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Miscellaneous

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[Despatch Abstract.]

Census

Rules for the - of Railway premises and of
travellers by rail, and of the inmates of institutions, tra-
vellers by road etc. , - circulars recorded.

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Home (Miscellaneous) DEPARTMENT.

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Submitting copies of Rules for the Census of Railway Premises and of Travellers by Rail and of the Inmates of Institutions, travellers by Road, etc.

ENCLOSURES.

No. Two

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No. 369

Station Madras, Dated the 10th August 1920

From (Name) G. T. Bong 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.

S. Bong

Superintendent of Census Operations, Madras.

Circular No. 13.

RULES FOR THE CENSUS OF RAILWAY PREMISES AND OF TRAVELLERS
BY RAIL.

1. The Government of India have decided that the whole of the Railway Census should be carried out under the direction of the Civil District authorities as a part of the District Census Operations—the local railway officers co-operating with the district officers, and supplying when necessary the staff of Supervisors and Enumerators required for the enumeration of railway colonies and settlements, railway stations, and the travelling public; but in the case of large railway colonies or stations, the railway officers working in conjunction with and on behalf of district officers, should carry out practically the whole of the arrangements and details of the census themselves. Thus large railway stations or settlements will be constituted census charges in themselves with the Chief Railway Officer of each centre as Charge Superintendent. The ordinary railway centre or station will be a circle included in the civil census charge in which it lies, the Supervisor being generally the local Stationmaster working under the direction of the Civil Charge Superintendent of the charge in which his circle lies. Signalmen, gangmen, or gatemen living in small houses or huts whether within or without the railway fences, will be included either in the nearest railway station block or in one of the blocks of the nearest village or town and enumerated along with the ordinary population of that block.

2. The Agent or Manager of each railway line will send to the Superintendent of Census Operations, Madras, not later than the 1st September 1920 a list of railway stations and other railway premises in each civil district, indicating which premises are of such size and importance as to be formed into separate charges under the superintendence of a railway officer; he will also nominate the local railway officer who is to assist each Collector in the organization of the railway census of the district. The duties of this officer will be to co-operate with the Collectors of the districts lying within his jurisdiction in regard to the census arrangements in those districts and to furnish the Collector with any information required as to railway areas or persons suitable to be appointed supervisors and enumerators.

3. *Definitions*—(a) “*Railway premises*” includes a railway station within distant signals, with all workshops or other premises situated *within the railway boundaries*, on which permanent or temporary employes of the railway reside. It does not include gangmen’s or gatemen’s huts and similar isolated buildings beyond the distant signals whether within or outside the railway fences. Special care is required in this matter to see that there are no omissions and no double enumerations.

(b) “*Residents*” includes all persons whether railway employes or not who pass the night of the 18th March 1921 on railway premises as defined above. It does not include railway servants or others who work on railway premises either by day or night, but who habitually return to their houses outside “*Railway premises*” when off work; these will be enumerated in their homes.

4. *Census divisions and Officers*.—(a) “*Charge*” will consist of such large railway stations, colonies, or workshops, as it may be decided to place under a Railway officer as Charge Superintendent.

(b) A “*Circle*” will usually consist of the buildings within the limits of a railway station or other railway premises. It will be in charge of a Supervisor who will usually be the Stationmaster or other official in charge of the premises. A circle should not contain more than 500 houses. Parts of two or more stations should never be included in the same circle. At joint stations special arrangements must be made in consultation with the officers of the different railway companies for the census of all buildings and of all trains passing through them on the night of March 18th.

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(c) Circles which contain more than 50 houses should be divided into "Blocks" of not more than 50 houses each. For each block an "Enumerator" must be appointed whose duty it will be to record the particulars required at the census. For blocks inhabited mainly by Indians the enumerator should usually be an Indian. For each block inhabited chiefly by Europeans or Anglo-Indians, an European or Anglo-Indian enumerator should be appointed, with an Indian enumerator associated with him to prepare the record for any Indians living in the block. Small stations will usually be a circle with only one block, and the same person may be appointed both Supervisor and Enumerator.

N.B.—Charge Superintendents (of purely railway charges), Supervisors and Enumerators will ordinarily be employes of the railway residing in or near the areas with which they have to deal. They should be selected by the local railway authority but their formal appointment should be made under the signature of the District Magistrate.

5. *Census forms*.—The "General schedule" is the form on which the enumerators will fill in the necessary particulars for all persons enumerated by them.

The "Household schedule" is the form issued in a strictly limited number of cases to those who personally fill up the required particulars for themselves and their families.

One "Enumeration Book" will be supplied for each block. It will consist of (1) one or two *block list* leaves on which will be entered the census number of each house in the block, the description of the house, and the name of the head of each family living therein; (2) *general schedule* leaves at the rate of one for every two houses in the block; (3) a *cover* on which are printed instructions to enumerators, a specimen schedule with typical entries for guidance and other particulars.

Household schedules are printed on one side with spaces for the entry of ten persons, and on the other with instructions and a specimen schedule containing typical entries for guidance. They should be used as sparingly as possible, and should be supplied only to the higher Railway officers, or Europeans and Anglo-Indians living in a block for which the Enumerator is an Indian. Servants who do not live with and get their meals from the family should not be enumerated on the household schedule; servants who live in separate godowns will be enumerated on the general schedule by the Enumerator of the block.

"Enumeration tickets" are small pieces of paper on which the word "Enumerated" is printed in several languages. A ticket is given to every traveller by rail when he is enumerated in order to prevent his being counted again.

The leaves of the Enumeration Books will be issued loose and will have to be bound up into books of a size suitable for the requirements of each block. The station enumeration (rule 17) and train enumeration (rule 13) will be treated as separate blocks for this purpose, and books and tickets varying with the number of travellers in each case should be provided for them. A small reserve of loose forms should be kept at each station.

A: Census of persons residing on Railway Premises.

6. *Ordinary railway centres or stations*.—At the end of the house lists already prepared for each village or municipal ward in which there are railway premises, the village officers or Municipal Chairman should enter all houses situated in railway premises within the limits of the village or ward. These entries should be made in exactly the same way as those for the rest of the village or town. An abstract in the prescribed form should be sent to the Tahsildar, who will incorporate the entries in his general village register, treating the railway premises as a hamlet of the village in which they lie; similar entries should be posted in his town register by the Municipal Chairman. In the remarks column of the general village register should be entered the number of travellers likely to be enumerated at the station (see rule 16 below) which must be ascertained from the Railway officer nominated for census work. A supplemental statement as directed in paragraph 1 of Circular No. 6, dated 26th May 1920, should then be submitted to the Collector and to this office embodying the additions to the general village register. Each railway

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centre or station should then be constituted one or more circles according to its size; the railway officer should be addressed to nominate as many Supervisors and Enumerators as may be required, and after this nomination is received the Circle list should be prepared and sent off with the other Circle lists of the taluk or town to be printed. The duty of training the railway Supervisors and Enumerators will devolve upon the Charge Superintendent of the Charge in which the railway premises are situated. Enumeration forms and tickets will be distributed to these railway circles by the Tahsildars or Municipal Chairmen concerned. The procedure as regards Preliminary and Final Enumeration, the collection of Household schedules and the preparation of the provisional abstracts will be exactly the same in the railway premises as in ordinary towns and villages.

7. *Specially large or important Railway Centres, Colonies, Workshops or stations*.—As soon as the Railway Companies send the report referred to in rule 2, Collectors will be informed of the stations or other centres for which Railway officers will be appointed Charge Superintendents. As soon as the Charge Superintendent is appointed he must get a House list in the form of Appendix A written up for his charge. The specimen entries and the notes attached explain how it should be prepared. It must be carefully checked by the Charge Superintendent after completion to see that no houses have been omitted. When the boundaries of the charge are not clearly defined great care must be taken both by railway and civil officers to see that there are no omissions and no duplications. As soon as the House list is complete the charge should be divided into circles and blocks—each block containing not more than 50 houses and each circle not more than 500 houses. For each block an Enumerator and for each Circle a Supervisor must then be nominated by the Charge Superintendent for the District Magistrate's formal order of appointment.

8. The Charge Superintendent will then prepare and print a charge list in the form of Appendix B. The Charge Superintendent should keep one copy himself; he should send one copy to the Collector, one to the local Tahsildar or (in municipalities) the Municipal Chairman, and three copies to the office of the Superintendent of Census Operations, Madras. These are most important statements and must be prepared with great care; they serve as indents for the number of enumeration forms required, and should therefore be completed as early as possible.

9. *House-numbering*.—As soon as the house lists are ready the numbers entered in column 3 of them should be marked clearly and durably on each of the houses described in columns 4 and 5.

10. *Instruction of enumerators*.—A Manual of Instructions showing how to fill up the schedule will shortly be issued to Charge Superintendents, who should drill all their Supervisors and Enumerators in the rules. The easiest way of doing this is to collect the Supervisors and Enumerators and make them enumerate on rough paper a number of persons selected at random and then point out to them their errors. Collectors and other District Officers will render any necessary help to the Railway Charge Superintendent in training the Supervisors and Enumerators.

11. *Distribution of Enumeration forms*.—The general schedules, covers and block lists for the enumeration of residents within railway premises will be issued in December or January by the local Tahsildar or Municipal Chairman, and as soon as they arrive they should be stitched into books of the correct size in the manner described in paragraph 5 above. The House lists will show the size of each block and consequently the number of general schedules and block lists which should be bound into each cover. The household schedules, and the general schedules, covers, and enumeration tickets for the enumeration of travellers will also be issued at the same time.

12. *Preliminary Enumeration by General schedules*.—About the 10th February every Enumerator should take his enumeration book and fill up, from the House list, the block list stitched into it. He should then visit each house mentioned in the block list in the order in which it appears therein and fill in the general schedule for each house in the manner prescribed in the instructions printed on the cover of the book. This task should be completed by the 5th March and during its progress the Supervisor should test all the entries by house-to-house visits. Charge Superintendents should also check as many of them as possible.

(R)

Recorded in 80-NE-1078 (Household)
12-6-20

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13. *Final enumeration.*—On the night of the 18th March beginning at 8 o'clock the Enumerator must again visit every house in his block, and see that the entries are brought up to date, by striking out the record relating to persons who have died or gone away, and entering particulars for all new comers. Persons absent on duty for the night only (e.g., with a running train or in signal box) should be recorded as present in the houses where they reside.

14. *Household schedules.*—In the case of persons who will personally prepare the census record for themselves and their families (see rule 5) the Household schedules should be left with the head of each family about the 15th March, and his signature should be taken in the last column of the block list. On the morning after the census, i.e., on the 19th March, these schedules must be collected by the Enumerator, examined by him on the spot and corrected where necessary. The Enumerator must then bind them up in his Enumeration Book.

15. As soon as all Household schedules have been collected on the morning of 19th March, each Enumerator should fill in the Enumerator's abstract which is printed on the third page of the cover of the Enumeration Book. This abstract will include all the schedules stitched in the book whether household or general. The books should then be handed over to the Charge Superintendent who should first see by referring to his Charge list (Appendix B) that he has received them all. He should then check the totals, enter them in the charge abstract (Appendix C), distinguishing residents, persons enumerated by station enumerators, and persons counted in trains in the manner shown in that form. When all the books for the charge have been checked and posted in the Charge Abstract he should total the abstract, and send the books with the Charge Abstract to the Tahsildar or Municipal Chairman as the case may be.

B.—Census of persons travelling by railway.

16. *Station enumeration.*—At large stations where the census is in charge of a Railway Charge Superintendent the Station enumeration will also be under his supervision. At other stations, the Station Enumerator will be nominated by the Railway officer, but he will be appointed and instructed by the Civil officers of the district in which the station is situated.

17. Travellers by rail must be enumerated on separate books from residents on railway premises. For each station a special Enumeration Book must be used for travellers which should be marked "travellers only" on the cover. The remark column of the General Village Register will show how many schedules each such book should contain. These books do not require a block list.

An official called the Station Enumerator should be told off at each station to enumerate all persons taking tickets at that station or alighting from a train between 7 p.m. on the night of the 18th March and 6 a.m. on the 19th. Persons about to travel usually arrive at a station some time before their train is due; and they should, so far as possible, be enumerated by the Station Enumerator before they enter the train. Each person so enumerated should be provided with an enumeration ticket to prevent his being counted again.

All persons alighting from a train should be asked if they have been enumerated already, and it should be made clear that the final Census, and not the Preliminary Enumeration, is referred to. If they produce enumeration tickets or otherwise satisfy the enumerator that they have been enumerated, he should let them go. Otherwise, he should fill up *all the columns* in the schedule for each person not already enumerated, and give him an enumeration ticket.

An account should be kept of the number of enumeration tickets issued to each Station Enumerator, and the number of persons enumerated by him should correspond to the number of tickets used by him.

18. *Train enumeration—Civil population.*—On the evening of the 18th March the guard in charge of the train should distribute Household schedules to all first and second-class passengers and to all Europeans and Anglo-Indians travelling intermediate or third class, and request them to fill them in and give them up at any station at which they may alight during the night, or (if they do not alight) keep them till they are collected in the morning. The rest of the persons in the train will be enumerated on General schedules as noted below.

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All passengers who cannot produce enumeration tickets, and who do not appear to have been enumerated anywhere else, must be counted at the first large station at which the train stops at or about 6 a.m. on the 19th March by one or more Train Enumerators selected from the local railway staff. A place should be chosen where the train is timed to stop for a sufficient period, which should, if necessary, be slightly prolonged. Where the local staff is insufficient for the speedy enumeration of passengers at this halt, a few clerks should be sent temporarily from another station. Each compartment should be locked at the preceding station and should remain locked until the enumeration above described has been completed. Enumeration tickets need not be given on this occasion.

The Household schedules given the evening before to first and second-class passengers and others who have not alighted during the night should at the same time be collected and examined by an intelligent official, who should fill up the form for those who have omitted, or are unable to do so for themselves. He should see that the schedules thus collected are securely stitched into a cover together with the general schedules for the other passengers thus forming 'a compact book,' which should be marked "Train enumeration," and hand over to the Supervisor of the Circle.

19. *Train Enumeration—Troops.*—Troops travelling by rail on the night of the census will be enumerated by their officers, and the return separately sent in. But the Indian servants and followers travelling with them, will be enumerated with the rest of the persons in the train.

C.—Special Arrangements.

20. *Lines under construction.*—Arrangements for the census of camps and collections of coolies on lines under construction will be made by the Collector with the Engineer or other Railway officer in charge of the work. The camp will be divided up into circles or blocks and the Supervisor and Enumerators selected in consultation with the Railway officer in charge.

21. *Ballast trains.*—Ballast trains are usually stabled for the night in or near some station. The guard should be made responsible for the enumeration and his train should form an extra block of the station concerned. The record for these coolies should be prepared during the day time on the date of the census and revised after dark.

22. *Expenses.*—The necessary forms will be supplied by Government. The agency employed will consist chiefly of officials attached to the Railway, who will not ordinarily receive any special remuneration for their services. Government will bear all charges in connexion with the compilation of the results.

G. T. BOAG,
Superintendent of Census Operations.

House List.

Name of Charge Superintendent.

South Indian Railway.

(1) Serial number of circle. (Serial for the charge.)	(2) Name of station, or workshop, or camp.	(3) Serial number of occupied houses, (Serial for the charge.)	(4) Nature of each house.	(5) Name of chief occupant.	(6) Number of household schedules required.	(7) Serial number of block. (Serial for the charge.)	(8) Names and occupa- tions of enumerators. (One required for each block.)	(9) Name and occupation of superintendent.	(10) Estimated number of <i>travelers</i> who will be enume- rated at the station.	(11) Language in which census record will be prepared.
1	Tanjore station.	1	Clerk's quarters	Virabhadra Pillai	..	.	Rajagopala Achari,	Gopalakrishna Pillai, Assis-	320	Tamil.
		2	Do.	Ramaswami Ayyangar ..	..	.	Clerk.	tant, Station-		
		3	Do.	Viraswami Chetti ..	..	.	Achari,	master.		
		*	* * *	#	..	.				
		60	Guard's bungalow	R. Alexander ..	..	1				
		61	Pointsmen's lines	Ramaswami ..	..	.				
		62	Do.	Appasaami ..	..	.				
		*	* * *	#	..	.	Padmanatha Ayyar,	Hospital Assistant		
		119	Workmen's quarters	Ragaswami Achari ..	..	.				
Total		119			31				320	

Column 3.—Each dwelling place which has a separate principal entrance on to the common way should be given a separate number. If any large building has been divided into separate dwellings or tenements, such as married quarters occupied by distinct families or groups of persons, each of these buildings should be given a separate number. In coolie lines, each dwelling place having a separate doorway should be given a separate number. In the case of houses occupied by Europeans or Anglo-Indians, one number should be given to the house proper and another number to the servant's quarters, which will be visited by a different enumerator. Where a separate station enumerated by the Indian population and Indians for the Anglo-Indians and Anglo-Indians for the Indians is visited by a different enumerator, the number of the Indian population should be given in the separate column.

Column 8.—European or Anglo-Indian enumerators should be appointed for the enumeration of Europeans and Anglo-Indians, and Indians for the Indian population. Where a separate station enumeration is required, the enumerators should be appointed in a separate book from residents and this must be shown as a separate block for the station. Train enumerators for the station should be shown in this column. Travellers will be enumerated in a separate book from residents and this must be shown as a separate block for the station. If necessary, the enumerators should also be appointed and their names entered in this column.

enumeration described in rule 18 should also be appointed and their names entered in this column.

Column 10—This should be filled in from calculations based on the average number of persons alighting at the station on March 18th for the last three years. This number must be suitably increased in the column which the station enumeration referred to in paragraph 18 of the rules will take place. "A liberal provision should be made.

Charge List.

[To be sent to Collectors and the Superintendent of Census, Madras, before September 1st]

South Indian Railway.

Charge No. 4.

Name of taluk.	Serial number of circle. (Serial for the charge.)	Name of station, workshop or camp.	Total number of houses in column 3 of the house list.	Number of household schedules required for Europeans and Anglo-Indians.	Serial numbers of blocks. (Serial for the charge.)	Estimated number of travellers who will be enumerated at the station.	Language in which census record will be prepared.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Tanjore ..	1	Tanjore ..	119	31	1 and	320	Tamil.	
	•	• • •	•		•	•	•	
Total ..								

Charge Abstract.

Railway.

Number and description of charge.

Name of station, workshop or camp.	Number of block.	Number of books of schedules filled up for each block.	Number of occup ed houses.	Population		
				Males.	Females.	Total.
	1	1				
	2	1				
	3	1				
	4	1				
	5	1				
	Station-enumeration ..	1				
	Train-enumeration ..	1				
Total of charge ...						

OFFICE OF THE SUPERINTENDENT OF CENSUS
OPERATIONS,

Fort St. George, Madras, 27th July 1920.

Circular No. 14.

From

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

All Collectors.

Sir,

I have the honour to address you regarding special arrangements to be made for the Census of the inmates of institutions, travellers by road, etc., and certain other persons who cannot be brought within the scope of the ordinary census organization.

2. In accordance with paragraphs 18 and 20 of this office Circular No. 5, dated 28th April 1920, sub-jails, hospitals, dispensaries and similar institutions will have been included in some block while District and Central Jails, Lunatic Asylums and the Chingleput Reformatory School will have been made into separate blocks by themselves. The population in all these institutions should be enumerated, under your general supervision, by the officer in charge, to whom schedules and other forms and, if necessary, a copy of the Manual for Charge Superintendents and Supervisors should be supplied. Such of them as have been made into separate blocks should be included in some circle, and entered in the Circle list.

3. *Jails.*—The enumeration will include all classes of prisoners and all jail officers and their families who reside within the precincts of the jail. It will also include police on duty as jail guards, if they sleep and take their meals within the precincts of the jail; otherwise they will be enumerated as part of the district police.

4. The preliminary enumeration will be commenced on the 7th and completed by the 12th March. Prisoners who will be released before the 18th March should not be entered. In column 9 of the schedule, prisoners should be classed as convicts, under-trial or civil prisoners. Their previous occupations should not be shown nor the labour on which they have been engaged in jail, nor any subsidiary occupation. For infants with their mothers, the entry in column 11 should be the same as that of the mother in column 9.

5. The Final Enumeration should be commenced at lock-up time on the 18th March. Every prisoner should be called by his name as he enters his sleeping ward, and the fact of his entry in the Enumeration Book verified. Prisoners received after the preparation of the Preliminary Record should be entered, and those no longer present should be struck out. After all the prisoners have been dealt with, the Final Census of the Jail officials and their families should be taken.

6. *Hospitals, Leper and Lunatic Asylums.*—The Census of hospitals and of leper and lunatic asylums should be carried out by the officer in charge on the same principles as the census of jails. Patients in asylums should be shown in column 9 of the schedule as "inmate of leper (or lunatic) asylum." For patients in hospital the occupation last followed should be entered.

7. Enumeration books for these institutions will be sent direct to your office and I shall be obliged if you will kindly distribute them to the officers concerned.

8. *Travellers.*—Travellers by rail and sea will be enumerated under the rules for railways and ports, which have already been communicated to you. Travellers halting on the night of the 18th March at chatrams, bandstands, etc., as well as members of wandering tribes (e.g., Erikalas, Koravas, etc.) will be counted under the ordinary rules by the enumerator of the block in which the halting place is situated or the tribe is found (see rule 13 of the Instructions to enumerators on the cover of the schedule book). Houses situated within the limits of navigable canals

(10)
Recorded in
G.O. No. 1019 H.M.
25.5.20

(a)
Circular No. 13
11-2-84

(b)
Circular No. 11
11-2-84

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will have been included in the House lists for the villages in which they are situated and their inhabitants will thus be enumerated in the ordinary way. The following instructions relate to the enumeration of persons who are actually travelling by road or canal on the night of the census (18th March 1921) or are found having no homes of their own, sleeping on the roadside, in the streets or under trees.

9. *Travellers by canal* should be enumerated at suitable stations by the Public Works Department officials employed on the canals, e.g., Lock Superintendents. The enumeration stations and the officers who will be entrusted with the work should be selected in consultation with the Public Works Department officer in charge of the canal. Similar arrangements should be made for the enumeration of travellers on navigable rivers such as the Godavari and on the backwaters on the West Coast.

10. *Travellers by road* should be counted at such places along the various roads as may be fixed by you. Constables at Police stations situated on the roadside and the establishments at the various toll-gates should be employed for the work. The enumeration stations should be close enough to ensure the enumeration of all persons travelling along the roads between 7 p.m. on the night of the 18th March and 6 a.m. on the morning of the 19th.

11. *Houseless poor*.—The ordinary enumerator merely goes from house to house and is therefore likely to miss the "houseless poor" who are to be found in large towns and villages. The enumeration of this class may be assigned to beat constables.

12. *Fairs and religious assemblages*.—It should be ascertained beforehand whether any fairs, religious assemblages or important marriage festivals will be in progress on the night of the census, and special arrangements should be made where necessary. If the numbers are large, special enumerators should be appointed at the rate of one for every 150 persons or less; and tickets, as directed in rule 15 below, should be given to each person as enumerated to prevent him from being counted twice over.

Note.—In order that none of these gatherings may be overlooked, Tahsildars should be called on to submit not later than the 15th January a list of all such assemblages which are likely to occur in their jurisdiction. A list of all assemblages at which more than 500 persons are expected to attend should be sent to the Provincial Superintendent with a note showing the special arrangements which have been made for their enumeration.

13. *Pilgrims*.—The only persons likely to be on the move in any numbers are pilgrims. Having ascertained their movements, as in the preceding article, arrangements should be made to enumerate them at the chatrams, camping-grounds, etc., where they are likely to halt for the night.

14. The forms required in connexion with this portion of the operations will be—

- (a) Orders of appointment of Census officers.
- (b) Enumeration tickets.
- (c) Loose general schedules, on each of which 20 persons can be enumerated.

(p. 12 cf)

15. Every person employed in the enumeration of travellers by road or canal and of the houseless poor should be furnished with an *order of appointment* under the Census Act, which will be in the form of Appendix A, but usually in the vernacular of the district. This form should be signed by the Tahsildar or Municipal Chairman who will take care to fill in paragraphs 1 and 7 before issue. On the back of the form are printed a set of instructions for filling up the schedules, and each enumerator will also be supplied with a specimen schedule containing sample entries as in the last page of the cover of the enumeration book. *Enumeration tickets*, in the form of Appendix B, are issued to every person counted under the rules contained in paragraphs 8 to 13 of this Circular and each enumerator should get a sufficient supply of them as well as of the *General schedules* on which the enumeration will be made.

(p. 14 cf)

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16. A statement showing the number of enumeration tickets issued to each district in 1911, and the number of travellers, etc., enumerated in each district will be found in Appendix C. This will serve as some indication of what your requirements should be; and I request that I may be informed at a very early date of the number of forms of each kind which you require for use in your district at the forthcoming census.

(p. 14 cf)

17. *Touring Officials*.—Arrangements should be made for the enumeration of the camps of all officials on tour in the districts on the night of the 18th March, and of persons halting in travellers' bungalows, etc. The schedules used for them should be sewn into the Enumeration Book of the block in which they are enumerated.

18. *Wood-cutters*.—The census of wood-cutters and other persons in forest reserves will be taken by the forest staff. The procedure will vary according to circumstances. Ordinarily it will suffice to direct all persons working in forests to assemble on the afternoon of the 18th March at previously notified centres, where they will be enumerated by the Forest Ranger or other officer selected. In special cases more elaborate arrangements will be necessary.

19. *Police stations, etc.*—The census of all persons present in police lines and large police stations may be taken under the orders of the Superintendent of Police, who will select the enumerators. Police lines will be treated as a separate block (or blocks) of the circle in which they lie. The usual system will be followed for preparing the enumerators' abstracts and for making them and the enumeration books over to the supervisor of the circle.

20. I beg to request that all these special enumerators may be appointed in good time so that they may be trained in their duties along with the other enumerators.

I have the honour to be,

Sir,

Your most obedient servant

G. T. BOAG,

Superintendent of Census Operations.

12 APPENDIX A.

Form to be given to Enumerators of Travellers by Road and Canal and Houseless Poor.

(Paragraphs 1 and 7 should be filled in by Tahsildars and Municipal Chairmen before issue.)

I, Tahsildar
Chairman of the
you
along the

Taluk
Municipality, hereby appoint
enumerator of the travellers
Road
Canal at the enumeration station at

2. You must be at the above station by lamp-lighting time on the 18th March and must remain there until sunrise the next morning.

3. You must enumerate on the schedules which have been given you every traveller who passes by your station between those hours, but you should not enumerate persons who are merely on their way to houses close by to spend the night there, or are going to their fields to watch crops, channels, or cattle, etc., as they will be counted by the ordinary enumerators.

4. Before enumerating any person you must ask him whether he has already been counted. If he produces an enumeration ticket or satisfies you that he has already been counted, you should allow him to pass. Otherwise you should enumerate him. You must remember that it does not necessarily follow that because a person has not an enumeration ticket he cannot have been enumerated before, as he may have been counted in his house.

5. In filling up the schedules you will carefully follow the instructions printed overleaf.

6. When you have enumerated any person, you must give him one of the enumeration tickets supplied to you and tell him to show it to any one who offers to enumerate him again.

7. The first thing on the morning of the 19th March, you must hand over your schedules, which should be marked "Travellers" in bold characters on the top of each page, to the Enumerator of Block No. in village, and see that he stitches them into his Enumeration Book next to the last schedule in it which bears any entries.

Tahsildar
Chairman of

Dated

13 8 RULES FOR FILLING UP THE SCHEDULE.

Remember that in the case of every person enumerated columns 3-8 and 12-14 must invariably have an entry made in them, and that there must also always be an entry in at least one of the three columns numbered 9, 10 and 11.

Column 1 (*Consue number of house*).—You must leave this column blank.

Column 2 (*Serial number*).—Do not fill up this column. The ordinary enumerator to whom you hand over the filled-up schedules will put them in. You should only see that he stitches them up securely in his book.

Column 3 (*Name*).—Enter the name of each person (male or female) in the order in which he is enumerated. If an infant has not yet been named, write the word "infant" in this column. If any objection be made to giving the name of a female, write the word "female". (In both these cases fill up the other columns as usual.) Do not insist upon any female giving her own or her husband's name.

Column 4 (*Religion*).—Enter here the main religion to which each person declares himself to belong, as *Hindu, Muhammadan, Christian, Jain, Parsi, etc.* In the case of Muhammadans, note also whether the person is a Sunni or Shiah. If the person be a Christian, enter below the religion the sect to which he or she belongs, as *Church of England, Roman Catholic, Presbyterian, Lutheran, Baptist, Wesleyan, Syrian, etc.* If the person belongs to a hill, or forest tribe, and is not a Hindu, Muhammadan, etc., enter the name of the tribe, as *Orientals, Kurumba, Khond, Savara.*

Column 5 (*Male or female*).—Enter each person as male or female. Enter eunuchs as male.

Column 6 (*Married, unmarried, etc.*).—Enter each person, whether infant, child, or grown-up, as *married, unmarried or widowed.* Enter divorced persons as widowed and dancing girls as married or unmarried according as they return themselves.

Column 7 (*Age*).—Enter the number of years each person has completed. For infants less than one year old, enter the word "infant."

Column 8 (*Caste*).—Enter the main caste of Hindus (e.g., *Brahman, Kallan, Vellala, Kapu, Nagar, Bant*), and of Jains who declare themselves to have castes. Do not enter vague terms such as *Sudra*, or general names such as *Pillai, Nayudu, Mudali, Menon, etc.* Enter the tribe of those who have no castes. For example, if the person be a Muhammadan, state whether he is a *Shakh, Saiyad, Pathan, Lashai or Moghul*; if he belongs to a hill tribe, give the name of the tribe as *Khond, Irula, Toda, Kurumba*. If he be a Christian, enter his race, e.g., *English, Anglo-Indian, Armenian, Indian Christian, etc.* Similarly if he be a Buddhist, state whether he is a *Burman or Chinese, etc.*

Columns 9 and 10 (*Occupations of Actual Workers*).—These are only to be filled up in the case of persons who actually do work or carry on business, whether personally or by means of servants, or who live on private property, such as pension, rent from houses or land, etc. For those who do not work and have no property of their own, they will be blank. If the person be an actual worker, whether male or female, enter in column 9 the exact nature of the occupation or means of livelihood upon which he principally depends, and if he has two or more occupations or means of livelihood enter in column 10 the exact nature of the next most important one. If he has no second occupation, etc., you should leave column 10 blank. Never enter vague terms, such as "Government service," "trade," "cultivation," "coolie," etc., but give the department of Government, the merchandise traded in, the exact connexion with the land (as *non-cultivating landowner, cultivating tenant, field-labourer, etc.*), and the nature of the work at which the largest amount of coolie is earned.

Column 11 (*Means of subsistence of dependents*).—If the person be an actual worker regarding whose occupation particulars have already been given in column 9, this column should be blank. If the person does not work or carry on business either personally or by means of servants and has no private property and is dependent upon another for a livelihood, copy into this column the entry in column 9 against the person upon whom he or she depends.

Column 12 (*Place of birth*).—Enter the district in which each person was born. If he or she was born outside the Madras Presidency, but in India, give the Province or State, as *Bombay, Mysore, Travancore*, in addition to the name of the district. If born outside India, enter the country, as *England, Ceylon, Afghanistan*. Never enter names of villages or taluks.

Column 13 (*Parent-tongue*).—Enter the language which each person says he or she ordinarily speaks. In the case of infants or dumb persons, enter the language spoken by the family.

Column 14 (*Literacy*).—If the person can both read and write any language, enter "literate" in this column. If the person cannot both read and write a language, or is only learning one, or can only sign his or her name, leave this column blank.

Column 15 (*English*).—If the entry in column 14 is "literate" and the person can both read and write English, enter in this column the word "English." If the person cannot, leave the column blank.

Column 16 (*Infirmities*).—If any person be totally blind in both eyes, or both deaf and dumb, or insane, or suffering from corrosive leprosy, enter in this column "blind," "deafmute," "insane," or "leper," as the case may be. Do not enter those who are blind in only one eye, are not both deaf as well as dumb, or have only white leprosy.

District.	Enumeration tickets supplied in 1911.	Number of travellers, etc., enumerated in each district in 1911.	Forms of appointment order with instructions supplied in 1911.
1. Ganjam	1,800	392	500
2. Vizagapatam	2,000	1,605	500
3. Gōdāvari	2,900	3,609	1,200
4. Kistna	400	1,227	1,125
5. Guntūr	1,000	1,248	250
6. Nellore	1,400	707	400
7. Cuddapah	900	307	420
8. Kurnool	1,600	403	350
9. Bellary	2,000	493	300
10. Anantapur	1,400	1,793	400
11. Madras	1,400	2,242	150
12. Chingleput	1,400	1,346	480
13. Chittoor	1,700	{ 446 }	450
14. North Arcot			
15. Salem	1,000	337	523
16. Coimbatore	1,400	1,426	507
17. South Arcot	3,100	3,697	972
18. Tanjore	1,200	6,013	700
19. Trichinopoly	800	1,742	262
20. Madura	1,300	1,603	350
21. Ramnad	1,400	697	350
22. Tinnevely	1,900	7,288	600
23. The Nilgiris	300	..	100
24. Malabar	1,300	2,579	600
25. Anjengo	..	..	20
26. South Kanara	1,000	235	440
27. Pudukkōttai	400	..	100
28. Banganapalle	200	..	50
29. Sandur	200	..	50
30. South Indian Railway	25,700	..	1,029
31. Madras and Southern Mahratta Railway	2,300	..	73
32. Bengal-Nagpur Railway	100	..	..

Home (Mrs)

Home

Rules for the
of Homeless of
of the inmates of
of the inmates of

Recorded Mrs

10/11/1912
10/11/1912
10/11/1912

Homeless of
Homeless of
(copy)

When given for copying
When copied
When examined
When signed

192
21/8/12

READ AGAIN G.O. No. 192 DATED

CURRENT No.

ENCLOSURE TO C. No.

ORDER OF GOVERNMENT A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

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

N.B.—
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