

Home (1920) Department.

Miscellaneous

Ordinary SERIES.

G.O. No. 1078

DATED 12-6-20

[Despatch Abstract.]

Census

Circular issued to the Collectors by the -----
Superintendent on the subject of the formation of --- divisions,
recorded.

BACK PAPERS.

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

FURTHER PAPERS.

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C.F.—29.

Home (Miscellaneous) DEPARTMENT.

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191

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1920

Subject.

CENSUS.

Submitting copy of Circular No.6, dated 26th May 1920, addressed to Collectors regarding the formation of Census Divisions and the appointment of Census Officers.

ENCLOSURES.

No.

one

Spare copies

Nil

No. 91

Station *Madras*, Dated the *2nd June* 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.

G. T. Boag

Superintendent of Census Operations,

2.6.20

Madras.

Cir. No. 6.

OFFICE OF THE SUPT. OF CENSUS OPERATIONS,
FORT ST. GEORGE,

Dated the 26th May 1920.

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

SUPERINTENDENT OF CENSUS OPERATIONS,

Madras.

To—ALL COLLECTORS.

SIR,

I have the honour to append herewith instructions for the formation of census divisions at the forthcoming census. As soon as all the abstract statements referred to in paragraph 25 of my circular No. 5, dated 28th April 1920, relating to any taluk or municipality have been received in the taluk or municipal office and the general village register has been prepared therefrom, the Tahsildar or Municipal Chairman concerned should submit to the Collector and to this office a statement in the form shown in Appendix A. It is requested that the last such statement may reach me not later than 1st August 1920.

2. The next step in the operations is the division of each taluk into charges; which being done each charge will be divided separately into blocks and circles.

3. In Government areas, a charge, except in the special cases referred to below, will be conterminous with the Revenue Inspector's firka, while in zamindaris, if a sufficient number of charge superintendents is available, it should be of the size of an average firka.

4. The *agency* tracts of the Ganjam, Vizagapatam and Gōdāvari districts should invariably be distinguished from the *plains*, and no charge should consist partly of agency villages and partly of plains villages.

5. Each town will be a separate charge. Places to be treated as towns at the forthcoming census should therefore be determined before the division of the taluk into charges is commenced, and I request that the reply to my circular letter No. 3, dated 22nd April 1920, may be despatched so as to reach this office before the middle of June, at the latest.

6. Collectors are requested to divide each taluk in their districts into charges as soon as possible in accordance with the above principles. The boundaries of each charge should be marked with red pencil lines on taluk maps of a suitable scale. When procurable maps on the scale of one inch to a mile should be used. When the boundaries have been marked on the map, the number of the charge (and consecutive for the taluk) should be entered thereon.

7. A charge-superintendent should then be appointed for each charge. In municipalities, the Chairman will always be the charge-superintendent, and in the case of towns which are unions, the Union Chairman, if qualified, may be appointed. In the case of other towns which may be too small to require a separate charge-superintendent, the charge-superintendent of the adjoining area may be appointed. Outside towns, the charge-superintendents will invariably be officials, and should be of the best class available, e.g., Deputy Tahsildars, Sub-Magistrates, Sub-Registrars, Sub-Assistant Inspectors of Schools, Forest Rangers, etc. Tahsildars, it is suggested, may be responsible for taluk arrangements as a whole and should not be made superintendents of any particular charge. Revenue Inspectors will ordinarily be supervisors, but, if necessary, an intelligent Revenue Inspector may be appointed charge-superintendent.

8. The map showing the division of the taluk into charges and the number that has been assigned to each charge should then be forwarded, not later than 1st July next, to the Tahsildar concerned who will be informed at the same time of the

Charge
Supts

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names of officials appointed superintendents of the several charges. The Tahsildar will, thereupon, enter in the last column of the general village register, against each village shown therein, the number of the charge in which it is included. Municipal Chairmen will be informed of the charge numbers given to their municipalities.

9. Next, when in any charge house lists and lists of persons available as supervisors and enumerators are ready, the division of that charge into blocks and circles should be commenced whether the lists are or are not ready in adjoining charges. Here, the records of the last census, especially the circle lists, will be found of great assistance. It is suggested that careful consultation of the map and, so far as possible, local inspection will be found advantageous in the formation of these divisions, as tending to ensure their compactness and ready accessibility. This work should usually be done by Tahsildars and Deputy Tahsildars and in municipalities by the higher officers such as managers, secretaries and chairmen.

10. The officer doing the work should consult the map of the charge and select some village (or, in the case of municipalities, some ward) on its boundary. Taking the house list for that village, he should then make the first twenty-five houses entered in column 3 thereof, together with the other buildings entered in column 4 which are situated among them, into the first block. In counting out the first twenty-five houses he should only count those in column 3 and not the other buildings in column 4.

11. Under the entries relating to the last of the twenty-five houses, he should then draw in the house list a line in coloured ink or pencil running from the left-hand edge of the list up to the right-hand margin of column 3, but not across columns 9 and 10. He should then again count twenty-five more of the houses in column 3 of the list and make them,—and the other buildings situated among them and entered in column 4,—into a second block, marking the limit of the block with coloured ink or pencil in the house list as before. He should continue doing this until the end of the house list for that village is reached.

12. While thus dividing the village into blocks he should take into consideration the situation of the houses, so that each block may be as compact as possible. If, for instance, there are only twenty-three houses in the casba, and to make a block of twenty-five it would be necessary to include two houses in a hamlet a mile from the village, the twenty-three houses should be made into one block and the two houses should be included in a block in the hamlet. No block should on any account include parts of two or more villages and as far as possible hamlets should be constituted one or more separate blocks distinct from each other and from the casba village. Even uninhabited villages should be constituted separate blocks, though they may not usually require a separate enumerator. Boats lying at small ports should be constituted a separate block or blocks on the same principle as a village, boats being treated as houses, and the number of blocks arranged according to the number of boats expected to be in the port on the census night. The boats lying at the larger ports should be circles by themselves.

13. Enumeration books, which will be supplied ready bound by the Government Press, will contain 24 schedule pages of 10 lines each. The ordinary size of a block has accordingly been fixed at 25 houses, a number which can easily be entered in such book. It is not however intended to lay down an absolutely rigid standard of uniformity for blocks. In most cases the standard size of book will accommodate entries for even 30 houses; should circumstances render it advisable to constitute a block of more than 30 houses the standard book may be accommodated to this size by unstitching it and binding into it a sufficient number of the loose schedule pages which will be supplied. Thus, for example, if a compact village contains 62 houses, it is obviously better to form 2 blocks of 31 houses each (enlarging the standard book accordingly) than 3 blocks of 25, 25 and 12; while, if it contains 69 houses, it is better to constitute 3 blocks of 25, 25 and 19 (without altering the standard book) rather than two blocks of 35 and 34.

In a word, while an officer should, as a rule, conform to the standard size of block (25 houses), it is not intended to fetter his discretion when a slight deviation from this standard presents obvious conveniences.

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14. For small blocks containing 20 houses or less, the supply of an enumeration book of 24 schedule pages will result in a large waste of stationery, while the cost and trouble of preparing suitable books in the Madras Government Press to meet the varying needs of such small blocks will be quite disproportionate to the advantages that will accrue therefrom. It is therefore proposed to issue in such cases a sufficient quantity of loose schedules, block lists and covers which may be stitched into books of suitable sizes in the taluk offices.

15. The house lists should be marked off into blocks as above described until as nearly as possible 500 houses have been so dealt with. These houses will then be made into the first circle. In no case should different parts of the same block be included in two different circles; nor should different parts of the same village be included in different circles unless each village is large enough to form of itself two or more complete circles. If the first village selected for division into blocks does not contain as many as 500 houses, an adjoining village should be taken and similarly treated, and, if the total of houses is still less than 500, a third, or if necessary a fourth, fifth or sixth should be successively taken and divided into blocks. It should be seen, as remarked in paragraph 9, that all the villages in a circle are contiguous and in a compact group and that no village is omitted. It should also be seen that Central Jails or small ports which have been made into separate blocks, but are not large enough to form circles by themselves, are included within the limits of some circle or other.

16. It should however be borne in mind that the limits of a circle depend upon the conformation of the country and the degree to which the houses in it are scattered or close together. Where they are scattered, the circle may contain less than 500 houses, while, conversely, where they are close together, a circle may be enlarged. Although in marking off blocks the size of block is not determined by the number of enumerators available (see paragraph 18 below), the available supply of supervisors must be taken into account in the forming of circles. One supervisor cannot efficiently attend to two circles, and if in any part of the country supervisors are scarce, instead of giving one supervisor every here and there two circles of the standard size to attend to, the extent of circles should be slightly enlarged all round. The standard size is, however, 500 houses, and, whenever possible, it should be adhered to.

17. When the circle has been formed as above described, it should be marked on the map with blue lines. If a large village or town is being dealt with, it will probably be necessary to use the large scale village maps to enable the boundaries to be shown. In the case of municipalities the largest scale map available should invariably be used, and where possible blocks as well as circles should be shown upon it in two colours, one for block boundaries and another for circle limits. The circle should then be given a number, and this should also be marked on the map. It should be consecutive for the charge. Under the entries in the house list relating to the last house in the circle, a double coloured ink or pencil line should be drawn running across every column in the list.

18. Then from the villagewar lists of persons fitted to be enumerators and supervisors (columns 6—9 of the village officers' abstract and columns 7 and 8 of the general village register for the taluk), enumerators should be selected for the blocks and a supervisor for the circle. In places where enumerators are scarce, the difficulty may be met not by enlarging the size of the blocks but by giving an enumerator more than one block to attend to; but, save in very exceptional circumstances, no enumerator should have more than two blocks, or fifty houses, to do. The blocks should next be serially numbered (the numbers being consecutive for the charge), and in columns 7, 8, 9 and 10, respectively, of each house list should be written, opposite the first house in each block, the number of the block and the name of the enumerator selected for it and also the number of the circle within which it is included and the name of the supervisor. Finally the number of the charge in which each village is situated and the name of its charge-superintendent should be written on the outside of the house list.

19. These particulars should on no account be regarded as unnecessary, and omitted. For when the enumeration books are distributed, the numbers of the blocks, circles and charges to which they relate and the names of the enumerators, supervisors and charge-superintendents appointed respectively to each will have to be entered on the cover of each book, and moreover in the block list in each book will have to be entered a list of all the buildings which are to be enumerated in that book. These particulars can only be obtained from the house list, and if it is not properly divided and filled up, much confusion will occur.

20. The circle having been arranged as above, the *circle list* for it must next be written up completely. This will be in English and in form B appended to the letter. As soon as the circle lists for a charge are completed they should be sent to the taluk office where they will be carefully checked by the Tahsildar to see that all occupied houses in each village and hamlet (column 5 of the general village register) have been included in some block, that every village in each charge is included in one or other of the circles, and that the blocks and circles are of the proper size. If he finds that the rules have been violated in any case, he should revise the list or, if that is not possible, the work should be sent back to be done over again.

21. When the circle lists for any taluk are completed, they should be sent by the Tahsildar, with a statement in the form of Appendix C, to the Collector. The Collector, if satisfied that the divisions have been properly made, will have the circle lists printed * and transmit the statement in the form of Appendix C to this office. It is earnestly requested that all circle lists may be ready in manuscript before 1st September next and printed before the middle of October.

22. Twenty copies of each circle list will be printed, twelve of which will be distributed as shown in the margin and the other eight will be preserved in the taluk office for future use (instructions on this point will follow). Each circle list should be printed on a page by itself. Each supervisor will get the list relating to his circle with, if necessary, a tracing from the taluk map showing the limits of his circle. The charge-superintendents will get the lists for all the circles in their charge stitched together in serial order with a tracing from the taluk map showing the limits of their charges and the other four officers, lists for each taluk (excluding municipalities) stitched together in the order of charges and circles.

23. Municipalities will make their own arrangements for preparing and printing their circle lists, but their distribution will be the same as that shown in the preceding paragraph. The Chairman should also forward to the Collector and to this office the statement in the form of Appendix C as soon as the circle lists are ready in manuscript.

24. The main use of the circle lists will be to serve as indexes to the enumeration books. It is therefore necessary that they should contain information relating to all the enumeration books, of all classes, issued in the taluk. The existence of any military, railway or port block in any village or town should be noted.

25. Copies of all alterations in the printed circle lists, either by changes in the arrangements exhibited therein, or by the addition of entries referred to in paragraph 24 above, should be communicated by Tahsildars to all officers referred to in paragraph 22 above.

I have the honour to be,
Sir,
Your most obedient servant,
G. T. BOAG,
Superintendent of Census Operations.

* Further instructions as to the printing of these lists will be issued shortly.

APPENDIX A.

Taluk or Municipality.	Number of villages (or wards).						Number of occupied houses.			Census divisions.			Number of household schedules required.	Languages in which schedules should be supplied.
	In 1911.	In 1921.	Classification.			In 1911.	In 1921.	Number of cases in which increase or decrease exceeded 20 per cent.	Proposed number of blocks.	Number of suitable enumerators available.				
			Government.	Zamin.	Inam.									
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)		

* If, in a village of 25 houses, there are found five men capable of being employed as enumerators, it is useless to return all as "available" unless such village is sufficiently close to a tract where enumerators are scarce to admit of their being transferred thereto.

APPENDIX B.

Circle List

District—

Taluk—

Municipality—

Name and Occupation of Supervisor—A. Ramaswami Ayyangar, Clerk, District Registrar's office.

* Charge No.

* Circle No.

+ Survey or paimash number and name of village. (In municipalities number of ward.)	Whether Government, Inam or Zamindari.	Number of block (consecutive for each charge).	Enumerator's		Numbers of the first and last house included in the block.	Number of houses in the block.	Number of other buildings in the block.	Number of enumeration books required.
(1)	(2)	(3)	Name.	Occupation.	(6)	(7)	(8)	(9)
113. Muttanūr	G.	252	Ranga Reddi	Munsif	1—34	30	4	1
		253	Subrahmanya Ayyar.	Monigar	35—67	30	3	1
		254	Viraswami Ayyar	Karnam	68—103	31	5	1
		255	Shanmugam Pillai	Ryot	104—141	38	5	1
115. Velur	G.	256	Viraswami Pillai	Karnam	1—36	32	4	1
116. Tenpādi	L.	257	Krishnaswami Rao	Do.	1—34	30	4	1
		258	Venkoba Rao	Ryot	35—65	31	4	1
117. Velangudi	G.	259	Ramaswami Pillai	Karnam	1—40	37	3	1
119. Maraiyūr	G.	260†	...	...	...	...	...	...
120. Gōpālpādi	G.	261	Rama Mudali	Monigar	1—33	30	3	1
		262	Vira Pillai	Karnam	34—67	30	4	1
		263	Ramanuja Ayyangar.	Pial School-master.	68—91	22	2	1
		264 }	Krishna Reddi	Merchant	...	35	...	1
		265 }	Haider Ali Sahib	Boat owner.	...	35	...	1
121. Manalur	Z.	266	Govinda Rao	Munsif	1—34	30	4	1
		267	Srinivasa Ayyar	Monigar	35—71	30	7	1
		268	Narayana Pillai	Karnam	72—105	30	4	1
		269	Khasim Sahib	Ryot	106—138	30	3	1
		270	Viraswami Chetti	Trader	139—169	28	3	1
			Railway block No. 17.					
						554	...	18

* Charges should be numbered consecutively for each taluk or ward and circles consecutively for each charge.

† Names of villages should be printed in diglott, thus—Muttanūr (முத்தனூர்); Velur (வேலூர்); Chandragiri (சாந்திரகிரி). Particulars relating to hamlets should be included but the names of hamlets need not be given in this column.

‡ Uninhabited.

§ These are port blocks. Number of boats which will be enumerated not exactly known, but will be less than 70.

APPENDIX C.

1. Name of taluk municipality

2. Name and address of the officer to whom schedule books, etc., should be despatched.

3. Number of census divisions and officers. { Blocks.
Enumerators.
Circles.
Supervisors.
Charges.
Superintendents.4. Particulars required for despatch of enumeration forms.* { (a) Blocks with 20 houses or under. { (i) Number.
(ii) Number of occupied houses in them.
(b) Blocks with 21–29 houses. { (i) Number.
(ii) Number of occupied houses in them.
(c) Blocks with 30 houses or over. { (i) Number.
(ii) Number of occupied houses in them.

* When more than one vernacular is prevalent in a taluk, the figures for each linguistic tract should be given separately.

OFFICE OF THE SUPT. OF CENSUS OPERATIONS,

FORT ST. GEORGE,

Dated the 28th April 1920.

Circular No. 5.

From

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

SUPERINTENDENT OF CENSUS OPERATIONS,

To

ALL COLLECTORS.

Madras,

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.

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

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 house 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, inam 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 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.

28-4-1920

APPENDIX A.

District—North Arcot.
Taluk—Vellore.
Language used—Tamil.

House List.
(For use outside Municipal areas.)

Name of † village—Ranapuram
Survey or paimash number of village—103.
Whether Government, Inam or Zamindari—Government.

Whether kasha or hamlet. If hamlet, enter name of hamlet.	Buildings.				Remarks.	Number of blocks.	Name and occupation of enumerator.	Number of circle.	Name and occupation of supervisor.
	Serial number of all buildings, serial for the village.	Houses ordinarily used as residences.	Buildings not ordinarily used as residences.	Name of principal occupant of occupied houses.					
1	2	3	4	5	6	7	8	9	10
Kasha	1	1	1	Ramaswami Chetti ..	Uninhabited.	[These columns are not to be filled in by village officers.]			
	2	1	1	..	Shop.				
	3	1	1	..	Temple.				
	4	1	1	..	..				
	5	1	1	..	Choultry.				
	6	1	1	..	Sub-jail. Schedule to be collected.				
	7	1	1	..	Tahsildar's office.				
	8	1	1	..	Household schedule to be collected.				
	9	1	1	..	School-house.				
	10	1	1	..	Toddy-shop.				
Hamlet— Pattar	91	1	1	Peruma	..				
	92	1	1	..	..				
Total, for village and hamlets.	143	124	19	..	..				

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

District.

Municipality.

Language used.

APPENDIX A—cont.

House list—cont.

[For use in Municipalities.]

Number of ward.

Street.	Buildings.				Remarks.	Number of block.	Name and occupation of enumerator.	Number of circle.	Name and occupation of supervisor.
	Serial number for all buildings, serial for the ward.	Houses ordinarily used as residences.	Buildings not ordinarily used as residences.	Name of principal occupant of occupied houses.					
1	2	3	4	5	6	7	8	9	10
						[These columns should not be filled in by subordinates.]			

(1) District.

(2) Taluk.

(3) Municipality.

(4) 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.	
					Name.	Occupation.	Name.	Occupation.
1	2.	3	4	5	6	7	8	9
Kasba	90	80	10	John Smith, Missionary .. Samuel Johnson, Missionary.	Govindaswami Nayudu .. Rajaram Rao ..	Deputy Inspector of Vaccination. Revenue Inspector	Kandaswami Reddi .. Ramaswami Pillai ..	Village Munsif. Karnam.
Hamlets.							Parthasarathi Ayyangar ..	Headmaster, Local Fund Primary School
Puttur	52	44	9	Philip D' Cruz, pe.sioner.			Krishnaswami Ayyar .. Sambasiva Chettiyar ..	Ryot. Merchant.
Total	143	124	19	3				

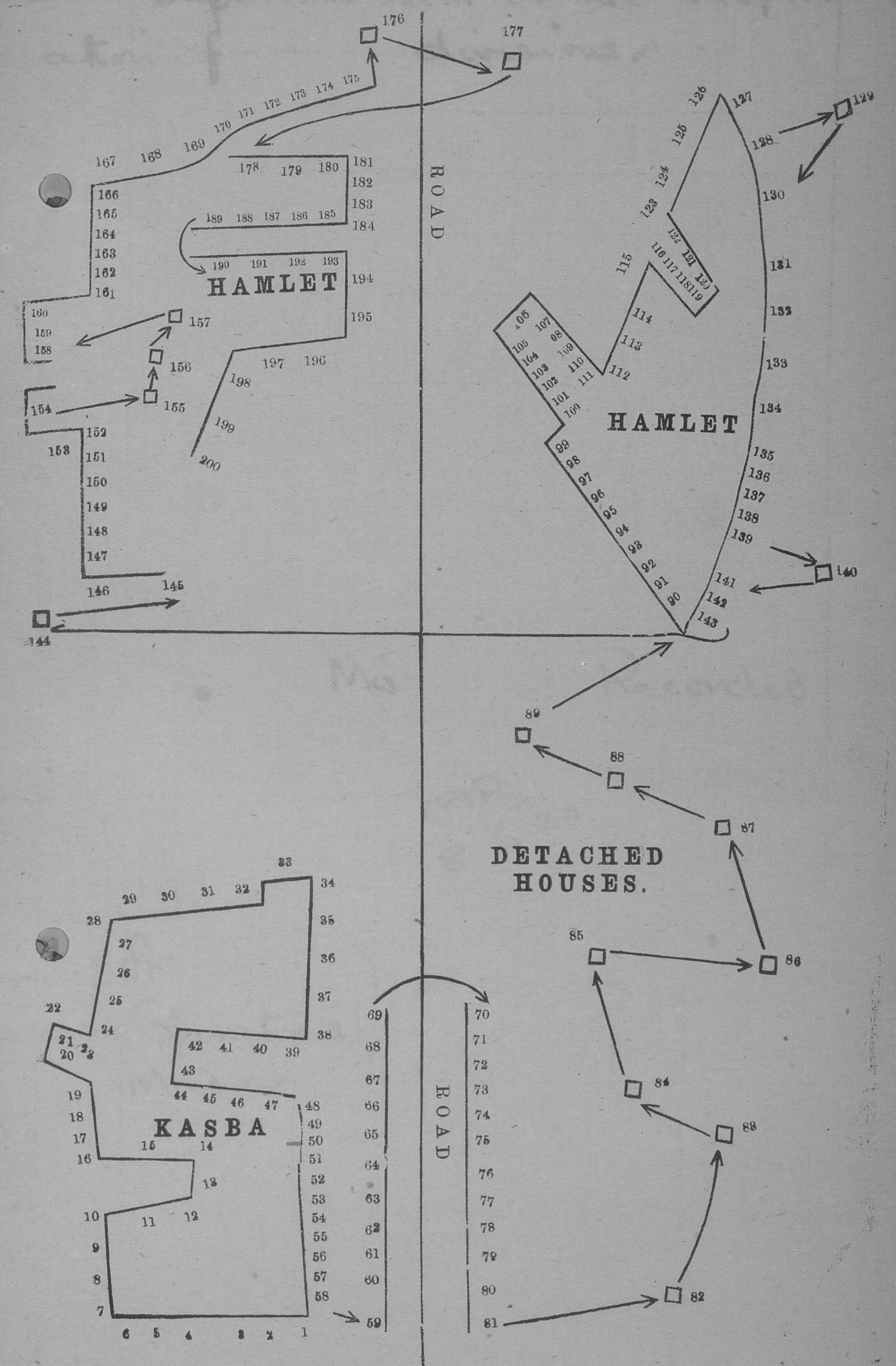
APPENDIX C.

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 house-hold 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, monigar, Viraswami mon, Shanmugam ryot, Raja Mudali, contractor.	Ramaswami Ayyar, Clerk, Registrar's Office. Krishnaswami Pillai, Taluk Board Member.	Tamil	4	4	1-4		
2	Velur	Do.	Gopalapadi Pudupatti Velur	32 48 69	1 2 3	Rama Rao, ryot	Do. Do. Do.	Do. Do. Do.	Do. Do. Do.	Do. Do. Do.	5 6-7 8-10		
3	Maraiyur	Do.											
4	Manalur	Zamin	Manalur	141	5	Ramaswami Pillai, kar-nam, Rama Mudali, monigar, Ramanuja Ayyangar, pial schoolmaster, Viraswami Chetti, retail trader.	Srinivasa Ayyar, Zamin Manager.	Tamil	1	Do. Do. Do.	11-15		Uninhabited.

APPENDIX D.

Plan showing how houses should be numbered.



~~Sept. 11-10 (S)---35, 106--9-2-20. (6~~

Home (Misc) DEPARTMENT.

Circular issued to the Collectors by
the _____ Superintendent on the subject of the
formation of _____ divisions, recorded.

READ AGAIN G.O. No., dated 192

192

READ ALSO

C. No. 2960 From the Subot, No. 91, dated 2.6.1920

Census Operations

” ” ” ” ” ” 192

" " " " " "

192

ORDER.

No. 1078, dated 12. June 1920

Mis

Recorded

20

The Supdt. ^{respd}
Census Operations, ^{rms}
Madras ^{14.6.20}

12/6/20

১০/১০

6. 6. 20

Home (M) 21

Home

to be sent to the collector of the district on the subject of the

to be sent to the collector of the district on the subject of the

to be sent to the collector of the district on the subject of the

to be sent to the collector of the district on the subject of the

When given for copying
When copied
When examined
When signed

192

14/6

READ AGAIN G.O. No.
192

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILLED UP, BRING HERE FOR DESPATCH
IN ORIGINAL.

N.B.—

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