

CENSUS OF INDIA.

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ENUMERATOR'S BOOKLET

OF INSTRUCTIONS.

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1951



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OF INSTRUCTIONS

1—

1. \_\_\_\_\_

2. (a) \_\_\_\_\_ (b) \_\_\_\_\_

(c) \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. \_\_\_\_\_ 14.

12. \_\_\_\_\_

13. \_\_\_\_\_

## LIST OF QUESTIONS

1. Name and relationship to head of household.
2. What is your (a) nationality (b) religion (c) community ?
3. Unmarried, married, widowed or divorced.
4. Age.
5. Were you born in this district ? If not, in what district ?
6. Are you a displaced person from Pakistan ? If so, when did you come to the Indian Union and from which district ?
7. Mother-tongue.
8. What other (Indian) languages do you commonly use ?
9. Can you (a) read (b) write ? Give highest form reached or examination passed.
10. Are you self-supporting ? If so, give your means of livelihood in order of importance.
11. Are you ordinarily (a) an employer (b) an employed person or (c) an independent worker ?
12. Are you dependent on others ? If so, give the principal means of livelihood of the person on whom you are dependent ?
13. Are you a partly dependent i.e., do you contribute in cash or kind towards the support of the household without being capable of supporting yourself ? If so, give the means of livelihood through which you contribute ?
14. Sex.

# INSTRUCTIONS TO ENUMERATORS

## A.—General Procedure

The object of the census is, in the words of an old village officer who took an enthusiastic part in the Madras Census of 1931, "to catch every man". Keep that in view as our prime objective. But remember too that we want to catch him only once: you must be careful in the case of visitors, absentees, etc., that there is no chance of their being numbered in more than one place.

Beginning from the date intimated by your superior officers you will visit every house under your charge, and enter the details for each question regarding every person according to the detailed instructions in part B or given by your supervisor.

Get into the habit of studying the instructions and the list of questions. You can, if you like, take the list of questions from this book and paste it on to the enumeration pad for facility of reference. You must not remove any slip from your enumeration pad. Practise the questions as much as you can. You can write down the answers on the back of an envelope or on any old piece of paper or on a slate in the course of such practice. What we aim at is something like a man who has entered for a competition. At the competition he must be able to do his best, and he will not have anyone to help him or take his place. Consequently he practises assiduously beforehand. I should like to see this adopted as the general model of our efforts.

Consult your supervisor in any case of difficulty but remember that in the last resort it is on you as a citizen of the country that India relies for the information she secures through the census.

As soon as you have completed a pad note down the number of males and females, and of literates in that pad and hand the pad to your supervisor. After you have completed your enumeration total up your figures, fill in the columns in the enumerator's abstract and hand it over to your supervisor.

Under the Census Act every person is legally bound to furnish you with the information you need for recording your answers. You, however, must not ask information on any matters not necessary for the purpose of the census, for example, the amount of any person's income. Nor must you disclose to any unauthorised person any information given to you or the results of the enumeration. All census entries are confidential and cannot be admitted as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution for a census offence.

Any enumerator extracting money on any pretext connected with the census will make himself liable to punishment under the Census Act or the Penal Code.

## Enumerator's Abstract

District'

Taluk or Tehsil

Town or Village

Enumeration began

Enumeration ended

Number of books used

### Abstract

Number of occupied houses	..	..	
	Person	Male	Female
Total	..	..	..
Literate (Q. No. 9)	..	..	..

*(Signature of Enumerator).*

Checked and found correct.

*(Signature of Supervisor).*

## B.—Rules for filing up the Slip.

Use black ink only and write very clearly. This is the only slip that will be written in the census and you must, therefore, take great care. The questions you are to ask are in a separate sheet attached to this booklet. In the enumeration slip itself put down nothing except the tehsil, village, house etc. numbers at the top and the answers to the questions.

2. To save you writing district, tehsil or village names you will only have to write a figure. In the same way, wherever possible in the questions, answers are to be given as 1, 2, 3 etc. Study these and the instructions carefully.

3. At the top of every enumeration slip you will see a printed figure; this represents the district number. Your superior officers will give you other numbers to represent tehsil and village. You will observe yourself the house number. Enter all these numbers immediately after the printed figure, in that order: tehsil, village, house.

4. In some houses there may be more than one family. It is important to show this fact when it appears. Where there is more than one family, therefore, distinguish them by letters A, B, etc., e.g. if there were two families in house No. 49, the slips relating to the first family should be given house No. 49A and those relating to the second family house No. 49B.

### Question No. 1.—(Name and relationship to head of family)

Write the names of the persons enumerated. For members of the family write the relationship to the head of the family in brackets after the name. For wife write 1; for son 2; for daughter 3; for father 4; for mother 5. In the case of others write the relationship in full.



### Question No. 2.—(Nationality, Religion and Community)

There are three parts in this question. In part (a) write the Nationality. For an Indian National write 1; for Pakistan National 2; for British National 3. In the case of other National's write the Nationality in full, e.g. French, American, Polish etc.

In part (b) write the Religion of the person enumerated. For Hindu write 1; for Islam 2; for Christian 3; for Sikh 4; for Jain 5; for Parsee 6; for Buddhist 7; for Jew 8; and for Tribe 9. If any other Religion is returned write in full.

In part (c) write the Community of the person enumerated. This part applies only to Indian Nationals. In the case of other nationals write O. Enter the community returned by a person. If the same return is made for Community and Religion use the abbreviations mentioned against Religion. In the case of Scheduled Castes and Scheduled Tribes the total number is required under the Constitution. We may require also full return for certain backward classes. A list of such castes etc., will be furnished by the Provincial Census Superintendents. Be sure you get the full number of all these special cases.

### Question No. 3.—(Civil Condition)

For an unmarried person write 1; for a married person 2; for a widowed person 3; for a divorced person 4.

### Question No. 4.—(Age)

Write the age in years and months on the first day of March 1951; if precise date of birth unknown, state approximate age in years only. In the case of infants of less than one year write 0 for years and give the number of months.

**Question No. 5.—(Birthplace)**

If the person was born in the district of enumeration write 1. If the person was born in the Province of enumeration but outside the district of enumeration write the name of the birth district. If the person was born outside the Province write the name of the Province, State or Country where he was born.

**Question No. 6.—(Home of displaced persons).**

There are two compartments. The question applies only to displaced persons and therefore in the case of others write 0 in both the compartments. For displaced persons; in the first compartment write the month and the year in which they came to the Indian Union. You can use 1, 2, 3 etc., to denote the English months January, February etc., if you like. In the second compartment write the district in Pakistan from which they came to the Indian Union.

**Question No. 7.—(Mother-tongue).**

Write each person's mother-tongue, i.e. the language as first spoken from the cradle. In the case of infants and deaf-mutes the mother tongue of the mother should be given. Use the following abbreviations for the languages shown below :—

Punjabi	1
Hindi or Hindustani	2
Bengali	3
Bihari	4
Marathi	5
Gujrati	G
Kanarese	K
Malayalam	M
Oriya	O
Tamil	Ta
Telugu	Te

Write the names of other languages in full.

**Question No. 8.**—(Other Indian languages in common use)

Write the Indian language or languages commonly used by each person in addition to his mother-tongue in daily or domestic life. Use the abbreviations mentioned in Question No. 7 in the answers to this question also. Put a 0 in the case of persons who do not use habitually any Indian language other than their mother-tongue.

**Question No. 9.**—(Literacy)

There are two compartments. If the person cannot either read or write put 0 in the first compartment. If he can only read put 1. If he can both read and write put 2.

In the second compartment, which is bigger, put the class up to which the person has studied, e.g. B.A., School Final, Matric, VII Standard, etc. In the case of others put a 0.

**Question No. 10.**—(Means of livelihood of self-supporting persons)

This is a very important question. Please therefore pay great care. For a self-supporting person enter his means of livelihood (M/L). Ask how he makes his living and put the answer down here. There may be more than one M/L and you must be careful to find this out. Where there is more than one, write first the one which contributes most to the support of the household ; then the one which contributes next and so on.

Give the exact M/L and avoid vague and general terms. "Service", "Labour" and general words like these are not nearly exact enough. Say what the man actually does and where he does it. If he is a factory

worker give the name of the factory or the product it makes, e.g. coal mine, jute factory, cotton mill.

In the case of a trader in addition to giving the articles in which he is carrying on trade state whether he is a wholesale or retail trader. A retail trader sells to the public; a wholesale trader does not.

To save you writing long words you can use the following figures:—

- 1 (a) means a man owning land but not tilling it when the land exceeds 25 acres ;
- 1 (b) means a man owning land but not tilling it when the land is 25 acres or less ;
- 2 (a) means a man owning *and* tilling more than 25 acres ;
- 2 (b) means a man owning *and* tilling 25 acres or less ;
- 3 means a man tilling a land he holds on tenancy where the tenancy is renewed from year to year and can be discontinued at will ;
- 4 means a man tilling land on tenancy not included in 3 ;
- 5 means a man tilling land as a share cropper or Batai ;
- 6 means a man working as regular labourer on some one else's land ;
- 7 means purely casual agricultural labour.

*For Dependent write 0.*

Question No. 11.—(Employer etc.).

If the person employs others write 1; if he is employed by others write 2; if he is an independent worker write 3; if he is a student write 4. If he is more than one, show this e.g. 1 and 2, 2 and 3 etc. For those not covered by the above put 0.

**Question No. 12.—(M/L of dependents)**

This and Question No. 13 do not concern persons shown as self-supporting against Question No. 10. In such cases put a O against each and go on to Question No. 14.

If the person is a dependent write the principal M/L of the supporting person. Observe the principles given in Question No. 10 for recording the answers and use the abbreviations given there.

**Question No. 13.—(M/L of partly dependents)**

Often a person who does not support himself contributes nevertheless to the household. Where this is so put down the source of such contributions. Here also observe the principles given in Question No. 10 for recording answers and also use the abbreviations given under that question. In the case of housewives who contribute through housework write 'housework' against this question. For wholly dependents write O.

**Question No. 14.—(Sex)**

If the person enumerated is a male write 1 in the bottom right hand corner. If a female, write 2 or cut off the bottom right hand corner neatly along the line printed. Eunuchs and hermaphrodites should be treated as males.