village and area by area, for collection of particulars relating to all crafts. It was also decided to prepare maps of each district containing important places of industries and crafts in those districts. On this basis, a survey of handicrafts was taken up as a supplementary project of 1961 Census. I included all crafts which involved the use of raw materials and could not easily be mechanised and which have been traditionally practised from generation to generation by certain communities within the ambit of this survey. Special attention was also paid to crafts practised by Scheduled Castes and Scheduled Tribes. I drafted two questionnaires—one on village industries which are traditional and common and circulated it among Tahsildars for collection of particulars through village officials. The other schedule known as Handicrafts Schedule related to traditional and artistic handicrafts and was circulated to Block Development Officers for collection of particulars in their Blocks. The latter was elaborate and detailed. Information was collected on style of modelling, instruments used, familiarity and demand for the product among the public, marketing facilities, availability of raw materials, craft processing and technique, photographs or sketches of designs, tools and implements, final shapes and forms of finished goods. In addition to this, I selected 13 important handicrafts widely prevalent in this State for their artistic value and which are renowned, for detailed study. Then special Research Assistants were specifically employed for the survey of these crafts. They visited the places where the crafts were practised, lived among the artisans, studied the various techniques and economics of production in great detail and prepared the reports. Photographs and sketches of tools, raw materials, craft processes and finished goods were also taken. Monographs on these crafts will be brought out in two parts, the first part consisting of a full statistical survey of all household industries with special emphasis on rural crafts, tribal crafts, village by village, taluk by taluk and district by district. The second part will consist of reports on the select handicrafts for Madras State.

**124. Fairs and Festivals.**—Closely following the publication of the list of fairs and festivals from West Bengal, a project undertaken in connection with the 1951 Census, it was decided that similar volumes should be published for other States as a supplementary project of 1961 Census. The subject was mooted in the First Conference of all Superintendents of Census Operations. For my State, I devised a *pro forma* both in English and in regional languages and issued it to all the Tahsildars and Block Development Officers asking them to gather particulars of all fairs and festivals in the villages within their jurisdiction. The filled-in schedules should contain information relating to the name of the fair, its duration, legend connected with the fair or festival, time of the fair or festival, means of communication to reach the place and particulars regarding the commodities brought and sold and the average attendance of people. These *pro formae* were consolidated in my office and tabulated taluk by taluk. In addition to incorporation of this tabulated material in the District Census Hand Book, it is proposed to bring out a separate volume on fairs and festivals in Madras State. This volume will contain descriptive notes on certain important aspects such as origin of the fair and festival, notes on descriptive memoirs about the Saints and historical personages associated with them, ritual and recreational aspects, facilities provided, such as transport, shelter, sanitation, etc. Further, I propose to prepare individual taluk maps indicating symbolically the fairs and festivals current in the area.

**125. Report on Madras City—Concept of Greater Madras.**—At the Conference of Superintendents of Census Operations in October 1959, the Registrar-General stated that big and growing cities should receive special treatment in the Census report of the State either by having a separate chapter allotted to each such City or even by a separate volume. Madras City having a population of over 17 lakhs is not really limited to the notified municipal boundary but embraces satellite towns and cities and industrial towns or settlements close to the City. It is constantly expanding in every direction, bringing within its orbit all satellite towns interspersed by small bits of rural areas. An attempt has, therefore, been made to fix an outer limit to these orbits and to treat the area as a whole, the main determinants being facility of road and railway transport and the inter-change of population on account of business and work. It is also necessary to study the distinction between the planned growth of certain areas and mushroom or sporadic development of certain other areas and analyse the consequential living conditions in these areas. The Registrar-General has taken personal interest in fixing the outer boundaries of greater metropolition Madras. Madras has a great history. Century-old institutions are seen in the City. It is also a big commercial centre. Its University has maintained its reputation as a centre of learning all over India. In fact, the growth of Madras City is closely linked with its situation, the development of its trade and commerce and industries, the educational institutions and the influx of population from outside being the headquarters of Madras State.

**126. Maps of Madras City.**—An additional feature of the study is the preparation of a large number of maps showing the City's importance. Maps will also be prepared showing the City's growth through centuries and the location of Industries.

**127. Ethnographic notes on Scheduled Castes and Scheduled Tribes.**—The writing of ethnographic notes on Scheduled Castes and Scheduled Tribes, Denotified Tribes and Nomadic Tribes has been taken up as a supplementary project of 1961 Census at the instance of the Registrar-General, India.



**128. Objective and scope of this study.**—The plan of approach has been to collect all available figures of population, literacy, marital status, primary occupations, mother tongue, etc., of each Scheduled Caste and Tribe from the present Census tables and from the past Census reports. Relevant extracts about their habit, social customs and life have been taken from the published books of recognised authors and compiled. After collecting these particulars, the Research Assistants have visited the villages and hills where these Castes and Tribes are found in large numbers and made case-studies. In this State, Scheduled Castes number 78 and have a population of 6,121,892, which is 18 per cent of the population. Though 78 Scheduled Castes have been listed in the official list of Scheduled Castes many castes are found in small numbers and they mostly live in the border areas of Andhra Pradesh, Kerala and Mysore. The following five castes form the bulk of the Scheduled Castes population and are spread out in all the districts of the State :—

1. Paraiars
2. Chakkliars
3. Pallars
4. Koravars, and
5. Valluvans.

Detailed studies have been made about five castes. In respect of others, short notes will be prepared.

**129. Notes on Scheduled Tribes.**—The percentage of Scheduled Tribes has come down appreciably. The present population of the Scheduled Tribes is 264,827 and constituted about 0.8 per cent of the population of the State. The official list of Scheduled Tribes consists of 42 tribes but many of them could only be found in the adjacent States of Kerala and Andhra Pradesh. In the recent census, 33 tribes were enumerated and detailed ethnographic notes would be prepared on 14 of the important tribes, after a study of the tribes.

**130. Notes on Denotified Tribes.**—As regards Denotified Tribes, they are about 60 and are spread out throughout the State. They belong to different castes. Some belong to the Scheduled Castes and some to Scheduled Tribes and some to Backward Classes. Each tribe has its own *modus operandi* in the matter of committing crimes. Our proposal is to make detailed studies of the following denotified tribes, viz.—

1. Maravars
2. Koravars
3. Valayars
4. Ambalakars
5. Thottiyanaickers, and
6. Piramalaikallars

and to prepare short notes in respect of others.

**131. Notes on Nomadic Tribes.**—In addition to these, Nomadic Tribes are found in the State. The following tribes can be listed out :—

1. Narikkoravars
2. Lambadis
3. Thottiyanaickers, and
4. Perumalmattukarans.

A detailed study of these tribes will be made.

**132. Special studies done in Madras State only.**—I have so far indicated the nature of studies undertaken at the instance of the Registrar-General. I now propose to discuss the Special studies taken up by the Census Organisation in Madras State.

**133. Slum Survey.**—A scheme to carry out a Socio-Economic Survey of Slums was drawn up as a supplementary project of 1961 Census. A questionnaire was evolved in this office and sent to the Registrar-General for approval. He made additions to the questionnaire and substantially improved on it. My original idea was to select a few slums for a sample survey but Registrar-General indicated that the coverage would be better if all the slums were surveyed. Accordingly, 530 slums of Madras City have been surveyed. Tables have been prepared and a report will be published on the slums of Madras City covering various aspects. Shri A. Mitra has taken personal interest in the project and has himself scrutinised many of the tables prepared under the Scheme.

**134. Handloom Survey.**—As a result of the Housing Census in October 1960, I found that about 50 per cent of the establishments in Madras State relate to Handloom Industry. Large number of workers depend on this industry for their livelihood, and as such, this industry has an important bearing on the economy of Madras State. I, therefore, thought that it will be a good idea to take a sample survey of Handloom Industry and publish a comprehensive report on the Industry. In order to study the various aspects of the industry, a sample survey was made in 114 centres, both Rural and Urban, in different strata. This survey was entrusted to Shri K. V. Sivasankaran, Retired Deputy Registrar of Co-operative Societies. He was assisted by a field staff in the grade of Supervisors. A report will be published on Handloom Industry as a separate volume in Census publications of 1961.

**135. Food Survey.**—Another interesting survey undertaken by State Census Organisation is the Food Survey designed to study the food habits and the consumption pattern in Madras State. It is also aimed at assessing the future requirements of the State. A field survey was conducted in 5,193 households in 510 Enumerator Blocks. It took 6 Supervisors nine months to complete the survey. The survey has been supervised by Shri T. B. Bharati, Deputy Superintendent of Census Operations and by his Statistical Assistant Shri N. Rama Rao. A separate report will be published on this survey.

**136. Todas.**—It was usual in the past to have Todas in the Nilgiris district enumerated in December in advance of the Census. The reason was that they used to leave their munds in search of pasture for their buffaloes at the beginning of January and return to their munds after the rains had settled. In 1951, they were enumerated in December. Sri S. Venkateswaran, however, recorded in the Administration Report that the Todas need not be separately enumerated at future Censuses and the Superintendent of Census Operations in 1961 should consult the Collector in advance before reaching a decision in the matter. As suggested by him, I consulted the Collector of Nilgiris whether the Todas need be separately enumerated in 1961 or not. Though much work has been done to re-settle all Todas, special attention could be devoted to study the problems of Todas with special reference to the impact of modern civilisation on them. I, therefore, felt that it would be desirable to enumerate them separately. Sri Mitra however, felt that having regard to the fact that Todas are mostly settled now-a-days and hardly nomadic, there would be little reason for taking a separate count



of Todas in December or January; but if I should wish to study the Todas separately ahead of Census, he said he had no objection. He also suggested that a question on fertility of Toda women would be welcome and if it should be possible to elicit answers on questions of polyandry, he would like me to ask one or two. After further thought, I wrote to Shri Mitra saying that my object in suggesting a special enumeration of the Todas was to study their problems with special reference to the impact of modern civilisation on them and this could be achieved by making them the subject of a special study independent of 1961 Census. They could be counted along with others in the Census. In the Special Study, the question of fertility on Toda women could be included. He conveyed his concurrence in November 1959 to the Scheme. Accordingly, a draft questionnaire was prepared and was sent to the Registrar-General for approval which he did. This Survey was conducted in April-May 1960. Miss. D. Piljain, a Toda lady, has helped us in conducting the survey and she was assisted by a Statistical Assistant of my office, Shri Vasudev. I do not propose to discuss the other details regarding this survey as they will be found in the volume on Todas which will be published separately. In this survey, thanks to the assistance rendered by the Todas themselves, it has been possible to elicit information of an intimate nature which will throw considerable light on Toda life and habits.

**137. Temples of Madras State.**—Madras State has a number of wonderful monuments of architectural importance among which are temples built at the instance of Indigenous and benevolent rulers who were well-known. They are scattered all over the State and tourists both within India and abroad include in their itinerary a visit to these temples. I thought it would be a good idea to bring out a volume on Temples of Madras State. With this in view, I decided to conduct a survey of all temples having an income of over Rs. 200 per year to be selected in consultation with the Hindu Religious and Charitable Endowments Board. The Board drew up a list of 8,413 temples, district-wise, having an income of more than Rs. 200 per annum. I evolved a suitable questionnaire for collecting the information. This was translated into Tamil and printed. These printed forms were supplied to all Collectors of the districts to whom I addressed a Demy Official soliciting their co-operation in making this unique study a success. The forms were filled in by Executive Officers of the Temples, village officers or any prominent citizen of the place taking active part in temple affairs. The scope of the survey includes the collection of information on the origin of the temple, legend(s) associated with them, historical events connected with the temple, accessibility, description of the image of Gods and Goddesses, institution of priest-hood, details regarding poojas performed, jewels and other properties and festivals connected with the temple. A set of 22 tables and 8 statements, district-wise and taluk-wise is under preparation. Photographs of temples and deities will be included emphasising their architectural and ritualistic importance. This scheme has been blessed by Shri M. Bhakthavatsalam, Minister of Religious Endowments and the Commissioner, Hindu Religious and Charitable Endowments has extended the maximum co-operation.

**138. Study of Languages.**—The languages of India in all its prolixity has been a subject of interest not only to those who spoke them but also to foreigners and philologists alike. But no systematic attempt was made to study them in detail, to classify them even though a part-study was undertaken for select languages. Sanskrit has always been

a language which has fascinated many foreigners and has always been a subject of study. But many of the lesser known dialects of India, those spoken by a large number of tribals and non-tribals, had always remained in relative obscurity till the final quarter of the 19th Century. The year 1894, was a very important land-mark in the history of Indian Philology and Linguistics for, in this year the task of studying and classifying Indian languages and dialects was first entrusted to a brilliant and determined person. This was Sir George Grierson. The difficulty and vastness of the subject did not deter him and he undertook a systematic and thorough study. The results of his researches are embodied in his monumental work "THE LINGUISTIC SURVEY OF INDIA", published in 14 volumes in the year 1927. His statement contained in the Introduction that "what has been done by him for India has been done for no other country in the world" was justified. Since that time till the present Census, no attempt has been made except by some foreign authors to study and classify languages and dialects in this country.

**139. Dravidian Languages.**—In his D.O. No. 21/5/27-RG, dated 29th May 1959 addressed to Chief Secretaries of all States, Shri Mitra stated that it was a firm principle of the Indian Census to record whatever a person interviewed returns, no matter whether he is right or wrong. The citizen has always the freedom to return the language as he likes. Therefore, at every Census, a large number of languages are returned which, on closer examination, belong either to a parent language or are dialects of the language or are spurious. Therefore, for the first time in the 1961 Census, an attempt has to be made while collecting language returns, to classify certain languages as dialects or group them under a parent language or discard them as spurious. In pursuance of this, a list of languages was forwarded to the Chief Secretaries asking them to consult an expert in Linguistics to comment on the lists and decide which languages were spurious and which were genuine and whether a systematic study should be taken up. This was an important step taken since the publication of Grierson's Linguistic Survey to study languages in their proper perspective. Accordingly, the language returns for Madras State were sent to Sri P. Thirugnanasambandam, Professor of Sanskrit and Comparative Philology, Presidency College, Madras. In his letter to the Registrar-General, dated 18th November 1959, he stated that it was desirable to continue to record at the time of taking the Census the language or dialect, as the case may be, that is spoken by a section of people as it was bound to be of some interest to Sociologists, Philologists and Linguists. Since the essence of the language consisted more in the spoken word or speech-sound than in the written word or literature, all languages and dialects may be reckoned as genuine for the purpose of 1961 Census. He, however, stated that a few languages should be taken up for detailed study and enumerated the following as worthy of study :—

1. Lambadi
2. Toda
3. Erukula or Irula; and
4. Korava.

He further stated that to consider and express an opinion on these languages bearing affinity with one or more of the well-known languages and to incorporate under them would require a scientific field study among the people speaking such language. Until a scientific and thorough study of the dialects is made, the languages and dialects contained in the list should be retained for the 1961 Census.



**140. Registrar-General's Directive.**—On this letter, the Registrar-General in his letter No. 21/11/60-RG, dated 19th January 1960, stated that investigation should be carried out in the case of the spurious and lesser known dialects and these dialects should be studied with respect to the following :—

(1) Name of the community and the history of the community in the district; whether this community live in this district for any length of time and if so for how many years;

(2) Which is the place, according to common belief, from which the community migrated into the District and whether this community belong to the place of origin;

(3) Any legend concerning this migration with details; whether they use this language for intercourse within the community or attempt to use the language for intercourse with outsiders;

(4) Have they learned the majority languages of the District for intercourse with other communities;

(5) Whether the use of the language is confined to womenfolk or to both menfolk and womenfolk;

(6) Whether the language has any script of its own and whether there is any written literature;

(7) Whether there are folk-tales or folk-songs or sagas concerning the origin of the language or the origin of the community and, if so, a free count of the content of the folk-tale, song or saga.

In addition to the languages Lambadi, Toda, Irula and Korava, I decided that Saurashtra and Badaga being languages spoken by more than 50,000 persons in Madras State should be taken up for study. Toda and Badaga immediately started an association of ideas and Kotah language spoken by Kotah tribals was included as another language fit for study. I wrote to the Collectors asking them to give details on the lines indicated by the Registrar-General. Replies were received from them and were consolidated and sent to the Registrar-General.

**141. Language Research Scholars.**—I then started my search for good Research Scholars for pursuing this study on languages and here I came up against considerable difficulties. I had to secure the services of a good post-graduate who had made a special study of Tamil language and general history of the language and had also taken some specialised instruction in Philology Linguistics. I finally obtained the services of two Research Assistants, Kumari Indrani and Shri Kothandaraman to whom I entrusted the task of conducting preliminary field investigations before preparing detailed notes on languages. Their task was to study the origin of the language, whether it had a written script or whether it consisted only of the spoken word. I had a complete chart of words under various categories like proper names, animals, birds, trees, plants, elements, food, verbs, pronouns, adverbs, adjectives, as found in the Dravidian comparative vocabulary issued by the University of Madras, prepared for all these languages. The Research Assistants recorded the correct pronunciation of all words, translated them and prepared their phonetic equivalents in English and Tamil. This was of help in their study of the construction of sentences, conjugations and declensions of verbs, adverbs and pronouns; in short, a skeleton grammar was prepared.

Discussions were held with the natives about the origin of their words, their relationship with the peculiar customs prevalent among them and finally the study of whether the language itself was a separate language or a sister language of the parent language or a dialect of the main language. Tape recordings of speeches, songs, folk songs, prayers, etc., were also taken for all these languages. The history of the language and the history of the literature and poetry were also collected.

**142. Study of Tamil language and literature.**—Tamil Language has always been providing a fascinating field of study for both the orientals as well as other foreign scholars. Much research has gone into the origin and development of Tamil thought and literature but since most of these studies have taken up only one aspect or the other, I felt that a detailed study should be undertaken by the Census Organisation on the development of Tamil thought and literature. Also the spoken word differs from region to region. For example, Kongunad Tamil that is spoken in Coimbatore differs from Tamil spoken in Madras. Tamil spoken in North Arcot differs from Tamil spoken in Thanjavur and Tamil spoken in Thanjavur district differs from the Tamil spoken in Tirunelveli. Jaffna Tamil is a class by itself. So far nd systematic attempt has ever been made to study these regional differences and variations and I felt that this attempt would be worthwhile.

**143. Preparation of skeleton grammar in Tamil.**—During the third Conference of Superintendents of Census Operations held between 1st and 7th February 1962, the Registrar-General suggested that each Superintendent of Census Operations should bring out a volume containing the alphabet of the main regional languages that are authorised by the Constitution. It should also contain a vocabulary of 2,000 words and a skeleton grammar. Accordingly, I took up the preparation of a volume for Tamil.

**144. Liaison with Language Division, Registrar-General's Office.**—For exclusive preparation of languages and the Tables, the Registrar-General set up a Languages Division with headquarters at Calcutta under the control and direction of Sri Nigam, Linguist of the Census Organisation. Sri Nigam toured the various districts, came to Madras and discussed with me the list of speeches returned during 1961 Census. Sri Nigam has prepared a standardised set of about 750 vocables, 300 unconnected sentences and a couple of connected texts. It is proposed to embody the results of these studies in a volume on languages of Madras State.

**145. Special sorting for migrants to Madras City.**—In December 1961, Registrar-General commended a scheme initiated in Bombay for a detailed survey of migrants in the State. It envisaged a study of the demographic and economic characteristics of migrants to Madras City with reference to their origin and duration of residence. It involved a cross tabulation of the following characteristics of migrants—place of birth with rural-urban break-up, duration of residence, religion, sex, age groups, educational standards, marital status, category of workers, occupational divisions and groups, industrial divisions and groups, class of workers in household industry and non-household industry. It also involved the preparation of 9 Sorter's Tickets and 14 Compiler Posting Statements and 7 tables.

**146. Problems connected with this sorting.**—I accepted this scheme without much thought. Madras City has a population of 1,721,141 persons of whom 642,882 (37.17 per cent) are migrants. In actual practice we faced a number of difficulties. The number of



bundles to be handled were large and for the compilation of the 7 Tickets 8 lakhs of Compiler Posting Statements were required. I felt it would be better to dispense with the Compiler Posting Statements and prepare the tickets direct because of the huge cost involved in printing of statements. With a view to study the practical difficulties involved in the scheme, I sent Sri Ramanathan, Deputy Superintendent of Census Operations, to Bombay. He found that the original proposal has been considerably modified in Bombay. We had, therefore, to represent our problems to the Registrar-General, India, and seek his concurrence for certain simplifications which he had withheld in the case of Bombay. The Registar-General was good enough to discuss this problem with us during his visit to Madras State and suggested some revisions which has made this scheme more practicable. I will be presenting these tables along with my report on Greater Madras which will be published in 2 volumes. One word of caution I must record for my successor. It is necessary to scrutinise any scheme in detail before agreeing to implement it because in actual implementation such difficulties may arise which are incapable of solution.

**147. Survey of Physically Handicapped.**—As a minor study in connection with the Census, a survey of the handicapped persons was made in Madras City and rural sector of Chingleput district. This survey envisaged the collection of data relating to physically handicapped people classified under the following heads :—

Deaf, dumb and physically handicapped.

The information whether the defect was inherited or acquired was also elicited. Detailed particulars about the nature of the handicap, the treatment given and the income of the family to which they belong, their educational standards were also collected. These facts will be presented in a special report.

**148. Collection and processing of maternity data, and study of Enumerator's bias by University of Madras.**—Another study undertaken by this Organisation at the instance of Registrar-General was the collection of maternity data from the hospitals in Madras City, Madurai and Coimbatore. They were tabulated and a detailed analysis of the maternity trends made. They will be utilised in studying the fertility pattern of Madras State. Again, the University of Madras, Statistics department, undertook a study of the Enumerators bias in co-operation with this Organisation. I saw to it that every Enumerator filled in the schedule and returned it to the University. The results of the study published will be of interest.

**149. Acknowledgments to my deputies.**—In general, my endeavour has been to undertake as many studies as possible and to assist those who are interested in studies to the maximum extent. This study has been made possible by the co-operation extended to me by four of my Deputy Superintendents who have been of great assistance in getting the data collected and processing them so that the ultimate presentation has been rendered easier. They are, Sri P. Murari, Sri S. M. Sulaiman, Sri T. B. Bharathi and Sri J. R. Ramanathan. It is my hope that it will be possible in due course to entrust to them the preparation of independent reports for publication. Sri Sulaiman was engaged in the collection of data relating to the slum survey. He has also collected some material for the preparation of the report on Greater Madras City '. He has been of assistance in the preparation of Inset Tables for the Housing Report of the State. Sri T. B. Bharathi has taken adequate interest in the study of the food habits in Madras State. He

has agreed to assist me in the preparation of ethnographic notes and I propose to entrust exclusively the preparation of some report to him. Sri J. R. Ramanathan has assisted me in the preparation of Socio-Economic Survey Reports. This burden has also been shared by Sri P. Murari and Sri T. B. Bharathi. As it is 40 reports are to be prepared by this Organisation. It is my hope that I will personally attend to 15 of these reports, the balance being divided among the three Deputy Superintendents, Sri P. Murari, Sri T. B. Bharathi and Sri J. R. Ramanathan.

Sri P. Murari has been engaged in the collection and processing of materials relating to the temple survey, study of handicrafts and festivals. He was in exclusive charge of Consanguinity survey. In addition to this, I have taken the assistance of my Deputy Superintendents for processing such materials as I need for the preparation of general reports. I must record that their continued and unstinted co-operation has been of great help to me in preparing the large number of reports which I have undertaken on behalf of the Census Organisation.

## CHAPTER V.

## OTHER SALIENT FEATURES OF 1961 CENSUS.

**150. Collection of Maps.**—During this Census, an effort was made to collect as many maps of cities, towns, villages, taluks and districts for record in my office. At the outset, printed copies of districts and taluk maps were procured. Printed copies of taluk maps were supplied for 70 taluks out of 103. For the remaining taluks, blue prints were supplied by the Survey department. As the printed copies were not useful for incorporation of additional data, originals for the taluks for which blue-prints were not supplied were also got from the Survey department. One copy of the maps was sent to the Registrar-General, India, for record in his office.

**151. Taluk Maps.**—Consequent on the Pataskar Award and the boundary changes between Madras and Andhra Pradesh, the Survey Department was not in a position to supply the taluk maps of Tiruttani, Ponneri and Tiruvallur taluks of Chingleput district and Wallajah and Gudiyatham of North Arcot district. Until the final area figures are worked out and boundary changes determined precisely, the Central Survey Office will not be able to supply an outline map of these taluks. District maps with only the Madras-Andhra boundary without the demarcation of boundaries have been received for all districts.

**152.** Since village is the primary unit of administration, an effort was made to collect village maps incorporating the topographical details such as residential areas, drinking water wells, schools and important land marks.

**153. Storage of Notional Maps.**—At the time of houselisting in October 1960, the Enumerators prepared the notional maps of enumerator's blocks, most of which conformed to a village or a ward in urban area indicating the important land marks of the particular area. These notional maps were detached from the houselist and were bound together taluk by taluk in the order of location code numbers and preserved in my office as a permanent document for the future. The printing work relating to maps has proved rather extensive for this Census. In addition to the taluk and district maps for the District Census Handbooks, maps have to be prepared indicating the demographic and economic features of each urban area, handicrafts and fairs and festivals in addition to maps relating to the villages selected for socio-economic survey. A printing section has been organised in my office.

**154. Cartography Section.**—This section can prepare the originals in the office itself. For this, I purchased a set of types, a type machine and engaged the services of a competent Compositor. I also took on deputation from the State Government a good Cartographer, Sri Ganesh Lal who has headed the section in my office. Much of the work remains to be done, but a proper start has been made. For the effective functioning in Census Office, the Cartographer's section should be made permanent.

**155. Preparation of Atlas Volume.**—In his Circular letter on Census publications No. 32/2/61–RG, dated the 26th September 1961, the Registrar-General, Sri Ashok Mitra stated that he had a plan to bring out an Atlas Volume containing maps depicting social, cultural, demographic and economic aspects of every State and a general national atlas for all India. Since various Superintendents had their own ideas about the lay-out and the contents of this atlas volume, in order to ensure uniformity in presentation and preparation, in Circular No. 15/5/61 RG, dated the 11th November 1961, the Registrar-General laid down certain principles clarifying the general lay out of the Atlas Volume. In addition to detailed instructions regarding the mode of preparation, he stated that the worth and quality of the maps depend upon their simplicity, boldness, unity of objective and impression of spaciousness. In continuation, in his letter No. 15/5/61-RG, dated the 28th November 1961, he issued detailed instructions regarding the number and mode of preparation of the maps.

**156. Organisation of Cartography Section.**—On receiving this letter, a separate section was instituted in my office for the collection of data for the preparation of these maps. This involved the addressing of various departments, both in the State and at the Centre, collecting the information and working out data sheets to be transmitted to the Cartographic Section. This Atlas Volume Section which was set up in March 1962 started addressing letters to various departments, collecting the information and preparing statements for transmission to Registrar-General's office. These data sheets were sent to the Registrar-General for scrutiny and approval. By 1st November 1962, forty-five statements had been prepared.

**157. Section of maps to be included in Atlas Volume.**—In addition to the maps prescribed by the Registrar-General, I had also selected from various Atlas Volumes issued by the National Council of Applied Economic Research and the Techno Economic Survey reports of Madhya Pradesh and Madras, a few maps which were worthy of inclusion in the Madras State Atlas Volume. Altogether, I had proposed to include 113 maps in this Volume.

**158. Appointment of Map Officer in Registrar-General's office and its consequences.**—It was at this stage, we received a letter from the Registrar-General stating that Dr. Miss Sen Gupta, had been appointed as Map Officer in Registrar-General's office with effect from 30th November 1962. She was authorised to correspond directly with the Superintendents of Census Operations on all matters falling within her sphere. Having surmounted initial difficulties in collecting information and preparing statements, I now encountered difficulties of another kind. In her letter No. 15/5/61-RG, dated the 21st December 1962, she sent a set of instructions for drawing the first 7 maps for the Atlas Volume. In that letter, she stated that to maintain uniformity in maps pertaining to the atlas volume in respect of all States, it was necessary that these instructions be followed. It was found that these instructions were different from the original instructions issued by the Registrar-General. After months of effort what we had prepared were to be revised in the light of the instructions issued by the Map Officer. This entailed considerable difficulty as the statements had to be once again revised and the maps already drawn based on these statements, scrapped. No doubt, it was necessary to have a co-ordinating



Officer to ensure uniformity in the preparation of maps. But to revise the instructions already laid down by the Registrar-General and to ask us to prepare fresh statements and maps after nearly seven months of hard work was, to say the least, disturbing. The statements which we had sent, came back again for revision. It was found that further letters issued by the Map Officer contained fresh changes and I had no option but to stop the preparation of the statements for the maps pending receipt of final instructions. At the time of going to Press only 27 out of 84 statements prepared by us have been approved by the Map Officer. All the other statements prepared have to be revised in the light of her instructions.

**159. District Census Handbooks.**—In the past, the Government have been printing and publishing Village Statistics based on the information collected at each Census. Under the scheme of the 1951 Census Tabulation Plans, the Government of India offered to hand over to the State Government the Census Tables and the abstracts prepared in the course of Sorting and Tabulation and suggested that they might be printed and published in addition to any other useful information relating to each district. The form of the District Census Handbooks was thus conceived, to replace the old village statistics. The State Government accepted the idea and the publication was brought out. Each District Census Handbook consisted of two parts—Part I containing three sections namely the General Population Tables, Economic Tables and Tables II and III of Small Scale Industries, Summary figures of district and taluks, and Rural and Urban Statistics; and Part II containing the 'C' and 'D' series tables, viz., Household and Age tables and Social and Cultural tables, and District Occupational Abstract.

**160. Its Scope.**—The District Census Handbook series has been considered as an important achievement of the last Census, and it was decided not only to continue the series during 1961, but to improve definitely on its content; so that each District Census Handbook would contain basic economic data for the smallest administrative unit in the district and be a useful reference book for individual scholars, Central and State Governments, local bodies, and educational and Commercial Institutions. The proposal has been accepted by the State Government in their order No. G.O. Ms. No. 154, Public, (Election II), dated 31st January 1961.

**161. Content.**—The District Census Handbook produced during this Census will contain an introductory essay on all important aspects of the districts, viz., Physical features, History, People and their social condition, Agriculture, Industries, Public Health, Education, Irrigation, Electricity, Local Development, etc. A map of the concerned district, and maps of each taluk in the district will be included.

The following population tables will be included:—

1. A Series tables.
2. B Series (III, IV, V, VII to XVII).
3. C Series (C-II, V, VII, VIII-A & B).
4. S.C.T. for each taluk.
5. S.C.-I, S.T. I & II.

Seventy-two statements of administrative statistics classified under seven sections as follows will find place in the present District Census Handbook :—

| | *Statements.* |
|---|---|
| 1. Agriculture and Irrigation ... ... ... ... ... ... | 18 |
| 2. Industry and Labour ... ... ... ... ... ... ... | 4 |
| 3. Education ... ... ... ... ... ... ... ... | 3 |
| 4. Public Health ... ... ... ... ... ... ... ... | 7 |
| 5. Law and Order ... ... ... ... ... ... ... ... | 7 |
| 6. Communication ... ... ... ... ... ... ... ... | 12 |
| 7. Miscellaneous ... ... ... ... ... ... ... ... | 21 |

**162. Village Directory.**—A new feature of the District Census Handbooks is a "Village Directory" which will take the place of the Rural Statistics included in the previous Census series. This is an abstract giving a complete list of all villages and towns in each taluk in the district along with the distribution of population by sex and various categories of workers as indicated below :—

1. Working as Cultivator.
2. Working as Agricultural Labourer.
3. Working in Mining, Quarrying, Livestock, Forestry, Fishing, Hunting, Plantations, orchards and Allied activity.
4. Working at Household Industry.
5. Working in Manufacturing other than Household Industry.
6. Working in Construction.
7. Working in Trade and Commerce.
8. Working in Transport, Storage and Communications.
9. Working in Other Services.
10. Non-workers.

The Village Directory will also give an account of the basic amenities available in each village such as Educational, Medical, Irrigational, Post and Telegraphs, Communication, Electrification, etc. A village-wise list of industries, classified according to Indian Standard Industrial Classification and the total number of units in the different types of industry for each village; a list of Fairs and Festivals in each village with the names of the God or Goddess, the month in which the festival is conducted and the approximate attendance; an alphabetical list of villages along with their corresponding Census Location Code Number and a statement showing the type of soil and type of terrain, whether hilly, river basin, high or low, sources of irrigation, important wet and dry crops and the value of such lands are also included in the Directory.

**163. Additional Features of the Handbook.**—In addition to the above, the District Census Handbook will contain the following interesting items :—

(1) Gazetteer of Place names.

(2) Name, Location Code Number and area of each village transferred from one taluk to another, as a result of States Reorganisation, etc.

(3) E-III Table—Census Houses used as Workshop and Factories classified by Industry, Power used and size of Employment—for district and taluk, rural-urban and for every town with a population of 50,000 and above within the district.



**164. Tamil Edition.**—A suggestion was made this time, that in view of the growing importance attached to the regional language in the administration of the State, Tamil edition of the District Census Handbooks may be brought out. Government have, however, agreed to bring out an abridged edition of the publications, subject to the condition that the Superintendent of Census Operations will be consulted about the selection of portions for publication.

**165. Post-enumeration check concept.**—In 1951, the concept of a post-enumeration check on a random sample basis was introduced as part of the Census Operations. The principle underlying this check was that completeness of enumeration could be estimated only by a planned verification conducted immediately after the original enumeration in selected Blocks and houses. This check was conducted in 1961.

**166. Broad outlines of the scheme.**—The broad outline of the scheme was incorporated in Registrar-General's letter No. 16-3/60—RG., dated 2nd February 1961. A conference of officers was held at New Delhi on 7th and 8th March 1961 which was attended by Sri P. Murari, Deputy Superintendent. In my letter No. 212/61-5, dated 6th March 1961 I addressed the Government of Madras for their concurrence to the scheme which was given by the State Government in their G.O. Ms. No. 457, Public (Elections II), dated 14th March 1961. It was made clear that the intention in conducting the check was only to measure in statistical terms the extent of error in Census enumeration and was not to find any deficiency in the work of Census officials. The salient features of the schemes are briefly explained below. Census Population count may be different from the actual count due to errors in enumeration of Census houses, households and members of the household. Re-enumeration of these elements on a sample basis will help us to assess the degree of these three component errors. In order to verify the errors in the coverage of houses, an independent list of house-lists of the selected Blocks was prepared and by attaching it with the list of dwellings, each Enumerator had to determine the extent of errors in the Block. This independent list was prepared by Verification Officers selected by the Charge Officers from among Supervisors not attached to the selected Blocks. The unmatched entries in the list prepared by the Verification Officer and that prepared for the Census Population Record were re-verified on the spot by the Charge Officers. This helped to detect all cases of omission and over-enumeration which had occurred. Particulars about such unmatched entries were collected so as to indicate the type of difficulties faced by the Enumerators while conducting the enumeration. The number of houses and persons under-enumerated or enumerated twice in the enumeration were obtained. Errors in the enumeration of persons in houses covered by Census were ascertained by an enumeration of the sample houses by the Verification Officer who was given a list of names of sample houses. To test the reliability of the Verification Officer, cross entries and deliberate entries were made by the Charge Officers in the list of names of sample houses. The Verification Officer was expected not only to check the names of list given to him, but also to obtain particulars of persons missed in the count who were normally residents, and visitors eligible to be enumerated during the Census period as well as persons who were enumerated as above. As regards persons omitted to be enumerated, particulars regarding their age, sex and relationship to head of the household were also collected by the Verification Officer. There

were nine prescribed forms to be prepared by the Charge Officer and Verification Officer and particulars recorded in these forms were expected to yield figures of males and females under-enumerated or whose enumeration was not known or were enumerated twice together with their individual characteristics. The same agency was utilised for the enumeration check. A list of blocks relating to various urban and rural areas was prepared on a prescribed 1 per cent of the total number of Blocks in the rural areas and 2 per cent of Blocks in urban areas and sent to the Charge Officers sufficiently in advance so as to enable them to complete the verification before 31st March. The District Census Officers were requested to issue necessary instructions to Charge Officers to carry out the preliminary arrangement connected with the post-enumeration check. As an abundant precaution, I entrusted the work to Sri P. Murari who was assisted by Sri Bharath in conducting a series of training classes during the second and third week of March for all Charge Officers in the respective headquarters of the districts to provide a general background of the post-enumeration check. Actually I felt it was not the proper time to conduct this post-enumeration check. Firstly there was an interval between the enumeration and the date of post-enumeration check. Secondly the same agency was employed for conducting this check. Thirdly it involved an attempt to find fault with what has been done at the enumeration stage though the intention has been veiled behind pious intentions. However, as the Registrar-General was particular that there must be a uniform post-enumeration check throughout the country, Madras had to conduct it along with other States. I personally feel that a lot of rethinking is necessary which at best can be misinterpreted as an effort on the part of the Census Organisation to declare its statistical accuracy by a test-check conducted by itself. I do hope that by 1971, this subject will be considered afresh from all its angles and the system of post-enumeration check given up completely. In the 13 districts of the State, 260 urban and 369 rural Blocks were selected for post-enumeration check. Out of these, post-enumeration check was conducted in 259 urban and 358 rural Blocks. The check was not conducted in other Blocks owing to various reasons such as lack of adequate staff and uninhabited nature of the village. The result of the post-enumeration check revealed an under-enumeration of ·09 per cent. I must in general pay a tribute to the staff engaged in post-enumeration check who conducted the post-enumeration check in a satisfactory manner. The results of the post-enumeration check are embodied in Appendix III.

**167. Ad hoc Census of Births and Deaths.**—I should now refer to a special scheme initiated by the Government of Madras for an *Ad hoc* Census of Births and Deaths in March 1962. The object of the Census was to improve the work of registration of births and deaths in rural areas by conducting an *ad hoc* census of births and deaths recorded in non-municipal areas during the first six months of 1962. For this purpose, the Panchayatdars of the 373 Panchayat Unions in the State excluding the municipal areas were appointed as Enumerators. A Committee was constituted with the Secretary to the Government of Madras, Education and Public Health Department as Chairman. Sri P. Murari, Deputy Superintendent was also a member of the Committee. The Committee first settled the broad principles governing the conduct of Census and the training programme to be drawn up for the field staff. The occurrence of births and deaths omitted to be entered in the Birth and Death Register maintained by the Registrars of Births and



Deaths during the half period—January 14th to 30th June 1960—would also be recorded. According to this scheme, the mid-year population was to be determined by the following arithmetical computation :—

"Population of the area at the last Census plus the number of births minus the number of deaths that occurred since the last Census up to the mid-year plus the number of immigrants minus the number of emigrants during the same year."

This involved a departure from the method adopted by the Statistician of the Public Health Department in calculating the mid-year population from year to year. His method was to calculate the mean increase for the period 1941-51 and add it to the population of 1951 Census. The Census figure of 1961 did not agree with the figures worked out by the Statistician and the Government of Madras felt that it was necessary to work out a more scientific method of calculating the mid-year population. Originally it was the intention of the Committee to ignore migration but later the Committee decided that migration was an important factor. It was not, however, possible for me to provide adequate data for measuring the migration from and to the State as the figures of 1961 have not been received from other States. As such, migration factor has not been properly assessed by the Committee in the report of *Ad hoc* Census. The Registrar-General, Sri A. Mitra got interested in the scheme and congratulated the Madras Government on setting up a machinery for estimating the mid-year population. In his opinion, it would strengthen the attempt of the Registrar-General to conduct an annual sample Census. Actually Sri Jain, Deputy Registrar-General came to Madras and discussed with some of the members of the Committee the measures for improving the conduct of the Census. One of the suggestions he made was that every Panchayatdar should contact the head of each household and record the names of all the members of the household together with their age, sex and marital status. In other words, a total enumeration of the population should be made. The Committee, however, did not accept his view. The Census was conducted from 1st to 6th July 1962. The reports received from the Panchayat Unions were consolidated by the Statistician attached to the Director of Public Health and tables were prepared for working out the mid-year population and birth and death rates with the help of seasonal indices ; average number of births and deaths were worked out from the total of births and deaths recorded at the time of enquiry. The final report of the Committee was presented to the Government in December 1962.

**168. Ad hoc census an annual feature.**—One welcome feature of this *Ad hoc* Census is the fact that the Government of Madras have decided to conduct another *Ad hoc* Census in 1963 similar in nature to the one conducted in 1962. No special Committee has been appointed to supervise this work. I have, however, agreed to extend the fullest co-operation to the Director of Public Health in conducting the *Ad hoc* Census this year. I have refrained from commenting on the results of this Census since I feel that as I was not directly connected with it, it would not be proper on my part to do so. But I do hope that this will become an annual feature and thus help us in estimating the mid-year population more accurately.

**169. Sample Census of 1960.**—In April 1960, the Registrar-General suggested to the Government of Madras that a sample Census should be conducted in 1960. The Government of Madras, however, felt that in view of the coming general Census in 1961,

it was not necessary to take a sample Census in 1960 and it can be done from 1962 onwards. The Registrar-General again addressed the Government in the matter. He pointed out that the scheme was called sample census because the information on population count was collected on a sample basis but the more important elements of the scheme were births and deaths data. Another important aspect is the collection of facts about the fertility of women. The scope of sample Census consisting of birth and death rate and fertility will not be covered in 1961 population Census. Shri Jain, Deputy Registrar-General (Vital Statistics), also wrote to me suggesting that I should contact the Government of Madras. I discussed the matter with the Director of Statistics and the Deputy Secretary, Public Department. I affirmed that the conduct of sample Census was not in any way prejudicial to the work connected with 1961 Census and that the scope of sample Census was quite different from that of regular Census. The Government of Madras reconsidered the matter and agreed to conduct the sample Census. Still there was difficulty in having it implemented. The Director of Statistics felt that there should be a modification of the scheme approved by Registrar-General and that it would be inconvenient to hold it. He raised some points with the State Government regarding the continuance of the staff for the remaining period of six months after the sample Census. I had again to contact the State Government in the matter. Finally, the Government of Madras reconsidered and agreed to undertake the sample Census. It was obvious to me that the Director of Statistics was unwilling to undertake this work as perhaps it was a scheme initiated at Delhi.

**170. Sample Census of 1962.** —Again, when this Sample Census had to be conducted in 1962, the Director of Statistics wrote to the Deputy Registrar-General (Vital Statistics) stating that certain information on the basis of Blocks was not available. The present arrangement under which the Deputy Registrar-General deals with the Director of Statistics independently of the Superintendent of Census Operations needs reconsideration. It is desirable that all items of work which have the authority of the Registrar-General should be routed through the Superintendent of Census Operations especially when this Census Organisation is likely to be made permanent after 1961 Census. It will lead to better co-ordination with the State Government.

**171. Fertility Survey**—Another interesting study undertaken was on fertility of ever married women by conducting a sample survey. The object of the survey was to collect information on the fertility pattern of Indian women and incidentally to obtain information on working force. A similar survey on fertility was conducted in a sample Census where only still married women were taken into account and the study of the fertility differentials were confined only to the wife of the head of the household. In the present survey, all the ever married women were included and their fertility differentials by various characteristics studied. This survey was confined to past enumeration blocks representing 1 per cent of rural blocks and 2 per cent of urban blocks. The results have been tabulated and consolidated in the form of Tables prescribed by Registrar-General. In addition to this, two separate tabulations have been attempted in Madras State. One is the tabulation of married women by groups and the number of children classified by



sex. Another is the tabulation of spacing of children for all groups. These results classified and consolidated in appropriate Tables will be utilised in the preparation of demographic report on Madras State.

**172. Consanguinity survey—the idea.**— Any study of the transmission of hereditary characteristics in man depends upon the marriage relationship found among a particular group. The consanguineous marriage survey was primarily taken up to obtain the incidence and pattern of the various marital relations found in various parts of India at the instance of the Indian Cancer Research Institute, Parel, Bombay. Accordingly, Registrar-General issued a circular to all Superintendents of Census Operations, in December 1960 stating that it was proposed to take up the survey of consanguineous marriages by the Census Organisation. It was decided that the consanguineous survey should be combined with the socio-economic surveys to be conducted in selected villages in the State. Since the socio-economic survey had already been carried out in a few villages, since its inception till December 1960, it was decided that Economic Investigators should be sent back in 1961 to get consanguineous marriage schedules filled up in respect of all households.

**173. Shaping of the Survey.**— In February 1961, the Registrar-General sent a further communication to all Superintendents stating that some practical training was necessary, in addition to the study of the instructions communicated to them in December 1960. Accordingly, it was decided that the headquarters Deputy Superintendent in every State should be sent for training in the Cancer Research Institute. Sri Balakrishnan, Statistician of the Indian Cancer Research Institute, Bombay, was selected to impart the necessary training. My headquarters Deputy Superintendent, Sri P. Murari was deputed for this training in March 1961 and on his return he held several classes for the Research Assistants who were conducting socio-economic surveys. The schedule for collecting particulars of consanguineous marriages as originally suggested by Registrar-General underwent a number of changes after the training camp and the final form was printed locally. It was originally decided to send the filled in schedules direct to the Human Variation Unit of Indian Cancer Research Institute, Bombay. Subsequently, in September 1961, it was decided to send the schedules in the first instance to the Special Officer on duty in Registrar-General's Office, Sri Roy Burman, who would scrutinise the schedules, point out omissions and later on send the schedules to the Cancer Research Institute. Along with the Schedules, a note on the Socio-economic characteristics of the village along with the reason for selecting the village for the survey was to be included.

**174. The Implementation.**—In Madras, socio-economic surveys had been completed for a dozen villages before this schedule was finalised. The Research Assistants were directed to return to the villages and complete the consanguineous marriage schedules for transmission to the Registrar-General. In the case of the other 35 villages, this survey was taken up along with the main socio-economic survey. A separate section, viz., consanguineous survey unit was formed to scrutinise the schedules prepared by the Research Assistants, to prepare a note on the village and to have tables on the various types of marriage relations prepared for transmission to Registrar-General.

**175. Practical Difficulties.**—Numerous difficulties were met with in filling up the schedules. Some of the questions contained in the schedule, viz., those relating to widow marriages, the blood relationship between husband and wife prior to marriage met with a lot of opposition in remote villages as these questions were deemed to be of a very personal nature. In some cases my Research Assistants were even threatened with physical assault. However, some tact and persuasion solved the difficulty. The consanguineous marriage tables were utilized to good advantage in writing the socio-economic survey reports of villages, as consanguineous marriages are closely linked with tradition, custom and religion. It formed an integral part of social life and provided an insight into behaviour, and patterns of communities in various parts of the State.

**176. Census Recreation Club.**—I am happy to record that the members of the staff organised an athletic and recreation club. It was in accordance with the policy of the Government of India which has given adequate encouragement to the starting of such recreation clubs by providing matching grants. The Census Recreation Club was inaugurated in January 1961. The aim was to promote a sense of discipline among its members and to develop their physical and mental faculties. A sum of Rs. 600 was collected by the staff. Registrar-General sanctioned a matching grant of Rs. 564.

**177. Its achievements.**—The Census Recreation Club took interest in all out-door games such as cricket, hockey, foot-ball, volley-ball and ring tennis. Carroms, chess and table tennis were the popular indoor games. In the Central Services Sports Meet, 1961, the Club won the shield for the best performance in the inaugural march-past. This was retained for the years 1962 and 1963 also. In the athletic and field games, our teams did fairly well though they could not win the shield in 1961. By 1962, they improved their performance. In cricket they reached the semi-final. They were runners-up in tennis and volley-ball. The women members reached the finals of ring tennis (doubles). But the greatest triumph was that they won the shield for track and field events against stiff opposition put forth by Income-tax, Customs, Excise, Posts and Telegraphs and Accountant-General's office. The team competed in 1963 also. But though they won in some items, they could not retain the shield for track and field events.

**178. Social and Cultural activities.**—One reason for the failure of Census Recreation Club to retain the shield was retrenchment of a large number of staff consequent to reduction of work. The Club was interested in social and cultural activity also. They arranged a number of social gatherings in which all members participated on festive occasions. On the eve of the inauguration of the Census count, all the members of the staff joined together to celebrate the Census Week during which they staged dramas and skits. The working of the Census Recreation Club was indeed a success.

## CHAPTER VI.

## FINANCE AND ACCOUNTS.

**179. Delegation of administrative and financial powers.**—A list of administrative and financial powers delegated to me is appended to this report. In actual effect, powers of the Heads of Departments as contained in the delegation of financial powers rules, 1958, were vested in me. This, to a considerable extent, lessened the volume of correspondence between me and Registrar-General. Subject to the budgetary limits imposed by the Registrar-General, it was within my competence to create whatever posts were necessary and to appoint personnel to such posts. But there is always a difference between the delegation and actual implementation, in that the Accountant-General has construed any delegation strictly and will not permit any departure from the letter of law. I will briefly indicate the problems created by such interpretation. Again, it is not always that the Registrar-General's office saw eye to eye with me in the use of powers. I felt that once a power was delegated, its exercise should be left to my good sense and sense of responsibility and I was competent to interpret the delegation in such a manner as would satisfy the Accountant-General. The issue arose in two specific instances one in the creation of the post of a Photographer-*cum*-Research Assistant and the other in the creation of the post of a Chief Accountant in my office. The difference of opinion was with reference to the interpretation of the limitation imposed in the delegation of power under clause 5 which stated that only those posts whose duties were similar to permanent posts approved by the Government of India could be created. According to the view held by the Registrar-General's office for the use of this power, there should exist in the office an identical post while my view was that the power would extend to creation of posts which could be classified as similar in duties and responsibilities to those existing in my office. The Accountant-General took the view favourable to me. After some correspondence, ultimately the position was conceded by the Registrar-General and my order of sanction was permitted to stand. The other post on which there was some correspondence related to the creation of a Chief Accountant which was objected to on the ground I had no such power and secondly no such post was justified. In the correspondence between us, the Registrar-General's office maintained that this would create a bad precedent and as such the other creating the post should be cancelled. Ultimately the Registrar-General agreed to recommend to the Ministry of Home Affairs that such a post could be created in Madras State. I held however, the view that I had the power, and the objection on merits to the creation of the post would exist whether the post was sanctioned by me or the Ministry of Home Affairs and I dropped the proposal. The relationship with the Registrar-General's office has been otherwise harmonious and in some cases involving sanction by higher authorities the Registrar-General fully supported whatever stand I took in the administration of Census work in Madras State.

**180. Relationship with the Accountant-General.**—The relationship with Accountant-General was harmonious as far as administrative powers were concerned. In relation to the financial powers delegated to me, there was considerable difference of opinion which resulted

in making the Census operations somewhat difficult. The difference related to the interpretation of what constituted the normal expenditure of a Department. In my view, items of expenditure as on furniture and pigeon-holes are normally items of expenditure in a Department like Census. Again, items of expenditure like purchase of material for photography, when a photographer was sanctioned should normally fall within the normal items of expenditure permissible. The Accountant-General did not accept this view. In practical effect, I had to approach the Government of India through Registrar-General for a series of sanctions which could have been given by me had my interpretation been upheld. The tendency of the Accountant-General to scrutinise every sanction in the strict letter of the law without appreciating the background and without appreciating the need of the hour has put me in considerable embarrassment because essential payments were delayed. Though in theory the functions of the Pay and Accounts Officer and the Accountant-General, Madras, are distinct from 1st April 1960 onwards and no pre-audit is conducted, but in practice because of the close co-operation between Pay and Accounts Office and Accountant-General, every payment of Census Office is subjected to a pre-audit. Pre-audit in effect means considerable delay in payment even when expenditure is justified and we have to approach the higher authorities for administrative sanction which would normally be given. Even our request to the Accountant-General, Madras, to permit us to make payment in anticipation of sanction was not agreed to. In effect, he is the Paymaster of the Census Office in more than one sense and it is necessary that this aspect should be appreciated and a more liberal delegation of powers given, so that the work of the Census Superintendent could be made easier. The contingent amount fixed for the office is inadequate and I had, like Sri Mitra in West Bengal, to use private money for purpose of meeting some of the contingent expenditure in times of emergency. It has to be appreciated that for one year before enumeration, the Census Department has to work at great speed and, therefore, it is not always possible to follow strictly the provisions of the financial rules which are intended for normal and peacetime activities.

**181. Preliminary objection always precedes final sanction.**—It will not be an exaggeration to say that normally no sanction is admitted by the Accountant-General, Madras, without some preliminary objection. It is, therefore, our problem daily to know which sanction would be objected to and at which time and some of the objections have far-reaching effects on expenditure and, therefore, on Census work. Again some of the objections related to the working of the sanction issued, for instance Accountant-General conceded that while the Superintendent of Census Operations has the power to sanction honorarium, he had no such power to sanction bonus and actually the term 'bonus' was used by the Registrar-General in his letter to me. I have prepared a list of audit objections which were raised by Accountant-General covering various aspects and given my comments on each audit objection. It will guide my successor in dealing with the Accountant-General with greater fortitude in 1971. In this connection, I would like to highlight one specific instance in which objection was raised by Accountant-General. It was in relation to the construction of two sheds to accommodate the extra staff of my office. Hire charge was fixed at Rs. 500 per mensem. In accordance with the powers delegated to me, sanction was issued for the payment of the rent which was admitted in audit. After sometime, suddenly the Pay and Accounts Officer raised objections and withheld payment. Fortunately the Accountant-General was good enough to agree that



the remaining balance should also be paid and then I could seek the concurrence of the Home Ministry for post-approval of the whole payment. This has been done. The point I wish to make clear is that even when a payment has been admitted in audit, objection could be raised at any time which makes the position of the Superintendents little untenable.

**182. Role of Audit.**—I have gone through the Census literature and have found no reference to the Accountant-General in previous reports. Perhaps the Accountant-General of those days was not as powerful as he is today when his personality is to be reckoned with in the administration of any Department. Normally any objection raised by Accountant-General is upheld by authorities in the Government of India and only a specific sanction of the concerned Ministry can meet the situation. Therefore, in actual practice, Accountant-General can make the administration of any Department difficult, more so in a Department like Census where everything has to be organised from scratch and where there is no proper file of instructions. Most of the objections of the Accountant-General are sometimes based on papers which are not available with us because perhaps they were issued even before the formation of this office. I have written this much to show that a Superintendent of Census Operations who has many problems to face has another in facing the Accountant-General who can make his daily routine somewhat difficult by the negative attitude he adopts towards all the sanctions issued from this office. I do not know how this problem can be solved, but if the higher concept of audit is to facilitate the proper functioning of officers, and observation of the rules issued from the Government from time to time, a somewhat more constructive approach is necessary.

**183. Conditions of service of staff on deputation—Restrictions.**—On the formation of this office, Registrar-General had indicated the terms and conditions regulating the pay and allowances of State Government employees on deputation to the Union Government. They were as follows :—

(*a*) Scale of pay in the parent grade.

(*b*) Deputation special pay at 20 per cent of grade pay subject to a maximum of Rs. 300 per mensem.

(*c*) Special pay, if any, attached to the grade pay if it is certified by the State Government that it would have been admissible but for deputation; it is treated as personal pay not to be absorbed in future increments.

(*d*) Dearness Allowance at the State Government rates.

(*e*) Local Compensatory Allowance like City Compensatory and House Rent Allowances at Central Government rates

or

The prescribed pay and all allowances including Dearness Allowance at Central Government rates.

The officials were deputed to this Department on the above basis. These conditions were in force up to 4th May 1961 when the Ministry of Finance, Department of Expenditure created a stir in their O.M.F. 10, dated 4th May 1961 regarding the pay and deputation allowance to be given to deputationists taken from various Departments. In paragraph 3 of the order, they stated, " with a view to ensure that no employee receives

an abnormal pay because of his deputation, the authorities ordering the deputation will ensure that where he is transferred on deputation, minimum pay of the scale of pay of the post to which such deputationist is appointed is not substantially in excess of his basic pay plus deputation allowance of 20 per cent. Where the minimum substantial pay exceeds the emoluments admissible under the alternative of drawing Deputation Allowance of 20 per cent the appointing authorities are expected to apply the provisions of Fundamental Rule 35 and specifically restrict the pay of the deputationist to a suitable figure below the minimum pay of the post. These provisions would apply to all the employees of State Government deputed to any post in Central Government. The ex-employees of the Central Government appointed on transfer to the State Government would also be regulated in accordance with these principles." At the third Conference of Census Superintendents held in February 1962, we pointed out to the Registrar-General the difficulties that might arise as a result of the new order regarding the grant of deputation allowance in the case of persons deputed to Census Office. Accordingly, on reconsideration, the Finance Ministry somewhat modified the order permitting the persons already on deputation in public interest to draw the deputation allowance. The relevant Memo. containing these instructions is O.M. F-1 (6)-E. IV (A)/62, dated 7th December 1962 in which the following observations are found. "The system of filling up of posts on deputation basis being an expensive one should be resorted to only in exceptional cases and with distinction. Normally there should be no case of deputation of ministerial personnel except in the case of employees of the Accounts Department and Class IV Government servants. The period of deputation should not normally exceed one year at a time and should not normally be extended beyond three years." These observations are likely to cause considerable difficulties to the Census Organisation. Actually persons who are serving the Census are on deputation exceeding three years and are really useful to the Census Organisation and as such, it will be difficult to replace them at this stage nor is it possible to get any experienced staff having a knowledge of the conditions of State to assist a Census Superintendent in his work except by deputation from the State Government. I think it will be necessary to bring these points to the notice of the Finance Ministry and have the orders suitably modified before 1971 Census.

**184. Cost of enumeration.**—It is usually a convention among Census Superintendents to discuss the cost of enumeration in each Census. Without hesitation I can say that the cost of enumeration in 1961 is much more than what it was in 1951 and 1931. It is bound to increase in future Censuses. I have indicated the actual expenditure incurred by me during the years 1959-60 and 1960-61 separately. I have also shown that it costs 3.74 nP. per head of population. Any further comparison with previous Census will be pointless. It does not necessarily follow that it is an axiom to make the Census as cheap as possible nor does it mean that cheap things are the best. It is necessary to maintain the economy in Census as in other matters and this economy has been maintained to the maximum in the Census. Considering the honorarium was paid to the 60,000 Enumerators engaged in this State and considering that a large number of special studies have been undertaken in the State, the amount spent on Census enumeration is quite reasonable.



**185. Employment of retired persons in the Census Department.**—Superannuated and retired persons who were fit and suitable to fill supervisory posts were employed in the Census Department to hold supervisory posts on a temporary basis. For purposes of forwarding the application of such persons from the Employment Exchanges, the Ministry of Home Affairs agreed for the relaxation of rules regarding priority considerations in their favour. Five persons were re-employed after retirement in the Census Department in such supervisory posts.

**186. Relaxation of age rules for appointment in Tabulation Offices.**—In respect of appointments made in Tabulation offices, general relaxation of age-limits up to 50 years was made where necessary, but persons so appointed were informed in their appointment letters that they would not have any future claim for regular absorption on the basis of such appointment.

**187. Fixation of pay of re-employed pensioners.**—The procedure followed in the matter of fixation of pay of re-employed pensioners was indicated in Ministry of Finance Office Memorandum No. 8/34/Estt. 3/57, dated 25th November 1959. However, in the case of retired persons employed in Tabulation offices the procedure laid down in sub-paragraphs (*b*), (*c*) and (*e*) of paragraph 1 of the above letter was relaxed and the pension drawn by such pensioners was ignored in the matter of fixation of pay and they were allowed to draw a consolidated pay of the post to which they were appointed without any adjustments being made on account of pension and pension equivalent or other retirement benefits from the date of their re-employment. The instructions of the Government of India in this regard were contained in letter No. F8/5/ESC/61, dated 16th February 1961 of the Ministry of Finance, Department of Expenditure. According to this letter, in the case of persons taken on deputation and in receipt of deputation allowance, the authority competent to decide whether the above allowance can count for pension or not is the lending Government, i.e., in our case the State Government with respect to the provisions of the State Pension Rules. Similarly where a State Government employee taken on deputation in the Central Government holds a temporary or officiating appointment on a regular time scale, the question whether any part of the difference between the pay he actually draws from the borrowing Government and that he would have drawn from the lending Government but for his deputation can count for pension has to be decided with respect to the State Government Pension Rules. The allocation of pensionary liability in respect of deputed persons between Central and State Governments has to be met with respect of the rule of proportion, taking into account the length of service under each Government as envisaged in section 4 of Appendix III to Volume I of the Accounts Code.

**188. Leave salary and provident fund contributions for the incumbents of posts created in Municipality.**—A question arose whether leave salary and provident fund contributions are payable to the municipalities for the incumbents of the posts created in municipalities for Census work. The Government of Madras sanctioned the staff in the municipalities for Census work on the basis of the recommendation made by this office. The proceedings of the Government of Madras sanctioning staff did not contemplate the recovery of leave salary and provident fund contributions for the special staff created in the municipality, but merely required that the actual expenditure towards the pay and allowances of the staff should be recouped from the Central exchequer. The expenditure

would be debited to the State Government and subsequently reimbursed by the Government of India. The payment of these contributions being inconsistent with the spirit and intention behind Census work, the benefits of which are to be shared both by the Centre and the State, it was considered that the municipalities did not have a valid claim for the leave salary and provident fund contributions for the incumbents of the posts created in those places.

**189. Deputation of State Government employees to Central Government—Retention or retirement.**—The revised instructions on the procedure to be followed for the retention of State Government officials on deputation to the Central Government who attained the age of superannuation during the period of deputation were contained in letter No. 33/11/62, Est. A., dated 12th June 1962, issued by the Ministry of Home Affairs. According to the revised instructions it is up to the Officer on deputation to approach his parent Government for grant of extension of service. If the extension is granted by the State Government, the Officer is deemed to be on deputation on the terms already agreed to. If the parent Government is not agreeable to the extension and the services of the Officer is found to be absolutely necessary in the public interest, the Officer should be regarded as on re-employment with the Government of India. There was only one case in which these provisions had to be applied by me, viz., that of the Tabulation Officer, Coimbatore, who retired while he was holding his post and whose services were deemed to be essential for the Census Organisation and he was re-employed according to the instructions contained in the letter mentioned above.

**190. Classified Heads of Account.**—The full expenditure on Census is met from the Union budget. The detailed classification in the accounts is based on the Heads of Account adopted in the Central demand for grants as voted in Parliament. They are as follows :—

I. *A. Superintendence*—
- (i) Pay of officers.
- (ii) Pay of establishment.
- (iii) Allowances, honoraria, etc.
- (iv) Other charges.
- (v) Grants-in-aid contributions, etc.

II. *B. Enumeration*—
- (i) Pay of establishment.
- (ii) Allowances, honoraria, etc.
- (iii) Honoraria to enumeration staff.
- (iv) Other charges.

III. *C. Abstraction and compilation*—
- (i) Pay of officers.
- (ii) Pay of establishment.
- (iii) Allowances, honoraria, etc.
- (iv) Other charges.

IV. *D. Printing and Stationery.*

V. *E. Miscellaneous staff.*



This head of account was changed from " 47. Miscellaneous Department—Census, etc." to " 39. Miscellaneous Social Service Organisations, etc." in the year 1962–63.

**191. 1. A. Superintendence—(i) Pay of officers.**—In addition to the headquarters Deputy Superintendent, I had six Regional Deputy Superintendents to supervise the conduct of training classes in two or three districts each and generally over-check the work of Enumerators and Supervisors at the time of houselisting and enumeration. Accordingly, six Deputy Superintendents were taken on deputation from the State Government. My pay and pay of the headquarters Deputy Superintendent in charge of administration was debited to this head. The pay of the other Deputy Superintendents was debited to the head " C. Abstraction and compilation ".

**192. (ii) Pay of establishment.**—The following two categories constituted the complement of staff in my office : (1) Persons appointed directly through the Employment Exchanges and (2) Persons taken on deputation from other departments. The expenditure towards the pay and allowances of the staff in my office is debited under this head.

**193. (iii) Allowances, honoraria, etc.**—The items of expenditure relating to the payment of travelling allowance and compensatory allowances like dearness allowance and house rent allowance to the staff, medical reimbursement and travel concessions are shown under this head.

**194. (iv) Other charges.**—The expenditure incurred towards the pay of menials and persons employed on daily wages, payment towards office rent, etc., are shown under this head. An additional facility extended to all Superintendents of Census Operations was the delegation of financial power to draw an advance not exceeding Rs. 1,500 at a time to meet contingent expenditure which was a very welcome one. This facility is absolutely necessary and was of immense help to me in paying certain firms, who were not willing to accept endorsement contingent bills, in cash.

**195. (v) Grants-in-aid contribution.**—A matching grant of Rs. 564 was sanctioned by the Ministry of Home Affairs to the Recreation Club of the Census Organisation for the year 1961–62 and was debited to this head.

**196. II. B. Enumeration.**—The following items of expenditure were classified under this head :—

(1) Expenditure towards pay and allowances of the Census staff employed in the districts, taluks and certain municipalities :

The expenditure was incurred by the State Government in the first instance and necessary debit was raised against Census grant by book adjustment at the end of the financial year.

(2) Travelling allowance and contingent expenditure incurred in connection with houselisting and enumeration; and

(3) Honoraria paid to the enumeration staff, viz., Supervisors and Enumerators, Charge Officers, Personal Assistants to Collectors who dealt with Census and Census Clerks in municipalities which were not given clerical assistance for Census work.

**197. (I) Pay of establishment.**—Special full-time clerical staff for Census work were provided in municipalities, the population of which exceeded one lakh, Collectorates and Taluk offices for 15 months in the first instance and the period was subsequently extended by 15 days on the request of the District Collectors. The scale adopted was as follows :—

| Offices. | Post. | Period of sanction. |
|---|---|---|
| Collectorates .. .. | 1 Upper Division Clerk.<br>1 Lower Division Clerk.<br>1 Peon .. .. | 15 months. |
| Taluk offices .. .. | 1 Lower Division Clerk .. | Do. |

Special provision was made for cities having a population of over one lakh. For cities with a population between 1—2 lakhs, one upper division clerk was sanctioned for 15 months and for every additional lakh of population, one more lower division clerk was sanctioned for the same period. Thus, the municipalities of Madurai, Tiruchirappalli, Coimbatore, Salem, Dindigul, Vellore, Thanjavur, Kumbakonam, Nagercoil, Tuticorin and Kancheepuram were provided with special Census staff to attend exclusively to correspondence relating to Census. This staff was sanctioned by the Government of Madras in their Proceedings No. 693, Public (Elections-II), dated 26th April 1960 and G.O. Ms. No. 3161, Public (Elections-II), dated 31st December 1959. The expenditure on this staff was initially met by the State Government and later on reimbursed by the Government of India in full.

**198. Census staff in districts—Financial arrangements.**—The Census staff appointed in the district offices of the State Government were treated as part of the district establishment and their pay, etc., were regulated according to the principles applicable to other members of the staff. They were not recruited under the Central rates of pay. This financial arrangement was accepted by the State Government who agreed to bear the expenditure in the first instance and later have it recouped from the Union Government. For facility of proper accounting, the initial expenditure was debited in the State accounts under " 25. General Administration—Miscellaneous—W. Miscellaneous—2. Establishment for 1961 Census Operations ". The adjustments were effected by the Accountant-General, Madras, in the annual March preliminary accounts. An amount of Rs. 2,44,985·11 was reimbursed to the State Government during the year 1960–61 being the expenditure incurred by them towards the pay and allowances of the full time Census staff provided in the Collectorates, Taluk offices and in the Municipalities and honoraria paid to District Census Officers, Charge Officers and Clerks in municipalities for which separate Census staff was not provided. The amount reimbursed during 1961–62 was Rs. 98,052.99. Proper care was exercised to ensure that the expenditure incurred by the State Government on account of special staff located in the districts was reimbursed during the same financial year.

**199. (II) Allowances, honoraria, etc.—Honoraria to enumeration staff.**—It has been the tradition of Indian Census to have a voluntary band of workers who carry out the enumeration without any remuneration. However, as it was increasingly felt during every Census that Enumerators were put to great hardship due to the voluntary nature of their work for the first time it was decided to pay lump-sum honoraria to meet the out-of-pocket expenses incurred by the enumeration staff. Since the Census operations were to be carried



out in two distinct stages, first the houselisting operations conducted in October 1960 and the final enumeration in February-March 1961, it was decided to stagger this payment and pay the Enumerators and Supervisors after each operation. During houselisting, the enumeration staff in this State were paid an honorarium calculated according to the population in every block. An amount of Rs. 6 was paid for houselisting and supervising charges for each block in which houselisting work was completed. For purposes of this payment, a block consisted of 600 persons in urban areas and 700 persons in rural areas. The amount was distributed between Supervisors and Enumerators in the ratio of 1 : 5. The total amount sanctioned as honoraria for houselisting was Rs. 2,94,090. Each Charge Officer was provided an amount calculated on the above basis for the total population of the charge as revealed during houselisting for disbursement among the Enumerators and Supervisors. The Charge Officers were given the discretion to make any internal adjustment in the payment of honorarium among the enumeration and supervisory staff, taking into account the quantum of work allotted to each or the nature of terrain covered by them during this period.

**200. (iii) Honoraria for enumeration work.**—The same procedure was followed while paying honoraria for the enumeration work in February 1961. This amount was sanctioned in instalments one at the rate of Rs. 6 and the other at the rate of Rs. 12. The former instalment was sanctioned and paid in March 1961 on the completion of the detailed enumeration work and the latter in April 1961. The total amounts sanctioned under each instalment were Rs. 3,60,956 and Rs. 6,02,484, respectively. Armed service personnel and civilians employed in defence service who were drafted for enumeration work were paid a fixed honorarium of Rs. 10 for the entire period of Census operations.

**201. Honorarium to Verification Officers appointed in connection with the post-enumeration check.**—The Registrar-General, India, in his letter No. 3/23/61-RG, dated 20th February 1961, communicated to me his decision that each Supervisor who functioned as a Verification Officer in connection with the post-enumeration check may be paid Rs. 4 as honorarium. The Charge Officers were authorised to draw and disburse this amount in my letter No. 2482/61-1, dated 29th April 1961. The total amount sanctioned was Rs. 2,548.

**202. Honorarium met from Census Grant.**—The expenditure towards honorarium to all the categories mentioned above were met directly from the Census Grant. The honorarium paid to all these categories of personnel were initially met from the State Exchequer and later recouped from the Census Grant by book adjustment.

**203. Honorarium to Personal Assistants to Collectors etc.**—At the Conference of Census Superintendents held in September–October 1959, the Registrar-General, India, stated that he would write to all Chief Secretaries to the State Governments to obtain their views on the subject of the payment of special pay to the District Census Officers. The Madras Government whose views were sought on the subject had no objection to the payment of an honorarium of Rs. 75 per mensem to each of the Personal Assistants to the Collectors of all districts except Madras dealing with Census and Rs. 50 per mensem to each of the Municipal Commissioners of Madurai, Tiruchirappalli, Coimbatore and Salem, the population of which exceeded two lakhs, for a period of eight months from 1st August 1960 to 31st March 1961. They also agreed to meet the expenditure from their budget initially and get reimbursement from the Government of India at a later date. This

honorarium was sanctioned in G.O. Ms. No. 825, Public (Elections-II), dated 9th May 1961. Though the honorarium was a poor reward for the services rendered by the Personal Assistants and the Municipal Commissioners, yet it was the first step towards recognition of services rendered in the form of a monetary payment.

**204. Honorarium to Charge Officers.**—Charge Officers appointed in the State consisted of Tahsildars, Independent Deputy Tahsildars and Municipal Commissioners. The preliminary arrangements connected with houselisting and enumeration and the final houselisting and enumeration were undertaken and completed under their direct supervision. I thought it would be in the fitness of things to pay them an honorarium of Rs. 25 per mensem for a period of seven months from 1st September 1960 to 31st March 1961. It was not fair to these hard-working men that they should be denied some sort of incentive when Personal Assistants and a few Municipal Commissioners got honorarium ranging between Rs. 50—75. Further, it was to simplify my problems to a great extent as I was able to keep down the number of travelling allowance bills from these Charge Officers to the minimum in lieu of which I proposed to pay them this honorarium. With this in view, I mooted my proposals to the State Government for their approval to which they readily agreed. The Charge Officers were therefore not allowed to draw travelling allowance for journeys undertaken by them in connection with Census work. The Government Order placing jeeps at the disposal of Charge Officers during the enumeration period helped to solve to a great extent the vexatious problem of finding conveyance to move about for supervisory work. The payment of honorarium acted also as an incentive to the Charge Officers to take personal interest in the successful completion of the work entrusted to them. The State Government agreed to incur the expenditure on the above account initially, subject to final reimbursement at a later date. Thus the honorarium of Rs. 25 per mensem to each Charge Officer for a period of seven months from 1st September 1960 to 31st March 1961 was sanctioned in Madras Government's G.O. Ms. No. 1783, Public (Election-II), dated 14th November 1960. The Executive Officers of the cantonments of St. Thomas Mount-*cum*-Pallavaram and Wellington who functioned as Charge Officers within their respective cantonment areas and who were not under the administrative control of the State Government were also sanctioned the same amount of honorarium and the expenditure was met directly from the Union funds.

**205. Honorarium to Clerks in the Municipal offices for which clerical assistance was not sanctioned.**— As mentioned earlier, special full-time clerical staff was provided only to the municipalities, the population of which exceeded one lakh. So, only 11 municipalities obtained the benefit of special Census staff. In the case of other municipalities, one of the Clerks who had to deal with Census was paid an honorarium of Rs. 10 per mensem for a period of seven months from 1st September 1960 to 31st March 1961. My suggestion was accepted by the Madras Government who sanctioned the honorarium in their G.O. Ms. No. 1925, Public (Elections-II), dated 3rd December 1960. As in the case of other items of expenditure, this was initially borne by Madras Government and later on reimbursed to them.

**206. (iv) Other Charges—Contingencies.**—The expenditure incurred by Charge Officers towards transport of Census records such as Census posters, Census slips, household schedules, etc., to the Regional Tabulation Offices was debited under this head. Expenditure on freight and contingencies incurred by the State Government and Local Bodies in



connection with Census work was borne by the Central Government when separate accounts were maintained for these items. Expenditure on petty items of contingencies such as stationery, service postage stamps, etc., for which separate accounts were not maintained were borne by the State Government and Local Bodies as the case may be and was not debited to the Census grant. All bills for contingent expenditure on Census work which were sent by Charge Officers and others for payment were scrutinised and countersigned by one Deputy Superintendent before payment at the Treasuries.

**207. State Government motor vehicles loaned for the use of Census Department**—I had indicated how departmental motor vehicles were used by Charge Officers in the districts during the enumeration period in February-March 1961. As a concession to the Census Department, the Government of Madras recovered only propulsion charges, i.e., the cost of petrol and lubrication charges on account of all vehicles loaned for our use. Detention charges or mileage charges were not recovered. I imposed for each vehicle a maximum limit on the expenditure towards propulsion charges. A sum of Rs. 36,050 was sanctioned on this account. To the end of September 1962, the total expenditure incurred towards propulsion charges was Rs. 19,996.41.

**208. III. C. Abstraction and compilation.**—The pay of the six Deputy Superintendents who were appointed for the purpose of supervision of enumeration and houselisting work in the districts were shown under this category. The ultimate aim was to appoint them in charge of the Regional Tabulation Offices. Particulars regarding the appointment of Regional Tabulation Staff, etc., will be dealt with in the Administration Report relating to Tabulation.

**209. (ii) Pay of establishment.**—The expenditure on the pay and allowances of the staff in the Tabulation offices is shown under this head.

**210. (iii) Allowances, honoraria, etc.—Grant of honoraria to Tabulation staff for outstanding work.**—The duties involved in the work of sorting and tabulation were of a special and arduous nature. Unlike other Government offices, the Census Organisation had to finish its work on a particular date irrespective of other factors involved and so the work of sorting and tabulation had to be completed expeditiously to keep pace with the time schedule fixed by the Registrar-General. The Registrar-General having recognised the need for formulating a scheme by which incentive could be provided to the Tabulation staff in the Census Organisation, decided to pay bonus or honorarium at certain rates commensurate with the extra and special work turned out by the staff over and above the prescribed limit. The expenditure towards the payment of honorarium to the Tabulation staff was shown under this head. The total expenditure involved in the implementation of this scheme was Rs. 11,448. The expenditure incurred towards the payment of honorarium to non-officials was also shown under this head. But there was only one case which led to payment of honorarium under this head when I sanctioned a sum of Rs. 112 in favour of the students of the Sri Avanashilingam Home Science College, Coimbatore, for the assistance rendered by them in collecting data for the Food Survey in Madras State, a special project of the 1961 Census.

**211. (iv) D. Printing and Stationery.**—The cost of printing paper and printing charges were debited under this head. The Census forms were printed at the Government of India Press, Calcutta, on a consolidated indent placed by the Registrar-General,

India. The forms required for tabulation work were printed by the State Government Press. The expenditure incurred towards printing is shown under this head. Printing by private presses was resorted to only in rare cases and that too where it was urgent and when the State Government Press expressed its inability to execute the work within a specified time or when the facilities for composing particular types in the regional languages were wanting. The rates approved by the Controller of Stationery and Printing, Madras, were adopted for payment to private presses. I was also empowered to make local purchases of stationery stores up to a maximum of Rs. 500 per annum. On some occasions, the Controller of Stationery and Printing, Madras, though very helpful, expressed his inability to supply certain items which I needed urgently. handy.

212. **(v) E. Miscellaneous staff.**—In the past, the Corporation of Madras was the normal administrative agency for carrying out Census enumeration in Madras City. In the 1961 Census, a departure was made from the usual procedure and a special machinery was established for the enumeration and supervision of Census work in Madras City. This was in conformity with the decision arrived at the Census Conference held in September-October 1959 at New Delhi that special provision should be made for Cities having a population of over 20 lakhs. A City Census Officer in the cadre of Deputy Collector of the Madras Civil Service was appointed with the following staff to assist him :—

| *Post.* | *Number of post.* |
|---|---|
| Assistant Revenue Officers ... ... ... ... ... | 4 |
| Upper division clerks ... ... ... ... ... ... | 6 |
| Lower division clerk ... ... ... ... ... ... | 3 |
| Stenographers ... ... ... ... ... ... | 3 |
| Peons ... ... ... ... ... ... ... | 3 |

The City Census Officer and his staff worked under the administrative control of the Commissioner of the Corporation of Madras who was also the District Census Officer for Madras City. Since the staff worked under the aegis of the Corporation, they were paid pay and allowances admissible for similar posts in the Corporation. The financial arrangement agreed upon between the Corporation of Madras and the Census Organisation was that the Corporation should meet all the charges in the first instance and necessary reimbursement was to be made by payment at the end of each year. The full charges of the establishment employed in the City Census Office were debited to the Census Grant and shown under this head and this was approved by the Government of India. The amounts reimbursed to the Corporation of Madras during 1960-61 and 1961-62 were Rs. 48,335·65 and Rs. 11,993·86, respectively.

### PERMANENT ADVANCE.

213. **Adequacy of permanent advance sanctioned.**—Based on the recommendations of the Accountant-General, Madras, the Registrar-General, India, sanctioned a permanent advance of Rs. 100 each to all the Regional Tabulation Offices to meet contingent and freight expenses, the advance being subject to a periodical review every six months. For



my office, an advance of Rs. 200 was sanctioned though I found that during the despatch of Census forms to various Charge Officers and the receipt of Census slips immediately after the enumeration, the amount was inadequate. The items of contingent expenditure were manifold, the most important of them being on transport, local purchases of stationery and sundry items which caused a regular depletion of the advance every week. Particularly, transport charges relating to the packing up of forms and slips into large bundles, their despatch to Charge Officers and Regional Tabulation Officers, etc., almost daily by lorry or by carts to Booking Offices, etc., posed a serious problem as far as adequacy of permanent advance was concerned.

214. **Tours by Deputy Superintendents.**—Since Deputy Superintendents had to tour frequently the districts allotted to them in connection with Census work and certain special studies, the possession of a car was absolutely necessary in the public interest. Motor car advances from the union funds were, therefore, sanctioned to those who applied for the advance. The advances had to be sanctioned from union funds as the Deputy Superintendents were not entitled to the advance from the State Exchequer, governed as they were during deputation by the Government of India Rules. I was the countersigning authority for the travelling allowance bills of my Deputy Superintendents for the tours performed by them in connection with Census work. In respect of journeys by car performed by me and my Deputy Superintendents between places connected by road, a certificate under Subsidiary Rule 31 was requested every time from the Registrar-General which he was prompt in sending back, duly countersigned.

215. **Details of cost of enumeration.**—The total expenditure incurred on enumeration till the end of 1960-61 was Rs. 12,59,280. This excludes the expenditure during 1961-62 incurred under " B. Enumeration and E. Miscellaneous staff " which amounts to Rs. 8,22,306·00. The cost of enumeration per capita till the end of 1960-61 works out to Rs. 3-74 nP. The actual statement of accounts is reproduced below :—

| *Head of Account.* | *Actual expenditure in 1959-60.* Rs. |
|---|---|
| *A. Superintendence*— | |
| A.1 Pay of Officers ... ... ... ... ... ... ... | 19,055·00 |
| A.2 Pay of Establishment ... ... ... ... ... ... | 20,513·00 |
| A.3 Allowances, Honoraria, etc. ... ... ... ... ... | 21,865·00 |
| A.4 Other Charges ... ... ... ... ... ... ... | 22,407·00 |
| TOTAL—*A. Superintendence* ... | 83,840.00 |
| *B. Enumeration*— | |
| B.2 Allowances, Honoraria ... ... ... ... ... ... | 1,310·00 |
| *D. Printing and Stationery* ... ... ... ... ... ... | 1,133·00 |
| TOTAL ... | 86,283·00 |

*Head of Account.*

| | *Actual expenditure in 1960–61 to end of March 1961.* |
|---|---|
| | Rs |
| *A. Superintendence*— | |
| A.1 Pay of Officers ... ... ... ... ... ... ... | 27,231·00 |
| A.2 Pay of Establishments ... ... ... ... ... ... | 69,973·00 |
| A.3 Allowances, Honoraria, etc. ... ... ... ... ... | 38,117·00 |
| A.4 Other Charges ... ... ... ... ... ... ... | 1,10,196·00 |
| TOTAL—*A. Superintendence* ... | 2,45,517·00 |
| *B. Enumeration* | |
| B.1 Pay of Establishment ... ... ... ... ... ... | 1,59,448·00 |
| B.2 Allowances, Honoraria, etc. ... ... ... ... ... | 73,288·00 |
| B.3 Honoraria to Enumerators ... ... ... ... ... | 5,77,876·00 |
| B.4 Other Charges ... ... ... ... ... ... ... | 14,556·00 |
| TOTAL—*B. Enumeration* ... | 8,25,168·00 |
| *D. Printing and Stationery* ... ... ... ... ... ... | 53,914.00 |
| *E. Miscellaneous staff*— | |
| E.1 Pay of Officers ... ... ... ... ... ... ... | 15,944·00 |
| E.2 Pay of Establishment ... ... ... ... ... ... | 20,510·00 |
| E.3 Allowances, Honoraria, etc. ... ... ... ... ... | 6,271·00 |
| E.4 Other Charges ... ... ... ... ... ... ... | 5,611·00 |
| TOTAL—*E. Miscellaneous staff* ... | 48,336·00 |
| GRAND TOTAL ... | 11,72,935.00 |

| | *Actual expenditure in 1961–62.* |
|---|---|
| | Rs. |
| *B. Enumeration*— | |
| B.1 Pay of Establishment ... ... ... ... ... ... | 48,334·00 |
| B.2 Allowances, Honoraria, etc. ... ... ... ... ... | 1,09,951·00 |
| B.3 Honoraria to Enumerators ... ... ... ... ... | 6,15,634·00 |
| B.4 Other Charges ... ... ... ... ... ... ... | 36,393·00 |
| TOTAL—*B. Enumeration* ... | 8,10,312·00 |



*Head of Account.*

| | *Actual expenditure in 1961–62.* |
|---|---|
| | Rs. |
| *E. Miscellaneous staff*— | |
| E.1 Pay of Officers ... ... ... ... ... ... ... | 803·00 |
| E.2 Pay of Establishment ... ... ... ... ... ... | 4,922·00 |
| E.3 Allowances, Honoraria, etc. ... ... ... ... ... | 3,316·00 |
| E.4 Other charges ... ... ... ... ... ... ... | 2,953·00 |
| TOTAL—*E. Miscellaneous* ... | 11,994·00 |
| GRAND TOTAL ... | 8,22,306·00 |

**216. Payment of travelling allowance to Enumeration staff in connection with 1961 census operation.**— During the 1951 Census, the Government of Madras in consultation with the Government of India formulated certain principles governing the debit of Census expenditure. These principles contained in G.O. Ms. No. 4641, Public (Elections), dated 30th December 1950 regulated the payment of travelling allowance for the staff spared by the State Government, the Local Bodies and others for Census work. According to this, the Central Government bore the entire expenditure on travelling allowance when the journey was exclusively devoted to Census work and the work could not be combined with the ordinary work of the official concerned. But certain restrictions were imposed on officials drafted for Census work in preferring their travelling allowance claims. It was specifically stated that these officials should combine Census work with other normal work to the maximum extent possible, so that expenditure on travelling allowance claimed for such journeys might be debited against their respective Departments. Officials on Census duty travelling distances within a radius of five miles from headquarters were not permitted to claim any travelling allowances. Travelling allowance was not paid according to the full rates admissible under the Madras Travelling Allowance Rules, but was limited to what was considered as reasonable out-of-pocket expenses restricting claims to the maximum of the daily allowance admissible. In the case of touring officials in receipt of fixed monthly travelling allowance, Census travelling allowance was paid only for those portions of their journeys on Census duty lying outside their sphere of normal work. In the case of non-officials and others, the amounts actually spent by them were met out of the Census Budget.

**217. Travelling allowance of Charge Officers.**—For this Census, I issued instructions for the payment of travelling allowance to those attending to Census work on the lines laid down in this Government Order with the exception that the Charge Officers were not permitted to draw travelling allowances as they were sanctioned an honorarium of Rs. 25 per mensem for a period of seven months from 1st September 1960 to 31st March 1961. The extra expenditure incurred by them while performing each journey in connection with Census work was covered by the above honorarium.

**218. Travelling allowance to Enumeration staff.**—During the year 1960–61, an expenditure of Rs. 20,614·77 under " Travelling Allowance " and another sum of Rs. 14,506·35 under " Contingencies " were incurred in connection with enumeration work. This amount included a sum of Rs. 17,060·86 under " Travelling Allowance " and Rs. 669·89 under " Contingencies " incurred by the State Government for Census purposes and reimbursed to them during March 1961.

**219. Disposal of claims regarding travelling allowance.**— A large number of travelling allowance bills for the enumeration and supervisory staff were scrutinised, countersigned and returned to the Charge Officers for encashment during 1961–62. Before a scrutiny of the travelling allowance bill of the Enumerators and Supervisors was taken up, the Charge Officers were intimated that they could draw all the travelling allowance claims of the staff on or before 1st May 1961 or if this was not possible, to furnish a statement of the probable amount likely to be claimed by them so that an assessment of the total claims could be possible. These particulars were required by me to evolve a suitable procedure to reduce the expenditure on travelling allowance in accordance with the decision taken during the Conference of all Census Superintendents. The total amount for which such bills were received in my office was Rs. 1,40,007·68. According to the decision taken in the October 1959 Conference held in New Delhi, the total amount which was set apart for travelling allowance and contingent expenditure was Rs. 60 lakhs for the whole of India. On the basis of 1961 population figures, the share of my State amounted to Rs. 1,24,200. The expenditure on travelling allowance during 1960–61 was Rs. 20,614·77 and that on contingencies was Rs. 50,949·08. It became necessary for me to reduce considerably the expenditure towards the payment of travelling allowance during 1961–62 as I had only a sum of Rs. 52,636·15 at my disposal for payment towards the claims preferred by the enumeration staff. I, therefore, ordered that travelling allowance bills on those charges which did not exceed a sum of Rs. 600 in each charge might be countersigned after the usual checks and returned to the Charge Officers. The total amount for such bills, which were countersigned worked out to Rs. 7,745·82.

**220. Formula for payment of travelling allowance.**—It was decided that the remaining bills, i.e., bills relating to those charges in which the total claim exceeded Rs. 600 in each case should be scrutinised to achieve the prime object of reduction in expenditure on travelling allowance for enumeration work. The bills received in my office lacked in uniformity. With the object of reducing expenditure and ensuring uniformity, bills were scrutinised with reference to the following principles I laid down. They were :—

| Category. | Daily allowance admissible. |
|---|---|
| 1 Persons travelling a distance beyond 5 miles and less than 10 miles. | ½ Daily allowance admissible to their grade. |
| 2 Persons travelling a distance of 10 miles and more up to 20 miles. | Daily allowance admissible to their grade. |
| 3 Persons travelling a distance of more than 20 miles. | Full daily allowance admissible. |

The total amount of travelling allowance paid during 1961–62 for enumeration was Rs. 99,17,863 and included a sum of Rs. 11,061.84 incurred by the State Government for Census work and reimbursed to them in March 1962 accounts.



# ANNEXURES.

## ANNEXURE I

## GOVERNMENT ORDERS AND CIRCULARS.

### I

**G.O. Ms. No. 1234, Public (Elections) Department, dated 27th April 1959.**

[ABSTRACT—Census, 1961—Direct correspondence between the Superintendent of Census Operations, Madras and State Government Officers—Permitted—Supply of books and publications connected with 'Census' and relevant records from the Madras Record Office and Secretariat Library—Authorised.]

Sri P. K. Nambiar, I.A.S., has been appointed by the Government of India as Superintendent of Census Operations, Madras, in connection with the ensuing 1961 Census. His Office is located at "White Lodge", No. 48, Harrington Road, Madras-31.

2. In connection with the preliminary work to be undertaken for the Census, the Superintendent of Census Operations, Madras, will be corresponding with the Heads of Departments including Collectors and District Judges and their subordinate officers. To facilitate quick correspondence and to save time, the Government permit all Heads of Departments including Collectors and District Judges and their subordinate officers such as District Officers, Revenue Divisional Officers, Tahsildars, Block Development Officers, etc., to correspond direct with the Superintendent of Census Operations, Madras, on matters connected with census work only. They may furnish him with such particulars and records as may be required.

3. The Curator, Madras Record Office and the Librarian, Secretariat Library are permitted to lend on requisition from the Superintendent of Census Operations, Madras, the relevant Government records, publications and books connected with "Census" for his official use and reference.

4. In cases of doubt on important matters, the concerned officers should address the Government in the administrative department for orders.

### II

**G.O. Ms. No. 3093, Public (Elections-II). dated 21st December 1959.**

[ABSTRACT—Census, 1961—Reference date for census—Government of India's Notification—Republished in the *Fort St. George Gazette*.]

The following notification of the Government of India will be republished in the *Fort St. George Gazette* :—

*Notification of the Government of India, Ministry of Home Affairs, New Delhi, dated 5th December* 1959 (*Agrahayana* 14, 1881).

No. 2/115/59-Pub. I.—In pursuance of section 3 of the Census Act, 1948 (XXXVII of 1948), the Central Government is pleased to declare that a census of the population of India shall be taken during the year 1961. The reference date for the census will be sunrise on the 1st March 1961.



### III

**G.O. Ms. No. 466, Public (Elections-I) Department, dated 23rd March 1960.**

[ABSTRACT—ELECTORAL ROLLS—HOUSE NUMBERING—CHANGE IN THE SYSTEM BY SUPERINTENDENT OF CENSUS OPERATIONS, MADRAS—AUTHORISED.]

READ—the following paper :—

Letter from the Superintendent of Census Operations, Madras, No. 71/59-18, dated 15th March 1960.

In connection with the Census of 1961, the Superintendent of Census Operations has proposed to adopt the existing system of house-numbering in this State which has been introduced in 1948, and maintained well since then without making any departure of a serious nature so far as numbering of houses in connection with the Census Operations is concerned. He has however brought to the notice of Government that in the course of his tours, he had observed that the principles laid down by the Government for numbering of houses and their maintenance from time to time have been imperfectly understood or implemented in some parts of the State and that after the 1951 Census, there has been intense building activity throughout the State and that hence it might be necessary to have re-numbering of houses in some parts of the State.

2. The Superintendent of Census Operations has therefore proposed that with a view to bring the house-numbering up to date treating 30th September 1960 as the target date for the purpose, the Government may authorise him to make such changes as are necessary in the numbering of houses in the Madras City and the various municipalities, towns, panchayats and villages in the State. The Government accept the proposal and accordingly authorise the Superintendent of Census Operations, Madras, to make such changes as are necessary in the house-numbering system in Madras City and other panchayats, towns and villages in the Madras State subject to the principle of house-numbering till now adopted in this State being kept in tact and the specific orders of this Government being obtained in cases where any departure from the existing system is considered necessary.

3. The attention of all Tahsildars, and Deputy Tahsildars is in this connection, invited to the instructions issued in Government Memorandum No. 470/59-5, Public (Elections-I), dated 23rd February 1959 and they are informed that in case of revision of house-numbering necessary correlation statements in the forms prescribed should be prepared and kept authenticated after due verification according to the instructions laid down therein.

### IV

**G.O. Ms. No. 830, Public (Elections) Department, dated 18th May 1960**

[ABSTRACT—Census, 1961—Appointment of Census Officers under the Census Act, 1948—Notification—Published.]

READ—the following paper :—

Letter from the Superintendent of Census Operations, Madras, No. 190/59-2, dated 5th February 1960.

The following notification will be published in the *Fort St. George Gazette* :—

**NOTIFICATION.**

Under sub-section (2) of section 4 of the Census Act, 1948 (Central Act XXXVII of 1948), the Governor of Madras hereby appoints the officers named below to be Census officers within the local areas specified against each :—

| *Officers.* | *Local area.* |
|---|---|
| 1 The Superintendent of Census Operations, Madras and Deputy Superintendent of Census Operations, Madras. | The whole of the State of Madras. |

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| *Offficers* | *Local area* |
|---|---|
| 2 Collectors of districts except Madras and all officers in charge of divisions of districts elsewhere than in Madras. | Their respective jurisdictions. |
| 3 The Commissioner of the Madras Corporation. | The City of Madras. |
| 4 (i) Tahsildars.<br>(ii) Deputy Tahsildars in charge of taluks.<br>(iii) Independent Deputy Tahsildars in charge of Sub-taluks. | All areas within their jurisdictions other than municipalities and the special charges constituted for Cantonments, Army, Naval and Air Force Establishments. |
| 5 Executive authorities or Special Officers in charge of municipalities. | Their respective municipalities. |
| 6 Officers Commanding Army Stations or appointed by Officers Commanding Stations for Census of strictly military areas. | The limits of the strictly military areas as determined for each Station. |
| 7 Executive Officers of Cantonments. | The limits of their Cantonments excluding the strictly military areas. |
| 8 Officers Commanding Units or bodies of troops in Camp. | All persons comprised in such units or bodies. |
| 9 Officers Commanding Air Force Establishments. | The limits of their respective Establishments. |
| 10 Officers Commanding Naval Establishments. | The limits of their respective Establishments. |
| 11 Chairman, Madras Port Trust. | The limits of Madras Port. |

2. The Officers named in paragraph 1 above are also hereby authorised to issue the declaration in writing referred to in sub-section (3) of section 4 in respect of all census officers appointed by them.

3. In exercise of the powers conferred by sub-section (4) of section 4 of the said Act, the Governor of Madras hereby delegates to the officers named in paragraph 1 above the power of appointing census officers within the local areas specified against their names.

4. Under sections 6 and 7 of the said Act, the Governor of Madras hereby appoints the Commissioner of the Madras Corporation to be the officer in the City of Madras on whose direction or order the officers and persons named in these sections shall perform the duties of census officers or give the assistance therein set forth.

5. Under section 8 of the said Act, census officers are hereby directed to ask all questions necessary for correctly filling up the prescribed census forms.

6. In exercise of the powers conferred by section 12 of the said Act, the Governor of Madras hereby authorises the Commissioner of the Corporation of Madras in respect of the City of Madras and the Collectors elsewhere to accord previous sanction for the institution of prosecutions under the Census Act.



ANNEXURE 1

CENSUS OF INDIA.

Houselist.

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. )

| (1) Line number. | (2) Building Number (Municipal or local authority or Census Number, if any). | (3) Building Number (Column 2) with sub-numbers for each census house. | (4) Purpose for which census house is used, *e.g.*, dwelling, shop, shop cum-dwelling, business, factory, workshop, school or other Institution, jail, hostel, hotel, etc. | (5) Name of establishment or proprietor. | (6) Name of product (s), repair or servicing undertaken. | (7) Average number of persons employed daily last week (including proprietor, or household members, if working). | (8) Kind of fuel or power if machinery is used. | Description of census house. (9) Material of wall. | (10) Material of roof. | (11) Sub-number of each census household with census house number (Column 3). | (12) Name of Head of household. | (13) Number of rooms in census household. | (14) Does the household live in own or rented house? (a) Own (O). (b) Rented (R). | Number of persons residing in census household on day of visit. (15) Males. | (16) Females. | (17) Total. | (18) Remarks. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | X | | | | |
| Total for Page .. | | | | | | | | | | | | | | | | | |

Date.

Signature of Enumerator.

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

CONFIDENTIAL.

## ANNEXURE II

## CENSUS OF INDIA, 1961.

[To be filled up during Enumeration.]

Is this an Institution ?

### Part I—Household Schedule.

LOCATION CODE

Full Name of Head of Household

S.C. / S.T.

A. Cultivation—

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

B. Household Industry—

Household industry (not on the scale of a registered factory) conducted by the Head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas.

| | Nature of Industry. | Number of months in the year during which conducted. |
|---|---|---|
| (a) | | |
| (b) | | |

C. Workers at Cultivation or Household Industry—

Members including Head of family working and/or hired workers kept wholetime during current or last working season.

| | Members of family working. | | | | Hired workers. |
|---|---|---|---|---|---|
| | Head. | Other males. | Other females. | Total. | |
| 1 Household Cultivation only | | | | | |
| 2 Household Industry only | | | | | |
| 3 Both in Household Cultivation and Household Industry. | | | | | |

Dated Signature of supervisor.

Dated Signature of Enumerator.

NOTE. Part II—Census Population Record overleaf should be filled up during the first round of enumeration (10 February to 28 February) from the enumeration slips relating to the household and brought up-to-date with corrections, if any, after the second visit during check period 1 March to 3 March 1961.

### Part II—Census Population Record.

(To be compiled from individual Census Slips.)

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

Dated Signature of Supervisor.

Dated Signature of Enumerator.



CONFIDENTIAL

CENSUS 1961.

## ANNEXURE III

Location Code

1 (a) Name

1 (b) Relationship to Head

2 Age last birth day

3 Marital Status

4 (a) Birth. place

4 (b) Born R/U

4 (c) Duration of residence if born elsewhere

5 (a) Nationality

5 (b) Religion

5 (c) S.C./S.T.

6 Literacy & Education

7 (a) Mother tongue

7 (b) Any other language (s)

8 Working as Cultivator

9 Working as Agricultural labourer

10 Working at Household Industry

(a) Nature of work

(b) Nature of Household Industry

(c) If Employee

11 Doing Work Other than 8, 9 or 10

(a) Nature of work

(b) Nature of Industry, Profession, Trade or service

(c) Class of Worker

(d) Name of Establishment

12 Activity if not working

13 Sex.

V

**G.O. Ms. No. 1096, Public (Elections II) Department, dated 13th July 1960.**

[ABSTRACT—Census, 1961—Enumeration work—Employment of Government servants and employees of local bodies.]

READ—the following papers :—

Demi-official from the Registrar-General, India, No. 7/3/60-RG, dated 5th May 1960, Letter from the Superintendent of Census Operations, Madras, No. 749/60-3, dated 9th June 1960.

Preliminary arrangements for the 1961 Census are being made by the Census authorities in this State and the appointment of staff required for the enumeration work will commence shortly. Actual enumeration will take place between the 10th February 1961 and the sunrise of 1st March which will be followed by a final check during the first five days of March. The enumeration will, as in the past, be done mostly by the fullest use of all establishments under the control of the Government and local bodies, etc.

2. Census enumeration is a national undertaking involving demands on the services of staff which will have to be met from the resources of all establishments throughout the country. It is necessary that the burden and responsibility imposed by the Census on this State should be shared by all Government Departments and local bodies. The heads of all Government Departments and the officers of local bodies are therefore requested to give the lead in this matter and bear their full share of the burden.

3. All employees of the Government and the local bodies should accept and perform readily any work connected with the enumeration which is placed on them by the local Census Officers. The employees should be specifically instructed that they should give no cause for complaint by the officers in charge of the Census in respect of the performance of Census duties. They should perform their duties as diligently and conscientiously as the normal duties of the post held by them. The manner in which they perform census duties should be taken into account in the periodical assessment of their work and conduct.

4. Enumeration work is spread over a period of nearly three weeks in order to minimise the number of workers and to enable the workers to carry out their duties conveniently. It is necessary that the heads of offices should co-operate in lightening the burden on census workers to the maximum extent possible. This will necessitate the grant of concessions regarding late attendance at the office during the enumeration period and the training days which will be fixed by the local census officers.

5. It is incumbent on all Heads of Departments and local bodies to enforce strictly the assignments for Census duties. Claims of exemption and the exclusion from Census work of particular categories of public servants or officers must in all cases be discountenanced. Individual cases will be considered on their merits by the Census Officers. Police Officers, Officers and subordinates of the Electricity Department engaged on operation and maintenance work, Medical Officers, Officers and staff engaged on the *operation* of essential and public utility services, Officers and staff of the State Transport Department and the Officers and staff of the Pay and Accounts Office, Madras, should be exempted from Census duty.

6. The Central Government have issued instructions to the effect that all employees of the Central Government (wherever they may be located) with the exception of the Defence Services and Police Officers should accept and perform readily the Census duties that may be entrusted to them by responsible local census officers.



7. Under section 4 (2) of the Census Act, 1948 (Central Act No. XXXVII of 1948), read with paragraph 3 of G.O. Ms. No. 830, Public (Elections), dated 18th May 1960, all Charge Superintendents have been authorised to appoint census officers within their respective jurisdictions. Any officer or any person required to give assistance towards the taking of census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any orders issued to him in accordance with the Census Act or any rule made thereunder, is liable to the penalties prescribed in Section II (I) of the Act.

8. All Heads of Departments and local bodies are requested to communicate this order very urgently to all establishments under their control, for their information and guidance.

VI

**G.O. Ms. No. 1251, Public (Elections II) Department, dated 4th August 1960.**

[ABSTRACT—Census, 1961—Special tracts—Exemption from ordinary procedure—Proposals of Superintendent of Census Operations, Madras—Approved.]

READ—the following paper :—

From the Superintendent of Census Operations, Madras, letter No. 317/60-7, dated the 22nd June 1960.

Under the ordinary procedure laid down for the Census 1961, enumeration will consist of the following three stages :—

(i) Enumeration of the resident (Household) population from the 10th February 1961 to the 28th February 1961.

(ii) Enumeration of the homeless persons on the night of the 28th February 1961 in the case of all areas except Madras City where the homeless persons will be enumerated during the nights of the 28th February, 1st, 2nd, 3rd and the 4th March 1961.

(iii) The final check-up during the period 1st March to 5th March 1961 with reference to births and deaths up to sunrise on 1st March 1961.

2. The Superintendent of Census Operations, Madras, has stated that the tracts mentioned in the Appendix are inaccessible during the night time and that the homeless population (Houseless persons, beggars, vagrants, etc.,) in those areas will either be non-existent or so small that it can be readily located at one or more points. He has, therefore, proposed to conduct the enumeration of homeless persons in those areas on the noon of 1st March 1961 and to conduct the final check-up in those places also during the day-time from the 1st March to the 5th March 1961 and he has requested this Government to approve the proposals.

3. The Government approve the proposals of the Superintendent of Census Operations, Madras, mentioned in paragraph 2 above.

APPENDIX.

AREAS IN WHICH SPECIAL PROCEDURE FOR ENUMERATION WILL BE ADOPTED.

NORTH ARCOT DISTRICT.

Vellore taluk.

| Javadi hills— | Javadi hills—*cont.* |
|---|---|
| 1 Nayakkaneri, Kavanurettu and Panangatteri. | 10 Elluparai. |
| 2 Vellakallu | 11 Jaratikollai. |
| 3 Tellai | 12 Pelampet. |
| 4 Animalai and Kurivimalai (hamlets of Attiyur). | 13 Pinjamandai. |
| 5 Sakna onai (hamlet of Ambur). | 14 Pudukuppam. |
| 6 Nayakkaneri (hamlet of Munjurput). | 15 Mullavadi. |
| 7 Senganattam (hamlet of Palamud.). | 16 Periyapanapparai. |
| 8 Kolavimedu (hamlet of Virupakshipuram). | 17 Kottur II bit. |
| 9 Alleri | 18 Nayakkaneri. |

**NORTH ARCOT DISTRICT—*cont.***

**Polur taluk.**

Javadi hills—

1 Sampattigiri.
2 Parvatamalai.
3 Kidampolliyam Hill.
4 Amerdee.
5 Kanamalai.
6 Puliyankuppam.
7 Erivur.
8 Mandaparai.
9 Namiyampatti.
10 Kilkanavayur.
11 Sengadu.
12 Pattaraikadu.

Javadi hills—*cont.*

13 Kuttaikarai.
14 Bargur.
15 Pudupattu.
16 Odamangalam.
17 Kovilur.
18 Irumayanur.
19 Melchippali.
20 Kilappattiapattu.
21 Pedavadu II bit.
22 Kalpattu II bit.
23 Viralur II bit.

**Chengam taluk.**

Tenmalai hills—

1 Pedapanjamarathur.
2 Puliyur.
3 Meltattiyapattu.
4 Kiltattiyapattu.
5 Nellivoy.
6 Erukkampattu.
7 Attipattu.

Tenmalai hills—*cont.*

8 Perumuttam.
9 Kilpattu.
10 Chinnakilpattu.
11 Melpattu.
12 Vannankuttai.
13 Polamarathur.

**Tirupattur taluk.**

1 Javadi hills.

2 Yelagiri hills.

**SOUTH ARCOT DISTRICT.**

**Kallakurichi taluk.**

1 Kalrayan hills.

**SALEM DISTRICT.**

**Rasipuram and Namakkal taluns.**

1 Kollimalais.

**Attur taluk.**

1 Pachamalais.

2 Kalrayan hills.

**Harur taluk.**

1 *Chitteri hills.*

**Omalur taluk.**

1 Palamalai.

2 Aranoothumalai and its hamlets Chinnavelampatti, Aladipatti, Sirumalai, Aranoothumalai, Periavelampatti, Relapadi and Pallikadu.

**COIMBATORE DISTRICT.**

**Avanashi taluk.**

1 Dhalipalaiyam, hamlet of Sirumugai.
2 Gopanari and Tennankombu, hamlets of Tolampalaiyam.
3 Sundapatti, hamlet in Nellithorai and the parts of Melur and Hulikal transferred from the Nilgiris.
4 The parts of Jakkanari village added to Odanthurai village.

**TIRUCHIRAPALLI DISTRICT.**

**Musiri taluk.**

1 Kombai
2 Vennadu
3 Tenbaranadu

} On the Pachamalai hills—

**TIRUNELVELI DISTRICT.**

**Ambasamudram taluk.**

1 Zamin Singampatti hills.

**SANKARANAYINARKOIL TALUK.**

1 Zamin Sivagiri hills and
2 *Reserved forests* adjoining the villages of—

(*a*) Puliankudi.
(*b*) Mela Puliankudi.
(*c*) Vasudevanallur.
(*d*) Naranapuram and
(*e*) Chintamani.



**VII**

**G.O. Ms. No. 1462, Public (Elections) Department, dated 16th September 1960.**

[ABSTRACT—Census, 1961—Officers and staff directly concerned with Census work—Restriction on transfer and grant of leave until March 1961—Instructions issued.]

READ—the following papers :—

G.O. Ms. No. 830, Public (Elections), dated 18th May 1960.

G.O. Ms. No. 1096, Public (Elections), dated 13th July 1960.

From Sri V. Viswanathan, I.C.S., Government of India, Ministry of Home Affairs, dated 26th August 1960, D.O. No. 2/127/60-Pub. I.

Letter from the Superintendent of Census Operations, Madras, dated 8th September 1960, No. 4030/60-1.

The Government of India, Ministry of Home Affairs, have stated that the period between September 1960 and March 1961 inclusive, is crucial for the Census count and have requested this Government that transfers of officers, at all levels, directly concerned with the organization of the Census count should be reduced only to those cases where transfer seems to be unavoidable. The Superintendent of Census Operations, Madras, has stated that any transfer or grant of leave during the above period to the officers directly concerned, viz., the Collectors of the districts, their Personal Assistants, Revenue Divisional Officers, Tahsildars and Municipal Commissioners is likely to have an adverse effect on the progress of work. He has added that all persons who are appointed as Special Charge Officers, Supervisors, Enumerators, etc. should not be transferred or granted leave during this period. He has requested this Government to issue immediate orders as the first stage of Census Operations, viz., House listing will begin on 1st October 1960.

2. It is very important that the arrangements made for Census Operations, 1961 should be executed in a systematic and smooth manner without interruption or dislocation. The Government generally accept the proposals of the Government of India and the Superintendent of Census Operations and direct that until Census work is completed in March 1961 transfers and grant of leave to the officers and staff at all levels, directly concerned with the Census including the persons selected as Supervisors and Enumerators for enumeration work or placed in the reserve list for such duty, should be reduced to the minimum and should ordinarily be confined to cases where they are unavoidable.

**VIII**

**G.O. Ms. No. 2051, Public (General-M) Department, dated 30th December 1960.**

[ABSTRACT—HOLIDAYS—CENSUS, 1961—28TH FEBRUARY AND 1ST MARCH 1961—DECLARED HOLIDAYS.]

READ—the following paper :—

From the Superintendent of Census Operations, Madras, No. 3865/60, dated 24th November 1960.

The following notification will be published in the *Fort St. George Gazette* :—

**NOTIFICATION.**

All Courts, all public offices and all schools under public management in the State, whether maintained by the Government or by local bodies, will be closed on Tuesday, the 28th February 1961, and Wednesday, the 1st March 1961, on account of the Census. These days will not be holidays under the Negotiable Instruments Act, 1881.

2. Heads of offices should make arrangements for the despatch of urgent business.

## IX

**G.O. Ms. No. 179, Public (Elections-II) Department, dated 3rd February 1961.**

[ABSTRACT—CENSUS, 1961—ENUMERATION WORK—PROVISION OF DEPARTMENTAL VEHICLES TO CHARGE OFFICERS—ORDERS ISSUED.]

READ—the following paper:—

D.O. from the Superintendent of Census Operations, Madras, No. 233/61-1, dated 7th January 1961.

The Government direct that motor vehicles such as Land Rovers, Jeeps, etc., which are in the possession or in use by any department of the Government should, on being indented upon by the Collectors to be placed at the disposal of the Tahsildars including Deputy Tahsildars for Census work, be made available to them for the period from 5th February to 10th March 1961.

2. The following exceptions will be made to the above directions:—

(1) Vehicles belonging to the Police and Fire Services department.

(2) Vehicles actually engaged in irrigation projects including the vehicles of Food Production Circle engaged on Special Minor Irrigation Programme Works.

(3) Vehicles belonging to the Public Health Department and engaged on epidemic duties including the vehicles under the National Malaria Eradication Programme.

(4) Vehicles gifted or donated by bodies like U.N.I.C.E.F., Ford Foundation, etc.

Block jeeps and vehicles supplied in connection with the community development programme are also exempted. The Collectors should draw their requirements of vehicles from other departments to the fullest possible extent. If a shortage of vehicles is still found, the Collectors may draw the minimum requisite number of Jeeps from the blocks.

3. The vehicles of Madras Electricity Board which is not a department of Government will not come under the scope of these orders.

4. The Collectors will while indenting upon the vehicles of other departments, see that no work which is more essential and urgent than Census work and no essential persons are handicapped.

5. All Heads of Departments should immediately issue necessary instructions to all their subordinates who are in possession of such vehicles.

6. The concerned departments will recover hire charges from the Census Department for vehicles utilised for the Census work in accordance with paragraph 340 of the Madras Public Work Department Code.

7. This order issues with the concurrence of the Finance Department—*Vide* their U.O Note No. 12702/F (Cont.)/60-1, dated 3rd February 1961.

## ANNEXURE II

## CIRCULARS OF THE SUPERINTENDENT OF CENSUS OPERATIONS.

### I

**Circular No. 1, dated 29th January 1960 to all Collectors except Madras and the Commissioner of Madras Corporation, Madras.]**

**[Subject—Census 1961—General Instructions.]**

**Reference date.**—I am to say that the Government of India, Ministry of Home Affairs, have notified that the next Census will be taken in February-March 1961. The reference date for the Census will be 'Sun-rise' of 1st March 1961. In all previous censuses, the Census Operations have been conducted under your supervision and control and the same practice will be continued this time also. I have requested the Government of Madras to appoint you and your officers, as Census Officers under Census Act, 1948.

2. **Stages in census operations.**—There are two stages in any Census: (1) Enumeration, (2) Tabulation. You and your staff are intimately connected with the first stage, viz., enumeration and its successful completion depends on the co-operation which I can expect from you and your staff. I am confident that the maximum co-operation will be forthcoming from you to make 1961 Census a complete success and the fine tradition which Madras State has set up in all previous Censuses will be maintained.

3. I will be issuing self-contained instructions in regard to all matters connected with 1961 Census. I request that action may be taken strictly in accordance with those instructions, irrespective of what was done at any previous Census. In case you feel any doubt in applying the instructions or find any difficulty in general or in particular cases or wish to suggest modifications of the arrangement in respect of particular areas, I hope you will refer them to me and I can assure you that such communication will receive prompt attention at this end. I shall, in the course of my tour, be meeting you in person and discussing many of the problems that may arise, when we actually proceed with the mechanics of 1961 Census.

4. **Census Questionnaire.**—We have after conducting a pre-test in some districts of the State finalised an enumeration slip which will be used for 1961 Census. The details of the enumeration slip are printed as 'Annexure A' to this Circular. In this enumeration slip, we have attempted to elicit information on some aspects of the economic life of this country which were not covered in 1951 Census. I think the questions are little more difficult to understand and answer this time. We are not only particular that all questions should be answered, but that every information furnished is correct. As such, it will require the undivided attention of your staff and the Supervisors and Enumerators. I will be sending to you separately printed instructions intended for Enumerators and Supervisors regarding the manner in which the enumeration slip is to be filled in.

5. **Household Schedule.**—Apart from filling in the enumeration slip we have introduced two new items of work, which will have to be done by your staff in connection with 1961 Census. One is the preparation of Household Schedule, instructions regarding which will be found printed as 'Annexure B' to this Circular. This is a new study which has not been attempted so far. The aim of the study is to assess the role of the family as unit in the economic life of our country. The entire Household Schedule will be filled in by the Enumerators at the time of actual enumeration.

**Census Population Record.**—Along with this, Census Population Record, which is a revised form of National Register of Citizens, will also be filled in from the enumeration slips by enumerators themselves. The form in which the Census Population Record is to be prepared is printed on the reverse of the Household Schedule. The details will be found in 'Annexure C' to this Circular.

**6. Houselist—House numbering.**—The next item of work which will be done is the preparation of Houselist. Instructions regarding filling in of the houselist will be found in 'Annexure D' to this Circular. In the State of Madras houselisting will be done in the month of October 1960. For the preparation of houselist, we can employ either the normal agency of the Government or the enumerators who are likely to be appointed in February 1961 for enumeration. The decision about the nat ure of agency to be employed in your district will be made by you. After you are satisfied that the house numbering is brought up-to-date, houselisting can be undertaken. Before houselisting is undertaken, it will be necessary to see that the house numbering system, which is maintained in a satisfactory manner is brought up to-date treating 30th September 1960 as the target date. The houselist will give a permanent record of all the buildings in the country with the uses to which such buildings are put and such other details which the National Buildings Organisation can use for conducting further studies.

**7. Location Code Numbers.**—The other stages in the mechanics of 1961 Census will be assignment of Location Code Numbers, classification of areas into rural and urban, delimitation of Census Circles and Blocks, selection, appointment and training of Enumeration staff, training of Sample Census. In 1951, we assigned definite Location Code Numbers to all districts, taluks, municipalities and villages in this State. The same principles will be followed this time also. Consequent on the States Reorganisation and the creation of new taluks and villages the existing Location Code will have to be suitably revised. I am issuing detailed instructions regarding the Location Code separately. By giving Location Code, it will be possible to identify precisely any building, which exists in the State of Madras and the details of such buildings will be found in the houselist which will be compiled in October 1960. The enumeration, which is to follow will be based on the houselisting which we do in October 1960 after making such changes as are necessary for houses which have come up during the period between 'Houselisting' and 'Enumeration'. Thus a complete coverage of the entire State can be assured.

**8. Classification of areas into Rural and Urban.**—The next item of work will be the demarcation of areas into rural and urban. I am already in correspondence with you regarding the places which will be treated as urban and rural. The Registrar-General, India, has now laid down certain definite conditions which should be satisfied before a town is classified as urban. I trust you will be taking immediate action to send me the full report on the classification of areas of your district into rural and urban. In the course of the tour of your district, which I propose to undertake in February/March, I shall discuss this important question with you and your officers so that a proper classification into rural and urban can be made for 1961 Census.

**9. Census Circles and Blocks.**—As a preliminary step in the organisation of 1961 Census, it will be necessary to divide each charge into suitable Circles. I will indicate below the principles on which charges have been formed. Each taluk including independent sub-taluks will be treated as a Charge. In addition to this, every Municipality, Cantonment and Defence establishment will be treated as a Charge. In Madras City there will be four charges under the control of Assistant Revenue Officer, who will be declared as Charge Superintendent. The ultimate responsibility for the conduct of the Census will rest with the Charge Superintendent subject to the general control, which you may exercise over them. It has been decided that for Rural areas, an Enumerator will be appointed for 750 persons and in Urban areas for 600 persons, which will constitute a block.



Every Charge should be divided into suitable number of circles with well-defined geographical boundaries, each Circle having four to six Enumerators. This process should be completed by 30th April 1960.

**10. Maps.**—Along with this steps must be taken for the preparation of maps of villages, taluks and towns, for use in 1961 Census. I will be taking action for the preparation of maps of important towns, taluks and districts. I have already written to you that five copies of village maps may be prepared with the help of your subordinates for use in 1961 Census. Regarding the villages which have not been so far notified as ryotwari, I have addressed the Director of Settlements seeking his assistance in securing the maps of such villages. In connection with 1951 Census, Government issued orders for the preparation of sketch maps of villages and Urban blocks with the topographical details marked on them. For 1961 Census, it is proposed to prepare an accurate sketch map of each village and each Urban block giving topographical details and also indicating the sequence of house numbering blocks and attach them with the houselists for the villages or blocks as the case may be. Instructions regarding the preparation of these maps will be issued separately.

**11. Enumeration Staff—Appointment and Training.**—I estimate that approximately fifty thousand Enumerators and ten thousand Supervisors will be required for the whole State. You can work out the actual number required for your district on the basis indicated in this letter. The selection of the right type of people is the first requisite for making Census a success. But I consider that you will be the best Judges as to which category of persons you will prefer to select as Enumerators and Supervisors. Their training is a subject to which your attention must be particularly devoted. I propose to take up this question later with you. It is also proposed to arrange for Training Sample Census later in 1960. This will give practical training to the enumerators who will be employed by us. The enumeration slips filled in during that period will be later utilised by me in giving training to the tabulation staff who will be employed after March 1961 for sorting.

**12. Enumeration Procedure.**—The Census enumeration will be spread over for a period of 19 days from February 10 to 28, 1961 both days inclusive. It will be followed by a check round of three days from 1st to 3rd March 1961. The houseless persons will be enumerated on the night of 28th February. In forests and in inaccessible areas the enumeration of houseless persons will only be done on the noon of 1st March 1961. The revisional round is intended to cover cases of new born babies as well as those persons who were not enumerated elsewhere and would arrive in the household and for the cancellation of slips in cases of persons whose death occurred during enumeration and the date of visit.

**13. Provisional Population figures.**—It has been decided that the provisional figures of 1961 Census should be published by the second week of March 1961, It is quite necessary, therefore, that the figures should be furnished by you by 7th March 1961 at the latest. Detailed instructions will be issued in course of time.

**14. Remuneration to Staff.**—The tradition of the Indian Census is that it should be done on an honorary basis. But the persons employed in Census will have to incur some incidental expenses while discharging their duties. It is therefore, likely that a small lump sum payment will be made to each Enumerator and Supervisor who will be engaged for 1961 Census. The lump payment will consist of two parts; one for houselisting and the other for the filling in of the household schedule and enumeration slip. I will be writing to you separately giving details of such payment

15. I have indicated in the foregoing paragraphs the general programme which we have fixed for 1961 Census. One important point to be remembered by everyone connected with Census is that the time schedule, which I have set out in this letter should be strictly followed at all stages. I appreciate that you are burdened with lot of additional work and it will be really difficult for you to devote a substantial part of your time for this work. But considering the national importance of 1961 Census, I may point out in this connection that the future planning of our economy will depend on the data we collect in 1961. I hope you will take personal interest in the Census operations at its various stages and impress on all your Officers and Staff that it must be their endeavour to make Census a " Success ".

**Chief Minister's message.**—I may conclude this letter by quoting the message which our Chief Minister Sri K. Kamaraj, has issued to the people of Madras in connection with 1961 Census—

" The picture of economic development can be drawn most satisfactorily only if we know about the life of one and all in our country. For this purpose, Census is taken every ten years. The Census Operations, I need not stress, should prove a success because the prosperity of our nation through planning depends, to a large extent, on the success of the Census, which will form the basis for our future programme. I, therefore, appeal to the people to co-operate with the Census Enumerators in trying to get at the correct data regarding the lives of our people."

I am sure, this message will act as a guidance and inspiration to you and your staff in making your contribution for the success of 1961 Census.



## ANNEXURE 'A'.

### Enumeration Schedule (Individual Slip).

In this form will be recorded the details about each individual living in the country. There are 24 questions grouped into 13 main questions for which answers will be recorded. The form of the enumeration schedule is given below :—

**CONFIDENTIAL** **CENSUS 1961.**

Location Code

1 (a) Name

1 (b) Relationship to head — 2 Age last birthday

3 Marital Status — 4 (a) Birth-place

4 (b) Born R/U — 4 (c) Duration of residence if born elsewhere

5 (a) Nationality — 5 (b) Religion

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

7 (a) Mother-tongue — 7 (b) Any other language(s)

8 Working as Cultivator — 9 Working as Agricultural labourer

10 Working at Household Industry — (a) Nature of Work; (b) Nature of Household Industry; (c) If Employee

11 Doing Work Other than 8, 9 or 10 — (a) Nature of Work; (b) Nature of Industry, Profession, Trade or Service; (c) Class of Worker; (d) Name of Establishment

12 Activity if Not Working

13 Sex

### Brief instructions for filling up the Enumeration Schedule (individual Slip).

**General.**—Enumerate all persons normally resident in the household even though some may be absent at the time of your visit provided they left the household on or after 10th February 1961 and in case they left earlier are likely to return before the sunrise of 1st March 1961. Enumerate visitors if any after ascertaining that they have not been enumerated elsewhere. Fill up one slip for each individual. Make repeated enquiries about new-born babies and very young children as they are likely to be omitted from the count. Before leaving the household to the next, make sure all persons that are to be enumerated have been enumerated. As soon as you have completed the enumeration of all persons in the household fill up the population record at the back of the household schedule and verify whether the total of persons agrees with the total number of slips used in a particular household. The

resident population in the households will have to be enumerated during the period 10th to 28th February 1961 (both days inclusive). Revisiting of the households enumerated will be done by you during 1st to 3rd March 1961 when you should enumerate every birth that took place since your visit but before sunrise of 1st March. You should cancel the slip for any death that might have taken place during your last visit up to the sunrise of 1st March by drawing a bold line across the slip and write 'Death' along the line. You should enumerate any visitor who might have arrived since your visit taking care to satisfy that the visitor has not been enumerated elsewhere. You should correct the Census Population Record accordingly after your revisit to each household. Under the Census Act, every individual is legally bound to furnish you with the information you need for recording answers. Do not ask information on matters not connected with the purposes of Census. You should not disclose to unauthorised person any information given to you. You should remember that Census entries are confidential.

You should first enumerate the head of the household followed by other members of the household in the most convenient order—head, his wife, sons, daughters, other relatives, visitors, servants, etc.

**Location Code.**—Write the Code numbers of the District, Taluk, Town or Village supplied to you by the Supervisors in between oblique strokes as well as the household number which you are enumerating.

1. (*a*) **Name.**—Write the name of the person enumerated. For new born babies not yet named write 'Baby' and write father's or mother's name.

(*b*) **Relation ship to head of the household.**—In the case of head of the household, write 'Head'. In all other cases write the relationship in full. Do not use words 'nephew,' 'niece' or 'uncle' but write brother's or sister's son or daughter (for nephew or niece) or father's brother or mother's brother for uncle. In case of visitors, boarders, servants, write as such.

**2. Age last birthday.**—Write the age in years completed last birth day within the rectangle. For infants below one year, write '0'.

**3. Marital Status.**—Write 'NM' for bachelors and maidens; 'M' for married persons; 'W' for widows and widowers and 'S' for separated persons and divorced persons.

4. (*a*) **Birth place.**—Write 'PL' for persons born at the place of enumeration. Write 'D' for persons born in another place in the district of enumeration. Write name of the district, if born in the State in which enumerated and write the name of the District and State if born in another State in India. For persons born in another country, write the name of the country.

(*b*) **Born R/U.**—Write 'R' if born in a village and 'U' for persons born in a place considered now as town within the circle.

(*c*) **Duration of residence.**—Write 'X' in case of persons born at the same place of enumeration. Write 'O' in case residence is less than one year. In respect of others, write the complete number of years since coming to the place of enumeration. Write the answer within the 'dotted rectangle'.

5. (*a*) **Nationality.**—For Indians, write 'I'. For all others, write the nationality in full.

(*b*) **Religion.**—Write 'H' for Hindus; 'M' for Muslims; 'C' for Christians; 'S' for Sikhs; 'J' for Jains; 'B' for Buddhists. For others write in full the name of the religion to which they belong.

(*c*) **S.C./S.T.**—This question will apply only to persons belonging to Scheduled Castes or Scheduled Tribes. Write the name of the Scheduled Caste or Scheduled Tribe as reported if the person enumerated belongs to any of the castes mentioned in the list of Scheduled Castes and Scheduled Tribes relating to the State or District. Scheduled Castes will be found only in Hindu religion while Scheduled Tribes may belong to any religion. If the person enumerated describes himself by a generic or a synonymous name of a Caste or Tribe write in addition the name of the relevant Caste or Tribe as per list within brackets.

**6. Literacy and Education.**—For a person who can neither read nor write or can merely read, write '0'. Write 'L' for a person who can both read and write (literate). The test for literacy is satisfied if the person can with understanding both read and write a simple letter. In the case of persons who have passed a written examination or examinations write the highest examination passed instead of 'L'.

7. (*a*) **Mother tongue.**—Mother-tongue is the language spoken by a person in early childhood. Write in full the name of the language including dialects returned by the person enumerated to be his mother-tongue. In the case of infants and deaf mutes write the language spoken by the mother as the mother tongue of the infant or deafmute.



(*b*) **Any other language (s).**—On enquiry if a person knows any other language(s)—Indian or Foreign—write the language (other than his mother-tongue) which he speaks and understands best and can use with facility in communicating with others. Not more than two languages can be recorded against this question. Those language(s) should not include dialects of the same language. If a person does not know any other language except his mother tongue, write 'X'.

Questions 8 to 11 apply only to workers, Cultivators, Agricultural Labourers, workers at household industry or any other worker. A person may be engaged in more than one kind of work. A person who is both a Cultivator and Agricultural labourer should be entered both in Q. 8 and Q. 9 while a person working as cultivator and at household industry will be entered in Q. 8 and Q. 10. A person may be working in any possible combination of 8, 9, 10 and 11 in which case he will be entered in the appropriate places. (Undertrial prisoners and persons who are temporarily staying in hospitals should be treated as workers and the work they were doing before coming into the jail or hospitals should be recorded. For convicts and permanent inmates of asylums the work done by them before should not be recorded here).

Work includes not only actual work but effective supervision and direction of work. Apprentices should be treated as working irrespective of whether they are paid or not. An adult woman doing only household duties but no other productive work to augment the family's resources should not be regarded as working for purposes of this question. Beggars, pensioners, agricultural or non-agricultural royalty, rent or dividend receivers are not to be treated as working unless they also work in cultivation, industry, trade, profession, business or commerce. Social service worker or a political worker actively engaged in public social service activity or in furthering the political activity of his party will be regarded as worker and entered in Q. 11.

**8. Working as cultivators.**—For a person working as Cultivator write 'C'. For non-cultivators write 'X'. A person working as employer, single worker or family worker in cultivation, direction or supervision of land (owned or held) will be treated as working as cultivator. Persons engaged in cultivation, supervision or direction of cultivation of orchards, groves and plantations, will not come under this question.

**9. Working as agricultural labourer.**—Write 'A.L.' for a person working as agricultural labourer. Write 'X' for others. Agricultural labourer will not hold any right or contract or lease on land on which he works. A person might have worked during the last or current cultivating season in which case also he should be taken as working as Agricultural labourer.

**10. (*a*), (*b*) and (*c*). Household Industry.**—You must see the description of the household industry and the instructions regarding the fulfilment of the conditions of a household industry given in the 'Household Schedule'.

Write the nature of the work done by a person in the household industry against Q. 10 (*a*) and the nature of the household industry—name of industry in detail with the names of articles produced or processed or repaired or serviced against Q. 10 (*b*). If the person is not engaged in household industry, write 'X' in both the questions, i.e., 10 (*a*) and 10 (*b*).

(*c*) **If employee in household industry.**—The question will be filled in only for a person who is working as a paid employee in another person's household industry. Write in such cases 'EE'. For all others write 'X'.

A few illustrative examples as to how the answers are to be recorded against questions 10 (*a*) to 10 (*c*) are shown below :—

| | 10 (*a*) *Nature of work.* | 10 (*b*) *Nature of household Industry.* | 10 (*c*) *If employee.* |
|---|---|---|---|
| (1) | (2) | (3) | (4) |
| 1 Person employed as Dyer of Yarn in Handloom Industry. | Dyeing Yarn .. | Handloom Weaving.. | EE. |
| 2 Person working in setting of stones in family Jewellery. | Stone setter .. .. | Jewel making .. | X. |
| 3 Labourer employed in making moulds of clay bricks in brick kiln. | Moulding clay bricks. | Brick kiln .. .. | EE. |
| 4 Family worker engaged in polishing wooden dolls made in household industry. | Polishing wooden dolls. | Wooden doll making.. | X. |
| 5 Blowing of bellows in a smithy making horse shoes. | Bellows blower .. | Smithy making horse shoes. | X. |

**11. Doing work other than 8, 9 and 10.**—This question will not apply to person working only as a cultivator or an agricultural labourer or at any household industry. If a person is doing any work in addition to the three items mentioned above, or if he is not working in any of the categories—cultivator agricultural labourer or household industry, the details of the work he is doing will be recorded here. If a person is engaged in more than one work, that work for which he devotes more time will be recorded.

(*a*) **Nature of work.**—Write the actual work done by the person concerned. If a person is not working put 'X'.

(*b*) **Nature of industry, profession, trade or service.**—Write here in detail the nature of industry, business, trade, profession or service in which the person works. The nature of industry should describe the articles produced or serviced or repaired. In the case of business or trade the principal article of trade should be described. In the case of service, the nature of the service to which the persons work belong should be described. The nature of industry, profession, trade or service should be expressed in clear and precise terms without room for vagueness. Write 'Service of Central Government', for persons engaged in Defence Services. Put 'X' in the case of persons for whom 'X' is put against Q. 11 (*a*).

(*c*) **Class of worker.**—Write 'MR' for Employer, 'EE' for Employee, 'SW' for single worker and 'FW' for a family worker. For all those persons for whom 'X' is put in Q. 11 (*a*) and 11 (*b*) put 'X' against this question also.

(*d*) **Name of establishment.**—Describe in detail the nature of the factory, workshop, business house, company, shop.

A few illustrative answers to Q. 11 are given below :—

| (1) | 11 (*a*). (2) | 11 (*b*). (3) | 11 (*c*). (4) | 11 (*d*). (5) |
|---|---|---|---|---|
| 1 Labourer in Coffee plantation .. | Plantation Labourer. | Coffee Plantation. | EE .. | Kannan Devan Coffee Plantations, Pattiveranpatti. |
| 2 Technical Officer, Drugs Control Office, Madras. | Technical Officer. | Drugs Control Organization. | Do. .. | Government of India. |
| 3 Cashier, Bank .. .. .. | Cashier .. | Banking .. | Do. .. | Indian Bank Ltd., Alwarpet. |
| 4 Superintendent A.-G's Office, Madras. | Superintendent. | Accounts and Audit Department. | Do. .. | A.-G's. Office, Madras. |
| 5 Salesman, Bharat Motors, Ltd. | Salesman .. | Motor Car and Spare Parts Dealers. | Do. .. | Bharat Motors, Ltd, Mount Road, Madras. |
| 6 Pilot, A.I.I. .. .. .. | Air Pilot .. | Air Transport. | Do. .. | Air India International Ltd., Madras. |
| 7 Karnam, Arumuganeri village .. | Karnam .. | District Revenue Collection. | Do. .. | Government of Madras. |

**12. Activity if not working.**—This question will apply to a person not working. Write 'X' against this question for whom details of work have been recorded in any of the Questions 8 to 11 above.

1. Write 'ST' for a full time student.

2. Write 'HW' for a person engaged in unpaid household duties.

3. Write 'D' for any dependant (including an infant or child not attending school or a person permanently disabled from doing any work because of illness or old age).

4. Write 'R' for retired persons not employed again, receivers of rent, receivers of agricultural or non-agricultural royalty or dividend and persons in receipt of income from sources at which he does not work.

5. Write 'B' for a beggar, vagrant or independent woman without indication of source of income and others of unspecified source of existence.

6. Write 'I' for convicts, inmates of penal, mental or charitable institutions.

7. Write 'NE' for persons not employed before and seeking employment for the first time.

8. Write 'UN' for persons employed previously but now out of employment and seeking one.

If a person who does not work cannot be readily classified in any of the categories above, put him in category 5 and write 'B'. A person who has been appointed but not yet joined should be shown under category 3 above.

**13.** *Sex.*—Write 'M' for males including eunuchs and hermaphrodites. Write 'F' for females.



## ANNEXURE B.

## HOUSEHOLD SCHEDULE.

Information about Household cultivation and Household Industry will be recorded in the Household Scheduled, The Household Schedule should be filled in immediately after the individuals of a Household are enumerated during the period 10th to 28th February 1961 and before the Enumerator leaves the Household for visiting the next Household. There are three sub-parts in the Household Schedule—Sub-Part A relating to cultivation, Sub-Part B relating to Household Industry and Sub-Part C relating to workers at cultivation or Household Industry.

The form of the Household Schedule is given below :—

**Confidential.**

**Census of India, 1961.**

(To be filled up during Enumeration.)

PART I—HOUSEHOLD SCHEDULE.

**Is this an institution ?**

Location Code._____

Full name of head of household_____ S.C. / S.T.

| — (1) | | *Local name of right on land.* (2) | *Area in acres.* (3) |
|---|---|---|---|
| **A. Cultivation—** | | | |
| **1. Land under cultivation by Household—** | | | |
| (i) owned or held from Government .. | | | |
| (ii) held from private persons or institutions for payment in money, kind or share. | | | |
| Total of items (i) and (ii) .. .. | | | |
| **2. Land given to private persons for cultivation for payment in money, kind or share.** | | | |

| — (1) | *Nature of industry.* (2) | *Number of months in the year during which conducted.* (3) |
|---|---|---|
| **B. Household industry—** | | |
| Household industry (not on the scale of registered factory) conducted by the Head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas. (*a*) (*b*) | | |

| — (1) | *Members of family working.* *Head.* (2) | *Other males.* (3) | *Other females.* (4) | *Total.* (5) | *Hired workers.* (6) |
|---|---|---|---|---|---|
| **C. Workers at Cultivation or Household industry—** | | | | | |
| Members including head of family working and hired workers, if any, kept whole-time during current or last working season— | | | | | |
| 1. Household cultivation only .. .. | | | | | |
| 2. Household industry only .. .. | | | | | |
| 3. Both in Household cultivation and Household industry. | | | | | |

Dated Signature of Supervisor.

Dated Signature of Enumerator.

NOTE.—Part II—Census Population Record overleaf should be filled up during the first round of enumeration 10th February to 28th February from the enumeration slips relating to the household and brought up-to-date with corrections, if any, after the second visit during check period 1st March to 3rd March 1961.

### Brief instruction for filling the Household Schedule.

**Location code.**—The code number indicating the district number, taluk number, village or town number as well as the household number for which the schedule is prepared should be entered in between oblique strokes.

**Is this an institution.**—In the rectangular space provided the nature of institution, such as penal, charitable or mental institution, hostel, hotel, hospital, etc., as jail, choultry, hospital, etc., should be entered.

**Full name of the head of the household.**—The head of the household is a person on whom falls the chief responsibility for the maintenance of the household. The 'Head' may be a member of either sex or be young and need not necessarily be the eldest male member of the family. The name of the person who is acknowledged as 'Head of Household' should be recorded.

Institutions, catering houses, boarding houses, etc., are also 'Households' where unrelated persons live together. In such cases, the name of the Manager, or the person who is in administrative charge of such places or a person who is regarded as 'Head' should be entered.

**Scheduled Castes/Scheduled Tribes.**—If the Head of the Household is a member of a Scheduled Caste or a Scheduled Tribe obtaining in the State or in your district the letters 'S.C.' or 'S.T.' should be written as the case may be within the parallelogram and 'X' written in all other cases.

After these preliminaries are over, proceed to fill up the part of the household schedule relating to cultivation and household industry.

Sub-Part 'A' relating to cultivation should be filled in where the household cultivates land. Land includes all land normally used for cultivation purposes including temporary fallows. There are three categories, viz., 1 (i) and 1 (ii) and 2 described in the schedule. 1 (i) and 1 (ii) will include only those plots or parcels of land which are cultivated by the household itself, i.e., lands which lie within the village or in adjacent villages or within such a distance as will enable the household to work and supervise on the land actively. 1 (i) will include all land owned or held in owner like possession (e.g.), land held under grant, lease or assignment with permanent and heritable possession with or without the right of transfer. 1 (ii) will include those lands taken from private persons or institutions with permanent and heritable possession with or without the right of transfer or held in a variety of tenures or tenancies and land taken for payment of fixed amount of money or fixed amount of produce or for a share in the produce or both for payment of money and produce.

**Category 2.**—Land given to private persons for cultivation for payment in money, kind or share will include the classifications mentioned in category 1 (ii).

In all these cases, the total of separate plots or parcels of land converted into acres under each kind of local name of right on land should be entered in the columns provided for. A separate line should be used for each kind of right on land.

Sub-Part B relates to Household Industry. The definition of Household Industry has been given in the schedule itself. It is essential that the Household Industry should include manufacture or processing or servicing or repairing and also making and selling but not simple buying and selling. Household Industry can use machinery and employ power like steam or oil or electricity to drive the machinery. Dyeing, printing of cloth, bidi making, dolls making, etc., are a few examples of Household Industry.

It should be ascertained from the head of the Household whether any Household Industry is conducted and if so, write the nature of the industry in the space provided for. Enquiries should be made next as to how many months the industry is conducted in a year and write it in the column intended for it. If there are more than one industry, space is provided to record at least two such industries. If there is no Household Industry, put 'X' in each of the places in the right hand corner and put a bold cross on this Sub-Part.

**Sub-part C—Workers at cultivation or household industry.**—Three categories are given in the schedule. Either one of these categories will be applicable to a household. Put 'X' in the other two categories which do not apply to the household. It should be ascertained whether the Head of the Household is working and if so, the figure '1' should be entered under the column 'Head'. The number of males and females working should be ascertained and the total number of males and females entered in the respective columns.

The number of hired workers engaged during the last working season or current working season should be ascertained and the total number of hired workers entered in the column provided for. In the case of an Household which is engaged both in cultivation and household industry, there will be no necessity to enter figures for cultivation and Household Industry separately.



## ANNEXURE C.

### CENSUS POPULATION RECORD.

The Census Population Record is a modified form of National Register of Citizens prepared in 1951. It is printed at the back of the household schedule and is to be filled in with reference to the particulars in the individual enumeration slips relating to all households enumerated each day during the period 10th February to 28th February 1961. It is to be brought up to-date during the revisional round (1st March to 3rd March 1961) after correcting it with reference to changes on account of births, deaths and fresh visits occurring up to sunrise of 1st March 1961.

The form of the Census Population Record is given below :—

PART II—CENSUS POPULATION RECORD.

(To be compiled from individual Census slips.)

| *Name.* | *Sex.* | | *Relationship to head.* | *Age.* | *Marital status.* | *Description of work in the case of worker.* |
|---|---|---|---|---|---|---|
| | *Male.* M. | *Female.* F. | | | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |

Total persons.

Dated Signature of Supervisor. Dated Signature of Enumerator.

The above form should be filled up with reference to the answers recorded against Questions 1 (*a*), 1 (*b*), 2, 3, 8 to 11 and 13 of the individual slip as shown below :—

**Name.**—The name recorded against Question 1 (*a*) in the individual slip to be entered.

**Sex.**—The answer written against Question 13 in the individual slip to be entered.

**Relationship to head**—The particulars in the individual slip against Question 1 (*b*) to be entered.

**Age.**—The answer recorded against Question 2 in the individual slip to be entered.

**Marital Status.**—The answer recorded against Question 3 in the individual slip to be entered.

**Description of work in the case of worker.**—A brief description of work in the case of a worker (a gist of the answers recorded against questions 8 to 11 on the individual slip) to be entered.

All the individual slips relating to one Household should be completed first and the number of males and females entered in the appropriate column. The total figures for males and females should be entered in the space provided against "Total Persons".

## ANNEXURE D.

### HOUSELIST.

The object of filling up the Houselist form is to gather particulars and conditions of houses, factories, workshops, etc., in the State, the products made or serviced, number of persons employed, kind of fuel or power used in the factory or workshop and the material used in the construction of the house (walls and roof). The number of persons living in the household as well as the rooms occupied by them will also be collected. The houselisting operation will be conducted in October 1960 after the house numbers have been brought up to date.

The Houselist form is attached herewith.

**Column 1.**—This denotes the serial number of the entries.

**Column 2.**—Write the number painted on the door or wall of the building. This is the number given to the building by the Municipality, Panchayat or the Village Karnam.

**Column 3.**—Every building with a separate main entrance has to be treated as a distinct house for Census purposes. In the majority of houses there will be only one Census house for each building, especially in rural areas. In those cases repeat the entry against column 2 in column 3 also. In other cases a building may contain more than one Census house. Give a sub-number to each Census house into which a main building can be divided according to the definition indicated above. The details to follow will relate to each Census house and not to the entire building.

**Column 4.**—Write the actual use to which a Census house is put as detailed in the column provided like Hospital, Factory, School, Hostel, etc.

**Column 5.**—Write the name of establishments in case of big registered companies or large manufacturing concerns. Write name of proprietor in other cases.

**Column 6.**—Enter the actual work that is being done, e.g., paper making, shoe making or repairing cycle repairing, motor servicing, sweet meat making, furniture mart, etc.

**Column 7.**—Write the average number of workers working during the last week.

**Column 8.**—In the factory or workshop if machinery is employed for production or repair, write the fuel or power used to drive the machinery, i.e., kerosene, soft coke, coal, gas, electricity, steam, etc.

If a Census house is not used as an establishment, workshop or factory put X in columns 5 to 8 of the form.

**Columns 9 and 10.**—Description of the Census House.

**Column 9.**—Write the material out of which most of the walls of the house are made, e.g., grass, leaves reeds, bamboos, mud, unburnt bricks or burnt bricks, stone, cement concrete, timber, etc.

**Column 10.**—Write the material out of which most of the roofs (not ceilings) are made, e.g., tiles, thatch, corrugated iron or zinc or asbestos sheets, concrete, etc.

NOTE.—In the case of multi-storeyed buildings, intermediate floors or walls will be deemed to be independent roofs and walls for the house concerned.

**Column 11.**—If more than a household resides in a Census house, then enter the sub-number of Census house recorded in Column 3 and then assign alphabetical sub-numbers for each of the household like A, B, etc.

**Column 12.**—Write the name of the head of the household who is commonly acknowledged as such.

**Column 13.**—Write the number of rooms occupied by each household.

**Column 14.**—If a household is living in its own house, write 'O'. If living in a rented house, write 'R'. In case of public buildings like schools, hospitals, etc., or places of worship, write 'X'.

**Columns 15 to 17.**—Write the number of persons residing in the household on the day of visit with sex break up. A person who is temporarily absent for a few hours should be treated as residing.

**Column 18.**—If a building is vacant and there is reason to believe that it would be shortly occupied before enumeration, write 'likely to be occupied shortly'. This column should be utilised for recording all significant information relating to the building or Census House or Census Household.

NOTE.—In the case of households occupied by members of Scheduled Castes or Scheduled Tribes, indicate it by writing 'S.C'. or 'S.T.' as the case may be in the Remarks Column.



**ANNEXURE I.**

CENSUS OF INDIA, 1961.

*Houselist.*

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. )

If this census house is used as an establishment, workshop or factory.

| Lines number. (1) | Building number (Municipal or local authority or Census number, if any). (2) | Building number [column (2)] with sub-numbers for each census house. (3) | Purpose for which census house used, *e.g.*, dwelling, shop, shop-cum-dwelling, business, factory, workshop, school or other institution, jail, hostel, hotel, etc. (4) | Name of establishment or proprietor. (5) | Name of product (s) repair or services undertaken. (6) | Average number of persons employed daily last week (including proprietor, or household members, working). (7) | Description of census house. Material of wall. (9) | Material of roof. (10) | Sub-number of each census household with census house number [column (3)]. (11) | Name of Head of household. (12) | Number of rooms in census household. (13) | Does the household live in own or rented house? (a) Own (O) (b) Rented (R) (14) | Number of persons residing in Census household on day of visit. Males. (15) | Females. (16) | Total. (17) | Remarks. (18) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | |
| Total for page : | | | | | | | | | | | | X | | | | |

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

Signature of Enumerator

Date

## II

## Circular No. 2, dated 9th March 1960.

[SUBJECT—Census 1961—Preparation of Location Code—Statements.]

In paragraph 7 of my Circular No. 1, dated 29th January 1960, I referred to the Location Code which would be used at the forthcoming Census and indicated that detailed instructions would be issued in due course.

2. The concept of Location Code was first introduced by Mr. M.W.M. Yeatts, the then Census Commissioner of India in 1941. In 1948, a complete system of Location Code was evolved for the entire State and approved by the Government and used for all purposes including 1951 Census. It was the intention that this system should be permanently maintained as an integral part of the house numbering system and should be used for ordinary administration.

3. Several changes have taken place since the system was introduced in 1948. In November 1953, Madras composite State was bifurcated into Andhra State and Madras State. In 1956, as a result of the reorganization of State on linguistic basis, Malabar district and Kasargod taluk (South Kanara district) of the Madras State were added to the former Travancore-Cochin to form the new Kerala State. The taluks of Vilavancode, Kalkulam, Agasteeswaram, Thovala and Shencottah (part) of the former Travancore-Cochin State were transferred to Madras State. The whole of South Kanara district excepting Kasargod taluk and Kollegal taluk of Coimbatore district was transferred to Mysore State. As a result of the implementation of Andhra Pradesh-Madras (Alteration of Boundaries) Act, 1959, which will come into force on 1st April 1960, Tiruttani taluk will be added to Madras State. Apart from these new taluks, panchayats and villages have been formed within the State itself. A detailed scrutiny of the Location Code statements prepared in 1948 has revealed that in certain areas, defects have crept in on account of the imperfect understanding of the instructions issued by the Government, by the Tahsildars concerned. The Government of Madras have suggested that I may undertake the responsibility of revising the Location Code in Madras State and bring it up to date so that it can be used for all administrative purposes. It is, therefore, proposed to undertake a complete revision of Location Code for Madras State.

4. It is necessary at this stage to explain the principles on which the Location Code is framed. The Social Unit with which the Census is concerned is the house which in Census definition means every dwelling with a separate main entrance. The statistical structure should be such that every house in this sense is distinct in the records of the country and immediately distinguishable physically from outside. This is achieved by the proper maintenance of Location Code and house numbering system.

5. The procedure is to give administrative units a serial number following the order in which they are usually set out in the State. The three important units will be district, taluk and village. Thus 1-1-1 will be a complete identification of a village in the first taluk of the first district and with the house number added to this Code will indicate the first house in the first village and so on. So the Location Code will have a definite meaning in every part of India and will locate any Census house.

6. The pattern of Location Code followed in 1951 will be adopted for the next Census also. But a new Location Code will be worked out taking into consideration all the changes that have taken place after 28th February 1951. Thus, Madras State will be divided into 13 districts. Madras City being treated as a separate district for this purpose. In Madras City, each division will be treated as the second element of the Code and the number assigned to the road, street or lane within each division will be the third element. The fourth element will be the house number assigned by the Corporation of Madras to each Census house. Thus for the City, a complete four element Location Code already exists.



7. Outside the Madras City the first element will be the number assigned to the district and the second number assigned to the taluk and the third number assigned to the municipalities, panchayats and villages in accordance with the procedure indicated below. One number will be allotted to each municipality, major panchayat, minor panchayat and village keeping intact the geographical continuity, i.e., they will run in one series from the northernmost corner to the southernmost corner. Before a number is given to any particular unit, care will be taken to see that it is treated as a separate entity for purpose of house numbering. To this three element code, will be added, the locality number—Street number and house number in the case of municipalities, cantonments and major panchayats where the locality system of house numbering is in force and the block number —house number in the case of minor panchayats and villages where the block system of house numbering is in force. Thus, there will be six element Location Code in the case of Municipalities, cantonments and major panchayats and five element Location Code for minor panchayats and villages. (Where there is only one block in a village, Location Code will have four elements only, i.e., district—taluk—village—house number).

8. I indicate the Code numbers to be assigned to the districts and taluks in the State in Annexure A. It will be the duty of the Tahsildar to assign the third element of the Code number to the units in his taluk. It may be noted that other elements of the Location Code have been fixed as the contents of the house numbering system. For this purpose, a village is taken as a unit. Panchayats, cantonments and municipalities will also be treated as separate units irrespective of their component areas. A portion of a village not included in any panchayat, cantonment and/or municipality will be treated as a separate unit and assigned a separate number independent of the panchayat, cantonment or municipality.

9. Thus, numbering inside each taluk will be by villages, panchayats, cantonments and municipalities. The numbers assigned should be according to the geographical location of the units numbered, irrespective of the fact whether the unit is a village, municipality, or a town and should start from the north-western corner and end at the south-eastern corner and should run continuously. Each Tahsildar should, therefore, list out all the villages, panchayats, cantonments and municipalities starting from the north-western corner and ending at the south-easternmost corner with reference to strict geographical location of the units. Villages in each vattam (revenue group of villages) should be listed before proceeding to the next village, so that there will be continuity in numbering. Then numbers should be assigned to each unit. It is likely that in some taluks, villages and settlements may be found in reserved forests and will not come under the jurisdiction of the Revenue Authorities. These villages and settlements should also be given numbers. The number should be assigned for each reserved forest area in continuation of the last number given to the units in the taluk. If a forest lies partly in one taluk and partly in another taluk, it should be treated as a distinct unit in each of the taluks and assigned its proper Code numbers. Numbering should be done on the same basis as for other units of a taluk.

10. It is of utmost importance to see that hamlets which are attached to the Revenue villages are not assigned separate numbers independent of the villages to which they are attached. But they should be listed out in their geographical order in column (2) of the *pro forma* prescribed. It is also necessary to assign the numbers to the uninhabited villages in taluks and the fact indicated in the remarks column. While assigning Location Code numbers, the Taluk Office should use a map of the taluk prepared on a tracing paper and make sure with reference to the list of villages maintained in the Taluk Office and other connected records that all the villages and areas in the taluk are shown in the map. The numbers assigned to each such village or area is also noted against the names of the municipalities, panchayats, villages, reserved forests, etc.

11. The following instructions should also be carefully noted. In the case of villages which have been completely included in a panchayat, cantonment or municipality after the last Census in 1951, the fact of such merger should be indicated in the remarks column of the *pro forma* prescribed against the name of the panchayat, municipality, etc., in which it stands included. In the

case of a portion of village being added to the panchayat, cantonment or municipality, even such changes should be indicated. Similarly, names of villages that have gone out of existence since 1951 should also be indicated in the remarks column of the *pro forma* in the geographical order and the fact of the disappearance noted. In the case of villages or units which have been transferred from another taluk or district subsequent to 1951, the names of the taluk from which the village or unit was transferred, as also the Location Code number given in 1951 for that unit should also be noted in the remarks column.

12. I am to request that necessary instructions may be issued to Tahsildars of your district in regard to assigning of Code numbers to villages and towns of the respective areas and for preparing three copies of the statement in the *pro forma* attached and three maps of his taluk indicating the units and their Code numbers. He should also be told that only such municipalities, cantonments and panchayats which are statutorily established as on 31st March 1960 need be taken into consideration and any changes after that date should be ignored. Two copies of the statement and map should be sent to your office. On receipt of the copies of the statement and the maps, they may be scrutinized carefully and approved by you and corrections made in the statements and maps wherever necessary. One copy should be retained in your office and the other copy should be sent to me not later than 30th April 1960 after countersignature. The corrections made in the Collector's office should be indicated to the taluk office simultaneously with the despatch of the copy of the statement and map to this office. I am sending a copy of the circular to all Tahsildars for information and necessary action.

13. The following special instructions may also be noted :—

In the case of districts (Chingleput, North Arcot, Salem), territorial changes are likely to take place as a result of the implementation of Andhra Pradesh-Madras (Alteration of Boundaries) Act, 1959, which will come into force on 1st April 1960. The details of the changes are indicated in the Annexure B to this letter. Tiruttani taluk will be added as a new taluk to Chingleput district and a separate number has been assigned to this taluk by me. The concerned Tahsildars may make note of the changes while preparing Location Code.

The receipt of this circular may please be acknowledged.

## PRO FORMA.

### Location Code Statement.

*District (Census number and name)*—

*Taluk (Census number and name)*—

| Census number and official name of the municipality, cantonment, panchayat or village or reserved forest in the order of Census numbers now given. | Names of villages, their hamlets included in the unit shown in column (1) | Existing re-survey number of the villages shown in column (2). | Code number assigned at the 1951 Census. | Remarks. |
|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) |

Notes.—(1) After the name of the unit specified in column (1) enter V or P or C or M within brackets for village or panchayat or cantonment or municipality as the case may be.

(2) In the case of a village of which a portion only has been included in a panchayat or municipality, the word " part " should be added within brackets after the name of the village. The other portion of such village for which a location code number has been given should similarly be shown with a word " part " added after it.

(3) Enter only the name of the reserved forest in column (1). In column (2) the names of the settlements and villages in the forest in columns (1) should be entered and the letters ' S ' within brackets may be noted for settlements and ' V ' within brackets for villages at the end of the names. Hamlets should be indicated by the letter ' H ' within brackets put in after the name. In the case of villages divided and added to two units, the hamlets attached to each such part should also be indicated in column (2).



## ANNEXURE A.

| Code number and district. | Name of taluk. | Code number. |
|---|---|---|
| 1 Madras .. | | |
| 2 Chingleput .. | Ponneri .. .. | 1 |
| | Tiruvallur .. .. | 2 |
| | Tiruttani .. .. | 3 |
| | Sriperumbudur .. | 4 |
| | Saidapet .. .. | 5 |
| | Chingleput .. .. | 6 |
| | Kanchipuram .. | 7 |
| | Maduranthakam .. | 8 |
| 3 North Arcot .. | Arkonam .. .. | 1 |
| | Walajapet .. .. | 2 |
| | Gudiyatham .. | 3 |
| | Tiruppattur .. .. | 4 |
| | Vellore .. .. | 5 |
| | Arni .. .. | 6 |
| | Cheyyar .. .. | 7 |
| | Wandivash .. .. | 8 |
| | Polur .. .. | 9 |
| | Chengam .. .. | 10 |
| | Tiruvannamalai .. | 11 |
| 4 South Arcot .. | Gingee .. .. | 1 |
| | Tindivanam .. .. | 2 |
| | Villupuram .. .. | 3 |
| | Tirukkoyilur .. | 4 |
| | Kallakurichi .. | 5 |
| | Vriddhachalam .. | 6 |
| | Cuddalore .. .. | 7 |
| | Chidambaram .. | 8 |
| 5 Salem .. .. | Hosur .. .. | 1 |
| | Krishnagiri .. .. | 2 |
| | Harur .. .. | 3 |
| | Dharmapuri .. | 4 |
| | Omalur .. .. | 5 |
| | Yercaud .. .. | 6 |
| | Salem .. .. | 7 |
| | Sankari .. .. | 8 |
| | Tiruchengode .. | 9 |
| | Rasipuram .. .. | 10 |
| | Attur .. .. | 11 |
| | Namakkal .. .. | 12 |
| 6 Coimbatore .. | Bhavani .. .. | 1 |
| | Gobichettipalayam .. | 2 |
| | Erode .. .. | 3 |
| | Dharapuram .. | 4 |
| | Palladam .. .. | 5 |
| | Avanashi .. .. | 6 |
| | Coimbatore .. .. | 7 |
| | Pollachi .. .. | 8 |
| | Udumalpet .. .. | 9 |
| 7 The Nilgiris .. | Gudalur .. .. | 1 |
| | Ootacamund .. | 2 |
| | Conoor .. .. | 3 |
| 8 Madurai .. | Dindigul .. .. | 1 |
| | Palni .. .. | 2 |
| | Kodaikanal .. .. | 3 |
| | Periyakulam .. | 4 |
| | Nilakottai .. .. | 5 |
| | Melur .. .. | 6 |
| | Madurai .. .. | 7 |
| | Tirumangalam .. | 8 |
| 9 Tiruchirapalli. | Perambalur .. .. | 1 |
| | Udaiyarpalayam .. | 2 |
| | Lalgudi .. .. | 3 |
| | Musiri .. .. | 4 |
| | Karur .. .. | 5 |
| | Kuli talai .. .. | 6 |
| | Tiruchirapalli .. | 7 |
| | Kulathur .. .. | 8 |
| | Alangudi .. .. | 9 |
| | Tirumayam .. .. | 10 |
| 10 Thanjavur .. | Sirkali .. .. | 1 |
| | Mayuram .. .. | 2 |
| | Kumbakonam .. | 3 |
| | Nannilam .. .. | 4 |
| | Papanasam .. .. | 5 |
| | Thanjavur .. .. | 6 |
| | Orathanad .. .. | 7 |
| | Mannargudi .. .. | 8 |
| | Negapattinam .. | 9 |
| | Tiruthuraipundi .. | 10 |
| | Pattukottai .. .. | 11 |
| | Arantangi .. .. | 12 |
| 11 Ramanathapuram. | Tirupattur .. .. | 1 |
| | Sivaganga .. .. | 2 |
| | Thiruvadanai .. | 3 |
| | Paramakudi .. | 4 |
| | Ramanathapuram .. | 5 |
| | Mudukulathur .. | 6 |
| | Aruppukkottai .. | 7 |
| | Sathur .. .. | 8 |
| | Srivilliputtur .. | 9 |
| 12 Tirunelveli .. | Sankaranayinarkoil | 1 |
| | Kovilpatti .. .. | 2 |
| | Srivaikuntam .. | 3 |
| | Tirunelveli .. .. | 4 |
| | Tenkasi .. .. | 5 |
| | Shencottah .. .. | 6 |
| | Ambasamudram .. | 7 |
| | Nanguneri .. .. | 8 |
| | Tiruchendur .. | 9 |
| 13 Kanyakumari .. | Vilavancode .. | 1 |
| | Kalkulam .. .. | 2 |
| | Thovala .. .. | 3 |
| | Agasteeswaram .. | 4 |

## ANNEXURE B.

**Extract of section 5 of the Andhra Pradesh and Madras (Alteration of Boundaries) Act, 1959.**

*Transfer of Territories.*

5. **Changes of territorial divisions in Madras**—(1) The territories which immediately before the appointed day were comprised in Sathyavedu firka of Ponneri taluk and Uttukkottai firka of Tiruvallur taluk but are not transferred by virtue of section 3 to the State of Andhra Pradesh shall be included in, and form part of Gummudipundi firka of Ponneri taluk.

(2) The territories specified in Parts I and II of the Second Schedule shall be included in, and form a separate taluk to be known as Tiruttani taluk of Chingleput district and in that taluk, the territories specified in Part II of the Schedule shall form a separate firka to be known as Kanakammachatram firka.

(3) The territories specified in Parts III, IV, V, VI, VII and VIII of the Second Schedule shall respectively be included in, and form part of—

(a) Madupedu firka of Tiruvallur taluk of Chingleput district;
(b) Parangi firka of Arkonam taluk of North Arcot district;
(c) Arkonam firka of Arkonam taluk of North Arcot district;
(d) Ranipet firka of Walajapet taluk of North Arcot district; and
(e) Gudiyattam East firka of Gudiyattam taluk of North Arcot district.
(f) Vaniyambadi firka of Tirupattur taluk of North Arcot district.

# THE ANDHRA PRADESH AND MADRAS (ALTERATION OF BOUNDARIES) ACT, 1959.

## THE FIRST SCHEDULE.

**Territories transferred from the State of Madras to the State of Andhra Pradesh.**

(Any reference in this Schedule to a Census Code number in relation to a village means the Code number assigned to that village in the Census of 1951.)

### PART I.

1. The following villages in Ponneri taluk of Chingleput district :—

| Serial number and name. | Census Code number. | Serial number and name. | Census Code number. |
|---|---|---|---|
| 1 Santhavelur | 1 | 37 Padirikuppam | 37 |
| 2 Ayyavaripalayam | 2 | 38 Chinnapandur | 38 |
| 3 Ambur | 3 | 39 Madanapalayam | 39 |
| 4 Nelvoy | 4 | 40 Gollavaripalayam | 40 |
| 5 Marudavada | 5 | 41 Chervi | 41 |
| 6 Kalathur | 6 | 42 Appayapalayam | 44 |
| 7 Gudalavaripalayam | 7 | 43 Mallavarpalayam | 46 |
| 8 Narasingapura Agraharam | 8 | 44 Samurthikandigai | 53 |
| 9 Karipakkam | 9 | 45 Reparlavada | 54 |
| 10 Pulivallam | 10 | 46 Rajagopalapuram | 55 |
| 11 Kadur | 11 | 47 Balagopalapuram | 56 |
| 12 Bangaruthimma Boopalapuram | 12 | 48 Ranganathapuram | 57 |
| 13 Vittayapalayam | 13 | 49 Dwarakapuram | 58 |
| 14 Varadayapalayam | 14 | 50 Rallakuppam | 59 |
| 15 Kambakkam | 15 | 51 Kalalam | 60 |
| 16 Arudur | 16 | 52 Pravalaveneswarapuram | 61 |
| 17 Bathalavallam | 17 | 53 Mettupalayam | 62 |
| 18 Kummarapeddavenkatapuram | 18 | 54 Govindapuram | 63 |
| 19 Chedulapakkam | 19 | 55 Vanalur | 64 |
| 20 Vidiakadu | 20 | 56 Lakshmipuram | 65 |
| 21 Shola Agraharam | 21 | 57 Peddathivakkam | 66 |
| 22 Silamathur | 22 | 58 Chinnaithivakkam | 67 |
| 23 Matterimitta | 23 | 59 Irugalam | 68 |
| 24 Thondur Agraharam | 24 | 60 Arur | 69 |
| 25 Chintamani Thangal | 25 | 61 Alameltmangapuram | 130 |
| 26 Chinnapudi Agraharam | 26 | 62 Venkatarajakandigai | 131 |
| 27 Enad vettu | 27 | 63 Kadirvedu | 135 |
| 28 Racherla | 28 | 64 Sirunambudur | 136 |
| 29 Kovurpadu | 29 | 65 Peradam | 137 |
| 30 Mopurpalli | 30 | 66 Ambakkam | 138 |
| 31 Chengambakkam | 31 | 67 Pudukuppam | 139 |
| 32 Chadalama Agraharam | 32 | 68 Madanambedu | 140 |
| 33 Ramachandrapuram | 33 | 69 Sathiavedu | 141 |
| 34 Thondambattu | 34 | 70 Kothamarikuppam | 142 |
| 35 Ambikapuram | 35 | 71 Madanancheri | 144 |
| 36 Pandur | 36 | 72 Thondukuli | 145 |

2. The entire forest areas situated in Ponneri taluk of Chingleput district and lying to the west of any of the villages specified in item 1.

3. The following villages in Tiruvallur taluk of Chingleput district:—

| Serial number and name. | Census Code number. | Serial number and name. | Census Code number. |
|---|---|---|---|
| 1 Mudiyur | 1 | 20 Pisatoor | 20 |
| 2 Rappalpattu | 2 | 21 Appambattu | 21 |
| 3 Sadasiva ankarapuram | 3 | 22 Ranagiri | 22 |
| 4 Jambukesavapuram | 4 | 23 Krishnapuram | 23 |
| 5 Vengalampattu | 5 | 24 Kalancheri | 24 |
| 6 Vellur | 6 | 25 Nagalapuram | 25 |
| 7 Beerakuppam | 7 | 26 Vembakkam | 26 |
| 8 Lakshmikanthapuram | 8 | 27 Kottakkadu | 27 |
| 9 Kadivedu | 9 | 28 Nandanam | 28 |
| 10 Janakipuram | 10 | 29 Baitagodiyambedu | 29 |
| 11 Rajulukandigai | 11 | 30 Balijagandigai | 30 |
| 12 Anamathukandigai | 12 | 31 Mavettimolakandigai | 31 |
| 13 Vajjarvarikandigai | 13 | 32 Decovy | 32 |
| 14 Kannivaram | 14 | 33 Velur | 33 |
| 15 Tirupuranthakapuramkottai | 15 | 34 Rajanagaram | 34 |
| 16 Chinthalagunta | 16 | 35 Alapakkam | 35 |
| 17 Ramanathapuram alias Chengalvarayakandigai. | 17 | 36 Alappakkamkandigai | 36 |
| 18 Naidugunta | 18 | 37 Urur | 37 |
| 19 Bhoopathiswarapuram | 19 | 38 Agaram | 38 |
| | | 39 Devadarikodiyambedu | 39 |



| Serial number and name. | Census Code number. | Serial number and name. | Census Code number. |
|---|---|---|---|
| 40 Vengalathur | 40 | 59 Achama Kandigai | 59 |
| 41 Kuppamkandigai | 41 | 60 Karanai | 60 |
| 42 Pillarikandigai | 42 | 61 Pallampattadai | 61 |
| 43 Kottur | 43 | 62 Krishnapuram Agraharam | 62 |
| 44 Sidderajulkandigai | 44 | 63 Surattupalli | 63 |
| 45 Pulipedu alias Govardhanagiri | 45 | 64 Ururpet | 64 |
| 46 Mithilapuram | 46 | 65 Thimmanambakkam | 65 |
| 47 Obularajukandigai | 47 | 66 Athur | 66 |
| 48 Narayanarajukandigai | 48 | 67 Sivagiri | 67 |
| 49 Karur alias Krishnagiri | 49 | 68 Hanumanthapuram | 73 |
| 50 Adivikodiyambedu | 50 | 69 Alagurikandigai | 74 |
| 51 Pulikundram | 51 | 70 Shamshedbahadhurpet | 75 |
| 52 Adivisankarapuram | 52 | 71 Sriramapuram | 76 |
| 53 Krishnapuramkandigai | 53 | 72 Siddavinayakapuram | 77 |
| 54 Silamathur alias Bangola | 54 | 73 Chengalarayapuram | 78 |
| 55 Nallappa Naidu Kandigai | 55 | 74 Polichettiguuda | 80 |
| 56 Yalur Ravannavaradanna Kandigai | 56 | 75 Desikuppam | 84 |
| 57 Chinnapattu | 57 | 76 Senneri | 85 |
| 58 Subbanaidukandigai | 58 | | |

4. The entire forest area lying to the north of the village specified in item 3 and the forest area lying to the north of the village Desikuppam (Census Code No. 84).

### PART II.

The following villages in Krishnagiri taluk of Salem district:—

| Serial number and name. | Census Code number. | Serial number and name. | Census Code number. |
|---|---|---|---|
| 1 Onnappanaikenkothur | 18 | 3 Kotamaganapalli | 24 |
| 2 Thaligaraharam | 23 | | |

## THE SECOND SCHEDULE.

[*See* sections 3 (*b*) and 5.]

**Territories transferred from the State of Andhra Pradesh to the State of Madras.**

(Any reference in this Schedule to a Census Code number in relation to a village means the Code number assigned to that village in the Census of 1951.)

### PART I.

1. The following villages in Puttur taluk of Chittoor district:—

| Serial number and name. | Census Code number. |
|---|---|
| 1 Gapalakrishnapuram | 134 |

2 The following villages in Tiruttani taluk of Chittoor district:—

| Serial number and name. | Census Code number. | Serial number and name. | Census Code number. |
|---|---|---|---|
| 1 Veligaram | 5 | 19 Kumararajupeta | 23 |
| 2 Melkalpatteda | 6 | 20 Melapudi | 24 |
| 3 Pallipat | 7 | 21 Reddipalli Subbaraokhandriga | 25 |
| 4 Surarajupatteda | 8 | 22 Puranam Sanjeevirayunikhandriga | 26 |
| 5 Rangapalle | 9 | 23 Punyam | 27 |
| 6 Kolathur | 10 | 24 Patnam Seshayyakhandriga | 28 |
| 7 Kolathur—Ramiakhadrika | 11 | 25 Kadapanthangal | 29 |
| 8 Nediyam | 12 | 26 Kaverirajupeta alias Sri Kaverirajulungaripet. | 30 |
| 9 Aravasipatteda | 13 | 27 Ponnarjaupeta | 31 |
| 10 Samanthavada | 14 | 28 Gollalakuppam | 32 |
| 11 Karimbedu | 15 | 29 Chandreppanaidukhandriga | 33 |
| 12 Kesvarajupuram | 16 | 30 Channanaidipalli | 34 |
| 13 Ramachandrapuram | 17 | 31 Kesavarajukuppam | 35 |
| 14 Chinnatimmarajupatteda | 18 | 32 Nallattur | 45 |
| 15 Venkatarajukuppam | 19 | 33 Chivvada | 46 |
| 16 Sangeethakuppam | 20 | 34 Sudarthipuram | 47 |
| 17 Thirumalrajupet | 21 | 35 Kondapuram | 48 |
| 18 Thirunadharajupuram | 22 | | |

| Serial number and name. | Census Code number. |
|---|---|
| 36 Proddatturpot (Non-City Urban) | 49 |
| 37 Ragimanukhandrigai | 50 |
| 38 Pandravedu | 51 |
| 39 Gantavarikuppam | 52 |
| 40 Sitaramapuram | 53 |
| 41 Vadakuppam | 54 |
| 42 Karlambakkam | 55 |
| 43 Konasamudram | 56 |
| 44 Kakalur | 57 |
| 45 Vengalarajukuppam | 58 |
| 46 Ramapuram | 59 |
| 47 Poonimangadu | 60 |
| 48 Venkatapura Agraharam | 61 |
| 49 Kodivalsa | 63 |
| 50 Athimanjeri | 64 |
| 51 Venkatapuram | 65 |
| 52 Kothakuppam | 66 |
| 53 Petakandriga | 67 |
| 54 Janglapalli | 68 |
| 55 Nedigallu | 69 |
| 56 Ponbadi Gollakuppam | 70 |
| 57 Kodanda Ramapuram | 71 |
| 58 Nemali | 72 |
| 59 Madduru | 74 |
| 60 Chinna Athimanjeri | 79 |
| 61 Nochili | 81 |
| 62 Keechalam | 82 |
| 63 Ramasamudram | 83 |
| 64 Ulch guruvarajukhandriga | 84 |
| 65 Konugarikuppam | 85 |
| 66 Gownipuram Badrarajukhandriga | 86 |
| 67 Alimelumangapuram | 87 |
| 68 Singarajapuram | 88 |
| 69 Thayamambapuram | 89 |
| 70 Pompadi alias Pommadi | 90 |
| 71 Korakuppam | 97 |
| 72 Narasampeta | 99 |
| 73 Rajnagaram Santhayatham | 100 |
| 74 Kannikambapuram | 101 |
| 75 Balakrishnapuram | 102 |
| 76 Dwarakapuram | 103 |
| 77 Krishnamarajukuppam | 104 |
| 78 Venugopalapuram | 105 |
| 79 Royasam Venkatakrishnayya Khandriga | 106 |
| 80 Krishnasamudram | 107 |
| 81 Tiruvengalanadharajapuram | 109 |
| 82 Ramachandrapuram | 110 |
| 83 Talavedu | 111 |
| 84 Narayanasamudram Agraharam | 112 |
| 85 Balakrishanapuram | 120 |
| 86 Murukambattu | 121 |
| 87 Subramanyapuram | 123 |
| 88 Ramachandrapuram | 124 |
| 89 Sathrunjayapuram | 125 |
| 90 Medinipuram | 126 |
| 91 Srinivasapuram | 127 |
| 92 Srinivasayya Khandriga | 128 |
| 93 Gownipuram Chinnasubbaraju Khandriga. | 135 |
| 94 Siddayyagunta Khandriga | 136 |
| 95 Madirajuperumalraju Khandriga | 137 |
| 96 Elavarthimumnalaraju Khandriga | 138 |
| 97 Chiralagurrappa Khandriga | 139 |
| 98 Nallur Perumalraju Khandriga | 140 |
| 99 Ulchirangaraju Khandriga | 141 |
| 100 Chinthalangunta Khandriga | 142 |
| 101 Nalluru Venkataraju Khandriga | 143 |
| 102 Sirugumi | 144 |
| 103 Veeranaidupalem | 145 |
| 104 Rajakallarapuram | 146 |
| 105 Suryanagaram | 147 |
| 106 Shotriam Bommarajapuram | 148 |
| 107 Tokkulur | 149 |
| 108 Singasamudram | 161 |
| 109 Perumkanchi Narasimhuni Khandriga | 162 |
| 110 Veerakaverirajupuram | 163 |
| 111 Erramasetti Narasimhuni Khandriga | 164 |
| 112 Kumara Bommarajapuram | 165 |
| 113 Chengalvapuram Agraharam | 166 |
| 114 Dharanivarahapuram | 167 |
| 115 Velanjeri | 168 |
| 116 Srinivasapuram | 169 |
| 117 Sandayatham Anjaneyapuram | 175 |
| 118 Anjaneyapuram | 176 |
| 119 Pakala Narayana Reddikhandriga | 178 |
| 120 Rajanagaram (including in village No. 100). | 179 |
| 121 Thaduru | 180 |
| 122 Talari Tangal | 181 |
| 123 Errapanaidukhandriga | 182 |
| 124 Veerakanollore | 183 |
| 125 Notterikhandriga | 184 |
| 126 Makamambapuram | 185 |
| 127 Naravanapuram | 186 |
| 128 Kasinadhapuram | 187 |
| 129 Pattabiramapuram | 188 |
| 130 Velayudhakuppam | 189 |
| 131 Vinayakapuram | 190 |
| 132 Kadananagaram | 192 |
| 133 Yagnapuram | 193 |
| 134 Janagarajakuppam | 194 |
| 135 Anandhavallipuram | 196 |
| 136 Tyagapuram | 197 |
| 137 Mohinipuram | 198 |
| 138 Appukondayyakhandriga | 199 |
| 139 Mutyalavaripalle | 200 |
| 140 Lakshmipuram | 201 |
| 141 Raghavanaidukuppam | 202 |
| 142 Ayyavarinaidu Khandriga | 203 |
| 143 Kondapuram | 204 |
| 144 Ammavarikuppam | 205 |
| 145 Narayanapuram | 206 |
| 146 Mosur | 207 |
| 147 Vanganur | 208 |
| 148 Krishnakuppum | 209 |
| 149 Chengalvarayudukhandriga | 210 |
| 150 Srigirijubadrarajukhandriga | 211 |
| 151 Madurapuram | 212 |
| 152 Changareddi Narayanareddikhandriga | 213 |
| 153 Santhana Venugopalapuram | 214 |
| 154 Koramangalam | 215 |
| 155 Pratapa Uddandamakarajapuram | 216 |
| 156 Agoor | 217 |
| 157 Amruthapuram | 218 |
| 158 Tiruttani (Non-City Urban) | 219 |
| 159 Tiruttani (Rural) | 220 |
| 160 Meldevadhanam | 221 |
| 161 Keeldevadhanam | 222 |
| 162 Kaveripuram | 226 |
| 163 Khandapuram | 227 |
| 164 Ramakrishnarajupet | 228 |
| 165 Bhadrarajukhandriga | 229 |
| 166 Srikrishnapuram | 230 |
| 167 Thummalcheruvukhandriga | 231 |
| 168 Maharajapuram | 232 |
| 169 Akkachikuppam | 233 |
| 170 Beerakuppam | 234 |
| 171 Perumal-manyamkhandriga | 235 |
| 172 Veerakaverirajapuram | 236 |
| 173 Kanchiguruvarajakhandriga | 237 |
| 174 Devasenapuram | 240 |
| 175 Mahankalipuram | 242 |
| 176 Ramajosyulukhandriga | 243 |
| 177 Balapuram | 244 |
| 178 Sreekalikapuram | 245 |
| 179 Chandravilasapuram | 246 |
| 180 Ramapura Agraharam | 247 |
| 181 Govatsapuram | 248 |
| 182 Srikrishnapuram | 249 |
| 183 Velurukrishnamanaidukhandriga | 250 |
| 184 Lakshminarasimhapuram | 251 |
| 185 Thondamanatinarayanareddikhandriga | 252 |
| 186 Senagalathur Agraharam | 253 |
| 187 Cherukunur | 254 |



| Serial number and name. | Census Code number. |
|---|---|
| 188 Perumathangal | 255 |
| 189 Kannikapuram | 256 |
| 190 Valliyammapuram | 257 |
| 191 Padmapuram | 258 |
| 192 Karthikeyapuram | 259 |
| 193 Perumalthangal | 260 |
| 194 Dananeri | 266 |
| 195 Swethavarahapuram | 267 |
| 196 Vellatur | 268 |
| 197 Ammaneri | 269 |
| 198 Kondapuram | 270 |
| 199 Venkataperumalrajupuram | 272 |
| 200 Thirnadharajapuram | 275 |
| 201 Veeramangalam | 277 |
| 202 Audivarahapuram | 278 |
| 203 Mambakkam | 279 |
| 204 Peddakadambur | 280 |
| 205 Peddanagapudi | 281 |
| 206 Devakipuram | 282 |
| 207 Kasavarajupet | 283 |
| 208 Bikkasanivengamanaidukhandriga | 284 |
| 209 Chinnakadambur | 285 |
| 210 Nayudu Thopu | 289 |
| 211 Vediyangadu | 291 |
| 212 Devalambapuram Makarajupuram | 292 |
| 213 Chinnanagapudi | 293 |
| 214 Eerumbi alias Aswareventhapuram | 294 |
| 215 Viranthur | 295 |
| 216 Ayyaneri | 296 |
| 217 Sngarajapuram | 300 |
| 218 Gopalapuram | 301 |
| 219 Chinnaramapuram | 302 |
| 220 Peddaramapuram | 303 |
| 221 Chanurmallavarm | 304 |
| 222 Koleri alias Sahasrapadanapuram | 308 |
| 223 Mylarwada | 311 |
| 224 Makamambapuram | 312 |
| 225 Tirumalambapuram | 313 |
| 226 Parabhayankarapuram | 314 |
| 227 Meesaragantapuram | 315 |
| 228 Makamambapuram | 316 |
| 229 Nilotpalapuram | 317 |
| 230 Padmapuram | 318 |
| 231 Paivalasa | 319 |
| 232 Katarikuppam | 320 |

## PART II.

The following villages in Tiruttani taluk of Chittoor district:—

| Serial number and name. | Census Code number. |
|---|---|
| 1 Arumbakkam | 75 |
| 2 Arumgolam | 91 |
| 3 Tirukholamkhandriga | 92 |
| 4 Mamandur | 113 |
| 5 Mekkiniagraharam | 115 |
| 6 Nekkinipeta | 116 |
| 7 Venugopalakrishnapuram | 117 |
| 8 Nedambaram | 129 |
| 9 Rayhunadhapuram | 130 |
| 10 Sithapuram | 131 |
| 11 Patramthangal | 132 |
| 12 Panapakkam | 133 |
| 13 Arcothuppam | 150 |
| 14 Gulur | 151 |
| 15 Kanjipadi | 152 |
| 16 Ranapuram | 153 |
| 17 Nabaloor | 170 |
| 18 Kunnathur | 171 |
| 19 Illapur | 172 |
| 20 Muddukondapuram | 173 |
| 21 Ramapuram | 223 |
| 22 Kaverirajapuram | 238 |
| 23 Kurmavilasapuram | 239 |
| 24 Ramlingapuram | 261 |
| 25 Parasapuram | 262 |
| 26 Venugopalapuram | 263 |
| 27 Veeraraghavapuram | 286 |
| 28 Tiruvelangadu | 287 |
| 29 Narthavada | 288 |
| 30 Dhanushayapuram | 290 |
| 31 Palayanur | 297 |
| 32 Bhagavatha Pattabhiramapuram | 298 |
| 33 Pulavanalluru | 299 |
| 34 Banapuram | 306 |
| 35 Vyasapuram | 307/1 and 307/2 |
| 36 Rajapadmapuram | 308 |
| 37 Rajaratnapuram | 309 |
| 38 Jagirmanglam | 310 |
| 39 Shrotrium Pattabhiramapuram *alias* Chinnamapet. | 324 |
| 40 Tholudavoor | 325 |
| 41 Marudavallipuram | 326 |
| 42 Manoor | 327 |
| 43 Kuppam Khandriga | 328 |
| 44 Harischandrapuram | 329 |
| 45 Lakshmivilasapuram | 330 |
| 46 Saunakapuram | 331 |
| 47 Orathur | 332 |
| 48 Paakasala | 333 |
| 49 Japti Shrotrium Ramapuram | 334 |
| 50 Peddakalakattur | 335 |
| 51 Chinnamandali | 336 |
| 52 Kalambakam | 338 |

## PART III.

The following village in Tiruttani taluk of Chittoor district:—

| Serial number and name | Census Code number. |
|---|---|
| 1 Chitrambakkam | 317 |

**PART IV.**

The following villages in Tiruttani taluk of Chittoor district :—

| Serial number and name. | Census Code number. | Serial number and name. | Census Code number. |
|---|---|---|---|
| 1 Perumalrajupeta .. .. .. | 321/1 and 321/2 | 2 Thandlam .. .. .. .. | 322 |
| | | 3 Nandhimangalam .. .. .. | 323 |

**PART V.**

The following hamlets in Tiruttani taluk of Chittoor district :—

| Serial number and name. | Census Code number. | Serial number and name. | Census Code number. |
|---|---|---|---|
| 1 Ambarishapuram .. .. .. | 307/3 | 2 Sukapuram .. .. .. .. | 307/4 |

**PART VI.**

The following villages in Chittoor taluk of Chittoor district :—

| Serial number and name. | Census Code number. | Serial number and name. | Census Code number. |
|---|---|---|---|
| 1 Avularangajahpalle .. .. .. | 248 | 12 Erukambat .. .. .. .. | 365 |
| 2 Gollavaripalle .. .. .. | 277 | 13 Vellimalai .. .. .. .. | 366 |
| 3 Thangal .. .. .. .. | 279 | 14 Mutharasikuppam .. .. .. | 368 |
| 4 Balekuppam .. .. .. .. | 280 | 15 Vennampalle .. .. .. .. | 369 |
| 5 Ammavaripallo .. .. .. | 337 | 16 Kodukkanthangal .. .. .. | 370 |
| 6 Kondamanayanipalem .. .. | 351 | 17 Elayanellore .. .. .. .. | 371 |
| 7 Paramasattu .. .. .. .. | 352 | 18 Thempalle .. .. .. .. | 372 |
| 8 Madandakuppam .. .. .. | 353 | 19 Sripadanellore .. .. .. | 373 |
| 9 Gollapalle .. .. .. .. | 354 | 20 Veppalai .. .. .. .. | 374 |
| 10 Mahimandalam .. .. .. | 363 | 21 Melpadi .. .. .. .. | 375 |
| 11 Perumallakuppam .. .. .. | 364 | | |

2. The entire forest area lying to the north and south of the village of Mahimandalam (Census Code No. 363).

**PART VII.**

The following villages in Chittoor taluk of Chittoor district :—

| Serial number and name. | Census Code number | Serial number and name. | Census Code number |
|---|---|---|---|
| 1 Dakshinapathapalle .. .. .. | 290 | 5 Viludonapoliem .. .. .. | 299 |
| 2 Puttavaripalle .. .. .. | 295 | 6 Varadareddipalle .. .. .. | 300 |
| 3 Rangasamudram .. .. .. | 297 | 7 Veerisettipalle .. .. .. | 301 |
| 4 Vidyasankarapuram .. .. .. | 298 | 8 Paradarami .. .. .. .. | 302 |

2. The forest area lying between the above villages and Gudiyatham taluk.

**PART VIII.**

The following areas in Palmaner taluk of Chittoor district :—

(*a*) The area surrounding the Javvajiramasamudram tank bounded :—

(i) on the east, by the existing boundary between Javvajiramasamudram village included in Alasandapuram village (Census Code No. 33) of Tiruppattur taluk of North Arcot district of Madras State and the State of Andhra Pradesh ;

(ii) on the south, by the existing boundary between the said Javvajiramasamudram village and the State of Andhra Pradesh and its continuation directly westwards to the top of the adjoining hill;

(iii) on the west, by a line running along the top of the two hills lying to the west of the said tank ; and

(iv) on the north, by a line running along the peaks of the four hills lying to the north of the said tank and joined up to the north-west corner of the said Javvajiramasamudram village.

(*b*) The area surrounding the Gollapalle tank bounded :—

(i) on the east and the south, by the existing boundary between Gollapalle village included in Alasandapuram village (Census Code No. 33) of Tiruppattur taluk of North Arcot district of Madras State and the State of Andhra Pradesh ;

(ii) on the west, by a line running along the bottom of the hill situated to the west of the said tank and

(iii) on the north, by a line running along the bottom of the hill situated to the north of the said tank.



**III**

**Letter No. 71/59-11, dated 30th December 1959.**—To the Deputy Secretary to Government and Chief Electoral Officer, Public (Elections) Department, Fort St. George, Madras-9.

[SUBJECT.—Census, 1961—House numbering.]

[*Reference*—Government Letters Nos. 5732/59-3, dated 9th December 1959 and No. 5732/59-4, dated 14th December 1959.]

I am to state that it is not proposed to make any departure from the existing house-numbering system adopted in Madras State. House-numbering will be in accordance with the G.O. No. 2008, Public (Elections), dated 19th August 1948. House-numbering will be brought up to date treating 30th September 1960 as the target date in all municipalities, major panchayats and villages of Madras State.

Special attention will be paid to bring the house numbering in Coimbatore Municipality and Coimbatore taluk up to date, but the responsibility for it will vest with the municipalities and major panchayats concerned as in the other areas of the State. In the case of villages o Coimbatore taluk, the cost involved in bringing the house-numbering up to date will be borne by the Census Department.

Instructions regarding house-numbering will be issued shortly to all Collectors and the Commissioner of the Madras Corporation.

Regarding the suggestion of the Government that the work of collecting particulars for the electoral rolls in respect of the areas in which intensive revision of electoral rolls is proposed to be undertaken in 1961 may be done by the Census Enumerator who goes from house to house to obtain particulars for the house-lists and house hold schedules, I am to inform you that only house-listing will be done in October 1960 and that particulars for house hold schedules will be collected in February 1961 along with the regular Census enumeration. The staff employed for house listing will be limited. However, as the question raised is of All India importance, I am referring it to the Registrar General, India, for a decision.

**IV**

**Letter No. 71/59-18, dated 15th March 1960.**—To the Deputy Secretary to Government and Chief Electoral Officer, Fort St. George, Madras-9.

[*Reference*.—Your letter No. 5732/59-4, dated 14th December 1959.]

I am to say that I have taken up the revision of house-numbering in Coimbatore City and Coimbatore taluk and have finalised arrangements for such revision in consultation with the Collector of Coimbatore and the Commissioner of Coimbatore Municipality.

2. It is however found that under paragraph 9 (8) (*b*) of Chapter II of Madras Election Manual, the numbers assigned to buildings should not be changed without the prior orders of the Government. In connection with the Census Operations of 1961, it would be necessary to bring the house-numbering up to date treating 30th September 1960 as the target date. It would be impracticable to take the specific orders of the Government in each case. I, therefore, request that the Government may be pleased to authorise the Superintendent of Census Operations to make such changes as are necessary keeping the principles of house-numbering in Madras State intact. If in any case a departure from any of the existing principles is required, the specific orders of the Government will be obtained by me before making such a departure.

3. I may add in this connection that in other States the Superintendents of Census Operations propose to give new numbers to all buildings of the State for Census purposes. In Madras State, as the system of house-numbering introduced in 1948 has been maintained, it is proposed to adopt the existing numbering system for Census purposes. I have already informed the Government that no departure of a serious nature is contemplated in connection with the Census Operations of 1961. But in the course of my tours, I have observed that the principles enunciated by the Government have been imperfectly understood or implemented in some parts of the State. Further, after 1951, there has been intense building activity throughout the State. As such, it will be necessary to do re-numbering in various parts of the State, which will be done without affecting the principles on which the house-numbering system of Madras is based.

## V.

**Letter No. 1158/60-1, dated 11th May 1960.**

[SUBJECT.—Census, 1961—Houselisting—Agency for preparing Houselists.]

I invite a reference to paragraph 6 of my circular No. 1, dated 29th January 1960 in which I have indicated in outline the first stage of census operations—House-numbering and Houselisting.

The first part, viz., House-numbering consists in bringing the house-numbers assigned under the permanent scheme of house-numbering and introduced in connection with the first General Elections and Census, 1951, up to date, treating 30th September 1960, as the target da . I already find that this work has been taken up by you.

The next phase relates to the work of preparing Houselists for all areas. These 'Houselists' present a complete record of all buildings, census houses, census households, etc., in each village block/ward/street of a panchayat/municipality/cantonment or defence establishment. The details collected by way of these houselists will not only be of immense use in estimating the population to be enumerated but will also provide us with necessary data to gauge the uses to which the houses are put, the materials used for the construction of walls and roofs of the house, as also the number of factories, shops, etc., along with the number of persons employed and the type of power used in the Establishments or factories. These particulars will be of great help in future planning for the development of the country.

The Census Organisation has evolved a suitable form in which these details will be collected. This operation will therefore be taken up on 1st October 1960 and completed by the 31st October 1960 in all the areas of the State simultaneously.

In order to prepare the Houselists as explained above, it will be necessary to employ sufficient number of persons, well-trained and with special aptitude for the job. I shall be indicating in a circular the methods of preparing Houselists as well as issuing instructions for the guidance of the enumerators.

Many of you have raised the point whether the preparation of Houselists can be entrusted to a special agency or whether they can be entrusted to the persons who will be appointed as Enumerators for the census Enumeration to be done in February–March 1961.

I wish to point out that 'Houselisting' and 'Census Enumeration' are two distinct operations, the former to be done in October 1960 and the latter in February–March 1961. These two are independent of each other. The personnel to be employed for both these operations will have to be appointed by you. "Houselisting" depends to a great extent on the "House-numbering" and it will be better if "Houselisting" is entrusted to the same persons who are responsible for the House numbering in their respective areas. They will have a clear idea of the area, the buildings, factories, institutions, houses as well as an intimate knowledge of the resident population in the area and with their knowledge and background their work will be easier and can be done accurately.



I am therefore of the view that in rural areas it may be desirable to limit the agency to be employed for Houselisting and House-numbering to the Revenue Staff. But if you feel that the Revenue Staff will not be able to do this work properly or that the number of such persons will not be sufficient for the successful completion of the operations, it is left to you to enlist the help of Teachers and other staff who are likely to be appointed as Enumerators later in 1961. In Municipal areas, Teachers and other Municipal Staff can be employed for this purpose. But the discretion to employ any agency which you consider suitable for Houselisting rests solely with you.

## VI.

**Letter No. 71/60-24, dated 17th May 1960.**—To the Chief Secretary to Government, Government of Madras, Madras-9.

I send herewith a copy of the draft Circular No. 3 on house-numbering which I propose to issue in connection with 1961 Census. My aim is to make the minimum number of changes in the existing house-numbering system of the Madras State and keep the principles enunciated by the Government of Madras from time to time intact. It will be found that in certain parts of the State, a complete re-numbering will be required if we are to have a proper house-numbering system which can be used for Census, Election and other administrative purposes. I will be happy if the Government will be pleased to scrutinise the contents of the circular and suggest such changes as they consider necessary, especially with reference to their impact on the maintenance of electoral rolls.

I have suggested re-grouping of localities in some areas of the State. I had discussed this question with Sri N. Jayaraman, Chief Electoral Officer, Government of Madras at Coimbatore. We also inspected the house-numbering system in Mettupalayam Municipality. As things stand, the localities formed in some municipalities of Madras State in 1951 do not conform to the principles enunciated by the Government of Madras. The Chief Electoral Officer was of the view that the localities should conform to the electoral wards. As the house-numbering is to be retained as a permanent feature in the Madras State and is to become a pattern for All-India, I am of the view that localities should have geographical boundaries which will remain unchanged irrespective of the revision in the electoral wards. Wherever electoral wards have well-defined geographical boundaries, they can be accepted as localities as is the case in Madras City. It was agreed that to the extent possible, we should make an effort even at this stage to see that the electoral wards are more or less identical with the localities, provided they have well-defined geographical boundaries. I feel this can be achieved in gradual stages. The intention in my circular is to see that wherever possible, the localities are reformed keeping in mind the boundaries of the existing electoral wards, so that the minimum dislocation may be caused.

The Census Operations cannot function on the principle of *status quo* because we have to take into account all the changes that have taken place up to the date which we have fixed, viz., 30th September 1960 for house listing and 28th February 1961 for enumeration. I appreciate that any changes we make in the house numbering are bound to affect the content of the electoral rolls which the Government publish at great cost but it is inevitable. As such, what we can do is to minimise the number of changes that have to be made. I trust the Government of Madras will be pleased to agree to making such changes as are necessary with a view to make the house-numbering system of Madras State perfect and to facilitate the proper enumeration of the buildings and of the people in the State.

## VII.

### Circular No. 3, dated 27th May 1960.

[SUBJECT.—Census 1961—House-numbering—Instructions.]

In paragraph 6 of my Circular No. 1, dated 29th March 1960, I had indicated that house-numbering in Madras State should be brought up-to-date before houselisting is done. 30th September 1960 was given as the target date. The houselisting is intended to create a permanent record of all buildings in the country and as such, no houselisting operation can be successfu unless all the houses have been numbered and that too properly.

2. Madras State is fortunate in having a good system of house-numbering evolved during 1951 Census. It was the intention of the Government of Madras that the numbers assigned under the scheme should be treated as permanent and made to serve all purposes such as preparation of electoral rolls, assessment of tax, for postal service and for private correspondence. The people should also be encouraged to use the house-numbers in documents. The principle underlying the scheme was that each social unit is distinct in the records of the country and is readily distinguishable physically from outside. This was achieved by the proper maintenance of the location code and house-numbering system.

3. In my Circular No. 2, I have issued detailed instructions regarding the preparation of a suitable location code taking into account all the changes that occurred after 1951 Census. I now propose to indicate the steps to be undertaken in keeping the house-numbering system in a satisfactory condition which will facilitate the house listing operation to be followed by actual Census enumeration. With the preparation of a suitable location code, we have fixed the number of house-numbering units in each taluk which is determined by the third element of the location code. The principles governing the house-numbering system and the procedure to be adopted for house-numbering are contained in Chapter II of Madras Election Manual.

The salient features of the scheme are indicated below :—

The State is divided into convenient house-numbering units which are Municipalities (including the Corporation of Madras), Panchayats, Revenue Village or part of a Revenue Village lying outside the limits of a municipality or panchayat. Each such unit is given a specific number in the location code.

Two systems of house-numbering have been adopted :—(1) the locality-street system and (2) the block system. The locality-street system of numbering can only be adopted in areas where the whole area is covered by well-formed streets, lanes and by-lanes. In all other areas, the block system has been adopted. In actual practice, the existing house-numbering system prevalent in cities like Madras and other important municipalities was suitably modified and adopted as the house-numbering system in 1951. In the case of rural areas, a complete re-numbering was ordered to be done by the Government of Madras which was implemented throughout the State. In addition to this, a system of review of the house-numbering system from time to time for the purpose of the revision of electoral rolls was also undertaken. As a result, house-numbering has been maintained in a fairly satisfactory manner throughout Madras State. The salient features of the Madras house-numbering system which has earned All-India recognition are : (1) all existing buildings whether residential or non-residential, whether occupied or unoccupied including temples, churches, mosques, shops and office buildings are numbered; (2) the number given under the house-numbering system is adopted for taxation purposes by the local bodies; (3) the numbers assigned under the house-numbering system are used for the preparation of electoral rolls and the general public are encouraged to use these numbers for normal activity; and (4) the number assigned to the building is clearly indicated outside the building.



4. It is not my intention that the framework of the house-numbering system adopted in Madras State should be disturbed. But there are instances in which the principles enunciated by the Government for the house-numbering have not been properly understood or implemented in certain parts of the State. Further, there has been intense building activity throughout the State in the course of the past ten years. After an intensive tour of the State and discussion with some Collectors, Municipal Commissioners and Tahsildars, I feel it is necessary to devote some special attention to bring the house-numbering system up to date, keeping the principles enunciated in 1951 intact. Accordingly, I addressed the Government for authorising me to modify the house-numbering system in Madras State and the Government have been pleased to authorise me to do so in G.O. No. 466, Public (Elections), dated 23rd March 1960, a copy of which has been marked to you direct.

5. In 1951 Census we were only concerned with the Census of dwellings and not with the Census of all buildings. In 1961, a complete survey of all the buildings in the country is contemplated. Further, a house hold schedule is to be prepared treating each family as a unit, while in 1951 the approach was made on the basis of individuals. I, therefore, wish to make it clear that a house should be treated as a social unit, i.e., a building or an independent part of a building having a main entrance, readily identifiable from outside, at any time, by a number which will not change, but which would attach itself to the social units as long as it exists. It may be used as a dwelling, shop or factory or for any other purpose. It should have an independent access, but if it has more than one access, others will be ignored. No building should be given two numbers if more than one access does not exist. At the same time, a unit with more than 2 accesses will be given only one number. This is only an amplification of the definition given in 1948 for a house and will act as a guidance to all Officers engaged in re-numbering of houses in the light of the instructions which are given in the following paragraphs. Unless there is a complete renumbering of the entire area, any such unit which may be entitled to a separate number can be treated as a sub-number for the purpose of house-numbering. This definition cannot refer to huts which spring up in different parts of urban areas and disappear. It will be difficult to assign a number to each such hut without upsetting the continuity of the housenumbering scheme in that area. It has, therefore, been decided to number a series of huts as the sub-numbers of a main number which may be given to the group of huts in continuation of the existing series.

6. In 1948, the Government of Madras directed that in the case of Municipalities and Major Panchayats, the entire area should be divided into localities with well-defined geographical boundaries. Such localities should be associated in the popular mind with well-known areas for instance, Adyar in Madras, Thallakulam in Madurai and Ramanathapuram in Coimbatore. In practice, this concept was not properly understood by some of the Municipal Commissioners who implemented the order. I, therefore, suggest that the review of a division into localities can be made in all areas where the localities system is in force. Whenever it is practicable to do so, localities may be formed keeping in mind the principles enunciated above. It will happen that the localities now adopted are identical with the municipal wards. So long as such wards have well-defined geographical boundaries, there is no necessity to re-group localities. In some cases, the locality will represent only a conception and not a reality in the sense that a particular area is notionally divided into a large number of localities with no local name or habitation. It will be necessary to undertake a revision of such locality and evolve a suitable and scientific pattern for the formation of localities.

7. It will be difficult to lay down a uniform procedure for re-numbering of houses throughout the State. In specific instances, I have indicated that a complete re-numbering should be done as in Coimbatore City and Coimbatore taluk. In the case of Madurai City, I have suggested the re-grouping of localities and a partial re-numbering. In all cases where any specific problem is

raised by the Officer responsible for the maintenance of the house numbering suitable instructions will be issued by me in due course. In those cases where there has been intense building activity and where the addition of new numbers have affected the existing numbering system and no geographical contiguity has been maintained, it may be desirable to undertake a re-numbering of houses. Again, where new municipalities or Panchayats have been formed, it is necessary to undertake a complete re-numbering. Such cases can be listed by you and a report sent to me by 30th June 1960. Meanwhile, action may be taken to re-number the houses in that area with a view to conform to the principles enunciated in this Circular. I had occasion to discuss specifically the approach to be made to the house numbering prevalent in rural areas. In some districts, the Tahsildars were of the opinion that a re-numbering was necessary while in some districts they did not think so. However, the final decision can be left to you, but the important point for consideration is that the number must conform to the principles enunciated in 1948 and with a view to conform to those principles, it is necessary to undertake a re-numbering.

8. In any numbering scheme, the most important point as far as Census is concerned is that the number should be prominently exhibited on the building. The manner in which it can be done has been indicated in Chapter II of the Madras Election Manual. It is necessary at this stage to see that all the numbers have been properly exhibited on all the buildings we have in the State. For this purpose, a complete inspection of the area under your control will be required. In the case of municipalities, it is also desirable to see that the locality and the street numbers are exhibited on the name plate or board at the entrance to the streets and roads in all areas. I hope that a complete renumbering of houses in the State can be done by 30th September which I have fixed as the target date. Meanwhile, I would very much appreciate that an interim report is sent to me by 30th June 1960 indicating the major changes which you propose to undertake in the area under your control.

9. In the course of my tour, I will be inspecting the house numbering system in various parts of the State. I will also be sending my Deputy Superintendent who has recently joined duty on inspection work. But what we can do at our level is very limited. We, therefore, expect that the Revenue Divisional Officers who have played an important role for the successful completion of 1951 Census will devote personal attention to this item of work and see that the house numbering is maintained properly in their divisions. For this purpose, I shall be happy if you can instruct your Revenue Divisional Officers to indicate in their diaries items of Census work they attended to in the course of their tour.

10. I do not think I can cover all the points that are involved in the inprovement of the house numbering system by a general circular. I, therefore, trust that you and your Officers will devote personal attention to this important question and bring to my attention such points on which further clarification is required. I have no doubt in my mind that with the experience of the staff under your control, it will be possible for us to evolve a complete and up to date system of numbering which will earn All-India recognition.

11. I may add that the Government of Madras have been pleased to accept in full the content of this Circular. They have also accepted the following principles:—

" The localities formed in some of the Municipalities of the Madras State in 1951 do not conform to the principles enunciated by the Government of Madras. As the housenumbering is to be retained as a permanent feature in Madras State and has to become the pattern for All-India, localities should have geographical boundaries which will remain unchanged irrespective of the revision in the electoral wards. Wherever electoral wards have well defined geographical boundaries they can be accepted as localities, as in the case of Madras City. To the extent possible effort should be made even at this stage to see that electoral wards are more or less identical with



localities provided thay have well defined geographical boundaries. This can be achieved in gradual stages. Wherever possible localities can therefore be reformed keeping in mind the boundaries of the existing electoral wards so that minimum dislocation may be caused.

The Census Operations cannot function on the principle of *status quo* because we have to take into account all the changes that have taken place up to the date which we have fixed, viz., 30th September 1960 for houselisting and 28th February 1961 for enumeration. Any changes we make in the house numbering are bound to affect the content of the electoral rolls which the Government publish at great cost, but it is inevitable. As such, what we can do is to minimise the number of changes that have to be made. The Superintendent of Census Operations should therefore have the right to make such changes as are necessary with a view to make the house numbering system of Madras State perfect and facilitate proper enumeration of the buildings and of the people in the State ".

12. In their Memorandum Nos. 4910/60-1, dated 24th May 1960, and 5281/60-2, dated 25th May 1960 the Government of Madras have issued detailed instructions for making the house numbering system as perfect as possible. My purpose will be achieved if the instructions contained in the Madras Election Manual, Chapter II, and issued by the Government from time to time are implemented in full by the various authorities. In individual cases specific instructions will b issued by me in due course.

I will also be keeping the Government informed of all the changes I suggest in the house numbering system in Madras State.

The receipt of this Circular may please be acknowledged.

## VIII.

### Circular No. 4, dated 30th June 1960

[Copy to all Collectors (except Madras) and the Commissioner, Corporation of Madras].

[SUBJECT :—Census—1961—Census Divisions.]

In my Circular No. 1, I indicated the general principles governing the formations of charges. In this Circular, I propose to issue consolidated set of instructions regarding the formation of Census divisions including special charges, the division of each charge into circles and blocks for the purpose of enumeration and appointment of supervisors and enumerators who will be engaged in the Census Operations of 1961.

2. **Census Divisions.**—I may refer briefly at this stage to the set up of Census hierarchy which will be engaged in completing the Census Operations of Madras State. The District Collectors will be in full charge of Census Operations in the districts under their control, the only exception being the City of Madras where the responsibility will be that of the Commissioner, Corporation of Madras. The Collector is vested with the powers of a District Census Officer and will be assisted in his work by his Personal Assistant who is empowered to act on his behalf. The Revenue Divisional Officers or Sub-Collectors in charge of divisions will control Census Operations in their respective divisions. Each district is sub-divided into Census Charges, each Charge being under an Officer designated as the "Charge Officer". The Tahsildar will be the Charge Officer for all areas within his taluk other than municipalities and special charges. Independent sub-taluks will form separate charges under the control of the Independent Deputy Tahsildar. The municipalities will form separate charges and the Charge Officer will be the concerned Municipal Commissioner. The Tahsildar will have no

jurisdiction over these municipalities except to assign location code number, an operation which must have been completed by now. The City of Madras will form one charge under the control of the City Census Officer who has been posted to assist the Commissioner of the Corporation of Madras. The City will be divided into four Charge Officers ' Circles under the control of the Assistant Revenue Officer who will be designated as Charge Officer for his area.

3. **Special Charges.**—There are, however, certain areas like Cantonments, Army, Air Force and Naval Establishments which have a separate administration of their own and these areas will form special charges. In the case of cantonments excluding strictly military areas, the Executive Officer of the Cantonment Board will be the Charge Officer. Air Force, Naval and Army Establishments, whatever be their location, will constitute separate charges and the Charge Officer will be nominated by the officer commanding the establishment. This Charge Officer will provide the personnel for Census enumeration and will control the Census Operations in his area. But he will be subject to the overall direction of the Collector of the District, if the establishment is situated in a district or the Commissioner, Corporation of Madras, if the establishment lies within the limit of Madras City. It has been decided not to have any other special charges other than those mentioned in the preceding paragraphs.

4. **Charge Lists.**—It is important to ensure that there is a complete coverage of the entire population in the State by dividing the area into viable units, viz., Census Divisions. A correct count can only be made if such divisions are formed without omitting any area. In order to ensure that each district is properly delimited into different Census Charges and that no area is left out, each Tahsildar should prepare a complete list of all the charges in his area in the form annexed to this Circular giving the code number of all the local areas within his taluk. The form in which the charge list is to be written is given as Annexure I to this Circular. This list has to be sent to the Collector and approved by him.

5. **Division of charge into blocks and Circles.**—After the charges have been formed, the Charge Officer will divide his charge into suitable blocks and circles for the purposes of enumeration. Each Charge Officer would be familiar with the topography of the area under his control and will be in a position to delimit the enumerator's blocks in such a way that each enumerator has the optimum work load. It has been earlier indicated that the optimum work load per enumerator would be about 750 persons in rural areas and about 600 persons in urban areas. In actual practice, it may not be possible to conform to this yardstick. It is left to the discretion of the Charge Officer to delimit the block in such a way that too much strain is not imposed on any enumerator. In rural areas each village may be constituted into a block and allotted to one enumerator. Where, however, the population of a village is very small or is too large for one enumerator, villages may either be grouped into one block or a village may be split up into one or more blocks, care being taken to see that no area is left out. In respect of urban areas, the Municipal Commissioner has the discretion to delimit the enumerators block in such a way as to ensure that the enumerator operates in a compact area and has the optimum work load. This principle can also be adopted in the case of panchayats.

6. **National Sample Survey Blocks.**—In the case of seven Class I and eleven Class II municipalities, the National Sample Survey has taken up the preparation of blocks of convenient size and it was decided to adopt the blocks formed by them for the purpose of Census enumeration. Instructions on the utility of these blocks for the purpose of Census have been issued from time to time. I may however, make it clear that the blocks formed by the National Sample Survey will be utilised for Census purposes if the Commissioners find it feasible to adopt them. Where it is not possible for the Commissioners to adopt these blocks they have been given the discretion to form their own blocks in accordance with the instructions contained in the previous letter.



7. **Circles.**—The area in charge of the Supervisor will be known as the Circle. As the Supervisor is expected to overcheck the work of four to six enumerators the circle should be so formed as to correspond to 4–6 enumerators' blocks. In thickly populated areas, the circle may consist of four enumerators' blocks. Again, the discretion to form the circle in the best manner possible vests with the Charge officer who as the man on the spot is the better judge of what constitutes an ideal Supervisor's Circle. The Supervisors who have to be appointed by July 1960 will be responsible for the conduct of the house listing operations in October 1960 and the subsequent Census enumeration in February/March 1961. Civil Aerodromes, Ports, Railway Stations, Railway Colonies and other major institutions will for Census purposes be treated as part of the town or village in which they are situated. If you consider it necessary, you may constitute larger institutions such as big hospitals, Central Jails, Major Ports and Railway Colonies having a population of 250 or more into separate circles.

8. **Charge lists for blocks and circles.**—Each Charge officer should satisfy himself that the enumeration blocks within his charge are fully accounted for. It is possible to ensure this by a verification of the sketch maps of villages and blocks with the key list prepared under the house numbering scheme. Annexed to this Circular are two charge lists applicable to Municipal Commissioners, Tahsildars and Officers controlling special charges. These statements may be filled in by the respective Charge Officers in triplicate, one copy to be retained by them, another to be sent to the District Census Officer and the third one to be sent to me. In respect of Madras city, two copies of these statements need be prepared one to be preserved in the office of the Corporation of Madras and the other to be sent to my office.

9. **Appointment of Enumerators.**—The State Government in their G.O. Ms. No. 830, Public (Elections) dated 18th May 1960, have notified under sub-section (4) of section 4 of the Census Act, 1948, the names of the officers who have been empowered to appoint Census Officers within the local areas specified against their names. A copy of the Government order is also enclosed for your information. I do not propose to indicate the persons who are to be selected as enumerators and I leave it to you to select the proper personnel for the job provided the persons selected are competent and have the ability to elicit correct answers and record them in the prescribed form.

10. **Appointment of supervisors.**—These instructions are also applicable to the selection of Supervisors. They must be capable men and be able to command the respect and confidence of the enumerators working under them. Retired Government Officers who are fit to undertake Census work and who can be trusted to do the work with enthusiasm may also be appointed as enumerators and supervisors.

11. As a policy, it is not proposed to exempt any category of staff from Census duty. The Touring Officers of the Police department and the staff of the Electricity department engaged in operation and maintenance work, Medical Officers and staff of Post and Telegraph offices need not be drafted for Census work. The staff belonging to the Pay and Accounts Office, Madras may also be not utilised for Census work. Subject to these limitations, you have a wide field from which you can select the right personnel required for completing the Census Operations of 1961. I am further to request that applications from any Government Office for exemption from Census duty need not be forwarded to this office.

12. Specimen forms relating to the order of appointment of Charge Officers, Supervisors and Enumerators will be sent to you shortly. Since we have to adhere to the time schedule, I would request you to send me the complete list of charges into which you have divided your area in the prescribed form, the list of enumerator blocks and supervisor circles, before 1st August 1960, at the latest.

The receipt of this Circular may kindly be acknowledged.

ENCLOSURE TO CIRCULAR No. 4.

G.O. Ms. No. 830, Public (Elections) Department, dated 18th May 1960.

[ABSTRACT.—Census 1961—Appointment of Census Officers under the Census Act, 1948—Notification published.]

READ—the following paper :—

Letter from the Superintendent of Census Operations, Madras, No. 1190/59-2, dated 5th February 1960.

**Order—No. 830, Public (Elections II), dated 18th May 1960.**

The following notification will be published in the *Fort St. George Gazette.*

## NOTIFICATION.

Under sub-section (2) of section 4 of the Census Act, 1948 (Central Act, XXXVII of 1948), the Governor of Madras hereby appoints the officers named below to be Census Officers within the local areas specified against each :—

| *Officers.* | *Local area.* |
|---|---|
| 1. The Superintendent of Census Operations, Madras and Deputy Superintendent of Census Operations, Madras. | The whole of the State of Madras. |
| 2. Collectors of districts except Madras and all Officers in charge of divisions of district elsewhere than in Madras. | Their respective jurisdictions. |
| 3. The Commissioner of the Madras Corporation .. | The city of Madras. |
| 4. (i) Tahsildars .. .. .. .. .. (ii) Deputy Tahsildars in charge of taluks .. (iii) Independent Deputy Tahsildars in charge of sub-taluks. | All areas within their jurisdictions other than municipalities and the special charges constituted for Cantonments, Army, Naval and Air Force Establishments. |
| 5. Executive authorities or Special officer in charge of Municipalities. | Their respective municipalities. |
| 6. Officers commanding Army stations or appointed by officers commanding stations for the Census of strictly military areas. | The limits of the strictly military areas as determined for each station. |
| 7. Executive officers of cantonments .. .. | The limits of their cantonments excluding the strictly military areas. |
| 8. Officers commanding units or bodies of troops in camp. | All persons comprised in such units or bodies. |
| 9. Officers commanding Air Force Establishments. | The limits of their respective Establishments. |
| 10. Officers commanding Naval establishments .. | The limits of their respective Establishments. |
| 11. Chairman, Madras Port Trust .. .. .. | The limits of Madras Port. |

2. The officers named in paragraph 1 above are also hereby authorised to issue the declaration in writing referred to in sub-section (3) of section 4 in respect of all Census Officers appointed by them.

3. In exercise of the powers conferred by sub-section (4) of section 4 of the said Act, the Governor of Madras hereby delegates to the officers named in paragraph 1 above the power of appointing Census Officers within the local areas specified against their names.

4. Under sections 6 and 7 of the said Act, the Governor of Madras hereby appoints the Commissioner of the Madras Corporation to be the officer in the city of Madras on whose direction or order the officers and persons named in these sections shall perform the duties of Census Officers or give the assistance therin set forth.

5. Under section 8 of the said Act, Census Officers are hereby directed to ask all questions necessary for correctly filling up the prescribed Census forms.

6. In exercise of the powers conferred by section 12 of the said act, the Governor of Madras hereby authorises the Commissioner of the Corporation of Madras in respect of the city of Madras and the Collectors elsewhere to accord previous sanction for the institution of prosecutions under the Census Act.



*Charge list.*

| Code number and name of the district. | Code number and name of the taluk. |
|---|---|

SECTION I.

*Tahsildar's charge.*

| Code number of panchayat or non-panchayat village in the serial order of their Code Nos. | Name of the panchayat or non-panchayat village in Column (1). |
|---|---|
| (1) | (2) |

SECTION II.

*Deputy Tahsildar's charge.*

| Code number of panchayat or non-panchayat village in the serial order of their Code Nos. | Name of the panchayat or non-panchayat village in Column (1). |
|---|---|
| (1) | (2) |

SECTION III.

*Municipalities.*

| Code number of the municipalities in the taluk in the serial order of the Code Nos. | Name of the municipality in Column (1). |
|---|---|
| (1) | (2) |

SECTION IV.

*Special charges.*

| (In the order of the Code Nos.) | .... |
|---|---|
| (1) | (2) |

IN MILITARY AREAS.

*Section*—(i) *Army Establishments.*

| Code number and name of the Cantonment—Strictly military area. | Charge Superintendent. |
|---|---|
| (1) | (2) |
| Code number and name of the cantonment—Area excluding the strictly military area. | Charge Superintendent. |
| (1) | (2) |

*Section* (ii)—*Air Force Establishments.*

| Code number and name of the village, Panchayat or Municipality in which situated. | Charge Superintendent. |
|---|---|
| (1) | (2) |

*Section* (iii)—*Naval Establishments.*

| Code number and name of the village, panchayat or municipality in which situated. | Charge Superintendent. |
|---|---|
| (1) | (2) |

## ANNEXURE.

### CHARGES LISTS.

**Form I**

1. Code number and name of the district:

2. Code number and name of the taluk:

3. Code number and name of ——— Municipality. / Corporation of Madras.

Special charge ——— (to be specified).

| Number of the block in the serial order of block numbers in the house numbering scheme. | Numbers of the buildings in the block in column (1). | Total number of houses in the block in column (1). | Enumerators. | | | | | | Supervisors. | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Serial number of enumerators block. | Name and designation of enumerator. | Numbers of houses within the block in column (1) assigned to the enumerator. | Estimated population resident in houses in the enumerator's block. | Estimate of houseless population within the enumerators, block. | Number of enumeration slips required. | Serial number of the circle. | Name and designation of the supervisor. | Name of the enumerator's blocks column (4) allotted to the supervisor. | Total number of houses in the circles. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) |

CERTIFICATE.

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

(Signed)

Station:

Date: / *Charge officer.*

NOTE.—(1) Each of the entries in columns (1), (4) and (10) should be made in separate lines appropriately.

(2) In column (i) enter only the block number where the block system of numbering has been adopted. Where the locality street system of numbering has been adopted each street should be treated as a separate block for the purpose of column (1). Thus if locality No. 3 has six streets, the blocks to be entered in column (1) will be 3–1, 3–2, ..... 3–6, each in a separate line.

(3) A Separate enumeration slip has to be provided for each member of the population.



**Form II.**

1. Code number and name of the district:

2. Code number and name of the taluk:

Tahsildar's / Deputy Tahsildar's Charge.

| Code number of panchayat or non-panchayat village in serial order of their code numbers. | Number of the block under the house numbering scheme of the panchayat or village specified in column (1). | Numbers of the buildings in the block in column (2). | Total number of houses in the block in column (2). | Enumerators. | | | | | | Supervisors. | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Serial number of the enumerator's block. | Name and designation of the enumerator. | Numbers of the houses allotted to the enumerator. | Estimated population resident in buildings in the enumerator's block. | Estimate of houseless population in the enumerators, block. | Number of enumeration slips required. | Serial number of the circle. | Name designation and headquarters of the supervisor. | Code numbers of the panchayats and villages allotted to the supervisor. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) |

CERTIFICATE.

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

(Signed)

Station:

Date: *Charge officer.*

(NOTES.—(1) Each of the entries in columns (1), (2), (5) and (11) should be made in separate lines appropriately.

(2) (i) In column (2) enter only block number where the block system of numbering has been adopted. Where locality street system of numbering has been adopted each street should be treated as a separate block for the purpose of column (2). Thus if a locality No. 3 has six streets the blocks to be entered in column (2) will be 3–1, 3–2,.....3–6, each in a separate line.

(ii) If a local area in column (1) has not been divided into blocks for house numbering write '0' in column (2) to indicate that there are no blocks and enter in column (3) the numbers of all the buildings or houses in the local area (e.g.) 1 to 50 or 1 to 75 as the case may be.

(3) A separate enumeration slip should be provided for each member of the population.

## IX

### Circular No. 5, dated 27th July 1960.

[SUBJECT : Census 1961—Houselisting—Training.]

In Circular No. 1, paragraph 6, I stated that in the State of Madras, houselisting will be done in the month of October 1960. Instructions regarding filling in houselist form were embodied in Annexure D to that Circular. I have prepared a booklet containing instructions for houselisting which are exhaustive and cover all aspects of house listing. I am sending copies of this booklet both in English and in Tamil to all Charge Officers in the State for their use and distribution among the Supervisors and Enumerators. The house listing should begin on 1st October 1960 and should end on 31stOctober 1960. It is desirable that the houselisting is evenly distributed throughout the month. It will be necessary to ensure adequate supervision of the work of Charge Officers and I hope you would issue instructions to your Officers to see that the Charge Officers discharge the functions expected of them and complete the operation on the dates indicated by me in the booklet on houselisting.

I have made certain assumptions in indicating this programme :—

(1) that the location code number will be assigned to each unit in your district.
(2) that house-numbering will be brought up-to date as on 30th September 1960.
(3) that Census circles and blocks will be formed and its boundaries finalised before 31st October 1960.

We are particular that during this programme, a map should be prepared covering each block and indicating the details. In rural areas and less populated urban areas, it may be possible to show each house in the map but in the Madras City and more important towns like Madurai Tiruchirappalli, Salem and Coimbatore, etc., it may not be possible to do so. Such a map will be, added to the houselist for each block. It may so happen that a block will be formed by combining different units. In that case, I have indicated that separate sheets may be used for houselisting of each unit, so that it will be possible for us to remove them and keep them with the houselisting record of the parent unit.

I further presume that you have appointed the Enumerators and Supervisors required for house listing. It is necessary to give them proper training and the training will be the ultimate responsibility of the Charge Officer. But it is desirable to associate the Revenue Divisional Officers with training. I have, therefore, suggested that the R.D.O's. may supervise as many training classes as possible in the course of their tours. Their actual presence in the training classes will be of great value in seeing that the training is properly imparted. Each training class should be followed by a practical demonstration, preferably by taking the trainees to certain selected areas and making them do actual houselisting. At least two classes should be held by each Chargs Officer, one in the first week of September and the other in the last week of September. More training classes can be held if any Charge Officer feels that it is necessary to do so. Charge Officers may hold training classes at selected centres in their areas, so that persons may not be required to travel long distances in order to attend the training classes. I leave the full discretion in the matter to you and you can issue such instructions as you deem fit for implementing the idea contained in this paragraph.

I feel it may be necessary to give a preliminary training to the Charge Officers who will be engaged in houselisting operations. For this purpose, I or my Deputy Superintendent will hold one instruction class in each district headquarters to which all R.D.Os. and Charge Officers can be invited. The dates on which these classes will be held are indicated in Annexure 'A'. The purpose of these training classes is only to give a general background of the houselisting operations



and explain such points which may arise and which have not been covered by the instructions issued by us. It is felt that such a training class will help in facilitating a proper understanding of the principles involved in houselisting by the Charge Officers concerned who will ultimately be responsible for the correct houselisting of all buildings in their charge.

The receipt of this Circular may please be acknowledged.

ANNEXURE 'A' TO CIRCULAR No. 5.

*Programme of Training Classes to be held by the Superintendent of Census Operations and the Deputy Superintendent of Census Operations, Madras on houselisting.*

16th August 1960 at 10 a.m.—Madras City.
17th August 1960 at 10 a.m.—Chingleput District at Saidapet.
18th August 1960 at 10 a.m.—South Arcot District at Cuddalore.
19th August 1960 at 10 a.m.—Madurai and Ramanathapuram Districts at Madurai.
20th August 1960 at 10 a.m.—Tirunelveli District at Tirunelveli.
21st August 1960 at 10 a.m. –Kanyakumari District at Nagercoil.
22nd August 1960 at 10 a.m.—North Arcot District at Vellore.
23rd August 1960 at 10 a.m.—Salem District at Salem.
25th August 1960 at 10 a.m.—Coimbatore District at Coimbatore.
26th August 1960 at 10 a.m.—Nilgiris District at Ootacamund.
27th August 1960 at 10 a.m.—Tiruchirapalli District at Tiruchirapalli.
29th August 1960 at 10 a.m.—Thanjavur District at Thanjavur.

X

**Circular No. 6, dated 12th October 1960.**

[SUBJECT.—Census 1961—Houselist Population—Furnishing of Totals—Regarding.]

As you are already aware, the completed houselists together with the abstracts and maps have to be handed over to the Charge Officers by the Supervisors on or before the 15th November. The Registrar-General, India requires that soon after the Houselisting is completed, statements showing the population for each taluk/district according to the houselists should be prepared and furnished. It is therefore necessary that the Charge Officers under you should prepare and furnish the population totals relating to their charges immediately after they receive the Houselists, in the pro forma furnished as anexures I and II to this communication.

2. The following procedure may be adopted with advantage for collecting the Houselist population totals. The houselist forms, on their receipt from the Supervisors, may be arranged in the order of the location code numbers of the units and stitched after verifiying whether they are complete, correct and contain the lists, maps and abstracts for all the blocks into which the unit is delimited. From this, the figures in the abstracts in the column number of persons residing in 'Household', may be posted in the relevant columns of the prescribed pro forma in the serial order of the location code numbers. The total should be struck after the information relating to the units in each charge are so tabulated.

3. Since figures are to be furnished according to the rural/urban areas, pro forma II is intended to show figures relating to urban areas for the 1961 Census. *Attention is in this connection invited to my letter No. 5/59-49, dated 5th September 1960 which contains a list of places proposed to be treated as "Urban" for the 1961 Census.*

4. Four copies of the statement in pro forma I and II may be prepared. One copy may be retained by the Charge Officer,one copy kept with the bundle of houselist forms to be sent from each Charge to the Superintendent of Census Operations and one copy each sent direct to the Superintendent of Census Operations and the Collector of the district. This statement should be received in this office positively by 20th November 1960.

5. The receipt of this communication may kindly be acknowledged.

PRO FORMA I.

Code number and Name of District :

Code number and Name of Taluk :

Nature of Charge .. .. { Tahsildar's / Deputy Tahsildar's / Municipal / Cantonment } (Specify the name.)

| Code number and name of village/Panchayat/ Cantonment/Municipality. | Enumerator's Block Number. | Number of persons residing in Households. | | | Remarks. |
|---|---|---|---|---|---|
| | | Males. | Females. | Total. | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| Total for the Charge .. | | | | | |

Station :

Date :

Signature of Charge Officer.

NOTE :—(1) In the case of portions of a unit being grouped with a portion of another unit and formed into an enumerator's block, it will be necessary to show the figures relating to each such portion separately against each unit with the same block number. If no Houselist Abstract has been prepared for such a portion the figures in Columns 15, 16 and 17 relating to each page of the Houselist form prepared for that portion may be added and the figures shown in the relevant columns.

(2) After entering the figures for each Enumerator's block of a unit, the total for that unit should be struck and entered in between two transverse lines.



PRO FORMA II.

Code number and name of district :

Code number and name of Taluk :

Nature of Charge .. .. { Tahsildar / Deputy Tahsildar / Municipal / Cantonment } (Specify name.)

| Code number. | Name of the place to be treated as a town for the Census 1961. | Number of persons residing in Households. | | | Remarks. |
|---|---|---|---|---|---|
| | | Males. | Females. | Total. | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| Total .. | | | | | |

Station :

Date :

Signature of Charge Officer.

NOTE.—Only the total relating to each unit treated as town need be entered.

## XI.

### Circular No. 1 (Tabulation), dated 25th October 1960.

[SUBJECT.—Census 1961—Transfer of completed Houselist forms to the Office of the Superintendent of Census Operations, Madras.]

The completed Houselist forms together with the abstracts and maps will be handed over by the Supervisors to the Charge Officers in respect of all the blocks in their circle in duplicate on or before the 15th November 1960. As soon as the completed Houselists are received by the Charge Officer, both copies of the Houselists should be arranged in the order of the location code numbers. Within each location code unit, the arrangements may be in the order of the serial number of the house numbering blocks, especially in rural areas, since the Houselists will be prepared separately for each unit. In the case of units where locality-street system has been adopted, the lists may be arranged in the order of the enumerator's blocks. After this, the Houselist forms relating to each unit together with the maps and abstracts should be stitched with a wrapper, on the front cover of which the details as given in paragraph 10 of the booklet containing instructions on Houselisting should be entered. If the Houselists of a unit are voluminous and do not permit this, the Houselists can be stitched in more than one volume, in which case, the details mentioned above should be entered in all the volumes relating to a location code unit. Thus, there will be two sets of Houselist forms available with the Charge Officer in respect of all the units in his charge.

2. (i) One copy of the Houselist forms relating to each of the unit in a charge is required in this office for tabulation and preparation of tables. Each Charge Officer should, therefore, arrange for the transfer of the records to the Office of the Collector who will check them and arrange for their transfer to the Office of the Superintendent of Census Operations on or before the 23rd of November 1960.

(ii) The other set of Houselist forms relating to all the areas of a charge could be stored at the Offices of the Charge Officers for the time being, in strong rooms or record rooms where there will be no damage to the records by white ants, wind or rain. Instructions as regards the disposal of the duplicate copy of the Houselists stored in the Offices of the Charge Officers will be issued later.

(iii) The Houselist forms are as important as election records and as such, periodical inspection and verification may be done by the Charge Officers and necessary certificates issued to the Collectors concerned, once a month.

3. For transferring the completed Houselists, the following procedure may be adopted :—

One copy of the Houselist should be arranged in the order of the location code numbers assigned to the units as indicated in paragraph 1 above. The Houselists relating to a few units so arranged (in the order of their location code numbers) should be bundled and packed in a gunny bag or wooden box. A list showing the code number and name of the unit and also the number of volumes of Houselists relating to that unit should be kept inside each bag or box. In the bag or box containing the Houselist volumes of the first few units, a copy of the Houselist Population Statement sent with reference to Circular No. 6, dated 12th October 1960 should be kept. The gunny bag or the wooden box in which the records are sent should be securely packed and should be serially numbered. After all the Houselists are thus packed, they should be sent to the Collector's Office concerned with proper labels affixed on them. A statement showing the list of records transferred should be prepared in the form annexed to this Circular. One copy of the list should be sent to the Office of the Superintendent of Census Operations, one copy to the Collector and one copy to the local Deputy Superintendent of Census Operations.



As soon as the records are received at the Collector's Office, the receipt of bundles or boxes should be verified and a report sent to the Charge Officer by the Collector. The Deputy Superintendent of Census Operations will contact the Collector's Office concerned and will make arrangements for the transport of the bags or boxes received from all the Charge Officers by a specially hired lorry to the Office of the Superintendent of Census Operations, Madras. The Collector is requested to verify whether the packages received from the Charge Officers are intact and if any of the bags or boxes are found to be insecurely packed, they should get them securely packed. Proper labels showing the name of the charge and serial number of the bag or box of the charge should be indicated on them.

A list showing the name of the charge and the number of bags or boxes containing the Houselists transferred should be furnished by the Collector in duplicate to this Office and one copy given to the Deputy Superintendent of Census Operations, in charge of the district. One copy will be returned by the Superintendent of Census Operations, Madras to the Collector after verification, on receipt of the bags or boxes from the Collector's Office.

The Charge Officers and Collectors are being authorised separately to incur expenditure towards packing and transport charges.

The receipt of this communication may kindly be acknowledged.

## ANNEXURE.

### LIST SHOWING THE HOUSELIST FORMS TRANSFERRED TO THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, MADRAS.

Location Code number and name of District :

Code number and name of Taluk :

Nature of charge—

Tahsildar
Deputy Tahsildar
Municipality
Cantonment
} (Specify name.)

| Code number. | Name of Village/ Panchayat/Municipality/ Cantonment. | Number of Houselist volumes for the unit in Column 1. | Serial number of the bag or box in which packed. |
|---|---|---|---|
| (1) | (2) | (3) | (4) |

Certified that the Houselists relating to all the units in my charge are complete and they have been listed out and none of them is missing or lost.

Dated:

Signature of Charge Officer.

## XII.

**Letter No. 155/60-1, dated 6th January 1961.**

[SUBJECT.—Census 1961—Enumeration in Military, Naval and Air Force Areas.]

During the training classes conducted for all Charge Officers, I have indicated that separate instructions regarding the enumeration in military, naval and air force areas will be issued shortly. I am enclosing for your information, special instructions applicable to all Special Charge Officers controlling defence establishments. I request that the receipt of these special instructions may kindly be acknowledged.

### SPECIAL INSTRUCTIONS FOR ENUMERATION OF PERSONNEL IN MILITARY AREAS FORMED AS SPECIAL CHARGES.

In my Enumeration Manual, I have indicated that some special instructions will be issued to Special Charge Officers in Military, Air Force and Naval establishments. These special instructions are intended for the guidance of the Charge Officers in enumerating military personnel and conducting the revisional round. I may point out that normally the principles laid down in the enumeration manual are applicable for the enumeration of all military, naval and air force personnel subject to the proviso that the nature of their work will not be specified and they will be entered as Central Government employees.

The areas occupied by defence personnel have been clearly demarcated and separated from the other areas of a taluk, municipality or cantonment and formed into separate or special charges. The Officer-Commanding or an Officer delegated by the Defence Headquarters for the purpose, has been appointed the Charge Officer for taking Census in these areas. All personnel living in these establishments will be enumerated by the Special Charge Officer. Civilian population resident in these military areas will also be enumerated by the Charge Officer. Military personnel employed within the military establishment, but living outside the military area will be enumerated by the Charge Officer of the civil zone in which such military personnel are resident. The proviso regarding the nature of employment will not be applicable to civilian population resident in the military areas unless such civilian population have also some special duties to perform relating to the defence establishment. In the case of every person living within the military area the individual slip will have to be filled in. In military areas, except in the case of married persons who have separate quarters, all soldiers billeted together and messing from a common kitchen will constitute one household. The household schedule and Census population record need not be filled in for such households. The enumeration period as in the case of civilian population is spread over a period of 19 days, i.e. from 19th to 28th February 1961, to be followed up by a revisional round during the period 1st to 5th March 1961.

Ships of the Indian Navy should be brought within the compass of the instructions contained in the Enumeration Manual. Each ship at sea should be considered as a separate Census unit. Where the ship is at sea during the enumeration period and is not likely to dock at any naval port before the enumeration period, the Officer Commanding that particular ship should carry out the enumeration and intimate the particular naval charge officer in overall command of the Squadron, the results of enumeration. Wherever possible, the enumeration of the ships' personnel should be brought within the enumeration of the home port. Officers and members of the crew of naval establishments who are quartered on shore at a particular time and who are normally resident in the harbour towns will be enumerated under the general procedure, by the enumerator of the block in which they are found or have their residence. The specific nature of their employment shall not be given, as instructed earlier. Those quartered on board ships within the limits of a naval establishment will be enumerated by the Naval Charge Officer. In the case of naval ships which touch other ports, the enumeration will be conducted by the Port Enumerator, appointed separately for the purpose.

These instructions will be applicable for the enumeration of Air Force personnel.

It is likely that one or more units either of the Army or Air Force may move out of station and proceed to some other station for administrative purposes or during 'manoeuvres' before enumeration commences. It is quite possible that the unit may not reach its next station at the time of completion of enumeration. In respect of such units which are likely to move out of station after the 10th February 1961 and before the 1st March 1961 the Special Charge Officer will have to intimate all details of the units which are likely to move out during the period mentioned above, on the probable date on which such movement is likely to take place. This information should be imparted to the Supervisors and Enumerators appointed within the military area. On receipt of th information, all Enumerators and Supervisors should start the enumeration of the persons belonging to such unit and complete the work before the units move out of station.



After the completion of enumeration of such persons who are likely to move out, the enumerator will inform the Supervisor and the Charge Officer that the enumeration in such units has been completed.

In the case of units which have moved out after 10th February and before the 1st March 1961, the revisional round to be conducted from 1st to 5th March 1961, cannot take place, since the units have moved out. In such cases, the Military Charge Officer will obtain a final check report from the Officer-Commanding the particular unit which has moved out, in the form annexed to these special instructions.

If the final check report relating to these units is received before the 6th March, the concerned Supervisors should take into account all changes furnished in this report before furnishing the provisional totals. If the report is received subsequent to 6th March, necessary corrections to be made in the provisional total figures should be intimated to the Military Charge Officer separately. The instructions relating to the corrections to be made during the revisional round are given in the Enumeration Manual supplied to all Officers.

### ANNEXURE.

**Form I.**

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

1. Name of person deceased.
2. Date of death.
3. Name of wife/husband, if married.

**Form II.**

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

1. Sex of the child born.
2. Name of the child's father.
3. Name of the child's mother.
4. Name of the child, if any, given.
5. Date of birth.

## XIII

### Circular No. 7, dated 24th January 1961.

[SUBJECT.—Census, 1961—Enumeration of—Ocean going Vessels, Naval Ships and Sailing barges, etc.]

In paragraph 8 of the Enumeration Manual I have indicated that the enumeration of all passengers and crew of ocean going vessels, sailing barges, ocean liners and naval ships will be done by the Port Enumerators who will be the Port Officers of the various Ports in the State.

The Officers indicated below are to be appointed by the Charge Officers in whose area ports are situated as Port Enumerators of these ports with immediate effect and they will be responsible for the enumeration of all sea going vessels—

(i) Port Officer, Madras Harbour, Port of Madras.
(ii) Port Officer, Cuddalore, Port of Cuddalore.
(iii) Port Officer, Tuticorin, Port of Tuticorin.
(iv) Port Officer, Negapatam, Port of Negapatam.
(v) Port Conservator, Pamban, Pamban Port.
(vi) Port Conservator, Keelakarai, Keelakarai Port.
(vii) Port Conservator, Colachel, Colachel Port.

**Areas covered by Port Enumerators.**—I have indicated in paragraph 1 of my Circular No. 4, dated 30th June 1960 that the ports, will, for all census purposes, be treated as part of the town or village in which they are situated and that if considered necessary institutions such as big hospitals, Central Jails, major Ports and Railway Colonies having a population of 250 or more may be constituted into separate Circles. These ports mentioned above may, therefore, be constituted into special Circles if not already done.

**Division of port area into blocks.**—The limits of each Port must be carefully defined with special reference to rivers discharging into sea, within the limits of these Ports. The fore-shore and anchorage should then be divided into blocks and an Enumerator appointed for such blocks. The limits of the Port need not necessarily be the same as those recognised and if a considerable number of boats or sailing barges are usually moored outside the port limits the boundary line of the Port must be so drawn as to include them. It is however, necessary to ensure that the Port limits thus drawn is clearly understood by the Census Officers both of the port and of the area adjoining it. This clear demarcation is necessary to avoid omission or double enumeration.

If the fore-shore of a Port is large, the fore-shore and anchorage should be divided into suitable blocks. The size of the blocks should be determined according to the area and the volume of coastal traffic.

**Enumeration Procedure.**—Under the normal procedure, enumeration is to be done during the period 10th to 28th February 1961 followed by a revisional round from 1st to 5th March 1961. But because of the situation in which the Port Enumerators have to work, it is not possible for them to follow the normal enumeration procedure. The Port Enumerators will have to be on duty from the 10th February 1961 to 15th March 1961 and do the enumeration of the crew and passengers of all types of Vessels during this period, following certain special instructions detailed below. There will not be any revisional round in the case of such Vessels.

A copy of this letter enclosing certain special instructions to be followed by the Port Enumerators is sent to all Port Officers who will be appointed by the Charge Officers for the purpose. The Charge Officers are requested to send at least 25 copies of the Enumeration Manual in English and in the regional language to such Port Officers along with the copies of the Circulars issued from time to time relating to 1961 Census. The Port Enumerator may appoint under him one or more Enumerators to assist him in the enumeration of all sea going Vessels. These persons along with the Port Enumerator should be trained in filling up the census forms by the Charge Officers.



The following instructions are for guidance while enumerating the passengers and crew of all sailing vessels. The Enumerators should fill up the slips in accordance with the instructions contained in Sections 2 and 3 of the Enumeration Manual.

**Location code numbers.**—Since enumeration by the Port Enumerators will be confined to ships at sea and docked in harbours, there will be no need to enter the house number. The location code numbers will consist of the District/Taluk/Unit (Village, Panchayat or Municipality) in which the port is situated if it is in the mofussil or district—division in the case of Madras City. At the end of the location code series the Enumerator should write the name of the Vessel, if any, as indicated in the example below :

*EXAMPLE*—

**DISTRICT/TALUK/UNIT**

**NAGAPATTINAM**

**s.s. "Himalaya"**

**Indian Naval Ships.**—Officers and members of the crew who are quartered on shore at a particular time and who are normally resident in the Harbour towns will be enumerated under the general enumeration procedure by the Enumerator of the block in which they are found or have their residence. These persons residing in buildings situated within the port area, will, however, be enumerated by the Port Enumerator in whose jurisdiction they are as if they are people living in households during the period 10th to 28th February 1961 and the revisional round will be carried out between 1st to 5th March, in accordance with the instructions contained in sections 2 and 3 of the Enumeration Manual. In other words, all the three slips, namely, the individual slip, the Household Schedule and the Census Population Record will be filled in such cases where there are married quarters and the individual slip alone in the case of Officers and Crew living together in a Mess maintained by the Navy within the Port area. Those quartered on board ships will be enumerated by the Port Enumerator or his representative at the port in which the vessel is anchored during the enumeration period 10th to 28th February 1961 or soon after 1st March 1961 at the first port in India that the naval ship touches if it was at sea during the enumeration period, provided its Crew were not enumerated elsewhere. However, in the case of naval ships docked in a naval base it will be the duty of the Naval Census Officer appointed by navy headquarters to do the enumeration of the crew. Port Enumerators are concerned only with naval ships which have left their naval base and have docked at a particular port during naval exercises or other friendly visits. As soon as the Officers and the members of the Crew are enumerated, a Certificate of Enumeration giving details of the name of vessel, date of enumeration and the Port at which the persons on board the Ship were enumerated should be prepared and signed by the Port Enumerator. The slip should be handed over to the Commanding Officer of the naval ship, who should be instructed to preserve it to be shown to the Port Enumerator of the next port of call if the Port Enumerator at that port goes to enumerate the Officers and members of the crew aboard.

**(i) Ocean going vessels plying between Indian Ports and Foreign Ports.**—In the case of ocean liners or vessels coming from foreign countries, the passengers and Crew of such ships will be enumerated only if they touch any port in India on or before the sun rise of 1st March 1961 at the first port of call or if that was not done at the next port of call. Ocean liners touching any port in India after 1st March 1961 may be exempted from the purview of Census enumeration. Before the Port Enumerator ignores such ocean liners, he should make enquiries of the captains of such ocean liners whether the ship had touched any port in India on or before 1st March 1961 and had escaped enumeration. If so he should enumerate the passengers and crew of such vessels. Every Port Enumerator as soon as he has enumerated the passengers

and crew of the vessel should issue to the captain a certificate of enumeration, as in the case of naval ships which will be proof of the fact that the vessel has been enumerated on a particular date at a particular port. The captain of such ships should be asked to preserve the certificate and to show it to all Port Enumerators who will be on duty till 15th March 1961, whenever the vessel touches another port of call.

**(ii) Coasting vessels, sailing barges, etc., plying between Indian ports and other vessels, such as inland cargo and steamers, country boats, etc.**—Such vessels as are in port or are plying between one Indian port and another on 1st March 1961 will be enumerated. The Port Enumerator will enumerate the passengers and crew of all such vessels as are in port on 1st March 1961. Before carrying out the enumeration, he should satisfy himself that those who have homes ashore have not already been enumerated at their residence or elsewhere.

Vessels which are at sea on 1st March 1961 will be enumerated at the first port which they touch after that date. As some of them may be at sea for as long as 15 days, the Port Enumerator will have to be on duty throughout the period and keep a watch over all vessels arriving at their port up to 15th March 1961. The masters of such vessels should be questioned about the movement of the vessels and enquiry should be made regarding their enumeration elsewhere. After satisfying themselves that no double enumeration is likely to take place, they should proceed to enumerate these ships. As in the case of other vessels the Port Enumerator shall issue a certificate of enumeration to these masters of vessels asking them to preserve it carefully and show it to other Enumerators at the next port of call, if required. Special care has to be taken in the case of country boats which have a tendency for rapid movement and where the danger of omission or double enumeration is likely to be greater.

**Ships plying between Madras and Andaman/Niccobar Islands.**—In the case of ships plying between Andaman/Niccobar islands and Madras, enumeration will be done at the Port of Madras in respect of ships lying at the port before 28th February 1961 and intimation of such enumeration should be sent to the Charge Officer, the Commissioner, Corporation of Madras and the Superintendent of Census Operations, Madras, by the Port Enumerators giving details of the date of enumeration, name of the ship and the number of persons enumerated according to sex break-up. A certificate of enumeration should be issued to the master or captain of the ship to be shown to the Port Enumerator appointed by the Superintendent of Census Operations, Andaman/Niccobar islands, when the ship reaches these islands or till 10th March 1961 whichever is later.

In the case of ships arriving at the Port of Madras from Andaman/Niccobar islands the Port Enumerator should keep a careful watch over such ships till 10th March 1961 and enumerate the passengers and crew of such ships which have not been enumerated in any of the ports in Andaman/Niccobar islands. Intimation of those ships which have been enumerated in Andaman/Niccobar islands will be given by the Superintendent of Census Operations, Andaman/Niccobar, to the Commissioner, Corporation of Madras, who will intimate the same to the Charge Officers and the Port Enumerator for their information.

**Preparation of Port Enumerator's block list.**—The Port Enumerator should prepare a block list in the form annexed to this Circular wherein the details of all vessels enumerated by him during the period 10th February to 15th March 1961 will be indicated. This list should be handed over to the Charge Officer by the Port Enumerator on the 16th March 1961 along with other Census records.

**Preparation of block abstracts, circle abstracts and reporting of provisional totals.**—Since the enumeration will not be over till 15th March, it will not be possible to include the population totals relating to the area under the control of the Port Enumerator by the 6th March



1961 on which date other Enumerators are expected to give their totals. It will, therefore, be necessary to report only the totals of the persons he has enumerated by the 5th March 1961 to the Charge Officer on the 6th March, as in the case of other Enumerators. A final abstract will be prepared by the Port Enumerator after completion of enumeration on 15th March and the same will be furnished to the Charge Officer on the 16th March 1961.

As provisional totals for all charges and districts would have been reported to Registrar-General, India and the Superintendent of Census Operations, Madras, the final report of the provisional totals for such charges and district will have to be sent to the Superintendent of Census Operations on the 8th March 1961 by the Collectors of the districts in which such ports are situated giving the original reported figures of the districts and the final revised figures for the charge and the district.

We are quite aware of the fact that in certain cases it may not be possible for the Port Enumerators to insist on certain masters of sailing vessels to remain on shore until the enumeration is completed. To facilitate the smooth process of enumeration and to assist the Port Enumerators in their work, we are appealing to the Collectors of Customs and Central Excise to co-operate with us in making the task of enumeration easy for the Port Officers. We are requesting the Collectors of Customs and Central Excise not to issue a clearance certificate to masters of sailing ships until the Port Officer informs the Customs and Excise authorities that the enumeration of all passengers and crew of all ships has been completed in every case.

The receipt of this Circular may kindly be acknowledged.

## APPENDIX.

Form of Port Enumerator's Block List.

Name of district ..... (Code number).

Name of taluk ..... (Code number).

Name of port .....

Nature of charge .. { Tahsildar. / Deputy Tahsildar. / Municipality. / Cantonment. }

| Serial number. | Name of vessel. | Port of registry. | Registry number. | Description of vessel. | Date of arrival of vessel in port. | Description of vessel. | Date of enumeration. | Number of persons enumerated. | | | Remarks. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Male. | Female. | Total. | |
| (1) | (2) | (3) | (4) | (5) | (6) | | (7) | (8) | (9) | (10) | (11) |

CERTIFICATE OF ENUMERATION.

Name of vessel :
Name of Master/Captain
Type of ship or vessel :
Port of enumeration :
Date of enumeration :
Number of persons enumerated
Date :

Signature of Port Enumerator.



### XIV

**Letter No. 6757/60-11, dated 14th February 1961.**

[SUBJECT.—Census 1961—Enumeration of ocean going vessels—Enumeration of passengers and crew—Clarifications—Issued. *Reference*.—My Circular No. 7, dated 19th January 1961.].

With reference to the circular cited above, a question has been raised whether ocean liners arriving at any port of Madras State before the sun rise of 1st March 1961 should be enumerated by the Port Enumerator, appointed for the purpose. Normally, passengers of such of those ocean liners disembarking at any of the ports of Madras State before 1st March 1961 are likely to reach their places of residence before the sunrise of 1st March and will be enumerated at these places by the regular Enumerators. Therefore, there is no necessity for Port Enumerators to enumerate these passengers at the various ports, before the sunrise of 1st March 1961. However, in the case of ocean liners touching these ports a day or two prior to 1st March 1961, the passengers may be delayed at the port due to Customs formalities and transport bottlenecks and may not be able to reach their places of destination before 1st March 1961. The Port Enumerators will have to enumerate these passengers, within the limits of the port itself.

The crew of ocean liners who touch these ports and are likely to set sail from the shores of India before 1st March 1961 need not be enumerated ; but if any ocean liner arrives at any of these ports before 1st March 1961 and is not likely to sail away before this reference date, the crew of such a liner will have to be enumerated.

The passengers and crew of all vessels as are in port on the 1st March 1961 should be enumerated without any exception by the Port Enumerators. In the case of vessels which touch ports after the 1st March 1961, enquiries may be made whether they have touched any other port in India before 1st March 1961 and if they have escaped enumeration at the previous port of call, the passengers and crew should be enumerated at this port.

In order to avoid hardship to passengers and crew and to ensure minimum dislocation in travel schedules, Port Enumerators are requested to appoint sufficient number of Enumerators for the purpose.

### XV

**Letter No. 8554/60-8, dated 22nd February 1961.**

[SUBJECT.—Census 1961—Enumeration—Pilgrims' Special/Reserved Carriages or Tourist Cars.]

I am to state that a second class tourist carriage consisting of a party conducted by Sri Chhotubhai Desai, Bombay, will be arriving at Erode at 21-30 hours on 28th February 1961 and would leave for Jalarpet at 22-45 hours on the same day by train number 20 Express.

2. According to the Census Enumeration procedure, all persons normally resident in households will be enumerated during the period 10th February 1961 to 28th February 1961. Persons who are normally resident in the households, but are absent at the time of the visit and who are likely to return before sunrise on 1st March 1961 will also be enumerated at their normal residences. Persons who are absent from their normal residence during the period of the enumeration and are not expected to return by the 28th February 1961 will be enumerated at the places they are found.

3. Pilgrims or tourist parties travelling in special trains or special tourist carriages which have started their journey before 10th February 1961 and are on the move on the 28th February 1961 have also to be enumerated, since they have not been enumerated at the places of their normal residence. It is important that they are not left out of Census count, and it is proposed to enumerate

them under the same procedure adopted for the enumeration of houseless persons, viz., on the night of the 28th February 1961 at the station the " Pilgrims Special " or " Tourist Carriage " halts at night.

4. The tourist party referred to in paragraph 1 above is scheduled to depart within a few hours of its arrival, and it will therefore be necessary to enumerate the members of the party soon after their arrival, before the tourist carriage leaves the station. I am to request you kindly to arrange for this. The following instructions may be adhered to in this regard:—

(*a*) The members of the tourist party will be enumerated in the same manner as houseless persons. The enumerators may ascertain whether any of them have been enumerated elsewhere and after being answered in the negative proceed to enumerate the persons.

(*b*) In view of the fact that the enumeration has to be completed in a very short time sufficient number of enumerators will have to be put on the job. It is necessary that the enumerators have a working knowledge of Hindi and/or Telugu, since most of the passengers are from Andhra and the north. The Station Superintendent and the conductor of the passenger party may be contacted, if necessary, sufficiently in advance for ascertaining the number of passengers in the tourist car.

(*c*) The Station authorities may be requested to inform the members of the party that the Census of India is now going on and that they should not leave the tourist car before they are enumerated. This message may be relayed to the passengers through the conductor of the party and through the public address system as soon as the train enters the platform.

(*d*) The enumerators should be instructed to be at the station before the train arrives on the 28th instant, and to proceed to conduct the enumeration soon after its arrival. They will have to be on duty till the tourist party leaves the station, so as to avoid any omission. Since there is no revisional round in respect of this enumeration, they should be particularly careful, and re-check the list of passengers with the names of those they have enumerated and ensure that there are neither omissions nor double enumeration. Individual slips alone need be prepared in respect of this party. Household schedules and Census Population Records *are not* necessary.

(*e*) The Location Code series for this enumeration will consist of the District/Taluk/Unit/Block or Ward number and at the end of the series the words " Tourist Special " may be entered in each slip. No household number need be entered. The tourist car may be treated as a special enumeration block, and the Enumerators' Block Abstract may be prepared for the train in the same manner as for other blocks. As there is no revisional round, the Block abstract and the pads may be handed over to the Supervisor of the circle concerned immediately after enumeration, for compiling circle abstracts.

5. The receipt of this letter may kindly be acknowledged, and a report on the arrangements made in this regard may be sent as early as possible.

## XVI

**Letter No. 8554/69-7, dated 22nd February 1961 to the Commissioner, Corporation of Madras, Madras-3.**

[SUBJECT.—Census 1961—Enumeration—Pilgrims' Special/Reserved carriages].

I am to state that a third class carriage (Tourist Car) consisting of a party conducted by Messrs. Sarada Travels, Gundugolamu, will arrive at 16-20 hours on 28th February 1961 at Madras-Egmore and depart at 18-30 hours on the same day for Vijayawada.



2. According to the Census Enumeration procedure, all persons normally resident in households will be enumerated during the period 10th February 1961 to 28th February 1961. Persons who are normally resident in the households, but are absent at the time of the visit and who are likely to return before sunrise on 1st March 1961 will also be enumerated at their normal residences. Persons who are absent from their normal residence during the period of the enumeration and are not expected to return by the 28th February 1961 will be enumerated at the places they are found.

3. Pilgrims or tourist parties travelling in special trains or special tourist carriages which have started their journey before 10th February 1961 and are on the move on the 28th February 1961 have also to be enumerated, since they have not been enumerated at the places of their normal residence. It is important that they are not left out of Census count, and it is proposed to enumerate them under the same procedure adopted for the enumeration of houseless persons, viz., on the night of the 28th February 1961 at the station the " Pilgrims Special " or " Tourist Carriage " halts at night.

4. Reference the tourist party indicated in paragraph I above, since the carriage is scheduled to depart for Vijayawada at 6-30 p.m. on 28th February 1961, it will not be possible to enumerate the members of the party on the night of 28th February 1961. The enumeration will therefore have to be conducted on the evening of the 28th February between 4-20 p.m. and 6-30 p.m. (16-20 hours and 18-30 hours) before the party leaves Egmore Station. I am to request you to arrange for this. The following instructions may be followed in this regard:—

(*a*) The members of the tourist party will be enumerated in the same manner as houseless persons. The enumerators may ascertain whether any of them have been enumerated elsewhere and after being answered in the negative, proceed to enumerate the persons.

(*b*) In view of the fact that the enumeration has to be completed in a very short time, sufficient number of enumerators will have to be put on the job. It is necessary that the enumerators have a working knowledge of Hindi, and/or Telugu, since most of the passengers are from Andhra and the north. The Station Superintendent and the Conductor of the passenger party may be contacted, if necessary, sufficiently in advance for ascertaining the number of passengers in the tourist car.

(*c*) The station authorities may be requested to inform the members of the party that the Census of India is now going on and that they should not leave the tourist car before they are enumerated. This message may be relayed to the passengers through the conductor of the party and through the public address system as soon as the train enters the platform.

(*d*) The enumerators should be instructed to be at the station before the train arrives on the 28th instant, and to proceed to conduct the enumeration soon after its arrival. They will have to be on duty till the tourist party leaves the station, so as to avoid any omission; since there is no revisional round in respect of this enumeration, they should be particularly careful, and re-check the list of passengers with the names of those they have enumerated and ensure that there are neither omissions nor double enumeration. Individual slips alone need be prepared in respect of this party. Household schedules and Census Population Records *are not* necessary.

(*e*) The Location Code series for this enumeration will consist of the District–Division–street number and at the end of the series the words " Tourist Special " may be entered in each slip. No household number need be entered. The tourist car may be treated as a special enumeration block, and the Enumerator's Block Abstract may be prepared for the train in the same manner as for other blocks. As there is no revisional round, the Block abstract and the pads may be handed over to the Supervisor of the circle concerned immediately after enumeration, for compiling circle abstracts.

5. The receipt of this letter may kindly be acknowledged, and a report on the arrangements made in this regard may be sent as early as possible.

## XVII

**Letter No. 8554/60-2, dated 30th January 1961 to the Collector of Tiruchirappalli.**

[SUBJECT.—Census 1961—Pilgrim Special Train—Enumeration of—Regarding.]

I enclose a copy of the Tour Programme of a Pilgrim Special received from the Western Railway. According to Tour Programme the train arrives on the morning of 23rd February 1961 at Tiruchirappalli Junction and starts from the same station for its onward journey on the 28th February 1961 at 6 p.m.

According to Census Enumeration procedure, all persons normally resident in households will be enumerated during the period 10th February 1961 to 28th February 1961. Persons who are normally resident in the households but are absent at the time of the visit and who are likely to rertun before the sunrise on 1st March 1961 will also be enumerated at their normal residences. Persons who are absent from their normal residences during the period of enumeration and are not expected to return by the 28th February 1961 will be enumerated at the places they are found.

Pilgrims travelling in special trains which have started their journey before the 10th February 1961 and are on the move on the 28th February 1961 have also to be enumerated, since such pilgrims may not have been enumerated at their normal place of residence. In order that such persons are not left out of Census count, it is proposed to enumerate them according to the same procedure adopted for the enumeration of houseless persons, on the night of the 28th February 1961 at the station the " Pilgrims Special " halts on that night.

Since the pilgrims special is scheduled to depart for Arkonam on the evening of 28th February 1961 (6 p.m.) it is not possible to enumerate the pilgrims, travelling by this train on the night of 28th February 1961. The enumeration of the pilgrims will therefore be done on the *evening of 28th February* 1961 *between* 3 *p.m. and* 6 *p.m.* (15-00 *hours and* 18-00 *hours*) (i.e.) *before the train leaves Tiruchirappalli Junction.*

The following instructions may therefore be followed while enumerating the pilgrims in the special train:—

(*a*) The pilgrims in the special train will be enumerated in the same manner as for houseless persons. Precautions may be taken to enquire whether the person has been enumerated elsewhere and if the enumerator is satisfied that this is not the case, the person may be enumerated.

(*b*) Sufficient number of enumerators may be put on the job as there will be only three hours in which they have to complete the work of enumerating all the passengers. Since the pilgrims come from North India, it is essential that the enumerators engaged in this work speak and understand 'Hindi' well, as the questions, etc., have to be explained to the passengers and answers recorded in the Census forms. The number of enumerators to be commissioned will depend upon the number of bogies in the train and the number of passengers. For this the Station Superintendent or Station Master and the Conductor of the passenger party may be contacted on the 23rd February 1961 and the particulars obtained from them.

(*c*) As the enumeration is being done some time prior to the departure of the train some of the pilgrims who may board the train just before it leaves, will escape enumeration. To avoid this contingency, the Station authorities may be requested to intimate the pilgrims in the special train that the Census of India is now going on and that they have to be enumerated and as such arrangements have been made to enumerate them at 3 p.m. on the 28th February 1961 in the train itself. The passengers may be requested to be in their respective bogies before 3 p.m. on 28th February 1961 to enable the enumeration being carried out. This message may be relayed to the passengers of the special train by the conductor of the party on the morning of the 23rd February 1961 and through the public address system of the Station in Hindi and English, as soon as the train steams into the platform.



(*d*) A message that the passengers of the Pilgrim Special leaving at 6 p.m. on the 28th February 1961 are requested to be in their seats by 3 p.m. may also be given through the P.A.S. from 2-30 p.m. on the 28th instant every 10 minutes till 3 p.m. so that the enumerators will be in a position to do the work within the scheduled time. Before 3 p.m. the enumerators may be present at the station and after ascertaining the siding at which the special train is stationed proceed to conduct the enumeration. The enumerators can demarcate the bogies they are going to enumerate before hand, to avoid duplication.

The enumerators will have to be on duty till the train steams out of the station to avoid omission of last minute arrivals. Since there is no revisional round greater care has to be exercised to see that all passengers are enumerated. To ensure this, fifteen minutes prior to the departure of the train enumerators may once again re-check the list of passengers with the names of those they have enumerated and find out whether any one has been omitted or has been enumerated twice.

(*e*) *Forms to be filled in.*—As in the case of houseless persons, only the individual slip need be prepared. Household Schedules and Census Population Records need not be filled in.

(*d*) *Location Code numbers.*—There will be no Household number to be entered in the slip. The location code series will consist of the District-Taluk-Unit (the panchayat or municipality No.) Block or Ward No. At the end of the series the words " Pilgrims Special " may be entered in each slip as shown below—

$$\text{District/Taluk/Unit}\frac{\text{Block}}{\text{Ward}}\text{" Pilgrim Special."}$$

(*f*) The train may be treated as a special enumeration block. The Enumerator's Block Abstract may be prepared for the train in the same manner as for other blocks.

(*g*) There will be no revisional round and hence the Block Abstract, slip pads etc., may be handed over as soon as the enumeration is over to the Supervisor of the circle concerned for enabling the compilation of circle abstracts.

I request that necessary instructions to the charge officer concerned may be issued on the lines suggested above. The arrangements made in this regard may kindly be intimated to me. A copy of this letter is being endorsed to the Railway authorities for their informatin and necessary action.

Kindly acknowledge receipt of this letter.

REVISED TOUR PROGRAMME OF PILGRIMS SPECIAL TRAIN EX-ASHOKNAGAR.

| *Station from* | *Time and date of expected departure.* | *Station to* | *Time and date of expected arrival.* | *Remarks* |
|---|---|---|---|---|
| Ashoknagar .. | 7th February 1961. 11·00 hours | Karbi .. .. | 8th February 1961 morning | Katni. |
| Karbi .. .. | 9th February 1961, 21·00 hours | Allahabad .. | 10th February 1961 | morning. |
| Allahsbad .. .. | 10th February 1961, 21·00 hours | Ajodhaya .. | 11th February 1961 | morning. |
| Ajodhaya .. .. | 11th February 1961, 20·00 hours | Kashi .. .. | 12th February 1961 | morning. |
| Kashi .. .. | 12th February 1961, 20·00 hours | Gaya .. .. | 13th February 1961 | morning. |
| Gaya .. .. | 13th February 1961, 20·00 hours | Jaisidih .. | 14th February 1961 | morning. |
| Jaisidih .. .. | 14th February 1961, 21·00 hours | Howrah .. | 15th February 1961 | morning. |
| Howrah .. .. | 16th February 1961, 21·00 hours | Bhubaneswar .. | 17th February 1961 | morning. |
| Bhubaneswar .. | 17th February 1961, 20·00 hours | Puri .. .. | 18th February 1961 | morning. |
| Puri .. .. | 20th February 1961, 14·00 hours | Bezwada .. | 21st February 1961 | morning. |
| Bezwada .. .. | 21st February 1961, 17·00 hours | Madras .. | 22nd February 1961 | morning. |
| Madras .. .. | 22nd February 1961, 20·00 hours | Tiruchirapalli. | 23rd February 1961 | morning. |
| Tiruchirappalli .. | 28th February 1961, 18·00 hours | Arkonam .. | 1st March 1961 | morning. |
| Renigunta .. .. | 3rd March 1961, 22·00 hours | Kurdwadi .. | 4th March 1961 | morning. |
| Kurdwadi .. .. | 5th March 1961, 18·00 hours | Ashoknagar .. | 7th March 1961 | Via Dhond. |

## XVIII

### EXTRACT FROM THE ENUMERATION MANUAL, 1961, CENSUS.

**Enumeration of houseless persons.**—Persons who do not live in houses, tents, etc., but who are pavement dwellers or homeless beggars, vagrants, nomadic tribes, tramps or sadhus have to be enumerated at the place where you find them on particular dates indicated below.—

| | |
|---|---|
| Mofussil areas other than Madras City .. | On the night of 28th February 1961. |
| Madras City .. .. .. .. .. | On the night of February 28th to 4th March 1961. |
| Special tracts, forest areas and hilly villages. | During the noon of 1st March 1961, during the revisional round. |

You should visit every place in your block where these houseless persons are likely to be found immediately after sunset, on the dates mentioned above and enumerate them. Before actual enumeration, you should ask every such person whether he has been enumerated elsewhere. If the answer is in the negative, they may be enumerated and answers recorded in the forms.

## XIX

### D. O. Letter No. 233/61-1 to Chief Secretary to Government, Fort St. George, Madras-9, dated 7th January 1961.

[SUBJECT.—Census 1961—Provision of conveyance to Charge Officers.]

I am to say that the next census will be conducted in February-March 1961, the reference date being the sunrise of 1st March 1961. Three schedules will be filled in: (1) the individual slip, (2) the Census Population Record, (3) the Household Schedule. The enumeration will be spread over for a period of 19 days commencing from 10th February and ending on the 28th February 1961. The revisional round will be done between 1st to 5th March 1961.

2. We have issued an Enumeration Manual which contains detailed instructions regarding the manner in which the Census enumeration is to be conducted in 1961. We have also held classes in all the districts for training the Charge Officers who will have direct control over the Census Operations. The Charge Officers in this State generally are Tahsildars and Municipal Commissioners.

3. It has been represented to me in the course of my tour by the Tahsildars and Collectors that it will be difficult to conduct the Census enumeration efficiently and with speed if a transport is not placed at the disposal of the Charge Officers during the period of enumeration. It is felt that the questions intended to be asked in 1961 are more difficult than those of the previous censuses and as such, direct and personal supervision by the various Charge Officers will be required if it is to be done successfully.

4. I agree with the views expressed by the Collectors and Tahsildars. I consider that it will be in the interest of Census work if a vehicle is placed at the disposal of each Tahsildar including the Independent Deputy Tahsildar for the period 5th February to 10th March 1961. The Census Department will be agreeable to pay the propulsion charges on the use of these vehicles to the State Government. I am, therefore, to request that the Government may be pleased to issue an order directing that the motor vehicles such as Land Rovers, Jeeps, etc., which are in possession or indented upon by the Collectors, be placed at the disposal of Tahsildars, including Deputy Tahsildars for the period 5th February to 10th March 1961. Actual distribution



of the vehicles will be decided by the Collectors concerned. If the Government consider it necessary, the following vehicles: (1) vehicles belonging to the Police and Fire Service Department (2) vehicles engaged on irrigation and Electricity Projects, (3) vehicles belonging to the Public Health Department and engaged on epidemic duties and (4) vehicles gifted or donated by bodie like UNICEF, Ford Foundation, may be exempted from the scope of this order.

5. In conclusion, I am to say that the Government of Andhra Pradesh have in their G.O. Ms. No. 1684, dated 7th November 1960 agreed that the motor vehicles can be placed at the disposal of the Census Department on the lines indicated above. A copy of the G.O. is enclosed for ready reference. Further it is all the more necessary to see that a complete coverage of the area is ensured during the forthcoming Census. According to the house-listing operations conducted in October 1960, the increase of population in Madras for the period 1951 to 1960 has been estimated as 9·1 per cent. This is less than the increase for the period 1941 to 1951 and is less than what was anticipated by the Demographers. It has, therefore, become all the more necessary to take special steps to satisfy ourselves that the population return in February 1961 is as accurate as is humanly possible. For this purpose, it will be necessary to see that no household is omitted from count and there is no under-enumeration in any household. Such an effective check can be done only if a vehicle is placed at the disposal of the charge officers who are in charge of extensive areas which can not normally be covered by the transport at their disposal.

6. I shall be happy if the Government will be pleased to approve my proposal at an early date.

## XX

### D. O. Letter, No. 223/61-3, dated 2nd February 1961 to Chief Secretary to Government, Fort St. George, Madras 9.

[SUBJECT.—Census, 1961—Provision of Conveyance to Charge Officers.]

In my D.O. Letter No. 233/61-1, dated 7th January 1961, I submitted a proposal to the Government of Madras for the provision of conveyance to Charge Officers for the period 5th February to 10th March 1961. I shall be happy, if the Government will be good enough to pass immediate orders in the matter, as the Census enumeration will begin on 10th February 1961.

I hope that the Government will accept my proposal. As such, I am issuing a letter to the Collectors informing them that a conveyance is to be provided to the Tahsildars for Census enumeration. A copy of my letter to the Collectors is enclosed herewith. The intention in issuing this letter is to see that the Collectors make suitable internal arrangements for the provision of conveyance to their Charge Officers so that the order of the Government can be implemented with the least possible delay.

## XXI

### Letter No. 233/61-2, dated 2nd February 1961 to all collectors except Madras.

[SUBJECT.—Census, 1961—Provision of conveyance to Charge Officers.]

As it is felt that in order to conduct Census enumeration efficiently and accurately, it is essential to have a vehicle placed at the disposal of the Tahsildars including Independent Deputy Tahsildars during the period of enumeration, I have addressed the Chief Secretary to the Government of Madras suggesting that an order may be issued directing that the motor vehicles such as Land Rovers, Jeeps, etc., which are in possession or use by the Departments of the Government on being indented upon by the Collectors be placed at the disposal of Tahsildars including

Independent Deputy Tahsildars for the period from 5th February to 10th March 1961. The propulsion charges will be met by the Census Department. I hope that the Government of Madras will agree to my proposal with such modifications as they consider necessary.

I am writing this letter to request you to make such arrangements as you consider necessary so that immediately on receipt of the Government Order, each Charge Officer may be provided with a conveyance without any further reference from me. In case no such order is received from the Government of Madras, no conveyance should, under any circumstances, be provided for the Charge Officers.

The receipt of this letter may be acknowledged.

**NOTIFICATIONS OF THE GOVERNMENT OF INDIA /MADRAS, ISSUED UNDER THE INDIAN CENSUS ACT XXXVII OF 1948.**

| Serial number and Section of the Act. | Number and date of notification. | Short subject. |
|---|---|---|
| (1) | (2) | (3) |
| 1 Section 3 of Census Act (Central Act XXXVII of 1948). | No. 2/115/59-Pub. (1), dated 5th December 1959. | Census 1961—Reference date for Census—Government of India's notification—Republished in *Fort St. George Gazette*. |
| 2 Section 4 (2) of Census Act (Central Act XXXVII of 1948). | G.O.Ms.No. 1096-Pub. (Elec., II), dated 13th July 1960. | Census, 1961—Enumeration Work—Employment of Government Servants and employees of Local Bodies. |
| 3 Sub-section (2) of Section 4 of Census Act (Central Act XXXVII of 1948). | G.O.Ms.No. 830 Pub. (Elec.), dated 18th May 1960. | Census 1961—Appointment of Census Officers under Census Act of 1948—Notification published. |



**ANNEXURE III.**

**ADMINISTRATIVE STATISTICS RELATING TO [CENSUS](ENUMERATION).**

**I NUMBER OF FORMS SUPPLIED AND USED.**

| District | Appointment of Charge Officers: Supplied. | Appointment of Charge Officers: Used. | Appointment of Circle Supervisors. Supplied. | Appointment of Circle Supervisors. Used. | Appointment of Block Enumerators. Supplied. | Appointment of Block Enumerators. Used. | Charge Circle Registers. Supplied. | Charge Circle Registers. Used. | Charge Circle Abstract. Supplied. | Charge Circle Abstract. Used. | Enumerator's Block Abstract. Supplied. | Enumerator's Block Abstract. Used. | Circle Issue Statements. Supplied. | Circle Issue Statements. Used. | Charge Summary. Supplied. | Charge Summary. Used. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) | (16) | (17) |
| 1 Madras City .. | 100 | 4 | 1,500 | 550 | 6,000 | 3,070 | .. | .. | 600 | 600 | 3,000 | 3,000 | 600 | 550 | .. | .. |
| 2 Chingleput .. | 100 | 21 | 1,500 | 854 | 6,000 | 2,976 | .. | .. | 1,300 | 900 | 4,200 | 3,100 | 1,000 | 900 | .. | .. |
| 3 North Arcot .. | 100 | 22 | 2,000 | 952 | 8,000 | 4,707 | .. | .. | 1,500 | 1,000 | 5,800 | 4,750 | 1,100 | 1,000 | .. | .. |
| 4 South Arcot .. | 100 | 12 | 2,000 | 874 | 8,000 | 4,573 | .. | .. | 1,500 | [900 | 5,200 | 4,600 | 1,000 | 900 | .. | .. |
| 5 Coimbatore .. | 100 | 22 | 2,000 | 874 | 9,000 | 4,325 | .. | .. | 1,500 | 900 | 6,200 | 4,600 | 1,200 | 1,000 | .. | .. |
| 6 Salem .. | 100 | 14 | 2,000 | 1,244 | 9,000 | 5,905 | .. | .. | 1,600 | 1,250 | 7,100 | 6,100 | 1,400 | 1,000 | .. | .. |
| 7 The Nilgiris .. | 100 | 8 | 500 | 190 | 2,000 | 715 | .. | .. | 500 | 250 | 1,000 | 750 | 300 | 250 | .. | .. |
| 8 Thanjavur .. | 100 | 18 | 2,000 | 974 | 9,000 | 4,448 | .. | .. | 1,500 | 1,000 | 5,900 | 5,000 | 1,300 | 1,000 | .. | .. |
| 9 Tiruchirappalli .. | 100 | 14 | 2,000 | 945 | 8,000 | 4,934 | .. | .. | 1,500 | 1,000 | 5,900 | 5,000 | 1,300 | 1,000 | .. | .. |
| 10 Tirunelveli .. | 100 | 14 | 1,500 | 776 | 7,000 | 4,100 | .. | .. | 1,300 | 810 | 4,900 | 4,300 | 1,000 | 950 | .. | .. |
| 11 Madurai .. | 100 | 15 | 2,000 | 1,032 | 8,000 | 4,738 | .. | .. | 1,500 | 1,050 | 5,700 | 4,800 | 1,200 | 1,000 | .. | .. |
| 12 Ramanathapuram .. | 100 | 17 | 1,500 | 808 | 6,000 | 4,012 | .. | .. | 1,200 | 850 | 4,700 | 4,200 | 1,000 | 950 | .. | .. |
| 13 Kanyakumari .. | 100 | 8 | 1,000 | 342 | 3,000 | 1,758 | .. | .. | 600 | 360 | 1,900 | 1,800 | 500 | 400 | .. | .. |

## II CENSUS DIVISIONS AND AGENCY.

| District. | Inhabited rural villages. | Cities and Towns. | Number of Charges. | Number of Circles. | Number of Blocks. | Number of Charge Officers. | Number of Supervisors. | Number of Enumerators. | Average number of houses per Charge Officers. | Average number of houses per Supervisors. | Average number of houses per Enumerators. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) |
| 1 Madras City .. .. .. .. | .. | 1 | 4 | 541 | 3,070 | 4 | 541 | 3,070 | 36,924 | 273 | 50 |
| 2 Chingleput .. .. .. .. | 1,440 | 34 | 21 | 854 | 2,976 | 21 | 854 | 2,976 | 19,547 | 481 | 138 |
| 3 North Arcot .. .. .. .. | 1,681 | 30 | 22 | 968 | 4,701 | 22 | 968 | 4,701 | 24,288 | 552 | 114 |
| 4 South Arcot .. .. .. .. | 2,005 | 20 | 12 | 874 | 4,573 | 12 | 874 | 4,573 | 48,921 | 672 | 138 |
| 5 Salem .. .. .. .. .. | 1,503 | 25 | 14 | 1,244 | 5,905 | 14 | 1,244 | 5,905 | 53,578 | 603 | 127 |
| 6 Coimbatore .. .. .. .. | 897 | 34 | 22 | 967 | 4,387 | 22 | 967 | 4,387 | 30,376 | 691 | 152 |
| 7 Nilgiris .. .. .. .. | 37 | 13 | 8 | 190 | 715 | 8 | 190 | 715 | 10,272 | 432 | 115 |
| 8 Madurai .. .. .. .. | 875 | 33 | 15 | 990 | 4,738 | 15 | 990 | 4,738 | 38,548 | 584 | 122 |
| 9 Tiruchirappalli .. .. .. | 1,405 | 33 | 14 | 1,033 | 4,934 | 14 | 1,033 | 4,934 | 47,203 | 640 | 134 |
| 10 Thanjavur .. .. .. .. | 1,899 | 34 | 18 | 900 | 4,368 | 18 | 900 | 4,368 | 37,038 | 740 | 153 |
| 11 Ramanathapuram .. .. .. | 1,427 | 35 | 17 | 808 | 4,042 | 17 | 808 | 4,042 | 29,576 | 622 | 125 |
| 12 Tirunelveli .. .. .. .. | 909 | 44 | 14 | 776 | 4,100 | 14 | 776 | 4,100 | 37,398 | 771 | 145 |
| 13 Kanyakumari .. .. .. | 46 | 4 | 8 | 342 | 1,758 | 8 | 342 | 1,758 | 22,304 | 522 | 102 |





## III. BUDGET ESTIMATES FOR 1958-59, 1959-60, 1960-61 AND 1961-62.

| Head of Account. | Description. | Budget Estimates. 1958-59. | 1959-60. | 1960-61. | 1961-62. | Actual Expenditure. 1958-59. | 1959-60. | 1960-61. |
|---|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| A. Superintendence .. | A-1. Pay of Officers .. .. | .. | 1,000·00 | 27,000·00 | 27,600·00 | .. | 19,055·00 | 27,231·00 |
| | A-2. Pay of Establishment .. | .. | 23,000·00 | 30,300·00 | 88,300·00 | .. | 20,513·00 | 69,973·00 |
| | A-3. Allowances, etc. .. .. | .. | 6,000·00 | 37,600·00 | 32,000·00 | .. | 21,865·00 | 38,117·00 |
| | A-4. Other Charges .. .. | .. | 2,500·00 | 15,000·00 | 58,000·00 | .. | 22,407·00 | 1,10,196·00 |
| | Total, A. Superintendence .. | .. | 32,500·00 | 1,09,900·00 | 2,05,900·00 | .. | 83,840·00 | 2,45,517·00 |
| B. Enumeration .. | B-1. Pay of Establishment .. | .. | .. | 1,36,500·00 | 18,400·00 | .. | .. | 1,59,448·00 |
| | B-2. Allowances etc., .. .. | .. | .. | 87,900·00 | 4,400·00 | .. | 1,310 00 | 73,288·00 |
| | B-3. Honorarium to Enumeration Staff. | .. | .. | 2,00,000·00 | 4,22,900·00 | .. | .. | 5,77,876·00 |
| | B-4. Other Charges .. .. | .. | .. | .. | 18,000 00 | .. | .. | 14,556·00 |
| | Total, B. Enumeration .. | .. | .. | 4,24,400·00 | 4,63,700·00 | .. | 1,310·00 | 8,25,168·00 |
| C. Abstraction and Compilation. | C-1. Pay of Officers .. .. | 1,000·00 | .. | 11,000·00 | 50,000·00 | 5,619·00 | .. | 18,855·00 |
| | C-2. Pay of Establishment .. | 22,000·00 | .. | 1,500·00 | 12,14,300·00 | 49,792·00 | .. | 1,18,501·00 |
| | C-3. Allowances, etc. .. .. | 6,000·00 | .. | 9,500·00 | 32,800·00 | 14,091·00 | .. | 16,969·00 |
| | C-4. Other Charges .. .. | 3,000·00 | .. | 10,000·00 | 28,000·00 | 12,973·00 | .. | 45,713·00 |
| | Total, C. Abstraction and Compilation. | 32,000·00 | .. | 32,000·00 | 13,25,100·00 | 82,475·00 | .. | 2,00,038·00 |
| D. Printing and Stationery. | | .. | 1,500·00 | 49,700·00 | 39,900·00 | .. | 1,133.00 | 53,914·00 |
| E. Miscellaneous Staff. | | .. | .. | .. | 5,400·00 | .. | .. | 48,336·00 |
| | Grand total .. | 32,000·00 | 34,000·00 | 6,16,000·00 | 20,40,000·00 | 82,475·00 | 86,283·00 | 13,72,973·00 |

*Explanatory details.*

1958–59.—

(1) As the office of the Superintendent of Census Operations, Madras, which functioned during 1957–58 was mainly engaged in tabulation work the Budget Estimates and the actual expenditure for the year 1958–59 have been shown under the head " C. Abstraction and Compilation ". This relates to the expenditure on special Tabulation of 1951 census slips.

1959–60.—

(2) The increase in expenditure during the year 1959–60 is mainly due to the reasons that under "Allowances and Honoraria" while the provision made was Rs. 6,000, the actual expenditure was Rs. 21,865. The above increase is attributed to the increase in expenditure under "Travelling Allowance", one of the detailed heads under " Allowances and Honoraria ". During the year 1959–60, the expenditure under " Other Charges " also increased by Rs. 19,907·00.

1960–61—

*A. Superintendence* —The actual expenditure in 1960–61 under the detailed heads " Pay of Establishment" and other Charges show a marked increase in the Budget Estimates. As the houselisting operation and the actual Enumeration were conducted during the year, an increase in staff strength in the headquarters office resulting in increase in expenditure under " Pay of Establishment " and increase in transport charges and railway freight charges, resulting in increase in expenditure under " Other Charges " have been noticed.

*B. Enumeration.*—The Budget Estimates under this head represent the amount reimbursed to the State Government on the clerical staff in districts, taluks and certain Municipalities, and a token provision towards honorarium to the enumeration staff. The major difference noticed between the Budget Estimates and the actual expenditure is under the head " Honorarium to the Enumeration Staff ". The increase in the actual expenditure under the above head is due to the payment in 1960–61 of a larger proportion, i.e., 50 per cent of honorarium payable to the enumeration staff. The actual expenditure of Rs. 14, 556·00 incurred under " Other Charges " mainly represents the transport charges of Census schedules and posters to the district offices.

*C. Abstraction and compilation.*—In the Budget Estimates 1960–61 under the above head a token provision of Rs. 32,000 was made to meet the expenditure on the pay of Deputy Superintendents and the Stenographers attached to them, travelling allowance and contingencies when they were engaged in training enumeration staff. The actual expenditure represents the pay of Deputy Superintendents and their staff and expenditure on the travelling allowance of the above officers and contingent expenditure towards office building rent, pay of menials and transport charges.

*D. Printing and Stationery.*—The expenditure under this head represents the cost of printing paper supplied to this office for printing Census Circulars and Census Manuals and cost of printing in the Government Press, Madras and Private Presses.

1961–62—

The Budget Estimates under " C. Abstraction and Compilation " form a major part of the provision made for 1961–62 as seven Tabulation Offices functioned during the year. The provision of Rs. 5,400 under the head " E. Misc. Staff " was made to meet the expenditure initially incurred by the Corporation of Madras on the clerical staff employed in the City Census Office.





## IV.] DISTRICT CENSUS CHARGES.

| Serial number. | District. | District Office Establishment. | | | | | Taluk/Thana/City Establishment. | | | | | Paid Enumerators. | | Travelling Allowance. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Particulars of staff. | From date. | To date. | Pay. | Dearness allowance and other allowances. | Particulars of staff. | From date. | To date. | Pay. | Dearness allowance and other allowances. | Number. | Pay. | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) |
| 1 | Madras City | — | — | .. | .. | .. | City Census— | | | | | | | |
| | | | | | | | Officer—1 | 20th April 1960. | 15th April 1961. | 16,746·96 | .. | .. | .. | .. |
| | | | | | | | A.R.O's.—2 | 1st April 1960. | 15th April 1961. | | | | | |
| | | | | | | | Do. 2 | 1st August 1960. | 15th April 1961. | | | | | |
| | | | | | | | Manager 1 | 1st January 1960. | 15th April 1961. | 25,431·72 | 18,150·83 | .. | .. | .. |
| | | | | | | | Steno-typist. 1 | 1st April 1960. | 31st March 1961. | | | | | |
| | | | | | | | Steno-typists. 2 | 1st April 1960. | 15th April 1961. | | | | | |
| | | | | | | | U.D.C. 1 | 1st January 1960. | 15th April 1961. | | | | | |
| | | | | | | | U.D.C's 3 | 1st April 1960. | 15th April 1961. | | | | | |
| | | | | | | | L.D.C. 1 | 1st April 1960. | 15th April 1961. | | | | | |
| | | | | | | | Typist 1 | 1st January 1960. | 15th April 1961. | | | | | |
| | | | | | | | Peon 1 | 1st January 1960. | 15th April 1961. | | | | | |
| | | | | | | | Peons 3 | 1st April 1960. | 15th April 1961. | | | | | |
| | | | | | | | Peon 1 | 12th May 1960. | 15th April 1961. | | | | | |
| | | | | | | | Peon 1 | 26th May 1960. | 15th April 1961. | | | | | |
| | | | | | | | Peons 4 | 1st August 1960. | 15th April 1961. | | | | | |
| 2 | Chingleput district | U.D.C. 1<br>L.D.C. 1<br>Peon 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |

## IV. DISTRICT CENSUS CHARGES—*cont.*

| Serial number. | District. | *District Office Establishment.* Particulars of staff. | From date. | To date. | Pay. | Dearness allowance and other allowances. | *Taluk/Thana/City Establishment.* Particulars of staff. | From date. | To date. | Pay. | Dearness allowance and other allowances. | *Paid Enumerators.* Number. | Pay. | Travelling Allowance. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) |
| | Each taluk and each Sub-taluk of Uttaramerur Pennalurpet, Pallipet and Gummidipundi. | .. | .. | .. | .. | .. | L.D.C. 1 / U.D.C. 1 | 1st January 1960. / 1st July 1960. | 30th June 1960. / 15th April 1961. | .. | .. | .. | .. | .. |
| | Kancheepuram Municipality. | .. | .. | .. | .. | .. | U.D.C. 1 | 1st Jan. 1960. | 15th April 1961. | .. | .. | .. | .. | .. |
| 3 | North Arcot district. | U.D.C. 1 / L.D.C. 1 / Peon 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| | Each taluk and Arni Sub-taluk. | .. | .. | .. | .. | .. | L.D.C. 1 / U.D.C. 1 | 1st January 1960. / 1st July 1960. | 30th June 1960. / 15th April 1961. | .. | .. | .. | .. | .. |
| | Vellore Municipality. | .. | .. | .. | .. | .. | U.D.C. 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. |
| 4 | South Arcot district. | U.D.C. 1 / L.D.C. 1 / Peon 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| | Each taluk. | .. | .. | .. | .. | .. | L.D.C. 1 / U.D.C. 1 | 1st January 1960. / 1st July 1960. | 30th June 1960. / 15th April 1961. | .. | .. | .. | .. | .. |
| 5 | Salem district | U.D.C. 1 / L.D.C. 1 / Peon 1 | 1st January 1960 | 15th April 1961. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| | Each taluk and Yercaud sub-taluk. | .. | .. | .. | .. | .. | L.D.C. 1 / U.D.C. 1 | 1st January 1960. / 1st July 1960. | 30th June 1960. / 15th April 1961. | .. | .. | .. | .. | .. |
| | Salem Municipality. | .. | .. | .. | .. | .. | U.D.C. 1 / L.D.C. 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. |
| 6 | Coimbatore district. | U.D.C. 1 / L.D.C. 1 / Peon 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| | Each taluk. | .. | .. | .. | .. | .. | L.D.C. 1 / U.D.C. 1 | 1st January 1960. / 1st July 1960. | 30th June 1960. / 15th April 1961. | .. | .. | .. | .. | .. |
| | Coimbatore Municipality. | .. | .. | .. | .. | .. | L.D.C. 1 / U.D.C. 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. |
| 7 | The Nilgiris district | U.D.C. 1 / L.D.C. 1 / Peon 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| | Each taluk. | .. | .. | .. | .. | .. | L.D.C. 1 / U.D.C. 1 | 1st January 1960. / 1st July 1961. | 30th June 1960. / 15th April 1961. | .. | .. | .. | .. | .. |
| 8 | Thanjavur district | U.D.C. 1 / L.D.C. 1 / Peon 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| | Each taluk | .. | .. | .. | .. | .. | L.D.C. 1 / U.D.C. 1 | 1st January 1960. / 1st July 1960. | 30th June 1960. / 15th April 1961. | .. | .. | .. | .. | .. |
| | Thanjavur Municipality. | .. | .. | .. | .. | .. | U.D.C. 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. |
| | Kumbakonam Municipality. | .. | .. | .. | .. | .. | U.D.C. 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. |
| 9 | Tiruchirappalli district. | U.D.C. 1 / L.D.C. 1 / Peon 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| | Each taluk | .. | .. | .. | .. | .. | L.D.C. 1 / U.D.C. 1 | 1st January 1960. / 1st July 1960. | 30th June 1960. / 15th April 1961. | .. | .. | .. | .. | .. |
| | Tiruchirappalli Municipality. | .. | .. | .. | .. | .. | U.D.C. 1 / L.D.C. 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. |
| 10 | Madurai district | U.D.C. 1 / L.D.C. 1 / Peon 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| | Each taluk. | .. | .. | .. | .. | .. | L.D.C. 1 / U.D.C. 1 | 1st January 1960. / 1st July 1960. | 30th June 1960. / 15th April 1961. | .. | .. | .. | .. | .. |
| | Madurai Municipality. | .. | .. | .. | .. | .. | U.D.C. 1 / L.D.C. 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. |
| | Dindigul Municipality. | .. | .. | .. | .. | .. | U.D.C. 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. |

## IV. DISTRICT CENSUS CHARGES—*cont.*

| Serial number. | District. | *District Office Establishments.* Particulars of staff. | From date. | To date. | Pay. | Dearness allowance and other allowances. | *Taluk/Thana/City Establishment.* Particulars of staff. | From date. | To date. | Pay. | Dearness allowance and other allowances. | *Paid Enumerators.* Number. | Pay. | Travelling Allowances. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) |
| 11 | Ramanathapuram district. | U.D.C. 1<br>L.D.C. 1<br>Peon. 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| | Each taluk .. | .. | .. | .. | .. | .. | L.D.C. 1 | 1st January 1960. | 30th June 1960. | .. | .. | .. | .. | .. |
| | | | | | | | U.D.C. 1 | 1st July 1960. | 15th April 1961. | | | | | |
| 12 | Tirunelveli district.. | U.D.C. 1<br>L.D.C. 1<br>Peon. 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| | Each taluk .. .. | .. | .. | .. | .. | .. | L.D.C. 1 | 1st January 1960. | 30th June 1960. | .. | .. | .. | .. | .. |
| | | | | | | | U.D.C. 1 | 1st July 1960. | 15th April 1961. | | | | | |
| | Tuticorin Municipality. | .. | .. | .. | .. | .. | U.D.C. 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. |
| 13 | Kanyakumari district. | U.D.C. 1<br>L.D.C. 1<br>Peon. 1 | 1st January 1960. | 15th April 1961. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| | Each taluk .. .. | .. | .. | .. | .. | .. | L.D.C. 1 | 1st January 1960. | 30th June 1960. | .. | .. | .. | .. | .. |
| | | | | | | | U.D.C. 1 | 1st July 1960. | 15th April 1961. | | | | | |
| | Nagercoil Municipality. | .. | .. | .. | .. | .. | U.D.C. 1 | 1st January 1960. | 15th April 1961. | 2,07,456·57 | 63,965·32 | .. | * 28,142·50 | |

* Total of all district except Madras City.





## V. DISTRICT CENSUS CHARGES.

### *Honorarium to Enumeration Staff.*

| Serial number and name of districts. | *Number of* Supervisors. | Enumerators. | *Honorarium paid* Houselisting. 1960–61. | Houselisting. 1961–62. | Supervision. 1960–61. | Supervision. 1961–62. | Enumeration. 1960–61. | Enumeration. 1961–62. | *Total.* 1960–61. | 1961–62. |
|---|---|---|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) |
| | | | Rs. | | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 1 Madras City .. .. | 538 | 3,073 | 13,485 | .. | 5,572 | 5,750 | 14,375 | 28,750 | 33,432 | 34,500 |
| 2 Chingleput .. .. | 671 | 3,395 | 15,745 | .. | 6,373 | 6,448 | 16,120 | 32,240 | 38,238 | 38,688 |
| 3 North Arcot .. .. | 968 | 4,701 | 22,555 | .. | 9,140 | 9,258 | 23,145 | 46,290 | 54,840 | 55,548 |
| 4 South Arcot .. .. | 874 | 4,573 | 21,885 | .. | 8,814 | 8,940 | 22,185 | 44,700 | 52,884 | 53,640 |
| 5 Salem .. .. .. | 1,244 | 5,905 | 27,465 | .. | 11,106 | 11,226 | 28,065 | 56,130 | 66,636 | 67,356 |
| 6 Coimbatore .. .. .. | 1,081 | 5,444 | 25,555 | .. | 10,412 | 10,602 | 26,505 | 53,010 | 62,472 | 63,612 |
| 7 The Nilgiris .. .. | 194 | 725 | 2,960 | .. | 1,208 | 1,232 | 3,080 | 6,160 | 7,248 | 7,392 |
| 8 Thanjavur .. .. .. | 1,020 | 4,846 | 23,230 | .. | 9,449 | 9,606 | 24,015 | 48,030 | 56,694 | 57,636 |
| 9 Tiruchirappalli .. .. | 1,033 | 4,935 | 22,885 | .. | 9,260 | 9,366 | 23,415 | 46,830 | 55,560 | 56,196 |
| 10 Madurai .. .. .. | 990 | 4,738 | 23,555 | .. | 9,541 | 9,660 | 24,150 | 48,300 | 57,246 | 57,960 |
| 11 Ramanathapuram .. .. | 808 | 4,042 | 18,075 | .. | 7,219 | 7,208 | 18,020 | 36,040 | 43,314 | 43,248 |
| 12 Tirunelveli .. .. | 776 | 4,100 | 20,305 | .. | 8,161 | 8,200 | 20,500 | 41,000 | 48,966 | 49,200 |
| 13 Kanyakumari .. .. | 342 | 1,758 | 7,375 | .. | 2,934 | 2,918 | 7,295 | 14,590 | 17,604 | 17,508 |
| Total .. | 10,539 | 52,235 | 2,45,075 | .. | 99,189 | 1,00,414 | 2,50,870 | 5,02,070 | 5,95,134 | 6,02,484 |

### PARTICULARS OF HONORARIUM PAID.

| | 1960-61. | 1961-62. |
|---|---|---|
| | Rs. | Rs. |
| 1 Honorarium sanctioned to the charge officers other than the Municipal Commissioners of Madurai, Tiruchirappalli, Salem and Coimbatore at the rate of Rs. 25 per mensem for a period of seven months from 1st September 1960 to 31st March 1961—171 x Rs. 25·00 x 7. | 29,925 | .. |
| 2 Honorarium to the Census clerks in the Municipal offices other than those for which clerical staff has been sanctioned at the rate of Rs. 10 per mensem for a period of seven months from 1st September 1960 to 31st March 1961—54 x Rs. 10·00 x 7. | 3,780 | .. |
| 3 Honorarium sanctioned to the Supervisors who functioned as verification officers in connection with the Post Enumeration check at the rate of Rs. 4—637 x Rs. 4. | .. | 2,543 |
| 4 Honorarium sanctioned to Military personnel engaged in Enumeration work at the rate of Rs. 10—94 persons x Rs. 10. | .. | 940 |
| 5 Honorarium sanctioned to the District Census Officers at the rate of Rs. 75 per mensem for a period of eight months from 1st August 1960 to 31st March 1961—12 x Rs. 75 x 8 months. | .. | 7,200 |
| 6 Honorarium sanctioned to the Executive Officers of Municipalities having a population of more than two lakhs, i.e., Municipal Commissioners of Madurai, Tiruchirappalli, Salem and Coimbatore at the rate of Rs. 50 per mensem for a period of eight months from 1st August 1960 to 31st March 1961—4 x Rs. 50 x 8 months. | .. | 1,600 |
| 7 Honorarium sanctioned to the Enumerators and Supervisors in connection with houselisting and actual enumeration. | 5,95,134 | 6,02,484 |
| Total .. | 6,28,839 | 6,14,772 |

### VI. DISTRICT CENSUS CHARGES (OTHER CHARGES)—1960—61.

| *Serial number and name of districts.* | *Taluk/Thana/City/Town etc.* | *Local purchase of stationery.* | *Freight.* | *Postage.* | *Miscellaneous.* | *Total.* |
|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| | | Rs. NP. | Rs. NP. | Rs. NP. | Rs. NP. | Rs. NP. |
| 1 Chingleput .. .. | .. | .. | 1,132 79 | .. | 15 75 | 1,148 54 |
| 2 North Arcot .. .. | .. | 45 37 | 558 41 | 300 00 | 458 40 | 1,362 18 |
| 3 South Arcot .. .. | .. | 26 56 | 637 98 | .. | 179 59 | 844 13 |
| 4 Salem .. .. .. | .. | .. | 1,523 83 | .. | .. | 1,523 83 |
| 5 Coimbatore .. .. | .. | .. | 503 61 | .. | 1,094 93 | 1,598 54 |
| 6 The Nilgiris .. .. | .. | 14 66 | 17 09 | .. | 918 83 | 950 58 |
| 7 Thanjavur .. .. | .. | .. | 774 21 | .. | 33 08 | 807 29 |
| 8 Tiruchirappalli .. .. | .. | 146 28 | 2,105 03 | 56 00 | 760 45 | 3,067 76 |
| 9 Madurai .. .. .. | .. | .. | 939 70 | .. | 535 02 | 1,474 72 |
| 10 Ramanathapuram .. | .. | .. | 450 38 | .. | 86 35 | 536 73 |
| 11 Tirunelveli .. .. | .. | .. | 468 16 | .. | .. | 468 16 |
| 12 Kanyakumari .. .. | .. | .. | 42 00 | .. | 62 00 | 104 00 |
| 13 Expenditure reimbursed to State Government. | .. | .. | .. | .. | 669 89 | 669 89 |
| Total .. | .. | 232 87 | 9,153 19 | 356 00 | 4,814 29 | 14,556 35 |



### VI. District Census charges (Other charges)—1961-62.

**Propulsion charges.**

| *Serial number and name of district.* | *Taluk/Thana/City/Town etc.* | *Local purchase of Stationery.* | *Freight.* | *Postage.* | *Miscellaneous.* | *Total.* |
|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| | | | | | Rs. NP. | Rs. NP. |
| 1 Chingleput .. | .. | .. | .. | .. | 2,265 99 | 2,265 99 |
| 2 North Arcot .. | .. | .. | .. | .. | 2,953 80 | 2,953 80 |
| 3 South Arcot .. | .. | .. | .. | .. | 3,103 57 | 3,103 57 |
| 4 Salem .. .. | .. | .. | .. | .. | 4,435 74 | 4,435 74 |
| 5 Coimbatore .. | .. | .. | .. | .. | 698 63 | 698 63 |
| 6 The Nilgiris .. | .. | .. | .. | .. | 692 89 | 692 89 |
| 7 Thanjavur .. .. | .. | .. | .. | .. | 2,953 20 | 2,953 20 |
| 8 Tiruchirapalli .. | .. | .. | .. | .. | 3,846 29 | 3,846 29 |
| 9 Madurai .. .. | .. | .. | .. | .. | 1,703 93 | 1,703 93 |
| 10 Ramanathapuram .. | .. | .. | .. | .. | 2,510 09 | 2,510 09 |
| 11 Tirunelveli .. .. | .. | .. | .. | .. | 5,007 73 | 5,007 73 |
| 12 Kanyakumari .. | .. | .. | .. | .. | 789 99 | 789 99 |
| 13 Reimbursement to State Government. | .. | .. | .. | .. | 430 88 | 430 88 |
| Total .. | .. | .. | .. | .. | 36,392 73 | 36,392 73 |

### VII. Stationery Indents for the Offices of the Superintendent of Census Operations and affiliated offices.

| *Item (full description).* | *Unit.* | *Number of units.* 1959-60. | 1960-61. | 1961-62. |
|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) |
| Typewriters .. .. .. .. | 18 | 2 | 8 | 8 |
| Calculating machines .. .. .. | 10 | .. | 2 (Facit) | 8 (Comptometers) |
| Duplicators .. .. .. .. | 2 (One hand operated and other electrical.) | 2 | .. | .. |

## VIII. Number of Enumeration Schedule supplied and used.

| Serial number and name of district. | Household Schedules. | | | | Individual slips. | | | |
|---|---|---|---|---|---|---|---|---|
| | Houselist forms. | | 50 Schedule pads. | | 25 Schedule pads. | | 100 Slip pads. | | 25 Slip pads. | |
| | Supplied. | Used. | Supplied. | Used. | Supplied. | Used. | Supplied. | Used. | Supplied. | Used. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) |
| 1 Madras City | 51,500 | 47,000 | 18,040 | 17,440 | 4,520 | 4,520 | 18,215 | 18,215 | 29,144 | 25,544 |
| 2 Chingleput | 55,000 | 47,909 | 9,550 | 5,779 | 6,192 | 5,224 | 21,645 | 13,479 | 34,632 | 20,888 |
| 3 South Arcot | 77,000 | 66,000 | 12,520 | 12,520 | 7,144 | 7,144 | 29,450 | 29,450 | 46,300 | 46,300 |
| 4 North Arcot | 84,150 | 81,865 | 13,122 | 12,672 | 6,786 | 6,786 | 30,983 | 25,430 | 47,016 | 36,200 |
| 5 Salem | 121,000 | 71,060 | 15,586 | 12,093 | 8,018 | 6,927 | 35,016 | 31,288 | 56,024 | 35,503 |
| 6 Coimbatore | 90,000 | 74,500 | 14,280 | 10,466 | 7,240 | 5,883 | 32,130 | 24,690 | 51,408 | 36,480 |
| 7 The Nilgiris | 11,550 | 8,450 | 1,900 | 1,581 | 1,104 | 930 | 4,095 | 3,366 | 6,552 | 4,567 |
| 8 Madurai | 83,900 | 81,207 | 13,224 | 13,024 | 6,712 | 5,153 | 29,570 | 28,129 | 47,312 | 27,753 |
| 9 Ramanathapuram | 59,400 | 50,745 | 9,456 | 6,816 | 8,151 | 6,573 | 21,215 | 17,521 | 33,944 | 21,052 |
| 10 Tiruchirapalli | 82,900 | 73,600 | 13,124 | 11,999 | 6,612 | 5,670 | 29,370 | 26,880 | 46,992 | 39,688 |
| 11 Thanjavur | 85,000 | 65,883 | 14,080 | 11,748 | 8,993 | 8,932 | 31,430 | 26,389 | 51,689 | 32,300 |
| 12 Tirunelveli | 70,400 | 70,400 | 17,700 | 17,700 | 5,632 | 5,632 | 25,125 | 25,125 | 40,232 | 37,200 |
| 13 Kanyakumari | 27,150 | 22,568 | 4,450 | 3,930 | 3,300 | 1,570 | 10,800 | 8,680 | 16,600 | 10,920 |
| Total for the State | 901,950 | 761,187 | 157,032 | 137,768 | 81,404 | 70,344 | 319,044 | 278,642 | 507,845 | 374,695 |

The formula for calculating the required number of slips was as follows:—

(a) *Individual slips*:—Population of 1951 Census plus 25 per cent increase in population plus 15 per cent of the estimate for tahsil reserve plus 5 per cent for district reserve plus 5 per cent for State reserve.

(b) *Household Schedules*:—One-fifth of the estimate of (a) above.

(c) *Houselist forms*.—One-tenth of the estimate of (b) above.





## IX. Distribution of Forms.

| Serial number and name of district. | Houselisting instructions. | | | | House-list abstract (Tamil). | Enumeration manual. Number of copies of enumeration manual supplied. | | Abbreviations. List of abbreviations sent. | | | Household Schedule abstracts. Number of household abstracts sent. | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | English. | Tamil. | Malayalam. | Telugu. | | English. | Tamil. | English. | Tamil. | Telugu. | English. | Tamil. | Telugu. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) |
| 1 Madras City | 300 | 4,000 | .. | .. | 4,000 | 4,000 | 2,000 | 4,000 | 2,000 | .. | 4,000 | 11,000 | .. |
| 2 Chingleput | 250 | 5,000 | .. | 1,500 | 5,000 | 1,000 | 4,500 | 1,000 | 6,000 | 3,000 | .. | 14,000 | 1,500 |
| 3 North Arcot | 250 | 6,000 | .. | 1,000 | 6,000 | 1,000 | 6,000 | 1,000 | 7,000 | 1,500 | .. | 20,000 | 1,000 |
| 4 South Arcot | 250 | 6,000 | .. | .. | 6,000 | 1,000 | 5,500 | 1,000 | 6,500 | .. | .. | 19,000 | .. |
| 5 Salem | 300 | 7,000 | .. | 750 | 7,000 | 1,300 | 7,000 | 1,500 | 8,300 | 500 | 300 | 23,000 | 500 |
| 6 Coimbatore | 300 | 7,000 | .. | .. | 7,000 | 1,100 | 6,500 | 1,500 | 7,400 | .. | 500 | 22,000 | .. |
| 7 The Nilgiris | 200 | 1,000 | 1,000 | .. | 1,000 | 300 | 800 | 500 | 1,200 | .. | 600 | 3,000 | .. |
| 8 Madurai | 300 | 7,000 | .. | .. | 7,000 | 1,100 | 6,000 | 1,500 | 7,000 | .. | 500 | 21,000 | .. |
| 9 Tiruchirapalli | 300 | 7,000 | .. | .. | 7,000 | 1,100 | 6,000 | 1,500 | 7,000 | .. | 400 | 21,000 | .. |
| 10 Thanjavur | 300 | 7,000 | .. | .. | 7,000 | 1,000 | 6,000 | 1,000 | 6,700 | .. | .. | 23,000 | .. |
| 11 Ramanathapuram | 250 | 5,000 | .. | .. | 5,000 | 1,000 | 5,500 | 1,000 | 5,800 | .. | .. | 15,000 | .. |
| 12 Tirunelveli | 250 | 6,000 | .. | .. | 6,000 | 1,000 | 5,500 | 1,500 | 5,800 | .. | .. | 18,000 | .. |
| 13 Kanyakumari | 200 | 2,000 | 2,000 | .. | 2,000 | 300 | 700 | 500 | 1,100 | .. | 300 | 6,000 | .. |

## X. Abstract of Tour of the Superintendent of Census Operations, Madras.

| Date of departure. | Date of return. | Destination. | Places visited en route. | Number of miles travelled by road. |
|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) |
| 13th March 1959 | 13th March 1959 | Tambaram | .... | 18 |
| 14th March 1959 | 18th March 1959 | Madurai | .... | 10 |
| 22nd March 1959 | 31st March 1959 | Trivandrum | Cape Comorin | 117 |
| 11th April 1959 | 12th April 1959 | Vellore | .... | 170 |
| 6th May 1959 | 13th May 1959 | Coimbatore | Arni, Kanchipuram, Tiruchirapalli, Dindigul, Periyakulam, Madurai, Udumalpet, Pollachi. | 539 |
| 17th May 1959 | 26th May 1959 | Ootacamund | Coimbatore, Perunthurai | 414 |
| 11th June 1959 | 11th June 1959 | Poondi | .... | 76 |
| 13th June 1959 | 13th June 1959 | Chingleput | .... | 70 |
| 18th June 1959 | 21st June 1959 | New Delhi | .... | .. |
| 2nd July 1959 | 11th July 1959 | Cape Comorin | Madurai, Thalaiyuthu, Thanjavur, Tiruchirapalli. | 884 |
| 22nd July 1959 | 26th July 1959 | Peelamedu | Coimbatore | 18 |
| 1st August 1959 | 1st August 1959 | Vellore | .... | 170 |
| 16th August 1959 | 17th August 1959 | Madurai | .... | .. |
| 19th August 1959 | 22nd August 1959 | Tiruchirapalli | Thanjavur | 427 |
| 23rd August 1959 | 25th August 1959 | Coimbatore | .... | 9 |
| 27th August 1959 | 27th August 1959 | Vellore | .... | 170 |
| 1st September 1959 | 1st September 1959 | Tiruvannamalai | Vellore, Tindivanam | 253 |
| 8th September 1959 | 11th September 1959. | Cape Comorin | Madurai | 916 |
| 23rd September 1959. | 4th October 1959 | New Delhi | .... | .. |
| 21st October 1959 | 22nd October 1959 | Mahabalipuram. | Chingleput | 106 |
| 28th October 1959 | 4th November 1959 | Coimbatore | Peelamedu | 16 |
| 12th November 1959. | 12th November 1959. | Villupuram | .... | 198 |
| 17th November 1959. | 21st November 1959. | Coimbatore | Salem | 620 |
| 5th December 1959 | 7th December 1959 | Hyderabad | .... | .. |
| 23rd December 1959. | 23rd December 1959. | Meenambakkam. | .... | 11 |
| 29th December 1959. | 29th December 1959. | Pondicherry | .... | 206 |
| 31st December 1959. | 1st January 1960 | Mahabalipuram. | Tirukkalikundram | 94 |
| 3rd January 1960 | 3rd January 1960 | Meenambakkam. | .... | 11 |
| 4th January 1960 | 4th January 1960 | Kanchipuram | .... | 98 |
| 5th January 1960 | 10th January 1960 | Kanyakumari | Pondicherry, Chidambaram, Madurai, Nagercoil, Thanjavur, Tiruchirapalli. | 1,014 |
| 12th January 1960 | 12th January 1960 | Meenambakkam. | .... | 11 |
| 30th January 1960 | 1st February 1960 | Nagapattinam | Thanjavur, Tiruchirapalli | 574 |
| 5th February 1960 | 16th February 1960 | New Delhi | .... | 2 |
| 21st February 1960 | 25th February 1960 | Triuvandrum | Tiruchirapalli, Madurai, Nagercoil. | 938 |
| 8th March 1960 | 8th March 1960 | Kanchipuram | .... | 98 |
| 11th March 1960 | 14th March 1960 | Coimbatore | Peelamedu | 8 |
| 18th March 1960 | 20th March 1960 | Madurai | .... | 5 |
| 25th March 1960 | 2nd April 1960 | Ootacamund | Thanjavur, Udumalpet, Coimbatore. | 373 |
| 21st April 1960 | 25th April 1960 | Ootacamund | Coimbatore | 111 |
| 6th May 1960 | 15th May 1960 | Ootacamund | Coimbatore, Gudalur | 168 |
| 20th May 1960 | 24th May 1960 | Ootacamund | Coimbatore | 48 |
| 29th May 1960 | 31st May 1960 | Kodaikanal | Madurai | 154 |
| 19th June 1960 | 19th June 1960 | Vellore | .... | 172 |
| 21st June 1960 | 25th June 1960 | Bombay | .... | .. |
| 28th June 1960 | 28th June 1960 | Cuddalore | .... | 238 |



## X. Abstract of Tour of the Superintendent of Census Operations, Madras—*cont.*

| Date of departure. | Date of return. | Destination. | Places visited enroute. | Number of miles travelled by road. |
|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) |
| 7th July 1960 | 7th July 1960 | Mahabalipuram. | Sunnambukulam, Chingleput | 178 |
| 14th July 1960 | 17th July 1960 | Shermadevi | Watrap, Tuticorin, Kovilpatti, Tiruchirappalli, Pudukkottai, Warpet, Alangudi, Lalgudi, Udaiyarpalayam, Panruti, Palayamcottai. | 916 |
| 25th July 1960 | 25th July 1960 | Wandiwash | .... | 152 |
| 27th July 1960 | 28th July 1960 | Salem | Vellore, Katpadi, Gudiyatham, Vaniyambadi, Krishnagiri, Attur. | 449 |
| 31st July 1960 | 3rd August 1960 | Nagercoil | Madurai, Sattur, Srivilliputtur, Chettiyarpatti, Ambasamudram, Cheranmahadevi, Vilavancode. | 943 |
| 4th August 1960 | 14th August 1960 | New Delhi | .... | .. |
| 18th August 1960 | 24th August 1960 | Cape Comorin | Tirunelveli, Madurai, Thanjavur, Kumbakonam, Mayuram. | 982 |
| 6th September 1960 | 6th September 1960 | Katpadi | .... | 188 |
| 16th September 1960. | 22nd September 1960. | Coimbatore | Hosur, Krishnagiri, Mettur | 709 |
| 26th September 1960. | 28th September 1960. | Pondicherry | .... | 206 |
| 5th October 1960 | 12th October 1960. | Tenkasi | Tiruchirappalli, Musuri, Lalgudi, Ariyalur, Thanjavur, Orathanad, Pudukkottai, Mannargudi, Palayamcottai, Ambasamudram, Shencottah, Cape Comorin, Madurai, Dindigul, Pattukkottai, Tiruthuraipundi. | 1,510 |
| 18th October 1960 | 23rd October 1960 | Coimbatore | Peelamedu | 8 |
| 28th October 1960 | 1st November 1960. | Tenkasi | Tiruchirapalli, Devakkottai, Ramanathapuram, Mandapam, Paramakudi, Mudukulathur, Aruppukkottai, Sattur, Kovilpatti, Srivilliputtur, Courtallam, Rajapalayam, Tirumangalam, Melur, Tindivanam. | 947 |
| 7th November 1960 | 10th November 1960. | Coimbatore | Cuddalore, Tiruchirappalli | 669 |
| 30th November 1960. | 30th November 1960. | Vellore | .... | 172 |
| 1st December 1960 | 4th December 1960 | Tuticorin | Thanjavur, Devakkottai, Madurai, Mayuram. | 928 |
| 13th December 1960 | 14th December 1960. | Hosur | Vaniyambadi | 428 |
| 20th December 1960 | 20th December 1960. | Cuddalore | .... | 238 |
| 22nd December 1960. | 24th December 1960. | Tiruchirapalli | Thanjavur, Kiranur, Pudukkottai. | 501 |
| 26th December 1960. | 26th December 1960. | Vellore | .... | 172 |
| 4th January 1961 | 4th January 1961 | Tindivanam | Chingleput, Madurantakam | 151 |
| 5th January 1961 | 5th January 1961 | Pennalurpet | Sriperumpudur, Tiruvallur | 101 |
| 16th January 1961 | 20th January 1961 | Cape Comorin | Thanjavur, Tiruchirappalli | 1,121 |
| 25th January 1961 | 31st January 1961 | Karur | Villupuram, Kallakurichi, Attur, Rasipuram, Namakkal, Tiruppur, Coimbatore, Tiruchirapalli. | 643 |
| 6th February 1961 | 8th February 1961 | Tiruchirappalli | .... | 394 |
| 16th February 1961 | 18th February 1961 | Madurai | Thanjavur, Cuddalore | 620 |
| 21st February 1961 | 27th February 1961 | Gudalur | Vellore, Dharmapari, Rasipuram, Erode, Coimbatore, Ootacamund. | 848 |
| 1st March 1961 | 4th March 1961 | Palayamcottai | Tiruchirappalli, Tirunelveli | 404 |
| 15th March 1961 | 15th March 1961 | Madurai | .... | 6 |
| 18th March 1961 | 18th March 1961 | St. Thomas Mount. | .... | 14 |
| 19th March 1961 | 21st March 1961 | Cape Comorin | .... | 118 |

## XI. Table showing House list, provisional and final population, 1961 and dates of receipt of provisional totals from districts.

| Serial number and name of districts. | Census Officer. | Population according to houselist. | Date and hour of receipt of telegram of provisional population. | Population. | | Variation (final from provisional Increase +, Decrease —). | Percentage of variation (of final from provisional population). |
|---|---|---|---|---|---|---|---|
| | | | | Provisional. | Final. | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 1 Madras City .. | R. Balasubramanian | 1,615,477 | 11-30 a. m. 9th March 1961. | 1,725,216 | 1,729,141 | + 3,925 | +0.23 |
| 2 Chingleput District | K. S. Sivasubramaniam | 2,130,945 | 1-30 p. m. 8th March 1961. | 2,193,721 | 2,196,412 | + 2,691 | +0.12 |
| 3 North Arcot District | C. P. Kelu Erady.. | 3,060,285 | 3-55 p. m. 9th March 1961. | 3,141,983 | 3,146,326 | + 4,343 | +0·14 |
| 4 South Arcot District | S. A. Sundararajan | 3,002,206 | 1-10 p. m. 9th March 1961. | 3,041,120 | 3,047,973 | + 6,853 | +0.23 |
| 5 Salem District .. | K. V. Ramanatham | 3,745,495 | 7 p. m. 8th March 1961. | 3,826,349 | 3,804,108 | —22,241 | —0.58 |
| 6 Coimbatore District | G. Ramachandran | 3,416,254 | 1-10 p. m. 9th March 1961. | 3,541,401 | 3,557,471 | +16,070 | +0.45 |
| 7 The Nilgiris District | O. H. Dias .. .. | 386,112 | 12 midnight. 8th March 1961. | 409,440 | 409,308 | — 132 | —0.03 |
| 8 Madurai District .. | S. Viswanathan .. | 3,123,244 | 8 p. m. 9th March 1961. | 3,204,866 | 3,211,227 | + 6,361 | +0.20 |
| 9 Tiruchirappalli District. | G. M. Badaha .. | 3,098,777 | 3 p. m. 8th March 1961. | 3,169,599 | 3,190,078 | +20,479 | +0.65 |
| 10 Thanjavur District. | M. Chandrasekharan | 3,148,799 | 1-10 p. m. 9th March 1961. | 3,249,960 | 3,245,927 | — 4,033 | —0.12 |
| 11 Ramanathapuram District. | E. C. P. Prabhakar | 2,480,502 | 9 p. m. 8th March 1961. | 2,420,943 | 2,421,788 | + 845 | + 0.03 |
| 12 Tirunelveli District. | R. Pasupathi .. | 2,704,339 | 2 p. m. 9th March 1961. | 2,729,467 | 2,730,279 | + 812 | +0·03 |
| 13 Kanyakumari District. | J. A. Ambasankar.. | 982,938 | 5-35 p. m. 8th March 1961. | 996,852 | 996,915 | + 63 | + 0·01 |

## XII. Distribution of 1961 Census Medals.

Total number received { Silver —409 / Bronze—818

| District. | Silver. | | | | | | | | | Bronze. | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Personal Assistant to Collector. | Revenue Divisional Officers and Sub-Collectors. | Charge Officers. | Special staff in districts. | Supervisors. | Enumerators. | Tabulation staff. | Officers and staff of the Census department. | Total. | Supervisors. | Enumerators. | Special staff. | Tabulation staff. | Total. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) |
| Madras City .. .. .. .. | — | — | 2 | 1 | 4 | 6 | 1 | 5 | 19 | 9 | 52 | .. | 6 | 67 |
| Chingleput .. .. .. .. | — | — | 6 | 1 | 7 | 25 | .. | .. | 39 | 18 | 29 | 1 | .. | 48 |
| North Arcot.. .. .. .. | — | 1 | 5 | 1 | 7 | 26 | .. | .. | 40 | 12 | 50 | 3 | .. | 65 |
| South Arcot.. .. .. .. | .. | .. | 5 | 1 | 4 | 14 | 1 | .. | 25 | 32 | 57 | 1 | 4 | 94 |
| Salem .. .. .. .. | 1 | .. | 2 | .. | 4 | 16 | .. | 1 | 24 | 12 | 42 | .. | .. | 54 |
| Coimbatore .. .. .. .. | .. | .. | 6 | 2 | 7 | 26 | 1 | .. | 42 | 9 | 41 | 11 | 3 | 64 |
| The Nilgiris .. .. .. .. | 1 | .. | 2 | 1 | 2 | 10 | .. | 2 | 18 | 18 | 42 | 3 | 1 | 64 |
| Madurai .. .. .. .. | 1 | .. | 1 | .. | 5 | 18 | .. | .. | 25 | 14 | 49 | .. | .. | 63 |
| Tiruchirappalli .. .. .. | .. | — | 6 | .. | 4 | 16 | 1 | .. | 27 | 10 | 24 | .. | 4 | 38 |
| Thanjavur .. .. .. .. | 1 | 1 | 5 | .. | 7 | 21 | .. | .. | 35 | 16 | 48 | .. | .. | 64 |
| Ramanathapuarm .. .. .. | .. | 1 | 5 | 2 | 5 | 18 | .. | .. | 31 | 16 | 45 | 5 | .. | 66 |
| Tirunelveli .. .. .. .. | 1 | .. | 3 | .. | 4 | 16 | .. | .. | 24 | 10 | 41 | .. | 3 | 54 |
| Kanyakumari .. .. .. | 1 | .. | 3 | .. | 2 | 10 | .. | .. | 16 | 8 | 19 | .. | 1 | 28 |
| Total .. | 6 | 3 | 51 | 9 | 62 | 222 | 4 | 8 | 365 | 184 | 539 | 24 | 22 | 769 |

## XIII. Circulars and Forms printed for Enumeration Period.

| Description of Circular or Form. | Number of impressions. | Date of printing. | Number of copies printed. | Size and weight of paper used. | Unit of paper used. Reams. | Sheets. | Remarks. |
|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| Circular No. 2. .. .. .. .. | .. | .. | 500 | .. | .. | 200 | .. |
| Appointment orders for Charge Officers, Supervisors and Enumerators. | One. | .. | 211,000 | 26"×40" 46 lb. | 26 | 448 | .. |
| List of Scheduled Castes and Scheduled Tribes— | | | | | | | |
| English .. .. .. .. .. | One. | .. | 100,000 | do. | 76 | 250 | .. |
| Tamil .. .. .. .. .. | One. | .. | 64,000 | do. | 48 | 480 | .. |
| Calendar of outstanding occurrences— | | | | | | | |
| English .. .. .. .. | One. | . | 69,000 | do. | 61 | 392 | .. |
| Tamil .. .. .. .. .. | One. | .. | 80,000 | do. | 61 | 100 | .. |
| Malayalam .. .. .. .. | One. | .. | 500 | do. | .. | 188 | .. |
| Houselisting Instructions— | | | | | | | |
| English .. .. .. .. | One. | .. | 5,000 | do. | 6 | 187 | .. |
| Tamil .. .. .. .. .. | One. | .. | 80,000 | do. | 102 | .. | .. |
| Enumeration Manual— | | | | | | | |
| English .. .. .. .. | One. | .. | 26,000 | do. | 2,652 | .. | .. |
| Tamil .. .. .. .. .. | One. | .. | 66,500 | do. | 6,783 | .. | .. |
| List of Abbreviations— | | | | | | | |
| English .. .. .. .. | One. | .. | 25,000 | do. | 18 | 155 | .. |
| Tamil .. .. .. .. .. | One. | .. | 120,000 | | | | |
| Enumeration Block Abstract— | | | | | | | |
| English .. .. .. .. | One. | .. | 10,000 | | | | |
| Tamil .. .. .. .. .. | One. | .. | 60,000 | | | | |
| Circle issue Abstract— | | | | | | | |
| English .. .. .. .. | One. | .. | 15,000 | | | | |
| Household Schedule Abstract— | | | | | | | |
| English .. .. .. .. | One. | .. | 7,500 | | | | |
| Tamil .. .. .. .. .. | One. | .. | 260,000 | | | | |
| Circle Abstract— | | | | | | | |
| English .. .. .. .. | One. | .. | 15,000 | | | | |
| Charge Abstract— | | | | | | | |
| English .. .. .. .. | One. | .. | 4,000 | 17"×27" | 270 | 180 | .. |
| Progress Report— | | | | | | | |
| English .. .. .. .. | One. | .. | 30,000 | | | | |
| Progress Report for training Sample Census— | | | | | | | |
| English .. .. .. .. | One. | .. | 75,000 | | | | |
| Appeal to the Public, Scientific and Technical personnel. | One. | .. | 320,000 | | | | |
| Instructions for Enumerators (Enumeration of technically qualified personnel). | One. | .. | 26,000 | | | | |



## XIV. Cost of Enumeration.

Even though the actual census enumeration was conducted during February-March 1961, necessary preliminary arrangements for the conduct of the same were made from March 1959 onwards. It is therefore necessary that the expenditure incurred from 1959 onwards excluding those incurred for tabulation purposes should be treated as having been incurred for enumeration purposes. On this basis the total expenditure incurred on "Enumeration" up to end of March 1962 will work out to Rs. 20,81,524 as indicated in the statement at A. The population of this State according to 1961 census is 33, 686,953. As such the per capita expenditure on "Enumeration" works out to 6.179 nP. per head.

The special features of the expenditure incurred on "Enumeration" in connection with 1961 census are that it includes some items of expenditure which were not incurred in the 1951 census as indicated below—

(1) Expenditure on the pay and allowances of special clerical staff employed solely for 1961 census in the districts, taluks and certain municipalities. The clerical staff referred to above was sanctioned in G.O. Ms. No. 3161, Public (Elections II), dated 31st December 1959, the expenditure on which was initially incurred by the State Government and the entire expenditure was reimbursed to the State Government at the end of each financial year by book adjustment in the books of Accountant-General, Madras.

(2) Honorarium to Enumeration Staff (Enumerators and Supervisors) at the rate of Rs. 20 for Houselisting and Enumeration paid in three instalments.

(3) Honorarium to Charge Officers other than the Municipal Commissioners of Tiruchirapalli, Madurai, Salem and Coimbatore at the rate of Rs. 25 per mensem for a period of seven months from 1st September 1960 to 31st March 1961.

(4) Honorarium to census clerks in the municipal offices other than those for which clerical staff was sanctioned at the rate of Rs. 10 per mensem for a period of seven months from 1st September 1960 to 31st March 1961.

(5) Honorarium to Military personnel engaged in Enumeration work at the rate of Rs. 10.

(6) Honorarium to supervisors who functioned as verification officers in connection with the Post-Enumeration check at the rate of Rs. 4 each.

(7) Honorarium to the District Census Officers (Personal Assistants to the Collectors) at the rate of Rs. 75 per mensem for a period of eight months from 1st August 1960 to 31st March 1961.

(8) Honorarium to the Executive Officers of municipalities having a population of more than 2 lakhs, i.e., Municipal Commissioners of Madurai, Tiruchirapalli, Salem and Coimbatore at the rate of Rs. 50 per mensem for a period of eight months from 1st August 1960 to 31st March 1961.

(9) Propulsion charges (cost of petrol only) in respect of the vehicles placed at the disposal of the charge officers at the time of enumeration by the State Government at the rate not exceeding Rs. 350 per charge.

ACTUAL EXPENDITURE

| Head of Account. (1959-60.) | RS. |
|---|---|
| A. Superintendence— | |
| A. 1 Pay of Officers .. .. .. .. .. .. .. | 19,055 |
| A. 2 Pay of Establishment .. .. .. .. .. .. | 20,513 |
| A. 3 Allowances, Honoraria, etc. .. .. .. .. .. | 21,865 |
| A. 4 Other Charges .. .. .. .. .. .. .. | 22,407 |
| Total—A. Superintendence .. | 83,840 |

| Head of Account. | ACTUAL EXPENDITURE IN 1959–60. |
|---|---|
| | RS. |
| B. Enumeration— | |
| B. 2 Allowances, Honoraria | 1,310 |
| D. Printing and Stationery | 1,133 |
| Total—B. Enumeration | 86,283 |

1960–61.

| | RS. |
|---|---|
| A. Superintendence— | |
| A. 1 Pay of Officers | 27,231 |
| A. 2 Pay of Establishments | 69,973 |
| A. 3 Allowances, Honoraria, etc. | 38,117 |
| A. 4 Other Charges | 1,10,196 |
| Total—A. Superintendence | 2,45,517 |
| B. Enumeration— | RS. |
| B. 1 Pay of Establishment | 1,59,448 |
| B. 2 Allowances, Honoraria, etc. | 73,288 |
| B. 3 Honoraria to Enumerators | 5,77,876 |
| B. 4 Other Charges | 14,556 |
| Total—B. Enumeration | 8,25,168 |
| | RS. |
| D. Printing and Stationery | 53,914 |
| E. Miscellaneous Staff— | |
| E. 1 Pay of Officers | 15,944 |
| E. 2 Pay of Establishment | 20,510 |
| E. 3 Allowances, Honoraria, etc. | 6,271 |
| E. 4 Other Charges | 5,611 |
| Total—E. Miscellaneous Staff | 48,336 |
| Grand Total | 11,72,935 |

1961–62.

| | RS. |
|---|---|
| B. Enumeration— | |
| B. 1 Pay of Establishment | 48,334 |
| B. 2 Allowances, Honoraria, etc. | 1,09,951 |
| B. 3 Honoraria to Enumerators | 6,15,634 |
| B. 4 Other Charges | 36,393 |
| Total—B. Enumeration | 8,10,312 |



| Head of Account. | ACTUAL EXPENDITURE |
|---|---|
| | RS. |
| E. Miscellaneous Staff— | |
| E. 1 Pay of Officers | 803 |
| E. 2 Pay of Establishment | 4,922 |
| E. 3 Allowances, Honoraria, etc. | 3,316 |
| E. 4 Other Charges | 2,953 |
| Total—E. Miscellaneous Staff | 11,994 |
| Grand total | 8,22,306 |

| | RS. |
|---|---|
| Expenditure during 1959–60 excluding incurred under 'C' Abstraction and Compilation. | 86,283 |
| Expenditure during 1960–61 excluding incurred under 'C' Abstraction and Compilation. | 11,72,935 |
| Expenditure during 1961–62 under 'B Enumeration' and 'E. Miscellaneous Staff'. | 8,22,306 |
| Grand total | 20,81,524 |

## DELEGATION OF FINANCIAL POWERS TO THE SUPERINTENDENTS OF CENSUS OPERATIONS.

*Government of India letter No. F 2/16/59, Pub. I (1), Ministry of Home Affairs, dated 13th November 1959.*

The following powers were delegated to Superintendents of Census Operations :—

(1) *Creation of posts.*—The powers to create temporary posts in Class III and Class IV for a period not exceeding two years subject to the conditions laid down in rule 9 of the Delegation of Financial Powers Rules, 1958.

Powers to create temporary posts subject to the condition that the pay of the appointment does not exceed Rs. 160 per mensem and to fix the pay of the posts. These powers will be operative in cases where the posts carry fixed pay or scales of pay which have not been approved by the Ministry of Finance.

* Government of India letter No. 2/150/60, Pub. I, Ministry of Home Affairs, dated 7th November 1960.

(2) *Contingent expenditure.*—Powers to incur contingent expenditure up to Rs. 1,000 per annum in each case for recurring expenditure and Rs. 5,000 in each case for non-recurring expenditure provided that in respect of matters specified in column 2 of the Annexure to Schedule V of the "Delegation of Financial Powers Rules, 1958" the power to incur expenditure will be subject to the limits and conditions specified in that Annexure. These powers will also be subject to the conditions specified under rule 10 (5) of the Delegation of Financial Powers Rules, 1958.

* (Government of India letter No. 2/150/60 Pub. I, Ministry of Home Affairs, dated 26th February 1962.)

(3) *Purchase of books, newspapers, official and non-official publications.*—Full powers to purchase for use of their Offices books, newspapers and other publications subject to the condition mentioned in the Delegation of Financial Powers Rules, 1958—Schedule V.

* (Government of India letter No. 2/16/59 Pub. I, Ministry of Home Affairs, dated 13th February 1960.)

(4) Controlling Officers for their own and their establishments' travelling allowance.

(5) *Miscellaneous expenditure.*—The powers to incur expenditure on entertainment (light refreshments) up to Rs. 200 per annum subject to the condition that the refreshments at meetings and conferences should be restricted to tea, coffee or a cool drink only and may not include other items like biscuits, cashewnuts, etc. The limit of expenditure for this purpose should not exceed Rs. 0.75 nP. * per head per meeting.

* ]Government of India office Memorandum No. F 4 (1)-E II (A)/63, Ministry of Finance (Department of Expenditure), dated 14th January 1963.]

(6) *Honorarium.*—Power to sanction the grant of recurring and non-recurring honoraria, up to a limit of Rs. 100 in each case to Government officials other than those in their own office and to non-officials in connection with the 1961 Census Operations. [The honorarium to 'non-officials' and 'officials' will be sanctioned at the rates approved by the Superintendents of Census Operations after taking into consideration the nature of work in each case.]

[* Government of India letter No, 1/150/60, Pub. I, Ministry of Home Affairs, dated 9th October 1962 with effect from 1st October 1962).]

(7) *'On Account' advances.*—Power to draw 'on account' advances not exceeding Rs. 1,500 at a time to meet the contingent expenditure. The amount of advance so drawn may be adjusted as soon as possible by submission of fully vouched contingent bill for the particular item for which the advance is drawn.

(Government of India letter No. F. 2/186/60, Pub. I, Ministry of Home Affairs, dated 29th April 1961.)



## SUMMARY OF STAFF EMPLOYED IN THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, MADRAS-6, AS ON 31st MARCH 1961.

| Serial number and designation. | Number. | Period. | Rates of pay (exclusive of allowance). | Remarks. |
|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) |
| | | *From* | | |
| 1 Superintendent of Census Operations. | 1 | 28th February 1959. | Senior I.A.S., scale plus special pay of Rs. 300. | .... |
| 2 Deputy Superintendent of Census Operations. | 1 | 17th April 1960. | Pay in I.A.S. Grade plus special pay of Rs. 150. | .... |
| 3 Do. | 6 | 1. 25th August 1960.<br>1. 27th August 1960.<br>1. 1st September 1960.<br>1. 5th September 1960.<br>1. 10th September 1960.<br>1. 23rd September 1960. | Grade pay in the scale of Deputy Collectors of Madras Civil Service plus special pay of 33⅓ per cent of grade pay not exceeding Rs. 150. | .... |
| 4 Manager .. .. .. | 1 | 3rd March 1959. | Rs. 350—475 or grade pay plus 20 per cent deputation allowance. | .... |
| 5 Head Assistant .. .. | 1 | 1st May 1960 .. | Do. | |
| 6 Accountant-*cum*-cashier .. | 1 | 20th March 1959. | Rs. 210—380 or grade pay plus 20 per cent deputation allowance. | .... |
| 7 Upper Division Clerks .. | 6 | 1. 4th March 1959.<br>1. 24th December 1959.<br>1. 1st October 1960.<br>1. 12th December 1960.<br>1. 15th December 1960.<br>1. 14th December 1960. | Rs. 130—300 or grade pay plus 20 per cent deputation allowance. | .... |
| 8 Lower Division Clerks .. | 2 | 1. 6th May 1960..<br>1. 1st November 1960. | Rs. 110—180. | .... |
| 9 Stenographers .. .. | 3 | 1. 4th March 1959.<br>1. 21st December 1959.<br>1. 17th October 1960. | Rs. 130—300 or grade pay plus 20 per cent deputation allowance. | .... |
| 10 Typists .. .. .. | 3 | 1. 2nd May 1960..<br>1. 11th January 1961.<br>1. 20th January 1961. | Rs. 110—180. | .... |
| 11 Statistical Assistants .. | 4 | 1. 27th May 1959.<br>1. 1st February 1960.<br>1. 4th November 1959.<br>1. 19th March 1961. | Rs. 210—425 or grade pay plus 20 per cent deputation allowance. | .... |

**SUMMARY OF STAFF EMPLOYED IN THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, MADRAS-6, AS ON 31st MARCH 1961—*cont.***

| Serial number and designation. | Number. | Period. | Rates of pay (exclusive of allowance). | Remarks. |
|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) |
| | | *From* | | |
| 12 Research Assistants .. | 9 | 1. 10th August 1960.<br>1. 24th August 1960.<br>2. 5th October 1960.<br>1. 15th October 1960.<br>1. 24th October 1960.<br>1. 25th October 1960.<br>1. 15th November 1960.<br>1. 8th December 1960. | Rs. 210—425. | .... |
| 13 Draughtsmen .. .. | 2 | 1. 9th April 1960.<br>1. 14th April 1960. | Rs. 150—240. | .... |
| 14 Tracers .. .. .. | 2 | 2. 6th February 1961. | Rs. 110—180. | .... |
| 15 Librarian .. .. .. | 1 | 16th November 1960. | Rs. 130—180. | .... |
| 16 Attender .. .. .. | 2 | 1. 13th March 1959.<br>1. 6th May 1960.. | Rs. 75—95. | .... |
| 17 Peons .. .. .. | 6 | 1. 4th April 1559.<br>1. 5th May 1959..<br>1. 23rd March 1960.<br>1. 28th June 1960.<br>1. 7th January 1961.<br>1. 30th November 1960. | Rs. 70—85. | .... |



## POST-ENUMERATION CHECK IN MADRAS STATE, 1961.

The Post-Enumeration Check of the 1961 Census count was conducted on a random sample basis in Madras State during the second fortnight of March 1961 in accordance with the scheme formulated by the Registrar-General and approved by the Government of India for organising this check.

The Government of Madras were addressed to approve the scheme and orders accepting to conduct it in Madras State were issued by the State Government on 14th March 1961. The text of the order is reproduced here :—

"The Government of India have decided to conduct a Post-Enumeration Check to estimate the extent of error in the 1961 Census count as was done after the 1951 Census. The Superintendent of Census Operations, Madras, has sent for the approval of the State Government a scheme formulated by the Registrar-General, India, in consultation with the Statistical Advisers and approved by the Government of India. A copy of the scheme is appended to this order.

2. It is observed that the Census like all other administrative operations of such magnitude is liable to error. In spite of every precaution taken to achieve complete coverage through numbering of occupied houses, some occupied houses might have been left unnumbered or unvisited here and there. Likewise, in a few, out of the hundreds of thousands of occupied houses which were visited in every village, town and city a few individuals are likely to have been omitted here and there. Owing to difficulties of enumeration created by the movement of people from one place to another, there are chances of double counts as well as of omission. It is, therefore, desirable to make a definite ascertainment of the degree of error which may be present in the Census statistics. The Superintendent of Census Operations, Madras, has made it clear that the intention in conducting the Post-Enumeration Check is only to measure, in statistical terms, the extent of error in Census enumeration and is not intended to spotlight deficiencies in the work of Census Officials.

3. The salient features of the scheme are :—

(1) The Post-Enumeration Check will be conducted in sampled houses within the blocks selected as sample in both urban and rural areas (Lists of selected blocks have been communicated to the Collectors and Charge Officers direct by the Superintendent of Census Operations).

(2) The coverage of the houses will be verified by an independent preparation of a house-list of the block and matching it with the list of dwellings enumerated in the block, as shown in the Census Population Record. This independent list will be prepared by a Verifying Officer selected by the Charge Officer from among the Supervisors not attached to the selected block.

(3) The unmatched entries in the houselist prepared by the Verification Officer and that prepared from the Census Population Record will be re-verified on the spot, by the Charge Officer.

(4) The number of houses and persons under-enumerated or enumerated twice in the Census or totally missed or wrongly counted will be obtained. The error in the enumeration of persons or houses covered by the Census will be ascertained through a re-enumeration of the sampled houses by the Verifying Officer who would be given a list of names of the inmates of the sampled houses as given in the Population Record. To ensure that the Verification Officer does his job properly, ghost entries and deliberate omissions will be made by the Charge Officer to check the reliability of work in detecting such cases. The Verifying Officer will not only check the list of names given to him, but also attempt to obtain particulars of the persons missed in the count,

who will be the normal residents and visitors during the Census period. The Verifying Officer will be required to report particulars regarding age, sex and relationship to head of household and the names of heads of households.

(5) The data collected from this Post-Enumeration Check will permit casting of estimates of error in the counting of houses and population in the State and also give an idea of the main characteristics that are associated with such errors.

4. The Superintendent of Census Operations, Madras, has fixed the following programme to be adhered to by the Charge Officers :—

(1) Appointment of Verification Officer, filling censused houselist along with the list of names of inmates to be sent to Charge Officer by the Supervisor of the selected sample block, by the 12th of March.

(2) Filling in of the verification slip and issue of verification slip and blank verification houselist form by the Charge Officers to the Verification Officers by the 18th March.

(3) The filling in of the verification slip and the verified houselist form duly filled in by the Verification Officer to be returned to the Charge Officer, by the 27th March.

(4) Checking up of the verification houselists and the censused houselists and copying out of list of extras, by the 28th March.

(5) Resurvey of omissions and deletions furnished by the Verification Officer by the Charge Officer, by 31st March.

(6) Completed figures to be sent by Charge Officer to the Collector along with certificate of Post-Enumeration Check carried out, by the 6th April.

5. The Government have carefully considered the scheme and approved the proposals of the Superintendent of Census Operations, Madras."

The blocks and houses for this check were selected on the basis of 1 per cent of blocks and 10 per cent of houses in rural areas and 2 per cent of blocks and 5 per cent of houses in urban areas. The District Collectors and the Commissioner, Corporation of Madras were appraised of the salient features of the scheme, the itemised programme and duties of Charge Officers and Verification Officers. They were requested to do all that was necessary to ensure the success of the verification. The Charge Officers were the Chief Verification Officers under the scheme and selected Supervisors were required to work as Verifying Officers under them. A list of sampled blocks relating to various urban and rural charges prepared on the prescribed basis of 1 per cent of total number of blocks in rural areas and 2 per cent of blocks in urban areas was sent to the Charge Officers sufficiently early so as to enable them to complete the verification before 31st March.

Along with the list of sampled blocks instructions relating to the scheme and conduct of verification were issued to the Charge Officers. The District Census Officers were also required to issue necessary instructions to Charge Officers to carry out the preliminary arrangements connected with the Post-Enumeration Check. I, along with the Deputy Superintendent of Census Operations, Central Tabulation Office, Madras, conducted a series of training classes during the 2nd and 3rd weeks of March for all Charge Officers in their respective headquarters of the districts with a view to provide a general background of the verification scheme proposed and explain such points which might arise and which had not been covered by the instructions issued by us.



In the thirteen districts of the State 261 Urban and 369 rural blocks were selected for the Post-Enumeration Check. A statement showing the distribution of blocks and the blocks actually checked is given below :—

| *Serial number and name of district.* | *Number of blocks selected for Post-Enumeration check.* | | *Number of blocks where Post-Enumeration Check was conducted.* | |
|---|---|---|---|---|
| | *Urban.* | *Rural.* | *Urban.* | *Rural.* |
| (1) | (2) | (3) | (4) | (5) |
| 1 Madras City .. .. | 47 | .. | 47 | .. |
| 2 Chingleput .. .. .. | 14 | 25 | 12 | 18 |
| 3 North Arcot .. .. .. | 18 | 38 | 18 | 38 |
| 4 South Arcot .. .. .. | 12 | 39 | 12 | 39 |
| 5 Salem .. .. .. .. | 16 | 49 | 16 | 49 |
| 6 Coimbatore .. .. .. | 27 | 37 | 27 | 37 |
| 7 The Nilgiris .. .. .. | 7 | 3 | 7 | 2 |
| 8 Madurai .. .. .. | 28 | 33 | 28 | 33 |
| 9 Thiruchirappalli .. .. | 20 | 38 | 19 | 36 |
| 10 Thanjavur .. .. .. | 20 | 36 | 20 | 36 |
| 11 Ramanathapuram .. .. | 21 | 29 | 21 | 28 |
| 12 Tirunelveli .. .. | 26 | 27 | 26 | 27 |
| 13 Kanyakumari .. .. | 5 | 15 | 5 | 15 |
| Total .. | 261 | 369 | 258 | 358 |

The reasons for the difference between columns (3) and (4) in respect of the districts of Chingleput, The Nilgiris, Ramanathapuram and Tiruchirappalli are given below :—

*Ramanathapuram.*—One rural block in Tiruvadanai village of this district was not verified since the village was uninhabited.

*Tiruchirappalli.*—The Charge Officer, Tirumayam, did not furnish relevant details in forms I to VII in respect of three blocks.

*Chingleput.*—In Maduranthakam taluk of this district 6 rural and 2 urban blocks were selected for the Post-Enumeration Check. But the Particulars furnished by the Charge Officers in the prescribed forms were found to be incomplete. The Charge Officer of Kancheepuram did not conduct the check in one rural block.

*The Nilgiris.*—The Post-Enumeration Check was not properly conducted in one block in Nilgiris district. The Check was therefore conducted in 258 urban and 358 rural blocks.

The State figures for items in Form IV (House Verification) and Form VIII (Re-enumeration of persons) separately for rural and urban areas have been compiled as required by Registrar-General. These forms and other tables of Post-Enumeration Check were sent to Registrar-General, India, on 19th June 1961 for further analysis.

The Post-Enumeration Check in the State was on the whole conducted satisfactorily.

## Form IV.

### Summary of House Verification.

*Madras State (Rural Areas).*

| Serial number and name of district. | Number of Blocks where P.E.O. was conducted. | Number of houses. By CHL I. | Found missed II. | Found duplicated or wrongly included III. | True number in the Blocks (I)+(II)—(III). | Number of persons. Censused in the Blocks. (I) M. | (I) F. | In missed houses. (II) M. | (II) F. | In duplicated or wrongly included houses. M. | F. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) |
| 1 Madras City .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| 2 Chingleput .. | 18 | 2,449 | .. | 1 | 2,448 | 6,406 | 6,584 | .. | .. | .. | .. |
| 3 North Arcot .. | 28 | 4,650 | 18 | 1 | 4,667 | 13,102 | 12,949 | 28 | 31 | .. | 1 |
| 4 South Arcot .. | 39 | 4,787 | 7 | .. | 4,794 | 11,781 | 11,791 | 12 | 11 | .. | .. |
| 5 Salem .. .. | 49 | 6,484 | 17 | .. | 6,501 | 16,163 | 15,563 | 24 | 31 | .. | .. |
| 6 Coimbatore .. | 37 | 5,620 | 28 | .. | 5,648 | 13,409 | 13,078 | 57 | 64 | .. | .. |
| 7 Nilgiris .. .. | 2 | 195 | .. | 1 | 194 | 518 | 493 | .. | .. | .. | .. |
| 8 Madurai .. | 33 | 4,070 | 19 | 20 | 4,069 | 9,789 | 9,965 | 38 | 43 | 30 | 31 |
| 9 Tiruchirappalli .. | 36 | 4,879 | 9 | .. | 4,888 | 11,273 | 11,400 | 11 | 15 | .. | .. |
| 10 Thanjavur .. | 36 | 5,269 | 11 | 9 | 5,271 | 12,692 | 12,533 | 14 | 10 | 16 | 15 |
| 11 Ramanathapuram | 28 | 3,490 | 2 | 1 | 3,491 | 8,136 | 8,954 | 5 | 3 | 1 | 2 |
| 12 Tirunelveli .. | 27 | 4,128 | .. | .. | 4,128 | 10,057 | 11,122 | .. | .. | .. | .. |
| 13 Kanyakumari .. | 15 | 1,468 | 2 | .. | 1,470 | 4,291 | 4,201 | 1 | 1 | .. | .. |
| Total .. | 388 | 47,489 | 113 | 33 | 47,569 | 117,618 | 118,833 | 190 | 199 | 47 | 49 |

## Form IV.

### Summary of House Verification.

*Madras States (Urban Areas).*

| Serial number and name of district. | Number of Blocks where P.E.O. was conducted. | Number of houses. By CHL I. | Found missed II. | Found duplicated or wrongly included III. | True number in the Blocks (I)+(II)—(III). | Number of persons. Censused in the Blocks. (I) M. | (I) F. | In missed houses. (II) M. | (II) F. | In duplicated or wrongly included houses. M. | F. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) |
| 1 Madras City .. | 47 | 2,007 | 28 | .. | 2,035 | 14,503 | 13,230 | 35 | 62 | .. | .. |
| 2 Chingleput .. | 12 | 1,669 | 3 | .. | 1,672 | 4,953 | 4,661 | 10 | 4 | .. | .. |
| 3 North Arcot .. | 18 | 1,962 | 3 | .. | 1,965 | 6,211 | 6,128 | 5 | 7 | .. | .. |
| 4 South Arcot .. | 12 | 1,140 | 4 | .. | 1,144 | 3,543 | 3,417 | 2 | 4 | .. | .. |
| 5 Salem .. | 16 | 1,931 | 21 | .. | 1,952 | 5,258 | 4,877 | 20 | 27 | .. | .. |
| 6 Coimbatore .. | 27 | 3,292 | 3 | .. | 3,295 | 8,350 | 7,922 | 2 | 6 | .. | .. |
| 7 Nilgiris .. | 7 | 989 | 3 | .. | 992 | 2,455 | 2,165 | 4 | 8 | .. | .. |
| 8 Madurai .. | 28 | 3,455 | 2 | .. | 3,457 | 9,134 | 8,589 | 4 | 4 | .. | .. |
| 9 Tiruchirappalli .. | 19 | 2,699 | 12 | 1 | 2,711 | 7,598 | 6,682 | 14 | 1 | .. | .. |
| 10 Thanjavur .. | 20 | 2,403 | 11 | .. | 2,414 | 7,118 | 7,069 | 17 | 14 | .. | .. |
| 11 Ramanathapuram | 21 | 2,324 | 6 | .. | 2,330 | 5,636 | 5,766 | 3 | 5 | .. | .. |
| 12 Tirunelveli .. | 26 | 3,201 | 7 | .. | 3,208 | 8,502 | 9,150 | 8 | 9 | .. | .. |
| 13 Kanyakumari .. | 5 | 476 | 6 | .. | 482 | 1,242 | 1,308 | 22 | 16 | .. | .. |
| Total .. | 258 | 27,548 | 110 | 1 | 27,657 | 85,009 | 80,969 | 215 | 177 | .. | .. |



## Form IV.

### Summary of House Verification.

*Madras State (Rural and Urban areas).*

| Serial number and name of district. | Number of Blocks where P.E.O. was conducted. | Number of houses. By CHL (I). | Found missed (II). | Found duplicated or wrongly included (III). | True number in the Blocks (I)+(II)—(III). | Number of persons. Censused in the Blocks. (I) M. | (I) F. | In missed houses (II.) M. | (II.) F. | In duplicated or wrongly included houses. M. | F. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) |
| 1 Madras City .. | 47 | 2,007 | 28 | .. | 2,035 | 14,503 | 13,230 | 35 | 62 | .. | .. |
| 2 Chingleput .. | 30 | 4,118 | 3 | 1 | 4,120 | 11,359 | 11,245 | 10 | 4 | .. | .. |
| 3 North Arcot .. | 56 | 6,612 | 21 | 1 | 6,632 | 19,314 | 18,972 | 33 | 38 | .. | 1 |
| 4 South Arcot .. | 51 | 5,927 | 11 | .. | 5,938 | 15,324 | 15,208 | 14 | 15 | .. | .. |
| 5 Salem .. .. | 65 | 8,415 | 38 | .. | 8,453 | 21,421 | 20,740 | 59 | 58 | .. | .. |
| 6 Coimbatore .. | 64 | 8,912 | 31 | .. | 8,943 | 22,259 | 21,010 | 59 | 70 | .. | .. |
| 7 Nilgiris .. .. | 9 | 1,184 | 3 | 1 | 1,186 | 2,972 | 2,658 | 4 | 8 | .. | .. |
| 8 Madurai .. .. | 61 | 7,525 | 21 | 20 | 7,526 | 18,923 | 18,554 | 42 | 47 | 30 | 31 |
| 9 Tiruchirappalli .. | 55 | 7,578 | 22 | 1 | 7,599 | 18,871 | 18,062 | 25 | 16 | .. | .. |
| 10 Thanjavur .. | 56 | 7,672 | 22 | 9 | 7,685 | 19,807 | 19,602 | 21 | 24 | 16 | 15 |
| 11 Ramanathapuram. | 49 | 5,814 | 8 | 1 | 5,821 | 13,772 | 14,720 | 8 | 8 | 1 | 2 |
| 12 Tirunelveli .. | 53 | 7,329 | 7 | .. | 7,336 | 18,559 | 20,272 | 8 | 9 | .. | .. |
| 13 Kanyakumari .. | 20 | 1,944 | 8 | .. | 1,952 | 5,533 | 5,509 | 23 | 17 | .. | .. |
| Total .. | 616 | 75,037 | 223 | 34 | 75,226 | 202,618 | 199,802 | 405 | 376 | 47 | 49 |

## Form VIII.

### Summary of Re-enumeration of Persons.

*Madras State (Rural Areas).*

| Serial number and name of district. | Number of Blocks where P.E.O. was conducted. | Number of houses. Total (I). | Omitted leaving 'moved away'. | Number of bogus entries. Total (I). | Number detected | Number of persons in occupied houses leaving 'moved away'. Censused (I). M. | (I). F. | In missed (II). M. | (II). F. | Recorded again when they returned. M. | F. | Recorded again when they moved out. M. | F. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) |
| 1 Madras City .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| 2 Chingleput .. | 18 | 2,449 | 248 | 340 | 336 | 602 | 668 | 2 | 2 | 1 | .. | 2 | .. |
| 3 North Arcot .. | 28 | 4,650 | 459 | 568 | 568 | 1,243 | 1,270 | 5 | 9 | .. | 2 | 1 | 2 |
| 4 South Arcot .. | 39 | 4,787 | 478 | 552 | 524 | 1,124 | 1,128 | 4 | 8 | 1 | 6 | 2 | 2 |
| 5 Salem .. .. | 49 | 6,484 | 636 | 743 | 743 | 1,517 | 1,465 | 2 | .. | 7 | 2 | 1 | 1 |
| 6 Coimbatore .. | 37 | 5,620 | 544 | 555 | 498 | 1,328 | 1,330 | 2 | 4 | .. | .. | 0 | 2 |
| 7 Nilgiris .. .. | 2 | 195 | 20 | 21 | 21 | 66 | 53 | 1 | .. | .. | .. | .. | .. |
| 8 Madurai .. .. | 33 | 4,070 | 396 | 266 | 256 | 970 | 1,014 | 14 | 13 | 7 | 11 | .. | .. |
| 9 Tiruchirappalli .. | 36 | 4,879 | 501 | 574 | 560 | 1,108 | 1,164 | 6 | 2 | 1 | .. | .. | .. |
| 10 Thanjavur .. | 36 | 5,269 | 529 | 352 | 351 | 1,207 | 1,153 | 2 | 11 | 1 | 2 | 2 | 2 |
| 11 Ramanathapuram. | 28 | 3,490 | 346 | 339 | 339 | 792 | 903 | 2 | 1 | 1 | 4 | .. | .. |
| 12 Tirunelveli .. | 27 | 4,128 | 403 | 475 | 472 | 611 | 914 | 7 | 2 | .. | .. | .. | .. |
| 13 Kanyakumari .. | 15 | 1,468 | 152 | 157 | 151 | 481 | 484 | .. | 1 | 2 | 4 | .. | 1 |
| Total .. | 388 | 47,469 | 4,712 | 4,952 | 4,819 | 11,249 | 11,486 | 55 | 63 | 21 | 31 | 12 | 12 |

## Form VIII.

SUMMARY OF RE-ENUMERATION OF PERSONS.

*Madras State (Urban Areas).*

| Serial number and name of district. | Number of blocks where PEC was conducted. | Number of houses. Total. | Number of houses. Checked leaving "moved away". | Number of bogus entries. Total. | Number of bogus entries. Number detected. | Number of persons in sampled houses leaving "moved away". Census. M. | Census. F. | Missed by census. M. | Missed by census. F. | Reported ex-its whose enumeration is not known. M. | Reported ex-its whose enumeration is not known. F. | Over enumerated. M. | Over enumerated. F. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) |
| 1 Madras City .. | 47 | 2,007 | 109 | 127 | 117 | 775 | 719 | 21 | 22 | 6 | 7 | 7 | 5 |
| 2 Chingleput .. | 12 | 1,669 | 86 | 97 | 97 | 269 | 237 | 3 | 3 | .. | .. | .. | 1 |
| 3 North Arcot .. | 18 | 1,962 | 103 | 133 | 130 | 328 | 311 | 4 | 5 | .. | .. | .. | .. |
| 4 South Arcot .. | 12 | 1,140 | 62 | 86 | 83 | 190 | 171 | 1 | .. | .. | .. | 1 | .. |
| 5 Salem .. .. | 16 | 1,931 | 110 | 129 | 125 | 322 | 278 | 1 | .. | .. | 1 | 1 | .. |
| 6 Coimbatore .. | 27 | 2,292 | 187 | 163 | 151 | 480 | 453 | 9 | 6 | 1 | .. | .. | .. |
| 7 Nilgiris .. .. | 7 | 989 | 50 | 42 | 41 | 124 | 116 | 1 | .. | .. | .. | .. | .. |
| 8 Madurai .. .. | 28 | 3,455 | 184 | 151 | 142 | 462 | 493 | 4 | 4 | 4 | 2 | .. | .. |
| 9 Tiruchirappalli .. | 19 | 2,699 | 144 | 157 | 157 | 348 | 335 | 2 | 1 | .. | .. | 1 | .. |
| 10 Thanjavur .. | 20 | 2,403 | 143 | 133 | 131 | 335 | 322 | 4 | 3 | 3 | 3 | .. | 1 |
| 11 Ramanathapuram. | 21 | 2,324 | 128 | 111 | 109 | 304 | 307 | .. | 2 | 2 | .. | 1 | 1 |
| 12 Tirunelveli .. | 26 | 3,201 | 169 | 246 | 241 | 418 | 475 | 4 | 6 | .. | 1 | 3 | 3 |
| 13 Kanyakumari .. | 5 | 476 | 25 | 26 | 26 | 65 | 68 | 2 | 3 | .. | .. | .. | .. |
| Total .. | 258 | 27,548 | 1,500 | 1,601 | 1,550 | 4,420 | 4,285 | 56 | 55 | 16 | 13 | 14 | 11 |

## Form VIII.

SUMMARY OF RE-ENUMERATION OF PERSONS.

*Madras State (Rural and Urban areas).*

| Serial number and name of district. | Number of blocks where PEC was conducted. | Number of houses. Total (3). | Number of houses. Checked leaving "moved away". | Number of bogus entries. Total (5). | Number of bogus entries. Number detected. | Number of persons in sampled houses leaving "moved away". Censused. M. | Censused. F. | Missed by census. M. | Missed by census. F. | Reported ex-its whose enumeration is not known. M. | Reported ex-its whose enumeration is not known. F. | Over enumerated. M. | Over enumerated. F. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) |
| 1 Madras City .. | 47 | 2,007 | 109 | 127 | 117 | 775 | 719 | 21 | 22 | 6 | 7 | 7 | 5 |
| 2 Chingleput .. | 30 | 6,118 | 334 | 437 | 433 | 871 | 845 | 5 | 5 | 1 | .. | 2 | 1 |
| 3 North Arcot .. | 56 | 6,612 | 562 | 701 | 698 | 1,571 | 1,581 | 9 | 14 | .. | 2 | 1 | 2 |
| 4 South Arcot .. | 51 | 5,927 | 540 | 648 | 607 | 1,314 | 1,299 | 5 | 8 | 1 | 6 | 4 | 2 |
| 5 Salem .. .. | 65 | 8,415 | 746 | 872 | 868 | 1,823 | 1,743 | 3 | .. | 7 | 3 | 2 | 1 |
| 6 Coimbatore .. | 64 | 8,912 | 731 | 718 | 649 | 1,808 | 1,783 | 12 | 10 | 1 | .. | 6 | 3 |
| 7 Nilgiris .. .. | 9 | 1,184 | 70 | 63 | 62 | 190 | 169 | 2 | .. | .. | .. | .. | .. |
| 8 Madurai .. .. | 61 | 7,525 | 580 | 417 | 398 | 1,432 | 1,507 | 18 | 17 | 11 | 13 | .. | .. |
| 9 Tiruchirappalli .. | 55 | 7,578 | 645 | 731 | 717 | 1,456 | 1,499 | 8 | 3 | 1 | .. | 1 | .. |
| 10 Thanjavur .. | 56 | 7,672 | 672 | 485 | 482 | 1,542 | 1,475 | 12 | 14 | 4 | 4 | 2 | 3 |
| 11 Ramanathapuram. | 49 | 5,814 | 474 | 450 | 448 | 1,096 | 1,210 | 3 | 3 | 3 | 4 | 1 | 1 |
| 12 Tirunelveli .. | 53 | 7,329 | 572 | 721 | 713 | 1,229 | 1,389 | 11 | 8 | .. | 1 | 3 | 3 |
| 13 Kanyakumari .. | 20 | 1,944 | 177 | 183 | 177 | 546 | 552 | 2 | 4 | 2 | 4 | .. | 1 |
| Total .. | 616 | 78,037 | 6,212 | 6,552 | 6,369 | 15,669 | 15,771 | 111 | 108 | 37 | 44 | 29 | 23 |

## ANNEXURE IV.

### SPECIMENS OF FORMS USED FOR CENSUS ENUMERATION.

### I. Order of appointment of Charge Officer.

Under the powers conferred upon me by sub-section (4) of section 4 and section 7 of the Indian Census Act (Act No. XXXVII of 1948) and in exercise of the powers conferred on me by the Government of Madras in their notification issued in G.O. Ms. No. 830, Public (Elections), dated 16th May 1960, I hereby appoint—

Sri/Smt./Kumari

Designation

Address

as Charge Officer of the following area :—

Name and Code Number of charge

Taluk

District

Your duties will be mainly to assist the District Census Officer in the conduct of a successful Census Operation in the area specified. You must assist the District Census Officer in the formation of Circles and Blocks and in the selection of Supervisors and Enumerators. You will be the principal channel of communication between the District Census Officer (Collector of the District) and those Supervisors and Enumerators charged with the taking of the Census within the jurisdiction of your charge. You will also have to act in co-ordination with the charge officers of the Municipalities, Cantonments and Defence Establishments situated in your taluk. You will be guided by the official instructions issued from time to time by the Superintendent of Census Operations. The success of the Census, the second of its kind in Republican India, will, to a large extent, depend upon your diligence and punctuality. I confidently rely upon your co-operation and public spirit.

By appointment as Charge Officer, you shall be deemed a public servant within the meaning of the Indian Penal Code. Your attention is drawn to section 11 of the Indian Census Act, 1948, printed on the reverse of this order.

Station :

*Collector of*

Date :

CENSUS OF INDIA, 1961.

Section 11 of Census Act XXXVII of 1948—

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

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

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

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

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

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

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

(h) any person who trespasses into a Census Office,

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

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



## II. Order of appointment of Supervisor.

In exercise of the powers conferred on me in paragraph 4 of the notification of the Government of Madras issued in G.O. Ms. No. 830, Public (Elections), dated 18th May 1960, I hereby appoint—

Sri/Smt./Kumari

Designation

Address

as Supervisor for the Census Circle comprising the following area :—

Code No.

Number and name of circle

Number and name of charge

Taluk

Your duty will mainly be to assist the Charge Officer in the successful conduct of the Census Operations in the area specified. You will be required to train and supervise the enumerators in your circle and test their work. You will be guided by the instructions given by the Charge Officer and the District Census Officer, and will work under the direction of the Charge Officer. You will be the liason officer between the Charge Officer of your area and the enumerators charged with the taking of the Census within the jurisdiction of your Circle.

Under section 5 of the Indian Census Act, 1948, you are deemed by virtue of this order of appointment, a public servant within the meaning of the Indian Penal Code. Your attention is drawn to section 11 of the said Act, an extract of which is given on the reverse.

Station :

*Charge Officer.*

CENSUS OF INDIA, 1961.

Section 11 of Census Act XXXVII of 1948—

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

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

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

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

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

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

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

(h) any person who trespasses into a Census Office,

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

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

### III. Order of appointment of Enumerator.

In exercise of the powers conferred on me in paragraph 4 of the notification of the Government of Madras issued in G.O. Ms. No. 830, Public (Elections), dated 18th May 1960, I hereby appoint—

Sri/Smt./Kumari
Designation
Address

as Enumerator for the Enumerator's block comprising the following area :—

Block/Sub-block No.
Circle Number
Charge Number
Subdivision

Sri is the Supervisor of your block. You should see him without delay and take his instructions. Throughout the period of training and enumeration you should carry out the instructions of your Supervisor and higher Census authorities. You are charged with the responsibility of numbering all houses and households in your block, preparing the houselists and completing all items of enumeration. Houselisting will commence on 1st October 1960 and end on 31st October 1960. Enumeration will commence on 10th February 1961 and end on 1st March 1961. Thereafter you will have to undertake a revisional round of all houses and households in your block up to the night of 5th March 1961.

Under section 5 of the Indian Census Act, 1948, you are deemed by virtue of this appointment to be a public servant within the meaning of the Indian Penal Code. Your attention is drawn to section 11 of the said Act which is printed on the reverse.

Station :

*Charge Officer.*

Date :

CENSUS OF INDIA, 1961.

Section 11 of Census Act XXXVII of 1948—

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

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

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

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

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

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

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

(*h*) any person who trespasses into a Census Office,

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

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



CENSUS 1961. MADRAS STATE.

### IV. Charge Abstract.

District : (Code No. )

Taluk (Code No. )

Nature of Charge— Tahsildar. / Deputy Tahsildar. / Municipality. / Cantonment. / Special Charge. } Specify name.

| Circle number (here enter all Circles in the charge in serial order). | Total population. | | | Literate population. | | | Households engaged in | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Males. | Females. | Total. | Males. | Females. | Total. | Household cultivation only. | Household Industry only. | Both in Household cultivation and Household industry. | Total. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) |

Total Charge ..

Forwarded to the Collector of / Commissioner of Madras Corporation. on the

day of March 1961.

Station :

Dated :

Signature of Charge Officer.

CENSUS 1961. MADRAS STATE.

## V. Circle Abstract.

District: (Code No. )

Taluk: (Code No. )

Nature of Charge— { Tahsildar. / Deputy Tahsildar. / Municipality. / Cantonment. / Special Charge. } Specify name.

Serial number of the Circle in the charge. | Name and designation of supervisor.

| Enumerator's Block number (Here enter all blocks in the Circle in serial order). | Total population. | | | Literate population. | | | Number of households engaged in | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Males. | Females. | Total. | Males. | Females. | Total. | Household cultivation only. | Household Industry only. | Both in Household cultivation and Household industry. | Total. |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) |
| | | | | | | | | | | |
| Circle total | | | | | | | | | | |

Submitted to the* on the day of March 1961.

Station:

Dated Signature of Supervisor.

* Here enter the designation of Charge Officer.



CENSUS 1961. MADRAS STATE.

## VI. Enumerator's Block Abstract.

District: (Code No. )

Taluk: (Code No. )

Nature of Charge— { Tahsildar. / Deputy Tahsildar. / Municipality. / Cantonment. / Special Charge. } Specify name.

Code number and name of village/Panchayat/Municipality/Cantonment.

Serial number of the Circle in the charge:

Serial number of Enumerator's Block:

| Code number and name of village/Panchayat/Municipality/Cantonment. | Block/Ward/Locality number. | Total number of | |
|---|---|---|---|
| | | Occupied Houses. | Census Households. |
| (1) | (2) | (3) | (4) |
| | | | |
| Total | | | |

Date on which Enumeration of Household Population and population in institutions began:

Date on which Enumeration of Household Population and population in institutions ended:

| | Enumeration slips in pads of | | Household Schedules in books of | |
|---|---|---|---|---|
| | 100 slips. | 25 slips. | 50 Schedules. | 25 Schedules. |
| Number of pads wholly used. | | | | |
| Number of extra slips used. | | | | |
| Number of slips cancelled. | | | | |
| Number of slips spoiled. | | | | |

POPULATION ABSTRACT FOR BLOCK.

| Sex. | (To be compiled from Enumeration slip pads.) Total. | Literate. | (To be compiled from Household Schedules.) Number of Households engaged in | | | |
|---|---|---|---|---|---|---|
| | | | Household Cultivation only. | Household Industry only. | Both in Household Cultivation and Household Industry. | Total. |
| Males. | | | | | | |
| Females. | | | | | | |
| Grand total. | | | | | | |

Checked and found correct.

Dated Signature of Supervisor. Dated Signature of Enumerator.

(For instructions please *see* reverse.)

## INSTRUCTIONS FOR PREPARING THE ENUMERATOR'S BLOCK ABSTRACT.

Fill in the name of district, taluk and code number of village or panchayat, municipality, cantonment and their code numbers as supplied to you.

Strike out the other categories of the nature of the Charge which are not applicable and also specify the name of the Charge.

Next fill in the Serial number of the Supervisor Circle in the charge which your Supervisor will indicate to you as also the serial number of your block.

You are then required to fill in the tabular statement consisting of four columns. In the first and second column, you should fill up the code numbers and name of the units (village, panchayat, municipality, cantonment, etc.) and the house numbering block Numbers in those units which comprise your enumeration block. In the third column, you have to enter the total number of occupied houses you have enumerated. You may have more than one house numbering block in your area of enumeration or a part of a house numbering block allotted to you. You should enter the total of occupied houses in each such block allotted to you separately. You can obtain this information by checking up the house numbers contained in the location code series you have entered in the schedules.

After arriving at the number of occupied houses in each house numbering block, it is now possible to find out the number of households. Count all the household schedules relating to these occupied houses in a house numbering block and enter the total against this block and so on.

### POPULATION ABSTRACT FOR BLOCK.

Each enumeration slip pad has an abstract in which you would have entered the totals of population and literates among the population by sex. Record these totals separately on a slip of paper for each pad or part of a pad which you have used and total these figures. Enter those totals of population and literates among total population by sex.

### NUMBER OF HOUSEHOLDS ENGAGED IN THE HOUSEHOLD CULTIVATION, HOUSEHOLD INDUSTRY, BOTH IN HOUSEHOLD CULTIVATION AND HOUSEHOLD INDUSTRY.

Count the household schedules for which entries are recorded in column C (1). Enter the total number of schedules for which sub-part C (1) has been filled up in the column "Household Cultivation only".

Similarly, count the household schedules for which entries have been made in C (2) and C (3) of sub-part C and enter the totals in the remaining two columns "Household industry only" and "Both in household cultivation and household industry" of this abstract.

Finally, total the figures entered in these columns and enter this figure in the last column.



CENSUS 1961.

## VII. Circle Issue Statement.

District: (Code No.

Taluk: (Code No.

Nature of Charge— { Tahsildar. / Deputy Tahsildar. / Municipality. / Cantonment. / Special Charge. } Specify name.

Serial number of the Circle in the charge:

Name and designation of Supervisor.

| Block number (Here enter all the blocks in the circle in serial order). | Location code number of the unit comprised in the block in column (1). | Enumeration slips. | | Books of 50 household schedules. | Books of 25 household schedules. | Signature of the enumerator in token of receipt. | Date on which the pads and schedules finally handed over. | Remarks. |
|---|---|---|---|---|---|---|---|---|
| | | Pads of 100 slips. | Pads of 25 slips. | | | | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |

Dated Signature of Supervisor.

---

### ACKNOWLEDGMENT FOR THE RECEIPT OF THE ENUMERATION PADS AND HOUSEHOLD SCHEDULES.

District: (Code No. ) Nature of charge: Tahsildar/Deputy Tahsildar/Cantonment/Special charge.

Taluk: (Code No. ) Serial number of Circle.

Received from the Charge Officer pads and Enumeration slips ( pads of 100 slips and pads of 25 slips) and books of Household Schedules ( books of 50 schedules and books of 25 schedules) for distribution to the Enumerators in my circle.

Dated Signature of Supervisor.

## ANNEXURE V.

### INSTRUCTIONS ON HOUSELISTING.

1. Preparation of houselist is the first stage in Census Operations of 1961. In Madras State, it will be done in the month of October 1960. The object of houselisting is to gather particulars of houses, factories and workshops, the products made or serviced and the number of persons employed and the kind of fuel or power used in the factory or workshop. The details of materials used in the construction of walls and roof, the number of persons living in the household as well as the rooms occupied by them will also be collected. Thus, a houselist will help us in having a complete record of all buildings including the uses to which they are put. It will also give us a preliminary idea of the population of Madras State as it exists at the time of houselisting, i.e., a few months in advance of our actual Census enumeration.

2. To complete the houselisting operation, it will be necessary that everyonec onnected with it must understand in clear terms three concepts which we would be using in census operations, viz., (1) building, (2) census house and (3) census household.

3. A building has been defined under the Madras House Numbering System. This definition will be adopted for our purpose. Under this system, every building with a separate main entrance is treated as an entity and given a number by which it can be distinguished from outside. This is the number given by the Municipalities, Panchayats and Village Officers and adopted for administration, election and taxation. An effort has been made to bring the house numbering up-to-date as on 30th September 1960. As such, a number will be found marked on the building throughout the State and will be adopted for houselisting and entered in column 2. It is important to us only to the extent of helping us to locate Census houses and Census households which are contained in these buildings. The fact that there is any omission in the house numbering need not affect the operation of houselisting. All that we will do is to leave column 2 of the houselist blank and then proceed with the collection of other particulars in the houselist.

4. A Census house is a Universal concept adopted by all nations. It is a unit which is viable and which can be distinguished. It is used as a dwelling, a shop-*cum*-dwelling or a place of business, school or workshop. It can be inhabited or vacant. It can be a structure or part of a structure. As long as it is a unit for the purpose of common living or work, it is to be treated as a Census house and the aim of houselisting is to list out all Census houses which exist in the country.

5. On a closer scrutiny, it will be found that the principles governing the definition of a Census house are to a large extent similar to the principles adopted for the definition of a house under Madras House Numbering Scheme. But for a Census house, there need not be a separate entrance. Thus a building which has only one separate main entrance can consist of a number of flats, each of which will be a Census house. A part of a building which has no separate entrance may be used as a workshop or shop in which case each component will constitute a separate Census house. It is, therefore, to be borne in mind that Census house is a structure included in the building and functions as a sub-unit of the building. It can be used for the purpose of living or for work or for living-*cum*-work. In actual practice, in majority of cases in urban areas and in most cases in rural areas, the Census house will be identical with a building as defined in Madras House Numbering System. But any person engaged in houselisting should understand that more than one Census house will be contained in a building as numbered actually on ground.

6. Census household refers to a group of persons who commonly live together and take their meals from a common mess unless the exigencies of work prevent any of them from doing so. A Census house can be occupied by one household or more. Institutions, catering houses, boarding houses are also households where unrelated persons live together. In our country, as the standard of living is low, it is likely that a good proportion of Census houses will be occupied by more than one household and as such, a clear distinction has been made between these two concepts—Census house and Census household—so that a proper assessment of our requirements and conditions of living can be made. A Census house refers to a structure while Census household refers to a group of persons.

7. After understanding these concepts clearly, it is your duty now to complete the houselist in the area in your charge. Your Supervisor will give you a rough plan of the block where the houselisting is to be done by you. A key to the plan showing the distribution of residential and non-residential buildings will also be given to you along with the rough plan. It is desirable to study them carefully before proceeding to do the houselisting which should begin on 1st October 1960.

8. Every house should be visited, whether it is residential or non-residential—found in your block in the order of the house numbers. In case a number of streets forms your block, it is desirable that you visit houses in serial order which will be indicated to you by your Supervisor, and not visit houses at random. The entries in the houselist should be in the serial order of the house numbers assigned in the block under the house numbering scheme.

9. Each houselist form supplied to the Enumerator contains twenty lines on a page. You should use a line for recording the details of a particular house. In case a house is occupied by more than one household you should record the particulars of each household in a separate line. It is sufficient if the particulars of the house are recorded in columns 2 to 10 only. Houselists should be prepared in duplicate, the first copy being compiled as and when you visit the house. When you have completed a street or block you should copy out the entries from the original in a blank form taking care to see that the details about the area have been filled in, giving no room for confusion in future identification. You should hand over the original copy to your Supervisor when you have completed your visit to the houses in the area allotted to you. The last date for submitting the houselist form to your Supervisor will be the 2nd November 1960.

10. The Supervisor will check the entries in the houselist form and will point out mistakes, if any, to be rectified by the 7th November 1960. The defects pointed out by the Supervisor should be rectified by revisiting the houses wherever necessary and the entries in the duplicate also be corrected and both copies returned to the Supervisor. You should also prepare two copies of an accurate map of the block in your charge and mark all important topographical details such as roads, streets, rivers, hills, private forests, temples, tanks, parks and other land-marks situated in the area. In case you find any difficulty to prepare such a map, you may seek the assistance of the Supervisor for the prupose. In the map you should also indicate the houses by numbers. You should also give on the map a key to the plan showing numbers of residential and non-residential buildings in the village or block. This map should be attached to the houselist form of the village, panchayat or municipality and then stitched with a cover or wrapper on which the following details should be recorded :—

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

Name of Taluk .. .. .. .. .. (Code No.....)

Name of Village/Panchayat .. .. .. .. (Code No.....)

No. of blocks for which houselists have been prepared. .....

11. The following instructions will guide you while filling in the houselists.

**12. Column 1—Serial number.**—In this column, record the serial number of the entries. Only one digit of the line number has been printed. The number of the entries should run continuously in a serial order for the block where you are doing houselisting and where the line numbers exceed 9, make 0 into 10, 1 into 11 and so on.

**13. Column 2—Building number.**—In this column you enter the number painted on the door or wall of the building or at some prominent place near the entrance. It is likely that in the course of houselisting you may come across a building for which no house number is given. In that case, you indicate by a " X " that no house number exists.

**14. Column 3—Building number with sub-number for each census house.**—As defined earlier, every building with a separate main entrance is a census house. In the majority of cases, there will be only one census house for each building, especially in rural areas. In those cases, repeat the entry in column 2 in column 3 also. If a building has got more than one census house, as defined above, enter them serially after giving them sub-numbers, i.e., 5/1, 5/2, 5/3, etc. You need not paint the number on door or the wall.

**15. Note.**—The details to be entered in columns 4 to 17 will relate to each census house and not to the entire building.

**16. Column 4.**—The purpose for which census house is used (e.g.), dwelling, shop, shop-*cum*-dwelling, business, factory, workshop, school or other institutions, jail, hostel, etc.

**17.** As defined earlier, a house may accommodate a factory, workshop, shop, shop-*cum*-residence or a business. It may also be used as a place of religious worship or may be a penal institution like a jail or it may be used as a hostel, hotel or school. It is your duty to see that you enter in column 4 the actual use to which a census house is put to. You should write 'Factory' if the establishment is registered under the Indian Factories Act and 'Workshop' for small unregistered workshop (establishment). In the case of factories or workshops, some kind of production, repair or servicing should be carried on. It may also be a place where articles or goods are manufactured and sold. Business house will carry on transactions in money or other articles, e.g., Bank, Chit, Auction Hall, Mundi, Pawnshop, etc. A shop is a place where articles are sold for cash as well as on credit.

**18.** The places where medical men professionally examine patients other than private clinics or chambers occupied by advocates or lawyers should be recorded as professional consultation rooms. If, in addition to the medical officer's consulting room, dispensing of medicines is also done, it should be classified as a dispensary. If the house is a place of religious worship, it may be entered as temple, church, mosque, etc. In the case of typewriting institutions or commercial institutes where some professional teaching and training is imparted, write the nature of such institution. If the house is used for any other purpose which has not been detailed in these instructions, write specifically the purpose for which it is used. If it is unoccupied write 'vacant'.

**19.** Columns 5 to 8 should be filled in only in cases where the house is used as an establishment, workshop or factory (i.e.), where some kind of production, processing, repair, or servicing is undertaken or where goods are made or manufactured and sold. In respect of all other cases, write X in columns 5 to 8 of the houselist form. In filling these columns, care should be taken to see that all activities that are prescribed are entered in these columns whether they are part of the household or not.

**20. Column 5—Name of establishment or proprietor.**—Write the name of the factory or large manufacturing concerns. In the case of small workshops and establishments which do not have a distinct trade name write the proprietor's name. For example, in the case of a bakery or confectionery or leather works write the name of the proprietor of the establishment. When establishments like bakeries do bear a distinct trade name, like " Grand Bakery ", etc., add that also in the remarks column.



**21. Column 6—Name of product (s), repair or servicing under taken.**—Write the actual work done in the establishment, factory or workshop, e.g., paper-making, shoe-making, cycle repairing, petromax and gas light repairing, car servicing, watch and clock repairing, dolls and toys manufacturing, plastic bags manufacturing, horse-shoe and nails manufacturing, printing of cloth, dyeing of yarn, silk handloom weaving, lace garland making, etc. Let your description be as precise and exhaustive as possible.

**22. Column 7—Average number of persons employed daily last week (including proprietor or household members, if any).**—Write the average number of persons working daily during the week preceding the date of your visit. In calculating the number of persons working, take into account the following persons in addition to paid employees and labourers :—

(i) Apprentices—Paid or unpaid.

(ii) Owner or proprietor.

(iii) Family members of the proprietor if working.

You need not write separately the number of persons engaged for each kind of product produced or articles repaired or serviced in the establishment, factory or workshop. It will be sufficient if the total number of persons working in the establishment, factory or workshop is entered. To arrive at the average number, total the number of persons working on all days of the week preceding the date of your visit and divide by seven or six if any holiday has intervened, and so on.

**23. Column 8—Kind of fuel or power, if machinery is used.**—In the case of establishments, factories or workshops, there may be machines installed for production, repair or servicing. For example, in the case of an Automobile Workshop, there may be several lathes used for sharpening metals which will be driven by electricity. In Cabinet Marts there may be big circular saws used to cut logs, planks, sleepers, etc., which will be driven by electricity. So also in the case of rice mills, electricity will be used to drive the rice hullers. In some cases the machines may be driven by kerosene or diesel oil. In the examples cited, electricity, steam, kerosene and diesel oil supply the power for running the machinery installed for production, repair or servicing. You should write the kind of fuel or power used—Electricity, soft coke, kerosene, steam, diesel oil or water-power as the case may be.

**24. Columns 9 and 10—Description of a census house—**

**Column 9—Material of walls.**—The walls of the house may be constructed ordinarily with burnt bricks or unburnt bricks, or mud or stone or cement concrete or timber or a construction of mud and bricks, etc. In certain houses like huts or cottages the walls may be made from materials like Kora grass, leaves (palmyra or coconut) reeds, bamboo, etc. You should write the material used in the construction of most of the walls of the house as grass, leaves, reeds, bamboo, stone, bricks (burnt or unburnt), cement concrete, etc. If different kinds of materials are used (e.g.), stone and cement concrete or mud and unburnt bricks, you should record the material used in the construction of the main room of the house.

**25. Column 10—Material of roof.**—The material used in the roofing of the house should be written (i.e.), tiles, thatch, corrugated iron, zinc sheets or asbestos cement sheets, or concrete, etc. In the case of a multi-storeyed building, the intermediate floor or floors will be the roof of the lower floor.

**26. Column 11—Sub-number of each census household with census house number.**—As indicated earlier, a house may be occupied by a single household or by a number of households. You should clearly distinguish the different households living in a census house; messes, or boarding houses, are also households where people live together with no ties of relationship. If in those places more than one group of persons are found, each such group should be treated as a separate

household. Each household should be distinguished by the addition of an alphabet within brackets (*a*, *b*, *c*, *d*, etc.) to the census house number entered in column 3. If house No. 5 has three households, the household numbers will be 5 (*a*), 5 (*b*), 5 (*c*). If house No. 10/1 has two households, the household numbers will be 10/1/*a*, 10/1/*b*. If house bearing No. 6/A has two households, the household numbers will be 6/A/*a*, 6/A/*b*. It is only by adding an alphabet to the census house number that each household can be identified. You should use only small letters of the alphabet since it will create confusion if capital letters are used, capital letters having been used already in the case of houses springing up between two houses for which numbers have already been assigned.

**27. Column 12—Name of head of household**—Write the name of the head of the household in respect of each household written in column (11), who is commonly acknowledged as such. The head of the household is a person on whom falls the chief responsibility for the maintenance of the household. The head of the household may be a member of either sex or be young and need not necessarily be the eldest male member of the family. In respect of institutions, hostels, catering houses, boarding houses or lodging houses, etc., you should write the name of the manager or the person who is in administrative charge of such place or a person who is regarded as "Head" by the persons or group of persons living in those places. If the census house is used as a sitting place or cattle-shed, etc., write the use to which it is put and add the name of the owner.

**28. Column 13—Number of rooms in census household.**—Enumeration of the rooms will be simple in case the house is occupied by one household. In case there are more than one census household in a house, the number of rooms occupied by each household should be written against the name of the head of the household. In cases where more than one household occupy a single room or share more than one room in such a way that it is not possible to say precisely the number of rooms occupied by each household, the number of rooms occupied by the household should be given together within brackets as common to all such households.

**29.** A room should usually have four walls with a doorway with a roof overhead and should be wide enough to enable a tall man to sleep in (i.e.), it whould be at least 5 feet long. Unenclosed verandahs, kitchen, storerooms, garage, cattle-shed and latrine should not be treated as rooms. However, an enclosed space which is used for living, dining, storing and cooking should be regarded as a room.

**30. Column 14—Does the household live in own or rented house.**—Write 'O' in case the household lives in own house and 'R' in case the household lives in a rented house.

Put 'X' in the case of public buildings like schools, hospitals, temples or places of worship, etc.

**31. Columns 15 to 17—Number of persons residing in census household on day of visit.**—Write the number of males residing in the household in column 15, the number of females in column 16 and the total number of persons (males and females) in column 17. Enquiries should be made in particular about the new born babies or very young children in each household, and the number included according to sex in the respective columns.

**32. Column 18—Remarks.**—This column is intended for entering any useful and significant information about the building or the census house or the census household which has not been entered in any of the columns of the house list form. The following are a few examples of such information which may be recorded in this column :—

(1) Households occupied by Scheduled Castes or Scheduled Tribes should be indicated by writing S.C. or S.T. as the case may be. This entry should be made with reference to the head of the household.



(2) If the census house is a shop, the name of the proprietor or owner should be indicated in the column.

(3) In cases of the census houses which are vacant or unoccupied (at the time of house-listing) and which are likely to be occupied subsequently, i.e., before the census enumeration period 10th to 28th February 1961, a remark "likely to be occupied shortly" should be entered in this column.

**33. Preparation of house-list abstract.**—After completing the house-listing operations, you will have to prepare an abstract in the form appended to this booklet for the block in your charge.

**34.** It will be the responsibility of the Supervisor to see that the enumerator carries out all the instructions outlined in this booklet. He should also test-check ten per cent of the houses. He should further satisfy himself that all the house-lists have been prepared satisfactorily and that the maps and key lists are attached to each list and then hand them over to the Charge Officer by 15th November 1960.

## HOUSELIST ABSTRACT.

Name and number of District_____

Name and number of Tehsil, 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. |
| (1) | (2) | (3) | (4) | (5) |

*Dated signature of Supervisor.*

*Dated signature of Enumerator.*

## ANNEXURE VI.

### ENUMERATION MANUAL—1961 CENSUS.

This is the second Census of the country after independence and will be conducted in February–March 1961, the reference date being the sunrise of 1st March 1961. There are two distinct stages in the Census Operations of 1961, the first being the listing of Census houses and households in the country and the second the actual enumeration of the population. I hope the majority of you have participated in the first stage which was completed in October 1960. It is necessary that you should have an exact knowledge of the number of Census houses and households in your charge if the enumeration of the population is to be completed successfully.

**2. Forms to be filled in during enumeration.**—In the second stage, which will be conducted in February-March, you are required to fill in three schedules ; (1) the Individual Slip, (2) the Census Population Record and (3) Household Schedule. Your first duty will be to fill in a slip for each individual in a household. Then the house-hold schedule and Census Population Record are to be filled in by you before visiting the next household. The instructions are given in four Sections. Section I relates to instructions of a general nature, Section II relates to the filling in of the individual slip and Section III, instructions on filling in the household schedule and Census Population Record. Section IV contains instructions to the Supervisors.

**3. Danger of double enumeration to be avoided.**—The object of the Census is to ascertain, record and tabulate certain particulars relating to every man, woman and child living in the country at a given point of time. It is, therefore, obvious that every person should be enumerated, but only once. This can be achieved by your satisfying yourself that every person you come across has not been enumerated elsewhere. One method of achieving this is to ask each individual whether he has been enumerated elsewhere during the period 10th February to 28th February. But this is not enough. It is quite likely that a person may not know that he has been enumerated in a household to which he is attached along with others without his knowledge. Therefore you must take extra precaution to see that no double enumeration takes place.

**4. House-numbering in Madras State.**—It will help you to have a general idea of the principle governing house-numbering in Madras State. In small villages and minor panchayats, buildings will be numbered in one series for the entire village ; in the case of bigger villages and Panchayats, the village or panchayat may be divided into a number of blocks and the houses numbered in one series for each of these blocks. In such cases, the houses will have the block number and the door number painted on the door of the house. In major panchayats, municipalities, cantonments and town-ships as well as in Madras City. The locality-street system of house numbering is in vogue. The entire area is divided into localities with well known local names and the streets and lanes in each of those localities will be numbered in one series. The houses in each street will also be numbered in one series. The locality number and the street number will be found at the entrance of the street and the houses will have only the door numbers prominently displayed. To give an example, where the block number-house-number system of numbering is in vogue, a house may bear a number 3/2 where 3 represents the block number and 2 the house number. In the case of a place adopting the locality-street system, a correct house number will be 5-2-25 where 25 will be the door number prominently displayed and the house situated in the second street of the fifth locality. In both the cases, the block number, house number and the locality-street-house number should be indicated in each individual slip and household schedule.



**5. Knowledge of block essential.**—Along with your appointment order, you will be given a plan of your block and a keylist. It is necessary that you should acquaint yourself with the topography of your block. Your Supervisor will also hand over to you a list showing the households to be visited with the names of heads of households, for your guidance. These records will suffice to indicate with precision the area in which enumeration is to be done by you. But there is one point on which you should be careful. There will be houseless persons, vagrants, beggars and tramps living in your area. It is your duty to see that each of them is enumerated during 1961 Census.

**6. Defective house-numbering—Do's and Dont's.**—With these records, you should visit all the houses in your block and check up whether the houses—Residential or non-residential—have door numbers as indicated in the rough plan and keylist. If there are any omissions or mistakes in numbering or if you notice discrepancies between the door numbers and your keylist, these defects can be rectified by contacting Village Officers, the Executive Officer of the Panchayat or the Commissioner of the Municipality, as the case may be. In Madras City, your Circle Supervisor may be contacted who will, in turn, bring the defect to the notice of the Assistant Revenue Officer in charge of Census Operations. But the point to be remembered is whether you are able to rectify the house-numbering or not. Houses which do not exist actually on ground should be omitted and all houses which exist on ground whether they are numbered or not, should be enumerated. In actual Census, we are not directly concerned with the perfection of the house-numbering in the state. We are concerned with the existing number of houses used by the people to live.

**7. Period of enumeration.**—The reference date for the Census will be the sunrise of 1st March 1961. The actual enumeration will be spread over a period of 19 days commencing on the 10th February 1961 and ending on the 28th February 1961. The work will begin on the morning of 10th February. Almost all of you would have been drafted from various departments of both Central and State Governments and Local Bodies and Schools and it will not be possible for you to work throughout the day. A circular has been issued to Heads of Departments to permit you to leave your Office or School an hour earlier or to go to your place of work an hour late. It, therefore, follows that the actual enumeration will have to be done by you either in the mornings or in the evenings and on holidays. As you are aware of the limited time at your disposal you may adjust your outturn of work in such a way that it is spread over uniformly. Care should be taken to cover all houses and households within your block, irrespective of the purpose for which such houses are used. Houses also include hotels, boarding houses, hospitals, nursing homes, hostels, jails and beggar homes.

**8. Houseless population.**—Persons who do not reside in houses, viz., vagrants, beggars, nomadic tribes, tramps, sadhus, fakhirs, persons living on boats, etc., will have to be enumerated at the place where you find them, on the dates indicated below. On 28th February 1961, immediately after sunset, you should visit all the places in your block where such houseless persons are found and enumerate them in the same manner as the others. This work should be completed before the day break of 1st March 1961. In Madras City, however, the enumeration of such houseless persons should be conducted on the *nights* of 28th February to 4th March 1961. The Government of Madras have declared certain areas as special tracts, i.e., those tracts which are hilly in nature, forest areas or inaccessible tracts, a list of which is appended as Appendix II to this Manual. In such tracts, the enumeration of the houseless persons should be carried out on the noon of 1st March 1961 in the course of revisional round to be done from 1st March to 5th March 1961.

**9. Revisional round.**—Commencing on 1st March 1961, you should start your final visit to every household and house in your block and verify whether the particulars you have entered are correct taking into account the births and deaths that have taken place since your earlier visit and up to 28th February 1961. This visit called the "revisional round" should be completed on or before 5th March 1961. All births and deaths should have a reference to the sunrise of 1st March 1961 and not later.

**10. Training and sample census.**—It is most important that you make a thorough study of the instructions contained in this Manual. With a view to help you in understanding the Manual, six training classes will be conducted by our charge officers. But more than the training classes, you can understand the instructions more clearly if you meet your colleagues and discuss with them important points relating to enumeration. I am sure your Supervisors will feel happy to attend such discussions and help you. It is also proposed to conduct a Sample Census in January 1961 for which separate forms have been printed in red ink. The intention is that even before the actual enumeration takes place, it is necessary that you should begin this work after getting a clear picture of the enumeration and after having all your doubts clarified, because during this Census, we have given you a heavy work load which will not give you any time for solving problems, during the enumeration period.

**11. Use of authorised abbreviations.**—In recording the answers to the questionnaire, you are using certain authorised abbreviations which are printed separately in a pulp board and will be supplied to you along with this Manual. This pulp board should always be with you when you go on your rounds, so that, the answers may be noted down in abbreviations correctly.

**12. Supply of forms, etc.**—A sufficient number of pads containing enumeration slips and household schedules will be supplied to you. If, any time, these forms are insufficient, your Circle Supervisor may be approached for a fresh supply. The enumeration slip pads and the household schedule books should be handed over to the Supervisors as soon as they are completed who will test check the entries in these pads. Your Supervisor will return these pads to you on or before 28th February 1961 so as to enable you to carry out the revisional round from 1st March to 5th March 1961.

**13. Filling up of the Enumerator's Abstract and furnishing provisional total.**—On the morning of 6th March 1961 after the conclusion of the revisional round, you should meet your Supervisor and prepare Enumerators' Abstract in the form prescribed. The abstract should be prepared from the details noted on the covers of the enumeration pads. After the Supervisor has checked the figures, the pads and books should be handed over to him.

**14. Legal rights and duties.**—Under the Indian Census Act, every person is legally bound to give you the information you require for recording the correct answers to the Census Questionnaire. Persons who fail to give requisite information or give palpably wrong information are liable to be punished under the Census Act. No person can also obstruct you in your work. I am particular that in this national task, we should not rely on prosecution under Census Act, but have to depend on our tact in dealing with public. It will be possible for you to persuade every person to divulge information by employing tact and good humour. At the same time, you should refrain from asking questions which are not relevant and which are not required for Census purposes. Whatever information is given by the person has to be recorded in the forms, but if you consider that any particular information given to you is *prima facie* wrong, you may record a remark to that effect in the Census form. You should also not disclose any information concerning an individual which will be gathered during the course of your enumeration, to other persons. All Census entries are confidential and cannot be used as evidence in any Civil or Criminal proceedings other than a prosecution instituted under the Census Act. The provisions of the Census Act are appended to this Manual for your information and guidance (Appendix I).



**15. Division of State into charges including special charges.**—It is an accepted principle in Census taking that the country should be demarcated into separate administrative units completely identifiable and kept distinct during enumeration. For 1961 Census, Municipalities, Taluks and Cantonments constitute the normal divisions of the State for Census purposes. In addition to this, certain special charges have also been demarcated to cover strictly military areas and harbours. Speical arrangements have been made for the enumeration in the premises of Embassies and of Diplomatic personnel. You will not be normally concerned with the enumeration in strictly military areas and harbours, but it is necessary for you to have a general idea of the arrangements made for such areas.

**16. Enumeration of defence personnel.**—In strictly military areas, the Enumerators will be appointed by the military officers designated as Charge Officers and all civilian population and military personnel stationed within that area will be enumerated by them. Separate instructions regarding the procedure to be followed for Enumeration will be issued to those Charge Officers later. In other regions where you will be employed as Enumerator, the military personnel who are normally resident there will be enumerated by you in your normal course subject to the condition that the nature of employment will not be specified and they will be noted as Central Government emyloyees against the proper columns, without specifying the nature of work done by them. In other Cantonment and military areas which are not declared as exclusively military areas, officers have been appointed as Charge Officers for those areas, excluding strictly military areas. In the zones treated as a civil zone or cantonment, the Enumerators appointed by such Charge Officer will enumerate all the population living in their area, irrespective of the fact whether they are military personnel employed in the military area or not. The instructions contained in this Manual will be applicable to the enumeration of such military personnel living in the cantonment or similar areas subject to the condition that the nature of their employment in the military area will not be specified and they will only be designated as Central Government employees.

**17. Enumeration of Diplomatic personnel.**—Non-Indian nationals who are members of the staff of Diplomatic and Consular Missions of Foreign and Commonwealth countries stationed in Madras State and members of their family are excluded from the scope of Census enumeration. Indian nationals residing in the premises occupied by the Embassies or employed in foreign missions are not, however, excluded and have to be enumerated by you. These Indian nationals will be enumerated by the Enumerator of the block in which the Embassy is located or where they are normally resident. However, foreign nations who do not enjoy diplomatic immunity will be enumerated by the enumerators of the respective blocks in which such foreign nationals are resident, including visitors who are found at a particular place at the time of the Enumerator's visit viz., hotels. This enumeration will be done in accordance with the instructions contained in this Manual.

**18. Enumeration in ocean going, coasting vessles, etc.**—Separate Port Enumerators—the Port Officers of various ports in Madras State have been appointed for enumerating all passengers and crew of ocean going vessels, sailing barges, ocean liners and naval ships. Separate instructions regarding the procedure to be adopted for such enumeration will be issued in due course. Normally, you will not be concernd with their enumeration. But in the case of the crew of such ships who are on shore at a particular time and who are normally resident in the harbour towns they will be enumerated under the general procedure by the enumerator of the block in which they have their residence.

**19. Model slips and schedule slip.**—With a view to help the Enumerator in understanding the actual mechanics of Census enumeration we have prepared 15 model enumeration slips and six household schedules indicating the different types he may come across during enumeration. They will help you to understand the instructions contained in sections II and III. They have been shown in Appendix X of this Manual.

## SECTION I.

**20. Enumeration of household population: General instructions.**—You will visit every house in your block during the period 10th to 28th February 1961, preferably in the serial order of the house numbers. For actual enumeration, you should take up the household, i.e., a group of persons living together in the same house not necessarily bound by ties of relationship and taking their meals from a common mess unless the exigencies of work prevent any of them from doing so, and enumerate the persons who belong to such households. You will have to enumerate the persons who are normally resident in a house. A person is said to be resident in a house if, except during temporary periods of absence, he sleeps in that house. If, however, according to social custom prevailing in that area, a person takes his meals in his own house, but sleeps in the house of his wife or elsewhere, the place where he usually has his food should be taken to be the place of his normal residence. You can ascertain from the head of the household, if he is present, or any other member, the names of persons who are normally resident in that household. After eliciting this information, you can begin enumerating the head of the household followed by other members in the most convenient order, wife, sons, daughters, other relatives, etc. In the case of households where unrelated people live, the order may be varied according to convenience. Care should be taken to elicit information relating to the absentees among the normal residents of the house. In the case of such absent members, the fact whether they are likely to return to their normal place of residence before the sunrise of 1st March 1961 should be ascertained. In case they are likely to return before 1st March, they should also be enumerated. During the revisional round after 1st March 1961, such of those persons whom you have already enumerated, even though they were absent at the time of your visit may be contacted to find out whether they have been enumerated elsewhere. If the answer is in the affirmative, the entries made in your slip should be scored out. Next, all visitors, boarders or guests found in the household at the time of your visit, if they have not been enumerated before and if they are not likely to return to their normal place of residence before 1st March 1961 should also be enumerated. Such of those persons may also be asked to intimate to other enumerators that they have already been enumerated at their place of residence. Servants, if they are residing in the household, may be enumerated last.

**21. Enumeration of houseless persons.**—Persons who do not live in houses, tents, etc., but who are pavement dwellers or homeless beggars, vagrants, nomadic tribes, tramps or sadhus have to be enumerated at the place where you find them on particular dates indicated below :—

| | |
|---|---|
| Mofussil areas other than Madras City .. | On the night of 28th February 1961. |
| Madras City .. .. .. .. .. | On the nights of February 28th to 4th March 1961. |
| Special tracts, forest area and hilly Villages. | During the noon of 1st March 1961, during the revisional round. |

You should visit every place in your block where these houseless persons are likely to be found immediately after sunset, on the dates mentioned above and enumerate them. Before actual enumeration, you should ask every such person whether he has been enumerated elsewhere. If the answer is in the negative, they may be enumerated and answers recorded in the forms.

**22. Revisional round.**—The reference date for the Census is fixed as the sunrise of 1st March 1961. The enumeration is spread over a period of 19 days, for the sake of your convenience. It may happen that certain events such as births, deaths, arrivals of visitors may have taken place during the interval between your first visit and sunrise of 1st March 1961. In order to bring the records up-to-date and to correct all particulars, you have to visit all the houses in your block once again during the period 1st to 5th March 1961 to ascertain details about births, deaths, arrivals of



visitors that have taken place between your first visit and the sunrise of 1st March 1961 and you have to correct the records of each household according to the information gathered during this visit. It means that in the case of deaths, old slips will have to be scored out and in the case of births and new visitors—provided they are not enumerated elsewhere—new slips will have to be prepared. In the case of deaths, the slip already prepared should be cancelled by drawing across it a bold line in red ink with the words " death " written on the line. These slips should not be removed from the original pad. It also follows that if the deceased is the head of the household, the relationship to the head of the household in all the slips relating to the household should be corrected. Correction should also be made in the Census Population Record and the Household Schedule, in the case of births and deaths. No action should be taken on births and deaths or new arrivals occurring after the sunrise of 1st March 1961.

**23. Enumertion of persons living on boats in canals and rivers.**—Persons living on boats in canals and rivers who have no dwelling place of their own or who have left their homes on 10th February 1961 and are not likely to go back again before 1st March 1961 should be enumerated on the night of 28th February 1961 in the same way as other houseless persons, if they have not been enumerated elsewhere.

**24. Enumeration of persons living in hospitals and asylums.**—In many of the blocks there may be hospitals and asylums. All in-patients in the hospital must be enumerated. While this attempt is made, you may find that the patient's condition precludes them from answering any question. In such cases, the medical authorities of the hospital or if the patient is in a special ward, his relatives may be requested to assist you in eliciting the requisite information. The hospital records may also be scrutinized to gather additional information. Lunatics staying in mental asylums may not be able to answer the questions correctly. These answers will be obtained from their relatives or hospital staff. The enumeration will have to be done by the enumerators with the assistance of the asylum staff.

**25. Location code.**—It is necessary for you to know the location code of your block. Location code is a system under which serial numbers are assigned to administrative divisions, such as district, taluk, towns, localities, villages, in order to denote their location in the general set-up, so that each unit in which people live can be specified. A serial number is given to each administrative unit, the main units being the district, taluk, village, panchayat or municipality. To these code numbers you add the block number and the house number or locality—street—house number with a view to locate each Census house. By adding alphabets like a, b and c to the house number, the different households living in a Census house can easily be distinguished. Thus, there will be a six element location code in the case of municipalities, cantonments, and major panchayats and five element location code in the case of villages and minor panchayats, where the block number, house number system is in vogue. These location code numbers would be supplied to you by your Supervisor or Charge Officer. When you visit a household, you can fill in the location code numbers as well as the household numbers in each of the slips relating to the persons living in the household and in the household schedule relating to that household. In this, you would locate each household by adding a, b and c to the building number. It is not necessary for this purpose to distinguish between a Census house and a building as you did during houselisting operations, the reason being that in houselisting operations, we were interested in the number of Census houses available in the country while in actual Census operations, we are only interested in the number of families.

In the case of houseless person or persons living on boats or persons quartered on board ships, there will be no house and household number and ' O ' may be entered in the proper columns.

## SECTION II.

26. **Enumeration slip.**—The most important document to be filled in at the Census is the Enumeration slip. It is a small printed form in which information on 25 items relating to the life of each individual is recorded. These slips will be supplied in batches of 100 and 25. You will use one slip for each individual, i.e., for a male, female or a child.

27. **Filling up household number in enumeration slip.**—The following instructions may be followed in filling up the individual slip. Please indicate the location code on the top of the slip, against the column provided for the purpose. The code number may be written between oblique strokes in the form given to you, so that it gives a complete identity of the house and the individuals who live in that house. Along with the house number, small alphabets a, b and c may be added to distinguish the different households living in the house. In the case of houseless persons or persons living on boats and ships, there will be no household number.

28. **Name.**—Q. 1 (*b*) Write the full name of the person you are enumerating. He may be known by a number of aliases or pet names in the family circle. This need not be entered. If you find that any woman is unwilling to mention her husband's name, the information may be obtained from some neighbours or other people. If you find it difficult to get the name that way, the person may be indicated as 'so and so's husband'. If a woman's name is not disclosed, enter the particulars as 'so and so's mother or daughter'. In the case of new born babies not yet christened, write 'baby' and write the father's or mother's name within brackets.

29. (*a*) **Relation ship to Head of household.**—Q. 1. (*b*) The head of a household is a person on whom the chief responsibility for maintainiig the household rests. This person may be a member of either sex and need not always be the eldest male member. A particular household may like to acknowledge a person as head of the household though he may not be contributing anything to its maintenance. In messes, boarding houses, hostels, etc., where unrelated people live together, the administrative head, viz., Manager or the Superintendent or Warden or persons who are regarded as the head by common consent may be treated as the head of the household. But in the case of ordinary lodging houses or where persons rent rooms in a house and take their meals outside, each individual lodger is regarded as one household. A person who spends the week days in town and week-ends at home can be treated as the head of the household. But if he is away from home for a fairly long period, which incidentally may cover the entire enumeration period, the person who is in charge during his absence should be considered as the head of the household.

(*b*) When you are enumerating the head of the household, write 'Head' in this column. In the case of other members of the household, their relationship to the head should be recorded clearly. For example, write 'brother's or sister's son or daughter' instead of 'nephew or niece', as it is better to avoid general terms which can cover a variety of relationships. Similarly, write 'father's brother' or 'mother's brother' instead of 'uncle'. In the case of visitors, boarders or servants write the exact classification. In the case of inmates of institutions like messes, boarding houses, hostels, etc., the relationship of the members to head of the household should be recorded as 'unrelated'. Relationship of the servants should also be recorded as 'unrelated'.

30. **Age on last birth day.**—Q. 2: The number of completed years of age, i.e., the age on the last birthday before 1st March 1961, should be recorded. The common tendency is to provide the age at the next birthday and this should be avoided. Many persons may find it difficult to furnish their correct age. You should stimulate their memory by referring to historical incidents



or religious events which have happened in the State, district or taluk. To assist you, a list of outstanding occurrences arranged chronologically will be given to you. If you draw their attention to the event mentioned in the list, they may be able to indicate which event happened at the time of their birth or during their early childhood and this may be useful in fixing their age at the present moment. For infants below one year, write 'O'. The answer should be recorded within the rectangle.

31. (*a*) **Marital status.**—Q. 3: Eliciting information requires great tact on your part. Martial status of every person, whether the individual be an adult or an infant, has to be recorded. The following questions may help you to get correct information :—

(*a*) Are you married ?

(*b*) Is your wife living ?

(*c*) Are you widowed or separated ?

The answers are to be recorded in the form of abbreviations given below. Care should be taken to see that the susceptibilities or feelings of the individual are not wounded by such questions. You may, therefore, make such confidential enquiries as you consider necessary in the neighbourhood before putting these questions to the persons concerned. If you feel it is bound to wound or hurt him, it is better if you do not put these questions, but get the information from other persons who may know the actual circumstances. For instance, if an individual says that he is married, you should ascertain whether the wife is living with him before asking the question whether he is widowed or separated. In the case of infants, ascertain the information from the head of the household or other elders present during the enumeration and record the answer. A person should be treated as "Never Married" only if he has not at any time entered into the state of matrimony. A person who is married once and has lost his wife or obtained a divorce and is staying single at the time of enumeration should not be recorded as a married person. A person should be regarded as married if he is recognised by custom or society to be a married person or has been married in accordance with any religious rites or by registration or according to any custom or form of marriage recognised by his community or is in stable *de facto* union and has not been widowed or divorced. Even if the marriage is disputed in the locality, a person who says he is married or is in stable *de facto* union should be recorded as married. A person should be regarded as widowed if he or she has lost his or her spouse by death but has not remarried.

(*b*) A person is said to be divorced who after marital ties have been severed by law or custom either social or religious or by mutual consent, has never been remarried again. A person who has been separated from wife or husband and is living apart with no intention of living together again should be regarded as separated. In the case of prostitutes return her marital status as declared by her. The following abbreviations should be used while recording the answers to this question :—

**NM** : Never Married.

**M** : Married.

**W** : Widowed.

**S** : Divorced or Separated.

32. (*a*) **Birth place.**—Q. 4 (*a*): The following questions must be put to the persons enumerated in the order indicated below :—

(i) Were you born in this Village or Town ? If not, were you born in another Village or Town in this district ?

(ii) If you were born out side the district, in which district were you born ?

(iii) If you were born in another State in India, in which district and State were you born ?

(iv) If you were born in another country out side India, in which country were you born ?

(v) If you were not born in any of these places were you born at Sea or in Air or in a Railway Carriage or in any other form of transport ?

The answer to any of these questions applicable to the individual should be recorded. These answers should be recorded as follows :—

*P.L.*—This should be written for persons born in the village or town in which they are enumerated.

*D.*—This should be written for persons born in another village or town of the district in which enumerated.

For persons born in another district of the State, write the name of the district.

In the case of persons born in another State, write the district and the State in which he was born.

For persons born outside India the name of the country should be recorded.

If a person was born at Sea or in Air or in a Railway Carriage, or in a vehicle put on the road, i.e., Bus, Cart, etc., the exact particulars may be entered.

32. (*b*) **Whether birth place is Urban or Rural.**—Q. 4 (*b*) : First, you should see the answers recorded under question 4 (*a*) before you enter the answers against this question. If, PL is written against question 4 (*a*) , you may write ' R ' if the place in which you are doing enumeration is a village or panchayat not treated as town and ' U ' if the place of enumeration is treated as Urban. If you find any answer other than PL against question 4 (*a*) you should ask the person enumerated, the following questions :—

(i) If you were not born in this village or town were you born in a Village or Town outside ?

(ii) Is the place where you were born considered a Village or Town ?

The answers to these questions should be recorded either as R or U according to whether the place of birth happens to be a Village or Town. If, however, the person enumerated is not in a position to say whether his place of birth is a village or town write the name of the place of birth as returned by him.

(*c*) *Duration of Residence.*—Q. 4 (*c*) : You are required to fill in the number of completed years a person has spent in the Village, Town or City of enumeration. The period of temporary absence spent outside on leave, holiday, tour or business need not be taken into account. If the answer you have recorded in question 4 (*a*) is PL you write ' X ' against this question also. In other words, for all persons born in a Village or Town or City in which enumerated you have to write 'X'. If the person was born in another Village or Town or City of the district of enumeration or was not born in the district of enumeration, you have to ask him the question " If you were not born in this Village or Town, how long have you been residing in this Village or Town?". The answer to this will be recorded against this question. In cases where the duration of residence is more than one year, the completed years of residence will be recorded and in the case of persons whose duration of residence is less than one year ' O ' will have to be recorded.

33. **Nationality.**—Q. 5 (*a*) : The nationality as disclosed by the person enumerated should be recorded. For Indian nationals write ' I ' and for all others write the nationality in full.



34. **Religion.**—Q. 5 (*b*) : This will have to be recorded under the various abbreviations as shown below :—

| | | |
|---|---|---|
| H=Hindus. | C=Christians. | S=Sikhs. |
| M=Muslims. | J=Jains. | B=Buddhist. |

These are some of the major religions professed by the majority of persons living in the State. There may, however, be persons who belong to religious classes like Bramma Samaj, Arya Samaj, etc., or there may be others who consider themselves as atheists. In such cases the answers given by them should be recorded in full.

35. (*a*) **Scheduled caste or Tribe.**—Q. 5 (*c*) : The terms S.C. or S.T. refer to Scheduled Castes and Scheduled Tribes respectively and this question need be answered only for the members of such castes and tribes. Scheduled Castes are found only among the Hindus and Sikhs whereas the Scheduled Tribes need not profess the Hindu or Sikh religion.

(*b*) First you must put the question, " Are you a member of the Scheduled Caste or Scheduled Tribe ?". If the answer is in the affirmative you can ask him to which caste or tribe he belongs. He will then give you the name of the Scheduled Caste or Scheduled Tribe to which he belongs. At this stage you should verify whether the name of the caste or tribe mentioned by him is found in the list of Scheduled Castes or Scheduled Tribes furnished to you along with the synonyms obtaining in various districts of the State. If it is found to be so included write the name of the caste or tribe given by him. Generally names like 'Harijan ' or 'Depressed Classes ' should not be used in answering this question. You should explain to the members of the Scheduled Caste or Tribe that this enumeration is being done, for the benefit of the caste or the tribe and as such they should co-operate with you by specifying the name of the particular sect to which they belong, instead of returning themselves as Harijans. There are certain generic or synonymous names for the Scheduled Castes or Tribes which are current in various parts of the State. These synonymous names of castes or tribes are shown in the list of Scheduled Castes and Scheduled Tribes supplied to you. If the person enumerated refers to his caste or tribe by a synonym to a main caste or tribe, the relevant main caste or tribe as furnished in the list should be entered along with the synonyms, within brackets. However an enumerator should remember that it is necessary to have the correct details of the Scheduled Castes or Tribes living in the country and as such special attention should be devoted to answering this question. Where the person enumerated is not a member of the Scheduled Caste or Scheduled Tribe mark ' X ' against this column.

36. (*a*) **Literacy and education.**—Q. 6 : The question is divided into two parts. A person is considered to be literate if he is able to read and write. The test for literacy is satisfied if the person can read and write a simple letter. If necessary you may test his ability by asking him to read a few lines or by asking him to write a few lines of the examples furnished in this manual.

(*b*) Persons who are literates might have passed some examinations. In such cases the highest examination passed has to be entered against this question. The following answers should be recorded against this question under the following circumstances :—

' O ' for one who can neither read nor write.

' L ' for one who can write and read.

and the highest examination passed in the case of persons who have passed some written examination or examinations, e.g., V Form, S.S.L.C., B.A., etc.

**37. Mother tongue.**—Q. 7 (*a*) : Mother tongue is the language spoken by the person since early childhood. Record the answer given by him, even if the language mentioned by him is a dialect of any of the main languages spoken in the state. In the case of infants or deaf mutes ascertain the language spoken by the mother of the infant or deaf mute and record it against this question. The following abbreviations may be used to record answers against this question :—

| | | |
|---|---|---|
| T for Tamil. | U for Urdu. | K for Kannada. |
| A for Telugu. | E for English. | M for Malayalam. |

For the other languages record the language in full. In the case of dialects of all languages the dialects may be written in full.

**38. (*a*) Any other language (s).**—Q. 7 (*b*) : In addition to the mother-tongue a person may know some other language or languages, Indian or foreign. This question has been framed with a view to collect the data regarding the language other than mother-tongue, which a person speaks and understands best and can use with facility in communicating with others. Not more than two such languages should be recorded against this question. These languages should not include dialects of the same language. The following questions may be put in eliciting an answer :—

(i) Do you know any other language? If so, what are the languages ?

(*b*) Supposing he answers that he knows more than one language, then put this question: " Which one do you know best " ? Record the answers in the order of the languages he knows best.

(*c*) In case of persons who do not know any other language other than their mother-tongue, mark ' X ' against this question. The same abbreviations to be used against Q. 7 (*a*) will be used here also.

**39. Distinction between workers and non-workers.**—(*a*) *Questions* 8 *to* 11 : The population of any country can be divided into workers and non-workers. Questions 8 to 11 apply to workers and their answers are of vital importance to our Census statistics. A person may be working as cultivator or an agricultural labourer or in any household industry or may be engaged in doing some other work. The last named category will include persons who are engaged in productive activities other than cultivation, business, trade, communication or transport service or other miscellaneous services. In the case of persons who are employed during certain specified seasons only, as in cultivation, livestock, household industry, he will be regarded as worker, provided he has some regular work for more than an hour per day throughout the greater part of the working season. In the case of persons regularly employed in any trade, profession, service or business or commerce, he will be considered as a worker if he was employed during any of the 15 days preceding the day on which you make your visit to the household. The entries made against this question need not be revised even if the person is found to be unemployed during your second visit to the household for the revisional round from 1st March to 5th March 1961. A person who works but was absent from his work during the 15 days preceding the day on which he was enumerated due to illness or other causes should be treated as a worker. It should be remembered that work not only includes actual manual labour but also effective supervision and direction. For example, a person having few acres of land may be supervising and directing without ploughing and harvesting himself. Such a person has to be regarded as worker. Persons under training as apprentices with or without stipend will also be regarded as worker. A public or social worker engaged actively in public or social work or a political worker actively engaged in furthering the political aims of his party should also be regarded as a worker. Under-trial prisoners or persons who are in jail but have not been convicted by a Court of Law may be regarded as workers if they were engaged in any



of the activities, which are considered as work by our definition, before their arrest. Similarly persons who are admitted in hospitals or sanatoria may be considered as workers if they were engaged in activities which are considered as work before they were so admitted.

(*b*) A person who has secured employment or has been offered a job but has not actually joined duty should be regarded as non-worker. Any adult woman engaged in household duties, however useful it be, should not be considered as a worker. But if, in addition to her household duties, she is engaged in items of work like handpounding of rice, spinning of cotton, etc., which gives her some monetary reward either in cash or in kind or is employed on domestic duties for wages as servant-maid, ayah or cook or is employed in selling firewood, cutting and selling of grass, etc., she should be regarded as a worker.

(*c*) Beggars, pensioners, rent or dividend receivers who may be earning an income but are not participating in any productive work should not be considered as workers, unless they are also engaged in industry, trade or commerce. Those persons, who are long-term inmates of penal, charitable or mental institutions, even though previously engaged in activities which satisfy our definition of work, should be regarded as non-workers.

(*d*) After understanding the principles enunciated above regarding the classification of workers and non-workers you may now proceed to elicit answers to the questions. A person may be engaged in cultivation, in household industry or may be working as an agricultural labourer or doing some other work. He may be engaged in one of the above four categories or in more than one. A person working both as cultivator and agricultural labourer will be entered, as such, against questions 8 and 9. A person who is working both as cultivator and in household industry will be entered against questions 8 and 10. Persons working in any of the possible combination of cultivation, agricultural labour, household industry and other kinds of work will be entered in the appropriate places, as in the examples mentioned above. If a person is engaged in only one kind of work, he will be entered against one of the four questions 8 to 11. A person who is engaged in various kinds of work will necessarily have one item of work which he considers to be the predominant or principal work. It, therefore, becomes necessary to decide for the purpose of our enumeration, what work is his principal work and what is his subsidiary work. The principal work is defined for our purposes as one in which a person spends most of his working time and not the one from which he gets the maximum income.

(*e*) After having collected the answers to questions 8 to 11, if you find any person with more than one productive activity you should ask him which one of the productive activity mentioned by him is his principal work. Put a ring round the number of the questions 8, 9, 10, 11 to indicate his answer.

To illustrate, a person who returns himself as cultivator and who is engaged in some household industry tells you that he spends a major portion of his time in cultivation. Cultivation is his principal work and you should put a ring round question 8, against which his principal work, cultivation has been recorded. If only two items of work are recorded and one has been shown as principal work by circling the question number against which the principal work is recorded, the other work recorded in any of the other questions 8 to 11 can be treated as his secondary occupation. But it may happen that more than two productive activities are recorded against questions 8 to 11. In such cases you should ascertain the work which is next in importance to his principal work and it will be the work, which after his principal work, occupies most of his time. His subsidiary occupation should be indicated by a tick mark on the righthand side of the appropriate question number. For example, if a person is engaged in cultivation and is also working as an agricultural labourer and in household industry entries will be found against questions 8, 9 and 10.

If, on enquiry, his principal work is known to be cultivation, a ring will be put round question 8, which relates to cultivation. If the person says that the work next in importance to cultivation is household industry a tick mark will be noted against question No. 10 on the right hand side.

*Examples.*

8 Working as Cultivator : C

9 Working as Agricultural Labourer. AL

10 Working at Household Industry :

(*a*) Nature of work.
*Joiner.*

(*b*) Nature of Household Industry.
*Wooden toys making.*

(*c*) If employee. X

**40.** Q. 8 : According to our definition, a person is said to be a cultivator if he or she is engaged as an employer, single worker or family worker in (i) cultivation of land or supervision or direction of cultivation of land owned or held from Government.

(ii) Cultivation of land or supervision or direction of cultivation of land held from private persons or institutions, for payment in money, kind or share in the produce of crop.

(iii) It is not necessary that a person should own the land absolutely. Even if the land cultivated is held on lease or under a variety of tenures the person will be entitled to be regarded as a cultivator. Cultivation involves ploughing, sowing and harvesting and does not include the growing or keeping of orchards or groves or working in plantations, like tea, coffee, rubber, cinchona and other medicinal plants. Persons engaged in tree-growing or working in plantations like tea, coffee, rubber, cinchona, should not be treated as cultivators but should be entered against Q. 10 or 11 as the case may be. A person who leases out his lands to others for cultivation and gets a return in the shape of money or share of the crop and who does not even supervise and direct cultivation of land will not be treated as cultivator. Similarly, a person working on another person's land as agricultural labourer and has no right or lease on the land on which he works, is not responsible for taking decisions as to the kind of crop to be sown and is paid wages in cash or kind will not be treated as cultivator.

(*a*) Persons engaged in cultivation involving ploughing, sowing, harvesting of cereal crops such as rice, wheat and maize, tuber crops like potato and sweet-potatoes, sugarcane, bengal gram, pulses, such as groundnut, kesar and other grams, production of raw jute and kindred fibre crops and production of raw cotton are considered to be cultivators.

(i) The land may be owned by any person in the household and the other members may be engaged in the cultivation, supervision or direction of all agricultural operations. You should ask the person enumerated the question "Do you possess or hold any land or does your household possess or hold land ?"

(*b*) If so "Are you engaged in the cultivation of land or supervision or direction of land owned or held ?"

The answers obtained should be recorded as follows:

'C' should be written in the cases of persons working as cultivators.

'X' for persons not working as cultivators or not working at all.

**41. Working as agricultural labourer.**—Q. 9 : Agricultural labourer is a person who works on anothers' land for wages in cash or kind without having any supervision or direction in cultivation. The labourer will not have any right to lease the land on which he works nor will he be responsible



for the crop he sows and he does not take any risk of cultivation. He may be paid his wages in kind. A person should have been working as agricultural labourer in the last or current cultivating season. After ascertaining from the person whether he works for wages on another person's land without any right to lease or contract, etc., he should be treated as an agricultural labourer and 'AL' should be recorded against this question. 'X' should be recorded for inapplicable cases.

**42.** (*a*) **Household Industry.**—Q. 10 (*a*) : It is defined as an industry conducted by the head of the household himself and/or by the members of the household/or at home within the village in rural areas and only at home in urban areas. In other words, a household industry can be located at home and within the limits of the villages in rural areas. In urban areas, the industry must be confined to the house or at least a major part of the work must be located at home. In the case of urban areas, where the industry is not conducted at home but is situated elsewhere it should not be treated as a household industry. The industry should not also be run on the lines of a factory. For purposes of classifying as a factory, an establishment should employ 20 persons when no power is used and 10 persons where some kind of power is used.

(*b*) An household industry should relate to the production, processing, servicing, repairing or making and selling of goods but should not be confined to the processes of buying and selling alone. For example, it does not include professions such as Pleader, Doctor and Astrologer. The test is mainly threefold :—

(i) A household industry should embrace manufacture, processing or servicing and may include sale but is not confined simply to purchase and sale. At least part of the goods offered for sale should be manufactured there.

(ii) A household industry should not be carried on, on the scale of a registered factory but should be confined to the household scale where the workers will be composed of the head of the household and the members of the household, the role of hired workers from outside, being of minor importance. The members of the household should be in a position to work in the industry whenever they find time from their daily routine. A household industry can use machinery and employ power like steam, electricity, oil, etc., to drive the machinery.

(iii) Location is another important factor in classifying an industry as a household industry, for proximity decides participation by members of the household. In rural areas, if the industry is located within the village instead of at home, it is possible for members of the household to move about freely in the village to look after the work. In Urban areas, such free movement is not possible. Therefore, in urban areas, the definition of household industry is limited to industries which are located at home though part of the work may be done outside. To quote an example, in a house situated in an urban area weaving is done, for which the yarn has to be dyed before being used in looms for weaving. The dyeing of yarn may be done outside the house in an open space or even in a shed, some distance away from the house. The weaving industry, in this case, will be treated as a household industry, even though the dyeing of yarn is done outside the house. Some examples of household industry are given as Appendix IV to this booklet to which you can refer while filling these columns, e.g., beedi workers, who either singly or with the help of the members of the family roll beedies at home for wages, while the contractor supply the materials, certain processes like buttoning and hand-sewing of cloth are carried on at home by members of the household, both at residence and at the place of work ; where women-folk of the household fill at home with lac, gold ornaments prepared at the shop by male members of the household. These activities can also be regarded as illustrations of household industry.

(*c*) Your task is to find out the nature of the work and the nature of the household industry. The status of the persons engaged in the industry should be recorded against this question. If an industry is conducted on the scale of a household and the person enumerated

is a member of the same household participating in the industry, you should ascertain the nature of the work which he is doing and enter it against Q. 10 (*a*). The nature of the household industry in which he is working should be entered against Q. 10 (*b*). In such cases Q. 10 (*c*) "If employee" is not applicable and 'X' has to be written within the triangle set apart for the purpose.

(*d*) There are persons who may not be working in their own household industry but may be working as paid employees in another household industry. In that case, for such persons, the nature of work and the nature of household industry should be recorded against Q. 10 (*a*) and 10 (*b*) with respect to the household industry in which they are working and "EE" should be recorded against Q. 10 (*c*) in the triangle.

(*e*) There may be others who might be working unpaid in another industry carried on by a household in which they are not members. Even in such cases the correct particulars should be recorded against Q. 10 (*a*) and (*b*) and "EE" entered against Q. 10 (*c*). But apprentices who are working without wages or for a stipend and are normally resident with the household may be considered to be part of the household and the correct particulars entered against Q. 10 (*a*) and (*b*). Against Q. 10 (*c*), 'X' will be recorded within the triangle. But such of those apprentices who are not normally resident in the household and who do not form part of the household, may be treated as employees, irrespective of the fact whether they get a stipend or not and EE entered in the triangle against Q. 10 (*c*). A few illustrative examples as to how the answers are to be recorded against Q. 10 (*a*), (*b*) and (*c*) are furnished below :—

| (*F*) | 10 (*a*) *Nature of work.* | 10 (*b*) *Nature of Household Industry.* | 10 (*c*) *If employee.* |
|---|---|---|---|
| (1) | (2) | (3) | (4) |
| 1 Person employed as Dyer of Yarn in handloom weaving conducted by another household. | Dyeing Yarn .. | Handloom Weaving (dhoties and towels). | E.E. |
| 2 Person working as setter of precious stones in family jewellery. | Stone setter .. .. | Gold and diamond Jewels making. | X |
| 3 Member of the household engaged in polishing wooden dolls made in the household. | Polishing wooden dolls. | Wooden Dolls making. | X |
| 4 Person employed for painting clay toys and dolls made in household Industry at another household. | Painting clay dolls and toys. | Clay dolls and toys making. | E.E. |
| 5 Person joining the sides of wooden boxes made in the household. | Joiner .. .. .. | Wooden Boxes making. | X |
| 6 Person making pots .. .. | Throwing and turning pottery. | Earthen pottery .. | X |
| 7 Person employed for filling with lac in household making silver images. | Filling Silver.. .. | Silver smithy.. .. | X |
| 8 A member of the household maintaining accounts in a household establishment of drugget manufacturers. | Keeping accounts .. | Drugget manufacturer. | X |
| 9 Person employed to drive the bulls in an oil-chekku. | Labourer employed in driving bulls of oil chekku. | Oil crushing .. .. | E.E. |
| 10 Household member doing scrapping of rust, etc., of metal in a household doing electro-plating. | Scrapping and cleaning. | Electro-plating .. | X |
| 11 Person spinning yarn .. .. | Spinning Yarn on Ambar Charka. | Yarn spinning .. | X |



**43. Doing work other than those mentioned in Qs. 8, 9 and 10.**—Q. 11 : This is not applicable to persons working as cultivator or as agricultural labourer or in any household industry. As indicated earlier, cultivation involves ploughing, sowing and harvesting of certain specified crops. Growing of other field produce and plantation crops does not come within the purview of cultivation and has to be entered against Q. 11. A few examples of other field produce and plantation crops are furnished below for your guidance.

(*a*) *Other field produce* :—

(i) Production of fruits and nuts in plantations and Orchards (like Coconut, Arecanut etc.).

(ii) Production of wood, bamboo, cane reeds, thatching grass, etc.

(iii) Production of other agricultural produce (including fruits and nuts not covered by item No. 1 and flowers) not covered above.

(*b*) *Plantation Crops*—

(i) Tea Plantations.

(ii) Coffee Plantations.

(iii) Rubber Plantations.

(iv) Production of tobacco on a large scale. This does not include tobacco which is cultivated as a rotation crop with other cereal crops, in which case it would be defined as cultivation crop.

(v) Production of ganja, cinchona, opium, pepper, saffron, etc.

(vi) Production of other plantation crops not covered by the above items (e.g., cardomom clove and other spices).

If a person is doing some other work in addition to the three items mentioned above or if a person is not working in any of the three categories, cultivation, agricultural labour or at household industry, the details of the work he is doing will be recorded against this question. If a person is engaged in more than one work and neither of them relate to any of the three categories mentioned above, write here the work for which he devotes a major part of his time.

(*b*) This question is divided into four parts. 11 (*a*) the nature of work, 11 (*b*) the nature of industry, profession, trade or service, 11 (*c*) class of worker and 11 (*d*) the name of the establishment in which the person is working. This question will not apply to persons who are not working or who work in any of the three categories mentioned earlier. For such persons write 'X' in all the four parts of this question.

(*c*) Detailed instructions for filling in the four parts are given below :—

11 (*a*) : Full information as to the nature of work done by the persons should be recorded either in the vernacular or in English. If full information is not furnished, the correct position may not be ascertained. Against Q. 11 (*b*) you should describe in detail the nature of industry, business, trade or service in which the person works. In the case of persons working in industries, the names of the articles produced, serviced, or repaired should be clearly specified, e.g., Manufacture of Automobile Piston rings, Manufacture of Torch Light Cells or Bicycle rims, retreading of car and truck tyres, repairing of musical instruments, etc. If more than one article is produced, repaired or serviced, the name of the chief article produced, repaired or serviced should be indicated. In the case of business or trade the principal article of trade should be described and the fact whether retail or wholesale trade is carried on should also be indicated.

*Example.*—Wholesale trade in cotton seeds, retail trade in cotton textiles, wholesale trade in jaggery, retail trade in stationery article, etc.

(*d*) In the case of service, describe the nature of service under which the person's work can be classified. The description recorded under Q. 11 (*b*) should be of the nature as would permit the classification of the establishment under the Industrial Classification Code, correctly. Some of the important points to be borne in mind while recording answers to questions 11 (*a*) and (*b*) are briefly mentioned below.—

(i) In the case of women or children who help in work such as rice pounding or doing domestic service for wages or minding cattle or selling firewood or making and selling cowdung cakes, grass, etc., the nature of work should be described fully even if they work part-time. In the case of married or grown up women who do any of the work mentioned above, in addition to the usual household duties, such work should be fully described and 'HW' written in brackets after the full description.

(ii) If a person produces the articles he sells, he should be entered as a producer-*cum*-seller.

(iii) Wherever possible, the work should be indicated by the vernacular name by which it is commenly known.

(*e*) The following terms which are vague must not be used when it is used to qualify the nature of work :—

Scientist, Technician, Civil servant, Clerk, Engineer, Inspector, Checker, Foreman, Overseer, Supervisor, Labourer, Machinist, Assistant Contractor, Polisher.

(*f*) On the contrary such terms as Travelling Ticket Inspector, Contractor for building houses, Government P.W.D. Contractor, in charge of road works, Railway goods clerk in the Southern Railway may be used, as they clearly indicate the nature of work.

(iv) *Labourers.*—For an unskilled labourer usually employed on one work only, indicate clearly the nature of work done, e.g., Railway Porter, Market or Bazaar Porter, Labourer employed on road digging, brick layer, etc.

(v) *Machine Operators.*—Always state the kind of machine operated by the person.

(vi) *Shop keeper.*—Retail dealers and Shop Assistants if wholly or mainly engaged in selling, write 'Dealer' (if principal) or Shop Assistant or Salesman (if assisting) and state whether the business is wholesale or retail, or both.

(vii) *Transport workers.*—Describe fully the nature of the transport, e.g., air transport, rail transport, transport by motor car or motor cycles or vehicles drawn by horses, etc.

(viii) *Services.*—For persons engaged in the Defence services write Service of the Central Government and Central Government Employees against the nature of work.

(ix) If the job is known in trade or industry by a special name, that name should be recorded. Managers, Foreman, etc., should be specified by the department in which they are working, e.g., Sales Manager, Machine Shop Foreman and Boiler Room Foreman, etc. The following terms should not be used alone :—

Manufacturer, Merchant, Agent, Broker, Refractor, Dealer, Engineer and Iron Works etc.

(x) *Domestic services.*—In the case of a private service, i.e., a cook or domestic servant write only private cook or domestic servant. However, in the case of persons employed in hotels or restaurants, institutions, etc., the words hotel or restaurant, etc., should be added.

(*g*) For persons in the employ of firms carrying on two or more business, if the businesses are carried on in separate premises, then the business carried on at the premises in which the person is employed should be given. Where two activities are carried on side by side, the primary or major activity of the firm or establishment should be specified.



(*h*) *Commerce.*—The distinction between wholesale and retail business must be kept in mind. As in the case of other industries the goods handled should be clearly indicated.

**44. (*a*) Class of worker.**—*Q.* 11 (*c*) : A person may be an employer or on trade, profession or service in which he is working. Employer, employee, a single worker or a family worker in industry to define specifically, is a person who employs other persons in order to perform the work recorded against Q. 11 (*a*). As such he is not only responsible for his own work but also for the work done by others in the business mentioned above. However, a person who employs domestic servants for household duties or subordinates under him in an office where he is employed by others, e.g., Manager of the head of the department, does not come under the definition of an employer, even if he has been delegated the power to employ another person in his office on behalf of his employer or employers.

(*b*) An employee is a person who usually works under some person for salary or wages in cash or kind. Of course, there may be persons who are generally employed as Managers, Superintendents, Agents, etc., and in that capacity employ or control other workers on behalf of their own employers. Such persons are considered as employees.

Single worker is a person who works by himself but not as the head of the household in a household industry. He is not employed by any one else and in his turn does not employ any one, not even the member of his household, except casually. This definition of single worker includes a person who works in joint partnership with one or several persons, hiring no employees and also a member of a producers' co-operative. Each one of the partners or members of such producers' co-operatives should be recorded as 'Single Worker'.

(*c*) A family worker is a person who works without receiving wages in kind or cash in any business or trade conducted mainly by the members of the family and ordinarily does at least one hour of work every day during the working seasons.

(*d*) For the purpose of entire Q. 11 the reference to industry differs mainly from the household industry, in that, the industry is carried on a scale larger than what is covered under the former. The industry may be run at home or away from home in urban areas and even away from village in rural areas and should ordinarily be in the nature of a recognised partnership, Joint Stock Company or a Registered Factory. For the purpose of this definition members of a family may be drawn from beyond the limits of the household by ties of blood or marriage. A family worker may not be entitled to a share of the profits in the work of the business carried on either by the person or head of the household or other relatives.

(*e*) Members of the household, who help in performing household duties should not be treated as family workers.

To record the class of worker you should ask the person enumerated the following questions :—

(i) Are you an employer (i.e.) employing others in your work ? or

(ii) Are you an employee (i.e.) employed by others for wages or salaries in cash or kind ?

or

(iii) Are you a single worker working singly without employing others ? or

(iv) Are you a family worker (i.e.) helping in the family work without wage or salary in cash or kind ?

(*f*) The answers obtained to these questions should be recorded by the authorised abbreviations as under :—

MR=For employer.

EE=For employee.

SW=For Single Worker ; and

FW=For Family Worker.

For persons to whom 'X' has been written against Q. 11 (*a*) and 11 (*b*) write 'X' against this question also.

**45.** (*a*) **Name of establishment.**—*Q.* 11 (*d*) : You should record the details of the name of the Factory, Workshop, Business House, Industry, Shop, etc. and also the place in which the same is situated. If a person has no fixed place of work write " No fixed place of work."

(*b*) In some of the enumeration slips issued to you, an error in printing has crept in. In the vernacular forms this error has not been noticed. In English forms, instead of printing the words " name of the establishment " against Q. 11 (*d*), the words " nature of establishment" has been wrongly printed.

(*c*) As soon as you read these instructions kindly take up the enumeration slips issued to you and correct the words to read as " name of the establishment". This has to engage your attention immediately.

(*d*) A few illustrative answers to questions 11 (*a*) to 11 (*d*) are given below :—

| | 11 (*a*) | 11 (*b*) | 11 (*c*) | 11 (*d*) |
|---|---|---|---|---|
| 1 Labourer in Coffee Plantation. | Plantation labourer. | Coffee .. .. .. | EE | Kannan Devan Coffee Plantations, Pattiveerannpatti. |
| 2 Technical Officer, Drugs Control Organisation, Madras. | Technical Officer for Drugs. | Drugs Control Organisation. | EE | Government of India Assistant Durgs Controller, Madras. |
| 3 Bank Cashier .. .. | Cashier .. | Bank .. .. .. | EE | Indian Bank Limited, Alwarpet. |
| 4 Motor Spare Parts Salesman. | Salesman .. | Motor Spare Parts Sales (Retail). | EE | Lakshmi Motor (Private) Limited, Madras. |
| 5 Assistant Meteorologist Regional Meteorological Centre, Meenambakkam. | Assistant Meteorologist. | Meteorological Forecasting Department. | EE | Regional Meteorological Centre, Meenambakkam. |
| 6 Pilot, Air India International. | Air Pilot .. .. | Air Transport .. | EE | Air India International Limited, Bombay. |
| 7 Head Accountant, Taluk Office. | Account Keeping. | District Revenue Establishment. | EE | Taluk Office, Viruddhachalam. |
| 8 Karnam, Arumuganeri village. | Village Accounts Keeping. | District Revenue Collection. | EE | Arumuganeri. |
| 9 Log Feller, Kollegal Reserve Forest. | Trees cutting .. | Logging in forests .. | EE | Forest Department of Government of Madras. |
| 10 Watchman in Mango Grove. | Watchman .. | Mango Grove .. | EE | Pannaiyar Mango Grove, Perumbudur. |
| 11 Boiler Room Foreman, Binny Textile Mills. | Boiler Room Foreman. | Textile weaving .. | EE | Binny Textiles Weaving Company, Limited, Choolai. |
| 12 Cost Accountant Telco Works, Jamshedpur. | Cost Accounting. | Locomotive manufacture. | EE | Tata Locomotive Company Limited, Jamshedpur. |
| 13 Porter, Central Station, Madras. | Luggage Porter. | Railway Station Porter. | SW | Southern Railway. |
| 14 Carpenter, making wooden windows and doors. | Carpenter .. | Wooden Windows and doors. | SW | Lalapet, Chidambaram. |
| 15 Labourer in well digging. | Daily Labourer .. | Well Digging .. | EE | No fixed place of work. |
| 16 Scavenger, Madurai municipality. | Scavenging .. | Sanitary Department. | EE | Madurai Municipality. |
| 17 General Labourer, Arkonam. | General labourer. | No fixed job .. .. | SW | No fixed place of work. |



| | 11 (*a*) | 11 (*b*) | 11 (*c*) | 11 (*d*) |
|---|---|---|---|---|
| 18 Teleprinter Mechanic, Hindu Office. | Teleprinter Mechanic. | Newspaper publishers. | EE | Hindu Office, Madras. |
| 19 Lorry Driver, Lakshmi Lorry Service. | Lorry Driver .. | Road Transport .. | EE | Laxmi Lorry Service, Wandiwash. |
| 20 Fortune teller .. .. | Fortune teller .. | Palmistry .. .. | SW | No fixed place of work. |
| 21 Radiologist, Erskine Hospital, Madurai. | Radiologist .. | X-Ray Laboratory .. | EE | Erskine Hospital, Madurai. |
| 22 Secretary, Madras Public Service Commission. | Secretary .. | Public Service Commission. | EE | Government of Madras. |
| 23 Senior Chemist, King Institute, Guindy. | Chemist .. .. | Bacteriological Research Department. | EE | King Institute. |
| 24 Head Cook, Meals Hotel. | Cook .. .. | Hotel .. .. .. | EE | Laxmi Meals Hotel, Mount Road, Madras. |
| 25 Jaggery Manufacturer, Nellikuppam. | Jaggery making.. | Jaggery manufacture. | SW | Nellikuppam. |
| 26 Stone Dresser in a Contractor's firm. | Stone-Dressing .. | Building construction. | EE | Mir Sahib and Company, Contractors, Avadi. |
| 27 C.I.D. Inspector, Ranipet. | Inspector of Police | Criminal investigation Department. | EE | Government of Madras, Ranipet. |
| 28 Regional Sales Manager, Dunlop Tyre and Rubber Company, Bangalore. | Sales Manager .. | Tyre and Tubes Sales (Wholesale). | EE | Dunlop Tyre and Rubber Company, Bangalore. |
| 29 Insurance Agent, Tenali. | Insurance Agent. | Insurance .. .. | SW | Tenali. |
| 30 Ticket Collector, Sahnis Cinema, Salem. | Ticket collector. | Cinema Theatre .. | EE | Sahnis Cinema, Salem. |
| 31 Railway Engine Driver, Jalarpet. | Engine Driver .. | Rail Transport .. | EE | Southern Railway, Jalarpet Junction. |
| 32 Chillies Commission Agent, Watrap. | Commission Agency. | Chillies Purchase and Sales (Wholesale). | MR | Ramraja and Company. |
| 33 Proprietor and Manager Tower Brand Trunk Manufacturing Company, Broadway. | Proprietor and Manager. | Steel Trunk Makers .. | MR | Tower Brand Trunk Manufacturing Company, Broadway. |
| 34 Pan Bidi Shop Owner. | Proprietor .. | Pan Bidi Sales (Retail) | MR | Mandavalli. |
| 35 Accountant in a stock and share Brokers' firm. | Accountant .. | Stock and Share Brokers. | EE | Ramlal and Company, Madurai. |
| 36 House Painter .. .. | Painter .. .. | Building Decoration | SW | No fixed place of work. |
| 37 Secretary, District Congress Committee. | Secretary .. | Political Party .. | EE | District Congress Committee, Tirunelveli. |
| 38 Freelance Journalist .. | Journalist .. | Writing for News paper and Periodicals. | SW | No particular journal or paper. |
| 39 Social Service Worker .. | Social Service Worker. | Social Service work like slum clearance, Uplift of workers, etc. | SW | State Social Welfare Board. |
| 40 Salesman .. .. | Salesman .. | Retail shop of ready-made garments, silk sarees, etc. | FW | Elson and Sons, Madras. |

**46. Activity if not working.**—(*a*) Q. 12 : This applies to persons who are not working, i.e., those who are not engaged in cultivation, agricultural labour, household industry, trade, profession or service.

This category includes persons who are not active in the sense that they are not engaged in any productive work. Beggars, pensioners, persons receiving royalty from agricultural land or non-agricultural land, rent or dividend receivers, etc., who though they may be earning an income, do not participate in any productive work as well as inmates of institutions, convicts in Jail, disabled persons not working, etc., are classified as persons " not working."

These persons have been grouped under eight different categories for Census purposes. Each group has to be indicated by authorised abbreviations as given below :

(*b*) To record an answer to this question, you should ask the person enumerated the following questions. If the answer to the questions is in the affirmative you should indicate the group to which he belongs by the abbreviation mentioned against each :—

| | *Authorised abbreviations.* |
|---|---|
| (i) Are you a full-time student or a child attending school who does no other work such as manufacturing articles at home for sale or helping your family in cultivation, industry, trade or business .. .. .. | ST |
| (ii) Are you a person engaged in unpaid household chores or housewife or adult woman who does no other work such as making articles at home for sale or wages or helps regularly even part-time in family cultivation, household industry, trade or business .. .. .. .. .. | HW |
| (iii) Any dependant including an infant or a child not attending to school, a person permanently disabled from work because of illness, accident or old age .. .. .. .. .. .. .. .. .. | D |
| (iv) A retired person who is not employed again, a person living on agricultural or non-agricultural royalty, rent or dividend receivers or any other person of independent means which does not necessitate any work on your part and who does no other work .. .. .. | R |
| (v) A beggar, vagrant or an independent woman without any indication of the source of income and others of unspecified source of existence .. | B |
| (vi) A convict in jail or an inmate of a penal, mental or charitable institution. | I |

*Note.*—An undertrial prisoner will be shown as a worker if he used to do work before he was apprehended (work being defined in the sense we have done).

| | |
|---|---|
| (vii) A person who was not employed before but is seeking employment for the first time .. .. .. .. .. .. .. .. .. | NE |
| (viii) A person employed before but now out of employment and seeking employment .. .. .. .. .. .. .. .. .. | UN |

**47. Sex.**—Q. 13 : Males will be recorded as M and females will be recorded as F. Eunuchs and Hermaphrodites are to be recorded as males.



## SECTION III.

### INSTRUCTIONS FOR FILLING UP THE HOUSEHOLD SCHEDULE AND CENSUS POPULATION RECORD.

**48. Household schedule.**—The household schedule is a new feature of 1961 Census and is intended to collect information on two main economic activities of all households in the country, cultivation and household industry, provided they are carried on by households. The statistics thus collected will be useful in measuring the economic growth of the country.

**49.** The household schedule should be filled in immediately after the individuals of a household are enumerated during the period 10th to 28th February 1961, and before you leave the household for enumerating the members of another household. This schedule is divided into three sub-parts. Sub-part A will record details about cultivation. Sub-part B will record details about household industry and Sub-part C will record details about the workers at cultivation or household industry or both. It is likely that a particular household will not be engaged in cultivation or household industry. Even then, this schedule will be filled in by you for that household by indicating the location code, name of the head of the household and marking 'X' against the columns in these sub-parts and a bold cross against all the three Sub-parts before affixing your signature with date. The following detailed instructions may be followed in filling up the schedule.

**50. Location code.**—As in the case of individual enumeration slip, the code number applicable to your unit with the house number and household number should be written by you in the space provided for the purpose. In this, house number means the number alloted under the Madras House Numbering System to a particular house and household number will be a, b and c. In case no house number is given to a particular house, 'X' will be used as the house number.

**51. Is this an institution.**—If you are enumerating any penal, charitable or mental institution, hostel, hotel, hospital, boarding house, etc., you should write the nature of the institution as the case may be, within the rectangle provided for the purpose.

**52. Full name of the head of the household.**—I have indicated in the detailed instructions for filling up the enumeration slip, the definition of the head of a household, which is to be written against Q. 1 (*b*). Please write the full name of the head of the household in this column.

**53. Scheduled caste/Scheduled tribes.**—This relates to the head of the household. If the head of the household is a member of the Scheduled Caste or Scheduled Tribe in your State or in your district, you should write the particular S/C or S/T to which the head of the household belongs within the parallelogram provided for this purpose. In so doing, you will observe all the precautions indicated in filling up a similar column in the individual slip. After completing these entries you may proceed to fill up Sub-parts A, B and C.

**54. Sub-part A—household cultivation.**—(*a*) This sub-part will be filled in if the household is engaged in cultivating land. It is the intention that members of the family should normally participate in such cultivation though their participation may be limited to direction or supervision and need not necessarily be the performance of manual labour on the field. You must be satisfied that the members of the household have some direct part in cultivation or in direction or supervision over cultivation, the intention being to exclude all forms of absentee land-lordism. Land includes all land, normally used for cultivation including temporary fallows. Land under any of the items in Sub-part A includes rent-free land, lands enjoyed in permissive possession or gifts without encumbrance or consideration. This Sub-part is further divided into two, viz., A-1 and A-2. Under

**A-1**, you will record details about the land cultivated by the household and under A-2 details of land not cultivated by the household, but given to private persons for cultivation in return for payment of money, kind or share. A-1 is further subdivided into A-1 (i) which pertains to land under cultivation by the household, the land being owned or held from Government and A-1 (ii) land under cultivation by the household, the land being held from private persons or institutions. In each of these categories, the extent of the separate plots or parcels of land which may be scattered in different places, owned, held or taken or given should be totalled and entered. Under no circumstances should you permit the person to give the approximate extent. You should insist on the actual extent in each case and find out the total. Rounding off to the nearest acre should never be done. The actual extent in acres and cents should be recorded in the appropriate column.

(*b*) The land under cultivation by the household may be held, owned or taken under different recognised local rights. Therefore, a number of lines have been provided for this purpose against A-1 (i) and A-1 (ii). A list of such local names on land in various parts of the State is appended to this booklet for your guidance as Appendix III. If the household cultivates lands owned, held from Government or taken from private persons or institutions and has given land to private persons for cultivation purposes, you should ascertain the local name of the right on land and enter it against the column set apart for this purpose.

(*c*) Category A-1 (i) will include the total of the bits of land owned or held by virtue of possession as owner, e.g., land held directly from Government under a grant, lease or assignment with rights of permanent, heritable and transferable possession or with rights of permanent, heritable possession but without the right of transfer or temporary or conditional leases of any kind entered into with the Government. In some cases you may find that a particular household is cultivating land by encroaching on Government land. The situation of encroachment on private land will not arise. If the household states that land cultivated by them is an encroachment it should be included under category A-1 (i).

(*d*) Category A-1 (ii), viz., land taken from private persons or institutions for payment of money, kind or share will include land with rights of permanent heritable and transferable possession, with rights of permanent, heritable possession, but without the rights of transfer and those held in various tenancies or tenures which may be broadly classified as follows :—

(i) Tenants holding land with permanent and heritable rights whose land cannot be resumed by the owner on ground of personal cultivation (such tenants may have the rights of transfer also in certain cases).

(ii) Tenants who have been given permanent rights subject to the right of resumption by the owner (in some cases, the tenant has the right to acquire ownership. In other cases, he does not possess this right).

(iii) Tenants holding land in areas where interim measures have been enacted for the stay of ejectment or for continuing the leases for a specified period.

(iv) Tenants holding land under temporary leases who are liable to ejectment.

(v) Areas held on condition of rendering service either to a village, community or to the Government as in the case of service inams. (This also includes cases where labourers working on plantations are given bits of land for personal cultivation with permanent rights.)

(vi) All lands taken for a fixed amount of money or a fixed amount of produce, for a share of the produce or for which money is paid, partly in kind and partly in the shape of cash and land held free of consideration.

(*e*) Category A-2 will include all lands given to private persons, for cultivation, for payment in money, kind or share falling under the classification listed out under category A-1 (ii). This



column will be filled in only in the cases of households which are engaged in household cultivation and have leased out lands to other private persons. It need not be filled in the case of households not coming under the earlier category, i.e., not engaged in household cultivation.

(*f*) For a household to be listed under categories A-1 (i) and A-1 (ii), the land owned or held and under cultivation by the household should be within the limits of the village or in adjacent villages or within such a distance as would enable the household to work on the land or actively supervise the cultivation operations. This will not include land owned or held in distant places where the distance itself is bar to active cultivation or constant supervision or direction. Before proceeding to fill up this column, you should conduct a preliminary enquiry about the extent of land owned or held for cultivation by the household and the number of family members including the head of the household working at household cultivation. Only when you are satisfied that there are family members engaged in cultivation, you should fill up this Sub-part. Category A-2 will, however, include lands, situated in any part of the country.

(*g*) Ascertain the extent of land under each category of local right in acres and cents and record against the column "Area in acres". You may write on a separate piece of paper the extent of separate plots or parcels under the same right if they are situated in different places and total them individually and separately for each local right. The total of all lands relating to each right should be entered in acres and cents, under this column. In the case of a household which is a member of a co-operative farm, you have to record the extent of land in the co-operative farm which belonged to it before the lands were merged into the co-operative farm and under the column 'right', you should enter the words 'Co-operative Farm'.

(*h*) If you are given the extent of land, convert them into acres and cents as indicated before. Do not round off the figures to the nearest acre. If it is not possible for you to give the extent of land in acres and cents, write the area as given to you in the local measure and indicate the nature of the local measure within brackets. Mark 'X' in all the places provided on the right hand side in bold letters if the household consists of only agricultural labourers without owning any land or households which do not engage in cultivation and put a bold cross against this column.

**55. Sub-part B—Household Industries**—(*a*) Sub-part B relates to household industries. This will be filled in if the household is engaged in any household industry. The industry should be conducted mainly by the head of the household and/or members of the household. Hired workers can also be employed to assist them. The industry should not be on the scale of a registered factory and can use machinery and employ power to drive the machinery. The location of the industry should be in the house or within the village in rural areas and in the house only in urban areas. The location is important in determining the nature of the industry. The household industry can embrace manufacture, processing, servicing or repairing and may include sale of products also. The process of buying and selling by itself will not make it a household industry. At least part of the goods offered for sale from the household should be manufactured or processed by the members of the household as a part of the household industry. The nature of the household industry has been explained in detail in Section II dealing with individual slips. A few illustrative examples have also been furnished in Section II. Examples of household industries have also been furnished in Appendix IV to this manual.

(*b*) This Sub-part is divided into two compartments, the first relates to the nature of industry and the second relates to the number of months in a year during which the industry provides work to the household. The nature of the industry should be recorded in detail. In case more than one industry is being conducted, write the primary industry, i.e., the industry which engages the attention of the household for the major portion of the year and then the other industry or industries along with the products of manufacture. While recording the answers against the two compartments,

the number of months in a year during which the household is engaged will have to be ascertained and recorded. If the household is not engaged in any industry, mark ' X ' against each compartment and a bold cross against the entire sub-part.

**56. Workers in cultivation and household industry**—(*a*) Sub-part C relates to workers in cultivation and household industry. All details of the number of persons at work, i.e., head of the household, household members according to sex breakup and the hired workers engaged in household cultivation or household industry or in both will be recorded in this Sub-part. Sub-part C (1) will record the details of workers engaged in household cultivation only. C(2) will record the details of workers belonging to households engaged in household industry only while C (3) will record details of workers where both household cultivation and household industry are practised by a household. You should not total the numbers against C (1) and C (2) and enter it in C (3). Where a household is engaged both in household cultivation and industry, it should be taken up first and the number of workers entered against C (3). The prime test to identify a worker is whether that person is actually working in cultivation or household industry or supervising or directing work thereon. Even if any working members of the family or hired labourers are absent during the period of enumeration, they should be counted for the purpose of filling in the relevant columns in the household schedule.

Before filling up this sub-part, you should satisfy yourself as to whether details have been recorded in A1 (i) and/or A1 (ii) of sub-Part A or under sub-part B or in both. Only if these subparts have been filled in sub-part C will be filled in by you.

(*b*) *Category C* (1).—The following questions may be put to the informant to elicit the required information before filling in this column (1). If the household is engaged in cultivation, is the head of the household working ? (2) How many other members of the family are working according to sex break-up ? (3) How many of the workers are hired workers in whole-time employment who worked during the last cultivation season or during the current cultivation season ? It will be necessary for you to explain what exactly is meant by household cultivation at this stage. The answers obtained may then be recorded as indicated below :—

If the head of the household is working write " 1 " in the column relating to head. Write the number of family members according to sex break-up in the columns relating to other males and females and total all the three columns and enter the figure in the column marked ' Total '. The number of hired workers should be entered in the column ' Hired workers '.

(*c*) *C (2) and C (3).*—In the case of sub-parts C (2) and C (3) the same questions, substituting household industry for cultivation in the former and household industry and cultivation in the case of the latter may be asked and the particulars entered in the relevant columns. Where households are engaged in any of the three occupations, viz., cultivation, household industry and a combination of both, mark ' X ' against the columns which are inapplicable. Where the households are not engaged in any of the three categories mark ' X ' against each column and put a bold cross against this sub-part.

**57. Census Population Record.**—The form for the preparation of Census Population Record is printed on the reverse of the household schedule. The Census Population Record is intended to record particulars of the names of the members of the household, their sex break-up, relationship to the head of the household, age, marital status and the description of work in the case of workers. It is an improved form of the National Register of Citizens prepared in 1951. It is an important document and has to be filled in with care and caution. The particulars should be filled in with reference to the details recorded in the individual enumeration slip relating to each household. For the sake of convenience, you may fill up the Census Population Record immediately after the



individual slips for all members of the household are prepared. The total of the members of a household will be worked out and entered in the appropriate columns according to sex break-up. You can verify the particulars by taking into account the number of new slips and cancelled slips relating to each household and checking it up with the total number of persons you have entered in the Census Population Record.

**58. Revision of Census Population Record during revisional round.**—I have already indicated in section II that during your revisional round from 1st to 5th March 1961, certain individual slips may have to be cancelled or new slips prepared in the case of visitors who might not have been enumerated elsewhere and new-born babies. It, therefore follows, that the Census Population Record should also be brought up-to-date after the revisional round to every household, with reference to the sunrise of 1st March 1961. As in the case of the individual enumeration slip, entries under " relationship to head " will have to be changed with reference to the corrections made in these slips if a person who was acknowledged as the head of the household has died. The marital status of the wife or husband of a head of a household will have to be changed suitably and corrections should be attested under your initials in the Census forms and schedules.

**59. How to prepare Census Population Record.**—The following instructions may be borne in mind while filling up the Census Population Record :—

*Name.*—Write the name against Q. 1 (*a*) of individual slip.

*Sex.*—Write the particulars recorded against Q. 13 of the individual slip.

*Relationship to head.*—Write the particulars recorded against Q. 1 (*b*) of the individual slip.

*Age.*—Write the figure recorded against Q. 2 of the individual slip.

*Marital status.*—The answer recorded against Q. 3 of the individual slip should be entered here.

*Description of the work.*—In the case of a worker, write here a brief description of the work done by a worker with reference to the answers recorded against Questions 8 to 11 of the individual slip. For this purpose the principal item of work rounded off will be taken into account.

*Total persons—Males and females.*—The individual totals according to sex break-up will have to be entered against this column.

## SECTION IV.

### INSTRUCTIONS TO SUPERVISORS.

These instructions are intended for the further guidance of Supervisors. It is presumed that they would scrupulously follow the instructions in Sections I to III of this Manual in discharging their duties connected with 1961 Census.

**2. Your duties.**—As a Supervisor, you are responsible for the completeness and accuracy of the Census Operations conducted in your Circle and for correct recording and submission of final returns of population. The quality of the Census work depends on your energy, enthusiasm and your capacity to get the work done by the Enumerators working under you. Your first duty is to understand the instructions issued to you properly. Then, you are to give suitable instructions to Enumerators and satisfy yourself that they have understood them properly.

**3. Knowledge of block and contact with enumerators essential.**—The appointment order issued to you will indicate the boundaries of the circles and the enumeration blocks contained in it. Your Charge Officer will give you the names and addresses of the Enumerators under your supervision as well as copies of rough plans and key lists relating to your Circle and the charge list detailing particulars regarding the serial numbers of the blocks, with the numbers of buildings in each block. You should also make note of the location code numbers of the different units in your area and also note down the names of the Supervisors of the circles adjoining yours.

**4. On transfer.**—Your appointment order and the copy of this Manual should be kept carefully. Consequent on your transfer or for any reason if you cease to hold your Census appointment, return both the appointment order and the Manual to your Charge Superintendent for transmission to your successor.

**5. Perambulation of block with enumerators**—Visit your circle and meet Enumerators. Verify in company with them the boundaries of their respective blocks. Satisfy yourself that no place of human habitation has been omitted and that the Enumerators know precisely what areas they have to enumerate. You should locate the places in each block within your circle where houseless persons are likely to be found and also the places where people living on boats are likely to be found if there are canals or rivers in your circle. Meet your counterparts in the neighbouring circles and satisfy yourself that no portion of the circle boundaries overlap.

**6. Your contribution in educating the public and enumerators.**—It is your duty to explain the system of code numbers and see that each Enumerator notes down the correct series of code numbers relating to the district, taluk, village, panchayat, cantonment, municipality and the block number of locality street number. The Census department has already publicised the general scheme of census operations throughout the State. On your part, you can give all publicity possible for Census among the inhabitants of your circle, stressing the need for accurate statistics which will help in the nation building. You should also impress on the inhabitants that the information collected in respect of each individual will be kept secret and cannot be used in court or other Government proceedings for any action against the individual concerned. Thus, it must be your constant endeavour to create a proper atmosphere in your area so that the work of the enumeration can be done effectively.

**7. Instruction class.**—Instruction classes for Enumerators and Supervisors for explaining the meaning of the various Census questions and the method of filling up the Enumeration Slips and the Household Schedule and Census Population Record will be held by the Charge Officers and District



Census Officers or their Deputies. There will be six classes during the months of November 1960 to January 1961. It will be your duty to see that your Enumerators attend the classes and understand the instructions properly. It must also be your endeavours to supplement the training imparted in the training classes by such instructions as you consider necessary, including practical demonstration.

**8. Training sample census.**—To enable the enumerator to have some practical experience, Sample Individual Slips and Household Schedules have been printed in red ink. The Sample Enumeration Slips and Sample Household Schedules will be supplied to you for distribution to the Enumerators of your blocks, bound in pads of fifty slips and books of ten schedules. These will be distributed at the first instruction class itself. The Enumerators, after they have attended some three training classes, should be asked to fill in at least 50 slips and 10 household schedules, preferably in their own block. You should fix up with the Enumerator the date on which the practice enumeration will be carried out in his block and be present when he is actually doing the work. You can guide him in filling the slips, explaining the instructions on the subject. You should prepare a report in the form given in Appendix V to this Manual and send it to the Charge Officer immediately after the practice enumeration is over along with the sample slips and schedules. This should be done in the case of all the Enumerators under your charge.

**9. Manuals if lost by enumerators.**—Language copies of the manual containing instructions to Enumerators and Supervisors on Census enumeration will be handed over to them at the instruction class. You should instruct the enumerators that they should preserve the copy and should not lose it. If, however, any enumerator reports loss of the copy, contact the Charge Officer and replace the lost one by another copy.

**10. Acknowledgment of forms.**—The enumeration slip pads and household schedule books intended for your circle will be handed over to you by your charge officer in the last week of January 1961 together with a Circle Issue Statement showing the number of pads to be given to each Enumerator. This statement will be in the form given in Appendix VI. You will sign a receipt for the pads in the form given at the foot of the statement and hand it over to your charge Officer. You will keep the Issue Statement with you. During the first week of February, hand over the pads to them taking their signatures in the Issue Statement in token of their receipt.

**11. How to fill in code numbers.**—At the time of handing over the pads, you will also show your Enumerators how to fill in the slips the series of code numbers relating to their blocks and watch them while they are actually writing the numbers on a number of slips and schedules. Take care to see that each Enumerator gets the requisite series of numbers for his block and writes them on the slips clearly in between oblique strokes. If, however, any enumerator has more than one house numbering block or street in a locality, you should instruct him specially to remember this and ask him to write the code numbers of the other blocks or street when he actually begins the enumeration in that block or street. This is particularly important since without this, identification of the data recorded will be rendered difficult.

**12. Actual visit to place of enumeration essential.**—You should impress upon your Enumerators that they must not be under the impression that because they are acquainted with a particular person or household whom they have to enumerate they can fill up the slip and schedule without personally visiting the household and asking the members the necessary questions. They must actually put the questions and record the answers given.

**13. All answers to be recorded. False information Do's and Dont's.**—If you or any of your Enumerators doubt the accuracy of any answer given by a person, explain clearly the question and nature of the information required. When he has been made to understand them, you should

accept the answer which he then gives, whatever be your opinion of its correctness. But if you consider the answer to be deliberately false, you may point out to the person that he is liable to punishment for giving false information and if he still persists in it, accept his answer without further dispute and report the matter to your charge officer. You may also pass a remark in the appropriate census record that you consider it to be false.

**14. Check-up of work of Enumerators.**—During the period of Enumeration, you must be continually on the move within your circle in order to check the work of your Enumerators. During the first two days, make sure that the Enumerator has made a good start on the Enumeration of the household population and population in institutions.

**15. Verification of completed slip and scoring out of spoilt slip.**—As soon as an Enumerator completes all the slips in any of his pads and the schedules in a book, he will hand over to you the same and you should note the date on the outer cover of the slip pad and schedule book. You should go through all the slips in the pad and the schedules in the book to see whether there are any obvious mistakes or omissions. If any Enumerator has marked any slip or schedule as spoiled, you should write across the slip or the schedule the words 'cancelled' and initial it.

**16. Test-check of slips and schedules by Supervisors.**—You are expected to test check the slips and schedules in each block relating to your circle. For this, you should select 10 per cent of the households in each of the house numbering blocks or streets comprised in an Enumerator's block. But your selection of the households should not be confined to one house or block or street. You should spread out your test-check throughout the enumeration period and test-check as many households as possible before 28th February 1961. The remaining households can be test-checked after the enumerators hand over finally to you the enumeration pads and household schedules and should be completed before 10th March 1961. It is important that households to be test-checked should be selected at random but the cases selected should cover each of the blocks, streets or other areas assigned to each Enumerator.

**17. Adjustment of short falls and excess in supply of slips and schedules.**—In case your Enumerators require more slip pads or schedule books, you should immediately ask your charge officer for a further supply. If this is not possible and your place is far distant, you should, take a pad or book from another Enumerator who is likely to have them in excess. Make a note of the transfer in the remarks column of the Circle Issue Statement. The Enumerator to whom they are given should be instructed to write the series of code numbers relating to his area after scoring out any entry previously made.

**18. Final check up by Enumerators.**—After you complete the test-check on 28th February 1961, you should hand back all the enumeration slip pads and household schedule books to the enumerators to enable them to carry out the final checking up of their enumeration and bringing the records up to date with reference to the census time, i.e., sunrise on 1st March 1961 and for rectification of mistakes. Make a note of the date on which the pads and schedules were handed back on the outer cover of the pads and schedule books.

**19. Enumeration of houseless population.**—In mofussil areas, on the night of 28th February 1961, the enumeration of houseless persons and persons residing on boats in canals or rivers will take place. In the case of Madras City, the enumeration of houseless population will be done on the nights on the 28th February to 4th March 1961. You should visit a few places in your blocks and see that the enumerators in your blocks carry out enumeration in accordance with the instructions. You must particularly instruct the enumerators about the distinction between household population including institutional population and the houseless population.



**20. Check up of revisional round.**—During the first five days, 1st to 5th March 1961, you should see that your enumerators make the round of all houses and institutions in their blocks and you should personally visit some houses and verify whether the enumerator has revisited the household and has noted the changes, i.e., births, deaths and arrival of new visitors. Make a note of the births or deaths or new visitors who have arrived and verify the same with reference to the actual slips prepared or cancelled by the enumerator of your block when the pads and schedules are finally returned.

**21. Submission of progress report.**—You must send two progress reports of your work to your charge officer, the first on the 17th February 1961 and the second on the 24th February 1961 in the form given in Appendix VII.

**22. Verification of enumeration pads and schedules.**—On the 6th March 1961, your enumerators should meet at some convenient place, bringing with them all the pads and schedules given to them. You must bring with you the enumerator's block and circle abstract forms—vide Appendices VIII and IX—which have been supplied to you. You will then proceed as follows :—

Verify that each enumerator has brought all the pads and schedule books given earlier as shown in the Circle Issue Statement.

Verify the entries in the enumerator's abstract printed on the front cover of each pad by actual counting of the slips of each category. This procedure should be repeated in all the enumerator's blocks. Soon after the entries in the cover pads are checked, you should give the enumerator's block abstract form to each enumerator and then ask him to fill up the form and sign it. You should also affix your signature in the space provided for it in the form.

**23. Preparation of circle abstracts.**—When all the enumerator's block abstracts have been prepared, arrange them according to the serial number of the blocks. From these abstracts, you should prepare the circle abstract in the form given in Appendix IX which will be supplied during January 1961 along with the enumerator's block abstract form. As soon as it is complete, you should hand over it together with the bundle of enumerator block abstracts to your charge officer on the evening of 6th March itself.

**24. Supervisors in Defence Establishments.**—In the case of Defence Establishments, a unit might move out before 1st March 1961 from the station in which it has been enumerated. In such cases, the revisional check round from the 1st March 1961 to the 5th March 1961 cannot be conducted. The charge officer of the Defence Establishment will obtain a final check report detailing all births and deaths that might have occurred in the unit before the sunrise of 1st March 1961 in the form prescribed and will hand it over to Supervisor in the Defence Establishment. Necessary changes in the enumeration slips and schedules relating to the unit should be made with reference to the final check report if the report is received by the 6th March 1961. This will involve the correction of the total population entered in the enumerator's block abstract and in the circle abstract which have been prepared.

**25. Arrangements of pads and schedules.**—Finally, after you have completed your test-check arrange the pads and schedule books block-war in the order in which they are shown in the Circle Issue Statement. Tie up the pads and schedule books in a bundle and place the Circle Issue Statement on top of the bundle. The bundle should then be forwarded to your charge officer.

# APPENDIX I.

## THE CENSUS ACT (No. XXXVII) OF 1948.

[Amended by Acts XL of 1949, LI of 1950, the Adaptation of Laws Order, 1950 and the Census (Amendment) Act of 1959.]

*An act to provide for certain matters in connection with the taking of census.*

Whereas it is expedient to provide for taking of census in India or any part thereof whenever necessary or desirable and to provide for certain matters in connection with the taking of such census :—

It is hereby enacted as follows :—

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

(2) **It extends to the whole of India.**

2. **Rule of construction respecting enactments not extending to Jammu and Kashmir.**—Any reference in this Act to the Indian Penal Code (Act XLV of 1860) or the Indian Evidence Act, 1872 (I of 1872), shall, in relation to the State of Jammu and Kashmir be construed as a reference to the corresponding enactment in force in that State.

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

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

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

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

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

5. **Status of Census authorities as public servants.**—The Census Commissioner, all Superintendents of Census Operations and all Census Officers shall be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

6. (1) **Discharge of duties of Census Officers in certain cases.**—Where the District Magistrate, or such authority as the State Government may appoint in this behalf, by a written order directs :—

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

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

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

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

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

(*f*) every occupant of immovable property where in at the time of the taking of the Census persons are living ;

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



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

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

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

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

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

to give such assistance as shall be specified in the order towards the taking of a Census of the persons who are at the time of the taking of the Census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, firms and other establishments or within the areas for which such local authorities are established, as the case may be and the persons to whom an order under this section is directed shall be bound to obey it and shall, while acting in pursuance of such order be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

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

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

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

9. **Occupier to permit access and affixing of numbers.**—Every person occupying any house, enclosure vessel or other place shall allow Census Officers such access thereto as they may require for the purposes of the Census and as having regard to the customs of the country, may be reasonable and shall allow them to paint on, or affix to, the place such letters, marks or numbers as may be necessary for the purposes of the Census.

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

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

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

(*b*) any Census Officer who intentionally puts any offensive or improper question or knowingly make any false return or, without the previous sanction of the Central Government or the State Government discloses any information which he has received by means of, or for the purposes of a Census return, or ;

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

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

(*e*) any person occupying any house, enclosure, vesse lor other place who refuses to allow a Census Officer such reasonable access thereto as he is required by section 9 to allow, or

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

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

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

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

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

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

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

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

15. **Records of Census not open to inspection nor admissible in evidence**—No person shall have a right to inspect any book, register or record made by a Census Officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872 (I of 1872), no entry in any such book, register, record, or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

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

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

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

(2) In particular, and without prejudice to the generality of the foregoing power, the Central Government may make rules providing for the appointment of Census Officers and of persons to perform any of the duties of Census Officers or to give assistance towards the taking of a census, and for the general instructions to be issued to such officers and persons.



# APPENDIX II.

## LIST OF SPECIAL TRACTS.

AREAS IN WHICH SPECIAL PROCEDURE FOR ENUMERATION WILL BE ADOPTED.

*North Arcot district.*

**Vellore taluk.**

Javadi Hills.

1 Nayakkaneri, Kavanurettu and Panangatteri.
2 Vellakallu.
3 Tellai.
4 Animalai and Kurivimalai (hamlets of Attiyur).
5 Sakhajonai (hamlet of Ambur).
6 Nayakkaneri (hamlet of Munjurput).
7 Senganattam (hamlet of Palamudi).
8 Kolavimedu (hamlet of Virupakshipuram).
9 Alleri.
10 Elluparai.
11 Jaratikollai.
12 Pelampet.
13 Pinigmandai.
14 Pudukuppam.
15 Mulluvadi.
16 Periyapanapparai.
17 Kottur II bit.
18 Nayakkaneri.

**Polur taluk.**

Javadi Hills.

1 Sampattigiri.
2 Parvatamalai.
3 Kidampolliyam Hill.
4 Amerdee.
5 Kanamalai.
6 Puliyankuppam.
7 Erivur.
8 Mandaparai.
9 Namiyampatti.
10 Kilkanavayur.
11 sengadu.
12 Pattaraikadu.
13 Kuttaikarai.
14 Bargur.
15 Pudupattu.
16 Odamangalam.
17 Kovilur.
18 Irumayanur.
19 Melchippali.
20 Kilrapattiapattu.
21 Pedavadu II bit.
22 Kalpattu II bit.
23 Viralur II bit.

The following villages—

1 Pedapanjamarathur.
2 Puliyur.
3 Meltattiyapattu.
4 Kiltattiyapattu.
5 Nellivoy.
6 Eruakkampattu.
7 Attipattu.

Chengam taluk.

Tenmalai Hills.

8 Perumuttam.
9 Kilpatti.
10 Chinnakilpattu.
11 Melpattu.
12 Vannankuttai.
13 Pelamarathur.

Tirupattur taluk.

1 Javadi Hills.
2 Yelagiri Hills.

*South Arcot district.*

**Kallakurichi taluk.**

Kalrayan Hills.

*Salem district.*

**Rasipuram and Namakkal taluks.**

Kollimalais.

**Attur taluk.**

1 Pachamalais.
2 Kalrayan Hills.

**Harur taluk.**

Chitteri Hills.

**Omalur taluk.**

1 Palamalai.
2 Aranoothumalai and its hamlets Chinnavelampatti, Aladipatti, Sirumalai, Aranoothumalai, Periavelampatti, Relapadi and Pallikadu.

*Coimbatore district.*

Avanashi taluk.

1 Dhalipalaiyam, hamlet of Sirumugai.

2 Gopanari and Tennankombu, hamlets of Tolampalayam.

3 Sundapatti, hamlet in Nellithorai and the parts of Melur and Hulikal transferred from the Nilgiris.

4 The parts of Jakkanari village added to Odanthurai village.

*Tiruchirappalli district.*

Musiri taluk.

1 Kombai.
2 Vannadu.
3 Tenbaranadu.
} (on the Pachamalai hills).

*Tirunelveli district.*

Ambasamudram taluk.

Zamin Singampatti hills.

Sankaranayanarkoil taluk.

Zamin Sivagiri hills and
Reserved forests adjoining the villages of—

(*a*) Puliankudi.
(*b*) Mela Puliankudi.
(*c*) Vasudevanallur.
(*d*) Naranapuram.
(*e*) Chintamani.



# APPENDIX III.

## NAME OF DIFFERENT RIGHTS ON LAND IN MADRAS STATE.

### 1. Common term applicable throughout the state.

| *Serial number and Tamil name for land rights.* (1) | *English equivalent.* (2) | *Explanation.* (3) |
|---|---|---|
| 1 ரயத்துவாரி, அயன் | Ryotwari, Ayan | Lands held in settled tracts under the direct control of Government. |
| 2 பட்டா | Patta | Registered holding-Patta does not create or confer any title to land. It recognises the holder of the patta as the person to whom the Government should look forward for the collection of land revenue. It denotes the registry in the revenue accounts for collection of land revenue. |
| 3 இனாம், ஸ்ரோத்ரியம் | Inam, Shrotrium | Inam land—A person enjoys the land after remitting a favourable rent to Government. Sub-lessee. |
| 4 மானியம் | Manyam | Lands in the enjoyment of charitable or religious institutions under certain conditions. |
| 5 கிராம வழிய இனாம், வழிய உம்பளம் | Village Service Inam, Service Umbalam. | Lands granted to a person for rendering service to village community. |
| 6 குத்தகை, கட்டுக் குத்தகை, பாட்டம் பத்தலைப்பு, சாம போகம். | Lease, Adavolai | Long term or short term leases. 'B' is the lessee of A's land. 'B' is entitled to possession and enjoyment of land on payment of a stipulated lease amount to A. 'B' is bound to vacate them and when called upon to do so by 'A' after the termination of the lease period as per the conditions of lease. |
| 7 உள் குத்தகை | Sub-lease | 'A' is a land holder. He leases the land to 'B'. 'B' in turn leases to 'C'. 'C' is a Sub-lessee. |
| 8 பொக்கியம், சுவாதீன போக்கியம், ஒத்தி, இரான் ஒத்தி. | Mortgage with possession, Swathina Bogyam. | Land mortgaged by an owner to a third party for consideration. Mortgagee will be in possession till the loan is cleared. |
| 9 சுற்று, அடமானம் பெற்றகம் | Simple Mortgage, Mortgage without possession. | Land pledged as security to a third party by the owner for some consideration, possession remaining with the owner. Owner will pay interest on the loan amount to the mortgagee. |
| 10 வாரம் | Varam, Waram | It denotes the share due to the owner of land in kind for the crop raised. |
| 11 சரிவாரம் | Sarivaram | Equal share of produce between land holder and cultivator. |
| 12 மேல்வாரம் | Melvaram | The share of the proprietor in the produce of the land or the proprietor's right to collect the rent. |
| 13 குடிவாரம் | Kudivaram | The tenant or cultivator has a right to cultivate the land subject to payment of a share of produce or rent to the proprietor (melvaramdar). |
| 14 இருவாரம் | Iruvaram | Both the melvaram and kudivaram rights rest with one and the same person or persons. |
| 15 சிவாஜிமா, புதுவல் சாகுபடி | Sivagima, Puthuval | Cultivation of poramboke or waste lands by paying assessment. Cultivator has no title to the land. |
| 16 பன்னை, பன்னைச் சாகுபடி | Pannai, Pannai Cultivation. | Direct cultivation by the land owner. In some cases, the extent may be large. The land owner may engage hired labour. |

### 2. Local names which are of particular importance in certain districts.

1. *Madras city.*

| | | | |
|---|---|---|---|
| 1 | இசும்பு | Isumbu | .... |
| 2 | தேவதாயம் | Religious right | .... |
| 3 | தருமதாயம் | Right by gift | .... |
| 4 | வக்பு | Wakf | |

| *Serial number and Tamil name for land rights.* (1) | *English equivalent.* (2) | *Explanation.* (3) |
|---|---|---|
| | 2. *Chingleput district.* | |
| 1 சமுதாயம், பகுதாரி .. .. .. .. .. | | Joint ownership of lands in the name of a few villages. |
| 2 ஆல்வாரம் .. .. | Alwaram .. .. .. | One-fifth of the produce to be paid to the person who is doing alwaram work. |
| | 3. *South Arcot district.* | |
| 1 மானியம் .. .. .. | Maniyam .. .. .. | Alienation of land revenue in recognition of certain public services rendered to the village community. |
| 2 உழவாடை .. .. | Ulavadai .. .. .. | Lands cultivated by Pannayals. |
| | 4. *Salem district.* | |
| 1 அமானி .. .. .. | Ammani, Government villages. | Holding in a village in which the Government is directly collecting assessment. |
| 2 மானியம், மானிபம் .. | Maniyam, Manibam .. | This devotes the right of use of inam land usually by the poosari of the temple for services rendered. The poosari does not get any other emolument by way of cash grant. |
| 3 கட்டுவலி .. .. .. | Kattuvali .. .. | The land owner gets a bond executed from the cultivator for payment of certain amount to him in advance. Then he will deduct the amount from cultivator's account every year. For example, a cultivator agrees to pay Rs. 1,000 for five years for cultivating the land. The cultivator pays Rs. 1,000 in advance and the owner of the land will deduct equal sum of Rs. 200 per year from his account for five years. Such agreement is called as Kattuvali. |
| 4 இடபோக்கியம் .. .. | Idabogyam .. .. | The landholder pledges the land for a certain sum and for a specified period. After the expiry of the period the landholder will get the land without paying any money. During that period, the tenant will enjoy the usufructs of the land. |
| 5 அனுபோகதி .. .. | Anubogaothi .. .. | The landholder will execute a sale deed and the purchaser will execute a counter document to the effect that the sale amount mentioned in the sale deeds should be repaid within a specific period and the land thus redeemed. If the original owner does not redeem the land within the specified period, the purchaser will become the absolute owner of the land. During the currency of the sale deed, the purchaser will enjoy the land and bear the agricultural expenses. |
| | 5. *The Nilgiris district.* | |
| 1 ஜன்மி .. .. .. | Janmi .. .. .. | .... |
| 2 குடியான் அத்தகைய அல்லது சாகுபடிதார் பாத்தியதை. | Tenancy rights .. .. | .... |
| 3 கார் பத்திரம் .. .. | Document .. .. .. | .... |
| 4 பாட்டம் .. .. .. | Rent .. .. .. .. | .... |
| 5 99 வருட குத்தகை .. | 99 years lease .. .. .. | .... |
| 6 குத்தகை மேடேவர் .. | Transfer of lease .. .. | .... |
| 7 அடமான மேடேவர் .. | Transfer of lease .. .. | .... |
| 8 சன்வத குத்தகை .. | Transfer of mortgage with possession. | .... |
| 9 சிரஸ்தாயம் .. .. .. | Perpetual lease .. .. | .... |



| *Serial number and Tamil name for land rights.* (1) | *English equivalent.* (2) | *Explanation.* (3) |
|---|---|---|
| | 6. *Tiruchirappalli district.* | |
| 1 பிரன்தாரி .. .. | Landlord .. .. .. | .... |
| 2 கைபேர்வாரம் .. .. | Kaiyeruwaram .. .. | The agricultural implements, seeds, bulls, etc., supplied by the owner and the labour for the supervision, weeding, watering, thrashing, etc. Operations alone supplied by the tenants. The share due to the tenant represents the wages in kind for the service done by him. |
| 3 மாட்டு வாரம் .. .. | Mattuwaram .. .. | The owner simply lets out the land and the cultivator supplies bulls for ploughing baling, etc., and attends to other agricultural operations and bears all incidental charges. |
| 4 .. .. .. | Proprietor Estates (whole Inams). | .... |
| 5 மானியம் இனம் .. .. | Grant (Conditioned) .. | Lands are granted under certain conditions for a specific charitable or religious purpose. They can be resumed on violation of those conditions. The cultivator has no right whatsoever except the right of enjoyment till he continues to satisfy the conditions specified in the grant. |
| 6 சர்வமான்யம் .. .. | Unconditional permanent gift. | In these cases, lands are granted for any services rendered or in recognition of the meritorious individuality of person. Though this is also a sort of grant, the granted land cannot be resumed unless by an Act of legislature the tenure of the land is changed. The grantee can enjoy the land with full right as in the case of Patta land. |
| | 7. *Thanjavur district.* | |
| 1 மிராஸ் .. .. .. | Miras .. .. .. | This indicates ownership of land by a person living on the income from the land. |
| 2 பொரக்குடி .. .. | Porakudi .. .. .. | This indicates right to a land by labourers from different places allowed to cultivate the land and take a moiety of the produce for themselves. |
| 3 சன்வத அனுபோக பாத்தியம், உழவாடை பாத்தியம். | Occupancy right .. .. | The lands will be in the name of temples and they are being cultivated by the tenants on payment of fixed rent. The tenancy right is saleable. This kind of tenure exists in Edakudi Vadapathy, Kadiramangalam, etc., villages in Sirkali taluk. |
| | 8. *Ramanathapuram district.* | |
| 1 மிராஸ் .. .. .. | Miras .. .. .. | Hereditary right. |
| 2 பத்தடைப்பு, சம்பலோசா .. | Letting lease .. .. | Letting the land on lease to a cultivator by the owner for a fixed quantity of produce for a fixed period. |
| 3 சாமிபோகம் .. .. | Swamibogam .. .. | Rent paid by a cultivating tenant to the Inamdar besides Melwaram. |
| | 9. *Tirunelveli district.* | |
| 1 பாட்டம் .. .. .. | Pattam .. .. .. | Contract or fixed rent. |
| 2 மேனி .. .. .. | Meni .. .. .. | Field. |
| 3 ஜென்மம் .. .. .. | Jenmam (Malayalam term). | The land owned by the Madams (like "Thiruvaduthurai Atheenam"). Cultivated to a large extent by landless people who pay a fixed measure of the produce to the authority of the Madams in kind is known as "Jenmam". |

*Tirunelveli district*—cont.

| *Serial number and Tamil name for land rights.* | *English equivalent.* | *Explanation.* |
|---|---|---|
| (1) | (2) | (3) |
| 4 பொதுவாரம் .. .. | Pothuvaram .. .. | This is a kind of tenancy prevailing in this district. The tenants according to this system bear the cultivation expenses as noted below :— 1 Transplantation charges—Half. 2 Ploughing charges—Full. 3 Breeding charges—Full. 4 Harvest expenses—Half. Besides the tenant will get 2½ marakkals of paddy for every Kottah of paddy harvested. The straw obtained will be divided equally between the tenant and landlord. |
| 5 சம்சாரி .. .. .. | Tenant .. .. .. | With specific conditions. |
| 6 தன்சோர் பயிரிடல் .. .. | Landholder .. .. .. | Self-cultivation by engaging cooly. |

10. *Kanyakumari district.*

| | | |
|---|---|---|
| 1 ஜென்மம் .. .. .. | Jenmam .. .. .. | A owns certain acres of land for which he holds the patta. He may or may not be in possession. But tax should be paid in his name. In other words A is said to have the proprietory right over the land. |
| 2 [illegible] .. .. .. | Lease .. .. .. | B is the lessee of A's land. B is entitled to possession and enjoyment of land on payment of the stipulated lease amount to A. B is bound to vacate the land when called upon to do so by A after the termination of the period of lease as per stipulation in the lease deed. |
| 3 [illegible] .. .. | Kanapattam .. .. | It is a right over property derived by the Kanapattamdar from the Jenmi. The Kanapattamdar has absolute right over the property provided he pays the stipulated amount known as " Jenmikaram ". |



## APPENDIX IV.

LIST OF CERTAIN PREDOMINANT HOUSEHOLD INDUSTRIES IN MADRAS STATE.

Production and rearing of livestock such as cow, goat, etc.
Production of ducks and hens. Eggs by rearing and poultry farming.
Production of rice, atta, flour, etc., by milling of crops and foodgrains.
Production of sugar, gur from sugarcane or palm juice.
Production of candy.
Slaughtering, preservation of meat and fish.
Production of bread, biscuit, cake and other bakery products.
Production of butter, ghee, cheese and other dairy products.
Production of edible fats and oil (other than hydrogenated oil).
Production of aerated and mineral water.
Manufacture of beedi.
Charka spinning.
Cotton dyeing and bleaching.
Cotton weaving in handlooms.
Embroidery and making of crepe lace and fringes.
Making of textile garments, raincoats and head-gears.
Sawing and planing of wood.
Manufacture of wooden furniture and fixtures.
Manufacture of materials from cork, bamboo, cane, leaves and allied products.
Manufacture of wooden toy.
Manufacture of wooden box.
Printing and binding books.
Curing, tanning and finishing of hides and skins and preparation of finished leather.
Manufacture of shoes and leather footwear.
Manufacture of medicines, pharmaceutical preparations, perfumes, cosmetics and other toilets preparations.
Manufacture of soap and other washing and cleaning compounds.
Manufacture of lime.
Manufacture of earthenware and earthen pottery.
Manufacture of earthen image, busts and statues.
Repairing brass and bell-metal products.
Enamelling, galvanizing, plating (including electroplating), polishing, welding of metal products.
Manufacture of bolt, screw, bucket, cutlery.
Repairing of electrical machinery and apparatus, appliances.
Repairing and servicing of motor vehicles.
Repairing of bicycles and tricycles.
Assembling and repairing of bicycles and tricycles.
Assembling and repairing of watches and clocks.
Manufacture of jewellery, silverware and wares using gold and other precious metals.

## ANNEXURE VII

## BROAD CAST TALKS.

### BROADCAST TALK ON CENSUS BY SHRI K. KAMAKAJ, CHIEF MINISTER OF MADRAS ON 30TH SEPTEMBER 1960.

After inauguration of our Republic in 1950, we assumed the task of planning a series of Five Year Plans for the prosperity of our country. Planning on a gigantic scale embracing nearly 400 million people is not an easy task. Many of you, I am sure, will remember the first Census of Independent India held in 1951. It coincided with the beginning of the First Five-Year Plan. In fact the preparations for the First Five-Year Plan were started in 1950 along with those for the 1951 Census. By June 1951, essential data collected during the census was made available to the Planning Commission for formulating Plan Schemes. Valuable information on the rate of growth of population, rural-urban migration, distribution of economically active population by age, sex, occupation and industry was furnished to the Commission helping them to fix minimum targets and set the pattern for future planning in India. In this Year's Census, an attempt is being made to gather more exhaustive and important data for the purposes of the Third Five-Year Plan.

We have always stressed on Public Co-operation for successful implementation of Five-Year Plans. We now seek your co-operation in furnishing correct information to those Census Officials who will approach you for particulars in connection with 1961 Census. These very particulars which you furnish, are compiled, tabulated and handed over to the Planning Commission by the Census Department. In turn the Planning Commission uses this data as the ground work on which to build up their Five-Year Plans. All planning is for your prosperity and you see now how important it is for you to furnish information readily and correctly.

Any plan to be realistic must take into account the expanding population. Census, by providing details on the rate of growth of population and the total population of the country helps to set realistic targets and ensures success of the Plan. Census data on population as classified by age, literacy, occupation and industry is being used by the planners to formulate plans for developing Cottage and Small Scale Industries, to provide more employment opportunities and to provide alternate employment to those working on the agricultural sector. Census data on literacy and education are required by the Planning Commission for the eradication of illiteracy, in our educational programmes, for the expansion of basic education, diversification of secondary education, improvements to collegiate education, extension of facilities for technical education, etc. They also help in estimating the requirements of Teachers, Schools and Colleges. Our health programmes are planned with the help of Census Statistics. Urban water-supply and drainage schemes, villages sanitation schemes, anti-epidemic programmes, extension of medical facilities in rural and urban areas and Family Planning Schemes—all these are based on Census data. Food, clothing and Shelter are the prime necessities of man and Census by providing valuable information on the extent of land cultivated, increase in population, increase in urban population, number of establishments where some form of manufacture, servicing, repairing, etc. and the number of persons employed in industries, household or otherwise helps to formulate plans for increasing our food production and giving an industrial bias to our economy. You will now realise how important Census is from the point of view of planning and the imperative need for furnishing correct information.

Tomorrow, at sunrise, all over the State we will be taking the first step in the 1961 Census. The object of my talk to-night is to appeal to all of you living in this State to Co-operate wholeheartedly in this national endeavour with the Census Officials and make the 1961 Census a success. The 1961 Census has added importance as it coincides with the completion of the Second Five Year



Plan and the commencement of the Third Plan. The object of the Third Plan is more ambitious than the other two which preceded it and in order to help the setting up of realistic targets, the Census Department has also increased the number of questions to be asked of you. The data collected during this Census is expected to provide a correct picture of the Indian economy and help us to provide the solutions to many of our problems.

Unlike the 1951 Census, the 1961 Census has two distinct phases. The first stage, the houselisting operations, commences tomorrow. Its object is to list all the houses in the country and the uses to which they are put. The second stage is the actual Census enumeration to be conducted from the 10th to the 28th February 1961. This means that Census Officials will be approaching you more than once for valuable information. It is your duty to furnish such information, however confidential you might consider it for your sake and for the sake of the country.

A housing survey will be conducted which will help us in evaluating the housing situation and congestion in urban areas. Lack of proper living accommodation constitutes one of the most serious deficiencies in the standard of living of the people and poses a challenge to social reformers and planners. You are aware that we have a number of housing schemes in this State and are striving to provide decent homes to all. The data obtained from houselisting operation will be utilised to fill in the gaps now existing at present and help us to formulate more housing schemes.

I will dwell but briefly on the actual questions you have to answer when the enumerators come to you for information. I trust the State Officer-in-charge of Census will explain to you the questions in detail in his talk to be broadcast tomorrow. You will be asked to answer about ten important questions. Information will be solicited about the type of wall and roof to find out the structural condition of the number of houses. Information is also collected regarding the number of living rooms in every house. This data co-related with the number of persons residing in the house provides a correct estimate of congestion in the house. As indicated by me, earlier, the uses to which houses are put, whether as purely residential dwellings or shops or factories or establishments are also found out. This information is useful when demarcating purely residential areas from industrial sectors. Information is gathered regarding the nature of products made or processed in factories and workshops and the nature of fuel used for production and manufacture. This information will enable us to find out the number of household industries, the areas of concentration of major and minor industries and the number of persons employed in these industries. So you can gauge for yourselves the importance of these questions and the need for furnishing correct answers.

To you the people of this State, my appeal is to answer all the questions put to you correctly and conscientiously. Please treat the enumerator who will be approaching you for information as your friend and extend to him every courtesy and consideration, as you would a member of your household or a guest. Remember that these enumerators are a band of selfless men drawn from all walks of life, holding responsible public offices, who do voluntary service. They are there to help you and us–you, as the information you furnish help the formulation of plans and all planning is for your benefit and US as the information you provide help to formulate policies and plans and we are here only to help and serve you. Incorrect information is worse than no information. So please furnish correct answers to all the questions. Indifference towards the Census can make it ineffective. As such, you must take lively interest in Census Operations.

To you, the enumerators in charge of this great national task, my appeal is to do your duty with missionary zeal. Yours is a thankless job, but you will permit me to repeat the oftquoted phrase "Desert and Reward seldom keep company". Let the satisfaction of a work well done be your reward. I am aware that you have your normal duties to perform, in addition to this task. But when you stop to consider, you will realise that you are partners in formulating

national schemes and that we depend on your zeal for proper planning. Your main assets should be tact and patience. Not all householders will be prompt in replying and some may even be curt. You should always be tactful but firm and must put the householder at ease. During the training classes held for you, you must have had a fair idea of the best method of eliciting information. Use all the resources at your command in the best method possible to help to make this great task, pleasant for you and for the public.

Everyone of you must have heard of the phrase " It takes two to make a Census—You and the Enumerator ". This contains the essence of a successful Census. Census, after all, is not a one man show. It is a co-operative endeavour of the people and Government where both realise the need for and significance of a correct and complete Census. We have a tradition behind us of which we can be really proud. Madras State has always been in the vanguard of every progressive movement. It is up to you to live up to this high tradition now.



## BROADCAST TALK ON HOUSELISTING ON 1ST OCTOBER 1960.

*By* SRI P. K. NAMBIAR, I.A.S., *Superintendent of Census Operations, Madras.*

Everyone of you will be aware of the fact that the next Census will be taken in February/March 1961. It is a complete process of collecting, compiling and publishing demographic, economic and social data pertaining to all persons in the country at a given point of time. As such, the Census is conducted simultaneously throughout the country and has to cover the entire population without any omission. It requires a well organised administrative machinery. In view of the complexity of 1961 Census, it has been decided to conduct it in two stages ; one in October 1960 and the other in February/March 1961. The houselisting operations which commenced to-day all over the State and will last till 31st October 1960 was inaugurated by our Chief Minister over the Air last night.

For us in India Census is not a novelty. We have it on the authority of historical records that Census counts were taken even in ancient India. The edicts of Ashoka refer to Census as a permanent institution. A notable statistical compilation was prepared by the Imperial Guptas. In later days there was no national stock taking on elaborate and systematic lines though attempts were made to take some sort of Census. The first regular Census was taken in 1872 followed by successive decennial Census beginning from 1881. In Madras, however, Census has much earlier history as the computation of the population of Madras was made by the Court of Directors in 1687. Census in India covers the largest mass of people in the world except for the Republic of China. This gathering of essential data has always been done on an honorary basis in a most economical manner and in spite of the administrative difficulties inherent in such gigantic undertaking, Indian Census has never been lacking either in complete coverage or in near perfect accuracy. Many Enumerators from all walks of life with the active co-operation of the public have worked with missionary zeal to make Census a success. It is my earnest hope that we will maintain the proud tradition we have, in 1961 also.

Our Chief Minister, Shri K. Kamaraj in his broadcast to you last evening has explained how Census data is important in planning. In addition, the figures furnished by us will help various Ministries and Departments to formulate plans for the prosperity of the nation. It is generally felt that absence of reliable data has hampered the progress of this nation in various directions. For instance housing constitutes major investment in any country, but statistics relating to housing is woefully inadequate in India. In 1951 a list of Census houses along with the households living in them was prepared before the actual enumeration. But no data regarding housing was collected which would help us in evolving a plan to solve the problem of housing shortage. In 1961, a scheme for houselisting was evolved by Registrar-General, India in consultation with the National Buildings Organisation and Ministry of Works, Housing and Supply. The scope of enquiry has been extended to cover non-dwelling houses. It will provide useful information on material of roof and wall, number of rooms occupied by the household and the occupants. It would also yield an inventory of all shops, workshops and factories in the country. The information when compiled and tabulated, will, it is hoped, provide sufficient material to the Planning Commission and the Ministries to build up future plans for the industrialisation of the country and to eradicate the problem of housing shortage. Thus, you will see that Census can play an unique role in the sphere of planned development and it is the endeavour of every Census to improve on the data collected at the previous one.

I shall now explain the salient feature of this House-listing Operations.

The term ' Census House ' represents a universal concept adopted by all nations. It is a viable unit and can be used as dwelling, place of business, school, workshop, shop or hotel and so on. It may be inhabited or uninhabited. It may be a structure or part of a structure. It is quite

different from a building as defined under the Madras House Numbering System in which a building is a structure with a separate main entrance and is given a number by which it can be distinguished from outside. Thus, a building may contain a number of Census houses in it. In addition to this, we have another concept that is Household, which has been defined as 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. In our country where the standard of living is low, a Census house may contain more than one household. A clear distinction exists between Census household and Census houses, in that, Census house refers to a structure while a household refers to a group of persons. It will be appreciated that even boarding houses, messes and hotels are households where unrelated persons live together. A complete listing of all Census houses and households with relevant and useful particulars will be done throughout Madras State in October 1960.

Enumerators drawn from all walks of life will be approaching you during the ensuing 30 days for basic information. In his appeal to you the Chief Minister has emphasised the need for furnishing correct information. I need only add that in this great national task which is being undertaken for the benefit of everyone of you, your co-operation is quite essential.

I will now explain the essential features of houselisting. Questions 1 and 2 will be filled in by the enumerators themselves and relate to the building number and number of Census houses the building contains. Question 3 relates to the purpose for which the house is used. Please tell the enumerator the exact use to which the house is put, viz., whether it is used as a dwelling, shop, workshop, office, hotel, hostel or as a combination of an institution-*cum*-dwelling. Questions 4 to 7 are to be answered only if the Census house is used as a workshop, factory or any place where some form of production, production-*cum*-sale, repairing, servicing, or processing takes place. If the Census house satisfies one or all of these conditions, the enumerator will ask you, the name of the establishment, the name of the proprietor, the nature of work done in the establishment, the kind of fuel or power if machinery is used and the number of persons employed daily.

The next two questions aim to provide a description of the Census house. The enumerator will record the materials used in the construction of the wall and roof. The remaining questions relate to the household. It is vital for our purposes that an accurate estimate be made of the number of households living in a Census house. For this, the enumerator will be making a detailed enquiry about the number of members constituting the household and the number of separate kitchens maintained in a house. After obtaining particulars about the number of households living in a house the name of the head of the household will also be ascertained. It is quite possible that a large household might live in a small house and a small household in a big house. Information regarding the number of households and the number of dwelling houses will not present a correct picture of congestion or over crowding. But when data regarding the size of the house, size of the household and the number of houses and households are interrelated we have a true index of congestion and standard of living. That is why questions on the number of rooms used by the households and size of the household are included. Whether the household lives in own or rented house may also be indicated. Finally, the number of persons living in the household, according to sex break up will have to be specified. All visitors and persons who are not normally residing with the household may be excluded. Similarly, members of the household who have gone out for visits irrespective of the duration of their absence are to be included.

I admit that this is a long list, but the questions are simple, direct and impersonal. I request all of you to kindly remember what I have told you to-night and convey it to all others and assist the Census staff in every manner possible. If you do that, you can be happy that you have done your bit to ensure the success of the 1961 Census.

"JAI HIND."



## BROADCAST TALK ON "CENSUS AND PLANNING" BY SRI C. SUBRAMANIAM, FINANCE MINISTER ON 30TH JANUARY 1961.

With the dawn of Independence and the shift of emphasis from a Police State to that of Welfare State, Planning for prosperity has been the 'blondin motif' of our economic policy. It is now universally accepted that economic development, including industrialisation is the sole means of eliminating the sum total of human misery. This presupposes not only the distribution of existing wealth to solve social problems but also the increase in national income and capital through economic development. This inter-relation of economics and Social development is now engaging the attention of Statesmen and planners while formulating national plans—with its inevitable and concomitant problems of competing priorities and funds.

It is precisely whilst formulating plans for economic development that we come across social hurdles in the path of future progress. Whereas most of these impediments are found in the under developed countries of Asia, these are especially true of a country like India. The United Nations Bureau for Social Affairs has listed out such social obstacles; caste and class systems defining and controlling economic functions; out-moded family and kinship systems; archaic forms of land tenure; family and clannish loyalties straining the social fabric to breaking point; social forces discouraging investment and invention; illiteracy and lack of communications; habits of work and attitudes towards certain types of work; religious values impinging upon economic behaviour. To gauge the impact of such social obstacles on development of the country and accordingly formulate plans providing for these impediments to progress and thus accelerate the pace of economic development, accurate statistical data on the impediments are essential. This is where Census steps in to the picture—by providing those very same statistical data so vital for planning. We are therefore placing major reliance on population census to provide us most of the statistics required for developmental planning.

The less industrialised countries, like ours, on the road to prosperity, are faced with a number of problems, the solution of which depend, to a large extent, on information relating to their economically active population. By economically active population, I allude to those persons who form the bulk of our labour force. With limited capital, methods to make the best use of surplus labour have to be devised. Statistics on the characteristics of these people—on their age and sex composition, on their distribution by occupation industry and status are thus of paramount importance. Again, the manner in which the people of a country earn their livelihood is linked with the demographic features of the country, its rate of growth of population, etc. Our Census questionnaire for 1961 therefore lays special emphasis on obtaining all particulars relating to economically active population of the country. These statistics are valuable for demographic and social as well as economic analysis as they reflect the facets of the economy and the characteristics of the people. Differences in fertility pattern, relationship between family units and employment opportunities for the fair sex, economic status of families—all these come to light and are indices of social and economic changes helping in the formulation of policy and effective planning of programmes for development.

Any plan to be successfully implemented, depends on proper allocation of funds among priorities and availability of resources—financial and man-power. This calls for a very accurate assessment of resources and demands. The national or State budget has to provide for commitments already entered into, current requirements and future needs. It has to allocate funds among plan priorities in such a way that there is no discrimination, and maximization of national wealth is the resultant. But such budgeting is possible only if one has a fair idea of the total population of the country, their occupational classification, their standard of living, their requirements, etc. The gathering of such details is comprised in one gigantic operation—the Census. However, as the total population of a country is not constant, a Census has to be taken at regular

intervals for national budgeting to be effective. In India this national stock taking is carried out once in ten years. Since we do not have a highly developed system for collecting at very short intervals vital statistics for planning and budgeting we have to depend to a large extent upon such decennial population Censuses. I shall indicate to you in detail the main uses to which Census data can be put, thus emphasising the need for a regular Census and how far the information proposed to be collected during the 1961 Census will meet the requirements.

The general population tables cast out of the information collected from the Census questionnaire provide details regarding distribution of population, density of population, sex ratio and growth of urban areas. This information, supplemented by administrative means can be used by planners to plan for expansion of educational and medical facilities, improve means of communi cation, fix suitable sites for industries taking into account availability of raw materials, etc.

One of the main problems facing us at present is that of providing Jobs to all those unemployed. In every plan, priority is assigned to creating possible avenues of employment. I have indicated earlier that information regarding the economically active population of a country is necessary before any plan can be drawn up. Data on distribution of economically active population by sex, age, occupation and industry, both for rural and urban areas and for administrative units, collected during the Census assists planning authorities in distributing available man power in the best manner possible and in judiciously dovetailing small and large scale industries, without creating an imbalance in the economy.

While drawing up an inventory of resources needed to finance the plan, main emphasis is now being laid on borrowings than on taxation. Borrowings fall into two broad categories—Internal loans and external aid. As regards the former we float major state loans and have small savings drives. This change in outlook and efforts directed towards mobilising the saving capacity of rural folk was due to the pattern which emerged out of the study of earlier Census data. It became clear that though urban population possessed a high propensity to save, the effect of rapid urbanisation tended to reduce this propensity to save. Hence we turn to rural areas also to provide the finance for our plans. Census data is also useful in estimating man power requirements. It is used extensively in plans for resettlement, in organising training centres, labour tribunals, for provision of factories bureax, for purposes of Employees State Insurance, etc.

Census data on literacy and education are required for planning Campaigns for the eradication of illiteracy and educational programmes like expansion of basic education, improvement of University education, extension of facilities for technical and vocational education and implementation of social education, and cultural development programmes. The data are also useful in preparing schemes for the welfare of Backward classes and Scheduled castes and tribes.

In India, family-planning programmes are based on the age structure and marital status of the population when taken in conjunction with the size of a household. This information is readily available after the Census as questions relating to these particulars are invariably included. Data relating to urban areas is used in town-planning, urban water-supply and drainage schemes. Until now, it had not been possible to obtain details regarding the total number of houses in every administrative unit, the number of households in every house, the size of household related to the size of house, housing conditions, uses to which houses are put, etc. But in the 1961 Census there was a preliminary operation called house listing carried out in October last which obtained those very particulars. It will now be feasible to estimate shortage of houses, congestion in urban areas and plan for better housing conditions.

Census data relating to the agricultural sector have come in handy for the government to plan land reforms. Information on the number of cultivators and agricultural labourers is used to study pressure on land. Migration statistics have helped the study of the causes for migration



from rural areas and measure the extent of such urban pull. Population densities taken in con junction with area cultivated can be used to fix surplus, self-sufficient and deficit areas of food grains, thus providing the basis to plan intra-state movements among such areas.

In the foregoing account I have told you how Census data is vital for planning and for many legislative measures which the Government enact and have to enact for the welfare of the people. However this discourse on the Census will not be complete without my listeners learning how far the present Census Questionnaire is likely to help demographers and planners. During this Census there are three schedules to be filled in—the individual slip, the household schedule and the Census population record. The individual slip contains the usual demographic questions ; name for identification, relationship to head, sex, age, marital status and birth place. Two new questions have been added to study migration in greater detail. Every person will be asked if he was born in a rural or urban area and the duration of his stay in the place enumerated if born elsewhere. There are five economic questions to answer and the scope has been considerably widened than those of earlier censuses. In the last census income or economic independence was the criterion for measuring the economy of the country. But this year stress has been laid on work and all details about economically active population will be collected. This will ensure against omission and since separate questions have been asked regarding those engaged in cultivation, household industry, agricultural labour and other economic activity, it is hoped that adequate information on the economic life of the people will be available. The social question follow the regular Census pattern. There will be questions on Nationality, religion, literacy and education, bilingualism and Scheduled castes and tribes.

The household schedule is a novel feature of the 1961 Census. Earlier data was collected only in regard to individuals. But because of the peculiar nature of our economy where most of the goods produced in the primary sector is for self-consumption, collection of information on the basis of individuals tends to distort the overall picture. As such it was felt that additional information regarding the family as a unit was required. The household schedule has been designed to collect data on the primary economic activities of the household, viz., cultivation and household industry. The Census population record giving essential information for each individual enumerated in the household will serve as a valuable record of the population of our country if corrections are periodically made and the entries brought up to date.

It is the raw material obtained from this Census Questionnaire which is tabulated and analysed to provide the essential data required for planning and budgeting. The 1961 Census aims to provide, as is possible for decennial Census to provide, certain basic data for the formulation of development plans and other studies. But still, the Census, cannot be a panacea for all ills or a magic talisman in the hands of planners and economists. As I said earlier, without having a highly developed system of collecting recurrent statistics we have to depend on decennial Censuses for our vital statistics so necessary for planning. But with limited time and limited organisational force at one's command to collect all statistics required by planners and demographers will be super-human, nay, impossible task for such a vast country as ours. Census data help planning in various ways. But it has to be supplemented by other studies and by sample surveys. Only then can wastage of effort and resources be reduced to the minimum and proper scheme laid out for economic development. Before concluding, I must sound a note of warning. The danger lies in the very reliance we place on Census data for planning. Since we so much depend on Census for vital statistics, we assume such data to be accurate. A lot depends on you—those who collect information and those who provide it—to ensure that the data furnished are accurate. It is therefore essential that you realise the importance of the task enjoined on you and help primarily yourselves and the nation by co-operating in this great endeavour. On this depends the success of all planning.

## BROADCAST TALK ON THE 1961 CENSUS COUNT BY SHRI P. K. NAMBIAR ON 3RD FEBRUARY 1961.

In one week from now the Indian Census will begin. About half a million Enumerators drawn from all walks of life will be approaching every person living in this country to collect certain demographic, economic and social particulars relating to them, in one of the biggest administrative undertakings organised in this country. The Census count relating to the 1961 Census will start on the 10th February 1961 and will be spread over a period of 19 days, i.e., upto 28th February 1961. The Governor of Madras, Shri Bishnuram Medhi will inaugurate this count in his broadcast to the people of this State on the night of 9th February 1961.

In October last, the first stage of the 1961 Census, viz., house listing operations was successfully carried out. Enumerators drawn from every official and non-official agencies, with the active co-operation of the public, obtained all details regarding houses and households which helped to present a picture of general housing conditions in the country. The thanks of the Census Organisation is due to all these workers and the members of the general public in making this first stage of the 1961 Census a success. Your co-operation is solicited to make the second stage of the 1961 Census—the Census enumeration—also a success.

Population Censuses in India have a long tradition, going back to the days of antiquity. Though the process obtained the nomenclature "Census" only in recent years, its sole purpose was to arrange for the count of the people living in the country, at a particular time. Gradually, the purpose of population Census was modified to meet the changing needs of the society. Whatever be the history of Census, countries are increasingly aware of the statistical purpose of this process. Provisions protecting the confidential nature of individual information furnished during Census are universally incorporated in Census legislation.

The use of Census data are too numerous and varied to be listed out in a short talk. However, I wish to emphasise the importance of Census data for purposes of planning, budgeting and various studies which could be profitably undertaken by demographers and economists. Vital statistics are necessary to serve as the basis for all planning. Census furnishes these vital statistics which are necessary for efficient planning. Parliamentary re-apportionment of areas for electoral purposes cannot be made without a knowledge of population distribution. The question of employment, defence, migration, housing, transport and communications cannot be studied in the absence of Census data. Estimate cannot also be made of future financial requirements for the educational needs of the people or for the payment of old age pensions. Various kinds of social insurance schemes, medical facilities, urban and rural sanitation and drainage schemes, etc., also depend upon Census material. Thus population Census provides indispensable data for scientific analysis and for the correct appraisal of the composition, distribution and growth of population.

The most essential characteristics of a population Census are simultaniety, universality and periodicity. All Census facts must refer to a particular point of time. A day and hour is fixed for Census and all Census Information must refer to that time. This is essential because enumeration extends over a number of days to facilitate easy access to all persons by the officials appointed for the purpose. It is also necessary that all births and deaths must be taken into account upto a certain date and hour, as otherwise under-enmeration will result. There must also be a chronological line to determine which of those persons in a country, who are newly born or are deceased, should be taken into consideration. It follows, therefore, that persons newly born or dead after the Census reference time are not taken into consideration. For the 1961 Census, the enumeration will be carried out over a period of 19 days starting from 10th February 1961 and concluding on 28th February 1961 with the reference date as the sunrise of 1st March 1961. Since all Enumerators will have to bring their records upto-date and include all births and



omit all deaths that occur after the reference date, a revisional round, during which Enumerators will be visiting all houses and households for a second time during 1st to 5th March, is insisted upon.

The population of this State has been broadly divided into three categories: Household Population, Institutional Population and Houseless Population. By household population we mean the population who are normally resident in houses and live together as households. Under institutional population, we group together those persons who stay in boarding houses, hostels, messes, Jails, Hospitals, etc. Under houseless population, we group together all those people who have no homes such as beggars, wandering fakirs, pavement dwellers, etc. Enumeration of the first two categories will be conducted in the normal course between 10th and 28th February 1961. A different procedure is adopted for the enumeration of houseless population. The houseless population of Madras City will be enumerated on the nights of 28th February to 4th March 1961 and those in other areas on the night of 28th February, by the regular Enumerators at those places where such houseless people are found.

During the period of enumeration, Enumerators will be required to fill in three schedules: the individual slip, household schedule and the Census Population Record. The object of my talk tonight is to explain the significance of the questions included in these schedules and to help you in answering those questions. The Enumeration Slip designed for the 1961 Census attempts to secure information relating to the economic, demographic and social life of an individual. In earlier Indian Censuses, income or economic independence was made the criterion for measuring the economy of the country. A count was made of all those persons who are economically independant, semi-dependant and completely dependant. However, the data obtained on this broad basis was found to be defective as persons who are not in receipt of any income like family workers and working children were omitted to be included as workers. Therefore, in this year's Census, an attempt is made to obtain the data on economically active population which has a special importance in countries which do not have a very highly developed system of collecting economic statistics. The questions that have been incorporated in the individual enumeration slip may broadly be classified into two categories, economic aspects and social and cultural aspects. Firstly, we shall take the demographic questions. The question "Relationship to Head" might at first sight appear superfluous, because tables are not prepared on this basis. The question is included because it would serve as a cross check on the accuracy of the information furnished. One of the commonest difficulties noticed is the un-reliability of age returns. With this information the Enumerator would be able to assess the correctness of the age reported by an individual when compared with the age of the Father or Mother of that individual. To assist the Enumerators in obtaining information relating to the age of the individual, they are furnished with calendars of outstanding events in the District/Taluk and the State. Those persons who are unable to furnish the correct age may perhaps recall their age with reference to any particular event occurring in the area which he may remember. Particular care should be taken by individuals not to furnish their running age but only to furnish their age last birthday. For example, a man whose date of birth is 1st February 1940 should give his age as 21 when the Enumerator questions him and not his running age, which is 22. Information on sex is considered to be one of the easiest to obtain in a Census.

From the demographic point of view, marital status is the important factor influencing population growth. To evaluate this tabulation of marital status data in relation to sex and age has to be done, so that the influence of age at marriage and of prevalence of widow-hood and divorce upon the reproductive capacity of population, in reproductive ages, could easily be determined. It is, with this view, that questions on marital status have been included. In spite of the fact that the question is personal in nature, accurate answers have to be furnished if proper studies are to be based on such information.

At this Census two new questions, viz., Questions 4-B–" Whether born in rural or urban area " and 4-C.—" Duration of residence if born elsewhere " have been introduced, to study migration in greater details. A question on birth place makes it possible to arrive at a rough assessment of the volume and sources of migration during the intercensal period. This will indicate the extent of internal migration as well as movement to and from foreign countries. The questions newly incorporated are intended to find out whether there is any movement from rural areas to urban areas or vice versa and acts as an index of migratory movement. In this age of industrial development, it is but natural to expect a movement from rural to urban areas.

The question on ' Religion ' is intended to study the composition of the population of various religions and the question on mother-tongue has as its objective the determination of the linguistic composition of the population. The question on ' Nationality ' is intended to find out the ethnic composition of the population. The question on ' Scheduled Castes and Scheduled Tribes " has been inserted mainly to facilitate tabulation of various details like education and economic activity for each Scheduled Caste and Scheduled Tribe. This will permit a proper assessment of the extent to which the concessions that have been granted to Scheduled Castes and Tribes have been utilised.

The economic questions are elaborate in their scope. There are five economic questions for this Census. An attempt is made to obtain a detailed classification of working and non-working population. Besides, a genuine attempt is made to find out the primary and secondary occupation of the working population in India. Separate questions have been devoted to those working as Cultivator, Agricultural Labourer, and working at Household Industry. According to our Census definition " Cultivator " refers to those who are actively engaged either in supervision and in direction of cultivation operations like harvesting, ploughing, sowing, etc., or are actually working on the land which may be owned or taken on lease. Absentee Landlords who do not actively supervise or direct the cultivation operations are excluded from the scope of this definition. To assess the exact number of people who are directly connected with cultivation, everyone should have proper idea of the definition of cultivation according to Census and supply correct information accordingly. The term " Agricultural Labourer " refers to those who work on lands for wages in kind or money without having any control over the cultivation operations or do not take any of the risks of cultivation.

It is also noticed that in India, agricultural workers do not have work throughout the year due to the vagaries of the weather and the smallness of the size of the holdings. Therefore, there is a tendency on the part of cultivators to depend on subsidiary occupations. In India these subsidiary occupations take the form of activities like spinning, weaving, pottery, etc., which are complimentary or supplementary to agriculture and which do not require a large financial outlay. Question No. 10 relating to household industry seeks information regarding such small industries conducted by the household. The definition relating to household industry is however precise. The industry must be conducted by the head of the household and/or by the members of the household, should be conducted on a scale smaller than that of a registered factory and should be confined to the limits of the village in rural areas and to the house itself in urban areas. I have tried to explain this in detail to emphasise the need for correct information. No doubt, the Enumerators while approaching you for information relating to this question will explain the definition of household industry. Rearing of livestock, hand spinning, handloom weaving, manufacture of jewellary, production of ghee, butter, manufacture of toys, korai mats, etc., are some of the common types of household industries.

The next question deals with all other types of activities. Plantations and plantation industries, cultivation of orchards, groves, etc., do not come under the definition of cultivation. These, along with other types of activity like business, white collared jobs, other scientific and technical avocations, industries conducted on a scale larger than that of household industry will be grouped under this question. An attempt is made to find out the type of industry in which a person works, number of persons working in each of these industries and the class or type of worker. Lastly, the non-working population is classified under eight categories. One category is termed ' Student '. This is necessary to find out the percentage of persons in the school going age, attending schools. However, persons who attend schools but do some other form of work which may or may not fetch them any income are not classified under this category. In rural areas, we find children of school going age attending school during regular school hours but working at a household industry in their spare time. Such persons will not be classified under this category. Two other important categories among the non-working population group are ' unemployed persons ' and ' persons seeking employment for the first time '. This information will be cross tabulated with the age group and literary standards to furnish vital information relating to educated people seeking employment. Women attending to household duties are separately classified as ' housewives '.



The other important document to be filled in by the Enumerator is the Household Schedule. The object of this document is to assess the total area of land that is actually under cultivation and the number of the household members who are working in household industry. Information as to whether the land under cultivation is owned or taken on lease and the area under each category with the name of the local right of land is also collected. Since this information is essential to obtain valuable data on the chief economic activity of the households, proper statistics will have to be furnished if the overall picture which will emerge is to represent the exact situation. The second part of the questionnaire deals with household industries and aims to gather particulars regarding number of persons engaged in such industries and the number of months in the year during which each industry is conducted. The importance of this schedule will only be reflected when the data collected under different items are tabulated. It will then be possible to co-relate the composition of land and the presence or absence of subsidiary occupations. Normally, it will be reasonable to expect some sort of secondary occupation especially when the area of land under cultivation by the household is very small. It is also a well-known fact that the size of holdings in India are too small to be economically cultivated and therefore this schedule will throw light on the types of industries that are complementary to agriculture. With this information, it will be possible to assess the types of industry which can be dovetailed with agriculture.

The third and the last document to be filled in is the Census Population Record. The information has to be compiled from the individual slips already filled in. The Census Population Record will be more or less a permanent document which can be preserved and will be similar to the National Register of Citizens maintained in 1951. If the entries in this document are brought up-to-date and corrections are incorporated at regular intervals it will become an unique document relating to the population of a country at any time and could also be utilised for future sample enquiries.

I have tried to give you a fair idea of the questions which are incorporated in the schedules relating to 1961 Census which will be asked of you by the Enumerators. While emphasising the importance of the questions, we have also tried to make the task of answering the questions as easy as possible. But accuracy in answering questions is the vital link in Census enumeration. It will no doubt mean some extra effort on your part. There must be complete co-operation between you and the Enumerator in furnishing accurate and precise information on all points covered by this Census. We, in this State, have always earned a reputation for completeness and accuracy of the information supplied during previous Censuses. I am certain that this great tradition built up in India from the time the first Census was taken will also be continued during this Census also.

' JAI HIND. '

## BROADCAST TALK ON CENSUS OPERATIONS BY SHRI BISHNURAM MEDHI, GOVERNOR OF MADRAS ON 8TH FEBRUARY 1961.

BROTHERS AND SISTERS,

In his inaugural talk on the first stage of the 1961 Census, viz., the houselisting operations broadcast over the net-work of the All India Radio, Madras on 30th September last, my Chief Minister made a passionate appeal to all of you residing in this State to co-operate with the Census officials in making this great national undertaking, a success. While emphasising the utility and importance of the Census, he also informed you that the houselisting operations, of which you are all now familiar, was only the first stage of this decade's Census and that the second and more important stage, the Census count was to commence on 10th February 1961. While inaugurating this stage which is to commence tomorrow, my intention in making this broadcast is to reiterate the appeal made by the Chief Minister to all of you to co-operate with the officials, to ensure the success of the 1961 Census.

The questions prescribed in connexion with this year's Census are more elaborate in scope and wider in detail than the earlier censuses. There are three slips or schedules to be filled in. Along with the individual slip which contains questions relating to fundamental matters like nationality, religion, classification of community, marital condition, age, birth place, mother-tongue, bilingualism, principal and secondary occupations, literacy and education and sex, we have the household schedule and the Census population record to fill in. The household schedule is a novel feature of this decade's census. Our Governments and the Planning Commission have often stressed the need for assessment of our requirements in terms of family as the unit, for proper planning. The household schedule aims to gather economic particulars treating the family or household as the unit. Details regarding household cultivation, household industry, the number of family and hired workers will be gathered. The Census Population Record is a modified version of the National Register of Citizens, prepared in 1951, in which will be incorporated, for the entire population arranged according to households, important particulars collected during the Census enumerations.

This is the second Census after attainment of Independence. We have successfully completed the First Five-Year Plan and we are nearing the successful completion of the Second Five-Year Plan. We are now in the threshold of a third. With the lessons of the past and the vision of the future, we are forging steadily ahead in our developmental programmes. It is a matter of pride to us that having taken up the reins of Government in our own hands, we have made rapid strides in all directions. All this has been possible only through the close—knit co-operation between our popular Governments and the people. In this context, it would be superfluous on my part to emphasise the responsibility of the people to co-operate with officials in securing an accurate Census. Everyone of you would be prepared to concede that carefully executed periodical Censuses are of vital importance to every Government having ambitious programmes to promote the welfare of all sections of the people. After all, the maximum happiness of the maximum number is the supreme goal to be aimed at by all Governments. But formulation of such policies, nay all planning, is impossible without correct and impartial data relating to certain fundamental matters, which Census aims at gathering. Thus, you will readily see that Census has no aim other than the collection of accurate data, without bias or motive, to serve as the foundation for all planning for the welfare of the nation. Further, there is another equally important use to which Census data can be put. Switzerland follows the principles of direct democracy. Every act of legislature is put to the acid test of public opinion. Those measures approved directly by the people are accepted as law. In a vast country like ours, such direct measures are impracticable. But democracy thrives only on public opinion. Census provides to the citizens the materials necessary to form individual judgments about the various measures carried out by



Governments for general welfare. In this context, the importance of obtaining relevant and accurate particulars during the Census becomes clearer and depends to a large extent on the public who are to furnish the vital information correctly. It is this need for close co-operation between the public and the Census officials which has been sumed up and emphasised by my Chief Minister in a beautiful sentence: "It takes two to make a successful Census—You and the Enumerator".

The administrative responsibility for carrying out Census enumeration in Madras will vest, as always, in our District Collectors and their Subordinate Officers. Since the man-power required for this task is colossal, non-officials have also been drawn into the vortex to work side by side with officials, as Supervisors and Enumerators. It is the Enumerators and the Supervisors who have to bear the brunt of the work, as the task of collecting vital information from the public falls to their lot. This entirely voluntary task they have to do, in addition to their normal duties, out of office hours and in their spare time. This will mean additional work and strain on them, throughout the enumeration period of 24 days; but with the experience of earlier Censuses, I am certain that these selfless band of workers will carry out this national task imposed on them with cheerful mien and good humour, this time also. We have never been found wanting in civic consciousness or in patient and hard work. Our Census operation has always been the one to be conducted with less expense to the State than that of any other country. This has been possible only because Enumerators and Supervisors drawn from all walks of life have done their mite voluntarily, without any remuneration.

I want all of you to appreciate the fact that Census Enumeration is not an official enquiry. Every Enumerator is bound to record the answers given to him by the person enumerated by him. Every enumerator is trained to ask questions intelligently, so that he may be understood by all and in a manner calculated to convey the purport of the questions he is asking. But after this, he has in duty bound to record the answers given by the citizens. He cannot impart his own knowledge into the answers or enter answer contrary to what was given to him. The accuracy of Census data, will therefore, depend largely on the co-operation of the citizens and the care with which they give their answers correctly. You have already been told, often, that the information supplied to Enumerators cannot be used against you in any court of law. The Census Act provides certain severe penalties on those who divulge such information or give wrong information. But in this hallowed land of ours where the Mahatma preached and practised the principles of truth and non-violence, and love and affection, our aim should be to live up to these firm ideals and not to invoke prosecutions to achieve our aim. I have every confidence that you will live up to these ideals of truth and non-violence and do your duty conscientiously and well.

At this decade's Census, the Census Organization is launching an ambitious programme to make the Census an even more effective instrument for the service of the State than it has been in the past. A complete scheme of tabulation of all economic activities of the people, a comprehensive classification of population by occupation, tabulations relating to literacy, marital status, etc., will be worked out on the basis of the materials collected at the Census, so that we have a perfect picture of our national economy. This will form the basis of all future planning for prosperity.

In the days preceding my broadcast to you, Census officials and other prominent persons have been talking to you about the Census—the object behind the questions asked of you, the questions which will be put to you by the Enumerators, the nature of answers expected of you and so on. Those talks would have given you a fair idea of the coming Census. I have nothing further to add to that. May I, therefore, conclude by appealing to all persons residing in this State to extend their whole-hearted co-operation, so that this decade's Census, the second of independent India, may maintain the great tradition for accuracy and completeness which has been the feature of Indian Censuses and of which we are all justifiably proud.

## ANNEXURE VIII.

### LIST OF IMPORTANT FILES.

*I. Accommodation.*

| *Current number.* | *Subject.* |
|---|---|
| 11/59 | Accommodation—Office of the Superintendent of Census Operations at White Lodge, Chetpet. |
| 1274/60 | Accommodation—Office of the Superintendent of Census Operations at 19, Nungambakkam High Road, Madras-6. |
| 176 A/60 | Accommodation—Central Tabulation Office, Madras. |
| 176 B/60 | Accommodation—Building for Regional Tabulation Office, St. Thomas Mount. |
| 176 D/60 | Accommodation—Building for Regional Tabulation Office, Coimbatore. |
| 176 E/60 | Accommodation—Building for Regional Tabulation Office, Cuddalore. |
| 176 F/60 | Accommodation—Building for Regional Tabulation Office, Tuticorin. |
| 176 G/60 | Accommodation—Building for Regional Tabulation Office, Tiruchirappalli. |
| 176 J/60 | Accommodation—Building for Regional Tabulation Office, Rayapuram. |
| 3670/63 | Accommodation—Branch Office at No. 2, Kellys Road, Madras. |

*II. Accounts.*

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|---|---|
| 53/59 | Budget 1959–1960. |
| 53/59 | Appropriation Accounts, 1959–1960. |
| 93/59 | 1959–1960—Monthly and progressive expenditure statements. |
| 107/59 | Books and Publications—Supply of. |
| 1069/59 | Delegation of financial powers to Superintendent of Census Operations. |
| 192/60 | General Provident Fund—Union—Regarding. |
| 769/60 | Advance for purchase of Cycles and Motor Cycles. |
| 950/60 | Budget, 1960–1961. |
| 970/60 | General Provident Fund—State—Regarding. |
| 1269/60 | 1960–1961—Monthly and progressive expenditure statements. |
| 4359/60 | Advance for purchase of Motor Car by Deputy Superintendents of Census Operations. |
| 5604/60 | Tour, Travelling Allowance to Deputy Superintendents of Census Operations. |
| Bills/Adv. /60 | Advance of Pay, Travelling Allowance, etc., to staff. |
| 6347/61 | 1961–1962—Monthly and progressive expenditure statements. |
| 6764/61 | Budget, 1961–1962. |
| 12776/61 | Appropriation Accounts, 1960–1961. |
| 13642/61 | Audit Objections. |



*II. Accounts*—cont.

| *Current number.* | *Subject.* |
|---|---|
| 407/62 | Cycle advance—Grant of. |
| 4760/62 | Specimen signature of bill drawing officers—Regarding. |
| 6997/62 | Festival advance—Grant of. |
| 10803/62 | Appropriation Accounts—1961–62. |
| PF/62 | General Provident Fund—Union—Final payments—Regarding. |
| CEA/62 | Children Educational Allowance. |
| 1720/63 | Leave salary contributions in respect of deputationists—Regarding. |
| O.T.A./63 | Overtime allowance—Grant of. |
| Inspn./63 | Audit report on the accounts of the Superintendent of Census Operations, Madras. |
| RME/61–63 | Medical Reimbursements—Orders—Regarding. |
| TA/TVL/Con. | Travelling Allowance—Travel Concession during regular leave—Regarding. |

*III. Establishment.*

| | |
|---|---|
| 1/59 | Establishment—Post of Superintendent of Census Operations—Creation and appointment. |
| 2/59 | Establishment—Office of the Superintendent of Census Operations, Madras—Post of Manager—Creation and appointment. |
| 3/59 | Establishment—Office of the Superintendent of Census Operations, Madras—Post of Clerks—Creation and appointment. |
| 13/59 | Establishment—Office of the Superintendent of Census Operations, Madras and Regional Tabulation Offices—Posts of Stenographers and Typists—Creation and appointment. |
| 14/59 | Establishment—Office of the Superintendent of Census Operations, Madras—Posts of Peons and Attenders—Creation and appointment. |
| 15/59 | Establishment—Office of the Superintendent of Census Operations, Madras—Posts of Research Assistants and Statistical Assistants—Creation and appointment. |
| 22/59 | Establishment—Office of the Superintendent of Census Operations, Madras—Post of Accountant-*cum*-Cashier—Creation and appointment. |
| 65/59 | Establishment—Office of the Superintendent of Census Operations, Madras—Posts of Watchman, Scavenger, Sweeper, etc.—Creation and appointment. |
| 504/59 | Establishment—Office of the Superintendent of Census Operations, Madras—Posts of Deputy Superintendent of Census Operations (Headquarters)—Creation and appointment. |
| 649/59 | Establishment—Clerical staff employed in districts, taluks and in certain Municipalities for work connected with 1961 Census. |
| 1036/59 | Establishment—Census 1961—Madras City—Clerical staff employed in the City Census Office. |

*III. Establishment*—cont.

| *Current number.* | *Subject.* |
|---|---|
| 945/59 | Establishment—Office of the Superintendent of Census Operations, Madras—Appointment of Copyists—Papers—Recorded. |
| 945 A/59, Volume I | Establishment—Office of the Superintendent of Census Operations, Madras—Selection and appointment of Sorters for collection of maternity data. |
| 945 A/59, Volume II | Establishment—Central Tabulation Office, Madras—Selection and appointment of Sorters and Compiler-Checkers. |
| 945 A/59, Volume III | Establishment—Central Tabulation Office, Madras—Selection and appointment of Sorters and Compiler-Checkers. |
| 945 A/59, Volume IV | Establishment—Central Tabulation Office, Madras—Selection of Sorters—lists. |
| 945 A/59, Volume V | Establishment—Central Tabulation Office, Madras—Sorters—Discharge. |
| 945 B/59 | Establishment—Central Tabulation Office, Madras—Supervisors—Selection and appointment. |
| 945 C/59 | Establishment—Selection of Tabulation Assistants from the category of Supervisors. |
| 131/60 | Establishment—Office of the Superintendent of Census Operations, Madras—Posts of Draughtsman—Creation and appointment. |
| 1026/60 | Establishment—Office of the Superintendent of Census Operations, Madras—Post of Head Assistant—Creation and appointment. |
| 1101/60 | Establishment—Office of the Superintendent of Census Operations, Madras and Regional Tabulation Offices—Staff—Confidential report. |
| 1290/60 | Establishment—Office of the Superintendent of Census Operations, Madras—Post of Librarian—Creation and appointment. |
| 3448/60 | Establishment—Regional Tabulation Office, Coimbatore—Posts of Sorters and Compiler-Checkers—Creation and appointment. |
| 9180/60 | Establishment—Central Tabulation Office—Post of Accountant-*cum*-Cashier—Creation and appointment. |
| 1137/60 | Establishment—Office of the Superintendent of Census Operations, Madras—Details of staff. |
| 4170/60 | Establishment—Regional Tabulation Offices—Creation of posts of Peons, 1960–61. |
| 7667/60 | Ban on creation of new posts during 1961–62 for non-plan and non-security purposes—Quarterly return in respect of new posts created in Census Organisation in relaxation of the ban. |
| 7747/60 | Establishment—Central Tabulation Office, Madras—Creation of posts, etc. |
| 158/61 | Establishment—Central Tabulation Office, Madras—Deputy Superintendent of Census Operations—Sri T. B. Bharathi—Appointment of. |
| 1385/61 | Establishment—Regional Tabulation Office, Coimbatore—Administrative Staff—Creation and appointment. |



*III. Establishment*—cont.

| *Current number.* | *Subject.* |
|---|---|
| 1386/61 | Establishment—Regional Tabulation Office, Tiruchirapalli—Posts of Sorters and Compiler-Checkers—Creation and appointment. |
| 2046/61 | Establishment—Regional Tabulation Office, Tiruchirapalli—Administrative staff—Posts—Creation and appointment. |
| 4017/61 | Establishment—Deputy Superintendent of Census Operations—Posts—Creation and appointment. |
| 4486/61 | Establishment—Regional Tabulation Office, Rayapuram—Administrative staff—Creation and appointment. |
| 4487/61 | Establishment—Regional Tabulation Office, Rayapuram—Creation of posts of Sorters and Compiler-Checkers—Appointment of. |
| 6926/61 | Establishment—Office of the Superintendent of Census Operations, Madras—Comptometer Operators—Creation and appointment. |
| 11703/61 | Establishment—Cashiers—Grant of Special Pay for handling cash. |
| 1429/61 | Establishment—Office of the Deputy Superintendent of Census Operations, Coimbatore—Sanction of House Rent Allowance to the staff appointed on time scale of pay. |
| 1646/61 | Establishment—Central Tabulation Office, Madras—Post of Attender—Selection and appointment. |
| 1936/61 | Establishment—Office of the Deputy Superintendent of Census Operations—Creation of posts—Continuance from 1st March 1961 to 28th February 1962. |
| 2130/61 | Establishment—Regional Tabulation Office, Tuticorin—Sorters—Selection and appointment. |
| 2139/61 | Establishment—Central Tabulation Office, Madras—Creation of posts—Extension from 1st March 1961 to 28th February 1962. |
| 2140/61 | Establishment—Office of the Superintendent of Census Operations, Madras—Temporary posts—Continuance. |
| 2145/61 | Establishment—Regional Tabulation Office, St. Thomas Mount—Selection and appointment of Supervisors. |
| 2148/61 | Establishment—Offices of the Superintendent of Census Operations, Madras and Deputy Superintendent of Census Operations and Central Tabulation Office—Relative personnel strength. |
| 2527/61 | Establishment—Office of the Superintendent of Census Operations, Madras—Selection of Sorters from the category of Copyists. |
| 3122/61 | State Government Employees on deputation—Payment of House Rent Allowance. |
| 3174/61 | Establishment—Regional Tabulation Office, Tuticorin—Supervisors—Appointment. |
| 3238/61 | Establishment—Regional Tabulation Office, Cuddalore—Sorters. |
| 3238 A/61 | Establishment—Regional Tabulation Office, Cuddalore—Supervisors—Selection. |

*III. Establishment*—cont.

| *Current number.* | *Subject.* |
|---|---|
| 3532/61 .. .. .. .. | Administration Reports of attached and subordinate officers of Census Department, 1960. |
| 3990/61 .. .. .. .. | Establishment—Regional Tabulation Office, Rayapuram—Supervisors—Selection and appointment. |
| 4164/61 .. .. .. .. | Establishment—Regional Tabulation Office, Cuddalore—Posts in various categories—Sanction—Posting—Transfers of staff. |
| 4657/61 .. .. .. | Establishment—Regional Tabulation Office, Tiruchirapalli—Supervisors—Selection and appointment. |
| 4658 A/61 .. .. .. | Establishment—Office of the Superintendent of Census Operations, Madras—Special Tabulation Officer for Handloom Survey—Post—Creation of—Papers recorded. |
| 4660 A/61 .. .. .. | Establishment—Tabulation Offices—Posts of Statistical Assistants—Creation ordered. |
| 4748/61 .. .. .. .. | Establishment—Regional Tabulation Office, Coimbatore—Posts of Supervisors—Creation and appointment. |
| 4895 A/61 .. .. .. | Establishment—Temporary—Office of the Superintendent of Census Operations, Madras—Posts of Supervisors, Compiler-Checkers and Sorters—Sanctioned. |
| 4927 A/61 .. .. .. | Establishment—Regional Tabulation Office—St. Thomas Mount—Sorters and Compiler-Checkers—Selection and appointments. |
| 4956/61 .. .. .. .. | Establishment—Regional Tabulation Office—Creation of posts of Supervisors, Compiler-Checkers and Sorters—Sanctioned. |
| 5000/61 .. .. .. .. | Establishment—Central Tabulation Office and Regional Tabulation Offices—Powers for taking disciplinary action against the staff working in those offices—Delegation. |
| 5048/61 .. .. .. .. | Office of the Superintendent of Census Operations, Madras—Regional Tabulation Offices in certain places in Madras State-set up. |
| 6031/61 .. .. .. .. | Establishment—Tabulation Offices—Creation of posts. |
| 6184/61 .. .. .. .. | Establishment—Office of the Superintendent of Census Operations, Madras—Posts of Supervisors and Sorters—Creation of. |
| 6346/61 .. .. .. .. | Establishment —Office of the Superintendent of Census Operations, Madras—Artist—Appointment of. |
| 6514/61 .. .. .. .. | Establishment—Office of the Superintendent of Census Operations, Madras and attached offices—Number of posts abolished and added in the offices during 1960–61. |
| 6795/61 .. .. .. .. | Establishment—Office of the Superintendent of Census Operations, Madras—Photographer—Appointment. |
| 11698/61 .. .. .. | Establishment—Tabulation Cell—Selection of Sorters, Supervisors and Compiler-Checkers. |
| 11959/61 .. .. .. | Establishment—Office of the Superintendent of Census Operations, Madras and Tabulation Offices—Transfer of Central Government employees to other Governments, Companies, etc.—Deputation (duty) allowance. |
| 12883/61 .. .. .. | Establishment—Tabulation Offices—Particulars of Sorters, Compiler-Checkers and Supervisors. |



*III. Establishment*—cont.

| *Current number.* | *Subject.* |
|---|---|
| 1507/62 .. .. .. .. | Public Servants—Observance of secrecy in offices in Census Organisation. |
| 12084/62 .. .. .. | Establishment—Pay of Census staff appointed on consolidated fixed pay—Enhancement—Ordered. |
| 12285/62 .. .. .. | Establishment—Office of the Superintendent of Census Operations, Madras and attached offices—Number of posts abolished and added in the offices during 1961–62. |
| 1/63 .. .. .. .. | Establishment—Office of the Superintendent of Census Operations, Madras—Continuance and creation of posts. |
| 2/63 .. .. .. .. | Establishment—Regional Tabulation Offices—Continuance and creation of posts—Regarding. |
| 2044/63 .. .. .. | Extension of posts of Tabulation Officers and Tabulation Assistants. |
| 2299/63 .. .. .. .. | Establishment—Office of the Superintendent of Census Operations, Madras—Special pay to Cashier for handling cash—Regarding. |
| 2847/63 .. .. .. | Establishment—Number of reserved vacancies filled by candidates not belonging to Scheduled Castes and Scheduled Tribes during the period from 1st January 1960 to 31st March 1963—Lok Sabha question. |
| 3059/63 .. .. .. .. | Establishment—Information regarding vacancies reserved for Scheduled Castes and Scheduled Tribes and treated as unreserved owing to non-availability of candidates belonging to Scheduled Castes and Scheduled Tribes. |

*IV. Enumeration.*

| | |
|---|---|
| 170/59 .. .. .. .. | Maps—Preparation of District and Taluk maps. |
| 514/59 .. .. .. .. | Classification of Cities and Towns for 1961 Census. |
| 595/59 .. .. .. .. | List of Cantonments, Army, Naval and Air Force Establishments. |
| 765/59 .. .. .. .. | Assignment of Location Code number to Districts, Taluks and Villages. |
| 89/60 .. .. .. .. | Andhra Pradesh—Madras Alteration of Boundaries Act, 1959. |
| 198/60 .. .. .. .. | Circular No. 1—General Instructions. |
| 272/60 .. .. .. .. | Preparation of Primary Census Abstract by Development Blocks. |
| 285/60 .. .. .. .. | Preparation of Maps and blue prints of Corporation Divisions. |
| 317/60 .. .. .. .. | Special tracts—Exemption from ordinary Census procedure. |
| 348/60 .. .. .. .. | Arrangements for enumeration of Houseless persons. |
| 481/60 .. .. .. .. | Enumeration slip Q. Nos. 8 and 9—Clarification of Plantation and clarification of the definition of Agricultural labourer. |
| 567/60 (Circular No. 2). .. | Preparation of Location Code Statements and maps. |

*IV. Enumeration*—cont.

| *Current number.* | *Subject.* |
|---|---|
| 499/60, 2112/60 | Preparation of Charge-List—Circular No. 4. |
| 1978/60 | Enumeration of Fishermen. |
| 2197/60 | Number of charges, Supervisors Circles and Enumerators' Blocks. |
| 2627/60 | Mettur Township Committee declared as Municipality for purpose of Census. |
| 2814/60 | Census of ex-servicemen. |
| 2930/60 | Enumeration of Houses on Borders of State Territories. |
| 3601/60 | Use of Police wireless telegraphic grid by the Superintendent of Census Operations. |
| 3865/60 | Provisional population figures—Final checking. |
| 4305/60 | Enumeration of foreign diplomatic personnel. |
| 5928/60 | Enumeration—Transfers of personnel directly connected with Census work during February and March 1961. |
| 6419/60 | Houselisting—District Board Teachers working as Enumerators —Indifference to work. |
| 8353/60 | Failure to attend Houselisting work—action taken. |
| 498/60 | Preparation of L.C. Statements and Maps—Tiruchirapalli District. |
| 743/60 | Preparation of L.C. Statements and Maps—Chingleput District. |
| 814/60 | Preparation of L.C. Statements and Maps—Madurai District. |
| 890/60 | Preparation of L.C. Statements and Maps—Ramanathapuram District. |
| 1058/60 | Preparation of L.C. Statements and Maps—Thanjavur District. |
| 1157/60 | Preparation of L.C. Statements and Maps—Nilgiris District. |
| 1211/60 | Preparation of L.C. Statements and Maps—Coimbatore District. |
| 2139/60 | Preparation of L.C. Statements and Maps—North Arcot District. |
| 3085/60 | Preparation of L.C. Statements and Maps—South Arcot District. |
| 2838/60 | Preparation of L.C. Statements and Maps—Salem District. |
| 969/60 | Preparation of L.C. Statements and Maps—Tirunelveli District. |
| 3819/60 | Preparation of L.C. Statements and Maps—Kanyakumari District. |
| 1025/60 | Preparation of Block maps to be attached to Houselists. |
| 1205/60 | Sample Census of population. |
| Circular No. 6 | Houselist population—Furnishing of totals. |
| 6757/60 | Enumeration of Naval and Mercantile ships. |



*IV. Enumeration*—cont.

| *Current number.* | *Subject.* |
|---|---|
| 6345/60 | Enumeration—Transfers of personnel directly connected with Census work during February and March 1961. |
| 7956/60 | Houselist population—Variation—Regarding. |
| 8554/60 | Enumeration of Pilgrim special. |
| 3865/60 | Holidays on 28th February and 1st March 1961—Sanctioned. |
| 155/61 | Special Instructions for enumeration of personnel in Military areas formed as special charges. |
| 446/61 | Sorting and Compilation—Instructions. |
| 842/61 | Enumeration of Scientific and Technical personnel—Distribution of Cards. |
| 1893/61 | Supply of Industrial and Occupational classification booklets. |
| 2200/61 | Provisional totals. |
| 3290/61 | Enumeration—Provisional totals—Communicated. |
| 4116/61 | Rural Urban classification—Names and villages and population, etc., in respect of places treated as Towns for 1961 Census. |
| 4545/61 | Despatch of Enumeration pads and Household Schedules. |
| 5173/61 | Enumeration of Scientific and Technical personnel—Regarding. |
| 6650/61 | Forms for sorters for the various Sorters' tickets. |
| 6702/61 | Note on the marking system and the calculation of efficiency, co-efficiency in a tabulation office. |
| 6776/61 | Particulars of factories and workshops. |
| 6777/61 | Preparation of Primary Census Abstract. |
| 9432/61 | House numbering in Neyveli Township area. |

*V. Furniture and Stationery.*

| | |
|---|---|
| 5/59 | Census, 1961—Office of the Superintendent of Census Operations, Madras—Furniture—Hiring of—Regarding. |
| 25/59 | Census, 1961—Office of the Superintendent of Census Operations, Madras—Furniture—Purchase of. |
| 4/59 | Census, 1961—Office of the Superintendent of Census Operations, Madras—Provision of Telephones—Correspondence—Regarding. |
| 6/59 | Census, 1961—Office of the Superintendent of Census Operations, Madras—Supply of Stationery articles by Controller of Stationery and Printing, Madras, on payment—Regarding. |
| 19/59 | Census, 1961—Office of the Superintendent of Census Operations, Madras—Typewriters—Supply of. |
| 36/59 | Census, 1961—Office of the Superintendent of Census Operations, Madras—Supply of one Gestetner Duplicator. |

*V. Furniture and Stationery*—cont.

| *Current number.* | *Subject.* |
|---|---|
| 295/59 | Census, 1961—Office of the Superintendent of Census Operations, Madras—Stationery articles—Supply by the Deputy Controller of Stationery, Calcutta. |
| 510/59 | Census, 1961—Office of the Superintendent of Census Operations, Madras—White printing paper—Supply from Controller of Stationery, Calcutta. |
| 825/60 | Census, 1961—Supply of Uniforms to the Peons—Regarding. |
| 826/60 | Census, 1961—Office of the Superintendent of Census Operations, Madras—Drawing materials—Purchase of—Regarding. |
| 1011/60 | Census, 1961—Sorting and Tabulation Offices—Supply of steel boxes—Regarding. |
| 3529/60 | Census, 1961—Office of the Superintendent of Census Operations, Madras—Installation of Air-Conditioner—Regarding. |
| 3819/60 | Census, 1961—Office of the Superintendent of Census Operations, Madras—Installation of Water Cooler—Regarding. |
| 8597/60 | Census, 1961—Office of the Superintendent of Census Operations, Madras—Purchase of a Camera and other photographic materials—Regarding. |
| 3860/60 | Census, 1961—Office of the Superintendent of Census Operations, Madras—Cycles—Purchase of. |
| 5873/60 | Census, 1961—Typewriters, Cycles, Telephones, etc.—Supply to Tabulation offices—Regarding. |
| 4375/60 | Census, 1961—Stationery articles—Supply to Charge Officers—Regarding. |
| 7479A/60 | Census, 1961—Central Tabulation Office, Madras, and Regional Tabulation Office, St. Thomas Mount—Supply of furniture—Regarding. |
| 7479B/60 | Census, 1961—Regional Tabulation Office, Tuticorin—Supply of furniture—Regarding. |
| 7479C/60 | Census, 1961—Regional Tabulation Office, Coimbatore—Supply of furniture—Regarding. |
| 7479D/60 | Census, 1961—Regional Tabulation Office, Cuddalore—Supply of furniture—Regarding. |
| 7479E/60 | Census, 1961—Regional Tabulation Office, Tiruchirappalli—Supply of furniture—Regarding. |
| 7479F/60 | Census, 1961—Regional Tabulation Office, Royapuram—Supply of furniture—Regarding. |
| 7855/60 | Census, 1961—Office of the Superintendent of Census Operations, Madras—Provision of Fire Fighting Equipment—Regarding. |
| 845/61 | Printing of Sorters Tickets, Compilers' Posting Statements and Miscellaneous Forms. |
| 4659/61 | Census, 1961—Supply of stationery articles to the Regional Tabulation Offices—Regarding. |
| 5901/61 | Census, 1961—Comptometers taken on hire from Messrs. P. N. Ganesan (Private), Limited, Madras. |



*V. Furniture and Stationery*—cont.

| *Current number.* | *Subject.* |
|---|---|
| 725/62 | Census, 1961—Disposal of surplus articles of furniture on the winding up of Regional Tabulation Offices. |
| 11783/62 | Census, 1961—Printing and binding materials for the printing of Census reports—Requirements—Regarding. |

*VI. Forms and Schedules.*

| | |
|---|---|
| 1028/59 | Census, 1961—Office of the Superintendent of Census Operations, Madras—Forms and Schedules—Collection and distribution of. |
| 1144/59 | Census, 1961—Census schedules—Abbreviations in English and Tamil—Preparation and printing. |
| 261/59 | List of Scheduled Castes and Scheduled Tribes—Printing and supply of. |
| 1012/60 | Census, 1961—Office of the Superintendent of Census Operations, Madras—Houselist Abstract in Tamil and English—Printing of. |
| 1113/60 | Census, 1961—Forms, Enumerator's Block Abstract, Circle Issue Statements, etc.—Printing and distribution of. |
| 3475/60 | Census, 1961—Slum Survey—Questionnaire on the enquiry about slums—Printing of. |
| 7900/60 | Census, 1961—Forms and Manuals—Enumeration Manual—Printing and distribution of. |
| 121/60 | Calendar of outstanding occurrences—Printing and distribution. |
| 5855/60 | Printing—Houselisting Instructions in Telugu and Malayalam—Ratification of expenditure. |
| 10406/61 | Census, 1961—Individual slips and schedules—Disposal of—R.G.'s instructions—Regarding. |

*VII. Honoraria, etc.—Payment of.*

| | |
|---|---|
| 725/60 | Payment of honorarium to the District Census Officers, Municipal Commissioners, Tahsildars and Independent Deputy Tahsildars. |
| 3309/60 | Payment of first instalment of honorarium to Enumerators and Supervisors (Houselisting). |
| 3559/60 | Payment of travelling allowance to Census Supervisors and Enumerators. |
| 3745/60 | Payment of honorarium to the Clerks in the Municipal Offices dealing with Census work other than those for which clerical staff was sanctioned. |
| 2482/61 | Payment of honorarium to Supervisors in connection with Post enumeration check. |
| 2871/61 | Payment of honorarium to Military personnel and civilians in Defence Services. |
| 3793/61 | Payment of second instalment of honorarium for enumeration work. |
| 4491/61 | Payment of third instalment of honorarium for enumeration work. |

| *Current number.* (1) | *Subject.* (2) |
|---|---|
| | *VIII. House numbering.* |
| 71/59 .. .. .. .. | House numbering—Instructions, etc. |
| 71/60 .. .. .. .. | House numbering—Instructions, etc. |
| 1880/60 .. .. .. .. | House numbering—Instructions, etc. |
| | *IX. Publicity.* |
| 848/59 .. .. .. .. | Publicity arrangements over All-India Radio and exhibition of films. |
| 1426/60 .. .. .. .. | Publicity materials—Distribution of booklets. |
| | *X. Training.* |
| 222/60 .. .. .. .. | Training Programme—Houselisting. |
| 5250/60 .. .. .. .. | Training Classes for Enumerators. |
| 8607/60 .. .. .. .. | Training Classes for Charge Officers. |

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