

Home (1920) Department.

Miscellaneous
Circular SERIES.

G.O. No. 973

DATED 8-5-20

[Despatch Abstract.]

Census

Circular issued by the Census Superintendent giving a general outline of the preliminary arrangements for taking census - recorded.

BACK PAPERS.

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

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1478 Revenue / 652-10

Min 2547
4-5-20.

TELEGRAMS: 'CENSUS, MADRAS'.

1,000-24-4-20.

OFFICE OF THE SUPT. OF CENSUS OPERATIONS,

Fort St. George,

Dated 23rd April 1920.

Cir. No. 4.

From

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

SUPERINTENDENT OF CENSUS OPERATIONS,

Madras,

To

ALL COLLECTORS.

SIR,

I have the honour to send, for your information and for favour of communication to Divisional Officers, Tahsildars and Chairmen of Municipal Councils in your district, a general outline of the preliminary arrangements which will be necessary for taking the Census of 1921. The details of each step in the proceedings will be separately dealt with in subsequent communications. The term 'Tahsildar' throughout this letter should be understood to include Deputy Tahsildars in independent charge.

2. The Census will probably take place on the night of 18th March 1921 and the dates mentioned in this letter have been given on this supposition. Should any other date be fixed, you will be informed immediately.

3. The Collectors of the marginally-noted districts in certain tracts of which, called the *non-synchronous tracts*, the final Census was taken in 1911 either on a date other than that adopted by the rest of the presidency, or by day instead of night, have been requested separately to state what similar exceptions to the general rule will again be necessary in 1921.

4. 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.

5. A *block* will consist as a rule of 25 houses, and will never, save in very exceptional cases, contain more than fifty.

6. The residents of one or more of these blocks will be enumerated by a person who will be called an *enumerator*, and who in many cases will be an unpaid non-official.

7. 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.

8. These schedules will usually be bound up in books 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.

9. *Household schedules*, consisting of single leaves—one side ruled for entries and the other containing instructions and a specimen schedule—will be issued to such Europeans and Anglo-Indians as each Collector directs, 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.

10. A *circle* will comprise from 15 to 20 blocks and will be under the charge of a *supervisor*, who should be an official, and whose duty it will be to see that the enumerators in his circle understand and do their work. He will usually be of the class of a Revenue Inspector or a clerk in a Government department.

* This question is still under consideration with the Board of Directors.

Ganjam.
Vasagapatam.
Gadavari.
Kurnool.
North Arcot.
Salem.

Coimbatore.
The Nilgiris.
Trichinopoly.
Tinnevely.
Malabar.
South Kanara.

11. A charge will be continuous, in ordinary Government areas, with the Revenue Inspector's firka. In zamindaris and special tracts its size should, where possible, be that of an average firka. It will be under the control of a *charge-superintendent*, who should always be an official and who will be responsible for the work of the supervisors within it. Charge-superintendents will usually be Deputy Tahsildars, Sub-Magistrates, etc.

12. Each town will form a separate charge, the charge-superintendent being the Municipal or Union Chairman, or some other official, who will be responsible, under the general control of the Collector, for making all such arrangements as are necessary for taking the Census.

13. Special procedure will be necessary in the following cases:—

(a) The enumeration of persons travelling by railway or residing within railway limits on the Census night, will be arranged for by the railway authorities.

(b) Persons travelling by navigable canals will be enumerated at such selected stations along them as Collectors, in communication with the officers of the Department of Public Works in charge of them, may deem sufficient.

(c) Arrangements in the case of military stations and cantonments will be made by Collectors in communication with the Military authorities.

(d) Troops on the march, including all persons with them, will be enumerated by the officer in command in communication with the civil authorities, and the schedules will be sent to the Collector.

(e) For the enumeration of the sea-going population, boats lying in the larger ports will be constituted separate circles, and the supervisor in each will be the Port officer or Conservator, under the orders of the Collector. Boats lying in smaller ports will merely be separate blocks.

(f) Travellers by road will be enumerated by special agency, such as the police and the toll-gate establishments, at such special stations on public roads as the Collector may think sufficient.

(g) Central and District Jails and Lunatic Asylums, including such of their officers as are resident on the premises, will constitute separate blocks, and be enumerated by the officers in charge under the general supervision of the Collector.

The procedure necessary in each of the above, and in any other special cases, will be referred to in separate communications.

14. The Census schedules will be printed at the Government Press, Madras, and distributed direct from thence to each Tahsildar and Municipal Chairman.

15. The first step in the preliminary arrangements will be to estimate how many of these schedules are required in each taluk or municipality and in what languages. It will also be necessary to divide each taluk and municipality at an early date into blocks, circles and charges, so that each block and each circle may contain approximately the same number of houses.

16. To ensure accuracy in these matters, a proper list of houses is necessary; and the first operation in the arrangements is therefore to count the houses in each village. Inaccuracy in this counting will render useless the estimates for schedules and upset the arrangement of the blocks and circles. Experience has shown that the only way to obtain an accurate count is to have each house entered in a regular list. This will in any case be necessary later on for the preparation of the block lists.

17. All Collectors will be requested to direct all village officers to draw up a list of all buildings in their villages which are used for human habitation. This list will be known as the *House List* and will form a most important record. Detailed particulars regarding its preparation will be separately communicated. This work should be completed before the middle of June. Abstracts of these House Lists should then be submitted so as to reach the Tahsildar or Municipal Chairman before the 1st July with a list of persons in the village or ward qualified to be enumerators or supervisors.

18. Each taluk will then require to be divided into charges, and the charges into blocks and circles according to the number and situation of the houses in the House Lists. All these divisions will be shown on the House Lists themselves, and

charges and circles and (in municipalities) blocks will be marked on the taluk and municipal maps. Enumerators, supervisors and charge-superintendents will then be appointed to each of the divisions. The principles on which these divisions will be formed and these officers appointed will be explained in a separate communication.

19. As each charge is divided into blocks and circles and the enumerators and supervisors are appointed, the *Circle List* will be drawn up. This again is a most important register. Several copies of it will be required and it will be printed in the districts. It will show for each circle the number of the charge and circle, the name of the supervisor, the numbers and names of the villages in it, the number of blocks in each village with the name of the enumerator appointed for each, and the number of houses and other buildings in each block. Detailed particulars regarding all the above points will be separately communicated.

20. The formation of blocks, circles and charges, and the appointment of enumerators and supervisors should be complete, and the Circle Lists printed, by the 15th October, when house-numbering should at once be put in hand.

21. The printing of the schedules will be completed by the same date, and the enumeration books will be distributed by the Press in the first week of November to Tahsildars and Municipal Chairmen. These officers will see that they reach the enumerators as quickly as possible after this.

22. During November and December the instruction of the supervisors and enumerators will require all the time that superior officers can give to it. A Manual of Instructions for charge-superintendents and supervisors will be issued as early as possible from this office. Divisional officers will hold classes to instruct charge-superintendents and supervisors, who in their turn will teach the enumerators. This is best done orally and by actual enumeration of individuals selected at random. Many enumerators and some supervisors find it difficult to understand printed instructions.

23. During these same two months, also, the village officers of each village will be required to go round their village again with the House List and enter in it any new houses which have been built since it was drawn up, and see that all the house numbers are legible, re-marking any which are not. They will also write, or get written by the enumerator, the block list contained in each enumeration book, which shows what houses are comprised in the block to which the book relates. This will be merely an extract from the House List.

24. On the 1st February in rural tracts, and on 15th February in towns, the *Preliminary Enumeration* will begin, that is, each enumerator will enter—first on plain paper, and afterwards, after correction, in his enumeration book—the required particulars regarding each person resident in each house mentioned in his block list. On the accuracy of this preliminary enumeration everything depends, and it should be completed within 15 days at the outside, so that it may be extensively checked by superior officers. On the night of the *Final Enumeration* or *Census* the enumerator will have only to strike out the entries relating to any person then absent and to enumerate for the first time any new arrivals.

25. On the morning after the Census the enumerators will be required to meet their supervisors at a place agreed upon and total the number of houses, males and females, in their blocks. These figures are called the *Provisional Total* and will be entered in a form known as the *Enumerators' Abstract* which will be printed on the cover of the enumeration book. The supervisor will total these for his circle and report the result to the Tahsildar or Municipal Chairman who will report his totals to the Collector.

26. Finally, the enumeration books will be despatched by Tahsildars, Municipal Chairmen and officers who have had charge of special areas to the particular abstracting office which will deal with them. All these matters will be dealt with in detail separately.

I have the honour to be,

Sir,

Your most obedient Servant.

G. T. BOAG,

Superintendent of Census Operations.

Endorsement No. 38, dated 1-5-20.

Submitted to the Secretary to Government, Home (Mis) Department, for information.

Superintendent of Census Operations
M a d r a s.

Hoover (Mr) DEPARTMENT.

Circular issued by the Census Supdt giving a general outline of the preliminary arrangements for taking Census - Recorded

READ AGAIN G.O. No., dated 191

READ ALSO:—

C. N. 2547 From the Supth. Comm. Grading No. 38, dated 1.5.1920

ORDER.

No. 973, dated 8th May 1920

Kui:

Received

Long 815720

6.5.20

10.520

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*The Supb., Census Operation
Madras (900)*

Note

The Circular is on the
same lines as ~~was~~ ^{the one} issued
during last Census & calls for
no receipts.

28
68-20.

[Faint, illegible handwriting on the left page, possibly bleed-through from the reverse side.]

When given for copying _____

When copied _____

When examined _____

When signed _____

192

[Handwritten signature and date: 10/5]

READ AGAIN G.O. No.

192

DATED

CHARGE No.

REMARKS to G. No.

ORDER OF ESTABLISHMENT ...

A A A A A A A

REPORT OF ESTABLISHMENT

STANDARD WITH NOTE

PAYROLL NOT FILED UP, BEING KEPT FOR DESPATCH
IN ORIGINAL

N.B.—

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