

Home (192 o) Department.

*Circellane*  
Ordinary SERIES.

G.O. No. 1262

DATED 30-7-20

INDEXED

[Despatch Abstract.]

Census---Circular regarding--- of the City of Madras

Recorded.

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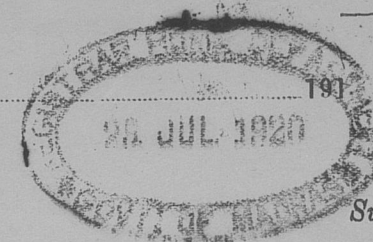
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Home (Miscellaneous) DEPARTMENT.

ni 3658

Received



Registered

26. 7. 1920.

Subject.

C E N S U S.

Submitting copy of Circular addressed to the  
Commissioner, Corporation of Madras, regarding ----- of  
the City of Madras.

ENCLOSURES

No.

One

No. 244.

Spare copies

nil

Station Madras, Dated the 24th July 1920.

From (Name) G. T. ROSE 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. Rose*

Superintendent of Census Operations,  
Madras.

24/7

Cir. No. 10.

OFFICE OF THE SUPT. OF CENSUS OPERATIONS,  
FORT ST. GEORGE,  
Dated the 6th of July 1920.

From G. T. BOAG, Esq., I.C.S.,  
SUPERINTENDENT OF CENSUS OPERATIONS,  
Madras.

To—THE COMMISSIONER,  
CORPORATION OF MADRAS.

SIR,

I have the honour to address you upon the subject of the census of the City of Madras, which will be taken on the night of the 18th March next. The main lines of procedure will be the same as in 1911. I set them out in some detail for the guidance of those of your subordinates who will be engaged in actually carrying out the work, and, to save re-printing, I enclose sufficient copies of this letter for distribution among them.

2. For census purposes a *house* will be held to be the dwelling-place of one or more families, with their resident servants, having a separate principal entrance from the common way.

Definitions.

A *block* will consist, as a rule, of sixty houses, and the residents therein will be enumerated by a person who will be called an *enumerator*.

This enumeration will be written on forms printed on both sides and designated *schedules*, each page of which will contain space for the entries relating to ten persons. The schedules will be supplied by the Government Press bound up in books (one for each block) containing instructions for the guidance of enumerators, a specimen schedule with typical entries, sufficient schedules for the enumeration of one block, and a *block list* or list of the buildings in that block.

*Household schedules*, consisting of single leaves—one side ruled for entries and the other containing instructions and a specimen schedule—will be issued as sparingly as possible to Europeans and Anglo-Indians, who will be asked to fill them up and return them to the enumerator of the block within which they reside. These will not be issued to Indians.

A *circle* will comprise a number of blocks and will be under the charge of a *supervisor*.

A *charge* will consist of a number of circles, and will be under the control of *Charge Superintendent*. The limits of the various charges should correspond exactly with those of the twenty old municipal divisions.

Special procedure.

3. Special procedure will be necessary in the enumeration of railway, military and port limits.

The enumeration of *persons travelling by railway, or residing within railway limits*, on the census night will be arranged for in consultation with the Railway authorities concerned. I shall send you copies of the special rules for the Railway census.

Within *military limits* at the Fort, the batteries, the body guard and the ordnance lines the census will be taken by the Military authorities subject to your general control, and the limits within which this will be done should be arranged by an European officer of the Corporation. The house lists for such limits will

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also be prepared by the Military Department and have a special series of house numbers to themselves.

Vessels lying in the harbour and fishing, cargo, or passenger boats on the foreshore will be enumerated by the Port authorities under your general control. The harbour will form a block by itself, and the foreshore should also be divided off into suitable blocks.

I request that lists of areas within which enumeration will be conducted by the railway, military and port authorities may be made out at once, indicating the divisions in which such areas should be included. These should be clearly marked on the map, and their existence noted in the circle lists (vide paragraph 24 below) when they come to be prepared.

4. Travellers by road and houseless poor will be enumerated by special agency, such as the Police and the toll-gate establishments, at such special stations on public roads as you may think sufficient. Floating population. The methods to be adopted should be arranged by you later on in consultation with the Commissioner of Police. Arrangements on the Buckingham Canal will be under your general control, as though it was an ordinary part of the city; but the details of the operations there should be settled with the Executive Engineer and supervised by him and his staff.

5. The main statistics of the city will be compiled by the thirty divisions into which it has recently been reconstituted. But in order to facilitate the comparison of the results of this census with those of previous censuses, the organization of the enumeration will be based on the twenty divisions into which the city was until last year divided. These divisions should be clearly marked upon a copy of the latest map available, and within each division should be marked in colours the limits and numbers of the 113 circles adopted in the census of 1911. Main census divisions and maps.

6. The next step is to write up the *House List* in each circle. This will be in the form of Appendix A, the specimen entries in which will explain its use. The new division number must be entered against each house in column 1 in order that the statistics may be compiled upon the basis of the new divisions. This list is required for three main purposes: *first*, for estimating the number of schedules required in each division; *secondly*, as a basis on which the houses in each circle may be divided into blocks of uniform size; and *thirdly*, extracts from it will be copied into the Block Lists which every Enumeration Book will contain, and will serve as the enumerators' guide to their blocks in the preliminary record and the final census. The House List and its importance.

The House List will thus be the basis of the whole of the census operations, and too much care cannot be bestowed upon its accurate preparation, check and correction. It is important that it should be ready at an early date as information regarding the number of schedules required is wanted by the Press. I request that its preparation may be begun at once and that it may be completed by the 15th September, at the latest.

7. There should be a separate House List for each circle, and the numbers in column 2 should be serial for the circle. Parts of two or more circles should never be included in the same House Lists. The list should be written on stout paper bound in a strong cover, as it will be in use almost until the census is over, and will undergo much handling. The instructions which follow should be explained in person by some responsible officer to the municipal officials entrusted with its actual preparation.

8. Houses and buildings should be entered in the list in the order in which they actually come on the ground. When making it out, the officer doing the work should keep going to the right hand in the manner indicated in the accompanying sketch. It should also be remembered that as the number given to each house or building in column 3 of the list will be that which will be eventually marked upon it, and as the list will form the basis of the division of each circle into blocks (houses Nos. 1—60 forming block No. 1, houses Nos. 61—120 block No. 2, Nos. 121—180 block No. 3 Numbers in the House List.

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3  
and so on), the numbering must be so arranged that each block is compact, and that the enumerator may not have to walk unnecessary distances to get round his block.

9. Houses ordinarily used as residences should be entered in columns 4 and 6 of the House List in the manner shown in Appendix A. In large houses the usual number of inmates will frequently exceed the number (ten) which can be enumerated on one page of the schedule. In such cases a note should be made in column 7 of the House List showing the ordinary population of the house (vide No. 2 in Appendix A). Cases will occur in which there will be a doubt whether a house should receive only one, or more than one, number. In such cases the definition of a "house" given in paragraph 2 supra should be applied and separate number given to every "*dwelling-place of one or more families, with their resident servants, if any, having a separate principal entrance from the common way.*"

10. The "common way" is not necessarily the public way: thus the servants' godowns in the compounds of large houses 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 master's 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 6 of the list (vide No. 3 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. p.s.c.f.

11. Buildings not ordinarily used as residences should be entered in column 5 of the House List in the manner shown in Appendix A and a note made in column 7 to show what sort of buildings they are (vide Nos. 4 and 5 in Appendix A). Bandy-stands, camping-places, landing-stages, etc., should be entered in the list in their appropriate places, but should not be given a number (vide the entry below No. 10 in Appendix A). p.s.c.f.

12. The rule governing the question whether a building should be entered in the House List or not is this:—*Every building in which it is likely that any one will be sleeping on the night of the 18th of March should be entered.*

Thus ruined houses should not be entered, nor, as a rule, should cattle-sheds, stables, or out-houses. But unoccupied houses fit for occupation should be entered (vide No. 6 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. 7 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 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.

13. Jails, clubs, hospitals, hotels and similar large institutions should be numbered on the above principles. They will usually be enumerated by the officers or persons under whose charge or management they are, and in such cases 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 7 of the House List to remind the enumerator of this (vide Nos. 8—10 in Appendix A) for, as has been explained above, the block lists in the enumeration books will be merely extracts from these House Lists. Large institutions of this class, such as the Penitentiary, the Madras Club and the General Hospital, should be constituted separate blocks by themselves. They must, however, be noted in 2

the House Lists in their proper positions, or they may be forgotten when the blocks are subsequently formed and numbered.

14. In every case in which you direct that any European or Anglo-Indian shall be given a household schedule, a note to that effect should be made in column 3 of the House List to remind the enumerator to collect it (vide No. 11 in Appendix A).

Experience has shown that household schedules are seldom filled in correctly and the Government of India wish them used as sparingly as possible. So I request that wherever you can secure European or Anglo-Indian enumerators you will arrange to have Europeans and Anglo-Indians enumerated on general schedules. Where you are unable to arrange this, household schedules may be given to official Europeans and Anglo-Indians drawing Rs. 150 per mensem and over, and to non-officials of a social position corresponding to this.

15. As soon as the House Lists for all the circles in any one division have been completed I should be obliged if you would send to this office an abstract of them in the form of Appendix B. When all the lists in all the divisions are finished, kindly send me a consolidated statement for the City. This will act as a guide to the press regarding the number of schedules required.

16. The fact that a House List has been completed in any division, and an abstract of it sent to this office should form no reason why it should not continue to be checked. It will always be available in the Corporation office. If a house or building has been found to be wrongly numbered 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 3 should be altered, so that all buildings in the list may bear consecutive numbers. This alteration, however, must only be permitted before the actual numbering of the buildings, as next described, has been begun. After this numbering has once been begun, supplemental numbers should be given to any houses newly built or accidentally omitted.

17. When it appears to you that the House Lists have been rendered as correct as is possible, and in any case not later than the 15th October, the marking of the numbers on the buildings mentioned in them should be begun and carried through promptly.

Officers who do the numbering should take the House List with them, and as they arrive at each house they should refer to the list. The house can be identified by the entries in columns 3 and 7 thereof, and the number entered in column 3 opposite each house is that which should be marked on it. Numbers should be in English figures. They should always be placed in front of a house and on its most conspicuous part, which is usually that next the doorway. They should be high enough up to be out of the reach of children and cattle and in a position sheltered as much as possible from rain. Any of the 1911 census numbers which are still visible should be obliterated. Where there is any risk of confusion of census numbers with municipal numbers, the former should be in some manner distinguished, as by being underlined, or having the letter "C" written above or before them.

If the mud walls of a house are too uneven to enable the numbers to be clearly painted, a smooth place should be made with fresh mud and the number marked on this when it is dry. If the walls are too black to permit the numbers to show clearly, a round patch about a foot in diameter should be painted or white-washed and the numbers afterwards marked upon that.

All house-owners should be directed to see that the numbers on their houses are on no account obliterated. The Census Act provides penalties for any wilful obliteration.

When a house has no wall or door upon which the number can be marked, it should be written upon a piece of wood or tin, or on a brick, and this should be given to the house-owner with instructions to preserve it carefully until the census is over.

All Corporation officers should take every opportunity of inspecting numbering work, especially where the crowding of houses and the multiplication of small lanes makes the work more difficult. They should note particularly—

- (i) that every building in the House List is numbered,
- (ii) that the numbers agree with those in column 3 of the House List, and
- (iii) that they are clearly marked.

If any building which should have been numbered has been omitted, it should be given a supplemental number. Thus if it comes between Nos. 28 and 29, it should be numbered 28-A and entered in the House List between Nos. 28 and 29.

18. The Charge Superintendents for the twenty charges, corresponding with the twenty old divisions, should be appointed at the outset, as it will be necessary to hold some officer responsible for the correct preparation of the House List, and the proper numbering of the houses, in each division. It will probably be found best to appoint at once the 113 supervisors required for the 113 circles, as a single Charge Superintendent will not find it possible to examine the House List and the house numbering in so large an area as a division without assistance. All Charge Superintendents and Supervisors should be officials of the municipality. About 1,200 enumerators will be required and it is important that all these should be in the service of Government or of the Corporation. I request, therefore, that inquiries may be set on foot at an early date to ascertain how many clerks, etc., can be provided for enumerators' posts by the various Government offices in the city. Government are issuing orders directing all departments of the administration, and all heads of offices in the City of Madras, to assist in every way in their power in the taking of the Preliminary Enumeration and the Final Census, and it should be explained to them when inviting their assistance that Preliminary Enumeration can be done by working before office hours and that all offices in the Presidency will be closed at the time of the Final Census for three days so that clerks deputed to census work will hardly be taken away from their duties at all. The names of the clerks promised by the various departments and offices should be entered in a register according to the division in which each resides and endeavours should be made to give each of them a block in his own division.

19. As soon as the House List is complete in any circle, that circle should be divided into blocks, whether the list for other circles is finished or not. The arrangement of these blocks should be entrusted to selected subordinates. The officer doing the work should take the House List for the circle, and should make the first sixty houses entered in column 3 thereof, together with other buildings situated among them (column 4) into the first block.

20. Under the entries relating to the last of the sixty houses he should then draw in the House List a line in coloured ink or pencil running right across all the columns in the list. He should then in the same way form 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 circle is reached.

21. While thus dividing the circle into blocks the officer doing the work should go to the spot and should take into consideration the situation of the houses, so that each block may be as compact as possible. If, for instance, the sixtieth house is at a long distance from the fifty-ninth, but close to the sixty-first, it would be better to make a block of fifty-nine houses, and to begin the next block with the sixtieth house. In the same way, if, after sixty houses have been counted off, there remain three or four houses near house No. 60, but distant from the next number after them, it will be best to include them also in the block to which No. 60 belongs.

22. When the whole of a circle has been marked off into blocks, the blocks should be consecutively numbered in column 8 of the House List, and, in order that there may be a permanent record of the area comprised in each, the limits and number of each block should be marked on the maps already referred to in paragraph 5. I should

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be obliged if these maps, or copies of them, could be sent to me after the census is over for use in the tabulation offices.

23. Next, an enumerator should be selected for each block from among the lists prepared in accordance with paragraph 18, and his name and occupation should be entered in column 9 of the House List. I should be obliged if you would kindly arrange that, if possible, Anglo-Indian or Indian Christian enumerators are appointed to all blocks in which there are many Anglo-Indian or Indian Christian inhabitants. Other enumerators are not likely to understand the nature of the various Christian sects to be entered in column 4 of the schedule. Orders of appointment under the Census Act should then be given to all grades of census officers. Printed forms for the can be obtained from the Superintendent, Government Press, on indent.

(p. 9 cf)  
24. Lastly, the Circle List must be prepared for each circle. This will be in the form of Appendix C attached to this letter, the entries in which will explain themselves. It is a most important record, and as copies of it will be required by each supervisor and Charge Superintendent and three copies wanted in my office to serve as an index to the enumeration books in the abstraction offices, it should be printed. The list for each circle should be printed on a page by itself, and these pages should then be bound together in order by charges for the use of Charge Superintendents. One copy of the lists for each charge, so bound together, should be sent to this office as soon as they are printed. Two more copies, carefully corrected to date in manuscript, should be sent to the abstraction offices with the enumeration books for the blocks included in them.

25. A manual for the use of Charge Superintendents and Supervisors will be issued later on, and this will contain instructions as to the manner in which the schedules should be filled in and details of the procedure which should be followed at the Preliminary Enumeration and the Final Census.

(O)  
26. In G.O. No. 1071, Home (Mis.), dated 11th June 1920, the Government have ordered that as in 1911 one half of the total cost of the census operations in the city of Madras should be borne by the Corporation and the other half should be met from Imperial funds. I shall address you separately regarding the form in which the accounts should be kept.

(p. 10 cf)  
27. Finally, I request that a report in the form of Appendix D may be sent to me for each half month commencing from 1st August showing the progress made during the period. This may be despatched so as to reach my office not later than the 5th and 20th of each month.

I have the honour to be,

Sir,

Your most obedient servant,

G. T. BOAG,  
Superintendent of Census Operations.

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APPENDIX A.

House List

Madras Corporation.

Old Division No.

Circle No.  
Name of Supervisor.

| No. | Name of street. | Buildings.                                              |                                           |                                              | Name of principal occupant of occupied houses.           | Remarks.                                                                          | Number of block. | Name and occupation of enumerator. |
|-----|-----------------|---------------------------------------------------------|-------------------------------------------|----------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------|------------------|------------------------------------|
|     |                 | Serial number for all buildings, serial for the circle. | Houses ordinarily used as residences.     | Buildings not ordinarily used as residences. |                                                          |                                                                                   |                  |                                    |
| 1   | 2               | 3                                                       | 4                                         | 5                                            | 6                                                        | 7                                                                                 | 8                | 9                                  |
|     |                 | 1<br>2                                                  | 1<br>1                                    |                                              | Ramaswami Chetti<br>Viraswami Mudali.                    | 13 persons usually reside here.                                                   |                  |                                    |
|     |                 | 3                                                       | 1                                         |                                              | { 1. Govinda Rao.<br>2. Subba Rao.                       | Shop.<br>School.                                                                  |                  |                                    |
|     |                 | 4<br>5<br>6<br>7<br>8<br>9<br>10<br>11                  | 1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1 | 1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1    | Uninhabited.<br>Kuppuswami, Hotel Manager.<br>John Smith | Temple.<br>Hotel schedules to be collected.<br>Household schedule to be collected |                  |                                    |
|     |                 | .                                                       | .                                         | .                                            | .                                                        | .                                                                                 | .                | .                                  |
|     | Total ..        | 708                                                     | 590                                       | 118                                          |                                                          |                                                                                   |                  |                                    |

APPENDIX B.

Abstract of House Lists for each Division to be sent to the Superintendent of Census Operations.

Madras Corporation.

Division.

| Number of each circle the Division. | Total number of buildings entered in column 3 of the House List for each circle. | Houses ordinarily used as residences. | Buildings not ordinarily used as residences. | Number of houses in column 3 in which the usual population is more than ten persons. | Total of the excess population referred to in column 5. | Number of household schedules required at the rate of 2 per household. | Remarks. |
|-------------------------------------|----------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------|----------|
| 1                                   | 2                                                                                | 3                                     | 4                                            | 5                                                                                    | 6                                                       | 7                                                                      | 8        |
|                                     |                                                                                  |                                       |                                              |                                                                                      |                                                         |                                                                        |          |
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|                                     |                                                                                  |                                       |                                              |                                                                                      |                                                         |                                                                        |          |
| Total for the Division.             |                                                                                  |                                       |                                              |                                                                                      |                                                         |                                                                        |          |

*Circle List.*

Division No.

| Number of circle. | Name and occupation of supervisor of the circle.   | Number of block for (consecutive the circle). | Enumerator's         |                                      | Number of residences in the block. | Number of other buildings in the block. | Remarks. |
|-------------------|----------------------------------------------------|-----------------------------------------------|----------------------|--------------------------------------|------------------------------------|-----------------------------------------|----------|
|                   |                                                    |                                               | Name.                | Occupation.                          |                                    |                                         |          |
| 1                 | 2                                                  | 3                                             | 4                    | 5                                    | 6                                  | 7                                       | 8        |
| 2                 | Ramaswami Ayyangar, Clerk in the Municipal office. | 1                                             | Subrahmanya Ayyar .. | Clerk, High Court ..                 | 60                                 | 7                                       |          |
|                   |                                                    | 2                                             | Govinda Rao ..       | Municipal Conservancy Overseer.      | 60                                 | 6                                       |          |
|                   |                                                    | 3                                             | Shanmukham Pillai .. | Clerk, Pay Examiner's office.        | 63                                 | 5                                       |          |
|                   |                                                    | 4                                             | Ramanuja Ayyangar .. | Clerk, Municipal office ..           | 60                                 | 8                                       |          |
|                   |                                                    | 5                                             | Qasim Sahib ..       | Storekeeper, Municipal Office.       | 58                                 | 4                                       |          |
|                   |                                                    | 6                                             | Ramaswami Chetti ..  | Deputy Inspector of Vaccination.     | 60                                 | 11                                      |          |
|                   |                                                    | 7                                             | Krishnaswami Rao ..  | Clerk, Army Clothing Department.     | 61                                 | 7                                       |          |
|                   |                                                    | 8                                             | Rajagopalachari ..   | Schoolmaster, Pachaiyappa's College. | 59                                 | 6                                       |          |
|                   |                                                    | *                                             | * * * *              | * * *                                | *                                  | *                                       |          |

## APPENDIX D.

*Progress Report on the Preliminary Arrangements for the Census up to*

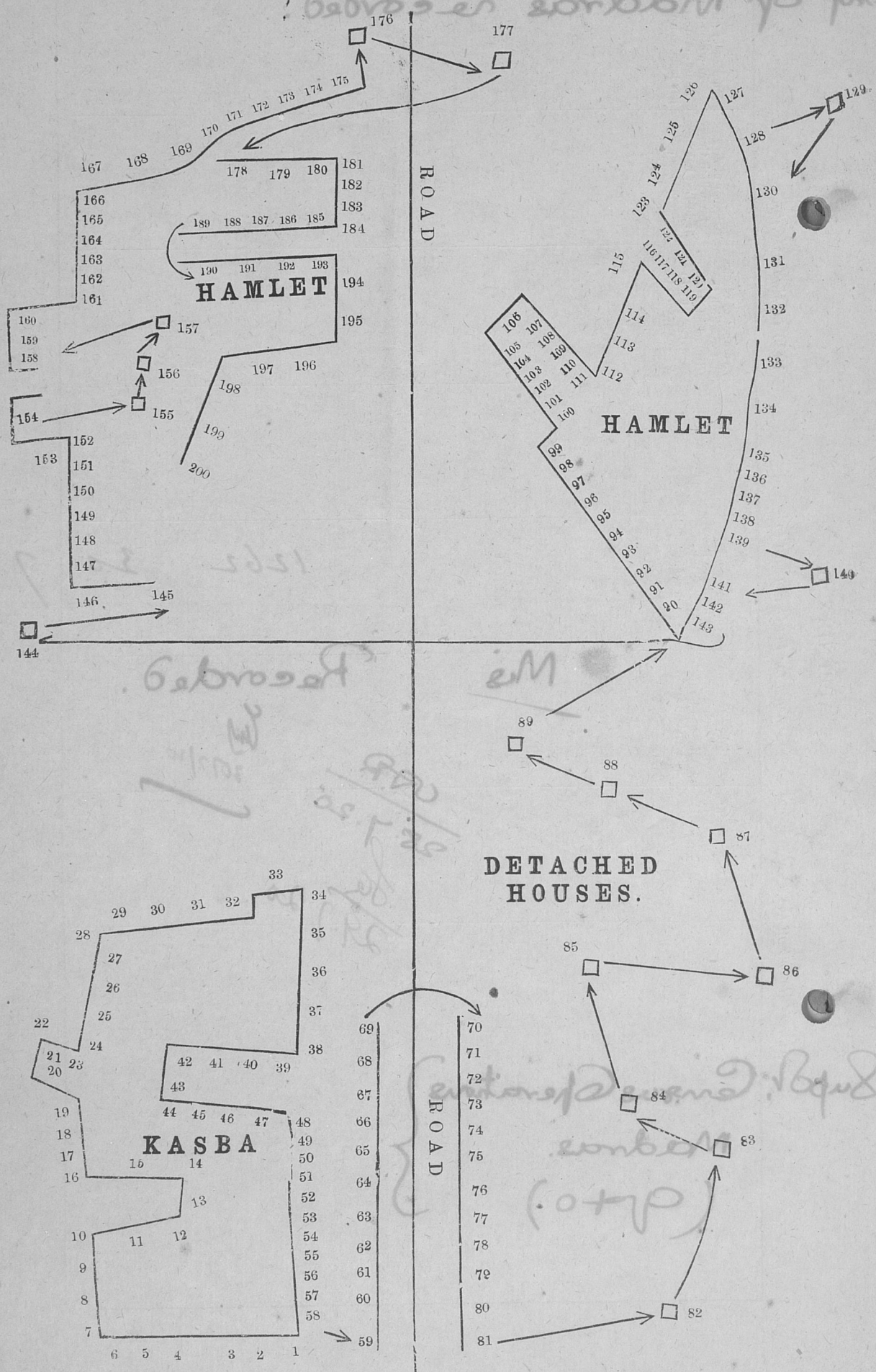
1920 in Madras City.

| Division. | Total number of circles in the division. | Number of circles for which house list has been written up. | Number of circles which have been divided into blocks. | Number of blocks. | Number of circles for which the Circle List has been written up in manuscript. | Number of circles for which the Circle List has been printed. | Number of circles in which the house-numbering has been completed. |
|-----------|------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------|-------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------|
| 1         | 2                                        | 3                                                           | 4                                                      | 5                 | 6                                                                              | 7                                                             | 8                                                                  |

(M) envott

envott

ent fo. pinbropen reduced  
Plan showing how houses should be numbered.



Census

Home (Mis) DEPARTMENT.

Circular regarding \_\_\_\_\_ of the  
City of Madras recorded.

READ AGAIN G.O. No. \_\_\_\_\_, dated \_\_\_\_\_ 192

\_\_\_\_\_ 192

\_\_\_\_\_ 192

READ ALSO:-

C. No. 3658 From the Supdt. Census No. 244, dated 24. 7. 1920

Operations, Madras

\_\_\_\_\_ 192

\_\_\_\_\_ 192

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ORDER.

No. 1262, dated 30. 7. 1920

Mis

Recorded.

28. 7. 20

29. 7. 20

To  
The Supdt. Census Operations,  
Madras.  
(940)

ent to pinbropen no longer  
Gebrauch von Bomben für die

*When signed—*

192

192

DATE

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

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LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILLED UP, BEING MEANT FOR DESPATCH  
IN ORIGINAL.

**N.B.—**

A = Copy in full.

B Not to be copied.

P = Copy abstract only.

Q = Copy heading only.