

Home (1920) Department.

Miscellaneous

Ordinary SERIES.

G.O. No. 1019

DATED 25-5-20

INDEXED

[Despatch Abstract.]

Census-- Preparation--House list---circular containing suggestions- *Recorded*

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

C.F.—29.

HOME DEPARTMENT.



Received

Registered

17-5-1920

Subject.

Census.

Submitting to Government copy of Circular No.5, dated 28th April 1920, regarding detailed suggestions as to the manner in which 'House List' in each village should be prepared.

ENCLOSURES.

No. *One*

Spare copies *Nil*

No. 56

Station *Madras*, Dated the *14th May* 1920.

From (Name) *G. T. Boag Esq., I.C.S.,*

(Designation) *Superintendent of Census Operations, Madras*

To The Secretary to the Government of Madras,
Home (Miscellaneous) Department.

Sir,

Submitted to Government for information.

2. In paragraphs 28729, I have, following the practice of 1907 & 1911, anticipated the orders of Government.

G. T. Boag Esq.
Superintendent of Census Operations,
Madras.

al

Circular No. 5.

From

G. T. BOAG, Esq., I.C.S.,

SUPERINTENDENT OF CENSUS OPERATIONS,

Madras,

To

ALL COLLECTORS.

SIR,

In continuation of my circular No. 4, dated the 23rd instant, I have now the honour to send detailed suggestions as to the manner in which the 'House List' in each village should be prepared, the form in which the abstract House List and list of persons qualified to be supervisors and enumerators should be submitted to the Tahsildar and the preparation of the general village register for the taluk.

2. To save the time involved in reprinting, I enclose sufficient copies of this letter to supply all Divisional officers, Tahsildars, Chairmen of Municipal Councils and Revenue Inspectors in your district. The term 'Tahsildar' here and elsewhere throughout this letter and its appendices should be taken to include a Deputy Tahsildar in independent charge. I would suggest that the substance of paragraphs 3 to 5, 8 to 23, 25 and 27 to 30 of it, with appendices A and B, should be translated into the vernacular and issued to all village officers (with the District Gazette or otherwise), with such further instructions as local circumstances may appear to you to render necessary.

3. The House List will be in the form of appendix A. Printed forms for this will not be issued, and it should therefore be made out on the paper already in the hands of village or Municipal officers. Outside municipalities it will be prepared by village officers. Within them it will be done by the municipal staff under the immediate direction of the Chairman and subject to your general control. Chairmen of Municipal Councils should apply to themselves and their staff all directions which in this letter are given regarding the duties of Tahsildars, Revenue Inspectors and village officers.

4. The House List is required for three main purposes. *First*, it is wanted to correct the estimate of the number of schedules in each language required in each taluk and municipality which will be provisionally drawn up on the basis of the last census figures; *secondly*, it is required as a basis on which the various taluks and municipalities may be divided into uniform blocks and circles; and *thirdly*, extracts from it will be copied into the Block Lists which every enumeration book will contain and will serve as the chief guide to the enumerators in the preliminary and final census.

5. The House List will thus be the basis of the whole of the Census operations and too much care cannot be bestowed upon its preparation and upon checking and correcting it until it is as accurate as it is possible to be. It is also most important that it should be made ready as early as possible. I would accordingly request that arrangements may be made which will admit of its being ready by the middle of *June*, village officers and municipal authorities being instructed to begin its preparation at once and to carry this through promptly.

6. In Ganjam, Vizagapatam and Gōdāvari, the Agency tracts should be kept separate and distinct from the rest of the district, both in this matter and in all other Census proceedings, as in all the statistical returns and tables the agencies will be shown by themselves.

2
7. Buildings situate within the limits of railways should not be included in the House Lists, but military stations and cantonments should be entered. A European officer should be directed to arrange with the Commandants of Military stations what shall be considered for Census purposes to be the limits of the station within which the military authorities will conduct the enumeration. The House Lists for such limits should have special series of house numbers to themselves.

8. There should be a separate House List for each Revenue village and each ward of a municipality. The form for use in wards differs slightly from that for villages as shown in appendix A. It should be written on stout paper and bound in a strong cover, as it will be in use almost until the Census is over and will undergo much handling. Divisional officers should assemble Tahsildars and Revenue Inspectors and give them personal instruction in the manner (explained below) in which the work should be done, taking them with them and drawing up before them a specimen list for a portion of a selected village. Municipal Chairmen should do the same with their subordinates. Zamin Deputy Tahsildars and Revenue Inspectors should invariably instruct the village officers in their ranges and firkas in this manner, and should do so at the earliest possible date, so that the work may be correctly done from the outset.

9. The preparation of the list should begin in the kasba and should start at one end of the main street. In making it out village officers should always keep going to the right hand, that is, should keep on their right hand the houses they are entering in the list. They should enter in regular order all the houses down the right side of the street in which they begin, and when they come to the first turning to the right should follow that turning and continue entering in regular order the houses which they then find to lie on their right hand.

10. Every building entered should be given a number in column 2 of the list. Columns 1 to 6 should be filled in. Columns 7 to 10 should be left blank. Particulars of the manner in which they should be subsequently utilized will be communicated separately. The numbers should be *consecutive for the whole village*, or in municipalities *for the whole ward*, that is to say, if a village or ward contains 200 houses they should be consecutively numbered from 1 to 200, and not from 1 to 100 in one part and again from 1 to 100 in another part. It must be remembered that as the list when finished will form the basis of the division of the village or ward into blocks (houses Nos. 1—25 forming block No. 1, houses Nos. 26—50 block No. 2, Nos. 51—75 block No. 3, and so on), the numbering must be so arranged that each block is compact, and that the enumerator on the Census night may not have to walk unnecessary distances.

11. After the kasba has been finished, the nearest hamlet, if any, should next be proceeded to by the most convenient route. Detached houses round the kasba or between it and the hamlets should be inserted in the list in a place which will enable them to be visited by the enumerator on the Census night with the least amount of walking. A diagram showing the numbers of houses in an imaginary village is attached to this letter (appendix D).

12. Parts of two or more villages or wards should never, on any account, be included in the same House List, even though the houses are close to one another. Each village and ward must have a House List to itself.

13. The general rule which should govern the question whether a building should be entered in the House List is this:—*Every building which is used for human habitation should be included, whether it is so used at night or not.* Others should not be included.

14. Thus ruined houses should not be entered, nor should cattle-sheds, stables or out-houses. But unoccupied houses fit for occupation should be entered (vide No. 1 in appendix A); so should shops which are separate from dwelling-houses, whether some one usually sleeps there at night to keep watch or not. Temples should be included (No. 4 in appendix A). Huts erected in the fields for the use of persons watching crops or irrigation channels need not be included. Persons sleeping in them on the Census night will be enumerated at their own houses. Huts of Yerikalas and Koravas which will probably be removed by the Census

3
night need not be included. Houses which are under construction and will probably be finished before the Census should be included.

15. Buildings which are ordinarily used as residences should be entered in columns 3 and 5 of the House List in the manner shown in appendix A. Buildings which are not ordinarily so used should be similarly entered in column 4 and a note made in column 6 to show what sort of buildings they are (vide Nos. 3, 4, etc., in appendix A).

16. The rule which should govern all cases of doubt whether a building should receive only one or more than one number in the list is as follows:—*A house is the dwelling place of one or more families with their resident servants having a separate principal entrance from the common way.*

17. The 'common way' is not necessarily the public way; thus the servants' godowns in the compounds of large houses (e.g., European bungalows) have not necessarily a separate principal entrance from the public way, but they have separate entrances from the way used in common by the various servants and by their master, and therefore should be entered in the list separately from the masters' house. Similarly a distinct house erected in the backyard of another house and having a separate principal entrance from the backyard used in common by the inmates of both houses should be entered separately. Shops which are really part of a dwelling-house need not be separately entered. If two separate families who do not take their meals together, live in different rooms of the same house, the doors of the different rooms should not be entered as separate houses, but the houses should be entered as one house and the names of the head of each family entered in column 5 of the list (vide No. 5 in appendix A). Two or more adjacent houses belonging to the same man, but let to different families should, of course, be entered as separate houses. In coolie lines and the like each tenement should be given a separate number.

18. District and Central Jails, Lunatic Asylums and the Chingleput Reformatory school should be included in House Lists as a single building. They will each of them be constituted a separate block and be enumerated by the officers in charge.

19. The residences of noblemen and other Indian gentlemen with large establishments may also, if desired, be formed into separate blocks and the record of the same prepared by enumerators nominated by them. But the numbering of such buildings should be carried out on the usual principles.

20. Sub-jails, hospitals, dispensaries and similar institutions which comprise several detached buildings should be entered as only one house. They will be enumerated by the officers in charge, and the enumerator will only have to collect the schedules from them and stitch them into his enumeration book. A note to this effect should therefore be made in column 6 of the House List to remind the enumerator of this (vide No. 7 in appendix A); for, as has been explained above, the Block Lists in the enumeration books will be merely extracts from these House Lists.

21. A similar note should be made in the case of houses occupied by Europeans and Anglo-Indians, to whom household schedules, to be filled up by themselves, have to be given. The enumerators will merely have to collect those schedules (vide No. 9 in appendix A).

I beg to request, in this connexion, that you will scrutinize these cases with care and ensure that household schedules are only issued to those who can be confidently trusted to fill them up correctly. Experience has shown that schedules are filled in by trained Enumerators far better than by private persons; and even in England where the census has hitherto been taken on household schedules it has been strongly recommended that the system of trained enumerators and general schedules should be adopted. So I trust that wherever possible the enumeration of Europeans and Anglo-Indians may be carried out by trained enumerators. Where you cannot arrange for this, household schedules may be issued to Europeans, to official Anglo-Indians drawing Rs. 150 per mensem and over, and to non-official Anglo-Indians of a social position corresponding to this.

22. Bandy-stands, camping-places, landing-places, and so on, should be entered as though each was a house (vide appendix A) in the place in which they come in the village, but should not be given a number in column 2.

23. Great care should be taken that the quarters occupied by Paraiyans and other low castes are not omitted from the lists or entered in them carelessly. Inspecting officers should make a point of always visiting such places.

24. Divisional officers, Tahsildars, Deputy Tahsildars and Revenue Inspectors (and in municipalities Chairmen, Secretaries, Managers, etc.), should take every possible opportunity of inspecting the preparation of the House Lists. Revenue Inspectors should be required to visit a large proportion of their villages, in order to see that the work is being properly done, and to initial entries in the lists in token of correctness just as they do in the village accounts when azmaishing cultivation.

25. As soon as a House List is finished, *and in no case later than the 1st of July*, the village officers (or the municipal subordinate, as the case may be) will send to the Tahsildar (or Municipal Chairman) an abstract of it in the form of appendix B. The karnam should keep the original with him with great care. In municipalities originals should be deposited in the Municipal office.

26. The lists will, however, always be open to scrutiny, and, until the house numbers are later on marked on the houses, all officers inspecting a village should invariably check some portion of it. If a house or building has been found to be wrongly entered all the entries relating to it should be struck out, while buildings wrongly omitted should be entered. Whenever such errors are found and corrected, the series of numbers in column 2 should be altered, so that all buildings in the list may bear consecutive numbers.

27. Columns 1 to 4 of the House List abstract (appendix B) will be entered from the House List, while columns 5 to 8 will be filled in by the village officers from their local knowledge. All persons in the village who are qualified to be supervisors or enumerators should be shown, irrespective of the fact that their services may or may not be required.

28. Supervisors should be officials if this is by any means possible; for seeing how much depends on their adequately checking the work done at the Preliminary Census, it is desirable that they should be amenable to official discipline. They will usually be men of the class of Revenue Inspectors or clerks in Government offices. The Government has directed all departments of the State to assist to the utmost in carrying through the work connected with the Census, and officials from all departments should be included in this list. All offices and Courts will be closed two days before, and one day after, the night of the Final Census, so that all officials will be left free for Census work. Supervisors may be drawn from the following among other departments:—Land Revenue, Salt and Abkari, Registration, Public Works, Civil Courts, Forest, Survey, Settlement, Educational, Local Fund, Medical, Vaccination, and Court of Wards; and, if need be, from pensioned Government servants, stamp-vendors, and other licensees.

29. For enumerators the necessary qualification is ability to read and write. It will be necessary to obtain the voluntary services of a large number of non-officials. The Government has invited the co-operation of all zamindars, and it is expected that non-officials of all classes will willingly assist to render the Census, which is a matter of imperial interest, a success.

30. In Government areas the above returns from the village officers should be sent through the Revenue Inspectors. It would be better if these officers could meet the village officials and personally discuss the lists with them. If this is not possible, they should go through each carefully, cutting out the name of any one who is obviously unfit, and adding that of any individual suggested by their local knowledge. The lists should then go to the Tahsildars, who should also check the names very carefully.

31. Each Tahsildar should have opened by that time a *general village register* in the form shown in appendix C, containing the numbers and names of all the villages in his taluk in the order of their survey or paimash numbers, and showing

whether they are Government, *izam* or zamindari. This register should be opened at once and the first three columns filled in. A selected clerk should be put in charge of the register and made responsible for its correct maintenance and for bringing to notice villages from which appendix B statements are not promptly received. Municipal Chairmen should adopt the same course with the lists for their various wards.

32. Special care should be taken that no villages are omitted from this register as it will form the basis of all subsequent operations. The name of the village to be entered in column 2 is that of the parent village, which will usually be that shown in the volume of village statistics published for the 1911 Census. Names of the hamlets will be shown in column 4 after receipt of the House List abstracts. In hill and forest tracts in one or two districts there will probably be clusters of huts not included in any village. These should be shown as such. Special watchfulness will be required in areas where cultivation is constantly shifting and village sites are unstable.

33. As the abstract for each village or ward is received, columns 4 to 10 of the village register should be written up. Columns 11 and 12 will not be filled up until the Census divisions are formed. The information for columns 4 5 and 7-10 will be available in the House List abstracts (appendix B). In entering the probable number of blocks in column 6, the Tahsildar should be guided by the number of occupied houses in column 5 and the number of blocks into which the village was divided in 1911, with reference to the number of houses then existing. If the number of enumerators and supervisors available in the locality is not sufficient to meet local requirements, the Tahsildar should see whether suitable persons are available anywhere near, and if not, further search must be instituted without delay. It must be remembered that the standard block will contain 25 houses. This register should be completed before 15th July 1920, if not earlier.

34. In agencies and wild tracts these proposals will probably be of little use, but I beg to request that Collectors of districts comprising such tracts will kindly endeavour to substitute some form of organized inquiry regarding the staff required for them. In this matter the procedure followed at the Census of 1911 will be a valuable guide. If paid agency in them is indispensable, I request that this office may be communicated with before rates are settled.

35. The next step in the operations will be the division of each taluk into charges, circles and blocks, and the appointment of Census officers. The actual numbering of houses will be undertaken thereafter. I shall address you on these matters separately.

I have the honour to be,

Sir,

Your most obedient servant,

G. T. BOAG,
Superintendent of Census Operations.

APPENDIX A.

House List.

District—North Arcot

Name of + village--Ramapuram

Taluk—Vellore.

(For use outside Municipal areas.)

Survey or paimash number of village—103.

Language used—Tamil.

Whether Government, Inam or Zamindari—Government.

[illegible]

† In Malabar substitute 'deeam' for 'village'.

APPENDIX A—cont.

House list—cont.

District.

Municipality.

Language used.

Number of ward.

[illegible]

(1) District.

Taluk.

(2) Municipality.

(3) Language spoken.

APPENDIX B.

(4) Name of village.

(5) Survey of Paimash number of village (or ward).

(6) Whether Government, Inam or Zamindari.

PERSONS IN THE VILLAGE FITTED TO BE									
	Total number of buildings entered in column 2 of House List.	Houses ordinarily used as residences.	Buildings not ordinarily used as residences.	Name and occupation of principal resident of all houses occupied by Europeans and Anglo Indians.	Supervisors.		Enumerators.		Occupation.
					Name.	Occupation.	Name.	Occupation.	
1	2	3	4	5	6	7	8	9	
Kasba	90	80	10	John Smith, Missionary.	Govindaswami Nayudu	Deputy Inspector of Vice-nation.	Kandaswami Reddi	Village Munsif.	
				Samuel Johnson, Missionary.	Rajaram Rao	Revenue Inspector	Ramaswami Pillai	Karnam.	
Hamlet.							Parthasarathi Ayyangar	Headmaster, Local Fund Primary School	
Puttur	52	44	9	Philip D'Almeida, peisoner.			Krishnaswami Ayyar	Ryot.	
							Sambasiva Chettiyar	Merchant.	
Total	142	124	19	3					

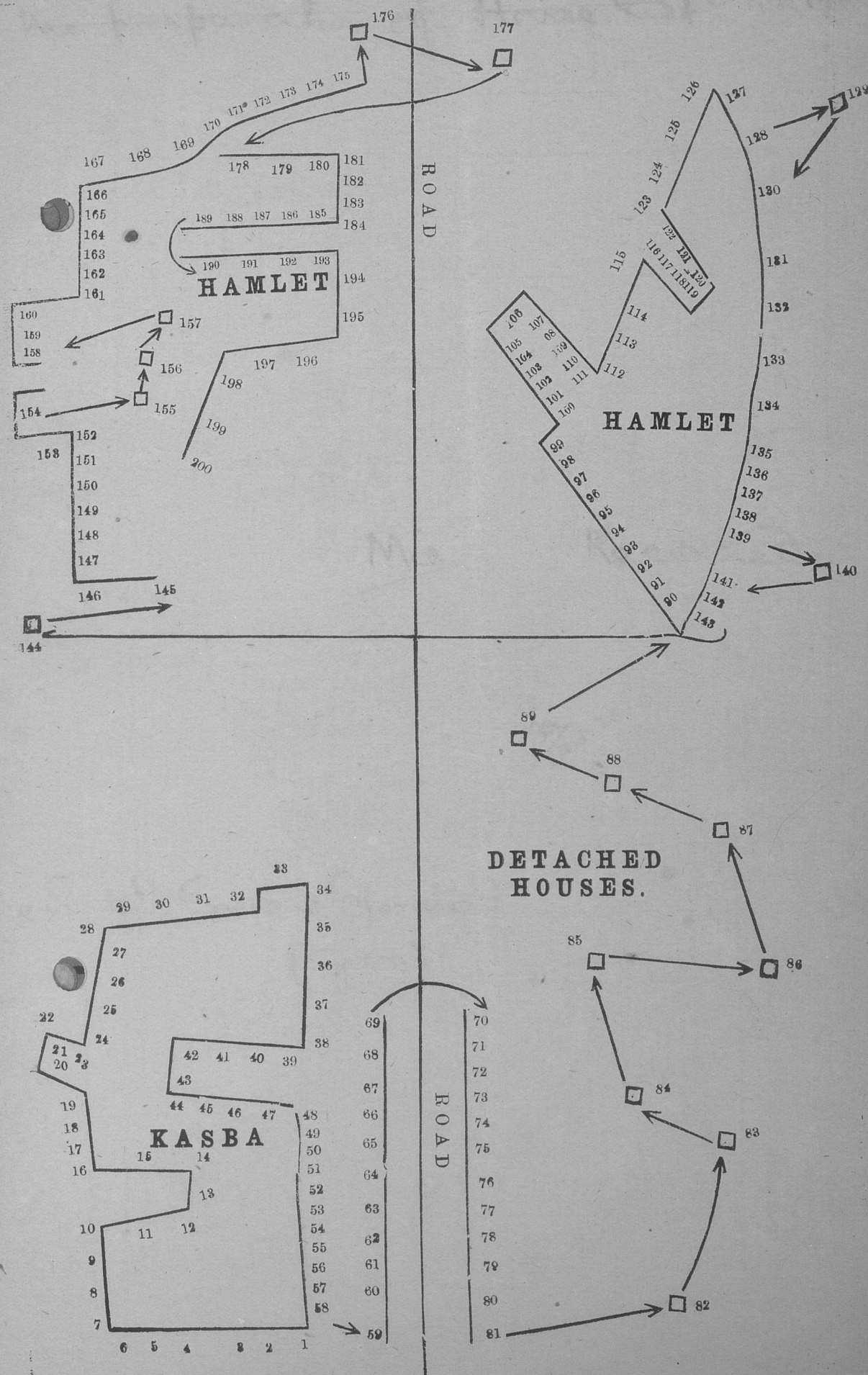
APPENDIX C.

General Village Register.

Survey or paimash number of village.	Name of village.	Whether Government, Inam or zamindari.	Names of principal villages and hamlets.	Number of occupied houses in each village and hamlet.	Proposed number of blocks.	Names and occupations of persons fitted to be enumerators.	Names and occupations of persons fitted to be supervisors.	Language in which schedules to be supplied.	Number of household schedules needed.	NUMBER OF CENSUS		Remarks.
										Circle.	Blocks.	
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Muttanur ..	Government.	Muttanur ..	112	4	Ranga Reddi, munsif, Subrahmanya Ayyar, monigar, Viraswami Ayyar, kur-nam, Shanmugam Pillai, ryot, Raju Mudali, contractor.	Ramaswami Ayyar, Clerk, Registrar's Office. Krishnaswami Pillai, Taluk Board Member.	Tamil	4	4	1-4	
2	Velur ..	Do.	Gopalapadi Pudurupatti Velur ..	52 48 69	1 2 3	Rama Rao, ryot Haidar Ali Sahib, boat owner, Kasim Sahib, ryot, Govinda Rao, munsif, Narayana Pillai, karnam.		Do. Do. Do.			5 6-7 8-10	
3	Maraiyur ..	Do.		..	..				..	..	..	Uninhabited.
4	Manalur ..	Zamin	Manalur ..	141	5	Ramaswami Pillai, karnam, Rama Mudali, monigar, Ramanuja Ayyangar, pial schoolmaster, Viraswami Chetti, retail trader.	Srinivasa Ayyar, Zamin Manager.	Tamil	1	..	11-15	

APPENDIX D.

Plan showing how houses should be numbered.



~~Scott, II-10 (a)-36,003-21-1-18. (6)~~

Hong Mi

DEPARTMENT.

18. (b) House list preparation - circular containing suggestions
Circular issued by the

~~Superintendent, giving detailed suggestions
for the preparation of 'House List', recorded.~~

READ AGAIN G.O. No

19

19

READ ALSO:—

[C. No. 2734] From the Supdt. Census, No. 56, dated 14.5.1920
(Operations, Madras)

19

19

ORDER.

No. 1019, dated 25 May 1920

Mis

Recorded

Drip

20

The Suppt. Census Operations

(9 to 10)

U.R.
20.5.20

12.5.20.

Aug 25/57 20

for the preparation of these lists, recorded.
superintendent of division detailed and posted.

A = Copy in full.
B = Not to be copied.
P = Copy abstract only.
Q = Copy heading only.