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**ENUMERATION MANUAL**

**1961—CENSUS**

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## ENUMERATION MANUAL—1961 CENSUS.

This manual is issued for the guidance of Enumerators, Supervisors and Charge Officers who will be engaged in the enumeration connected with 1961 Census.

2. I am happy to record that we have completed the first stage of the 1961 Census, viz., Houselisting in October 1960 successfully. The second stage which is more arduous will begin on 10th February 1961 and will continue till 5th March 1961. I hope that the enthusiasm which the Enumerators, Supervisors and Charge Officers have shown in Houselisting Operations will continue unabated and we will be able to complete the 1961 Census Operations in keeping with the high tradition which this State has maintained in all its activities.

3. At this stage I can do no better than quote the following message addressed to the Enumerators by Sri Kamaraj, our Chief Minister, during his talk on " Census " over All-India Radio, Madras, on 30th September 1960. " To you, the Enumerators in charge of this great national task, my appeal is to do your duty with missionary zeal. Yours is a thankless job, but you will permit me to repeat the oft-quoted phrase ' Desert and reward seldom keep company '. Let the satisfaction of a work well done be your reward. I am aware that you have your normal duties to perform in addition to this task. But when you stop to consider, you will realise that you are partners in formulating national schemes and that we depend on your zeal for proper planning. Your main assets should be tact and patience. Not all householders will be prompt in replying and some may even be curt. You should always be tactful but firm and must put

the householder at ease. Use all the resources at your command in the best method possible to help to make this great task pleasing for you and for the public."

4. The Chief Minister has addressed the following message to the people of the State:

"Everyone of you must have heard of the phrase it takes two to make a Census—You and the enumerator'. This contains the essence of a successful Census. Census, after all, is not a one man show. It is a co-operative endeavour of the people and Government where both realise the need for and significance of a correct and complete Census. We have a tradition behind us of which we can be really proud. Madras State has always been in the vanguard of every progressive movement. It is up to you to live up to this high standard."

5. I am confident that the message of our Chief Minister will inspire all of us in making 1961 Census a grand success.

P. K. NAMBIAR,

*Superintendent of Census Operations, Madras.*

MADRAS,

28th November 1960.

## ENUMERATION MANUAL—1961 CENSUS.

This is the second Census of the country after independence and will be conducted in February-March 1961, the reference date being the sunrise of 1st March 1961. There are two distinct stages in the Census Operations of 1961, the first being the listing of Census houses and households in the country and the second the actual enumeration of the population. I hope the majority of you have participated in the first stage which was completed in October 1960. It is necessary that you should have an exact knowledge of the number of Census houses and households in your charge if the enumeration of the population is to be completed successfully.

2. In the second stage, which will be conducted in February-March, you are required to fill in three schedules: (1) the Individual Slip, (2) the Census Population Record and (3) the Household Schedule. Your first duty will be to fill in a slip for each individual in a household. Then the household schedule and Census Population Record are to be filled in by you before visiting the next household. The instructions are given in IV Sections. Section I relates to instructions of a general nature, Section II relates to the filling in of the individual slip and Section III, instructions on filling in the household schedule and Census Population Record. Section IV contains instructions to the Supervisors.

Forms to be filled in during enumeration.

3. The object of the Census is to ascertain, record and tabulate certain particulars relating to every man, woman and child living in the country at a given point of time. It is, therefore, obvious that every person should be enumerated, but only once. This can be achieved by your satisfying yourself that every person you come across has not been enumerated elsewhere. One method of achieving this is to ask each individual whether he has been enumerated elsewhere during the period 10th February to 28th February. But this is not enough. It is quite likely that a person may not know that he has been enumerated in a household to which he is attached along with others without his knowledge. Therefore you must take extra precaution to see that no double enumeration takes place.

Danger of double enumeration to be avoided.

4. It will help you to have a general idea of the principles governing house numbering in Madras State. In small villages and minor panchayats, buildings will be numbered in one series for the entire village; in the case of bigger villages and panchayats, the village or panchayat may be divided into a number of blocks and the houses numbered in

House numbering in Madras State.

one series for each of these blocks. In such cases, the houses will have the block number and the door number painted on the door of the house. In major panchayats, municipalities, cantonments and townships as well as in Madras City, the locality-street system of house numbering is in vogue. The entire area is divided into localities with well known local names and the streets and lanes in each of these localities will be numbered in one series. The houses in each street will also be numbered in one series. The locality number and the street number will be found at the entrance of the street and the houses will have only the door numbers prominently displayed. To give an example, where the block-number-house-number system of numbering is in vogue, a house may bear a number 3/2 where 3 represents the block number and 2 the house number. In the case of a place adopting the locality-street system, a correct house number will be 5-2-25 where 25 will be the door number prominently displayed and the house situated in the second street of the fifth locality. In both the cases, the block number, house number and the locality-street-house number should be indicated in each individual slip and household schedule.

Knowledge  
of block esg-  
ential.

5. Along with your appointment order, you will be given a plan of your block and a keylist. It is necessary that you should acquaint yourself with the topography of your block. Your supervisor will also handover to you a list showing the households to be visited, with the names of heads of households, for your guidance. These records will suffice to indicate with precision the area in which enumeration is to be done by you. But there is one point on which you should be careful. There will be houseless persons, vagrants, beggars and tramps living in your area. It is your duty to see that each of them is enumerated during 1961 Census.

Defective  
house num-  
bering—Do's  
& Dont's.

6. With these records, you should visit all the houses in your block and check up whether the houses—residential or non-residential—have door numbers as indicated in the rough plan and keylist. If there are any omissions or mistakes in numbering or if you notice discrepancies between the door numbers and your keylist, these defects can be rectified by contacting Village Officers, the Executive Officer of the Panchayat or the Commissioner of the Municipality, as the case may be. In Madras City, your Circle Supervisor may be contacted who will, in turn, bring the defect to the notice of the Assistant Revenue Officer in charge of Census Operations. But the point to be remembered is whether you are able to rectify the house numbering or not, houses which do not exist actually on ground should be omitted and all houses which exist on ground whether they are numbered or not, should be enumerated. In actual Census, we are not

directly concerned with the perfection of the house numbering in the State. We are concerned with the existing number of houses used by the people to live.

7. The reference date for the Census will be the sunrise of 1st March 1961. The actual enumeration will be spread over a period of 19 days commencing on the 10th February 1961 and ending on the 28th February 1961. The work will begin on the morning of 10th February. Almost all of you would have been drafted from various departments of both Central and State Governments and Local Bodies and Schools and it will not be possible for you to work throughout the day. A circular has been issued to Heads of Departments to permit you to leave your Office or School an hour earlier or to go to your place of work an hour late. It, therefore, follows that the actual enumeration will have to be done by you either in the mornings or in the evenings and on holidays. As you are aware of the limited time at your disposal, you may adjust your outturn of work in such a way that it is spread over uniformly. Care should be taken to cover all houses and households within your block, irrespective of the purpose for which such houses are used. Houses also include hotels, boarding houses, hospitals, nursing homes, hostels, jails and beggar homes.

8. Persons who do not reside in houses, viz., vagrants, beggars, nomadic tribes, tramps, sadhus, fakirs, persons living on boats, etc., will have to be enumerated at the place where you find them, on the dates indicated below. On 28th February 1961, immediately after sunset, you should visit all the places in your block where such houseless persons are found and enumerate them in the same manner as the others. This work should be completed before the day break of 1st March 1961. In Madras City, however, the enumeration of such houseless persons should be conducted on the nights of 28th February to 4th March 1961. The Government of Madras have declared certain areas as special tracts, i.e., those tracts which are hilly in nature, forest areas or inaccessible tracts, a list of which is appended as Appendix II to this manual. In such tracts, the enumeration of the houseless persons should be carried out on the noon of 1st March 1961 in the course of revisional round to be done from 1st March to 5th March 1961.

9. Commencing on 1st March 1961, you should start your final visit to every household and house in your block and verify whether the particulars you have entered are correct taking into account the births and deaths that have taken place since your earlier visit and up to 28th February 1961.

This visit called the "revisional round" should be completed on or before 5th March 1961. All births and deaths should have a reference to the sunrise of 1st March 1961 and not later.

**Training and sample census.**

10. It is most important that you make a thorough study of the instructions contained in this manual. With a view to help you in understanding the manual, six training classes will be conducted by your charge officers. But more than the training classes, you can understand the instructions more clearly if you meet your colleagues and discuss with them important points relating to enumeration. I am sure your Supervisors will feel happy to attend such discussions and help you. It is also proposed to conduct a Sample Census in January 1961 for which separate forms have been printed in red ink. The intention is that even before the actual enumeration takes place, it is necessary that you should begin this work after getting a clear picture of the enumeration and after having all your doubts clarified, because during this Census, we have given you a heavy work load which will not give you any time for solving problems, during the enumeration period.

**Use of authorised abbreviations.**

11. In recording the answers to the questionnaire, you are using certain authorised abbreviations which are printed separately in a pulp board and will be supplied to you along with this manual. This pulp board should always be with you when you go on your rounds, so that, the answers may be noted down in abbreviations correctly.

**Supply of forms, etc.**

12. A sufficient number of pads containing enumeration slips and household schedules will be supplied to you. If, at any time, these forms are insufficient, your Circle Supervisor may be approached for a fresh supply. The enumeration slip pads and the household schedule books should be handed over to the Supervisors as soon as they are completed, who will test check the entries in these pads. Your Supervisor will return these pads to you on or before 28th February 1961 so as to enable you to carry out the revisional round from 1st March to 5th March 1961.

**Filling up of the enumerators abstract and furnishing provisional totals.**

13. On the morning of 6th March 1961 after the conclusion of the revisional round, you should meet your Supervisor and prepare Enumerators' Abstract in the form prescribed. The abstract should be prepared from the details noted on the covers of the enumeration pads. After the Supervisor has checked the figures, the pads and books should be handed over to him.

**Legal rights and duties.**

14. Under the Indian Census Act, every person is legally bound to give you the information you require for recording the correct answers to the Census Questionnaire. Persons

who fail to give requisite information or give palpably wrong information are liable to be punished under the Census Act. No person can also obstruct you in your work. I am particular that in this national task, we should not rely on prosecution under Census Act, but have to depend on our tact in dealing with public. It will be possible for you to persuade every person to divulge information by employing tact and good humour. At the same time, you should refrain from asking questions which are not relevant and which are not required for Census purposes. Whatever information is given by the person has to be recorded in the forms, but if you consider that any particular information given to you is *prima facie* wrong, you may record a remark to that effect in the Census form. You should also not disclose any information concerning an individual which will be gathered during the course of your enumeration, to other persons. All Census entries are confidential and cannot be used as evidence in any Civil or Criminal proceedings other than a prosecution instituted under the Census Act. The provisions of the Census Act are appended to this manual for your information and guidance (Appendix I).

15. It is an accepted principle in Census taking that the country should be demarcated into separate administrative units completely identifiable and kept distinct during enumeration. For 1961 Census, Municipalities, taluks and cantonments constitute the normal divisions of the State for Census purposes. In addition to this, certain special charges have also been demarcated to cover strictly military areas and harbours. Special arrangements have been made for the enumeration in the premises of Embassies and of Diplomatic personnel. You will not be normally concerned with the enumeration in strictly military areas and harbours, but it is necessary for you to have a general idea of the arrangements made for such areas.

Division of state into charges including special charges.

16. In strictly military areas, the Enumerators will be appointed by the military officers designated as Charge Officer and all civilian population and military personnel stationed within that area will be enumerated by them. Separate instructions regarding the procedure to be followed for Enumeration will be issued to those Charge Officers, later. In other regions where you will be employed as Enumerators, the military personnel who are normally resident there will be enumerated by you in your normal course subject to the condition that the nature of employment will not be specified and they will be noted as Central Government employees against the proper columns, without specifying the nature of work done by them. In other Cantonment and military areas which are not declared as exclusively military

Enumeration of defence personnel.

areas, officers have been appointed as Charge Officers for those areas, excluding strictly military areas. In the zones treated as a civil zone or cantonment, the Enumerators appointed by such Charge Officer will enumerate all the population living in their area, irrespective of the fact whether they are military personnel employed in the military area or not. The instructions contained in this manual will be applicable to the enumeration of such military personnel living in the Cantonment or similar areas subject to the condition that the nature of their employment in the military area will not be specified and they will only be designated as Central Government employees.

Enumeration  
of Diplomatic  
personnel.

17. Non-Indian nationals who are members of the staff of Diplomatic and Consular Missions of foreign and Commonwealth countries stationed in Madras State and members of their family are excluded from the scope of Census enumeration. Indian nationals residing in the premises occupied by the Embassies or employed in foreign missions are not, however, excluded and have to be enumerated by you. These Indian nationals will be enumerated by the Enumerator of the block in which the Embassy is located or where they are normally resident. However, foreign nationals who do not enjoy diplomatic immunity will be enumerated by the enumerators of the respective blocks in which such foreign nationals are resident, including visitors who are found at a particular place at the time of the Enumerator's visit, viz., hotels. This enumeration will be done in accordance with the instructions contained in this manual.

Enumeration  
in ocean going,  
coasting  
vessels, etc.

18. Separate Port Enumerators—the Port Officers of various ports in Madras State—have been appointed for enumerating all passengers and crew of ocean going vessels, sailing barges, ocean liners and naval ships. Separate instructions regarding the procedure to be adopted for such enumeration will be issued in due course. Normally, you will not be concerned with their enumeration. But in the case of the crew of such ships who are on shore at a particular time and who are normally resident in the harbour towns they will be enumerated under the general procedure by the enumerator of the block in which they have their residence.

Model slips  
and schedule  
slip.

19. With a view to help the Enumerator in understanding the actual mechanics of Census enumeration we have prepared 15 model enumeration slips and six household schedules indicating the different types he may come across during enumeration. They will help you to understand the instructions contained in sections II and III. They have been shown in Appendix X of this Manual.

## SECTION I.

20. You will visit every house in your block during the period 10th February to 28th February 1961, preferably in the serial order of the house numbers. For actual enumeration, you should take up the household, i.e., a group of persons living together in the same house not necessarily bound by ties of relationship and taking their meals from a common mess unless the exigencies of work prevent any of them from doing so, and enumerate the persons who belong to such households. You will have to enumerate the persons who are normally resident in a house. A person is said to be resident in a house if, except during temporary periods of absence, he sleeps in that house. If, however, according to social custom prevailing in that area, a person takes his meals in his own house, but sleeps in the house of his wife or elsewhere, the place where he usually has his food should be taken to be the place of his normal residence. You can ascertain from the head of the household, if he is present, or any other member, the names of persons who are normally resident in that household. After eliciting this information, you can begin enumerating the head of the household followed by other members in the most convenient order, wife, sons, daughters, other relatives, etc. In the case of households where unrelated people live, the order may be varied according to convenience. Care should be taken to elicit information relating to the absentees among the normal residents of the house. In the case of such absent members, the fact whether they are likely to return to their normal place of residence before the sunrise of 1st March 1961 should be ascertained. In case they are likely to return before 1st March, they should also be enumerated. During the revisional round after 1st March 1961, such of those persons whom you have already enumerated, even though they were absent at the time of your visit may be contacted to find out whether they have been enumerated elsewhere. If the answer is in the affirmative, the entries made in your slip should be scored out. Next, all visitors, boarders or guests found in the household at the time of your visit, if they have not been enumerated before and if they are not likely to return to their normal place of residence before 1st March 1961 should also be enumerated. Such of those persons may also be asked to intimate to other enumerators that they have already been enumerated at their place of residence. Servants, if they are residing in the household, may be enumerated last.

21. Persons who do not live in houses, tents, etc., but who are pavement dwellers or homeless beggars, vagrants, <sup>Enumeration of household population: general instructions.</sup> <sup>Enumeration of house less persons.</sup>

nomadic tribes, tramps or sadhus have to be enumerated at the place where you find them on particular dates indicated below :—

Mofussil areas other than Madras City. On the night of 28th February 1961.

Madras City .. .. . On the nights of February 28th to 4th March 1961.

Special tracts, forest areas and hilly Villages. During the noon of 1st March 1961, during the revisional round.

You should visit every place in your block where these houseless persons are likely to be found, immediately after sunset, on the dates mentioned above and enumerate them. Before actual enumeration, you should ask every such person whether he has been enumerated elsewhere. If the answer is in the negative, they may be enumerated and answers recorded in the forms.

**Revisional round.**

22. The reference date for the Census is fixed as the sunrise of 1st March 1961. The enumeration is spread over a period of 19 days, for the sake of your convenience. It may happen that certain events such as births, deaths, arrivals of visitors may have taken place during the interval between your first visit and sunrise of 1st March 1961. In order to bring the records up-to-date and to correct all particulars, you have to visit all the houses in your block once again during the period 1st March to 5th March 1961 to ascertain details about births, deaths, arrivals of visitors that have taken place between your first visit and the sunrise of 1st March 1961 and you have to correct the records of each household according to the information gathered during this visit. It means that in the case of deaths, old slips will have to be scored out and in the case of births and new visitors—provided they are not enumerated elsewhere—new slips will have to be prepared. In the case of deaths, the slip already prepared should be cancelled by drawing across it a bold line in red ink with the words "death" written on the line. These slips should not be removed from the original pad. It also follows that if the deceased is the head of the household, the relationship to the head of the household in all the slips relating to the household should be corrected. Correction should also be made in the Census Population Record and the Household Schedule, in the case of births and deaths. No action should be taken on births and deaths or new arrivals occurring after the sunrise of 1st March 1961.

23. Persons living on boats in canals and rivers who have no dwelling place of their own or who have left their homes on 10th February 1961 and are not likely to go back again before 1st March 1961 should be enumerated on the night of 28th February 1961 in the same way as other houseless persons, if they have not been enumerated elsewhere.

24. In many of the blocks there may be hospitals and asylums. All in-patients in the hospital must be enumerated. While this attempt is made, you may find that the patient's condition precludes them from answering any question. In such cases, the medical authorities of the hospital or if the patient is in a special ward, his relatives may be requested to assist you in eliciting the requisite information. The hospital records may also be scrutinized to gather additional information. Lunatics staying in mental asylums may not be able to answer the questions correctly. These answers will be obtained from their relatives or hospital staff. The enumeration will have to be done by the enumerators with the assistance of the asylum staff.

25. It is necessary for you to know the location code of your block. Location code is a system under which serial numbers are assigned to administrative divisions, such as district, taluk, towns, localities, villages, in order to denote their location in the general set-up, so that each unit in which people live can be specified. A serial number is given to each administrative unit, the main units being the district, taluk, village, panchayat or municipality. To these code numbers you add the block number and the house number or locality—street—house number with a view to locate each Census house. By adding alphabets like a, b and c to the house number, the different households living in a Census house can easily be distinguished. Thus, there will be a six element location code in the case of municipalities, cantonments, and major panchayats and five element location code in the case of villages and minor panchayats, where the block number, house number system is in vogue. These location code numbers would be supplied to you by your Supervisor or Charge Officer. When you visit a household, you can fill in the location code numbers as well as the household numbers in each of the slips relating to the persons living in the household and in the household schedule relating to that household. In this, you would locate each household by adding a, b and c to the building number. It is not necessary for this purpose to distinguish between a Census house and a building as you

did during houselisting operations, the reason being that in houselisting operations, we were interested in the number of Census houses available in the country while in actual Census operations, we are only interested in the number of families.

In the case of houseless persons or persons living on boats or persons quartered on board ships, there will be no house and household number and 'O' may be entered in the proper columns.

## SECTION II.

26. The most important document to be filled in at the Enumeration Census is the Enumeration slip. It is a small printed form in which information on 25 items relating to the life of each individual is recorded. These slips will be supplied in batches of 100 and 25. You will use one slip for each individual, i.e., for a male, female or a child.

27. The following instructions may be followed in filling up the individual slip. Please indicate the location code on the top of the slip, against the column provided for the purpose. The code number may be written between oblique strokes in the form given to you, so that it gives a complete identity of the house and the individuals who live in that house. Along with the house number, small alphabets a, b and c may be added to distinguish the different households living in the house. In the case of houseless persons or persons living on boats and ships, there will be no household number.

28. Q. 1 (b) Write the full name of the person you are enumerating. He may be known by a number of aliases or pet names in the family circle. This need not be entered. If you find that any woman is unwilling to mention her husband's name, the information may be obtained from some neighbours or other people. If you find it difficult to get the name that way, the person may be indicated as 'so and so's husband'. If a woman's name is not disclosed, enter the particulars as 'so and so's mother or daughter'. In the case of new born babies not yet christened, write 'baby' and write the father's or mother's name within brackets.

29. (a) Q. 1 (b) The head of a household is a person on whom the chief responsibility for maintaining the household rests. This person may be a member of either sex and need not always be the eldest male member. A particular household may like to acknowledge a person as head of the household though he may not be contributing anything to its maintenance. In messes, boarding houses, hostels, etc., where unrelated people live together, the administrative head, viz., Manager or the Superintendent or Warden or persons who are regarded as the head by common consent may be treated as the head of the household. But in the case of ordinary lodging houses or where persons rent rooms in a house and take their meals outside, each individual lodger is regarded as one household. A person who spends the week days in town and week-ends at home can be treated

as the head of the household. But if he is away from home for a fairly long period, which incidentally may cover the entire enumeration period, the person who is in charge during his absence should be considered as the head of the household.

(b) When you are enumerating the head of the household, write 'Head' in this column. In the case of other members of the household, their relationship to the head should be recorded clearly. For example, write 'brother's or sister's son or daughter' instead of 'nephew or niece', as it is better to avoid general terms which can cover a variety of relationships. Similarly, write 'father's brother' or 'mother's brother' instead of 'uncle'. In the case of visitors, boarders or servants, write the exact classification. In the case of inmates of institutions like messes, boarding houses, hostels, etc., the relationship of the members to head of the household should be recorded as 'unrelated'. Relationship of the servants should also be recorded as 'unrelated'.

**Age last birth day.**

30. Q. 2. The number of completed years of age, i.e., the age on the last birthday before 1st March 1961, should be recorded. The common tendency is to provide the age at the next birthday and this should be avoided. Many persons may find it difficult to furnish their correct age. You should stimulate their memory by referring to historical incidents or religious events which have happened in the State, district or taluk. To assist you, a list of outstanding occurrences arranged chronologically will be given to you. If you draw their attention to the event mentioned in the list, they may be able to indicate which event happened at the time of their birth or during their early childhood and this may be useful in fixing their age at the present moment. For infants below one year, write 'O'. The answer should be recorded within the rectangle.

**Marital status.**

31. (a) Q. 3. Eliciting information requires great tact on your part. Marital status of every person, whether the individual be an adult or an infant, has to be recorded. The following questions may help you to get correct information :—

- (a) Are you married?
- (b) Is your wife living?
- (c) Are you widowed or separated?

The answers are to be recorded in the form of abbreviations given below. Care should be taken to see that the susceptibilities or feelings of the individual are not wounded by such questions. You may, therefore, make such confidential enquiries as you consider necessary in the neighbourhood

before putting these questions to the persons concerned. If you feel it is bound to wound or hurt him, it is better if you do not put these questions, but get the information from other persons who may know the actual circumstances. For instance, if an individual says that he is married, you should ascertain whether the wife is living with him before asking the question whether he is widowed or separated. In the case of infants, ascertain the information from the head of the household or other elders present during the enumeration and record the answer. A person should be treated as "Never Married" only if he has not at any time entered into the state of matrimony. A person who is married once and has lost his wife or obtained a divorce and is staying single at the time of enumeration should not be recorded as a married person. A person should be regarded as married if he is recognised by custom or society to be a married person or has been married in accordance with any religious rites or by registration or according to any custom or form of marriage recognised by his community or is in stable de facto union and has not been widowed or divorced. Even if the marriage is disputed in the locality, a person who says he is married or is in stable de facto union should be recorded as married. A person should be regarded as widowed if he or she has lost his or her spouse by death but has not remarried.

(b) A person is said to be divorced who after marital ties have been severed by law or custom, either social or religious or by mutual consent, has never been remarried again. A person who has been separated from wife or husband and is living apart with no intention of living together again should be regarded as separated. In the case of prostitutes return her marital status as declared by her. The following abbreviations should be used while recording the answers to this question :—

- NM : Never Married.
- M : Married.
- W : Widowed.
- S : Divorced or separated.

32. (a) Q. 4 (a) The following questions must be put to Birth place. the persons enumerated in the order indicated below :—

(i) Were you born in this Village or Town? If not, were you born in another Village or Town in this district?

(ii) If you were born outside the district, in which district were you born?

(iii) If you were born in another State in India, in which district and State were you born?

(iv) If you were born in another country outside India, in which country were you born?

(v) If you were not born in any of these places were you born at Sea or in Air or in a Railway Carriage or in any other form of transport?

The answer to any of these questions applicable to the individual should be recorded. These answers should be recorded as follows:—

*P.L.*—This should be written for persons born in the village or town in which they are enumerated.

*D.*—This should be written for persons born in another village or town of the district in which enumerated.

For persons born in another district of the State, write the name of the district.

In the case of persons born in another State, write the district and the State in which he was born.

For persons born outside India the name of the country should be recorded.

If a person was born at Sea or in Air or in a Railway Carriage, or in a Vehicle put on the road, i.e., Bus, Cart, etc., the exact particulars may be entered.

Whether  
birth place is  
Urban or  
Rural ?

32. (b) Q. 4 (b) First, you should see the answers recorded under question 4 (a) before you enter the answers against this question. If, PL is written against question 4 (a), you may write 'R' if the place in which you are doing enumeration is a village or panchayat not treated as town and 'U' if the place of enumeration is treated as Urban. If you find any answer other than PL against question 4 (a) you should ask the person enumerated, the following questions:—

(i) If you were not born in this village or town were you born in a Village or Town outside?

(ii) Is the place where you were born considered a Village or Town?

The answers to these questions should be recorded either as R or U according to whether the place of birth happens to be a Village or Town. If, however, the person enumerated is not in a position to say whether his place of birth is a village or town write the name of the place of birth as returned by him.

32. (c) Q. 4 (c) : You are required to fill in the number of completed years a person has spent in the Village, Town or City of enumeration. The period of temporary absence spent outside on leave, holiday, tour or business need not be taken into account. If the answer you have recorded in question 4 (a) is PL you write 'X' against this question also. In other words, for all persons born in a Village or Town or City in which enumerated you have to write 'X'. If the person was born in another Village or Town or City of the district of enumeration or was not born in the district of enumeration, you have to ask him the question "If you were not born in this Village or Town, how long have you been residing in this Village or Town?". The answer to this will be recorded against this question. In cases where the duration of residence is more than one year, the completed years of residence will be recorded and in the case of persons whose duration of residence is less than one year 'O' will have to be recorded. Duration of Residence.

33. Q. 5 (a) : The nationality as disclosed by the person enumerated should be recorded. For Indian nationals write 'I' and for all others write the nationality in full. Nationality.

34. Q. 5 (b) : This will have to be recorded under the various abbreviations as shown below :— Religion.

H=Hindus

M=Muslims

C=Christians

J=Jains

S=Sikhs

B=Buddist

These are some of the major religions professed by the majority of persons living in the State. There may, however, be persons who belong to religious classes like Bramma Samaj, Arya Samaj, etc., or there may be others who consider themselves as atheists. In such cases the answers given by them should be recorded in full.

35. (a) Q. 5 (c) : The terms S.C. or S.T. refer to Scheduled Castes and Scheduled Tribes respectively and this question need be answered only for the members of such castes and tribes. Scheduled Castes are found only among the Hindus and Sikhs whereas the Scheduled tribes need not profess the Hindu or Sikh religion. Scheduled Caste or Tribe.

(b) First you must put the question, "Are you a member of the Scheduled Caste or Scheduled Tribes?". If the answer is in the affirmative you can ask him to which caste or tribe

he belongs. He will then give you the name of the Scheduled Caste or Scheduled Tribe to which he belongs. At this stage you should verify whether the name of the caste or tribe mentioned by him is found in the list of Scheduled Castes or Scheduled Tribes furnished to you along with the synonyms obtaining in various districts of the State. If it is found to be so included, write the name of the caste or tribe given by him. Generally names like 'Harijan' or 'Depressed classes' should not be used in answering this question. You should explain to the members of the Scheduled Caste or Tribe that this enumeration is being done, for the benefit of the caste or the tribe and as such they should co-operate with you by specifying the name, particular sect to which they belong, instead of returning themselves as Harijans. There are certain generic or synonymous names for the Scheduled Castes or Tribes which are current in various parts of the State. These synonymous names of castes or tribes are shown in the list of Scheduled Castes and Scheduled Tribes supplied to you. If the person enumerated refers to his caste or tribe by a synonym to a main caste or tribe, the relevant main caste or tribe as furnished in the list should be entered along with the synonyms, within brackets. However, an Enumerator should remember that it is necessary to have the correct details of the Scheduled Castes or Tribes living in the country and as such special attention should be devoted to answering this question. Where the person enumerated is not a member of the Scheduled Caste or Scheduled Tribe mark 'X' against this column.

**Literacy and education.**

36. (a) Q. 6: The question is divided into two parts. A person is considered to be literate if he is able to read and write. The test for literacy is satisfied if the person can read and write a simple letter. If necessary you may test his ability by asking him to read a few lines or by asking him to write a few lines of the examples furnished in this manual.

36. (b) : Persons who are literates might have passed some examinations. In such cases the highest examination passed has to be entered against this question. The following answers should be recorded against this question under the following circumstances:—

'O' for one who can neither read nor write.

'L' for one who can write and read.

and the highest examination passed in the case of persons who have passed some written examination or examinations, e.g., V Form, S.S.L.C., B.A., etc.

37. Q. 7 (a): Mother-tongue is the language spoken by the person since early childhood. Record the answer given by him, even if the language mentioned by him is a dialect of any of the main languages spoken in the State. In the case of infants or deaf mutes ascertain the language spoken by the mother of the infant or deaf mute and record it against this question. The following abbreviations may be used to record answers against this question :—

T for Tamil.

A for Telugu.

K for Kannada.

M for Malayalam.

U for Urdu.

E for English.

For the other languages record the language in full. In the case of dialects of all languages the dialects may be written in full.

38. (a) Q. 7 (B): In addition to the mother-tongue, a person may know some other language or languages, Indian or foreign. This question has been framed with a view to collect the data regarding the language other than mother-tongue which a person speaks and understands best and can use with facility in communicating with others. Not more than two such languages should be recorded against this question. These languages should not include dialects of the same language. The following questions may be put in eliciting an answer :—

(i) Do you know any other language? If so, what are the languages?

(b) Supposing he answers that he knows more than one language, then put this question: "Which one do you know best"? Record the answers in the order of the languages he knows best.

(c) In case of persons who do not know any other language other than their mother-tongue, mark 'X' against this question. The same abbreviations to be used against Q. 7 (a) will be used here also.

39. (a) Questions 8 to 11: The population of any country can be divided into workers and non-workers. Questions 8 to 11 apply to workers and their answers are of vital importance to our Census statistics. A person may be

Distinction  
between wor-  
kers and  
non-workers.

working as cultivator or an agricultural labourer or in any household industry or may be engaged in doing some other work. The last named category will include persons who are engaged in productive activities other than cultivation, business, trade, communication or transport service or other miscellaneous services. In the case of persons who are employed during certain specified seasons only, as in cultivation, livestock, household industry, he will be regarded as worker, provided he has some regular work for more than an hour per day throughout the greater part of the working season. In the case of persons regularly employed in any trade, profession, service or business or commerce, he will be considered as a worker if he was employed during any of the 15 days preceding the day on which you make your visit to the household. The entries made against this question need not be revised even if the person is found to be unemployed during your second visit to the household for the revisional round from 1st March to 5th March 1961. A person who works but was absent from his work during the 15 days preceding the day on which he was enumerated due to illness or other causes should be treated as a worker. It should be remembered that work not only includes actual manual labour but also effective supervision and direction. For example, a person having few acres of land may be supervising and directing without ploughing and harvesting himself. Such a person has to be regarded as worker. Persons under training as apprentices with or without stipend will also be regarded as worker. A public or social worker engaged also be regarded as worker. A public or social worker engaged actively in public or social work or a political worker actively engaged in furthering the political aims of his party should also be regarded as a worker. Under-trial prisoners or persons who are in jail but have not been convicted by a Court of Law may be regarded as workers if they were engaged in any of the activities, which are considered as work by our definition, before their arrest. Similarly persons who are admitted in hospitals or sanatoriums may be considered as workers if they were engaged in activities which are considered as work before they were so admitted.

(b) A person who has secured employment or has been offered a job but has not actually joined duty should be regarded as non-worker. Any adult woman engaged in household duties, however, useful it be, should not be considered as a worker. But if, in addition to her household duties, she is engaged in items of work like handpounding of rice, spinning of cotton, etc., which gives her some monetary reward either in cash or in kind or is employed on domestic duties for wages as servant-maid, ayah or cook or is employed in selling firewood, cutting and selling of grass, etc., she should be regarded as a worker.

(c) Beggars, pensioners, rent or dividend receivers who may be earning an income but are not participating in any productive work should not be considered as workers, unless they are also engaged in industry, trade or commerce. Those persons, who are long-term inmates of penal, charitable or mental institutions, even though previously engaged in activities which satisfy our definition of work, should be regarded as non-workers.

(d) After understanding the principles enunciated above regarding the classification of workers and non-workers you may now proceed to elicit answers to the questions. A person may be engaged in cultivation, in household industry or may be working as an agricultural labourer or doing some other work. He may be engaged in one of the above four categories or in more than one. A person working both as cultivator and agricultural labourer will be entered, as such, against questions 8 and 9. A person who is working both as cultivator and in household industry will be entered against questions 8 and 10. Persons working in any of the possible combination of cultivation, agricultural labour, household industry and other kinds of work will be entered in the appropriate places, as in the examples mentioned above. If a person is engaged in only one kind of work, he will be entered against one of the four questions 8 to 11. A person who is engaged in various kinds of work will necessarily have one item of work which he considers to be the predominant or principal work. It, therefore, becomes necessary to decide for the purpose of our enumeration, what work is his principal work and what is his subsidiary work. The principal work is defined for our purposes as one in which a person spends most of his working time and not the one from which he gets the maximum income.

(e) After having collected the answers to questions 8 to 11, if you find any person with more than one productive activity you should ask him which one of the productive activity mentioned by him is his principal work. Put a ring round the number of the question 8, 9, 10, 11 to indicate his answer.

To illustrate, a person who returns himself as cultivator and who is engaged in some household industry tells you that he spends a major portion of his time in cultivation. Cultivation is his principal work and you should put a ring round question 8, against which his principal work, cultivation has been recorded. If only two items of work are recorded and one has been shown as principal work by circling the question number against which the principal work is recorded, the other work recorded in any of the other questions 8 to 11 can be treated as his secondary occupation. But it may

happen that more than two productive activities are recorded against questions 8 to 11. In such cases you should ascertain the work which is next in importance to his principal work and it will be the work, which after his principal work, occupies most of his time. His subsidiary occupation should be indicated by a tick mark on the right hand side of the appropriate question number. For example, if a person is engaged in cultivation and is also working as an agricultural labourer and in household industry entries will be found against questions 8, 9 and 10. If, on enquiry, his principal work is known to be cultivation, a ring will be put round question 8, which relates to cultivation. If the person says that the work next in importance to cultivation is household industry a tick mark will be noted against question No. 10 on the right hand side.

*Examples.*

- ⑧ Working as Cultivator : C  
 9 Working as Agricultural AL  
 Labourer.  
 10 ✓ Working at Household (a) Nature of work.  
 Industry :

*Joiner.*

(b) Nature of Household Industry.

*Wooden toys making.*

(c) If employee.



40. Q.8 : According to our definition, a person is said to be a cultivator if he or she is engaged as an employer, single worker or family worker in (i) cultivation of land or supervision or direction of cultivation of land owned or held from Government.

(ii) Cultivation of land or supervision or direction of cultivation of land held from private persons or institutions, for payment in money, kind or share in the produce of crop.

(iii) It is not necessary that a person should own the land absolutely. Even if the land cultivated is held on lease or under a variety of tenures the person will be entitled to be regarded as a cultivator. Cultivation involves ploughing, sowing and harvesting and does not include the growing or keeping of orchards or groves or working in plantations like tea, coffee, rubber, cinchona and other medicinal plants. Persons engaged in tree-growing or working in plantations like tea, coffee, rubber, cinchona, should not be treated as

cultivators but should be entered against Q. 10 or 11 as the case may be. A person who leases out his lands to others for cultivation and gets a return in the shape of money or share of the crop and who does not even supervise and direct cultivation of land will not be treated as cultivator. Similarly, a person working on another person's land as agricultural labourer and has no right or lease on the land on which he works, is not responsible for taking decisions as to the kind of crop to be sown and is paid wages in cash or kind will not be treated as cultivator.

(a) Persons engaged in cultivation involving ploughing, sowing, harvesting of cereal crops such as rice, wheat and maize, tuber crops like potato and sweet-potatoes, sugarcane, bengal gram, pulses such as groundnut, kesar and other grams, production of raw jute and kindred fibre crops and production of raw cotton are considered to be cultivators.

(i) The land may be owned by any person in the household and the other members may be engaged in the cultivation, supervision or direction of all agricultural operations. You should ask the person enumerated the question "Do you possess or hold any land or does your household possess or hold land?"

(b) If so "Are you engaged in the cultivation of land or supervision or direction of land owned or held?"

The answers obtained should be recorded as follows:

'C' should be written in the cases of persons working as cultivators.

'X' for persons not working as cultivators or not working at all.

41. Q. 9. Agricultural labourer is a person who works on another's land for wages in cash or kind without having any supervision or direction in cultivation. The labourer will not have any right to lease the land on which he works nor will he be responsible for the crop he sows and he does not take any risk of cultivation. He may be paid his wages in kind. A person should have been working as agricultural labourer in the last or current cultivating season. After ascertaining from the person whether he works for wages on another person's land without any right to lease or contract, etc., he should be treated as an agricultural labourer and 'AL' should be recorded against this question. 'X' should be recorded for inapplicable cases.

Working as  
agricultural  
labourer.

**House-hold industry.**

42. (a) Q. 10 (a) It is defined as an industry conducted by the head of the household himself and/or by the members of the household (or at home) within the village in rural areas and only at home in urban areas. In other words, a household industry can be located at home and within the limits of the villages in rural areas. In urban areas, the industry must be confined to the house or at least a major part of the work must be located at home. In the case of urban areas, where the industry is not conducted at home but is situated elsewhere it should not be treated as a household industry. The industry should not also be run on the lines of a factory. For purposes of classifying as a factory, an establishment should employ 20 persons when no power is used and 10 persons where some kind of power is used.

(b) An household industry should relate to the production, processing, servicing, repairing or making and selling of goods but should not be confined to the processes of buying and selling alone. For example, it does not include professions such as Pleader, Doctor and Astrologer. The test is mainly threefold :—

(i) A household industry should embrace manufacture, processing or servicing and may include sale but is not confined simply to purchase and sale. At least part of the goods offered for sale should be manufactured there.

(ii) A household industry should not be carried on on the scale of a registered factory but should be confined to the household scale where the workers will be composed of the head of the household and the members of the household, the role of hired workers from outside, being of minor importance. The members of the household should be in a position to work in the industry whenever they find time from their daily routine. A household industry can use machinery and employ power like steam, electricity, oil, etc., to drive the machinery.

(iii) Location is another important factor in classifying an industry as a household industry, for proximity decides participation by members of the household. In rural areas, if the industry is located within the village instead of at home, it is possible for members of the household to move about freely in the village to look after the work. In urban areas, such free movement is not possible. Therefore, in urban areas, the definition of household industry is limited to industries which are located at home though part of the work may be done outside. To quote an example, in a house situated in an urban area weaving is done, for which the yarn has to be dyed before being used in looms for weaving. The dyeing of yarn may be done outside the house in an open

space or even in a shed, some distance away from the house. The weaving industry, in this case, will be treated as a household industry, even though the dyeing of yarn is done outside the house. Some examples of household industry are given as Appendix IV to this booklet to which you can refer while filling these columns, e.g., beedi workers, who either singly or with the help of the members of the family roll beedies at home for wages, while the contractor supply the materials, certain processes like buttoning and hand-sewing of cloth are carried on at home by members of the household, both at residence and at the place of work; where women-folk of the household fill at home with lac, gold ornaments prepared at the shop by male members of the household. These activities can also be regarded as illustrations of household industry.

(c) Your task is to find out the nature of the work and the nature of the household industry. The status of the persons engaged in the industry should be recorded against this question. If an industry is conducted on the scale of a household and the person enumerated is a member of the same household participating in the industry, you should ascertain the nature of the work which he is doing and enter it against Q. 10 (a). The nature of the household industry in which he is working should be entered against Q. 10 (b). In such cases Q. 10 (c), "If employee" is not applicable and 'X' has to be written within the triangle set apart for the purpose.

(d) There are persons who may not be working in their own household industry but may be working as paid employees in another household industry. In that case, for such persons, the nature of work and the nature of household industry should be recorded against Q. 10 (a) and 10 (b) with respect to the household industry in which they are working and "EE" should be recorded against Q. 10 (c) in the triangle.

(e) There may be others who might be working unpaid in another industry carried on by a household in which they are not members. Even in such cases the correct particulars should be recorded against Q. 10 (a) and (b) and 'EE' entered against Q. 10(c). But apprentices who are working without wages or for a stipend and are normally resident with the household may be considered to be part of the household and the correct particulars entered against Q. 10 (a) and (b). Against Q. 10 (c), 'X' will be recorded within the triangle. But such of those apprentices who are not normally resident in the household and who do not form part of the household, may be treated as employees, irrespective of the fact whether they get a stipend or not and EE entered in the triangle

against Q. 10 (c). A few illustrative examples as to how the answers are to be recorded against Q. 10 (a), (b) and (c) are furnished below :—

(F)	10 (a) Nature of work.	10 (b) Nature of Household Industry.	10 (c) If employee.
(1)	(2)	(3)	(4)
1 Person employed as Dyer of Yarn in handloom weaving conducted by another household.	Dyeing Yarn ..	Handloom Weaving (dhoties and towels).	E.E.
2 Person working as setter of precious stones in family jewellery.	Stone setter ..	Gold and diamond Jewels making.	X
3 Member of the household engaged in polishing wooden dolls made in the household.	Polishing wooden dolls.	Wooden Dolls making.	X
4 Person employed for painting clay toys and dolls made in household Industry at another household.	Painting clay dolls and toys.	Clay dolls and toys making.	E.E.
5 Person joining the sides of wooden boxes made in the household.	Joiner .. ..	Wooden Boxes making.	X
6 Person making pots .. ..	Throwing & turning pottery.	Earthen pottery.	X
7 Person employed for filling with lac in household making silver images.	Filling Silver ..	Silver smithy ..	X
8 A member of the household maintaining accounts in a household establishment of drugget manufacturers.	Keeping accounts.	Drugget manufacturer.	X
9 Person employed to drive the bulls in an oil-checkku.	Labourer employed in driving bulls of oil checkku.	Oil crushing ..	E.E.
10 Household member doing scrapping of rust, etc., of metal in a household doing electro-plating.	Scrapping and cleaning.	Electro-plating ..	X
11 Person spinning yarn .. ..	Spinning Yarn on Ambar Charka.	Yarn spinning ..	X

Doing work other than those mentioned in Qs. 8, 9 and 10. 43. Q. 11. This is not applicable to persons working as cultivator or as agricultural labourer or in any household industry. As indicated earlier, cultivation involves ploughing, sowing and harvesting of certain specified crops. Growing of other field produce and plantation crops does not come within the purview of cultivation and has to be entered against Q.11. A few examples of other field produce and plantation crops are furnished below for your guidance.

(a) Other field produce :—

(i) Production of fruits and nuts in plantations and Orchards (like Coconut, Arecanut, etc.)

(ii) Production of wood, bamboo, cane reeds, thatching grass, etc.

(iii) Production of other agricultural produce (including fruits and nuts not covered by item No. 1 and flowers) not covered above.

(b) *Plantation Crops*—

(i) Tea Plantations.

(ii) Coffee Plantations.

(iii) Rubber Plantations.

(iv) Production of tobacco on a large scale. This does not include tobacco which is cultivated as a rotation crop with other cereal crops, in which case it would be defined as cultivation crop.

(v) Production of ganja, cinchona, opium, pepper saffron, etc.

(vi) Production of other plantation crops not covered by the above items (e.g., cardomom, clove and other spices).

If a person is doing some other work in addition to the three items mentioned above or if a person is not working in any of the three categories, cultivation, agricultural labour or at household industry, the details of the work he is doing will be recorded against this question. If a person is engaged in more than one work and neither of them relate to any of the three categories mentioned above, write here the work for which he devotes a major part of his time.

(b) This question is divided into four parts. 11 (a) the nature of work, 11 (b) the nature of industry, profession, trade or service, 11 (c) class of worker and 11 (d) the name of the establishment in which the person is working. This question will not apply to persons who are not working or who work in any of the three categories mentioned earlier. For such persons write ' X ' in all the four parts of this question.

(c) Detailed instructions for filling in the four parts are given below :—

11 (a) : Full information as to the nature of work done by the persons should be recorded either in the vernacular or in English. If full information is not furnished, the correct position may not be ascertained. Against Q. 11 (b) you should describe in detail the nature of industry, business, trade or service in which the person works. In the case of

persons working in industries, the names of the articles produced, serviced or repaired should be clearly specified, e.g., Manufacture of Automobile Piston rings, Manufacture of Torch Light Cells or Bicycle rims, retreading of car and truck tyres, repairing of musical instruments, etc. If more than one article is produced, repaired or serviced, the name of the chief article produced, repaired or serviced should be indicated. In the case of business or trade the principal article of trade should be described and the fact whether retail or wholesale trade is carried on should also be indicated.

*Example.*—Wholesale trade in cotton seeds, retail trade in cotton textiles, wholesale trade in jaggery, retail trade in stationery article, etc.

(d) In the case of service, describe the nature of service under which the person's work can be classified. The description recorded under Q. 11 (b) should be of the nature as would permit the classification of the establishment under the Industrial classification code, correctly. Some of the important points to be borne in mind while recording answers to questions 11 (a) and (b) are briefly mentioned below.

(i) In the case of women or children who help in work such as rice pounding or doing domestic service for wages or minding cattle or selling firewood or making and selling cowdung cakes, grass, etc., the nature of work should be described fully even if they work part-time. In the case of married or grown up women who do any of the work mentioned above, in addition to the usual household duties, such work should be fully described and 'HW' written in brackets after the full description.

(ii) If a person produces the articles he sells, he should be entered as a producer-cum-seller.

(iii) Wherever possible, the work should be indicated by the vernacular name by which it is commonly known.

(e) The following terms which are vague must not be used when it is used to qualify the nature of work :—

Scientist, Technician, Civil servant, Clerk, Engineer, Inspector, Checker, Foreman, Overseer, Supervisor, Labourer, Machinist, Assistant, Contractor, Polisher.

(f) On the contrary such terms as Travelling Ticket Inspector, contractor for building houses, Government P.W.D. Contractor, in charge of road works, Railway goods clerk in the Southern Railway may be used, as they clearly indicate the nature of work.

(v) *Labourers*.—For an unskilled labourer usually employed on one work only, indicate clearly the nature of work done, e.g., Railway Porter, Market or Bazaar Porter, Labourer employed on road digging, brick layer, etc.

(vi) *Machine Operators*.—Always state the kind of machine operated by the person.

(vii) *Shop-keeper*.—Retail dealers and shop Assistants if wholly or mainly engaged in selling, write ' Dealer ' (if principal) or Shop Assistant or Salesman (if assisting) and state whether the business is wholesale or retail, or both.

(viii) *Transport Workers*.—Describe fully the nature of the transport, e.g., air transport, rail transport, transport by motor car or motor cycles or vehicles drawn by horses, etc.

(ix) *Services*.—For persons engaged in the Defence services write Service of the Central Government and Central Government employees against the nature of work.

(x) If the job is known in trade or industry by a special name, that name should be recorded. Managers, Foreman, etc., should be specified by the department in which they are working, e.g., Sales Manager, Machine Shop Foreman and Boiler Room Foreman, etc. The following terms should not be used alone :—

Manufacturer, Merchant, Agent, Broker, Refractor, Dealer, Engineer and Iron Works, etc.

(xi) *Domestic Services*.—In the case of a private service, i.e., a Cook or Domestic Servant write only private Cook or Demestic Servant. However, in the case of persons employed in hotels or restuarants, institutions, etc. the words hotel or restuarant, etc., should be added.

(g) For persons in the employ of firms carrying on two or more businesses, if the businesses are carried on in separate premises, then the business carried on at the premises in which the person is employed should be given. Where two activities are carried on side by side, the primary or major activity of the firm or establishment should be specified.

(h) *Commerce*.—The distinction between wholesale and retail business must be kept in mind. As in the case of other industries the goods handled should be clearly indicated.

44. (a) Q. 11 (c) : A person may be an employer or an <sup>Class of wor-</sup> trade, profession or service in which he is working. Employer, <sup>ker.</sup> employee, a single worker or a family worker in industry.

to define specifically, is a person who employs other persons in order to perform the work recorded against Q. 11 (a). As such he is not only responsible for his own work but also for the work done by others in the business mentioned above. However, a person who employs domestic servants for household duties or subordinates under him in an office where he is employed by others, e.g., Manager of the head of the department, does not come under the definition of an employer, even if he has been delegated the power to employ another person in his office on behalf of his employer or employers.

(b) An employee is a person who usually works under some person for salary or wages in cash or kind. Of course, there may be persons who are generally employed as Managers, Superintendents, Agents, etc., and in that capacity employ or control other workers on behalf of their own employers. Such persons are considered as employees.

Single worker is a person who works by himself but not as the head of the household in a household industry.

He is not employed by anyone else and in his turn does not employ anyone, not even the member of his household, except casually. This definition of single worker includes a person who works in joint partnership with one or several persons, hiring no employees and also a member of a producers' co-operative. Each one of the partners or members of such producers' co-operatives should be recorded as 'Single Worker'.

(c) A family worker is a person who works without receiving wages in kind or cash in any business or trade conducted mainly by the members of the family and ordinarily does at least one hour of work everyday during the working seasons.

(d) For the purpose of entire Q. 11 the reference to industry differs mainly from the household industry, in that, the industry is carried on a scale larger than what is covered under the former. The industry may be run at home or away from home in urban areas and even away from village in rural areas and should ordinarily be in the nature of a recognised partnership, Joint Stock Company or a Registered Factory. For the purpose of this definition members of a family may be drawn from beyond the limits of the household by ties of blood or marriage. A family worker may not be entitled to a share of the profits in the work of the business carried on either by the person or head of the household or other relatives.

(e) Members of the household, who help in performing household duties should not be treated as family workers.

To record the class of worker you should ask the person enumerated the following questions :—

(i) Are you an employer (i.e.,) employing others in your work? or

(ii) Are you an employee (i.e.), employed by others for wages or salaries in cash or kind? or

(iii) Are you a single worker working singly without employing others? or

(iv) Are you a family worker, i.e., helping in the family work without wage or salary in cash or kind.

(f) The answers obtained to these questions should be recorded by the authorised abbreviations as under :—

MR=For employer.

EE=For employee.

SW=For Single Worker and

FW=For Family Worker.

For persons to whom 'X' has been written against Q. 11 (a) and 11 (b) write 'X' against this question also.

45. (a) Q. 11 (d): You should record the details of the name of the Factory, Workshop, Business House, Industry, Shop, etc. and also the place in which the same is situated. If a person has no fixed place of work, write "No fixed place of work." Name of Establishment.

(b) In some of the enumeration slips issued to you, an error in printing has crept in. In the vernacular forms this error has not been noticed. In English forms, instead of printing the words "name of the establishment" against Q. 11 (d) the words "nature of establishment" has been wrongly printed.

(c) As soon as you read these instructions kindly take up the enumeration slips issued to you and correct the words to read as "name of the establishment". This has to engage your attention immediately.

(d) A few illustrative answers to questions 11 (a) to 11 (d) are given below.

	11 (a)	11 (b)	11 (c)	11 (d)
1	Labourer in Coffee Plantation.	Plantation labourer.	Coffee ..	EE Kannan Deran Coffee Plantations. Pattiveeranpatti.
2	Technical Officer, Drugs Control Organisation, Madras.	Technical Officer for Drugs.	Drugs Control Organisation.	EE Government of India Assistant Drugs Controller, Madras.
3	Bank Cashier .. ..	Cashier ..	Bank ..	EE Indian Bank Ltd., Alwarpet.
4	Motor Spare Parts Salesman.	Salesman ..	Motor Spare parts Sales (Retail).	EE Lakshmi Motor (Private) Ltd., Madras.
5	Asst. Meteorologist, Regional Meteorological Centre, Meenambakkam.	Asst. Meteorologist.	Meteorological Forecasting Department.	EE Regional Meteorological Centre, Meenambakkam.
6	Pilot, Air India International.	Air Pilot ..	Air Transport.	EE Air India International Limited, Bombay.
7	Head Accountant, Taluk Office.	Account Keeping.	District Revenue Establishment.	EE Taluk Office, Vudhachalam.
8	Karnam, Arumuganeri village.	Village Accounts Keeping.	District Revenue Collection.	EE Arumuganeri.
9	Log Feller, Kollegal Reserve Forest.	Trees cutting ..	Logging in forests.	EE Forest Department of Government of Madras.
10	Watchman in Mango Grove.	Watchman ..	Mango Grove.	EE Pannaiyar Mango Grove, Leumbudur.
11	Boiler room Foreman, Benny Textile Mills.	Boiler room Foreman.	Textile weaving.	EE Binny Textiles Weaving Company Limited, Cholai.
12	Cost Accountant, Telco Works, Jamshedpur.	Cost Accounting.	Locomotive manufacture.	EE Tata Locomotive Company Limited, Jamshedpur.
13	Porter, Central Station, Madras.	Luggage Porter.	Railway Station Porter.	SW Coastal Railway.
14	Carpenter, making wooden windows and doors.	Carpenter ..	Wooden Windows and doors.	SW Lalapet, Chidambaram.
15	Labourer in well digging.	Daily Labourer.	Well Digging.	EE No fixed place of work.
16	Scavenger, Madurai municipality.	Scavenging ..	Sanitary Department.	EE Madurai Municipality.

		11 (a)	11 (b)	11 (c)	11 (d)
17	General Labourer Arkonam.	General labourer.	No fixed job.	SW	No fixed place of work.
18	Teleprinter, Mechanic, Hindu Office.	Teleprinter Mechanic	News-papers publishers.	EE	Hindu Office, Madras.
19	Lorry Driver, Laxmi Lorry Service.	Lorry driver	Road Transport.	EE	Laxmi Lorry Service, Wandiwash.
20	Fortune teller .. ..	Fortune teller ..	Palmistry.	SW	No fixed place of work.
21	Radiologist, Erskine Hospital, Madurai.	Radiologist	X. Ray Laboratory.	EE	Erskine Hospital, Madurai.
22	Secretary, Madras Public Service Commission.	Secretary	Public Service Commission.	EE	Government of Madras.
23	Senior Chemist, King Institute, Guindy.	Chemist	Bacteriological Research Department.	EE	King Institute.
24	Head Cook, Mea's Hotel.	Cook	Hotel	EE	Laxmi Meals Hotel, Mount Road, Madras.
25	Jaggery Manufacturer, Nellikuppam.	Jaggery making.	Jaggery manufacture.	SW	Nellikuppam
26	Stone Dresser in a Contractor's firm.	Stone Dressing.	Building construction.	EE	Mir Sahib and Co., Contractors, Avadi.
27	C.I.D. Inspector, Ranipet.	Inspector of Police.	Criminal Investigation Department.	EE	Government of Madras, Ranipet.
28	Regional Sales Manager, Dunlop Tyre and Rubber Co., Bangalore.	Sales Manager.	Tyre and Tubes Sales (Whole sale).	EE	Dunlop Tyre and Rubber Company, Bangalore.
29	Insurance Agent, Tenali.	Insurance Agent.	Insurance.	SW	Tenali.
30	Ticket Collector, Sahnis Cinema, Salem.	Ticket Collector.	Cinema Theatre.	EE	Sahnis Cinema, Salem.
31	Railway Engine Driver, Jalarpot.	Engine Driver.	Rail Transport.	EE	Southern Railway Jalarpot Junction.
32	Chillies Commission Agent, Wat.ap.	Commission Agency.	Chillies Purchase and Sales (Wholesale).	MR	Ramraja & Co.
33	Proprietor and Manager Tower Brand Trunk Manufacturing Co., Broadway.	Proprietor and Manager.	Steel Trunk Makers.	MR	Tower Brand Trunk Manufacturing Co., Broadway.

	11 (a)	11 (b)	11 (c)	11 (d)
34	Pan, Bidi Shop, Owner. Proprietor	.. Pan, Bidi Sales (Retail).	MR Mandavalli.	
35	Accountant in a stock and share Brokers' firm.	Accountant .. Stock and Share Brokers.	EE Ramlal & Co, Madurai.	
36	House Painter .. .. Painter	.. Building Decoration.	SW No fixed place of work.	
37	Secretary, District Congress Committee.	Secretary .. Political Party.	EE District Congress Committee, Tirunelveli.	
38	Freelance Journalist .. Journalist	.. Writing for News papers and Periodicals.	SW No particular for journal or paper.	
39	Social Service Worker .. Social Service Worker.	Social Service work like slum clearance Uplift of workers, etc.	SW State Social Welfare Board.	
40	Salesman.. .. Salesman	.. Retail shop of ready-made garments, silk sarees, etc.	FW Elons & Sons, Madras.	

46. *Activity if not working.*—(a) Q. 12. This applies to persons who are not working, i.e., those who are not engaged in cultivation, agricultural labour, household industry, trade profession or service.

This category includes persons who are not active in the sense that they are not engaged in any productive work. Beggars, pensioners, persons receiving royalty from agricultural land or non-agricultural land, rent or dividend receivers, etc. though they may be earning an income do not participate in any productive work as well as inmates of institutions, convicts in jail, disabled persons not working, etc., are classified as persons "not working".

These persons have been grouped under eight different categories for Census purposes. Each group has to be indicated by authorised abbreviations as given below:

(b) To record an answer to this question, you should ask the person enumerated the following questions. If the

answer to the questions is in the affirmative you should indicate the group to which he belongs by the abbreviation mentioned against each :—

*Authorised  
abbreviations.*

- (i) Are you a full-time student or a child attending school who does no other work such as manufacturing articles at home for sale or helping your family in cultivation, industry, trade or business ... .. ST
- (ii) Are you a person engaged in unpaid household chores or housewife or adult woman who does no other work such as making articles at home for sale or wages or helps regularly even part-time in family cultivation, household industry, trade or business ... .. HW
- (iii) Any dependant including an infant or a child not attending to school, a person permanently disabled from work because of illness, accident or old age ... .. D
- (iv) A retired person who is not employed again, a person living on agricultural or non-agricultural royalty, rent or dividend receivers or any other person of independent means which does not necessitate any work on <sup>his</sup> your part and who does not other work ... .. R
- (v) A beggar, vagrant or an independent woman without any indication of the source of income and others of unspecified source of existence ... .. B
- (vi) A convict in jail or an inmate of a penal, mental or charitable institution ... .. I

*Note.*—An under-trial prisoner will be shown as a worker if he used to do work before he was apprehended (work being defined in the sense we have done),

*Authorised  
abbreviations.*

(vii) A person who was not employed before  
but is seeking employment for the first  
time           ...       ...       ...       ...       ...       NE

(viii) A person employed before but now  
out of employment and seeking  
employment       ...       ...       ...       ...       UN

Sex

47. Q. 13.—Males will be recorded as M and females will be recorded as F. Eunuchs and Hermaphrodites are to be recorded as males.

### SECTION III.

#### INSTRUCTIONS FOR FILLING UP THE HOUSEHOLD SCHEDULE AND CENSUS POPULATION RECORD.

48. The household schedule is a new feature of 1961 Census and is intended to collect information on two main economic activities of all households in the country, cultivation and household industry, provided they are carried on by households. The statistics thus collected will be useful in measuring the economic growth of the country.

49. The household schedule should be filled in immediately after the individuals of a household are enumerated during the period 10th to 28th February 1961, and before you leave the household for enumerating the members of another household. This schedule is divided into three sub-parts. Sub-part A will record details about cultivation. Sub-part B will record details about household industry and Sub-Part C will record details about the workers at cultivation or household industry or both. It is likely that a particular household will not be engaged in cultivation or household industry. Even then, this schedule will be filled in by you for that household by indicating the location code, name of the head of the household and marking 'X' against the columns in these sub-parts and a bold cross against all the three Sub-parts before affixing your signature with date. The following detailed instructions may be followed in filling up the schedule.

50. As in the case of individual enumeration slip, the code number applicable to your unit with the house number and household number should be written by you in the space provided for the purpose. In this, house number means the number allotted under the Madras House Numbering System to a particular house and household number will be a, b and c. In case no house number is given to a particular house, 'X' will be used as the house number.

51. If you are enumerating any penal, charitable or mental institution, hostel, hotel, hospital, boarding house, etc., you should write the nature of the institution as the case may be, within the rectangle provided for the purpose.

52. I have indicated in the detailed instructions for filling up the enumeration slip, the definition of the head of a household, which is to be written against Q. 1 (b). Please write the full name of the head of the household in this column.

Scheduled  
castes/Sched-  
uled tribes.

53. This relates to the head of the household. If the head of the household is a member of the Scheduled Caste or Scheduled Tribe in your State or in your district, you should write the particular S/C or S/T to which the head of the household belongs within the parallelogram provided for this purpose. In so doing, you will observe all the precautions indicated in filling up a similar column in the individual slip. After completing these entries you may proceed to fill up Sub-parts A, B and C.

Sub part A  
household  
cultivation.

54. (a) This sub-part will be filled in if the household is engaged in cultivating land. It is the intention that members of the family should normally participate in such cultivation though their participation may be limited to direction or supervision and need not necessarily be the performance of manual labour on the field. You must be satisfied that the members of the household have some direct part in cultivation or in direction or supervision over cultivation, the intention being to exclude all forms of absentee land-lordism. Land includes all land, normally used for cultivation including temporary fallows. Land under any of the items in Sub-part A includes rent-free land, lands enjoyed in permissive possession or gifts without encumbrance or consideration. This Sub-part is further divided into two, viz., A-1 and A-2. Under A-1, you will record details about the land cultivated by the household and under A-2 details of land not cultivated by the household, but given to private persons for cultivation in return for payment of money, kind or share. A-1 is further subdivided into A-1 (i) which pertains to land under cultivation by the household, the land being owned or held from Government and A-1 (ii) land under cultivation by the household, the land being held from private persons or institutions. In each of these categories, the extent of the separate plots or parcels of land which may be scattered in different places, owned, held or taken or given should be totalled and entered. Under no circumstances should you permit the person to give the approximate extent. You should insist on the actual extent in each case and find out the total. Rounding off to the nearest acre should never be done. The actual extent in acres and cents should be recorded in the appropriate column.

(b) The land under cultivation by the household may be held, owned or taken under different recognised local rights. Therefore, a number of lines have been provided for this purpose against A-1 (i) and A-1 (ii). A list of such local names on land in various parts of the State is appended to this booklet for your guidance as Appendix III. If the household cultivates lands owned, held from Government or taken from private persons or institutions and has given land to

private persons for cultivation purposes, you should ascertain the local name of the right on land and enter it against the column set apart for this purpose.

(c) Category A-1 (i) will include the total of the bits of land owned or held by virtue of possession as owner, e.g., land held directly from Government under a grant, lease or assignment with rights of permanent, heritable and transferable possession or with rights of permanent, heritable possession but without the right of transfer or temporary or conditional leases of any kind entered into with the Government. In some cases you may find that a particular household is cultivating land by encroaching on Government land. The situation of encroachment on private land will not arise. If the household states that land cultivated by them is an encroachment it should be included under category A-1 (i).

(d) Category A-1 (ii), viz., land taken from private persons or institutions for payment of money, kind or share will include land with rights of permanent heritable and transferable possession, with rights of permanent, heritable possession, but without the rights of transfer and those held in various tenancies or tenures which may be broadly classified as follows :—

(i) Tenants holding land with permanent and heritable rights whose land cannot be resumed by the owner on ground of personal cultivation (such tenants may have the rights of transfer also in certain cases).

(ii) Tenants who have been given permanent rights subject to the right of resumption by the owner (in some cases, the tenant has the right to acquire ownership. In other cases, he does not possess this right):

(iii) Tenants holding land in areas where interim measures have been enacted for the stay of ejectment or for continuing the leases for a specified period.

(iv) Tenants holding land under temporary leases who are liable to ejectment.

(v) Areas held on condition of rendering service either to a village, community or to the Government as in the case of service inams. (This also includes cases where labourers working on plantations are given bits of land for personal cultivation with permanent rights).

(vi) All lands taken for a fixed amount of money or a fixed amount of produce, for a share of the produce or for which money is paid, partly in kind and partly in the shape of cash and land held free of consideration.

(e) Category A-2 will include all lands given to private persons, for cultivation, for payment in money, kind or share falling under the classification listed out under category A-1 (ii). This column will be filled in only in the cases of households which are engaged in household cultivation and have leased out lands to other private persons. It need not be filled in the case of households not coming under the earlier category, i.e., not engaged in household cultivation.

(f) For a household to be listed under categories A-1 (i) and A-1 (ii), the land owned or held and under cultivation by the household should be within the limits of the village or in adjacent villages or within such a distance as would enable the household to work on the land or actively supervise the cultivation operations. This will not include land owned or held in distant places where the distance itself is bar to active cultivation or constant supervision or direction. Before proceeding to fill up this column, you should conduct a preliminary enquiry about the extent of land owned or held for cultivation by the household and the number of family members including the head of the household working at household cultivation. Only when you are satisfied that there are family members engaged in cultivation, you should fill up this sub-part. Category A-2 will, however, include lands, situated in any part of the country.

(g) Ascertain the extent of land under each category of local right in acres and cents and record against the column "Area in acres". You may write on a separate piece of paper the extent of separate plots or parcels under the same right if they are situated in different places and total them individually and separately for each local right. The total of all lands relating to each right should be entered in acres and cents, under this column. In the case of a household which is a member of a co-operative farm, you have to record the extent of land in the co-operative farm which belonged to it before the lands were merged into the co-operative farm and under the column 'right', you should enter the words 'Co-operative Farm'.

(h) If you are given the extent of land, convert them into acres and cents as indicated before. Do not round off the figures to the nearest acre. If it is not possible for you to give the extent of land in acres and cents, write the area as given to you in the local measure and indicate the nature of the local measure within brackets. Mark 'X' in all the places provided on the right hand side in bold letters if the household consists of only agricultural labourers without owning any land or households which do not engage in cultivation and put a bold cross against this column.

55. (a) Sub-part B relates to household industries. This Sub part will be filled in if the household is engaged in any household industry. The industry should be conducted mainly by the head of the household and/or members of the household. Hired workers can also be employed to assist them. The industry should not be on the scale of a registered factory and can use machinery and employ power to drive the machinery. The location of the industry should be in the house or within the village in rural areas and in the house only, in urban areas. The location is important in determining the nature of the industry. The household industry can embrace manufacture, processing, servicing or repairing and may include sale of products also. The process of buying and selling by itself will not make it a household industry. At least part of the goods offered for sale from the household should be manufactured or processed by the members of the household as a part of the household industry. The nature of the household industry has been explained in detail in Section II dealing with individual slips. A few illustrative examples have also been furnished in Section II. Examples of household industries have also been furnished in Appendix IV to this manual. Household Industries.

(b) This sub-part is divided into two compartments the first relates to the nature of industry and the second relates to the number of months in a year during which the industry provides work to the household. The nature of the industry should be recorded in detail. In case more than one industry is being conducted, write the primary industry, i.e., the industry which engages the attention of the household for the major portion of the year and then the other industry or industries along with the products of manufacture. While recording the answers against the two compartments, the number of months in a year during which the household is engaged will have to be ascertained and recorded. If the household is not engaged in any industry, mark 'X' against each compartment and a bold cross against the entire sub-part.

56. (a) Sub-part C relates to workers in cultivation and household industry. All details of the number of persons at work, i.e., head of the household, household members according to sex breakup and the hired workers engaged in household cultivation or household industry or in both will be recorded in this Sub-part. Sub-part C (1) will record the details of workers engaged in household cultivation only. C (2) will record the details of workers belonging to households engaged in household industry only while C (3) will record details of workers where both household cultivation and household industry are practised by a household. You Workers in Cultivation and Household Industry.

should not total the numbers against C (1) and C (2) and enter it in C (3). Where a household is engaged both in household cultivation and industry, it should be taken up first and the number of workers entered against C (3). The prime test to identify a worker is whether that person is actually working in cultivation or household industry or supervising or directing work thereon. Even if any working members of the family or hired labourers are absent during the period of enumeration, they should be counted for the purpose of filling in the relevant columns in the household schedule.

Before filling up this Sub-part you should satisfy yourself as to whether details have been recorded in A1 (i) and/or A1 (ii) of Sub-part A or under Sub-part B or in both. Only if these Sub-parts have been filled in Sub-part C will be filled in by you.

(b) *Category C (1).*—The following questions may be put to the informant to elicit the required information before filling in this column (1). If the household is engaged in cultivation, is the head of the household working? (2) How many other members of the family are working according to sex break-up? (3) How many of the workers are hired workers in whole-time employment who worked during the last cultivation season or during the current cultivation season? It will be necessary for you to explain what exactly is meant by household cultivation at this stage. The answers obtained may then be recorded as indicated below :—

If the head of the household is working write " 1 " in the column relating to head. Write the number of family members according to sex break-up in the columns relating to other males and females and total all the three columns and enter the figure in the column marked ' Total '. The number of hired workers should be entered in the column ' Hired workers '.

(c) *C(2) and C(3).*—In the case of Sub-parts C(2) and C (3) the same questions, substituting household industry for cultivation in the former and household industry and cultivation in the case of the latter may be asked and the particulars entered in the relevant columns. Where households are engaged in any of the three occupations, viz., cultivation, household industry and a combination of both, mark ' X ' against the columns which are inapplicable. Where the households are not engaged in any of the three categories mark ' X ' against each column and put a bold cross against this Sub-part.

57. The form for the preparation of Census Population Record is printed on the reverse of the household schedule. The Census Population Record is intended to record particulars of the names of the members of the household, their sex break-up, relationship to the head of the household, age, marital status and the description of work in the case of workers. It is an improved form of the National Register of Citizens prepared in 1951. It is an important document and has to be filled in with care and caution. The particulars should be filled in with reference to the details recorded in the individual enumeration slip relating to each household. For the sake of convenience, you may fill up the Census Population Record immediately after the individual slips for all members of household are prepared. The total of the members of a household will be worked out and entered in the appropriate columns according to sex break-up. You can verify the particulars by taking into account the number of new slips and cancelled slips relating to each household and checking it up with the total number of persons you have entered in the Census Population Record.

58. I have already indicated in section II that during your revisional round from 1st to 5th March 1961, certain individual slips may have to be cancelled or new slips prepared in the case of visitors who might not have been enumerated elsewhere and new born babies. It, therefore follows, that the Census Population Record should also be brought up to date after the revisional round to every household, with reference to the sunrise of 1st March 1961. As in the case of the individual enumeration slip, entries under "relationship to head" will have to be changed with reference to the corrections made in these slips if a person who was acknowledged as the head of the household has died. The marital status of the wife or husband of a head of a household will have to be changed suitably and corrections should be attested under your initials in the Census forms and schedules.

59. The following instructions may be borne in mind while filling up the Census Population Record:—

*Name.*—Write the name against Q. 1 (a) of individual slip.

*Sex.*—Write the particulars recorded against Q. 13 of the individual slip.

*Relationship to head.*—Write the particulars recorded against Q. 1 (b) of the individual slip.

Census  
Population  
Record.

Revision of  
Census Popu-  
lation Record  
during revi-  
sional round.

How to pre-  
pare Census  
Population  
Record

*Age.*—Write the figure recorded against Q. 2 of the individual slip.

*Marital Status.*—The answer recorded against Q. 3 of the individual slip should be entered here.

*Description of the work.*—In the case of a worker write here a brief description of the work done by a worker with reference to the answers recorded against Questions 8 to 11 of the individual slip. For this purpose, the principal item of work rounded off will be taken into account.

*Total persons—Males and females.*—The individual totals according to sex break-up will have to be entered against this column.

## SECTION IV.

### INSTRUCTIONS TO SUPERVISORS.

These instructions are intended for the further guidance of Supervisors. It is presumed that they would scrupulously follow the instructions in Sections I to III of this Manual in discharging their duties connected with 1961 Census.

2. As a Supervisor, you are responsible for the completeness and accuracy of the Census Operations conducted in your Circle and for correct recording and submission of final returns of population. The quality of the Census work depends on your energy, enthusiasm and your capacity to get the work done by the Enumerators working under you. Your first duty is to understand the instructions issued to you properly. Then, you are to give suitable instructions to Enumerators and satisfy yourself that they have understood them properly. **Your duties.**

3. The appointment order issued to you will indicate the boundaries of the circles and the enumeration blocks contained in it. Your Charge Officer will give you the names and addresses of the Enumerators under your supervision as well as copies of rough plans and key lists relating to your Circle and the charge list detailing particulars regarding the serial numbers of the blocks, with the numbers of buildings in each block. You should also make note of the location code numbers of the different units in your area and also note down the names of the Supervisors of the circles adjoining yours. **Knowledge of block and contact with enumerators essential.**

4. Your appointment order and the copy of this Manual should be kept carefully. Consequent on your transfer or for any reason if you cease to hold your Census appointment, return both the appointment order and the Manual to your Charge Superintendent for transmission to your successor. **On transfer.**

5. Visit your circle and meet Enumerators. Verify in company with them the boundaries of their respective blocks. Satisfy yourself that no place of human habitation has been omitted and that the Enumerators know precisely what areas they have to enumerate. You should locate the places in each block within your circle where houseless persons are likely to be found and also the places where people living on boats are likely to be found if there are canals or rivers in your circle. Meet your counterparts in the neighbouring circles and satisfy yourself that no portion of the circle boundaries overlap. **Perambulation of block with enumerators.**

Your contribution in educating the public and enumerators

6. It is your duty to explain the system of code numbers and see that each Enumerator notes down the correct series of code numbers relating to the district, taluk, village, panchayat, cantonment, municipality and the block number or locality-street number. The Census department has already publicised the general scheme of census operations throughout the State. On your part, you can give all publicity possible for Census among the inhabitants of your circle, stressing the need for accurate statistics which will help in the nation building. You should also impress on the inhabitants that the information collected in respect of each individual will be kept secret and cannot be used in court or other Government proceedings for any action against the individual concerned. Thus, it must be your constant endeavour to create a proper atmosphere in your area so that the work of the enumeration can be done effectively.

Instruction class.

7. Instruction classes for Enumerators and Supervisors for explaining the meaning of the various Census questions and the method of filling up the Enumeration Slips and the Household Schedule and Census Population Record will be held by the Charge Officers and District Census Officers or their Deputies. There will be six classes during the months of November 1960 to January 1961. It will be your duty to see that your Enumerators attend the classes and understand the instructions properly. It must also be your endeavour to supplement the training imparted in the training classes by such instructions as you consider necessary, including practical demonstration.

Training sample census.

8. To enable the Enumerator to have some practical experience, Sample Individual Slips and Household Schedules have been printed in red ink. The Sample Enumeration Slips and Sample Household Schedules will be supplied to you for distribution to the Enumerators of your blocks, bound in pads of 50 slips and books of 10 schedules. These will be distributed at the first instruction class itself. The Enumerators, after they have attended some three training classes, should be asked to fill in at least 50 slips and 10 household schedules, preferably in their own block. You should fix up with the Enumerator the date on which the practice Enumeration will be carried out in his block and be present when he is actually doing the work. You can guide him in filling the slips, explaining the instructions on the subject. You should prepare a report in the form given in Appendix V to this Manual and send it to the Charge Officer immediately after the practice enumeration is over along with the sample slips and schedules. This should be done in the case of all the Enumerators under your charge.

9. Language copies of the manual containing instructions to Enumerators and Supervisors on Census enumeration will be handed over to them at the instruction class. You should instruct the enumerators that they should preserve the copy and should not lose it. If, however, any enumerator reports loss of the copy, contact the Charge Officer and replace the lost one by another copy. **Manuals if lost by enumerators.**

10. The enumeration slip pads and household schedule books intended for your circle will be handed over to you by your charge officer in the last week of January 1961 together with a Circle Issue Statement showing the number of pads to be given to each Enumerator. This statement will be in the form given in Appendix VI. You will sign a receipt for the pads in the form given at the foot of the statement and hand it over to your charge officer. You will keep the Issue Statement with you. During the first week of February, hand over the pads to them taking their signatures in the Issue Statement in token of their receipt. **Acknowledgement of forms.**

11. At the time of handing over the pads, you will also show your Enumerators how to fill in the slips the series of code numbers relating to their blocks and watch them while they are actually writing the numbers on a number of slips and schedules. Take care to see that each Enumerator gets the requisite series of numbers for his block and writes them on the slips clearly in between oblique strokes. If, however, an enumerator has more than one house numbering block or street in a locality, you should instruct him specially to remember this and ask him to write the code numbers of the other blocks or street when he actually begins the enumeration in that block or street. This is particularly important since without this, identification of the data recorded will be rendered difficult. **How to fill in code numbers.**

12. You should impress upon your Enumerators that they must not be under the impression that because they are acquainted with a particular person or household whom they have to enumerate, they can fill up the slip and schedule without personally visiting the household and asking the members the necessary questions. They must actually put the questions and record the answers given. **Actual visit to place of enumeration essential.**

13. If you or any of your Enumerators doubt the accuracy of any answer given by a person, explain clearly the question and the nature of the information required. When he has been made to understand them, you should accept the answer which he then gives, whatever be your opinion of its correctness. But if you consider the answer to be deliberately false, you may point out to the person that he is liable to punishment for giving false information and if he still persists in **All answers to be recorded. False information Do's and Dont's.**

it, accept his answer without further dispute and report the matter to your charge officer. You may also pass a remark in the appropriate census record that you consider it to be false.

**Check-up of work of Enumerators.**

14. During the period of Enumeration, you must be continually on the move within your circle in order to check the work of your Enumerators. During the first two days, make sure that the Enumerator has made a good start on the Enumeration of the household population and population in institutions.

**Verification of completed slip and scoring out of spoiled slips.**

15. As soon as an Enumerator completes all the slips in any of his pads and the schedules in a book, he will hand over to you the same and you should note the date on the outer cover of the slip pad and schedule book. You should go through all the slips in the pad and the schedules in the book to see whether there are any obvious mistakes or omissions. If any Enumerator has marked any slip or schedule as spoiled, you should write across the slip or the schedule the words 'cancelled' and initial it.

**Test-check of slips and schedules by Supervisors.**

16. You are expected to test check the slips and schedules in each block relating to your circle. For this, you should select 10 per cent of the households in each of the house numbering blocks or streets comprised in an Enumerator's block. But your selection of the households should not be confined to one house or block or street. You should spread out your test-check throughout the enumeration period and test check as many households as possible before 28th February 1961. The remaining households can be test-checked after the enumerators hand over finally to you the enumeration pads and household schedules and should be completed before 10th March 1961. It is important that households to be test-checked should be selected at random but the cases selected should cover each of the blocks, streets or other areas assigned to each Enumerator.

**Adjustments of short fall and excess in supply of slips and schedules.**

17. In case your Enumerators require more slip pad or schedule books, you should immediately ask your charge officer for a further supply. If this is not possible and your place is far distant, you should, take a pad or book from another Enumerator who is likely to have them in excess. Make a note of the transfer in the Remarks Column of the Circle Issue statement. The Enumerator to whom they are given should be instructed to write the series of code numbers relating to his area after scoring out any entry previously made.

**Final check up by Enumerators.**

18. After you complete the test-check on 28th February 1961, you should hand back all the enumeration slip pads and household schedule books to the enumerators to enable them

to carry out the final checking up of their enumeration and bringing the records up to date with reference to the census time, i.e., sunrise on 1st March 1961 and for rectification of mistakes. Make a note of the date on which the pads and schedules were handed back on the outer cover of the pads and schedule books.

19. In mufassal areas, on the night of 28th February 1961, the enumeration of houseless persons and persons residing on boats in canals or rivers will take place. In the case of Madras City, the enumeration of houseless population will be done on the nights on the 28th February to 4th March 1961. You should visit a few places in your blocks and see that the enumerators in your blocks carry out enumeration in accordance with the instructions. You must particularly instruct the enumerators about the distinction between household population including institutional population and the houseless population. Enumeration of houseless population.

20. During the first five days, 1st to 5th March 1961, you should see that your enumerators make the round of all houses and institutions in their blocks and you should personally visit some houses and verify whether the enumerator has revisited the household and has noted the changes, i.e., births, deaths and arrival of new visitors. Make a note of the births or deaths or new visitors who have arrived and verify the same with reference to the actual slips prepared or cancelled by the enumerator of your block when the pads and schedules are finally returned. Check-up of the round.

21. You must send two progress reports of your work to your charge officer, the first on the 17th February 1961 and the second on the 24th February 1961 in the form given in Appendix VII. Submission of progress reports.

22. On the 6th March 1961, your enumerators should meet at some convenient place, bringing with them all the pads and schedules given to them. You must bring with you the enumerator's block and circle abstract forms—vide Appendices VIII and IX—which have been supplied to you. You will then proceed as follows :— Verification of enumeration pads and schedules.

Verify that each enumerator has brought all the pads and schedule books given earlier as shown in the Circle Issue Statement.

Verify the entries in the enumerator's abstract printed on the front cover of each pad by actual counting of the slips of each category. This procedure should be repeated in all the enumerators' blocks. Soon after the entries in the cover pads

are checked, you should give the enumerator's block abstract form to each enumerator and then ask him to fill up the form and sign it. You should also affix your signature in the space provided for it in the form.

**Preparation  
of circle ab-  
stracts.**

23. When all the enumerator's block abstracts have been prepared, arrange them according to the serial number of the blocks. From these abstracts, you should prepare the circle abstract in the form given in Appendix IX which will be supplied during January 1961 along with the enumerator's block abstract form. As soon as it is complete, you should hand over it together with the bundle of enumerator block abstracts to your charge officer on the evening of 6th March itself.

**Supervisors  
in defence  
Establish-  
ments.**

24. In the case of Defence Establishments, a unit might move out before 1st March 1961 from the station in which it has been enumerated. In such cases, the revisional check round from the 1st March 1961 to the 5th March 1961 cannot be conducted. The charge officer of the Defence Establishment will obtain a final check report detailing all births and deaths that might have occurred in the unit before the sunrise of 1st March 1961 in the form prescribed and will hand it over to Supervisor in the Defence Establishment. Necessary changes in the enumeration slips and schedules relating to the unit should be made with reference to the final check report if the report is received by the 6th March 1961. This will involve the correction of the total population entered in the enumerator's block abstract and in the circle abstract which have been prepared.

**Arrangement  
of pads and  
schedules.**

25. Finally, after you have completed your test-check, arrange the pads and schedule books block-wise in the order in which they are shown in the Circle Issue Statement. Tie up the pads and schedule books in a bundle and place the Circle Issue Statement on top of the bundle. The bundle should then be forwarded to your charge officer.

## APPENDIX I.

### THE CENSUS ACT (No. XXXVII) OF 1948 \*.

[Amended by Acts XL of 1949, LI of 1950, the Adaptation of Laws Order, 1950 and the Census (Amendment) Act of 1959.]

*An Act to provide for certain matters in connection with the taking of Census.*

WHEREAS it is expedient to provide for the taking of Census in India or any part thereof whenever necessary or desirable and to provide for certain matters in connection with the taking of such census:—

It is hereby enacted as follows:—

1. (1) This may be called the Census Act, 1948.

Short title and extent.

(2) It extends to the whole of India.

2. Any reference in this Act to the Indian Penal Code (Act XLV of 1860) or the Indian Evidence Act, 1872 (I of 1872), shall, in relation to the State of Jammu and Kashmir be construed as a reference to the corresponding enactment in force in that State.

Rule of construction respecting enactments not extending to Jammu and Kashmir.

3. The Central Government, may, by notification in the official Gazette, declare its intention of taking a census in the whole or any part of the territories to which this Act extends, whenever it may consider it necessary or desirable so to do, and thereupon the Census shall be taken.

Central Government to take Census.

4. (1) The Central Government may appoint a Census Commissioner to supervise the taking of the Census throughout the area in which the census is intended to be taken, and Superintendents of Census Operations to supervise the taking of the census within the several provinces.

Appointment of Census staff.

(2) The State Government may appoint persons as Census Officers to take, or aid in, or supervise the taking of, the census within any specified local area and such persons, when so appointed, shall be bound to serve accordingly.

(3) A declaration in writing, signed by any authority authorized by the State Government in this behalf, that any person has been duly appointed a census officer for any local area shall be conclusive proof of such appointment.

(4) The State Government may delegate to such authority as it thinks fit the power of appointing Census Officers conferred by sub-section (2).

Status of Census authorities as public servants. 5. The Census Commissioner, all Superintendents of Census Operations and all Census Officers shall be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

Discharge of duties of Census Officers in certain cases. 6. (1) Where the District Magistrate, or such authority as the State Government may appoint in this behalf, by a written order directs:—

(a) Every officer in command of any body of men belonging to the naval, military or air forces or of any vessel of war, of India;

(b) every person (except a pilot or harbourmaster) having charge or control of a vessel;

(c) every person in charge of a lunatic asylum, hospital, workhouse, prison, reformatory or lock-up or of any public, charitable, religious or educational institutions;

(d) every keeper, secretary or manager or any *sarai*, hotel, boarding-house, lodging-house, emigration depot or club;

(e) every manager or officer of a railway or any commercial or industrial establishment, and

(f) every occupant of immovable property wherein at the time of the taking of the Census persons are living; shall perform such of the duties of a Census Officer in relation to the persons who at the time of the taking of the census are under his command or charge, or are inmates of his house, or are present on or in such immovable property or are employed under him as may be specified in the order.

(2) All the provisions of this Act relating to Census Officers shall apply, so far as may be, to all persons while performing such duties under this section, and any person refusing or neglecting to perform any duty which under this section he is directed to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code (XLV of 1860).

Power to call upon certain persons to give assistance. 7. The District Magistrate, or such authority as the State Government may appoint in this behalf for any local area, may by written order which shall have effect throughout the extent of his district or of such local area, as the case may be, call upon—

(a) All owners and occupiers of land, tenure-holders and farmers and assignees of land revenue, or their agents;

(b) all members of the district, municipal, panchayat and other local authorities and officers and servants of such authorities; and

(c) all officers and members of staff of any factory, firm or establishment,

to give such assistance as shall be specified in the order towards the taking of a Census of the persons who are, at the time of the taking of the Census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, firms and other establishments or within the areas for which such local authorities are established, as the case may be, and the persons to whom an order under this section is directed shall be bound to obey it and shall, while acting in pursuance of such order be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

8. (1) A Census Officer may ask all such questions of all persons within the limits of the local area for which he is appointed as, by instructions issued in this behalf by the State Government and published in the Official Gazette, he may be directed to ask. Asking of questions and obligation to answer.

(2) Every person of whom any question is asked under sub-section (1) shall be legally bound to answer such question to the best of his knowledge or belief:

Provided that no person shall be bound to state the name of any female member of his household, and no woman shall be bound to state the name of her husband or deceased husband or of any other person whose name she is forbidden by custom to mention.

9. Every person occupying any house, enclosure, vessel or other place shall allow Census Officers such access thereto as they may require for the purposes of the Census and as having regard to the customs of the country, may be reasonable and shall allow them to paint on, or affix to, the place such letters, marks or numbers as may be necessary for the purposes of the Census. Occupier to permit access and affixing of numbers.

10. (1) Subject to such orders as the Provincial Government may issue in this behalf, a Census Officer may, within the local area for which he is appointed, leave or cause to be left a schedule at any dwelling house or with the manager or any officer of any commercial or industrial establishment, for the purpose of its being filled up by the occupier of such house or of any specified part thereof or by such manager or officer with such particulars as the State Government may direct regarding the inmates of such house or part thereof, or the persons employed under such manager or officer, as the case may be, at the time of the taking of the Census. Occupier or Manager to fill up Schedule.

(2) When such schedule has been so left, the said occupier, manager or officer, as the case may be, shall fill it up or cause to be filled up to the best of his knowledge or belief so far as regards the inmates of such house or part thereof or the persons employed under him, as the case may be, at the time aforesaid, and shall sign his name thereto and, when so required, shall deliver the schedule so filled up and signed to the census Officer or to such person as the Census Officer may direct.

**Penalties.**

11 (1) (a) Any Census Officer or any person lawfully required to give assistance towards the taking of a Census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made thereunder, or any person who hinders or obstructs another person in performing any such duty or in obeying any such order, or

(b) any Census Officer who intentionally puts any offensive or improper question or knowingly makes any false return or, without the previous sanction of the Central Government or the State Government discloses any information which he has received by means of, or for the purposes of a Census return, or;

(c) any sorter, compiler or other member of the Census staff who removes, secretes, damages or destroys any Census document or deals with any Census document in a manner likely to falsify or impair the tabulations of Census results, or

(d) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a Census Officer which he is legally bound by section 8 to answer, or

(e) any person occupying any house, enclosure, vessel or other place who refuses to allow a Census Officer such reasonable access thereto as he is required by section 9 to allow, or

(f) any person who, removes, obliterates, alters, or damages any letters, marks or numbers which have been painted or affixed for the purposes of the Census, or

(g) any person who, having been required under section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions of that section, or makes any false return thereunder, or

(h) any person who trespasses into a Census Office, shall be punishable, with fine which may extend to one thousand rupees and in case of a conviction under part (b) or (c) shall also be punishable with imprisonment which may extend to six months.

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees.

**Sanction required for prosecutions.**

12. No prosecution under this Act shall be instituted except with the previous sanction of the State Government or of any authority authorized in this behalf by the State Government.

13. Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence under this Act: Operation of other laws not barred.

Provided that no such prosecution shall be instituted except with the previous sanction referred to in section 12.

14. No Court inferior to that of a Presidency Magistrate or a Magistrate of the Second-class or in a Part B State, a Magistrate corresponding to a Magistrate of the Second-class shall try, whether under this Act or under any other law, any act or omission which constitutes an offence under this Act. Jurisdiction.

15. No person shall have a right to inspect any book, register or record made by a census officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872 (I of 1872), no entry in any such book, register, record, or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act. Records of Census not open to inspection nor admissible in evidence.

16. Notwithstanding anything in any enactment or rule with respect to the mode in which a census is to be taken in any municipality, the municipal authority, in consultation with the Superintendent of Census Operations, or with such other authority as the State Government, may authorize in this behalf, shall, at the time appointed for the taking of any census cause the census of the municipality to be taken wholly or in part by any method authorized by or under this Act. Temporary suspension of other laws as to mode of taking census in Municipalities.

17. The Census Commissioner or any Superintendent of Census Operations, or such person as the State Government may authorize in this behalf may, if he so thinks fit, at the request and cost (to be determined by him) of any local authority or person, cause abstracts to be prepared and supplied containing any such statistical information as can be derived from the census returns for India or any State as the case may be, being information which is not contained in any published report and which in his opinion it is reasonable for that authority or person to require. Grant of Statistical abstract.

18. (1) The Central Government may make rules for carrying out the purposes of this Act. Power to make rules.

(2) In particular, and without prejudice to the generality of the foregoing power, the Central Government may make rules providing for the appointment of census officers and of persons to perform any of the duties of census officers or to give assistance towards the taking of a census, and for the general instructions to be issued to such officers and persons.

**APPENDIX II.**  
**LIST OF SPECIAL TRACTS**

**AREAS IN WHICH SPECIAL PROCEDURE FOR ENUMERATION WILL BE ADOPTED**

*North Arcot District.*

**Vellore taluk.**

1 Navakkaneri, Kavanurettu and Pannagatteri.	9 Alleri	} Javadi Hills
2 Vellakallu	10 Elluparai.	
3 Tella	11 Jankollai.	
4 Aumalai and Kurivimalai (hamlets of Attiyur)	12 Palampet.	
5 Sakhajonai (hamlet of Ambur).	13 Pini mandai	
6 Nayakkani (hamlet of Munjurput).	14 Padukuppam	
7 Senganattam (hamlet of P. I. m. di)	15 Mollivadi.	
8 Kolavimedu (hamlet of Virupakshipuram).	16 Periyasamparai.	
	17 Kottur II bit.	
	18 Nayakkaneri	

**Polur taluk.**

1 Sampatigiri	} Javadi Hills	13 Futtaikarai	} Javadi Hills
2 Parvatamalai		14 Bargur	
3 Kidampolliyam Hill		15 Puduattu	
4 Amer'ee		16 Odanangalam	
5 Kinamalai		17 Kovilur	
6 Puliyankuppam		18 Irumananur	
7 Erivur		19 Mel'lopai	
8 Mandaparai		20 Kapatrapattu	
9 Namianpatti		21 Padavadu II bit	
10 Kilkana'ayur		22 Kalpattu II bit	
11 Sengadu	23 Viralur II bit		
12 Pattaraikadu			

**Chengam taluk.**

**Tenmalai Hills.**

The following villeges—

1 Pedapanjamarathur	8 Perumuttam
2 Puliyur	9 Kipatt
3 Meltattiyapattu	10 Chinmakilpattu
4 Kiltattiyapattu	11 Melpattu
5 Nellivoy	12 Vannankottai
6 Erukkampattu	13 Polamarathur
7 Attipattu	

**Tirupattur taluk.**

1 Javadi Hills	2 Yelagiri Hills
----------------	------------------

*South Arcot District.*

**Kallakurichi taluk.**

1 Kalrayan Hills
------------------

*Salem District.*

**Rasipuram and Namakkal taluks.**

1 Kollimalais
---------------

**Attur taluk.**

1 Pachamalais
---------------

2 Kalrayan Hills
------------------

**Harur taluk.**

1 Chitteri Hills
------------------

**Omalur taluk.**

1 Palamalai
-------------

2 Aranothumalai and its hamlets Chinnaveemoatti, Aladiatti, Sircumalai, Aranothumalai, Perivelampatti, Relapadi and Pallikadu.
--

*Coimbatore District.**Avanashi taluk.*

- |   |   |   |  |
|---|---|---|--|
| 1 | Dhallbalaivam, hamlet of Sirumugai                  | 3 | Sundepatti, hamlet in Nellithorai and the pyts of Mejur and Hubkal transferred from the Nilgiris |
| 2 | Gopanari and Ten sukombu, hamlets of Tolampalayayam | 4 | The parts of Jakkanari village added to Chandanur village  |

*Tiruchirappalli District.**Musiri taluk.*

- |   |              |   |                           |
|---|--------------|---|---------------------------|
| 1 | Kombai       | } | (on the Pechamalai hills) |
| 2 | Vannadu      |   |                           |
| 3 | Tenpandanadu |   |                           |

*Tirunelveli District.**Ambasamudram taluk.*

- 1 Zamin Singampatti hills

*Sankaranayanarkoil taluk.*

- 1 Zamin Sivagiri hills and  
 2 Reserved forests adjoining the villages of—
- |                     |                       |
|---------------------|-----------------------|
| (a) Paliankudi      | (d) Narayanapuram and |
| (b) Mela Paliankudi | (e) Chantamani        |
| (c) Vasudevanaljur  |                       |

## APPENDIX III.

### NAME OF DIFFERENT RIGHTS ON LAND IN MADRAS STATE.

#### I. COMMON TERMS APPLICABLE THROUGHOUT THE STATE.

Serial number.	Tamil name for land rights.	English equivalent.	Explanation.
(1)	(2)	(3)	(4)
1	ரயத்துவாரி, அயன் .. ..	Ryotwari, Ayan .. ..	Lands held in settled tracts under the direct control of Government.
2	பட்டா .. ..	Patta .. ..	Registered holding-Patta does not create or confer any title to land. It recognises the holder of the patta as the person to whom the Government should look forward for the collection of land revenue. It denotes the registry in the revenue accounts for collection of land revenue.
3	இனாம், ஷ்ரோத்ரியம் .. ..	Inam, Shrotrium .. ..	Inam land—A person enjoys the land after remitting a favourable rent to Government.
4	மாளியம் .. ..	Manyam .. ..	Lands in the enjoyment of charitable or religious institutions under certain conditions.
5	கிராம ஊழிய இனாம்கள், ஊழிய உம்பளம்.	Village service Inam, Service Umbalam.	Lands granted to a person for rendering service to village community.
6	குத்தகை, கட்டுக் குத்தகை, பாட்டம் பத்தடைப்பு, சாம் போள்.	Lease, Adavolai .. ..	Long term or short term leases B is the lessee of A's land. B is entitled to possession and enjoyment of land on payment of a stipulated lease amount to A. 'B' is bound to vacate the land when called upon to do so by 'A' after the termination of the lease period as per the conditions of lease.
7	உள் குத்தகை .. ..	Sub-lease .. ..	'A' is a land holder. He leases the land to B. 'B' in turn leases to C. C is a Sub-lessee.
8	போக்குயம், சுவாதின போக்குயம், ஒத்தி, இராங் ஒத்தி.	Mortgage with possession, Swathina Bogyam.	Land mortgaged by an owner to a third party for consideration. Mortgagee will be in possession till the loan is cleared.
9	ஈடு, அடமானம் பெற்தகம்.	Simple Mortgage, Mortgage without possession.	Land pledged as security to a third party by the owner for some consideration, possession remaining with the owner. Owner will pay interest on the loan amount to the mortgagee.

Serial number.	Tamil name for land rights.	English equivalent.	Explanation.
(1)	(2)	(3)	(4)
10	வாரம் .. ..	Varm, Waram ..	It denotes the share due to the owner of land in kind for the crop raised.
11	சரிவாரம் .. ..	Sarivaram .. ..	Equal share of produce between land holder and cultivator.
12	மேல்வாரம் .. ..	Melvaram .. ..	The share of the proprietor in the produce of the land or the proprietor's right to collect the rent.
13	குடிவாரம் .. ..	Kudivaram .. ..	The tenant or cultivator has a right to cultivate the land subject to payment of a share of produce or rent to the proprietor (melvaramdar.)
14	இருவாரம் .. ..	Iruvaram .. ..	Both the melvaram and kudivaram rights rest with one and the same person or persons.
15	சிவாஜிமா, புதுவல் சாகுபடி.	Sivajima, Puthuval.	Cultivation of poramboke or waste lands by paying assessment. Cultivator has no title to the land.
16	பண்ணை, பண்ணை சாகுபடி.	Pannai, Pannai Cultivation.	Direct cultivation by the land owner. In some cases, the extent may be large. The land owner may engage hired labour.

2. LOCAL NAMES WHICH ARE OF PARTICULAR IMPORTANCE IN CERTAIN DISTRICTS.

1. Madras city.

1	இசம்பு .. ..	Isumbu .. ..	....
2	தேவதாயம் .. ..	Religious right ..	....
3	தருமதாயம் .. ..	Right by gift .. ..	....
4	வக்ஃபு .. ..	Wakf .. ..	....

2. Chingleput district.

1	சமுதாயம், பசங்கரணை .. ..	....	Joint ownership of land in the name of a few village.
2	ஆள்வாரம் .. ..	Alwaram .. ..	One-fifth of the produce to be paid to the person who is doing alwaram work.

3. South Arcot district.

1	மானியம் .. ..	Maniyam .. ..	Alienation of land revenue in recognition of certain public services rendered to the village community.
2	உழவாடை .. ..	Ulavadai .. ..	Lands cultivated by Pannayals

Serial numbers.	Tamil name for land rights.	English equivalent.	Explanation.
(1)	(2)	(3)	(4)
<b>4. Salem district.</b>			
1	அமணி .. .. .	Ammani; Govern- ment villages.	Holding in a village in which the Government is directly collecting assessment.
2	மாணியம்; மாணியம் .. .. .	Maniyam; Manibam.	This devotes the right of use of in m land usually by the pootari of the temple for services rendered. The pootari does not get any other emolument by way of cash grant.
3	கட்டுவல் .. .. .	Kattuvall .. .. .	The land owner gets a bond executed from the cultivator for payment of certain amount to him in advance. Then he will deduct the amount from cultivator's account every year. For example a cultivator agrees to pay Rs. 1,000 for five years for cultivating the land. The cultivator pays Rs. 1,000 in advance and the owner of the land will deduct equal sum of Rs. 200 per year from his account for five years. Such agreement is called as Kattuvall.
4	இடபொக்கியம் .. .. .	Idabogyam .. .. .	The landholder pledges the land for a certain sum and for a specified period. After the expiry of the period the land holder will get the land without paying any money. During that period, the tenant will enjoy the usufructs of the land.
5	அனுபொகுதி .. .. .	Anuboguthi .. .. .	The land holder will execute a sale deed and the purchaser will execute a counter document to the effect that the sale amount mentioned in the sale deed could be repaid within a specific period and the land thus redeemed. If the original owner does not redeem the land within the specified period the purchaser will become the absolute owner of the land. During the currency of the sale deed, the purchaser will enjoy the land and bear the agricultural expenses.

Serial numbers.	Tamil name for land right.	English equivalent.	Explanation.
(1)	(2)	(3)	(4)
<b>5. The Nilgiris district.</b>			
1	ஜாமி .. .. .	Janmi .. ..	....
2	குடியான் அக்தாசம் அல்லது சாளுபுதூர் பாத்தியதை.	Tenancy rights ..	....
3	கடாப் பத்திரம் .. .. .	Document .. ..	....
4	பாட்டம் .. .. .	Rent .. ..	....
5	99 வருட குத்தகை .. ..	99 years lease ..	....
6	குத்தகை மேடோவர் .. ..	Transfer of lease ..	....
7	அடமான மேடோவர் .. ..	Transfer of lease ..	....
8	சாஸ்வத குத்தகை .. ..	Transfer of mortgage with possession.	....
9	கித்திரையம் .. .. .	Perpetual lease ..	....
<b>6. Tiruchirappalli district.</b>			
1	மிஸ்தர் .. .. .	Landlord .. ..	....
2	கையேர்வாரம் .. .. .	Kaiyerwarim ..	The agricultural implements, seeds, etc., supplied by the owner and the labour for the supervision, weeding, watering, thrashing, etc. Operations all supplied by the tenants. The amount due to the tenant represents the wages in kind for the services done by him.
3	மாட்டு வாரம் .. .. .	Mattuwarem ..	The owner simply lets out the land and the cultivator supplies bulls for ploughing, sowing, etc. and attends to other agricultural operations and bears all incidental charges.
4	.. .. .	Proprietor Estates (whole Inams).	....
5	மாணியம் .. .. . இனாம்	Grant (Conditioned)	Lands are granted under certain conditions for a specific charitable or religious purpose. They can be resumed on violation of those conditions. The cultivator has no right whatsoever except the right of enjoyment till he continues to satisfy the conditions specified in the grant.

Serial number.	Tamil name for land right.	English equivalent.	Explanation.
(1)	(2)	(3)	(4)
6	சர்வமானியம் .. ..	Unconditional manont gift.	In these cases, lands are granted for any services rendered or in recognition of the meritorious individuality of person. Though this is also a sort of grant, the granted land cannot be resumed unless by an act of legislature the tenure of the land is changed. The grantee can enjoy the land with full right as in the case of Patta land.
<b>7. Thanjavur district.</b>			
	மிரால் .. ..	Miras. .. ..	This indicates ownership of land by a person living on the income from the land.
2	பொரக்குடி .. ..	Porakudi. .. ..	This indicates right to a land by labourers from different places allowed to cultivate the land and take a moiety of the produce for themselves.
3	சாலைவத அனுபோக யாத்தியம்; உழவாலை யாத்தியம்	Occupaney right. ..	The lands will be in the name of temples and they are being cultivated by the tenants on payment of fixed rent. The tenancy right is saleable. This kind of tenure exists in Edakudi Vadapathy, Kadiramangalam, etc., villages in Sirkali Taluk.
<b>8. Ramanathapuram district.</b>			
1.	மிரால் .. ..	Miras .. ..	Hereditary right.
2	பத்தலைப்பு; சாம்போகர் ..	Letting lease ..	Letting the land on lease to a cultivator by the owner for a fixed quantity of produce for a fixed period.
3	சாம்போகம் .. ..	Swamibogam ..	Rent paid by a cultivating tenant to the Inamdar besides Melwaram.
<b>9. Tirunelveli district.</b>			
	பாட்டம் .. ..	Pattam .. ..	Contract or fixed rent.
	மேனி .. ..	Meni .. ..	Field.
	ஜென்மம் .. ..	Janmam (Malayalam term).	The land owned by the Madams (like "Thiruvaduthurai Atheenam"). Cultivated to a large extent by landless people who pay a fixed measure of the produce to the authority of the Madams in kind is known as "Janmam".

Serial number.	Tamil name for land right.	English equivalent.	Explanation.
(1)	(2)	(3)	(4)
4	பொதுவாரம் .. ..	Pothuvaram ..	This is a kind of tenancy prevailing in this district. The tenants according to the system bear the cultivation expenses as noted below:— 1 Transplantation charges —Half. 2 Ploughing charges—Full. 3 Breeding charges —Full. 4 Harvest expenses Half. Besides the tenant will get 2½ Marakkals of paddy for every Kottah of paddy harvested. The straw obtained will be divided equally between the tenant and landlord.
5	சம்பாதி .. ..	Tenant ..	With specific conditions.
6	தனதேனி பண்ணை .. ..	Landholder ..	Self cultivation by engaging cooly.
10, Kanyakumari district.			
1	ஜெனாமம் .. ..	Janmam ..	A owns certain acres of land for which he holds the patta. He may or may not be in possession. But tax should be paid in his name. In other words A is said to have the proprietary right over the land.
2	பாட்டம் .. ..	ase ..	B. is the lessee of A's land. B is entitled to possession and enjoyment of land on payment of the stipulated lease amount to A. B. is bound to vacate the land when called upon to do so by A. after the termination of the period of lease as per stipulation in the lease deed.
3	காணப்பாட்டம் .. ..	Kanapattam ..	It is a right over property derived by the Kanapattamdar from the Jenmi. The Kanapattamdar has absolute right over the property provided he pays the stipulated amount known as Jenmikaram.

## APPENDIX IV.

### LIST OF CERTAIN PREDOMINANT HOUSEHOLD INDUSTRIES IN MADRAS STATE.

- Production and rearing of livestock such as cow, goat, etc.
- Production of ducks and hens. Eggs by rearing and poultry farming.
- Production of rice, ~~at a~~, flour, etc., by milling of crops and foodgrains.
- Production of sugar, gur from sugarcane or palm juice.
- Production of candy.
- Slaughtering preservation of meat and fish.
- Production of bread, biscuit, cake and other bakery products.
- Production of butter, ghee, cheese and other dairy products.
- Production of edible fats and oil (other than hydrogenated oil).
- Production of aerated and mineral water.
- Manufacture of beedi.
- Charka-spinning.
- Cotton dyeing and bleaching.
- Cotton-weaving in handlooms.
- Embroidery and making of crepe lace and fringes.
- Making of textile garments, raincoats and head-gears.
- Sawing and planing of wood.
- Manufacture of wooden furniture and fixtures.
- Manufacture of materials from cork, bamboo, cane, leaves and allied products.
- Manufacture of wooden toy.
- Manufacture of wooden box.
- Printing and binding books.
- Currying, tanning and finishing of hides and skins and preparation of finished leather.
- Manufacture of shoes and leather footwear.
- Manufacture of medicines, pharmaceutical preparations, perfumes, cosmetics and other toilet preparations.
- Manufacture of soap and other washing and cleaning compounds.
- Manufacture of lime.
- Manufacture of earthenware and earthen pottery.
- Manufacture of earthen image, busts and statues.
- Repairing brass and bell-metal products.
- Enamelling, galvanizing, plating (including electroplating), polishing, welding of metal products.
- Manufacture of bolt, screw, bucket, cutlery.
- Repairing electrical machinery and apparatus, appliances.
- Repairing and servicing of motor vehicles.
- Repairing of bicycles and tricycles.
- Assembling and repairing of bicycles and tricycles.
- Assembling and repairing of watches and clocks.
- Manufacture of jewellery, silverware and wares using gold and other precious metals.

**CONFIDENTIAL.**

**APPENDIX V.  
CENSUS 1961.**

**MADRAS STATE.**

**PROGRESS REPORT FOR.**

***Training Sample Census.***

(To be submitted to the Charge Officer immediately after the practice enumeration is over.)

District \_\_\_\_\_ )  
Taluk \_\_\_\_\_ )  
Nature of the Charge: Tahsildar \_\_\_\_\_ )  
Deputy Tahsildar \_\_\_\_\_ )  
Municipality \_\_\_\_\_ )  
Cantonment \_\_\_\_\_ )  
Special Charge \_\_\_\_\_ )  
(Specify name)

\_\_\_\_\_ }  
\_\_\_\_\_ }  
\_\_\_\_\_ }

Name and designation of Enumerator: \_\_\_\_\_  
Serial number of Enumerator's Block: \_\_\_\_\_

Serial number of Enumerator's Block: \_\_\_\_\_

Place of practice Enumeration.		Date on which practice Enumeration was done.	No. of Census forms filled in by the Enumerator.		Special Remarks on work of Enumerator.
Code No. and name of Location Code Unit.	House numbering Block number.		Enumeration Slips.	Household Schedules.	
(1)	(2)	(3)	(4)	(5)	(7)

Dated signature of Supervisor: \_\_\_\_\_

Designation: \_\_\_\_\_  
Serial number of the Circle in the Charge: \_\_\_\_\_

**CENSUS 1961.**

**APPENDIX VI.**

**MADRAS STATE**

**CIRCLE ISSUE STATEMENT**

(Code No. )  
(Code No. )

Tahsildar.  
Dy. Tahsildar  
Municipality  
Cantonment  
Special Charge

(Specify name)

Nature of Charge.

Serial number of the Circle in the Charge.

Name and Designation of Supervisor.

(1) Block Number (Here enter all the blocks in the Circle in Serial Order.)	(2) Location Code Number of the unit comprised in the block in Column (1)	(3) Enumeration slips.		(4) Pads of 100 slips.	(5) Pads of 25 slips.	(6) Books of 50 household Schedules.	(7) Books of 25 household Schedules.	(8) Signature of the Emme- nator in token of receipt	(9) Date on which the pads and schedules finally handed over.	REMARKS.
		(1) Pads of 100 slips.	(2) Pads of 25 slips.							

Dated Signature of Supervisor,

**ACKNOWLEDGEMENT FOR THE RECEIPT OF THE ENUMERATION PADS AND HOUSEHOLD SCHEDULES.**

(Code No. )

Nature of Charge.

Tahsildar

Dy. Tahsildar  
Cantonment  
Special Charge

(Code No. )

Serial number of Circle.

Received from the Charge Officer pads of 100 slips and pads of 25 slips and  
Household Schedules ( books of 50 schedules and books of 25 schedules) for distribution to the Enumerators in my circle.

Dated Signature of Supervisor.

**MADRAS STATE.**

**APPENDIX VII.**

**PROGRESS REPORT.**

(To be submitted to the Charge Officer on the 17th and 24th February 1961)

(Code No.  
(Code No.

District:  
Taluk:

Tahsildar.  
Deputy Tahsildar.  
Municipality.  
Cantonment.  
Special Charge.

(Specify name).

Nature of Charge:

Serial number of the Circle in the Charge:

Name and designation of  
Circle Supervisor

17th February 1961.  
Progress Report for the period ending 24th February 1961.

Block number (Here enter all blocks in serial order). (1)	Date of Supervisor's Initial (2)	Inspection at beginning of enumeration period. (3)	Number of slip, pads and Household Schedule books issued to Enumerator.			Number of pads and Schedule books handed over to Supervisor to date.			Number of Enumeration slips and Household Schedules checked by the Supervisor.			
			Enumeration slips.	Household Schedules.	Books of 50 schedules.	Books of 25 schedules.	Books of 100 slips.	Pads of 25 slips.		Books of 50 schedules.	Books of 25 schedules.	Enumeration slips.
			Pads of 100 slips. (3)	Pads of 25 slips. (4)	Books of 50 schedules. (5)	Books of 25 schedules. (6)	Pads of 100 slips. (7)	Pads of 25 slips. (8)	Books of 50 schedules. (9)	Books of 25 schedules. (10)	Enumeration slips. (11)	House hold schedules. (12)

Dated Signature of Supervisor.

**CENSUS 1961.**

**MADRAS STATE.**

**APPENDIX VII.**

**ENUMERATOR'S BLOCK ABSTRACT.**

District : (Code No. )

Taluk : (Code No. )

Code number and name of village/Panchayat/ }  
Municipality/Cantonment. }

Nature of Charge: Tahsildar }  
Deputy Tahsildar }  
Municipality }  
Cantonment }  
Special charge }  
(Specify name).

Serial number of the Circle in the Charge. }  
Serial number of Enumerator's Block }

(1) Code number and name of Village/Panchayat/ Municipality/Cantonment.	(2) Block/Ward/Locality number.	Total number of	
		Occupied Houses.	Census Households.
		(3)	(4)
Total ..			

Date on which Enumeration of Household Population and Population in institutions began.

Date on which Enumeration of Household Population and Population in institutions ended.

	Enumeration slips in pads of		Household Schedules in books of	
	100 slips.	25 slips.	50 Schedules.	25 Schedules.
Number of pads wholly used .. .. .				
Number of extra slips used .. .. .				
Number of slips cancelled .. .. .				
Number of slips spoilt .. .. .				

*Population abstract for block.*

Sex.	To be compiled from Enumeration slip pads.			To be compiled from Household Schedules.		
	Total.	Literates.	Number of Households engaged in	Household Cultivation only.	Household Industry only.	Both in Household Cultivation and Household Industry.
Males .. .. .						
Females .. .. .						
Grand total ..						

Checked and found correct.

Dated Signature of Supervisor

(For instructions please see reverse)

Dated Signature of Enumerator.

### INSTRUCTIONS FOR PREPARING THE ENUMERATOR'S BLOCK ABSTRACT.

Fill in the name of District, Taluk, Village, Panchayat, Municipality or Contonment and their code numbers as supplied to you.

Strike out the other categories of the nature of the charge which are not applicable and also specify the name of the charge.

Next fill in the serial number of the Supervisor Circle in the charge which your Supervisor will indicate to you as also the serial number of your block.

You are then required to fill in the tabular statement consisting of four columns. In the first and second columns, you should fill up the code numbers and name of the units (Village, Panchayat, Municipality, Contonment, etc.), and the house numbering block numbers in those units which comprise your enumeration block. In the third column, you have to enter the total number of occupied houses you have enumerated. You may have more than one house numbering block in your area of enumeration or a part of a house numbering block allotted to you. You should enter the total of occupied houses in each such block allotted to you separately. You can obtain this information by checking up the house numbers contained in the location code series you have entered in the schedules.

After arriving at the number of occupied houses in each house numbering block, it is now possible to find out the number of households. Count all the household schedules relating to these occupied houses in a house numbering block and enter the total against this block and so on.

#### *Population abstract for block.*

Each enumeration slip pad has an abstract in which you would have entered the totals of population and literates among the population by sex. Record these totals separately on a slip of paper for each pad or part of a pad which you have used and total these figures. Enter these totals of population and literates among total population by sex.

#### *Number of households engaged in the household cultivation, household industry, both in household cultivation and household industry.*

Count the household schedules for which entries are recorded in column C (1). Enter the total number of schedules for which sub-part C (1) has been filled up in the column "Household Cultivation only."

Similarly, count the household schedules for which entries have been made in C (2) and C (3) of sub-part C and enter the totals in the remaining two columns—"Household Industry only" and "Both in Household Cultivation and Household Industry" of this abstract.

Finally, total the figures entered in these columns and enter this figure in the last column.

**CENSUS 1961.**

**APPENDIX IX.**

**MADRAS STATE.**

**CIRCLE ABSTRACT.**

District,

(Code No. )

Taluk.

(Code No. )

Tahsildar

Deputy Tahsildar

Municipality

Canonment

Special Charge

(Specify name).

Nature of charge :

Serial number of the Circle in the charge.  
Name and Designation of Supervisor.

Enumerators' Block Number (Here enter all blocks in the Circle in Serial Order.)	TOTAL POPULATION.			LITERATE POPULATION.			NUMBER OF HOUSEHOLDS ENGAGED IN.				Total.
	Males.	Females.	Total.	Males.	Females.	Total.	Household cultivation only.	Household Industry only.	Both in Household cultivation and Industry.	(10)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	
Circle Total ..											

Submitted to the \*

on the

day of March 1961.

Station.

(\* Here enter the designation of Charge Officer).

Dated Signature of Supervisor.

APPENDIX X

CONFIDENTIAL

Model Slip 1.

CENSUS 1961

Location Code 2/4/35/1/5/47(b)

1 (a) Name Ayyanar

Relationship Head Age last birthday 64

1 (b) to head Head 2. Birth place Madurai

3 Status M 4 (a) place Madurai

4 (b) Born R/U R 4 (c) Duration of residence if born elsewhere 32 Years

5 (a) Nationality I 5 (b) Religion H

S.C. Kudumban 6 Education Literacy & X

7 (a) Mother tongue T 7 (b) Any other language(s) X

8 Working as Cultivator X 9 Working as Agricultural labour AL

10 Working at Household Industry. (a) Nature of work Cutting bamboos into sticks (b) Nature of Household Industry Bamboo Basket making (c) If Employee X

11 Doing Work Other than 8, 9 or 10 (a) Nature of work X (b) Nature of Industry, Profession, Trade or Service X (c) Class of Worker X (d) Name of Establishment X

12 Activity if Not Working X

13 Sex M

CONFIDENTIAL,

Model Slip 2.

CENSUS 1961.

Location Code 3/4/22/1/25(a)

1 (a) Name Arumuga Moopnar

Relationship Head Age last 42  
2 (b) to hand 2 birthd. y

Marital M Birth PL  
3 Status M 4 (a) place

4 (b) Born R/U R 4 (c) Duration of residence if borne elsewhere X

5 (a) Nationality I 5 (b) Religion H

SC. X Literacy & L  
5 (c) ST. 6 Education

Mother T Any other X  
7 (a) tongue 7 (b) language(s)

Working as X Working as X  
8 Cultivator 9 Agricultural labour

Working at 1 (Household Industry) { (a) Nature of work Dyeing of yarn  
b Nature of Household Industry. Handloom saree weavings. (c) If Employee E.E

Doing Work 11 Other than 8, 9 or 10 { (a) Nature of Work X  
(b) Profession Trade or Service X (c) Class of Worker X  
(d) Establishment X

12 Activity if Not Working X 13 Sex M

CONFIDENTIAL.

Model Slip 3.

CENSUS 1961.

Location Code 11/5/4/2/22

1 (a) Name Chelliah Nadar

1 (b) Relationship to Head Head Age last birthday 48

3 Marital Status M 4 (a) Birth Place Tirunelveli

4 (b) Born R/U R 4 (c) Duration of residence if born elsewhere 12 Years

5 (a) Nationality I 5 (b) Religion Atheist

6 (c) S.C./S.T. X 6 (d) Literacy & Education S.S.L.C.

7 (a) Mother tongue T 7 (b) Any other language(s) E

8 Working as Cultivator C 9 Working as Agricultural labour. X

10 Working at Household Industry { (a) Nature of work X  
(b) Nature of Household Industry X (c) If Employee X

11 Doing Work Other than 8, 9 or 10 { (a) Nature of work Commission Agency  
(b) Nature of Industry, Profession, Trade or Service Chillies (c) Class of worker. M.B.  
Purchase and sales (wholesale)  
(d) Name of Establishment Chelliah & Co., Watrap.

12 Activity if not working X 13 Sex M

CONFIDENTIAL

Model Slip 4.

CENSUS 1961

Location Code 2/4/8/4/15

1 (a) Name Kamala Bai

1 (b) Relationship to Head Wife Age last birthday 28

3 Marital Status M 4 (a) Birth-Place PL

4 (b) Born R/U R 4 (c) Duration of residence if born elsewhere X

5 (a) Nationality I 5 (b) Religion H

6 (c) S.C./S.T. Adi Dravida 6 Education Literacy & IVth Class

7 (a) Mother-tongue T 7 (b) Any other language(s) X

8 Working as Cultivator C 9 Working as Agriculturer X

10 Working at Household Industry { (a) Nature of work Spinning yarn  
 (b) Nature of Household Industry Spinning yarn on Ambar charka (c) If Employee X

11 Doing Work Other than 8 9 or 10 { (a) Nature of Work X  
 (b) Nature of Industry, Profession, Trade or Service X (c) class of Worker X  
 (d) Name of Establishment X

12 Activity if Not Working X 13 Sex F



CONFIDENTIAL

Model Slip 6.

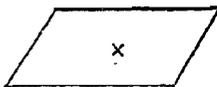
CENSUS 1961

Location Code 2/4/8/3/22(d)1 (a) Name RamakrishnanRelationship Head Age last birthday 44  
1 (b) to headMarital W Birth D  
3 Status place4 (b) Borne R/U U Duration of residence of born elsewhere 5 Years.  
4 (c)5 (a) Nationality I 5 (b) Religion HS.C./ X Literacy & 11 Form  
5 (c) S.T. 6 EducationMother T Any other X  
7 (a) tongue 7 (b) language(s)Working as C Working as X  
8 Cultivator 9 Agricultural labourer

Working at 10 Household Industry.	(a) Nature of work	<u>Polishing Wooden Dolls</u>	
	(b) Household Industry	<u>Wooden Dolls</u>	(c) If Employee
		<u>Making</u>	

Doing Work 11 Other than 8 9 or 10	(a) Nature of Work	<u>X</u>	
	(b) Profession, Trade or Service	<u>X</u>	(c) Class of Worker
			
	(d) Establishment	<u>X</u>	

12 Activity if Not Working



13 Sex

M

CONFIDENTIAL

Model Slip 7.

CENSUS 1961

Location Code 1/84/2/44/1 (c)1 (a) Name Ramadoss1 (b) to Head Relationship Son-in-law Age last birthday 233 Status M Birth place Nellore, Andhra-Pradesh4 (b) Born R/U R Duration of residence if born elsewhere 3 years5 (a) Nationality I 5 (b) Religion H5 (c) S.T. X 6 Education Literacy & Matriculate7 (a) tongue A Any other language(s) T.E8 Working as Cultivator X 9 Working as Agricultural labour X

Working at Household Industry { (a) Nature of work X  
 (b) Household Industry X (c) If Employee X

Doing work 11 Other than 8, 9 or 10. { (a) Nature of Work Salesman  
 (b) Profession, trade or Service Motor Spare Parts Sales (Retail) (c) Class of Works. X  
 (d) Name of Establishment Howrah Motors Ltd., Madras.

12 Activity if Not Working X

13 Sex.

M

1/12/22/44 (a)

Location Code \_\_\_\_\_

1 (a) Name Jagannathan

Relationship Son Age last birthday 22

Marital N.M. Birth- Tanjore  
3 Status \_\_\_\_\_ 4 (a) place \_\_\_\_\_

4 (b) Born R/U U Duration of residence if born elsewhere 4 years.

5 (a) Nationality I 5 (b) Religion H

SC. X Literacy & Education Intermediate  
5 (c) ST. \_\_\_\_\_ 6 \_\_\_\_\_

Mother- T Any other (b) language(s) E  
7 (a) tongue \_\_\_\_\_

Working as X Working as X  
8 Cultivator \_\_\_\_\_ 9 Agricultural labourer \_\_\_\_\_

Working at household Industry. { (a) Nature of work X  
(b) Household Industry X (c) If Employee X

Doing Work Other than 8, 9 or 10. { (a) Nature of Work X  
(b) Nature of Industry, Profession, trade or Service X (c) Class of Worker. X  
(d) Name of Establishment X

12 Activity if Not Working ST 13 Sex. M

CONFIDENTIAL

Model Slip 9.

CENSUS 1961

Location Code 2/5/4/2/22

1 (a) Name Kuppan

Relationship Head Age last birthday 43

Marital M Birth place PL

4 (b) Born R/U R 4 (c) Duration of residence if borne elsewhere X

5 (a) Nationality I 5 (b) Religion H

6 (c) S.C. X 6 Education Literacy & Vth Class

7 (a) Mother tongue T 7 (b) Any other language(s) X

8 Working as C 9 Working as A.L.  
Cultivator Agricultural labourer

Working at 10 Household Industry. (a) Nature of work Throwing and turning pottery  
(b) Nature of Household Industry Earthen Pottery Making (c) If Employee X

Doing Work 11 Other than 8, 9 or 10. (a) Nature of Work X  
(b) Nature of Industry, Profession, trade or Service X (c) Class of Worker X  
(d) Name of Establishment X

12 Activity if Not working X

13 Sex M

1/36/29/21

Location Code \_\_\_\_\_

1 (a) Name Hendry Cabot Lodge

Relationship Head Age last birthday 49

Marital S Birth place United States of America

3 Status \_\_\_\_\_ 4 (a) \_\_\_\_\_  
4 (b) Borne R/U U 4 (c) Duration of residence if borne elsewhere 5 years.

5 (a) Nationality United States of America 5 (b) Religion C

SC. X Literacy & D. S. \_\_\_\_\_  
5 (c) S.I. \_\_\_\_\_ 6 Education \_\_\_\_\_

Mother-tongue E Any other language(s) French

Working as Cultivator X Working as Agricultural labourer X

Working at Household Industry. { (a) Nature of work X  
(b) Nature of Household Industry X (c) If Employee X

Doing Work other than 8, 9 or 10. { (a) Nature of Work Production Manager  
(b) Nature of Industry, Profession, trade or Service Rubber, Tyres, and Tubes Manufacture (c) Class of Worker E.E  
(d) Establishment Firestone Tyre and Rubber Co., Madras.

12 Activity if Not working. X 13 Sex M

CONFIDENTIAL

Model Slip 11.

CENSUS 1961

Location Code 12/4/62/1/51 (a) Name Kaliannan2 (b) Relationship to Head Head Age last birthday 343 (a) Marital Status N. M. Birth-place D4 (b) Born R/U R 4 (c) Duration of residence if born elsewhere 6 years5 (a) Nationality I 5 (b) Religion H5 (c) SC. X 6 Literacy & Education L7 (a) Mother-tongue T 7 (b) Any other language(s) X8 Working as Cultivator X 9 Working as Agricultural labourer A.L.

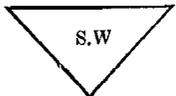
Working at Household Industry

(a) Name of work X (e) If Employee

(b) Nature of Household Industry X 

11 Doing Work other than 8, 9 or 10.

(a) Nature of Work General Labourer (e) Class of Worker

(b) Nature of Industry, Profession, trade or Service No fixed job 

(d) Name of Establishment No fixed place of work

12 Activity if Not Working 

13 Sex

M

Location Code 1/12/22/44/2 (a)

1 (a) Name Suseela

2 (b) Relationship to Head Sister Age last 2 birthday 25

3 Marital Status N. M. 4 (a) Birth-place PL

4 (b) Born R/U U 4 (c) Duration of residence if born elsewhere X

5 (a) Nationality I 5 (b) Religion C

5 (c) S. C./ S. T. X 6 Literacy & Education S.S.L.C.

7 (a) Mother tongue T 7 (b) Any other language(s) E

8 Working as Cultivator X 9 Working as Agricultural labourer X

Working at Household Industry { (a) Nature of work X (c) If Employee X  
(b) Nature of Household Industry X

Doing Work Other than 8 9 or 10 { (a) Nature of Work X (c) Class of Worker X  
(b) Nature of Industry, Profession, Trade or Service X  
(d) Name of Establishment X

12 Activity if Not working H.W 13 Sex F

Location Code 1/8/16/22 (a)

1 (a) Name Thashas

Relationship (b) to Head Son Age last birthday 21

3 Status N.M. 4 (a) place of Birth Nilgris

4 (b) Born R/U U 4 (c) Duration of residence if born elsewhere 6 years.

5 (a) Nationality I 5 (b) Religion C

5 (c) S.T. Toda 6 Education Literacy & B.A.

7 (a) Mother tongue Toda 7 (b) Any other language(s) T.E.

8 Working as Cultivator X 9 Working as Agricultural labourer X

Working at 10 Household Industry { (a) Nature of work X  
(b) Nature of Household Industry X (c) If Employee X

Doing Work 11 Other than 8 9 or 10 { (a) Nature of Work Upper Division Clerk.  
(b) Nature of Industry, Profession, Trade or Service Revenue Department. (c) Class of Worker E.E.  
(d) Name of Establishment Secretariat, Government of Madras.

12 Activity if Not Working X 13 Sex M

Location Code 1/86/14/15 (a)

1 (a) Name Srinivasalu

2 (b) Relationship Head Age last birthday 57

3 Marital Status S 4 (a) Birth-place Koraput-Orissa

4 (b) Born R/U (circle) 4 (c) Duration of residence if born elsewhere 14 years.



5 (a) Nationality I 5 (b) Religion H

5 (c) S.C. X 6 Literacy & Education L

7 (a) Mother-tongue Oriya 7 (b) Any other language(s) Hindi

8 Working as Cultivator X 9 Working as Agricultural labourer X

Working at Household Industry { (a) Nature of work X  
(b) Nature of Household Industry X (c) If Employee X

Doing Work Other than 8, 9 or 10 { (a) Nature of Work Packer  
(b) Nature of Industry, Profession, Trade or Service Pharmaceuticals  
Manufacture (c) Class of Worker B.B.  
(d) Name of Establishment Boots Pure Drug Company (India), Limited, Madras.

12 Activity if Not Working (parallelogram with X)

13 Sex M

Location Code 12/4/93/3/2/23

1 (a) Name Meganathan

Relationship Head Age last 39  
2 (b) to head 2 birthday

Marital M Birth- D  
3 Status 4 (a) place

4 (b) Born R/U R Duration of 10 years  
4 (c) residence if born elsewhere

5 (a) Nationality I 5 (b) Religion H

S.C. Kudumban Literacy & Intermediate  
5 (c) S.T. 6 Education

Mother- T Any other E., Hindi  
7 (a) tongue 7 (b) language(s)

Working as x Working as x  
8 Cultivator 9 Agricultural labourer

Working at x  
10 Household Industry { (a) Nature of work (c) if Employee  
(b) Nature of Household Industry x  
x

Doing Work Secretary  
11 Other than 8, 9 or 10 { (a) Nature of Work (c) Class of Worker  
(b) Nature of Industry, Profession, Trade or Service Political  
Party organisation E.E.  
(d) Name of Establishment District Congress Committee Tirunelveli,

12 Activity if Not Working x 13 Sex M

MODEL SLIP 16  
CONFIDENTIAL

**CENSUS OF INDIA 1961.**

[To be filled up during Enumeration.]

Is this an institution ?

**PART I—HOUSEHOLD SCHEDULE.**

8/4/22/1/28 (a)

Location Code \_\_\_\_\_

Full Name of Head of Household Karupiah Moopnar S.C.  
S.T.



A. Cultivation—		Local name of right on land.	Area in acres.			
1. Land under cultivation by Household—						
(i) owned or held from Government.		x	x			
(ii) held from private persons or institutions for payment in money, kind or share.		x	x			
(iii) Total of items (i) and (ii)		x	x			
2. Land given to private persons for cultivation for payment in money, kind or share.		x	x			
B. Household Industry—		Nature of Industry.	Number of months in the year during which conducted.			
Household industry (not on the scale of a registered factory) conducted by the Head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas.						
(a) Handloom			12			
(a) Saree weaving						
(b)						
C. Workers at Cultivation or Household Industry—		Members of family working.			Hired workers.	
Members including Head of family working and hired workers, if any, kept wholetime during current or last working season—		Head.	Other males.	Other females.	Total.	
1. Household Cultivation only.		x	x	x	x	x
2. Household Industry only.		1	2	3	6	2
3. Both in Household Cultivation and Household Industry.		x	x	x	x	x

Dated Signature of Supervisor.

Dated Signature of Enumerator.

**NOTE.**—Part II—Census Population Record overleaf should be filled up during the first round of enumeration (10th February to 28th February) from the enumeration slips relating to the household and brought up-to date with corrections, if any, after the second visit during check period 1st March to 3rd March 1961.



MODEL SLIP 17  
CONFIDENTIAL

CENSUS OF INDIA 1961

[To be filled up during Enumeration.]  
PART I—HOUSEHOLD SCHEDULE.

Is this an institution ?

2/4/35/1/6/47 (b)

Location Code : \_\_\_\_\_  
Full name of head of household Ayyanar S.C.  
S.T.

KUDUMBAN

A. Cultivation.		Local name of right on land.	Area in acres			
1. Land under cultivation, by Household.						
(i) owned or held from Government.		X	X			
(ii) held from private persons or institutions for payment in money, kind or share.		X	X			
(iii) Total of items (i) and (ii)		X	X			
2. Land given to private persons for cultivation for payment in money, kind or share.		X	X			
B. Household Industry.		Nature of Industry.	Number of months in the year during which conducted.			
Household industry (not on the scale of a registered factory) conducted by the head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas.			8			
(a) Bamboo Basket Making						
(b)						
C. Workers at Cultivation or Household Industry.		Members of family working.			Hired workers.	
Members including Head of family working and hired workers, if any kept whole time during current or last working season.		Head.	Other males.	Other females.	Total.	
1. Household cultivation only.		X	X	X	X	X
2. Household Industry only		1	X	2	3	X
3. Both in Household Cultivation and Household Industry.		X	X	X	X	X

Dated Signature of Supervisor.

Dated Signature of Enumerator.

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MODEL SLIP. 18.  
CONFIDENTIAL.

**CENSUS OF INDIA 1961.**

(To be filled up during Enumeration.)

Is this an institution ?

**PART I—HOUSEHOLE SCHEDULE.**

Location Code : \_\_\_\_\_ 2/4/8/3/22 (d) \_\_\_\_\_  
Full name of head of Household. \_\_\_\_\_ Ramakrishnan \_\_\_\_\_ S.C.  
\_\_\_\_\_ S.T.

\_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_

A. Cultivation	Local name of right on land	Area in ares.			
1. Land under cultivation by house- hold	Sbrotriyam	2—25			
(i) owned or held from Government.	_____	_____			
(ii) held from private persons or institutions for payment in money, kind or share.	Mortgage	4—35			
(iii) Total of items (i) and (ii)	_____	6—67			
2. Land given to private persons for cultivation for payment in money, kind or share.	X	X			
<b>B. Household Industry</b>	Nature of Industry.	Number of months in the year during which conducted,			
Household industry (not on the scale of a registered factory) conducted by the head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas.	(a) Wooden dolls making,	4			
(b)	_____	_____			
<b>C. Workers at cultivation or Household Industry.</b>	Members of family working.			Hired workers.	
Members including Head of family working and hired workers, if any, kept wholetime during current or last working season.	Head.	Other males.	Other females.	Total	
1. Household Cultivation only.	x	x	x	x	x
2. Household Industry only.	x	x	x	x	x
3. Both in household cultivation and household industry.	1	2	1	4	8

Dated Signature of Supervisor.

Dated Signature of Enumerator.

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## CENSUS OF INDIA 1961

Model Slip 19.

[To be filled up during Enumeration]

Is this an institution ?

## PART I—HOUSEHOLD SCHEDULE

2/4/8/4/15

Location Code : \_\_\_\_\_

Full Name of Head of Household Krishnan S.C. S.T.Ad-  
Dravida

A. Cultivation.		Local name of right on land.	Area in acres.		
1. Land under cultivation by Household					
(i) owned or held from Government.		Ryotwari	3—30		
(ii) held from private persons or institutions for payment in money, kind or share.		Lease.	7—50		
(iii) Total of items (i) and (ii)			10—80		
2. Land given to private persons for cultivation for payment in money, kind or share		X	X		
B. Household Industry.		Nature of Industry.	Number of months in the year during which conducted.		
Household industry (not on the scale of a registered factory) conducted by the Head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas.		Spinning yarn in Ambar Charika.	7		
(a)					
(b)					
C. Workers at Cultivation or Household Industry.		Members of family working.			
Members including Head of family working and hired workers, if any, kept who'time during current or last working season.	Head.	Other males.	Other females.	Total.	Hired workers.
1. Household Cultivation only.	X	X	X	X	X
2. Household Industry only.	X	X	X	X	X
3. Both in Household Cultivation and Household Industry.	1	1	3	5	7

Dated Signature of Supervisor.

Dated Signature of Enumerator.

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MODEL SLIP 20  
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CENSUS OF INDIA 1961

[To be filled up during Enumeration] Is this an institution ?  
PART I—HOUSEHOLD SCHEDULE

LOCATION CODE: 3/5/8/2/33/(a)

Full Name of Head of Household Krishnamoorthy Iyer S. G.  
S. T.

X

A. Cultivation	Local name of right on land		Area in acres.		
1. Land under cultivation by Household (i) owned or held from Government.	Ayan		4—23		
(ii) held from private persons or institutions for payment in money, kind or share	Mortgage		2—74		
(iii) Total of items (i) and (ii)			6—97		
2. Land given to private persons for cultivation for payment in money, kind or share	X		X		
<b>B. Household Industry</b> Household industry (not on the scale of a registered factory) conducted by the head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas. (a)	Nature of Industry		Number of months in the year during which conducted		
	X				
(b)	X		X		
<b>C. Workers at Cultivation or Household Industry</b>	Members of family working				
Members including Head of family working and hired workers, if any, kept wholetime during current or last working season	Head.	Other males.	Other females.	Total.	Hired workers.
	1	2	X	3	
1. Household Cultivation only	X	X	X	X	X
2. Household industry only	X	X	X	X	X
3. Both in Household Cultivation and Household industry	X	X	X	X	X

Dated Signature of Supervisor.

Dated Signature of Enumerator.

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**CENSUS OF INDIA 1961**

[To be filled up during Enumeration] **Is this an institution ?**  
**PART I—HOUSEHOLD SCHEDULE**

**LOCATION CODE :** 11/5/4/2/22

**Full Name of Head of Household**

Chellich Nadar

S. C.  
S. T.

X

A. Cultivation		Local name of right on land.	Area in acres.			
1. Land under cultivation by Household						
(i) owned or held from Government		Miras	4-21			
		Inam	3-03			
(ii) held from private persons or institutions for payment in money, kind or share		Waram	4-35			
(iii) Total of items (i) and (ii)			11-59			
2. Land given to private persons for cultivation for payment in money kind or share		Lease	3-25			
B. Household Industry		Nature of Industry	Number of month in the year during which conducted.			
<del>Household industry (not on the scale of a registered factory) conducted by the Head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas.</del>		X	X			
		X	X			
(b)						
C. Workers at Cultivation or Household Industry		Members of family working				
Members including Head of family working and hired workers, if any, kept wholetime during current or last working session		Head.	Other males.	Other females.	Total.	Hired workers.
1. Household Cultivation only		X	3	X	3	12
2. Household Industry only		X	X	X	X	X
3. Both in Household Cultivation and Household industry		X	X	X	X	X

*Dated Signature of Supervisor.*

*Date Signature of Enumerator*

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